



आयकर निदेशालय (पद्धति)
Directorate of Income Tax (Systems),
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नई दिल्ली / New Delhi - 110055

दिनांक/ Date: 15.03.2019

F.No. DGIT(S)-ADG(S)-2/Insight Instructions/292/2018-19

To,
All Principal Chief Commissioner(s) of Income-tax/ CCsIT
All Principal Director General(s) of Income-tax/ DGsIT
All Principal Commissioner(s) of Income-tax / CsIT / CsIT(Admin & TPS) / CsIT (TDS)
All Principal Director(s) of Income-tax / DsIT

Sir / Madam,

Subject: Taxpayer Profile View– Regarding

Kindly refer to the above.

2. Taxpayer Profile view under Insight Portal presents a comprehensive view of taxpayer's profile, transactions, relationships, networks, documents and enables drill down to the underlying information. The Profile View Module can be accessed by entering the Insight Portal URL (<https://insight.gov.in>) in a browser on a computer connected to TAXNET. Kindly refer to the Insight Instruction No 1 for accessing Insight Portal.
3. Taxpayer Profile View can be accessed by clicking on "Taxpayer" under "Profiles" menu item on the left menu bar on the insight portal. The information in taxpayer Profile view is organised in following sections:
 - **Taxpayer Master Profile:** Master Profile including address, contact details, photograph, signature etc.
 - **Taxpayer Return Profile:** Key values of the return and processing results
 - **Taxpayer Information Profile:** Information summary of related TDS Statement, third party information and forms
 - **Taxpayer Financial Profile:** Key financial statement values, ratios, P&L and Balance Sheet
 - **Taxpayer Asset Details:** Details of assets related to the taxpayer
 - **Taxpayer Annual Summary:** 360 degree profile of the taxpayer for the year
4. User may refer to User Guide on Taxpayer Profile View which is available under Resources section of i-Library (Part of Insight Knowledge Hub).

Insight Instruction No. 7

5. The Taxpayer Profile View is being operationalised in a phased manner. In the initial phase, access to the Insight Profile View is being made available to the designated users on a case assignment basis. Separate Instruction will be issued when a new category of case is made available in the Verification module. In respect of the specific cases assigned to the users in the verification module, the access to Profile view information would be as per the following scheme:

- a. The users of the rank of or equivalent to ITO, ACIT/DCIT will be able to get access to profile view only for the PAN/TAN of cases which are assigned to them.
- b. Users in the supervisory hierarchy, from the rank of or equivalent to JCIT/Addl.CIT and up to the rank of or equivalent to Pr.CCIT will have all the access rights as given to the concerned DCIT/ACIT/ITO.
- c. In respect of a case assigned to them, the users of the rank of or equivalent to ITO, ACIT/DCIT will be granted access to the information pertaining to a taxpayer as per approved schema.

6. Designated user not having access to any information or profile or in case of inadequate access rights may request the Pr.CIT concerned having jurisdiction over the case assigned, to grant access to the said profile. The right to access the said profile in a case will be enabled for a specific period by the supervisory authority.

7. In case of any technical difficulty, users may contact Insight Helpdesk (Helpdesk number- 1800 103 4216, Email: helpdesk@insight.gov.in)

8. This is issued with the approval of Pr. DGIT (Systems).

Yours faithfully,

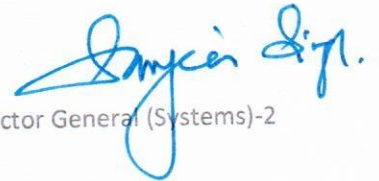


(Sanjeev Singh)

Addl. Director General (Systems)-2

Copy to:

1. PPS to Chairman, Member (IT &C), Member (Admin.), Member (L), Member (Inv.), Member (R& TPS), Member (A&J), CBDT and Pr. DGIT (Systems), New Delhi for information.
2. Nodal Officer of www.irsofficersonline.gov.in, DG systems corner, ITBA, Insight i-Library.



Addl. Director General (Systems)-2