

## Suspected Benami Transaction Cases

### 1. View Case details on Insight Portal

The steps to view case details in Insight Portal are as following:

**Step 1 :** Login to Insight Portal ([www.insight.gov.in](http://www.insight.gov.in)).

**Step 2 :** Click on verification (Available on left panel).

**Step 3 :** Click on Verification stage.



Figure 1 Verification Stage

**Step 4 :** Click on count of cases shown under 'Under Verification' column for 'Suspected Benami Transaction'.

#	Type	FY*	Pending for My Action				Others	
			Under Verification	Under Re-Verification	Sent Back	Pending For Approval	Submitted For Approval	Verified
41	RMS - Non-Filing of Return - PAN Cases	2017-18	1	0	0	0	0	2
42	RMS - Non-Filing of Return - PAN Cases	2018-19	27	0	0	0	0	1
43	Rule Based Information Verification	2016	4	0	0	0	0	0
44	Rule Based Information Verification	2017	4	0	0	0	0	3
45	Rule Based Information Verification	2018	0	0	0	0	0	4
46	Rule Based Information Verification	2019	1	0	0	0	0	0
47	Rule Based Information Verification	2021-22	1	0	0	0	0	0
48	Suspected Benami Transaction	2020-21	97	0	0	0	0	0
49	Suspicious Transaction Report (STR)	2012-13	0	0	0	0	0	7
50	Suspicious Transaction Report (STR)	2013-14	2	0	0	0	0	4

Figure 2 Case Summary

**Annexure to Insight Instruction No-89  
Suspected Benami Transaction cases  
For Departmental Users Only**

**Step 5 :** Click on 'View Details' against a case-on-case list screen to view case detail screen.



Figure 3 Case List

## 2. Case Detail View

The Case Detail page will be visible to the user having details of Verification Issue. The Case level activities available in the case will be visible to user by clicking on "Select Activity" option.

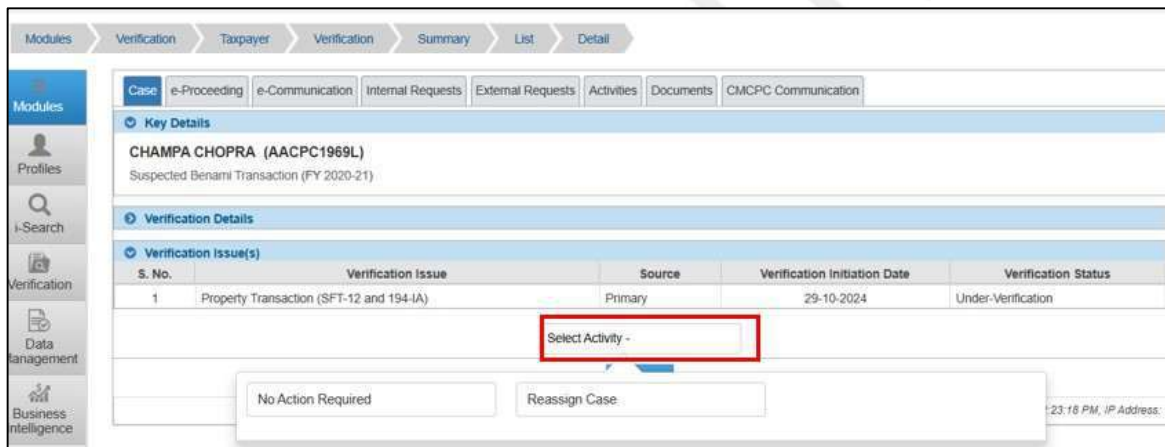
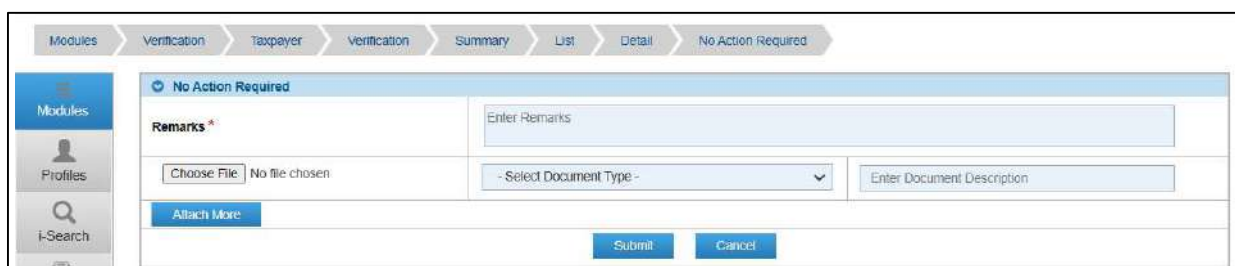


Figure 5 Case Detail View

### 3. Performing Case Level Activity- No Action Required

This activity can be performed if after conducting suitable investigation in the case, if the user is having view that no action is required to be undertaken in the case.

User need to enter appropriate remarks and attach document in support of his findings to complete the activity.



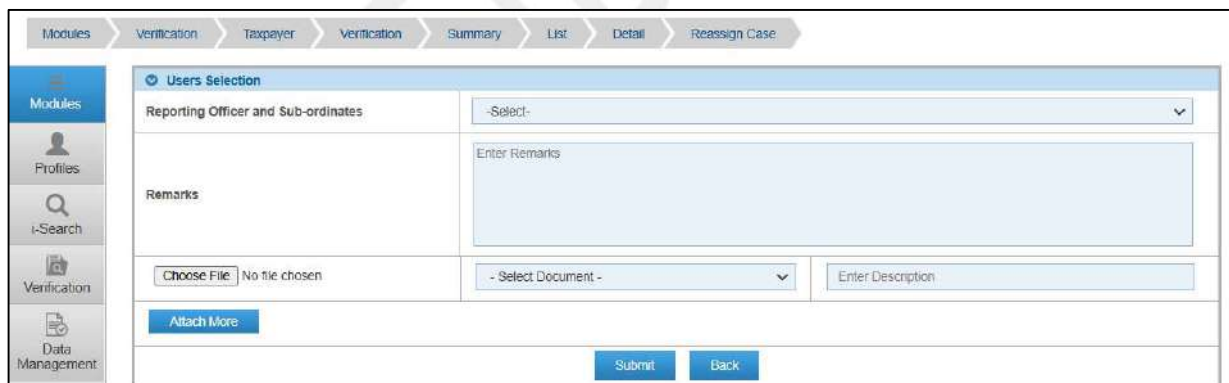
The screenshot shows a web application interface for a 'No Action Required' case. At the top, a breadcrumb trail reads: Modules > Verification > Taxpayer > Verification > Summary > List > Detail > No Action Required. On the left, a sidebar contains 'Modules', 'Profiles', and 'i-Search'. The main content area is titled 'No Action Required' and contains a 'Remarks \*' text area with the placeholder 'Enter Remarks'. Below this is a file upload section with a 'Choose File' button, the text 'No file chosen', a '- Select Document Type -' dropdown menu, and an 'Enter Document Description' text area. At the bottom of the form are 'Attach More', 'Submit', and 'Cancel' buttons.

Figure 6 Case Level Activity- No Action Required

### 4. Performing Case Level Activity- Reassign Case

To reassign the case in hierarchy, “Reassign Case” activity can be performed by the user. User will be able to add the Remarks and supporting documents if any and select appropriate user from drop down “Reporting officer and sub ordinates”.

The case will be reassigned to the person selected for reassignment.



The screenshot shows a web application interface for a 'Reassign Case' activity. At the top, a breadcrumb trail reads: Modules > Verification > Taxpayer > Verification > Summary > List > Detail > Reassign Case. On the left, a sidebar contains 'Modules', 'Profiles', 'i-Search', 'Verification', and 'Data Management'. The main content area is titled 'Users Selection' and contains a 'Reporting Officer and Sub-ordinates' dropdown menu with the placeholder '-Select-'. Below this is a 'Remarks' text area with the placeholder 'Enter Remarks'. At the bottom of the form is a file upload section with a 'Choose File' button, the text 'No file chosen', a '- Select Document -' dropdown menu, and an 'Enter Description' text area. At the bottom of the form are 'Attach More', 'Submit', and 'Back' buttons.

Figure 7 Case Level Activity- Reassign Case

## 5. View History of Activity performed in the case

The history of activities performed in the case will be visible to user under “Activities Tab” visible at Case Detail Page.

S. No.	Activity ID	Date	Activity	Position Description	Status
1	51939	03-03-2025	No Action Required	ITQ(HQ),(ESTATES),CHENNAI	Completed

Figure 8 Activities Tab has history of activities performed in the case.

The Activity ID will be hyperlink which will enable read only view of complete details of the activity along with documents attached in the activity.

General Details	
Activity Id	51942
Initiation Date	03-03-2025 02:52 PM
Activity	No Action Required
User Name	SYED.SHUKOOR NOWSHATH
User Designation	ITQ(HQ),(ESTATES),CHENNAI
IP Address	
Activity Status	Completed

No Action Required	
Remarks	Testing

Document Type	Document Description	Document
Other	Status PPT and findings	Presentation10.pptx

Figure 9 Activity Details in Activities Tab

## Undisclosed Foreign Assets/Income Issue Cases

### 1. View Case details at Insight Portal

After successful login to Insight Portal. User need to select Verification Tab from left side bar and navigate to “Verification” under Taxpayer Verification to navigate to Case Summary view.



Figure 1 Select Verification Option under Taxpayer Verification

### 2. Case Summary View

Case summary view will display Financial Year wise Case Types assigned to the user. User needs to select Count displayed against “High Risk Foreign Asset Income Information” cases to navigate to Case List view .

The screenshot shows the Case Summary view for 'High Risk Foreign Asset Income Information' cases. The search criteria are PCCIT, TAMILNADU, and the financial year is 2015-16. The table displays the following data:

#	Type	FY*	Pending for My Action				Others	
			Under Verification	Under Re-Verification	Sent Back	Pending For Approval	Submitted For Approval	Verified
11	High Risk Foreign Asset/Income Information	2015-16	1	0	0	0	0	0
12	High Risk Non-Filer/Non-Reporting Information	2015-16	1	0	0	0	0	0
13	High Risk Refund Cases - INV	2022-23	87	0	0	0	0	87
14	High Risk Refund Cases - JAC	2022-23	2	0	0	0	0	0
15	High Risk Transaction	2015-16	1	0	0	0	0	0
16	High Risk Transaction (Non-PAN)	2015-16	1	0	0	0	0	0
17	Information Verification	2017-18	1	0	0	0	0	0
18	Non-Filer Unregistered Reporting Entity Verification	2020-21	1	0	0	0	0	0
19	Pandora (RSSE/ATCA) Verification	2017-18	1	0	0	0	0	0

Figure 2 Select High Risk Foreign Asset Income Information Cases under Case Summary view

**Annexure to Insight Instruction No-89  
Undisclosed Foreign Assets/Income Issue cases  
For Departmental Users Only**

### 3. Case List View

Under Case List view, the list of cases assigned to the user will be visible. Users need to select “View Detail” hyperlink against particular case to navigate to Details of the Case.

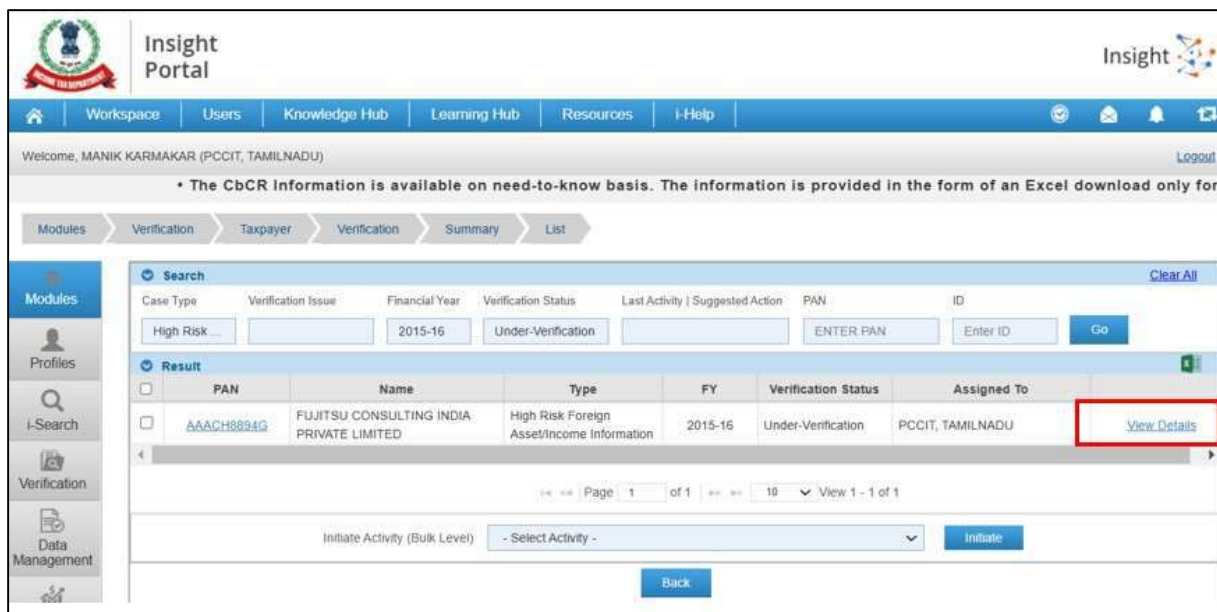


Figure 3 View Details of Case under Case List view

### 4. Case Detail View

The Case Detail page will be visible to the user having details of Verification Issue. The Case level activities available in the case will be visible to user by clicking on “Select Activity” option.

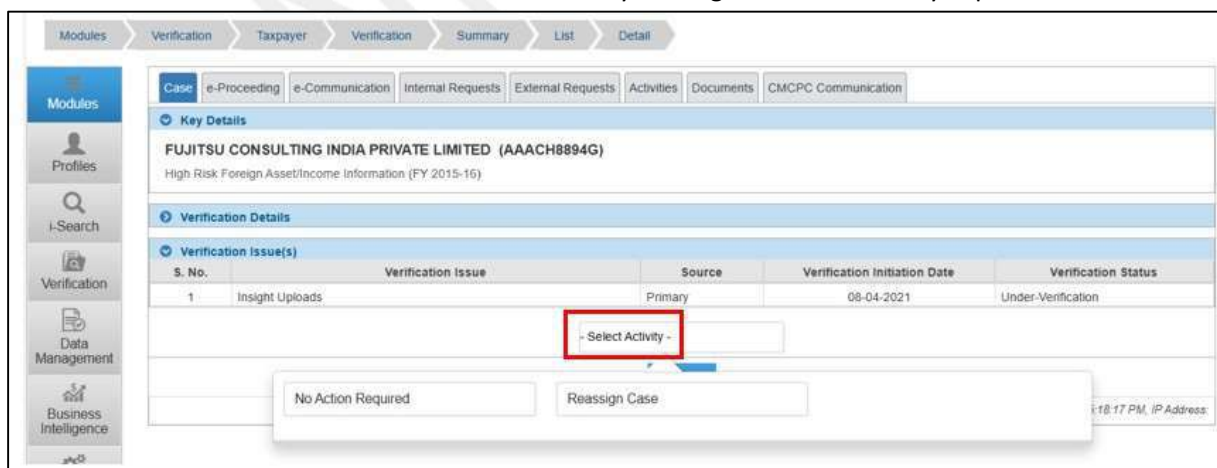


Figure 4 View Details of Case under Case Detail View

## 5. Performing Case Level Activities

### 5.1 No Action Required

This activity can be performed if after conducting suitable investigation in the case, if the user is having view that no action is required to be undertaken in the case.

User need to enter appropriate remarks and attach document in support of his findings to complete the activity.

Figure 5 Case Level Activity- No Action Required

### 5.2 Reassign Case

To reassign the case in hierarchy, “Reassign Case” activity can be performed by the user. User will be able to add the Remarks and supporting documents if any and select appropriate user from drop down “Reporting officer and sub ordinates”.

The case will be reassigned to the person selected for reassignment.

Figure 6 Case Level Activity- Reassign Case

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## 6. View History of Activity performed in the case

The history of activities performed in the case will be visible to user under “Activities Tab” visible at Case Detail Page.

The screenshot shows the Insight Portal interface. The user is logged in as SYED SHUKOOR NOWSHATH (ITO(HQ) (ESTATES) CHENNAI). The navigation menu includes Workspace, Users, Knowledge Hub, Learning Hub, Resources, and i-Help. The breadcrumb trail is: Modules > Verification > Taxpayer > Verification > Summary > List > Detail. The 'Activities' tab is highlighted in the sub-menu. The main table shows the following activity:

S. No.	Activity ID	Date	Activity	Position Description	Status
1	<a href="#">51939</a>	03-03-2025	No Action Required	ITO(HQ) (ESTATES) CHENNAI	Completed

Page 1 of 1, View 1 - 1 of 1

The Activity ID will be hyperlink which will enable read only view of complete details of the activity along with documents attached in the activity.

The screenshot shows the detailed view of the activity. The breadcrumb trail is: Modules > Verification > Taxpayer > Verification > Summary > List > Detail > No Action Required. The 'General Details' section contains the following information:

Activity Id	51942	Initiation Date	03-03-2025 02:52 PM
Activity	No Action Required	User Name	SYED SHUKOOR NOWSHATH
User Designation	ITO(HQ) (ESTATES) CHENNAI	IP Address	
Activity Status	Completed		

The 'No Action Required' section contains the following details:

Remarks	Testing		
Document Type	Document Description	Document	
Other	Status PPT and findings	Presentation10.pptx	

Page 1 of 1, View 1 - 1 of 1

Figure 7 View Activity History

## TDS Compliance Issue Cases

### 1. View Case details at Insight Portal

After successful login to Insight Portal. User need to select Verification Tab from left side bar and navigate to “Verification” under Taxpayer Verification to navigate to Case Summary view.



Figure 1 Select Verification Option under Taxpayer Verification

### 2. Case Summary View

Case summary view will display Financial Year wise Case Types assigned to the user. User needs to select Count displayed against “TDS Compliance Issue” cases to navigate to Case List view .

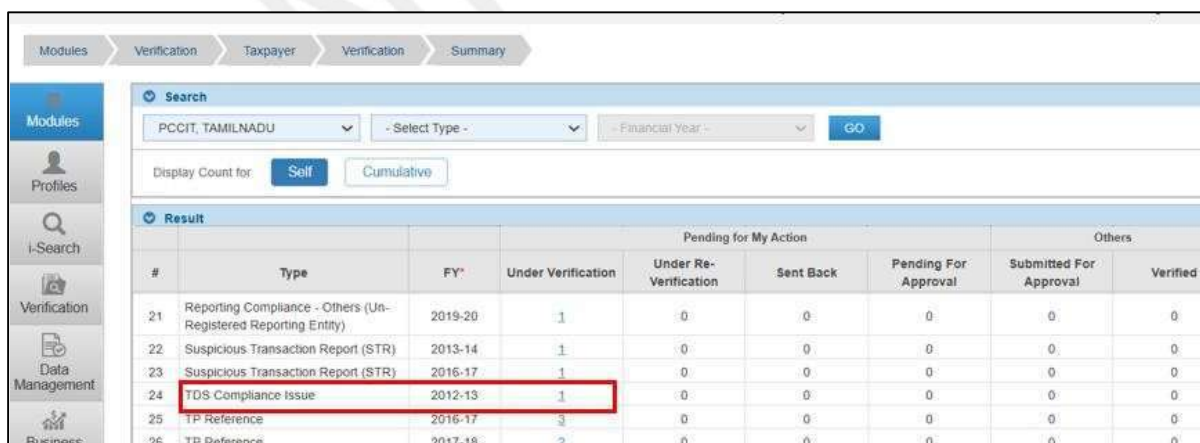


Figure 2 Select TDS Compliance Issue Cases under Case Summary view

### 3. Case List View

Under Case List view, the list of cases assigned to the user will be visible. Users need to select “View Detail” hyperlink against particular case to navigate to Details of the Case.

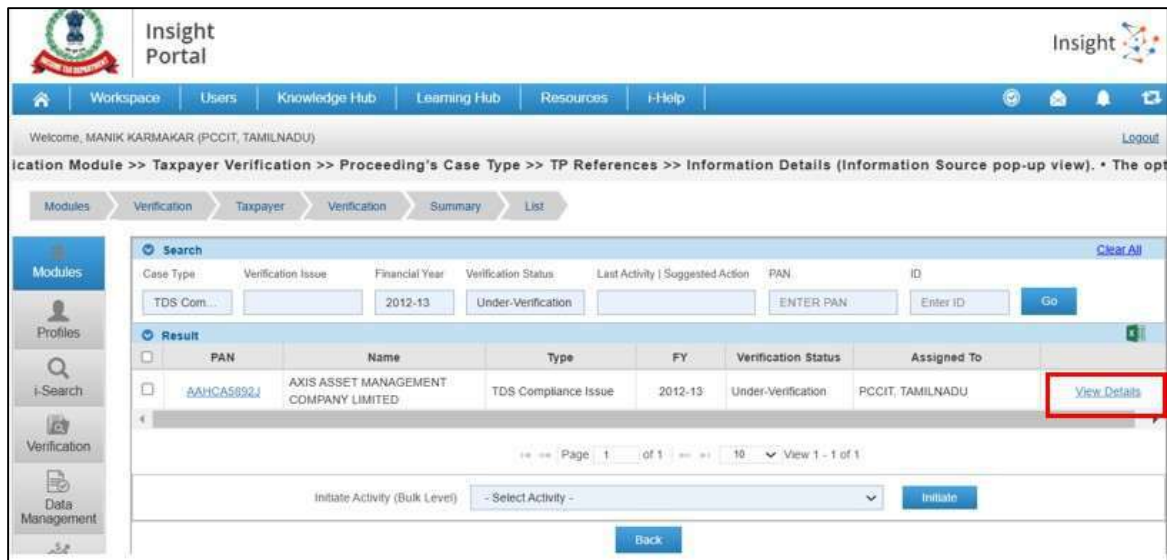


Figure 3 View Details of Case under Case List view

### 4. Case Detail View

The Case Detail page will be visible to the user having details of Verification Issue. The Case level activities available in the case will be visible to user by clicking on “Select Activity” option.

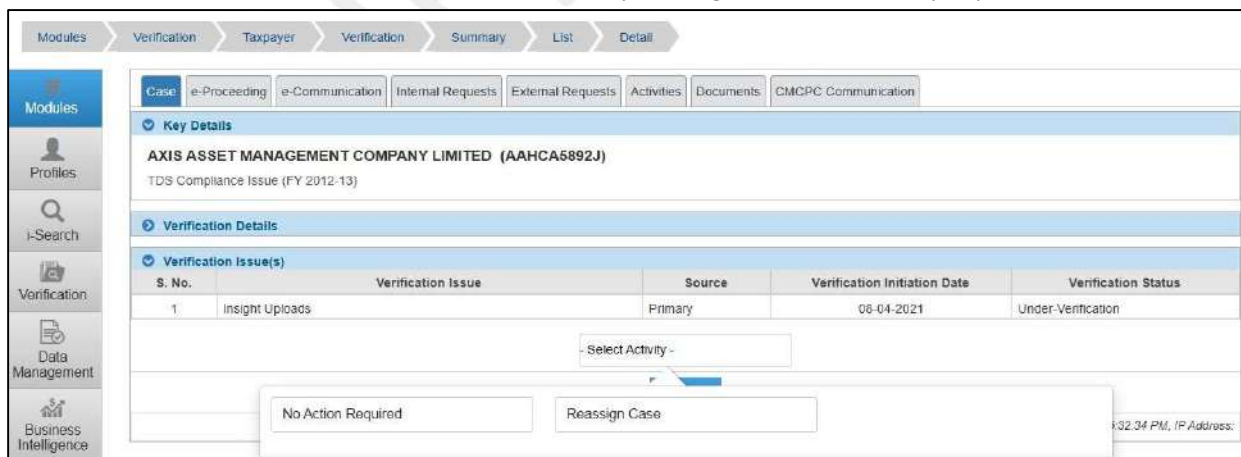


Figure 4 View Details of Case under Case Detail View

## 5. Performing Case Level Activities

### 5.1 No Action Required

This activity can be performed if after conducting suitable investigation in the case, if the user is having view that no action is required to be undertaken in the case.

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Figure 5 Case Level Activity- No Action Required

### 5.2 Reassign Case

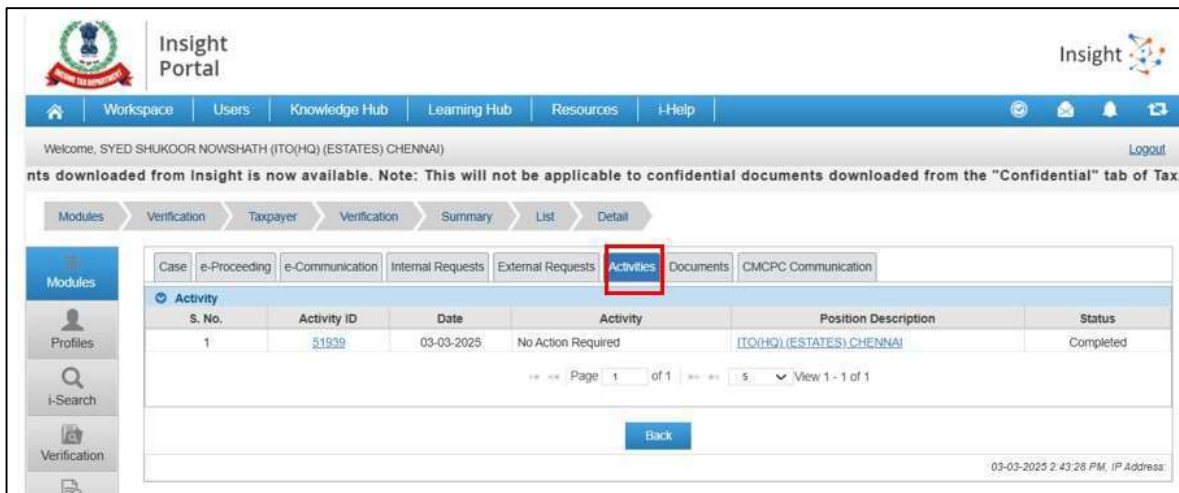
To reassign the case in hierarchy, “Reassign Case” activity can be performed by the user. User will be able to add the Remarks and supporting documents if any and select appropriate user from drop down “Reporting officer and sub ordinates”.

The case will be reassigned to the person selected for reassignment.

Figure 6 Case Level Activity- Reassign Case

## 6. View History of Activity performed in the case

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The Activity ID will be hyperlink which will enable read only view of complete details of the activity along with documents attached in the activity.

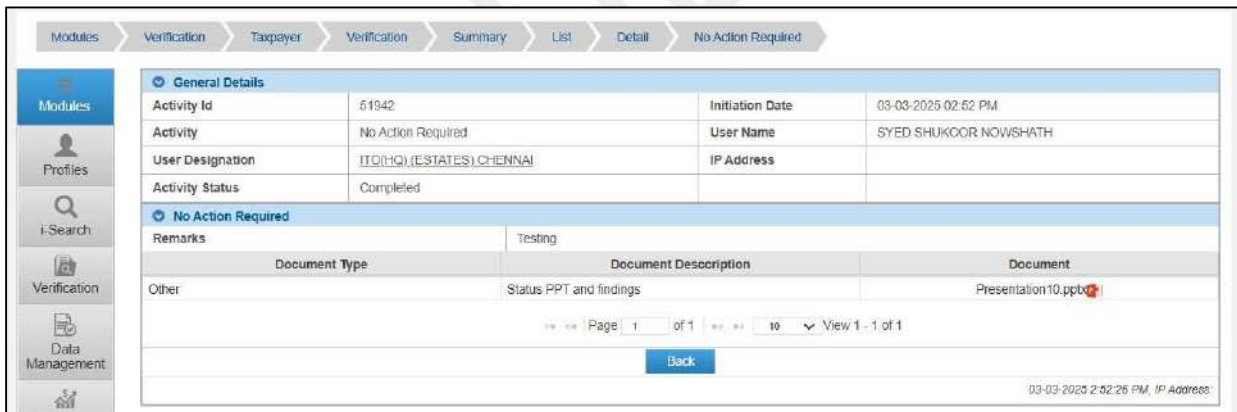


Figure 7 View Activity History