Directorate of Income Tax (Systems)

Quick Reference Guide for Compliance Cases on Information Source

Version 1.0 (June 2023)

1. Overview

The taxpayer's feedback on the information, as gathered on AIS (Annual information statement) is shared with the Information source through an automated and structured information exchange system. The Information source is then requested to confirm the accuracy of the information and taxpayer's feedback u/s 133C of the Income Tax Act, 1961. If the information source fails to submit response to the information confirmation request or does not provide updated information after confirmation through the response within the specified due date as mentioned in notice u/s 133C, despite reminders being sent, the system creates a compliance case for the relevant information source. This case is then assigned to the appropriate Income tax officers unit to take necessary actions. The case assignment is as follows:

#	Information Source Type	Relevant Income Tax Officer
1	Reporting Entity (reporting through ITDREIN)	I&CI officer – assignment based on the Pincode of the reporting entity.
2	Deductor (reporting through TAN)	TDS A.O. - assignment based on the mapping available for TAN and TDS A.O.
3	PAN based information sources (such as PAN based deductors, form 15CC Filers,	PAN A.O. – assignment based on the jurisdiction of the PAN.

2. Steps to Access 'Compliance Cases on Information Source' on Insight Portal

Step 1: Login to Insight Portal (https://insight.gov.in) and click on ***Verification*** *Tab* from the left-hand menu.

Step 2: Click on **e-*Verification*** *tab* available under Taxpayer.

Step 3: Summary of cases assigned will be displayed Financial Year wise.

Step 4: Click on ***Count*** displayed against '**Compliance Cases on Information Source**' case status to navigate to the list of cases.

Step 5: List of cases will be displayed.

Step 6: Click on ***View Details*** hyperlink to navigate to **Case Details** screen.

Step 7: On 'Case Details' screen, list of verification issues will be displayed.

Step 8: Click on the ***Information Request*** *tab* to view the details of the non-compliance.

Step 9: On 'Case Details' screen, click on ***Select Activity*** option to view the case activities which can be performed from the Compliance cases. The following case activities can be performed–

1. Re-assign Case (Re-assignment to a superior officer or sub-ordinates)
2. Issue Notice u/s 133(6)
3. Mark case as Non-responsive
4. Mark case as Untraceable
5. Mark case as Responsive
6. Mark case as Traceable
7. Enter Comments
8. No Action Required
9. Submit Case Closure Report

3. Annexure A - Screens

3.1. Accessing Insight Portal by the Verifying Officer

The first-time users of Insight Portal shall log into ITBA and then change the password. After changing the password in ITBA, users can log into the Insight Portal using the username (same as in ITBA) and new password. In exceptional cases, password can also be changed in Insight Portal.

Step 1: Go to Insight Portal at https://insight.gov.in

Step 2: Use the username (same as in ITBA) and password to log in.

Step 3: Enter the One Time Password received on your email ID/ mobile number.

Figure 1: Log into Insight Portal

Step 4: If the user is mapped to multiple position descriptions, then a screen will be shown. Select the relevant position description with which to login.

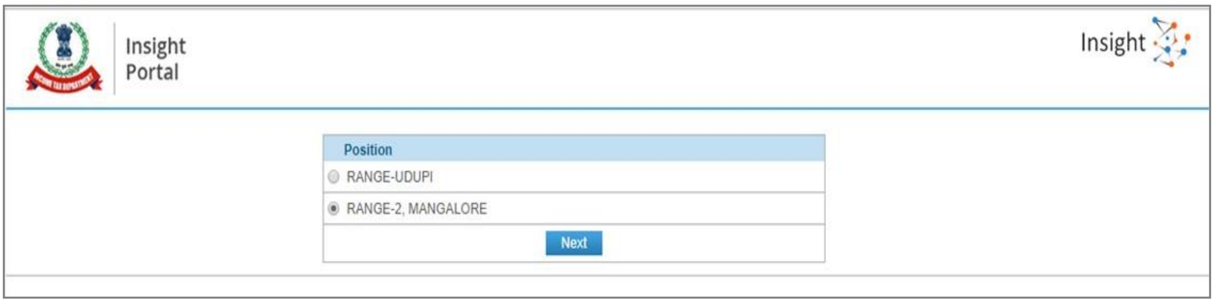


Figure 2: Select Position

Step 5: On successful login, user will land on Insight Portal Homepage.

3.2. Accessing Compliance Cases on Insight Portal

After successful login, user needs to navigate to ***Taxpayer>>e-Verification*** after selecting ***Verification*** option from the menu displayed at the Left side.

Figure 3 Navigate to Taxpayer e-Verification

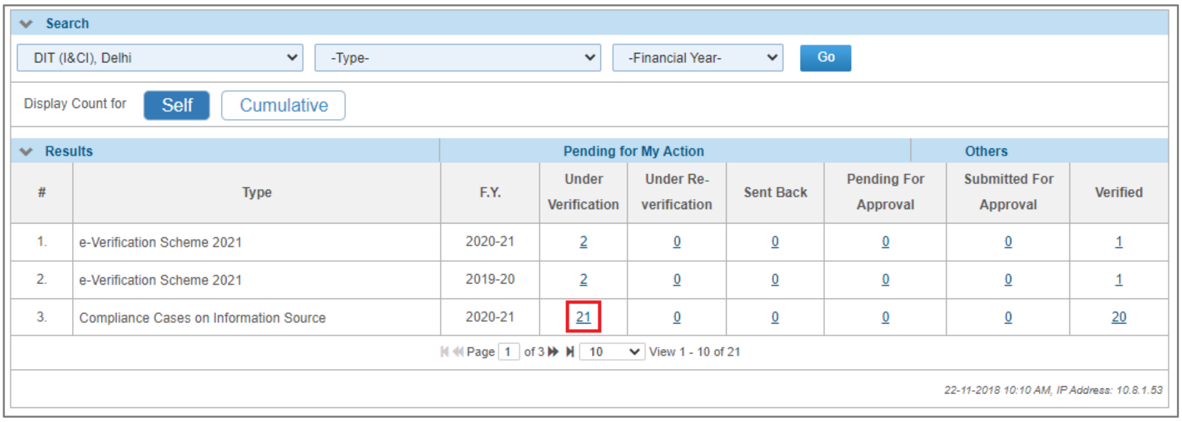
3.2.1. Case Summary

On the next screen (Summary Screen), user can apply a filter on ***Case Type*** and ***Financial Year*** to view the summary of cases assigned to him for the selected case type. The user can also filter the case summary by jurisdiction and can navigate to the other jurisdictions available under him. Upon selecting a jurisdiction from the drop-down, the counts will be refreshed as per the selection. Also, the user can view the counts for ***Self*** or ***Cumulative*** (i.e., consolidated count of self and for the jurisdictions under him).

The status for each case type with count of cases for a given financial year will be displayed as following:

- **Under Verification**: Indicates the user is working on the case.
- **Verified**: Indicates the Case Closure Report has been submitted.

User needs to click on ***Count*** displayed against '**Compliance Case on Information Source**' to navigate to list of cases assigned.



			Pending for My Action				Others	
#	Type	F.Y.	Under Verification	Under Re-verification	Sent Back	Pending For Approval	Submitted For Approval	Verified
1.	e-Verification Scheme 2021	2020-21	2	0	0	0	0	1
2.	e-Verification Scheme 2021	2019-20	2	0	0	0	0	1
3.	Compliance Cases on Information Source	2020-21	21	0	0	0	0	20

Figure 4 Case Summary

3.2.2. Case List

Upon clicking on the count for status from the summary screen, the list of cases corresponding to that status is displayed on the screen.

The user can perform the following actions on the case list screen:

- Filter the list of cases as per the available filter criteria, such as Case type, Verification Issue, Financial Year, Verification Status, Last activity, PAN, Case ID etc.

- Navigate to Case Detail screen by clicking on "**View Details**" hyperlink.
- Navigate to the profile by clicking on the 'PAN/ TAN/ ITDREIN' hyperlink.
- Initiate bulk activities (i.e., Reassign Case)

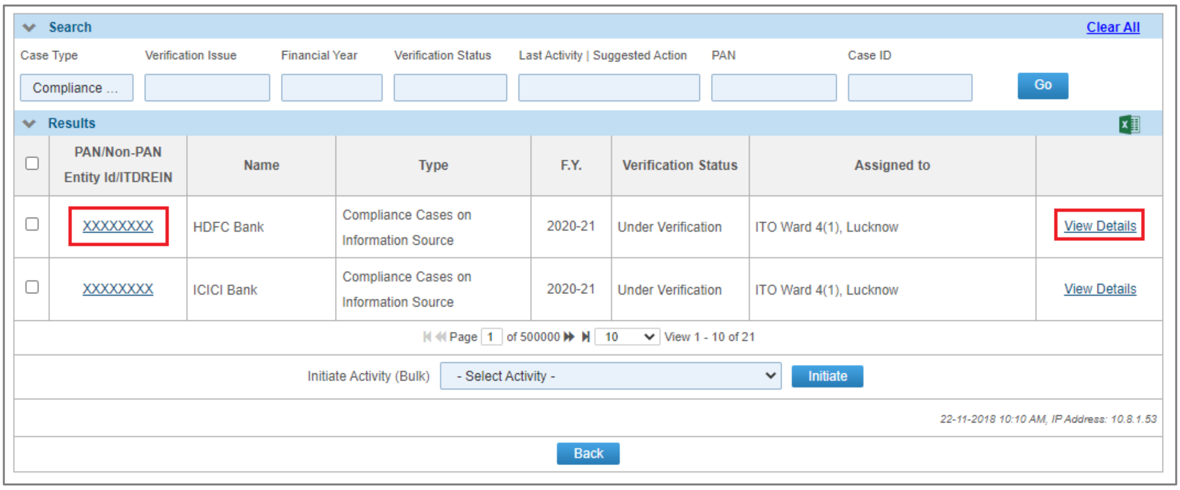


Figure 5 Case List

Reassign Case Activity (Bulk)

The user can select multiple cases and assign them to other user(s) i.e. supervisor or sub-ordinates in the hierarchy.

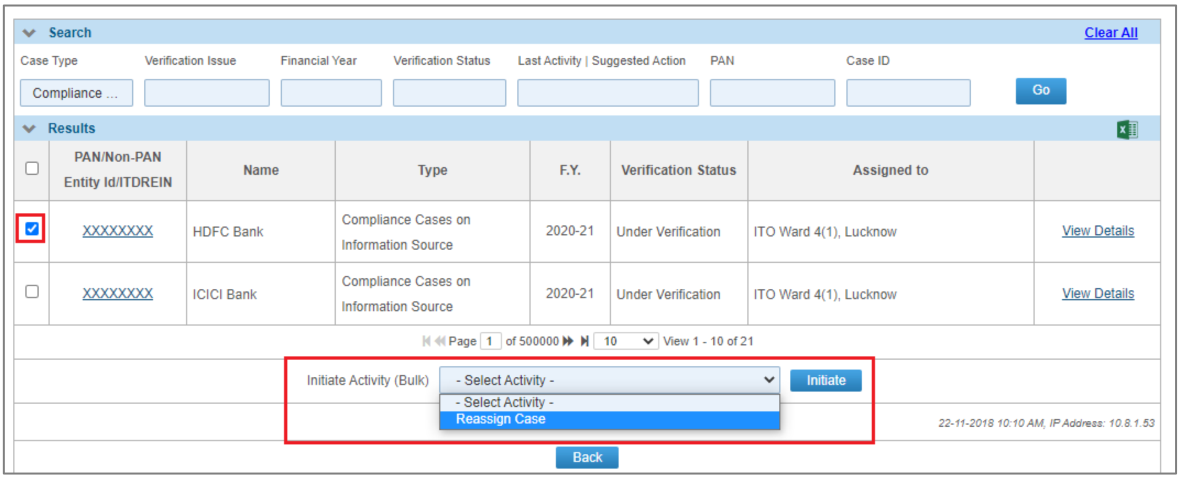


Figure 6 Case Reassign Activity - Bulk

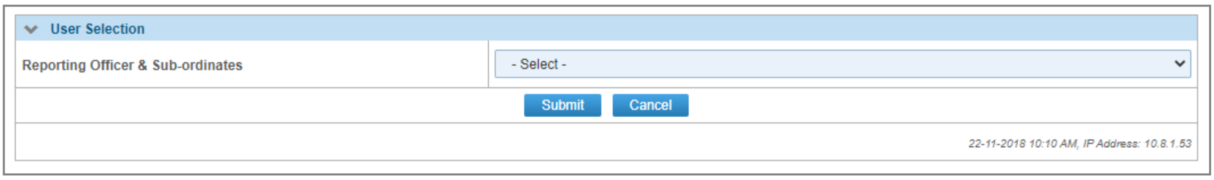


Figure 7 Reassign Case

By default, the drop-down provides below mentioned users for selection.

- Supervisor
- Subordinates in the hierarchy

Upon clicking on **Submit** button, the selected cases will be reassigned to the new user.

3.2.3. Case Details

Upon clicking on '**View Details**' hyperlink in case list screen, the case detail page will appear. The case detail page displays the details of the case and the list of activities which can be initiated on the case level. This page also lists down the verification issues associated with the selected case. The user can perform the following actions on case details screen:

- Navigate to the profile view by clicking on ‘PAN/ TAN/ ITDREIN’ hyperlink from ‘e-Verification Details’ section.
- Access case tabs (e.g., e-Proceedings, e-Communication, Activities, Information Request etc.)
- Initiate case activities.

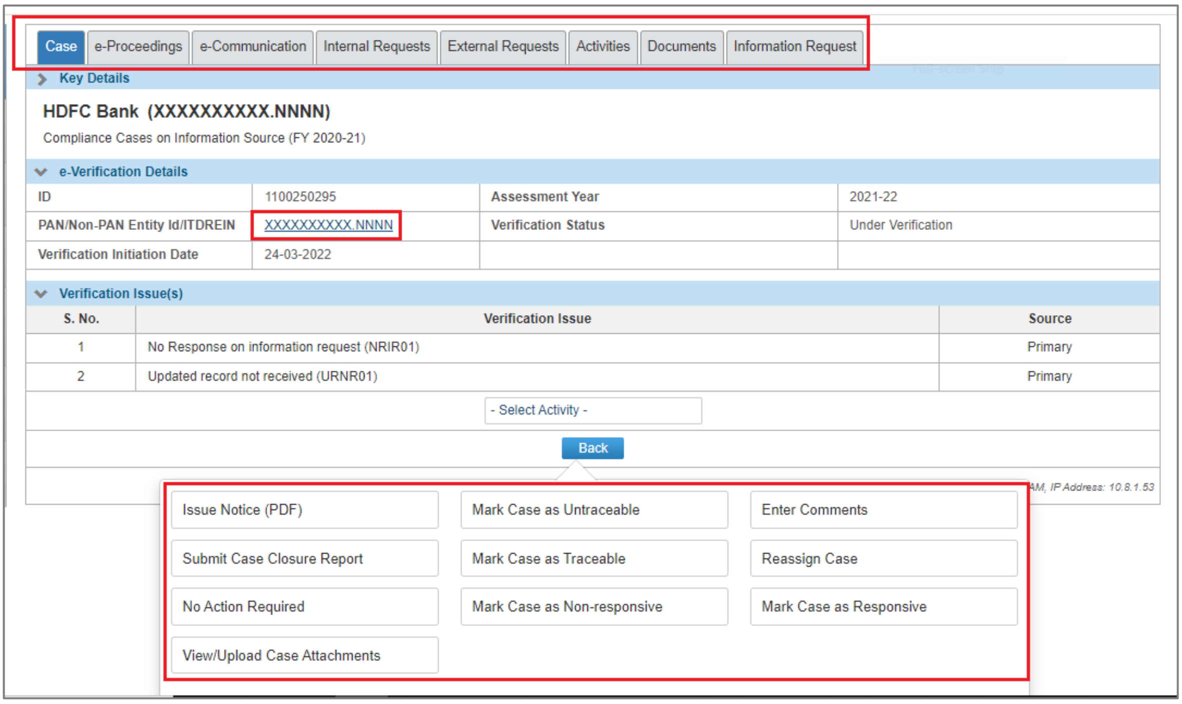


Figure 8 Case Details

3.2.4. Case Activity – Reassign Case

User can use this functionality to reassign the case to other user.

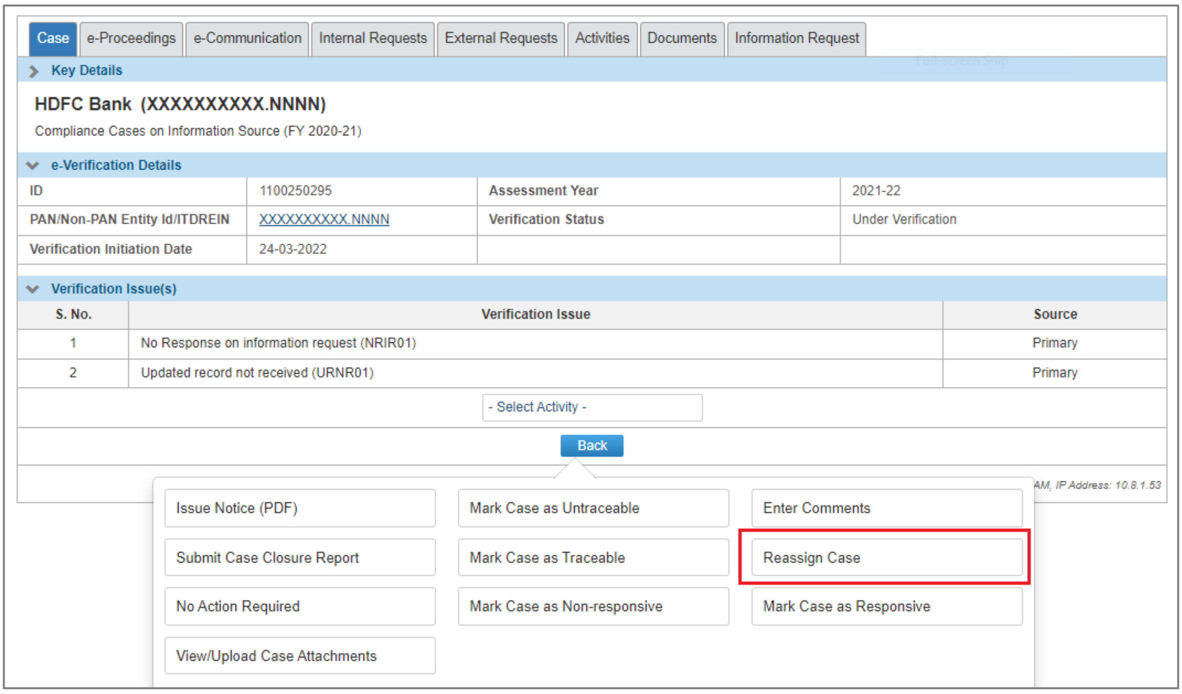


Figure 9 Case Activity - Reassign Case

By default, the drop-down provides below mentioned users for selection.

- Supervisor
- Subordinates in hierarchy

Upon clicking on **Submit** button, the selected cases will be reassigned to the new user.

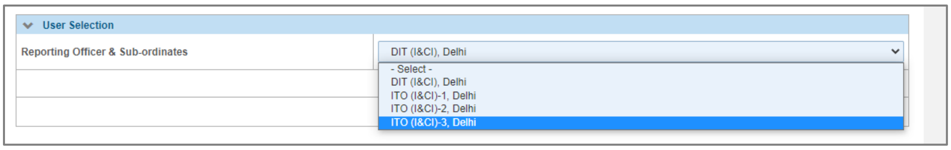


Figure 10 Reassign Case

3.2.5. Case Activity – Issue Notice

'Issue Notice' functionality enables ITD users to issue notice u/s 133(6) to the non-compliant entity.

It may be noted that, 2 notice formats will be available based on the verification issue for which case has been generated. Notice formats will be as follows:

#	Notice Type	Description
1	Notice u/s 133(6) – No response on Information confirmation	Notice format if response is pending from information source
2	Notice u/s 133(6) - Correction Statement on IR RRC not received	Notice format if information source has responded to the confirmation request and confirmed that records need to be updated but updated records not available till date. **IR RRC** – Information Request Records Requiring Correction. IR RRC count means that there are records which needs to be updated as confirmed by information source in response to the information confirmation request. IR RRC count will keep reducing upon receiving the updated relevant records from the information source.

Information source will be able to submit the response against the notice on Reporting Portal.

Step 1 : To issue a notice, user needs to click on 'Issue Notice (PDF)' from the Select Activity option available under the case detail screen.

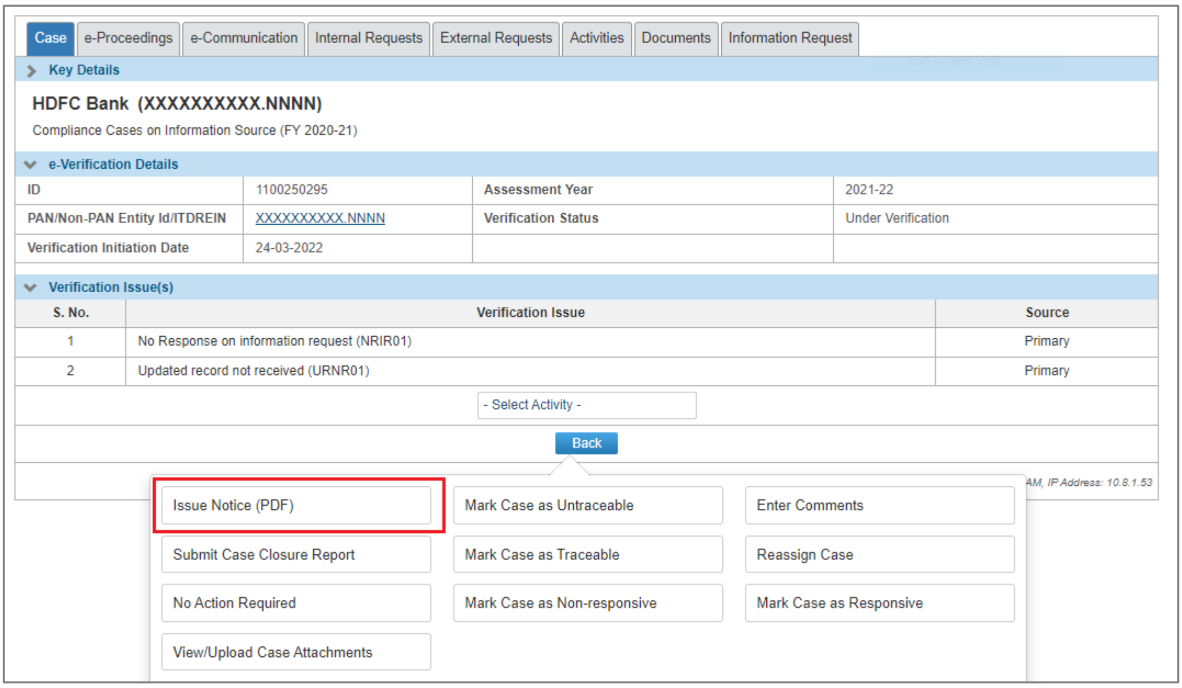


Figure 11 Select Activity Screen

Step 2 : Select the notice type and click on 'Proceed'.

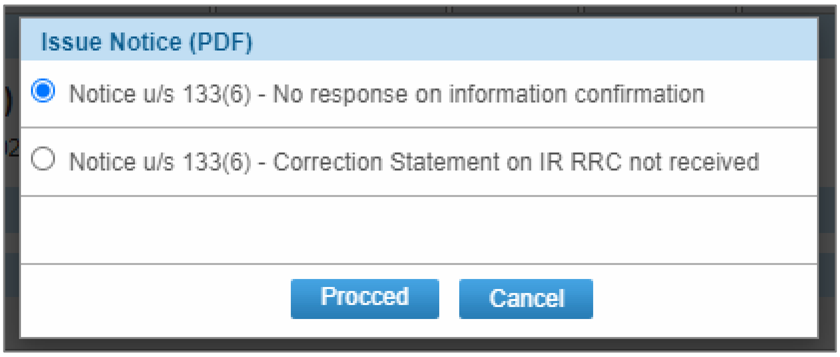


Figure 12: List of Notice Type

Step 3 : System will display the relevant notice generation screen.

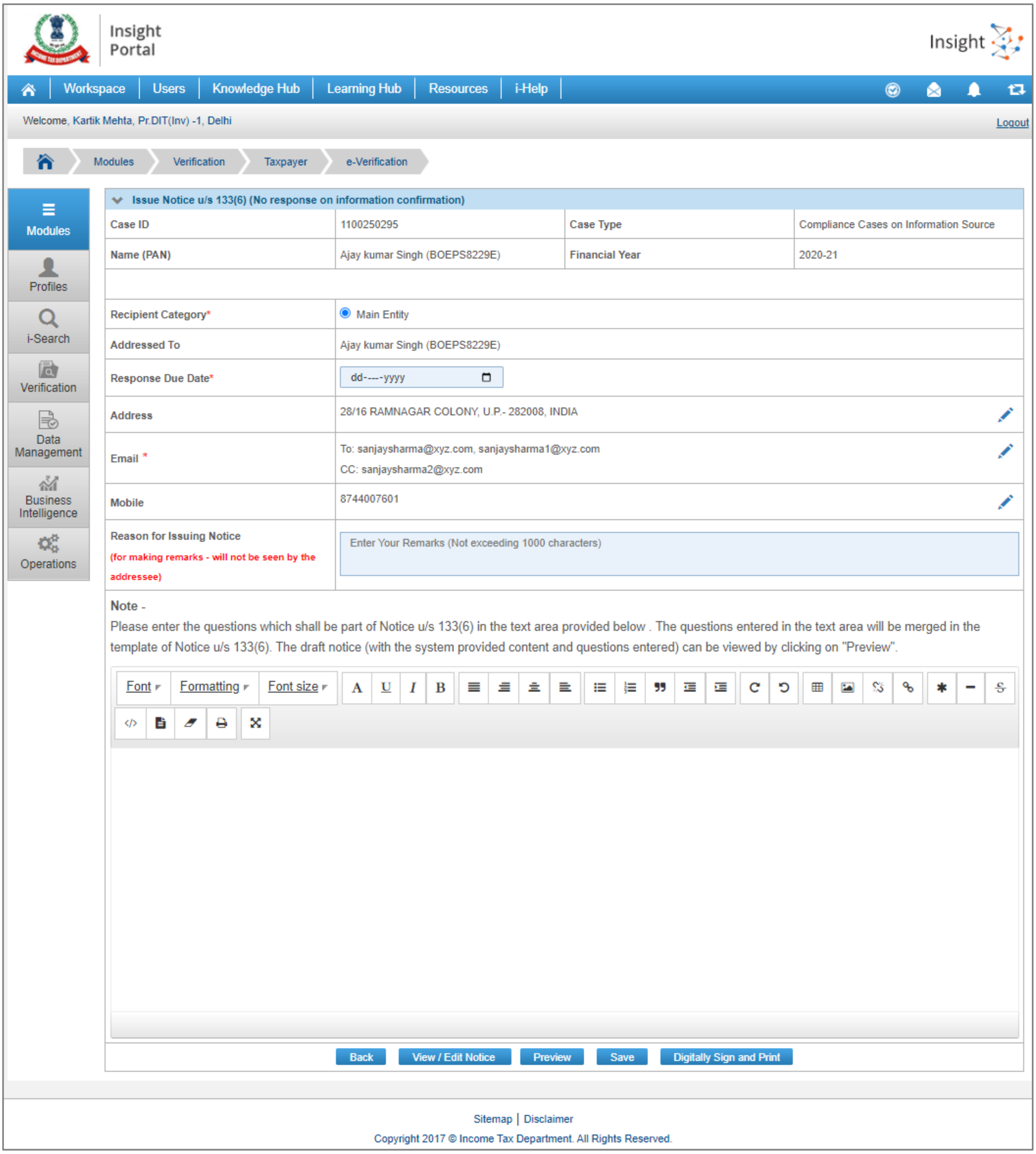


Figure 13: Notice u/s 133(6) screen

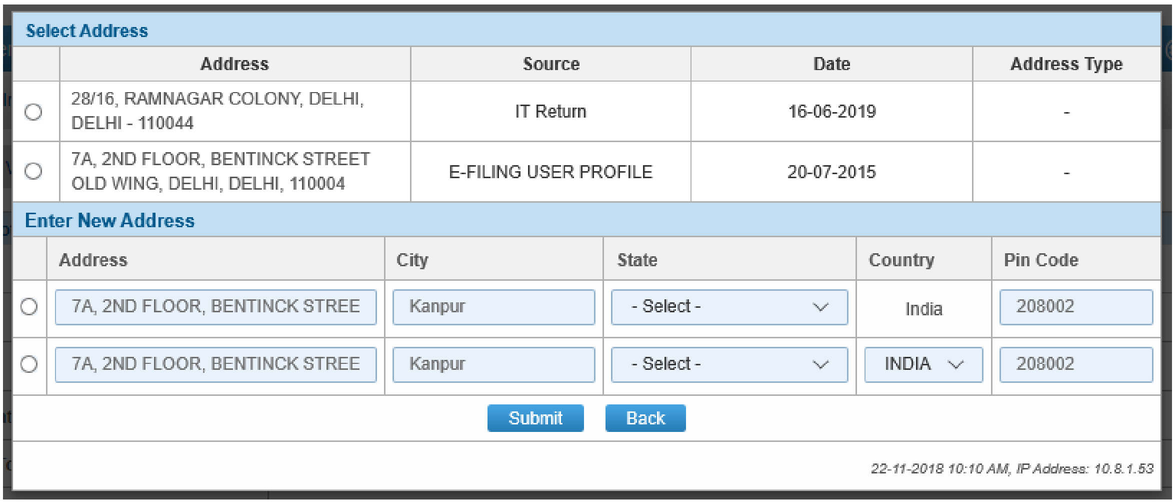
On the Notice generation screen below fields will be displayed:

<u>Case Details:</u>

- Case ID- ID of the case
- Case type- Type of the case (e.g., Compliance Case on Information Source)
- Name (Entity ID)- Name of the Entity with ID
- Financial year- Financial Year for which case has been initiated.

<u>Notice Details:</u>

- Recipient Category – Main Entity
- Addressed to - Name of the entity with PAN/TAN/ITDREIN will be displayed.
- Response Due Date – By default 15 days from the current date, user can also edit the response due date from the calendar.
- Address - Address will be auto populated based on preference logic by default. By clicking on edit icon user can select any other available address. Only one address can be selected.


Select Address

	Address	Source	Date	Address Type
○	28/16, RAMNAGAR COLONY, DELHI, DELHI - 110044	IT Return	16-06-2019	-
○	7A, 2ND FLOOR, BENTINCK STREET OLD WING, DELHI, DELHI, 110004	E-FILING USER PROFILE	20-07-2015	-

Enter New Address

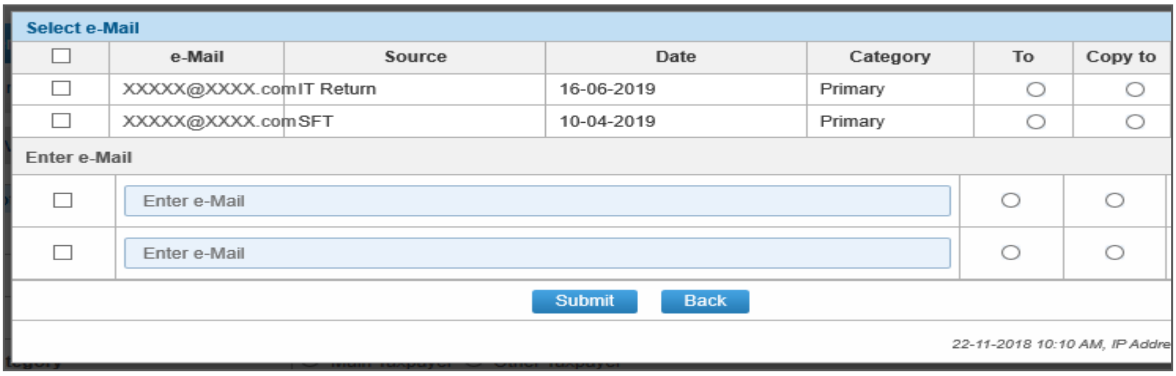
	Address	City	State	Country	Pin Code
○	7A, 2ND FLOOR, BENTINCK STREE	Kanpur	- Select -	India	208002
○	7A, 2ND FLOOR, BENTINCK STREE	Kanpur	- Select -	INDIA	208002

Submit Back

22-11-2018 10:10 AM, IP Address: 10.8.1.53

Figure 14: Select/Add Address

- Email (To and CC) - E-Mail will be displayed based on preference logic by default. By clicking edit icon user can also select other available email or enter a new email.


Select e-Mail

☐	e-Mail	Source	Date	Category	To	Copy to
☐	XXXXX@XXXX.com	IT Return	16-06-2019	Primary	○	○
☐	XXXXX@XXXX.com	SFT	10-04-2019	Primary	○	○

Enter e-Mail

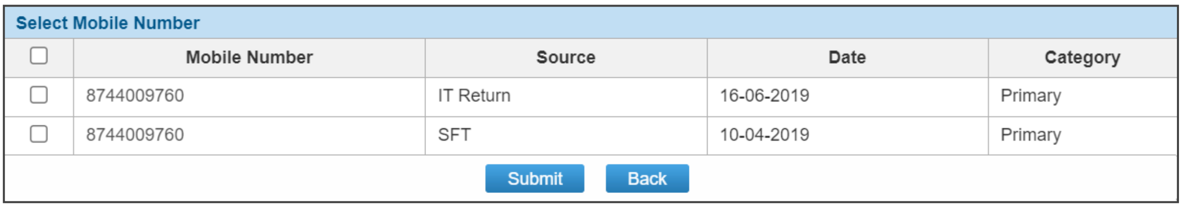
☐	Enter e-Mail	○	○
☐	Enter e-Mail	○	○

Submit Back

22-11-2018 10:10 AM, IP Addre

Figure 15: Select/Add Email

- Mobile – Mobile number will be displayed based on preference logic by default. By clicking on edit icon, user can also select other available mobile number.


Select Mobile Number

☐	Mobile Number	Source	Date	Category
☐	8744009760	IT Return	16-06-2019	Primary
☐	8744009760	SFT	10-04-2019	Primary

Submit Back

Figure 16: Select/Add Mobile number

- Reason for Issuing of Notice - Enter the reason for issuing notice. The reason is for making remarks only and will not be visible to the addressee.
- Rich Text Area - Once the details are entered in the above fields, enter the questionnaire content in the rich text area provided on click of ‘View/ Edit Notice’ button.
- Facility is available to save the notice content entered. On click of save, the notice will be saved in the “Activities” tab with relevant activity details and status as “Draft”.

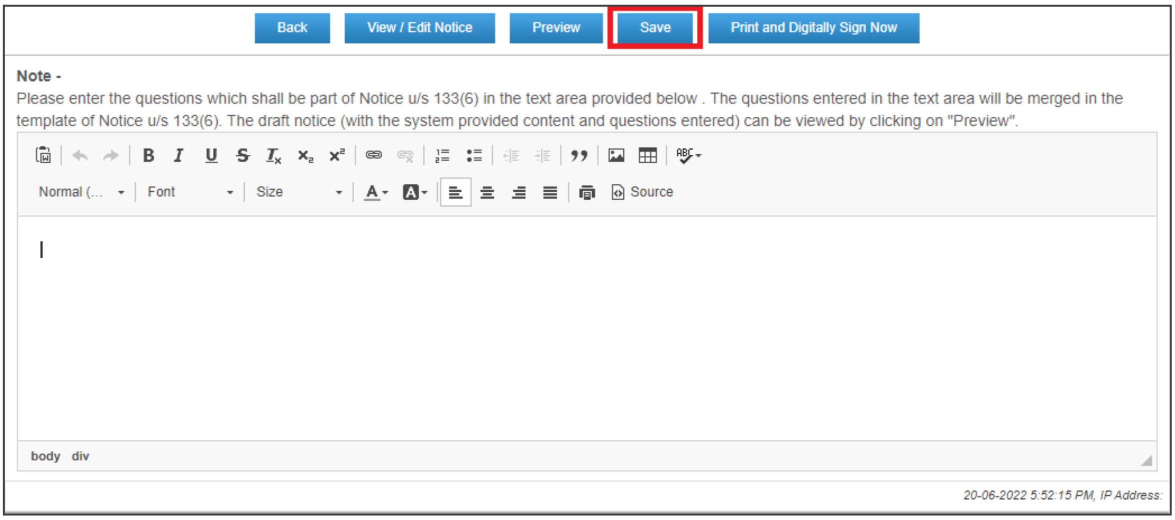
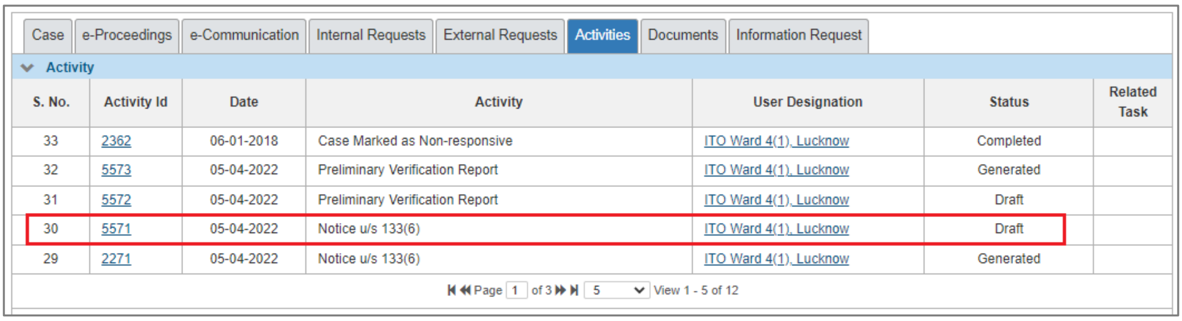


Figure 17: Notice u/s 133(6) >>Save

- From the case details screen, user will click on **Activities** tab to view the draft notices saved. On click of Activity id user can initiate further action.



Case | e-Proceedings | e-Communication | Internal Requests | External Requests | Activities | Documents | Information Request

Activity

S. No.	Activity Id	Date	Activity	User Designation	Status	Related Task
33	2362	06-01-2018	Case Marked as Non-responsive	ITO Ward 4(1), Lucknow	Completed	
32	5573	05-04-2022	Preliminary Verification Report	ITO Ward 4(1), Lucknow	Generated	
31	5572	05-04-2022	Preliminary Verification Report	ITO Ward 4(1), Lucknow	Draft	
30	5571	05-04-2022	Notice u/s 133(6)	ITO Ward 4(1), Lucknow	Draft	
29	2271	05-04-2022	Notice u/s 133(6)	ITO Ward 4(1), Lucknow	Generated	

Page 1 of 3 5 View 1 - 5 of 12

Figure 18: Case details>>Activities Tab

Step 4 : Notice Preview - User needs to click on Preview button to view and verify the content of Notice before clicking on ‘Print and Digitally Sign Now’. The draft Notice will be downloaded.

Step 5 : User needs to click on button ***Digitally Sign and Print*** to digitally sign and generate the Notice. Before clicking ***Digitally Sign and Print*** button, user needs to make sure that the DSC USB token is inserted in the system from where Notices are to be generated. User can select the digital signature certificate, login and sign the notices. User needs to sign every Notice separately.

Note: User should ensure, the em-Signer utility is installed and opened in their system. The utility can be downloaded from the following path:

Insight Portal → Resources

To open the utility, double click on the em-Signer icon. The utility will detect the installed/inserted signature(s). The user can select the signature and sign the document

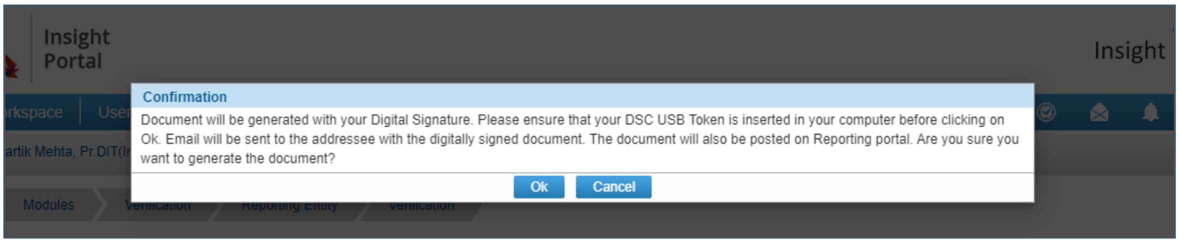


Figure 19 Digitally sign the Notice

On clicking 'OK' Button, a Pop-up screen will appear for selection of installed DSC.

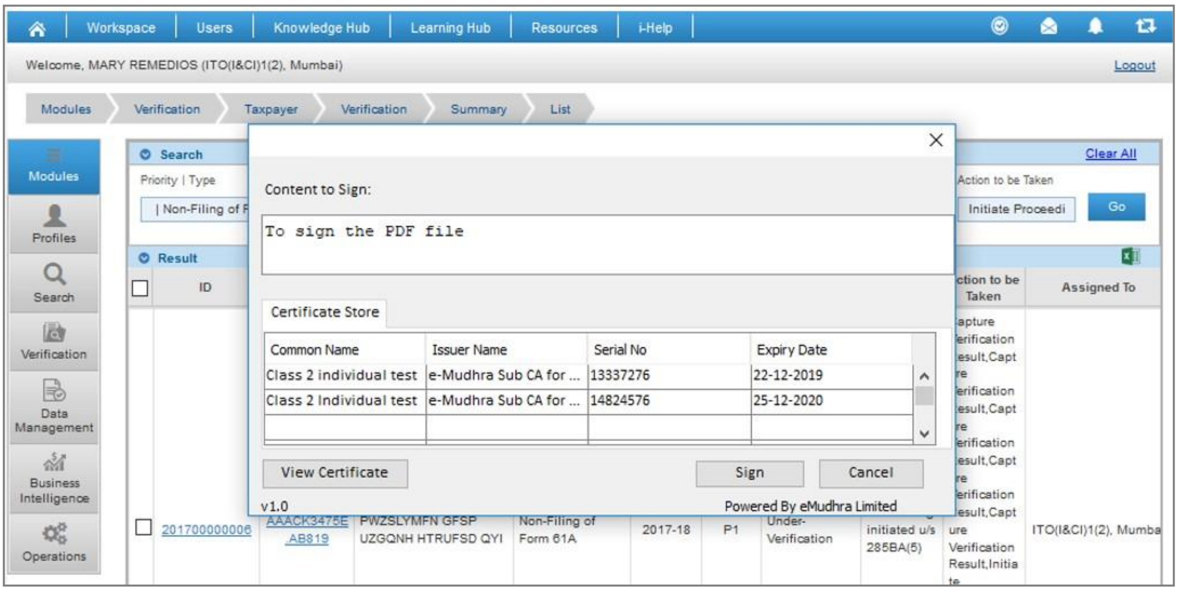


Figure 20 Select DSC

On successful signing, success message will be displayed.

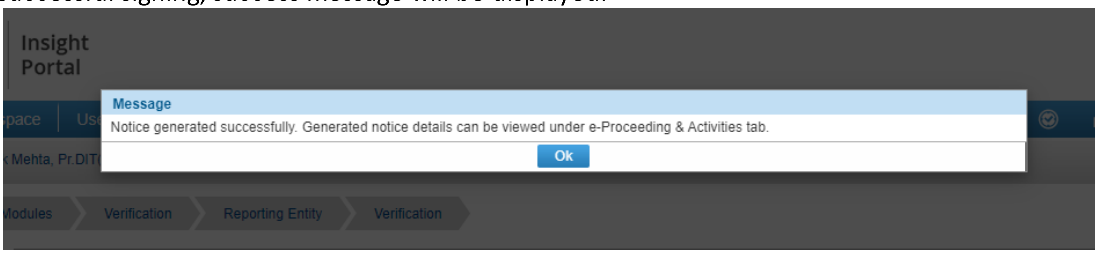


Figure 21 Success Message displayed on generation of Notice

In case em-Signer is not started, the Error message will be displayed on clicking button "Print and Digitally Sign Now".

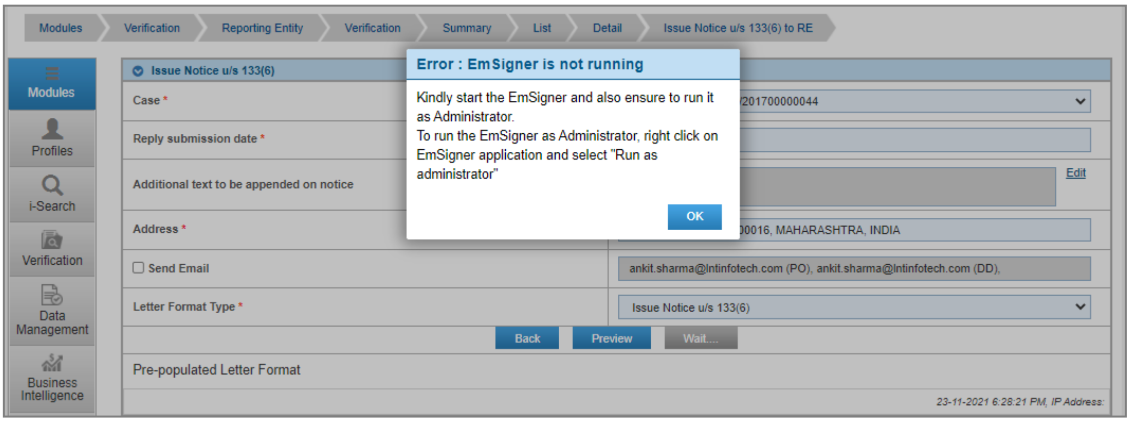


Figure 22 Error Message displayed in Case em-Signer not started

Generated notice will be visible to Entity at Reporting Portal. Entity will be able to view and download the Notice and Submit Response against the same at Reporting Portal.

View Generated Notice and Entity's Response

ITD officer can view the generated notice and response (e-Proceedings tab) by accessing below mentioned case tabs:

a. e-Proceedings
b. e-Communication
c. Activities

3.2.6. Case Activity – Submit Case Closure Report

Step 1 : To submit case closure report, user needs to click on 'Submit Case Closure Report' activity from the 'Select Activity' option available under the case detail screen.

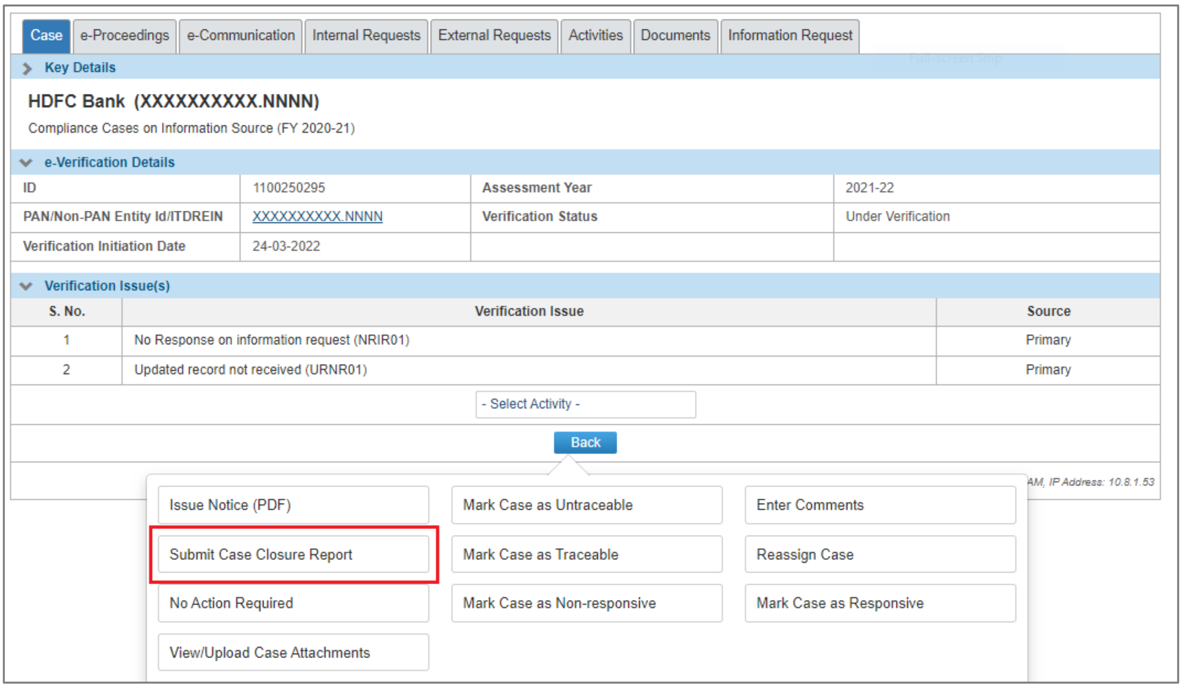
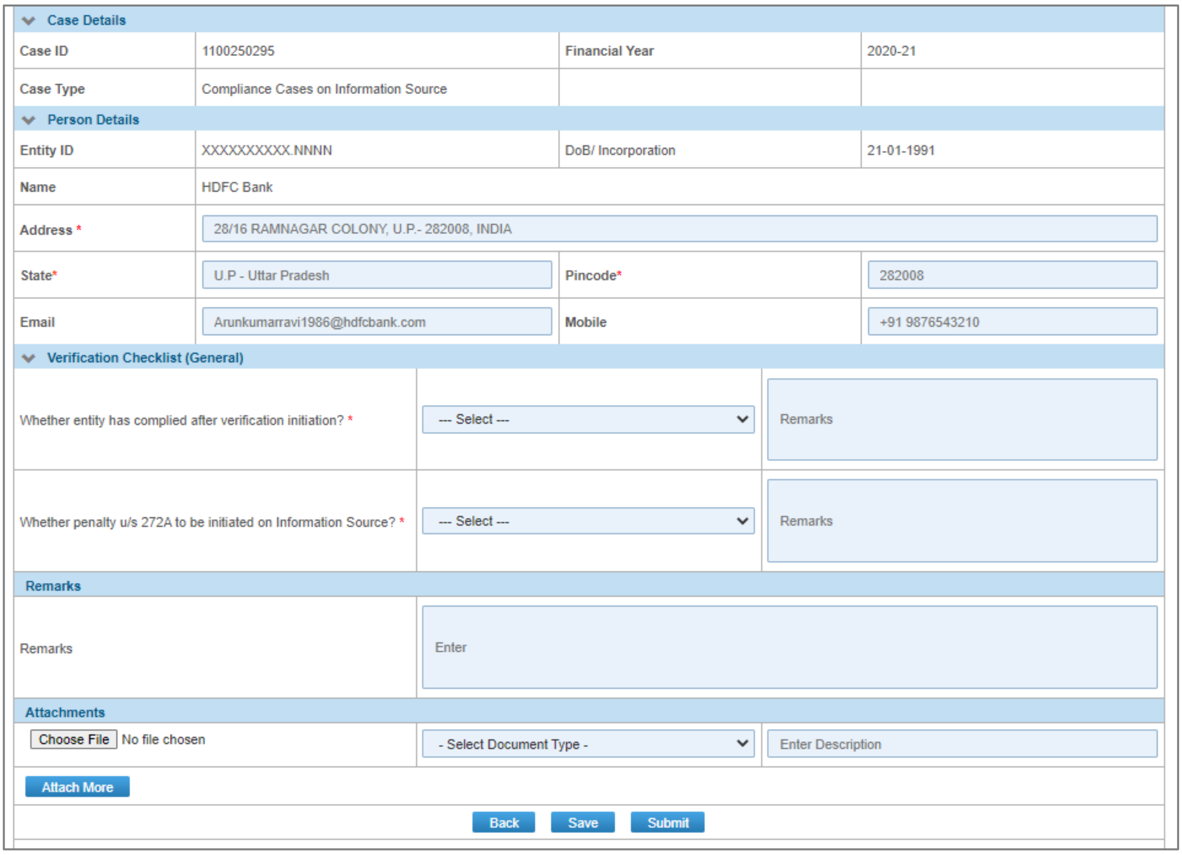


Figure 23 Case Activity - Submit Case Closure Report

On clicking Case Activity '***Submit Case Closure Report,*** relevant screen will be displayed.



Case Details

Case ID	1100250295	Financial Year	2020-21
Case Type	Compliance Cases on Information Source		

Person Details

Entity ID	XXXXXXXXXX.NNNN	DoB/ Incorporation	21-01-1991
Name	HDFC Bank		
Address *	28/16 RAMNAGAR COLONY, U.P.- 282008, INDIA		
State*	U.P - Uttar Pradesh	Pincode*	282008
Email	Arunkumarravi1986@hdfcbank.com	Mobile	+91 9876543210

Verification Checklist (General)

Whether entity has complied after verification initiation? *	--- Select ---	Remarks
Whether penalty u/s 272A to be initiated on Information Source? *	--- Select ---	Remarks

Remarks

Remarks	Enter

Attachments

Choose File No file chosen	- Select Document Type -	Enter Description

Attach More

Back Save Submit

Figure 24 Case Closure Report

On the Case Closure Report screen below fields will be displayed:

<u>Case Details:</u>

- Case ID- ID of the case
- Financial year- Financial Year for which case has been initiated.
- Case type- Type of the case (e.g., Compliance Case on Information Source)

<u>Person Details:</u>

- Entity Id – PAN/ TAN/ ITDREIN of the entity
- DoB/ Incorporation – DoB/ DoI of the entity
- Name – Name of the entity
- Address, State, Pincode, Email, Mobile – These details of the entity will be auto populated from database however same can be edited.

<u>Verification Checklist (General):</u>

1. Whether entity has complied after verification initiation? – Yes/ No options and text box to enter remarks.
2. Whether penalty u/s 272A to be initiated on Information Source? - Yes/ No options and text box to enter remarks.

<u>Remarks</u> – Box to enter remarks on overall verification. Documents can also be attached (if any).

Back Button - User can click on 'Back' button available at the end of the screen to navigate to the previous page.

Save Button - User can click on 'Save' button to save the case closure report as a draft (if required). The same can be displayed under 'Activities' tab on case details screen.

Submit Button – User can click on 'Submit' button to submit the case closure report.

User will be able to view the submitted report and the details of Activities performed by them under **Activities** Tab.

On submission of the case closure report, the case status will be changed to "Verified".

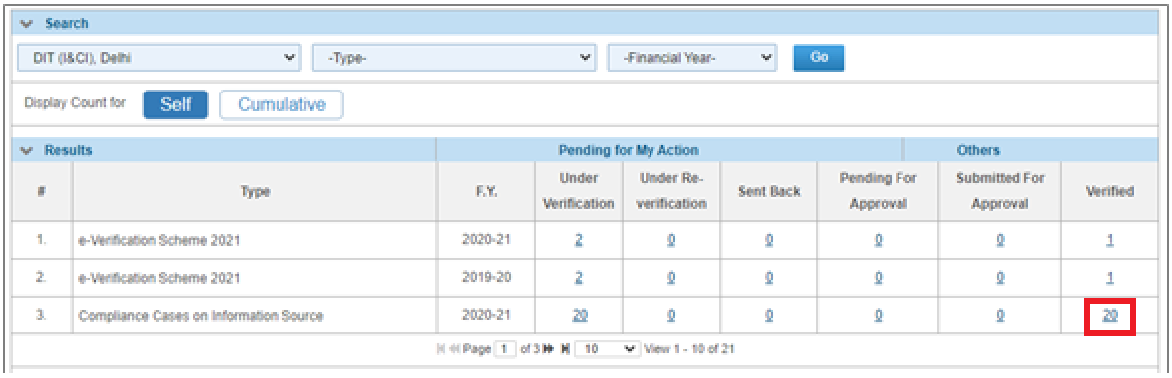


Figure 25 Case Summary Screen (Case Status changed to Verified)

3.2.7. Case Activity – Enter Comments

User can enter comments on any case. The comments added by the user will be visible to supervisors in the hierarchy under "Activities" tab of the case where the log of all activities done by the user in the case is visible.

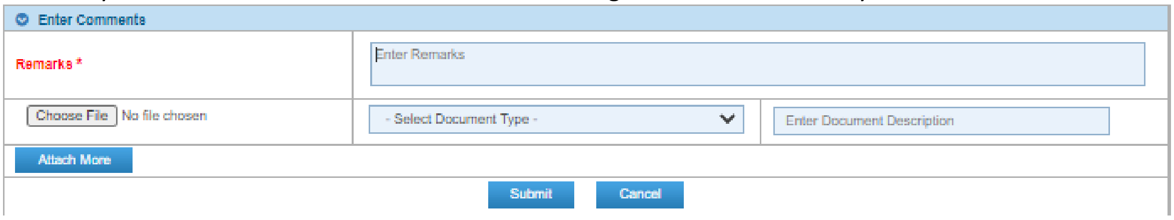


Figure 26 Enter Comments

3.2.8. Case Activity – Mark case as Non-Responsive

User can mark such cases as Non-Responsive where the communications are getting delivered to the entity, but the entity is not responding to the queries. Entering remarks is mandatory and related documents can also be attached. Each document size should not exceed 10 MB and in case of multiple documents the combined size should not exceed 30 MB.

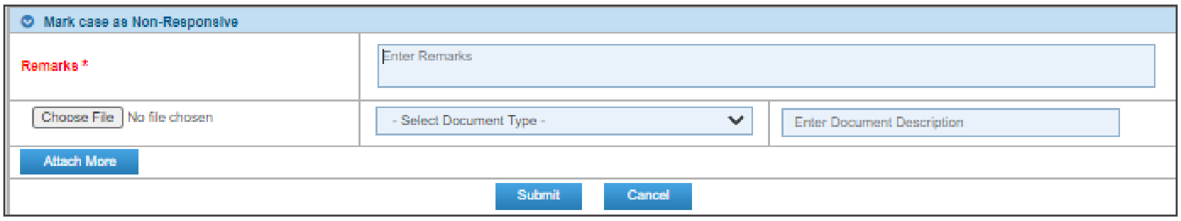


Figure 27 Mark case as non-responsive

3.2.9. Case Activity – Mark case as Untraceable

User can mark such cases as Untraceable where the communications are not getting delivered to the entity. Entering remarks is mandatory and related documents can also be attached. Each document size should not exceed 10 MB and in case of multiple documents the combined size should not exceed 30 MB.

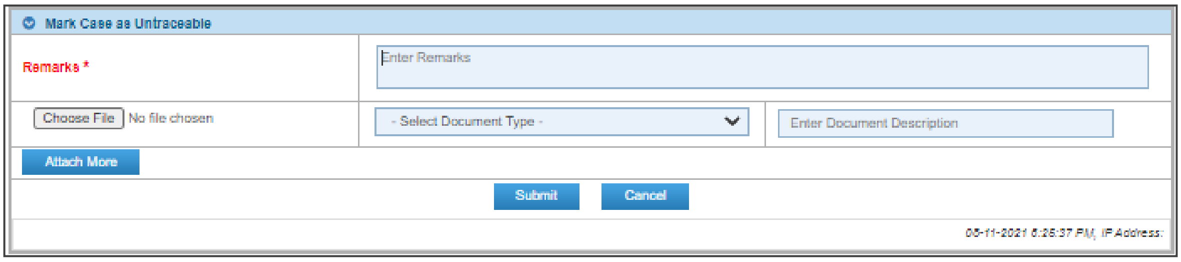


Figure 28 Mark case as Untraceable

3.2.10. Case Activity – No Action Required

User can mark such cases as 'No Action Required' where on the basis of verification, no further action needs to be taken. Entering comments is mandatory and related documents can also be attached. Each document size should not exceed 10 MB and in case of multiple documents the combined size should not exceed 30 MB.

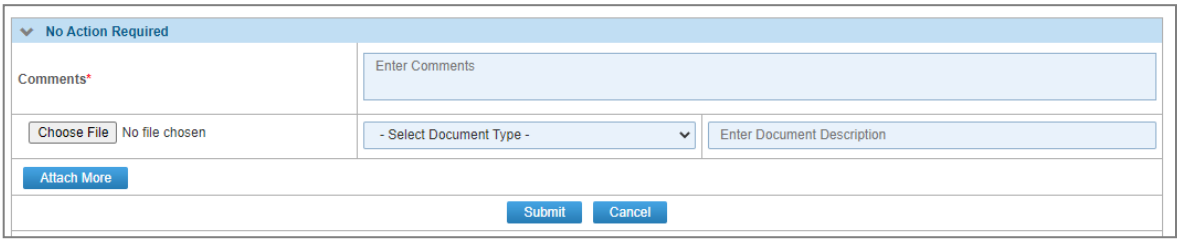


Figure 29 No Action Required

3.2.11. Case Activity – Mark case as Traceable

User can mark such cases as Traceable where the communications are getting delivered to the entity. Entering remarks is mandatory and related documents can also be attached. Each document size should not exceed 10 MB and in case of multiple documents the combined size should not exceed 30 MB.

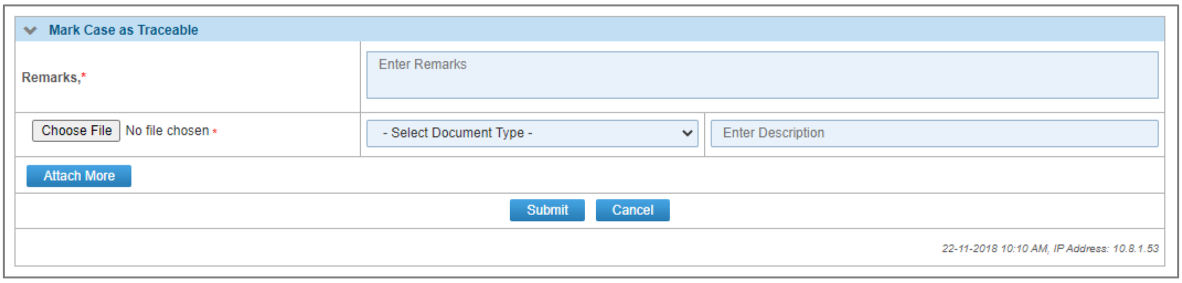


Figure 30 Mark case as Traceable

3.2.12. Case Activity – Mark case as Responsive

User can mark such cases as Responsive where the communications are getting delivered to the entity and the entity is also responding to the queries. Entering remark is mandatory and related documents can also be attached. Each document size should not exceed 10 MB and in case of multiple documents the combined size should not exceed 30 MB.

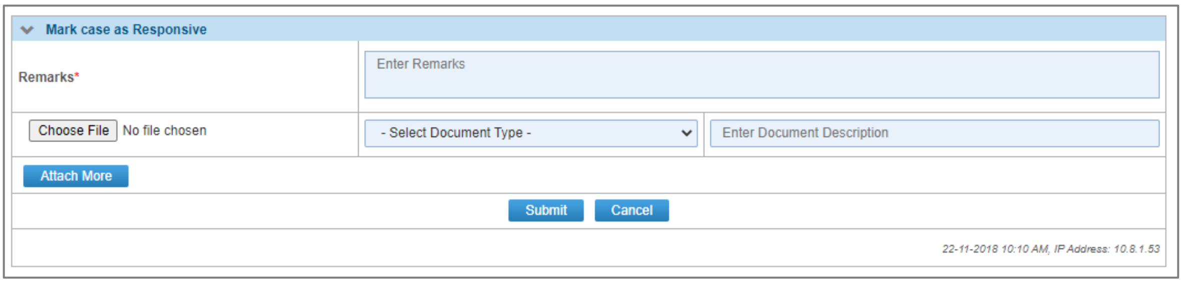
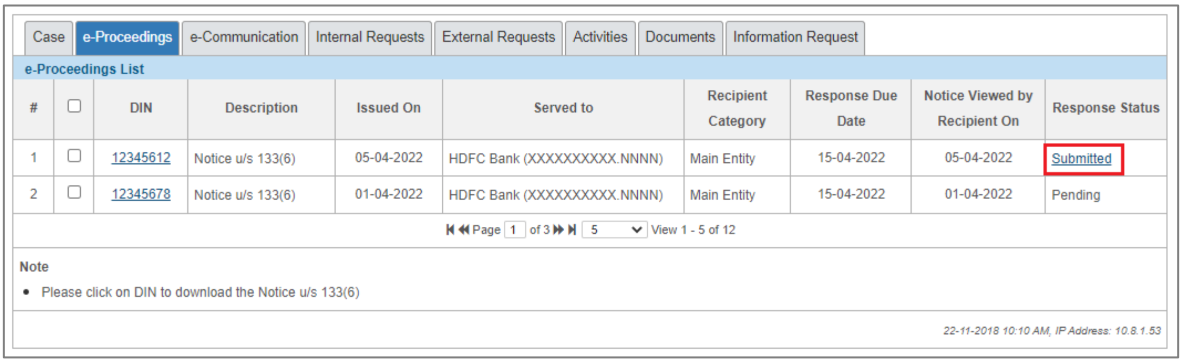


Figure 31 Mark case as Responsive

3.2.13. Case Tab - e-Proceedings

Under e-Proceeding tab, user can view the details of the notices issued. The same includes DIN, Description of Notice, Notice issued date, to whom the notice sent, due date for providing the response, whether response viewed by Entity, response status of the entity and entity's response (if submitted).



Case | e-Proceedings | e-Communication | Internal Requests | External Requests | Activities | Documents | Information Request

e-Proceedings List

#	☐	DIN	Description	Issued On	Served to	Recipient Category	Response Due Date	Notice Viewed by Recipient On	Response Status
1	☐	12345612	Notice u/s 133(6)	05-04-2022	HDFC Bank (XXXXXXXXXX.NNNN)	Main Entity	15-04-2022	05-04-2022	Submitted
2	☐	12345678	Notice u/s 133(6)	01-04-2022	HDFC Bank (XXXXXXXXXX.NNNN)	Main Entity	15-04-2022	01-04-2022	Pending

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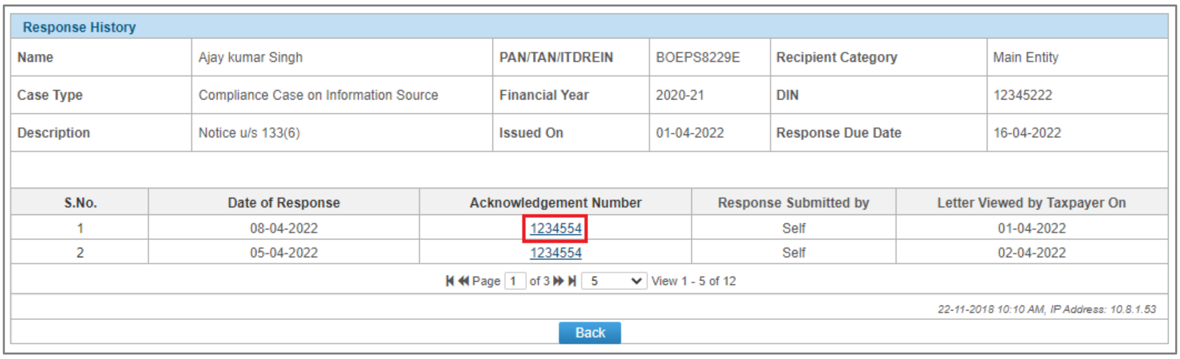
Note

- Please click on DIN to download the Notice u/s 133(6)

22-11-2018 10:10 AM, IP Address: 10.8.1.53

Figure 32: e-Proceedings tab with Submitted Response Link

- By clicking ***DIN*** hyperlink, generated notice can be downloaded.
- User can view the response history of entity by clicking on response status “Submitted”.



Response History

Name	Ajay kumar Singh	**PAN/TAN/ITDREIN**	BOEPS8229E	**Recipient Category**	Main Entity
Case Type	Compliance Case on Information Source	**Financial Year**	2020-21	**DIN**	12345222
Description	Notice u/s 133(6)	**Issued On**	01-04-2022	**Response Due Date**	16-04-2022

S.No.	Date of Response	Acknowledgement Number	Response Submitted by	Letter Viewed by Taxpayer On
1	08-04-2022	1234554	Self	01-04-2022
2	05-04-2022	1234554	Self	02-04-2022

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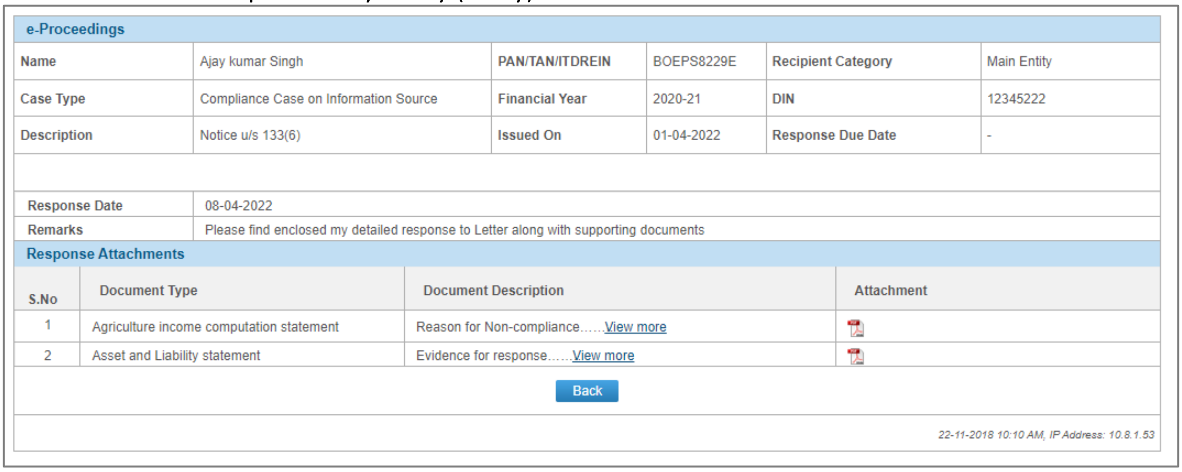
Figure 33: Response History

- On click of relevant Acknowledgement number user can view the response submitted by the Entity. Documents uploaded by entity (if any) can also be downloaded.



e-Proceedings

Name	Ajay kumar Singh	**PAN/TAN/ITDREIN**	BOEPS8229E	**Recipient Category**	Main Entity
Case Type	Compliance Case on Information Source	**Financial Year**	2020-21	**DIN**	12345222
Description	Notice u/s 133(6)	**Issued On**	01-04-2022	**Response Due Date**	-

Response Date	08-04-2022
Remarks	Please find enclosed my detailed response to Letter along with supporting documents

Response Attachments

S.No	Document Type	Document Description	Attachment
1	Agriculture income computation statement	Reason for Non-compliance……View more	
2	Asset and Liability statement	Evidence for response……View more	

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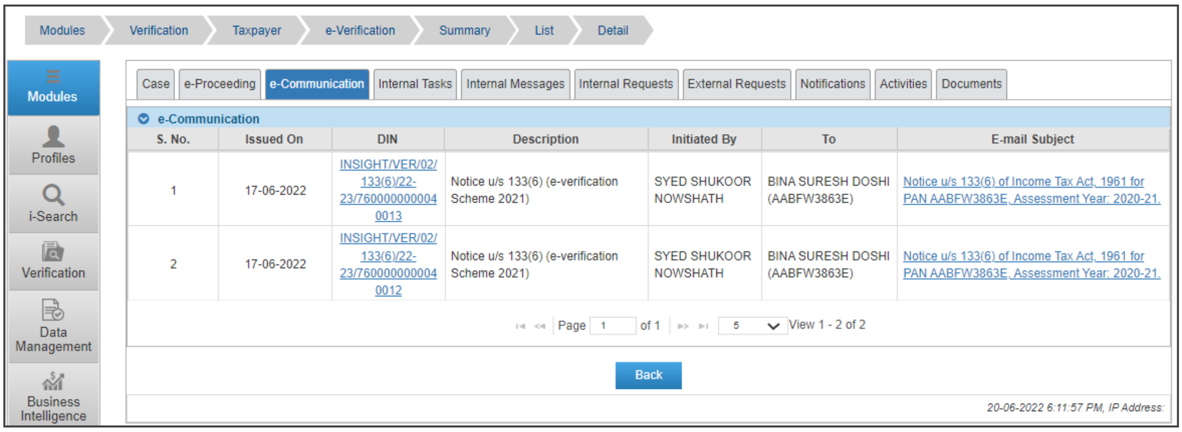
22-11-2018 10:10 AM, IP Address: 10.8.1.53

Figure 34: Entity’s Response

3.2.14. Case Tab - e-Communication

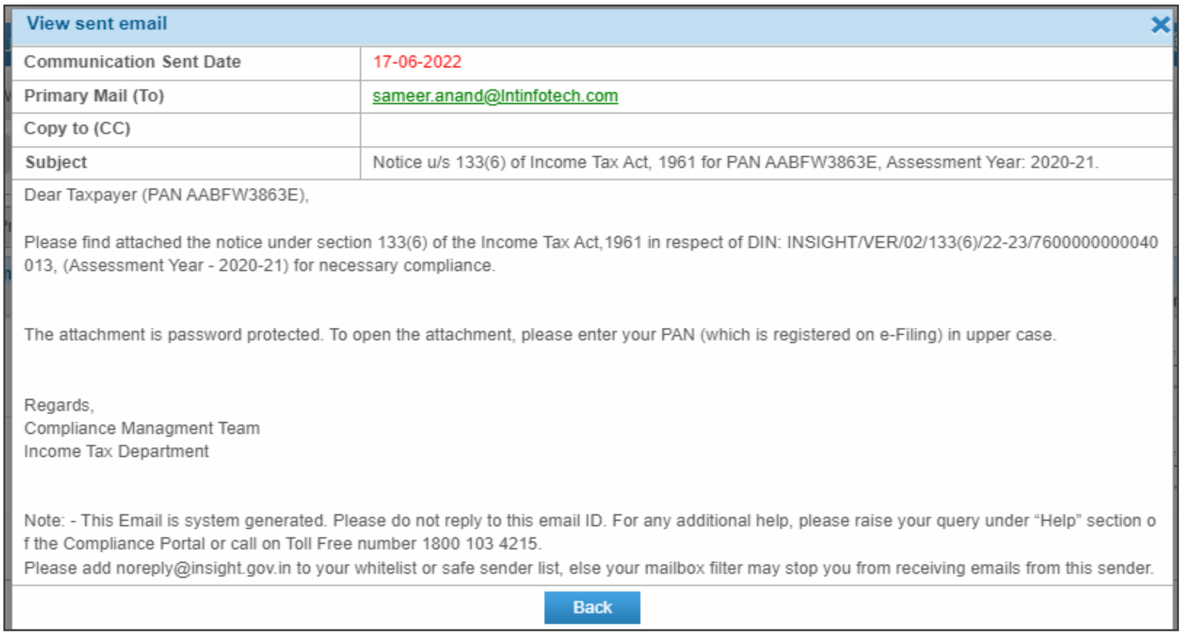
Under e-Communication tab, user can view the communication details i.e., Notice issue date, view or download the notice by clicking on DIN, Description of the notice, Notice initiated by/ to details, Recipient category, e-Mail subject.



S. No.	Issued On	DIN	Description	Initiated By	To	E-mail Subject
1	17-06-2022	INSIGHT/VER/02/133(6)/22-23/7600000000040013	Notice u/s 133(6) (e-verification Scheme 2021)	SYED SHUKOOR NOWSHATH	BINA SURESH DOSHI (AABFW3863E)	Notice u/s 133(6) of Income Tax Act, 1961 for PAN AABFW3863E, Assessment Year: 2020-21.
2	17-06-2022	INSIGHT/VER/02/133(6)/22-23/7600000000040012	Notice u/s 133(6) (e-verification Scheme 2021)	SYED SHUKOOR NOWSHATH	BINA SURESH DOSHI (AABFW3863E)	Notice u/s 133(6) of Income Tax Act, 1961 for PAN AABFW3863E, Assessment Year: 2020-21.

Figure 35: Insight Portal >>e-Communication

- By clicking on 'Subject' hyperlink, e-mail content will be displayed.


View sent email

Communication Sent Date	17-06-2022
Primary Mail (To)	sameer.anand@lntinfotech.com
Copy to (CC)	
Subject	Notice u/s 133(6) of Income Tax Act, 1961 for PAN AABFW3863E, Assessment Year: 2020-21.

Dear Taxpayer (PAN AABFW3863E),

Please find attached the notice under section 133(6) of the Income Tax Act,1961 in respect of DIN: INSIGHT/VER/02/133(6)/22-23/7600000000040013, (Assessment Year - 2020-21) for necessary compliance.

The attachment is password protected. To open the attachment, please enter your PAN (which is registered on e-Filing) in upper case.

Regards,
Compliance Managment Team
Income Tax Department

Note: - This Email is system generated. Please do not reply to this email ID. For any additional help, please raise your query under "Help" section of the Compliance Portal or call on Toll Free number 1800 103 4215.
Please add noreply@insight.gov.in to your whitelist or safe sender list, else your mailbox filter may stop you from receiving emails from this sender.

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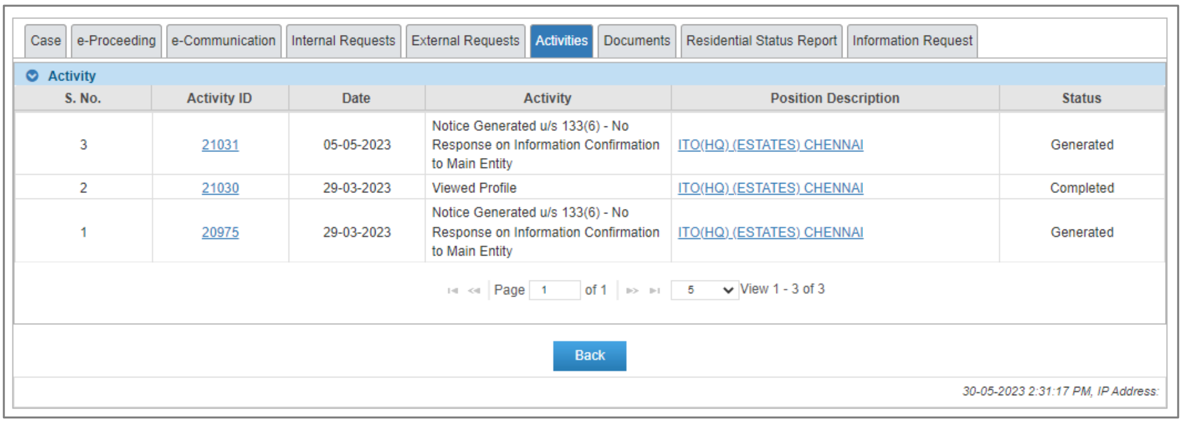
Figure 36: E-Mail content

3.2.15. Case Tab - Activities

Once initiated, an activity will be recorded under Activities tab. User can perform below action from this screen.

- View and resume the Draft activity.
- View Activity General Details e.g., Activity date, initiated by etc.
- View Activity Specific Details e.g., Case details, Addressed To etc.
- View Activity History Details



Case | e-Proceeding | e-Communication | Internal Requests | External Requests | Activities | Documents | Residential Status Report | Information Request

Activity

S. No.	Activity ID	Date	Activity	Position Description	Status
3	21031	05-05-2023	Notice Generated u/s 133(6) - No Response on Information Confirmation to Main Entity	ITO(HQ) (ESTATES) CHENNAI	Generated
2	21030	29-03-2023	Viewed Profile	ITO(HQ) (ESTATES) CHENNAI	Completed
1	20975	29-03-2023	Notice Generated u/s 133(6) - No Response on Information Confirmation to Main Entity	ITO(HQ) (ESTATES) CHENNAI	Generated

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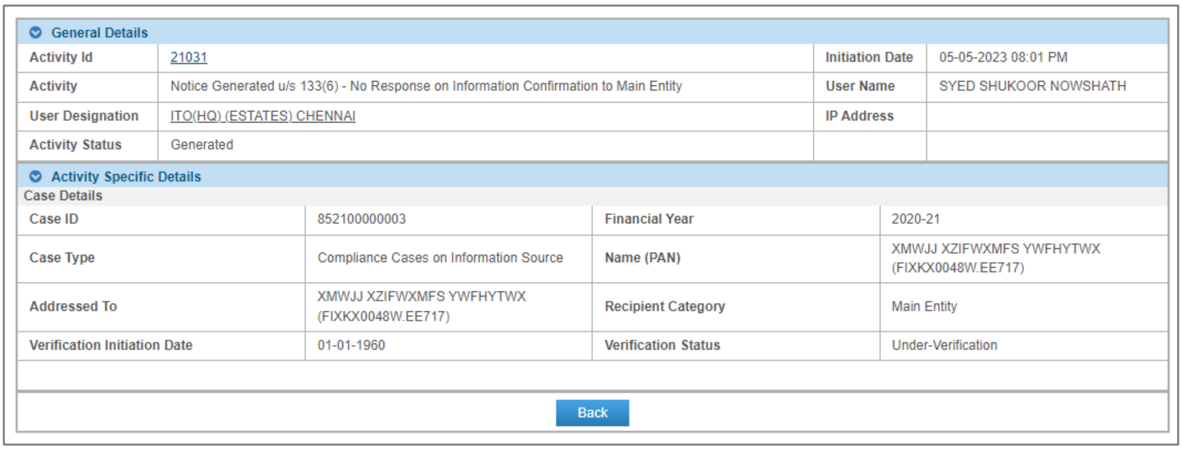
30-05-2023 2:31:17 PM, IP Address:

Figure 37 Activities Tab



General Details

Activity Id	21031	Initiation Date	05-05-2023 08:01 PM
Activity	Notice Generated u/s 133(6) - No Response on Information Confirmation to Main Entity	User Name	SYED SHUKOOR NOWSHATH
User Designation	ITO(HQ) (ESTATES) CHENNAI	IP Address	
Activity Status	Generated		

Activity Specific Details

Case Details

Case ID	852100000003	Financial Year	2020-21
Case Type	Compliance Cases on Information Source	Name (PAN)	XMWJJ XZIFWXMFS YWFHYTWX (FIXKX0048W.EE717)
Addressed To	XMWJJ XZIFWXMFS YWFHYTWX (FIXKX0048W.EE717)	Recipient Category	Main Entity
Verification Initiation Date	01-01-1960	Verification Status	Under-Verification

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Figure 38 Activity Details

3.2.16. Case Tab – Information Request

Information Request tab contains details of the batch through which the information confirmation request was sent to the information source. One batch may have multiple requests for confirmation related to multiple taxpayers. A compliance case is created if for any batch complete responses have not been submitted by the source OR response is submitted but IR RRC is pending (description of IR RRC is mentioned below). Details are as follows:

Batch ID – ID of the generated batch. By clicking on the Batch id hyperlink, details of the generated batch can be displayed.

Batch Date – The date on which the batch was generated.

DIN – DIN mentioned on the notice u/s 133C generated for this batch.

Total Requests – Count of requests in the batch. By clicking on hyperlink, a list of requests can be viewed.

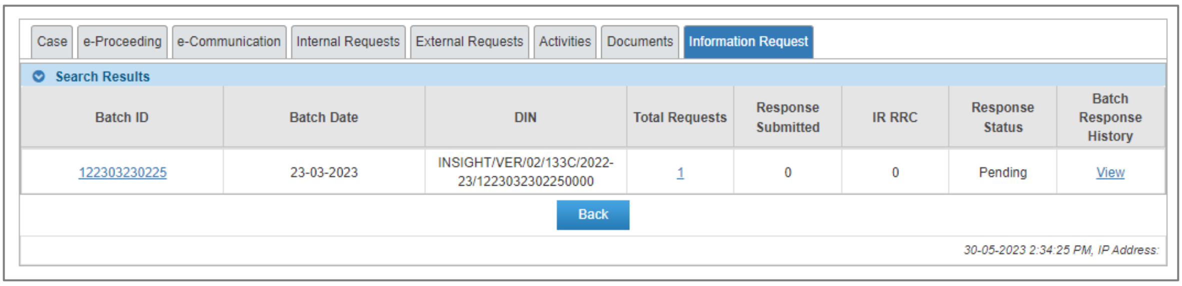
Response Submitted – Count of requests on which responses have been submitted.

IR RRC - Information Request Records Requiring Correction. IR RRC count means that there are records which needs to be updated as confirmed by the information source in response to the information confirmation request. IR RRC count will keep reducing upon receiving the updated relevant records from the information source.

Response Status – Status of response for this batch. Status can be as follows:

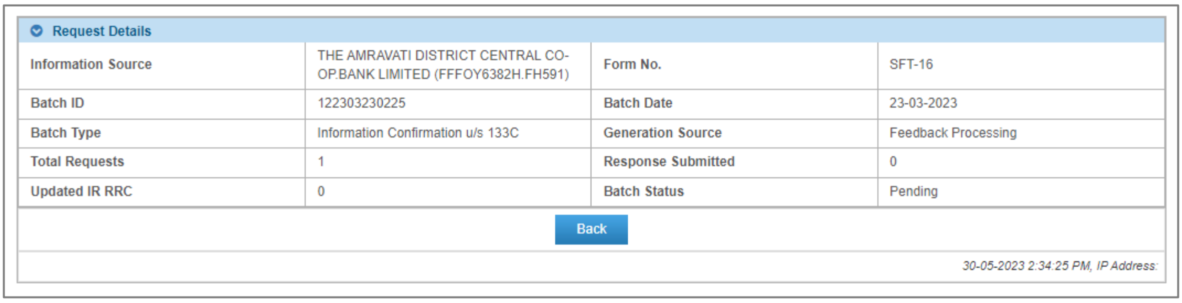
- Pending
- Partially Submitted
- Submitted

Batch Response History – View the hyperlink to view the response history for this batch.



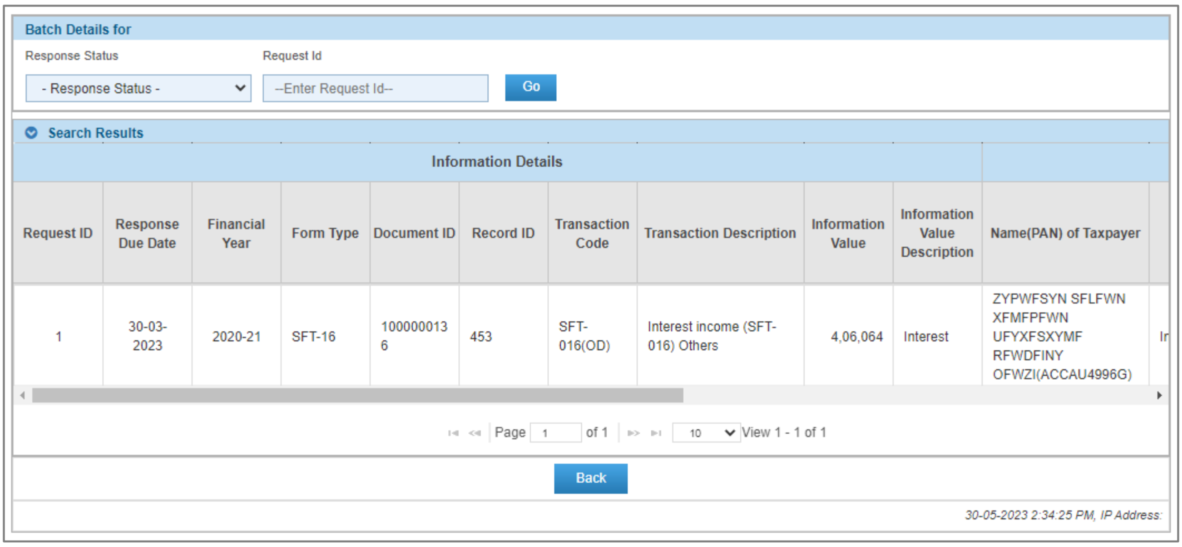
Batch ID	Batch Date	DIN	Total Requests	Response Submitted	IR RRC	Response Status	Batch Response History
122303230225	23-03-2023	INSIGHT/VER/02/133C/2022-23/1223032302250000	1	0	0	Pending	View

Figure 39 Information Request Tab



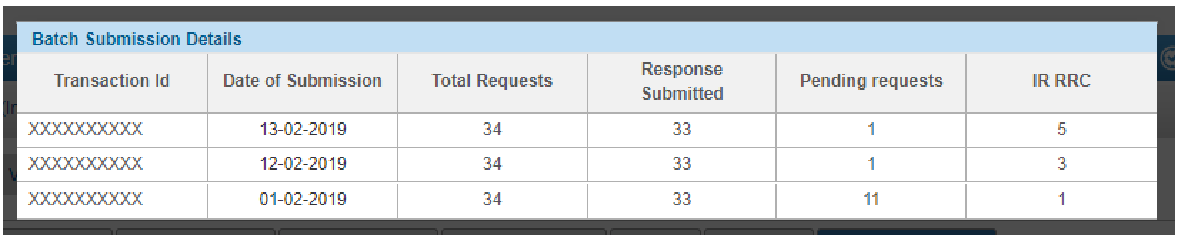
Information Source	THE AMRAVATI DISTRICT CENTRAL CO-OP.BANK LIMITED (FFFOY6382H.FH591)	Form No.	SFT-16
Batch ID	122303230225	Batch Date	23-03-2023
Batch Type	Information Confirmation u/s 133C	Generation Source	Feedback Processing
Total Requests	1	Response Submitted	0
Updated IR RRC	0	Batch Status	Pending

Figure 40 Details - on click of Batch ID



Information Details											
Request ID	Response Due Date	Financial Year	Form Type	Document ID	Record ID	Transaction Code	Transaction Description	Information Value	Information Value Description	Name(PAN) of Taxpayer	
1	30-03-2023	2020-21	SFT-16	1000000136	453	SFT-016(OD)	Interest income (SFT-016) Others	4,06,064	Interest	ZYPWFSYN SFLFWN XFMFPFWN UFYXFSXYMF RFWDFINY OFWZI(ACCAU4996G)	Ir

Figure 41 Request List - On click of Request Count



Transaction Id	Date of Submission	Total Requests	Response Submitted	Pending requests	IR RRC
XXXXXXXXXX	13-02-2019	34	33	1	5
XXXXXXXXXX	12-02-2019	34	33	1	3
XXXXXXXXXX	01-02-2019	34	33	11	1

Figure 42 Batch History