



TRACES

TDS Reconciliation Analysis and Correction Enabling System

e-Tutorial

Online Correction- Resolution for Overbooked Challan (Movement of deductee row)

Important Information on Online Correction

All type of corrections like “Personal information , Deductee details and Challan correction” can be made using Online correction functionality available from FY.2007-08 onwards depending upon the type of correction

Type of error or defaults	Correction Type	Available from FY	DSC Required
If Challan is unmatched	Challan correction	FY 2007-08 ONWARDS	No
To Add new challan	Add challan to statement	FY 2007-08 ONWARDS	No
To clear Interest and Late Fee demand payment	Pay 220, Interest , Levy , Late filing	FY 2007-08 ONWARDS	No
To Move Deductee row	Resolution for overbooked challan (Move deductee row from challan)	FY 2007-08 ONWARDS	No
To update PAN	PAN correction	FY 2007-08 ONWARDS	Yes
To Add / Modify deductee row	Add/Modify deductee details	FY 2013-14 ONWARDS	Yes
To update personal details	Personal Information	FY 2007-08 ONWARDS	Yes
To Modify Salary details	Add or delete salary details	FY 2013-14 ONWARDS	Yes

This feature is extremely useful as it is :

Free of Cost : TRACES does not charge any fee for doing online correction

Time saving: No need to request for Conso file and wait for file availability. Just raise a request and you can select the type of correction you wish to proceed with. Correction gets processed in 24hrs

Effort saving: No need of any software/ CD/PEN drive , just login and file the correction

Enhance efficiency: Error specific correction is possible

Note: For paper return online correction cannot be done

Most Common Error While filing Online Correction

Error Description	Explanation
No data available for specified search criteria	This error appears if the data entered is not pertaining to FY, Quarter, Form Type and latest token no. Statement is cancelled / rejected for selected search criteria
Request for correction has already been submitted for the specified search criteria. Please check status in 'Track Correction Request' screen under 'Defaults' menu	This error occurs when Deductor has initiated an online correction and it is at "In Progress" state i.e. pending at the end of Deductor.
System has encountered technical problem. Please try after some time	This error occurs if : -JAVA 8 (update 45) 32 bit /64 bit depending upon system configuration is not updated. Restart the system after updating JAVA. -Browsing history, cookies, temp files are to be cleared. Clear them first. - Pop- up blocker is NOT enabled currently. - Browser is not compatible in order to proceed with Online correction
Request has been submitted to Admin user	It has been assigned to admin user and is pending at Admin User end. Only admin user has the authority to submit online correction
Reason for non-deduction is mandatory	This error occurs when Deductor is writing "0" in the column of Total TDS deposited and TDS Deducted in Add/ modify deductee option
Reason for lower deduction is mandatory	This error occurs when Deductor is not selecting Flag "A"
Reason for higher deduction is mandatory	This error occurs when Deductor is not selecting Flag "C"

Most Common Error While filing Online Correction (Contd.)

Error Description	Explanation
Increase in amount claimed as Interest(15), amount claimed as other(16) and Levy(8) should not be greater than the remaining available balance in challan	This error occurs when Deductor claims more than the Remaining Available balance (Column no 13) of the challan.
Online correction on TRACES is not enabled for the requested statement. Kindly file correction through NSDL and the subsequent correction can be filed on TRACES	This error occurs if statement for that particular Form type, FY and Quarter is not processed by TRACES. So, once Deductor will file correction statement with Conso file at NSDL and it gets processed by TRACES ,online correction will be enabled for that particular statement.
PAN of Authorized / Responsible person as per Personal Information of the correction and as per TRACES Profile should be same. Please update PAN of authorized/ Responsible Person in the correction file	This error occurs if the PAN of authorized person in Profile Section of the TRACES is different than the PAN mentioned/Not Mentioned in the Personal Information of the Statement. Deductor need to update the PAN in the Personal Information same as mentioned in the Profile section or vice versa.
No challan for FY (e.g. 2014-15) available for tagging. Please select another FY from below dropdown or deposit challan or contact your AO of conso file (if changes in challan required)	This error may occurs if book entry flag is " Yes" which has to be changed to "No" . Please refer the E-Tutorial on Add/Modify Challan Or Incorrect TAN or Assessment Year is mentioned on the challan, Please contact AO for this rectification.

Brief Steps for Online Correction – Resolution for Overbooked Challan (Movement of deductee row)

- This feature enables deductor to move deductee rows from one challan to another challan having balance in correction statement
- For example, If Challan 1 gets overbooked by Rs. 10000 and challan 2 is available with balance of INR10000 or more, Deductor can easily move overbooked deductee rows upto INR 10000 from challan 1 to Challan 2 by filing online challan correction
- **Step 1** : Login to TRACES website
- **Step 2** : Go to “Request for correction” under “ Defaults” by entering relevant Quarter, Financial Year, Form Type , Latest Accepted Token number
- Correction category should be “Online”
- Request number will be generated
- **Step 3** : Request will be available under “ Track Correction Request”
- When request status become “Available” click on Available / In progress status to proceed with the correction
- Provide information of Valid KYC
- **Step 4** : Select the type of correction category from the drop down as “Resolution for Overbooked Challan (Movement of deductee row)”
- **Step 5** : Make the required corrections in the selected file
- **Step 6** : Click on “Submit for Processing” to submit your correction (Only Available to Admin User)
- **Step 7** : 15 digits token number will be generated and mailed to Registered e-mail ID

Status of Online Correction Requests:

- **Requested** - When user submits request for correction.
- **Initiated** - Request is being processed by TDS CPC
- **Available** - Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Clicking on the hyperlink will take user to validation screen. Once user clicks on request with 'Available' status, status of request / statement will change to 'In Progress'
- **Failed** - Request cannot be made available due to technical error. User can re-submit request for same details
- **In Progress** - User is working on a statement. Clicking on the hyperlink will take user to validation screen
- **Submitted to Admin User** - Sub-user / Admin User has submitted correction statement to Admin User
- **Submitted to ITD** - Admin User has submitted correction statement to ITD for processing
- **Processed** - Statement has been processed by TDS CPC (either for Form 26AS or for defaults)
- **Rejected** - Statement has been rejected by TDS CPC after processing. Rejection reasons will be displayed in 'Remarks' column


Login to TRACES

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Home Deductor **Help**

Login

User Id*

Password*

TAN for Deductor / PAN for Tax Payer*

Verification Code* 

Enter text as in above image*

Click on help icon next to each field for more details

Enter user ID and password

Password is mandatory

TAN / PAN is mandatory

Enter TAN

Verification Code is mandatory

For more details on any screen, click on Help icon

For Deductors:


- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

For Tax Payers:


- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user

Common Note:

Welcome Page

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DashboardStatements / PaymentsDefaultsCommunicationsDownloadsProfileHelp

Quick Links
Challan Status
Request for Justification Report Download
Request for Conso File
Download Form 16
Requested Downloads
PAN Verification
Inbox **New**


Welcome to TRACES!


TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
 - View challan status and challan consumption details
 - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
 - Download requested files
 - Download Form 16 / 16A
- Profile
 - Update Communication Details

Customer Care

Toll-Free: 1800 103 0344

 0120 4814600

 contactus@tdscpc.gov.in

User Login Details

TAN / PAN

IP: 125.19.234.74

Last logged in on: 18-Jun-2014 at 10:26 AM

Landing page will be displayed

Online Correction Request Flow

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES title. To the right is the Government of India Income Tax Department emblem. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Defaults' menu is expanded, showing options like View Default Summary, Request for Correction (highlighted with an orange circle and a callout), Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission, Tag / Replace Challan, Track Request for Tag / Replace Challan, View challan status, and View TDS-TCS Credit for a PAN and verify PAN of Tax Payer. A callout bubble points to the 'Request for Correction' option with the text: 'Select "Request for correction"'. On the left, a 'Quick Links' sidebar lists various services. The main content area includes a 'Welcome to TRACES!' message and a list of functionalities under categories like Dashboard view, Statements / Payments, Downloads, and Profile. On the right, there is a 'Customer Care' section with contact information and a 'User Login Details' section showing TAN / PAN, IP address, and last login time.

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Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**

Welcome to TRACES!

TRACES is a user-friendly system. Some of the functionalities are:

- Dashboard view presentation
- Statements / Payments
 - View challan status
 - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
 - Download requested files
 - Download Form 16 / 16A
- Profile
 - Update Communication Details

Request for Correction

Select "Request for correction"

Customer Care

0120 4814600

contactus@tdscpc.gov.in

User Login Details

TAN / PAN : [REDACTED]

IP: 125.19.234.74

Last logged in on: 01-Dec-2015 at 11:54 AM


Online Correction Request Flow

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Request for Correction

i Enter details below and submit to enable correction for a statement. Correction cannot be filed if regular statement was filed as a paper return

i Note : In case relevant requested statement for Offline correction has more than 5 lakh Deductee Detail rows (combined count of Annexure 1 and 2), the request will not be provisioned.

Financial Year* --Select--
Correction Category* --Select--
Quarter* --Select--
Latest Token Number*

Form Type* --Select--

Submit Request

Click on Submit Request

Enter correct : Financial Year, Quarter and Form Type, correction category and latest token number (latest token number as per processed statement)

Online Correction Request Flow

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links: Home | About Us | Contact Us | e-Tutorials | Related Links* | Logout. A search bar is also present. The header section includes the TDS Centralized Processing Cell logo and the TRACES TDS Reconciliation Analysis and Correction Enabling System title. A menu bar shows options: Dashboard, Statements / Payments, Defaults (highlighted), Communications, and De. A message in the center states: "Request for correction for Form 26Q of FY 2013-14 and Quarter Q1 has been submitted. Request Number is 24754 and Request Date is 13-August-2014. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'." Below this message is a link labeled "Go to Track Correction Request". Two callout boxes are present: one pointing to the "Defaults" menu item with the text "Request number received", and another pointing to the "Go to Track Correction Request" link with the text "Click here to track correction request or navigate 'Track Correction Request' under 'Defaults' menu".

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Request number received

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Request for correction for Form 26Q of FY 2013-14 and Quarter Q1 has been submitted. Request Number is 24754 and Request Date is 13-August-2014. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'.

Go to Track Correction Request

Click here to track correction request or navigate 'Track Correction Request' under 'Defaults' menu

Online Correction Request Flow- View submitted request

Track Correction Request

Please select one of the below Search Options

☐ Request Number ☐ Date ☒ View All

Correction Request Details

Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement

Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date
19-Aug-2014	24770	2013-14	Q2	27Q	5324XXXXXXXX5301	In Progress	Online			ACRA10007E@	
19-Aug-2014	24769	2013-14	Q4	27Q	5324XXXXXXXX7530	Available	Online			ACRA10007E@	
06-Aug-2014	24414	2013-14	Q4	27Q	5324XXXXXXXX7530	Rejected		View Rejection Reason	4100XXXXXXXX1355	ACRA10007E@	

Page 1 of 1 View 1 - 3 of 3

Enter Request Number (Search Option 1) or Request Date (Search Option 2) or "view all" (Search option 3) to view all the Request status

Click on In progress or Available status to initiate online correction

Available Status - Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Clicking on the hyperlink will take user to validation screen. Once user clicks on request with 'Available' status, status of request / statement will change to 'In Progress'

In Progress Status- User is working on a statement. Clicking on the hyperlink will take user to validation screen

Digital Signature supported KYC Validation contd. (Step 1)

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Choose KYC Flow

Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature

☒ Digital Signature supported KYC validation ☐ Normal KYC Validation (Without Digital Signature)

Please select the statement for which you want

Financial Year* --Select-- Form Type* --Select--

Digital Signature will be validated for "Digital Signature supported KYC validation" option

Validate DSC

Important note

Select the option "Digital Signature supported KYC validation" (step-1)

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re register their Digital Signature in Profile. Please refer – Digital Signature Certificate Registration e-Tutorial for more information.
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.


Digital Signature supported KYC Validation contd. (Step 2 & 3)

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Choose KYC Flow

i Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities **or** You can opt for a normal KYC Validation separately for each functionality without digital Signature

☒ Digital Signature supported KYC validation ☐ Normal KYC Validation (Without Digital Signature)

Please select the statement for which you want to provide KYC

Financial Year* 2014-15 Form Type* 26Q Quarter* Q2

i Digital Signature will be validated for "Digital Signature supported KYC validation" option

[Validate DSC](#)

Enter 'Financial Year',
Form Type' and 'Quarter'
for which KYC will be
provided by user (Step 2)

Click on ' Validate
DSC' (Step 3)

After validating the DSC, one time KYC page will be displayed for the FY + Qtr + Form Type combination which has been selected by the user.


Digital Signature supported KYC Validation (Step 4 & 5)

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Choose KYC Flow

i Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities **or** You can opt for a normal KYC Validation separately for each functionality without digital Signature

☒ Digital Signature supported KYC validation

Please select the statement for which you want to validate

Financial Year: 2013-14 Form Type: []

i Digital Signature will be validated for "Digital Signature"

Validate DSC

Signing data with your private exchange key

An application is requesting access to a Protected item.

Password for:
CryptoAPI Private Key

☐ Remember password

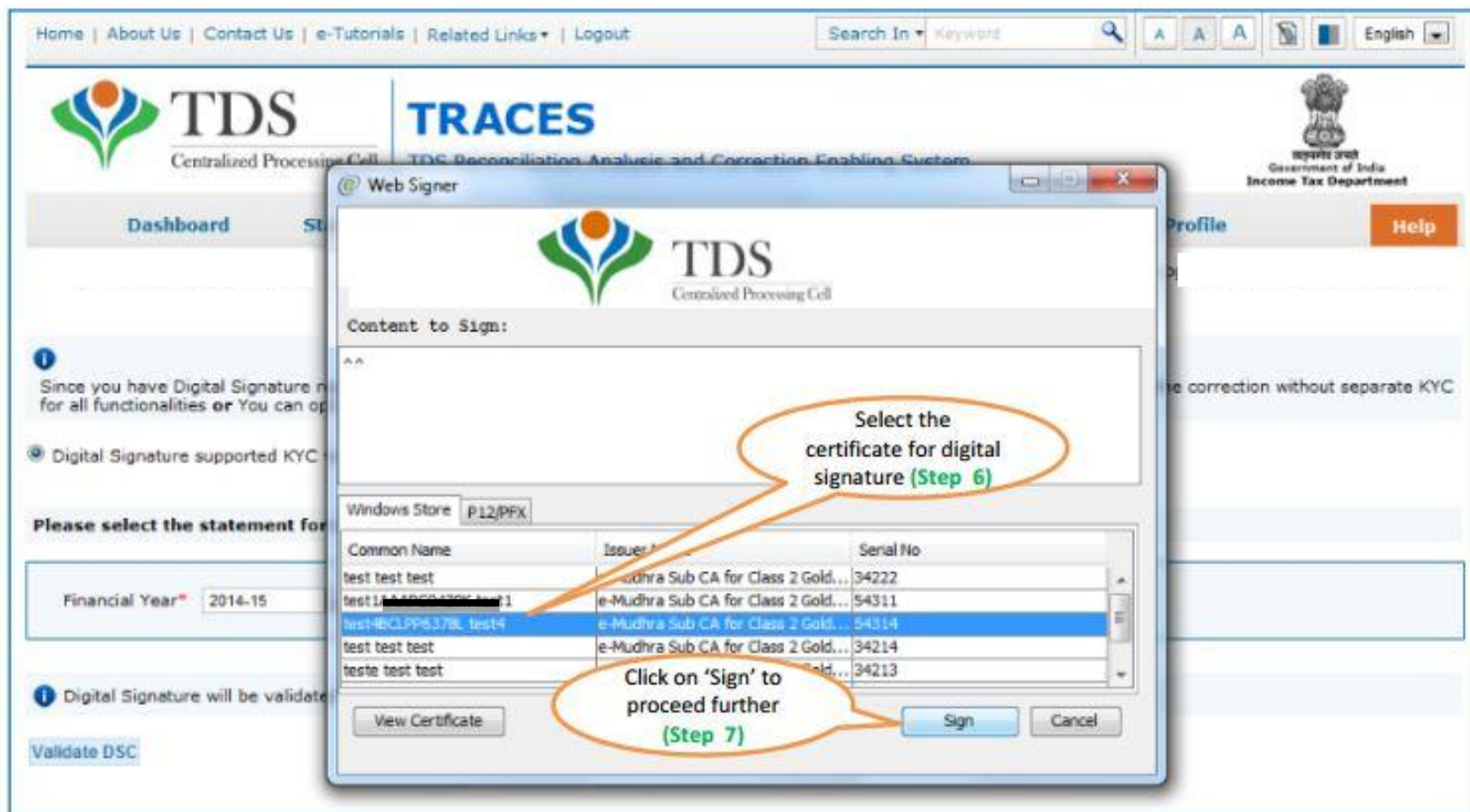
OK Cancel Details...

Enter 'Password' which was set at the time of installing the certificate (Step 4)

Click on 'OK' (Step 5)

Note: 'Signing data with your private exchange key' **will not be displayed** if security level has been chosen as medium / low during installing DSC in browser / hard token and 'applet window' (as shown in the next screen) will appear directly.

Digital Signature supported KYC Validation (Step 6 & 7)



Digital Signature supported KYC Validation (Step 8) – KYC of the FY + Quarter + Form Type selected in Step 2 will be displayed

The screenshot shows a web interface for KYC validation. At the top is a navigation bar with links: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a Help button. The main content area is titled 'Please enter Token Number of Regular Statement Filed for Financial Year, Quarter'. It contains a form with the following fields: Form Type (26Q), Financial Year (2014-15), Quarter (Q2), and Token Number / Provisional Receipt Number (PRN)* (an empty text box with a help icon). A callout bubble points to the PRN field, stating: 'Enter Token Number of only Regular (Original) Statement corresponding to the Financial Year, Quarter and Form Type displayed above'. Below the form is a section titled 'PART 1. Challan Identification Number (CIN) Details / Transfer Ver... Details as quoted in the above Statement'. It contains two checkboxes: 'Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.' and 'Please select if the payment was done by book adjustment (for Government Deductors)'. A callout bubble points to the second checkbox, stating: 'Tick in Check Box for NIL Challan or Book Adjustment'. Another callout bubble points to the first checkbox, stating: 'Government deductors not having BIN details tick here and need not need provide BSR and Challan Serial Number below'. At the bottom, there is an 'Important Note' section with a blue information icon and text: 'Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to... there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there is a challan with at least one valid PAN-Amount combination. If you do not have any such challan, mention a challan... Amount combination and also select the checkbox (no valid PAN deductee row) in the PAN Details section below.' A green callout bubble with the text 'Step 8' is also present.

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Please enter Token Number of Regular Statement Filed for Financial Year, Quarter

Form Type 26Q

Financial Year 2014-15

Quarter Q2

Token Number / Provisional Receipt Number (PRN)*

Enter Token Number of only Regular (Original) Statement corresponding to the Financial Year, Quarter and Form Type displayed above

Tick in Check Box for NIL Challan or Book Adjustment

Step 8

PART 1. Challan Identification Number (CIN) Details / Transfer Ver... Details as quoted in the above Statement

☐ Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.

☐ Please select if the payment was done by book adjustment (for Government Deductors)

Government deductors not having BIN details tick here and need not need provide BSR and Challan Serial Number below

Important Note

Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to... there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there is a challan with at least one valid PAN-Amount combination. If you do not have any such challan, mention a challan... Amount combination and also select the checkbox (no valid PAN deductee row) in the PAN Details section below.

- Authentication Code will not appear on the screen in case DSC Supported KYC
- In one session this manual KYC page (On the basis of input selected by the user) will be displayed only once

Token Number Details (Contd.)

Tick in check box for nil challan or book adjustment

PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details as quoted in the statement

☐ Please select if you have ONLY NIL Challan(s) (Challan(s) with zero challan amount) in the statement. It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.

☐ Please select if the payment was done by book adjustment (for Government Deductors)

Government deductor not having BIN details tick here and need not provide BSR code and challan serial number

1 Please enter a Challan with at least three distinct valid PAN-Amount combinations mentioned above. If there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there is no such challan, mention a challan with at least one valid PAN-Amount combination. If there are less than three PANs corresponding to the specified challan, mention all available PAN-Amount combinations.

Guide to identify a suitable challan

Click on the Guide to select suitable challan option

Enter CIN details for a challan used in the statement

BSR Code / Receipt Number

Date on which Tax Deposited (dd-mmm-yyyy; e.g., 12-Dec-1980)

Challan Serial Number / DDO Serial Number (5 digits; e.g., 00053)

Challan Amount / Transfer Voucher Amount (Rs.) (e.g., 1987.00)

CD Record Number

CD Record number is not mandatory. This column is required to be filled only when same challan is mentioned more than once in statement.

PART 2. Enter Unique PAN-Amount Combination for Challan / Transfer Voucher

☐ Please select if there are no valid PAN deductor combinations corresponding to the challan(s) mentioned above

Tick here if you do not have any valid PAN corresponding to above challan details

1 Please enter three distinct PAN-Amount combinations corresponding to the specified challan(s) mentioned above. If there are less than three PANs corresponding to the specified challan, mention all available PAN-Amount combinations.

Guide to identify the Unique PAN-Amount Combinations

Click on the Guide to select suitable PAN amount combination

PAN as in Statement

Total Amount Deposited (Rs.)

[Proceed](#)

Please enter TDS deposited amount for respective PAN's

Notes for Validation Screen:

- Authentication code is generated after KYC information details validation, which remains valid for the same calendar day for same form type, financial year and quarter
- Token Number must be of the **regular statement** of the FY, Quarter and Form Type displayed on the screen
- CIN/BIN details must be entered for the challan/book entry mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above
- Government deductor can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement
- Amount should be entered in two decimal places (e.g., 1234.56)
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN/BIN details in Part1 must be entered in Part 2 of the KYC. Guide available on the screen can be referred for valid combinations.
- Maximum of 3 distinct valid PANs and corresponding amount must be entered
- If there are less than three such combinations in the challan, user must enter all (either two or one)
- CD Record no. is mandatory only in case of challan is mentioned more than once in the statement


Authentication Code Screen

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Authentication code valid for today is 4eDRZM

Please copy and save the code given below.

Copy from:

Authentication Code will be available here

This code is valid for today for this FY, Quarter and Form Type and can be reused for the following requests for this statement:

- Download Intimation
- Request for TRACES Offline Correction File
- Request for NSDL Conso File
- View Default Summary
- File Correction
- Request for Justification Report download
- Upload Correction Statement
- Download Form 27A
- Download Form 27D

Challan Correction – Movement of deductee row

File Correction

TAN	AGRA10007E	Original RRR Number	5324XXXXXXXX5301	Latest RRR Number	4100XXXXXXXX1801
Financial Year	2013-14	Quarter	Q1	Form Type	26Q

Type of Correction

---Select---

---Select---
 Modify / Add Deductee Details
 Personal Information
Challan Correction
 PAN Correction
 Pay 2201,LP,LD,Interest, Late Filing Levy
 Add Challan To Statement

View Details

Default Summary Details

Sr.No.	Type of Default	Default Amount (₹)	Amount Reported As 'Interest / Others' Claimed in the Statement (₹)	Payable (₹)
1	Short Payment	0.00	0.00	0.00
2	Short Deduction	72683920.00	0.00	72683920.00
3	Interest on Payments Default u/s 201(1A)			
3(a)	Interest on Short Payment *	0.00	0.00	0.00
3(b)	Interest on Late Payment	156000.00	9000.00	147000.00
3(c)	Additional Late Payment interest against the processing of latest correction	0.00	0.00	0.00
4	Interest on Deduction Default u/s 201(1A)			
4(a)	Interest on Short Deduction **	10174486.00	0.00	10174486.00
4(b)	Interest on Late Deduction	0.00	0.00	0.00
4(c)	Additional Late Deduction interest against the processing of latest correction	0.00	0.00	0.00
5	Late Filing Fee u/s 234E			

Select ' Challan Correction' from drop down

Challan Correction – Overbooked Challan

[Matched Challans](#)
[Unmatched Challans](#)
[Newly Added Challans](#)

List of Matched Challans in the statement

1 Select a row and click on 'Edit Matched Challan Details' to edit ps

1 Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment(Total Tax Deposited) of attached deductee rows.

Select ' Matched Challan' tab

Important Notes

CD Record Number (1)	BSR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (Rs.) (5)	Surcharge (Rs.) (6)	Education Cess (Rs.) (7)	Interest (Rs.) (8)	Levy (Rs.) (9)	Others (Rs.) (10)	Total Tax Deposited (Rs.) (11) (5)+(6)+(7)+(8)+(9)+(10)	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (Rs.) (14)	Amount Claimed as 'Interest' (Rs.) (15)	Amount Claimed as 'Others' (Rs.) (16)	Available Balance (Rs.) (17)	Matching Status (18)
<input type="checkbox"/> 2	401****	31-Aug-2013	14	157,000.00	0.00	0.00	0.00	0.00	0.00	161,710.00		Yes	161,710.00	0.00	0.00	410.00	Matched and Consumed
<input type="checkbox"/> 1	501****	31-Jul-2013	206	163,770.00	0.00	0.00	0.00	0.00	0.00	163,770.00		Yes	156,560.00	0.00	0.00	84.00	Matched and Consumed
<input type="checkbox"/> 3	102****	30-Sep-2013	132	157,000.00	0.00	0.00	0.00	0.00	0.00	161,710.00		Yes	161,710.00	0.00	0.00	75.00	Matched and Consumed
<input type="checkbox"/> 4	401****	31-Aug-2013	206	11,744.00	0.00	0.00	0.00	0.00	0.00	11,744.00		Yes	7,725.00	0.00	0.00	0.00	Matched and Consumed
<input checked="" type="checkbox"/> 5	102****	30-Sep-2013	132	171,495.00	0.00	0.00	0.00	0.00	0.00	171,495.00		Yes	7,650.00	0.00	0.00	75.00	Overbooked

Page 1 of 2

Edited & Saved Rows

[Edit Matched Challan Details](#)
[Reset Matched Challan Details](#)
[View and Move Deductee](#)

[View Default Summary](#)

Proceed to correction statement

[Submit Correction Statement](#)

Select the challan which is overbooked

Click here to select the deductee row to be moved out from overbooked challan

Movement of deductee row - Matched Challan

<input type="checkbox"/>	4	401****	31-Aug-2013	242	11,744.00	0.00	0.00	0.00	0.00	0.00	11,744.00	Yes	7,725.00	0.00	0.00
<input checked="" type="checkbox"/>	5	102****	30-Sep-2013	132	171,495.00	0.00	0.00	0.00	0.00	0.00	171,495.00	Yes	7,650.00	0.00	0.00

Page 1 of 2

Edited & Saved Rows

Edit Matched Challan Details Reset Matched Challan Details View and Move Deductee (?)

PAN as per Statement* Search Reset Search

Specific deductee row can also be searched by entering the PAN as per statement

List of deductee rows attached to selected challan

	CD Record Number (1)	DD Record Number (2)	Deductee reference number (3)	PAN of the Deductee as per statement (4)	Changed PAN in this correction (5)	Name of the Deductee (6)	Name as per changed PAN (7)	Section Code	Date of Payment/Credit (8)	Amount Paid/Credit (Rs.) (9)	TDS / TCS (Rs.) (10)	Surcharge (Rs.) (11)	Education Cess (Rs.) (12)	Total tax Deducted/C collected (Rs.) (13) (10)+(11)+(12)	Total Tax Deposited (Rs.) (14)	Date of Deduction (15)
<input type="checkbox"/>	5	1		XXXXXXXXXX	-	SSO	-	102	31-Aug-2013	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	5	2		XXXXXXXXXX	-	Smt. Lalleshwar Babito, SSO	-	102	31-Aug-2013	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	5	3		XXXXXXXXXX	-	XXXXXXXXXX	-	102	31-Aug-2013	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	5	4		XXXXXXXXXX	-	Mr. Jyoti SSO	-	102	31-Aug-2013	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	5	5		XXXXXXXXXX	-	Mr. Jyoti SSO	-	102	31-Aug-2013	0.00	0.00	0.00	0.00	0.00	0.00	

Page 1 of 16

On selecting the challan, all the underlying deductee rows will be displayed

Move Deductee Rows (?)

View Default Summary

Proceed to correction statement

Submit Correction Statement

Movement of deductee row - Matched Challan

Edit Matched Challan Details
Reset Matched Challan Details
View and Move Deductee
2

PAN as per Statement*
Search
Reset Search

1
List of deductee rows attached to selected challan

CD Record Number (1)	DD Record Number (2)	Deductee reference number (3)	PAN of the Deductee as per statement (4)	Changed PAN in this correction (5)	Name of the Deductee (6)	Name as per changed PAN (7)	Section Code	Date of Payment/Credit (8)	Amount Paid/Credited (₹) (9)	TDS / TCS (₹) (10)	Surcharge (₹) (11)	Education Cess (₹) (12)	Total tax Deducted/C collected (₹) (13) (10)+(11)+(12)	Total Tax Deposited (₹) (14)	Date of Deduction (15)
<input checked="" type="checkbox"/>	1	1	XXXXXXXXXX	-	SHEKHAR KUMAR	SHEKHAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	3,500.00	03-Jul-2013
<input type="checkbox"/>	1	2	XXXXXXXXXX	-	SHEKHAR KUMAR	-	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013
<input type="checkbox"/>	1	3	XXXXXXXXXX	-	SHEKHAR KUMAR	-	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013
<input type="checkbox"/>	1	4	XXXXXXXXXX	-	SHEKHAR KUMAR	-	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013

Move Deductee Rows
2

[View Default Summary](#)

Proceed to correction statement

Submit Correction Statement

Click here to move out the selected deductee row

Select the deductee row to be moved out to a different challan with available balance equal to or more than the TDS deposited amount for selected deductee row(s)

Note: deductee rows can be moved to a existing challan in the statement with sufficient available balance or to a newly added challan in the statement.

Movement of deductee row - Matched Challan

Challan List

1 List of challans in the statement to which the selected deductee rows can be moved

1 (1) Total Tax Deposited of the selected deductee rows: Rs.3,500.00
 (2) Number of Challans with Remaining Available Balance (column 17) greater than or equal to Total Tax Deposited of the selected deductee rows
 (3) Select a challan from the below list to move the deductee rows. The moved deductee rows will be tagged/attached to the challan to which the deductee rows are moved.

BSR Code / Receipt Number (1)	Date on which Tax Deposited (2)	Challan Serial Number / DDO Serial Number (3)	TDS / TCS (₹) (4)	Surcharge (₹) (5)	Educational Cess (₹) (6)	Interest (₹) (7)	Levy (₹) (8)	Others (₹) (9)	Total Tax Deposited (₹) (10)	Cheque No. / DD No. (11)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (12)	Amount Claimed as 'Total Tax Deposited' (₹) (13)	Amount Claimed as 'Interest' (₹) (14)	Amount Claimed as 'Others' (₹) (15)	Available Balance (₹) (16)	Remaining Available Balance in Challan (₹) (17)
256****	28-Apr-2013	281	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599,000.00
384****	05-Mar-2014	509	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599,000.00
215****	25-Feb-2014	830	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599,000.00
576****	27-Jan-2014		1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599,000.00
604****	16-Jul-2012		1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599,000.00

Page 1 of 2 View 1 - 5 of 8

1 If you want to use the "Challan to statement" from "Type of Correction" drop down to add challan/book entry receipts to the statement and the deductee row movement.

Save Cancel

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List of challan with available balance in the statement will be displayed

Movement of deductee row - Matched Challan

Challan List

1 List of challans in the statement to which the selected deductee rows can be moved

Important Notes

(1) Total Tax Deposited of the selected deductee rows: Rs. 5,500.00
 (2) Number of Challans with Remaining Available Balance (column 17) greater than or equal to Total Tax Deposited of the selected deductee rows
 (3) Select a challan from the below list to move the deductee rows. The moved deductee rows will be tagged/attached to the challan to which the deductee rows are moved

BSR Code / Receipt Number (1)	Date on which Tax Deposited (2)	Challan Serial Number / DDO Serial Number (3)	TDS / TCS (₹) (4)	Surcharge (₹) (5)	Education Cess (₹) (6)	Interest (₹) (7)	Levy (₹) (8)	Others (₹) (9)	Total Tax Deposited (₹) (10)	Cheque No. / DD No. (11)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (12)	Amount Claimed as 'Total Tax Deposited' (₹) (13)	Amount Claimed as 'Interest' (₹) (14)	Amount Claimed as 'Others' (₹) (15)	Available Balance (₹) (16)	Remaining Available Balance in Challan (₹) (17)
<input checked="" type="checkbox"/> 259****	26-Apr-2013	281	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
<input type="checkbox"/> 384****	05-Mar-2014	509	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
<input type="checkbox"/> 215****	25-Feb-2014	830	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
<input type="checkbox"/> 576****	27-Jan-2014	669	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
<input type="checkbox"/> 894****	30-Jul-2013	333	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00

Select the challan from the list on which available balance is more or equal to the Tax deducted amount of the deductee row to be moved.

Click on save

1 If you want to use challan which is not displayed in the statement, click on "Add Challan" button. Type of Correction" drop down to add challan/book entry receipts to the statement and the added challan can be used for deductee row movement.

Save Cancel

Example :

Deductee Detail Record 1 : 2000

Deductee Derail Record 2 : 2000

Deductee Detail Record 3 : 1000

Challan Detail Record 1 : 2000s

Challan Detail Record 2 : 5000

Challan Detail Record 3 : 5200

Total TDS deducted for the row to be moved : 5000

As Challan with available balance should be equal to or more than TDS deducted amount, so in this case Deductee Detail Record 1,2,3 can be moved only either Challan Detail Record 2 or Challan Detail Record 3

Movement of deductee row - Matched Challan

Challan Correction

Matched Challans Unmatched Challans Newly Added Challans

List of Matched Challans in the statement

Select a row and click on 'Edit Matched Challan Details' to edit payment details of Interest/Levy

Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment (Total Tax Deposited) of attached deductee rows.

CD Record Number (1)	BSR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (₹) (5)	Surcharge (₹) (6)	Education Cess (₹) (7)	Interest (₹) (8)	Levy (₹) (9)	Others (₹) (10)	Total Tax Deposited (₹) (11) (5)+(6)+(7)+(8)+(9)+(10)	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (₹) (14)	Amount Claimed as 'Interest' (₹) (15)	Amount Claimed as 'Others' (₹) (16)	Available Balance (₹) (17)	Matching Status (18)
<input type="checkbox"/>	1	219****	27-May-2013	261	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	396,000.00	1,000.00	1,000.00	603,000.00	Matched and Consumed
<input type="checkbox"/>	8	384****	05-Mar-2014	509	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	Matched and Consumed
<input type="checkbox"/>	7	215****	25-Feb-2014	830	1,000,000.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	Matched and Consumed

Page 1 of 2

View

The impacted challans will be highlighted

Edited & Saved Rows

Edit Matched Challan Details

Reset Matched Challan Details

View and Move Deductee

[View Default Summary](#)

Proceed to correction statement

Submit Correction Statement

Movement of deductee row - Matched Challan

Please select a row and click on 'Edit Deductee Row' to edit deductee details and 'View challan details' to view details of the challan for the deductee row

CD Record Number (1)	DD Record Number (2)	Deductee reference number provided by the deductor, if available (3)	Deductee code (01-Company/02-Other than company) (4)	PAN of the deductee (5)	Name of the deductee (6)	Section code (7)	Date Of payment or credit (8)	Amount paid or credited (₹) (9)	Tax (₹) (10)	Surcharge (₹) (11)	Education Cess (₹) (12)	Total tax deducted (₹) (13) (10)+(11)+(12)	Total Tax Deposited (₹) (14)	Date of deduction (15)	Rate at which deducted (16)	Reason for non-deduction / lower deduction / grossing up / Higher Deduction (17)	Number of the certificate issued by the Assessing Officer for non-deduction / lower deduction (18)	With of i p A D
<input checked="" type="checkbox"/>	1	1	02	[REDACTED]	SHEKHAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	3,500.00	03-Jul-2013	2.0000			
<input type="checkbox"/>	1	2	02	[REDACTED]	SHEKHAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000			
<input type="checkbox"/>	1	3	02	[REDACTED]	SHEKHAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00					03-Jul-2013	2.0000			
<input type="checkbox"/>	1	4	02	[REDACTED]	SHEKHAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00					03-Jul-2013	2.0000			
<input type="checkbox"/>	1	5	02	[REDACTED]	SHEKHAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000			

☒ Edited Row ☐ Deleted Row

[Edit Deductee Row](#) [Reset](#) [View Challan Details](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

Moved out deductee row will be highlighted in red in the original challan.

Click here to submit the correction statement



TRACES

TDS Reconciliation Analysis and Correction Enabling System

Action Summary

Action Summary – Submit to Admin User

The screenshot shows the TDS TRACES portal interface. At the top, there is a navigation bar with links like Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. Below this is the TDS logo and the TRACES title. The main content area is titled 'File Correction' and contains a table with fields for TAN, Financial Year, Original RRR Number, Quarter, Latest RRR Number, and Form Type. A 'Type of Correction' dropdown menu is also present. Below the table, there is an 'Action Summary' section with buttons for 'Correct', 'Change', and 'Submit to Admin'. A callout bubble highlights the 'Submit to Admin' button with the text 'Click on Submit to Admin'.

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English

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File Correction

TAN	XXXXXXXXXX	Original RRR Number	1123XXXXXXXS515	Latest RRR Number	1123XXXXXXXS153
Financial Year	2013-14	Quarter	Q1	Form Type	26Q

Type of Correction:

[View Details](#)

Action Summary

Correct Change

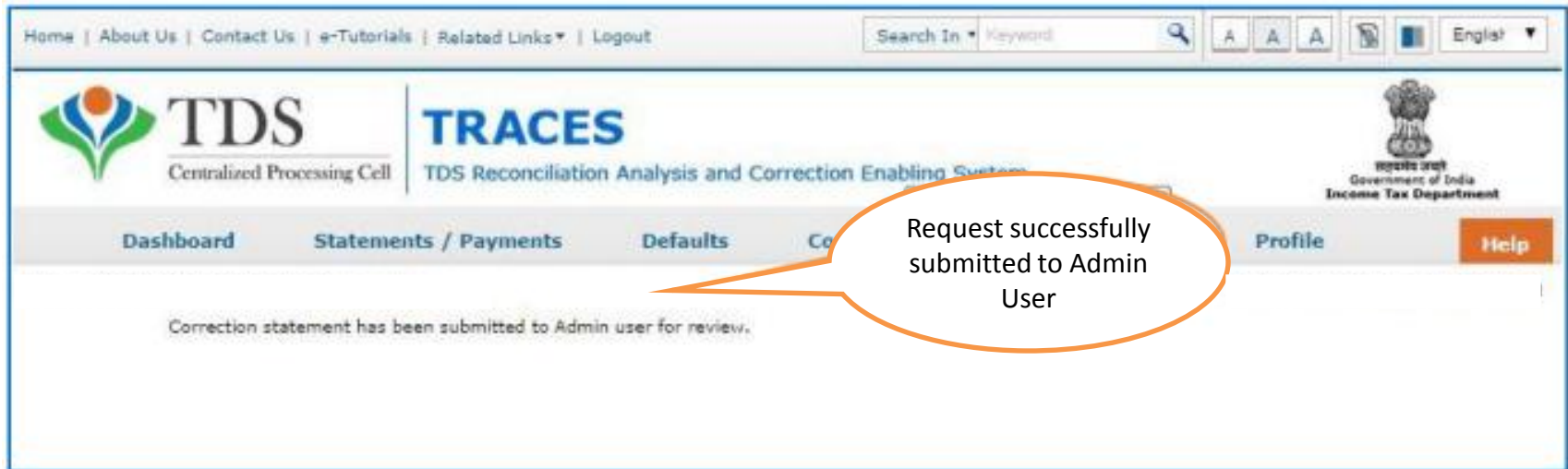
Challen Correction

[Submit to Admin](#)

Click on Submit to Admin

Above Screen will be appeared in case correction submitted by Sub-user

Action Summary



Request will be submitted to Admin user . Sub-user cannot submit the correction from ' Correction Ready for Submission'.

Sub-user should only be able to view statements saved by them

Action Summary- View Edited Statement

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Ministry of Revenue and Government of India Income Tax Department

Dashboard | Statements / Payments | Defaults | Communications | Downloads | Profile | **Help**

File Correction

TAN	XXXXXXXXXX	Original RRR Number	1123XXXXXXXX4513	Latest RRR Number	4100XXXXXXXX1764
Financial Year	2013-14	Quarter	Q1	Form Type	26Q

Type of Correction: [View Details](#)

for Q1 of FY 2013-14 for Form 26Q

Action Summary

Correct	Change
Challan Changes	View Corrections
PAN Errors	View Corrections
Personal Information	View Corrections

[Confirm](#)

Click on 'Confirm' and Correction Ready for Submission

Click on hyperlink to view the edited detail for specific default


Both Admin User and Sub-user can able to view statements saved by them

Action Summary- Admin User Login


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[A](#) [A](#) [A](#) [Print](#) [English](#)

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[Dashboard](#) | [Statements / Payments](#) | [Defaults](#) | [Communications](#) | [Downloads](#) | [Profile](#) | [Help](#)

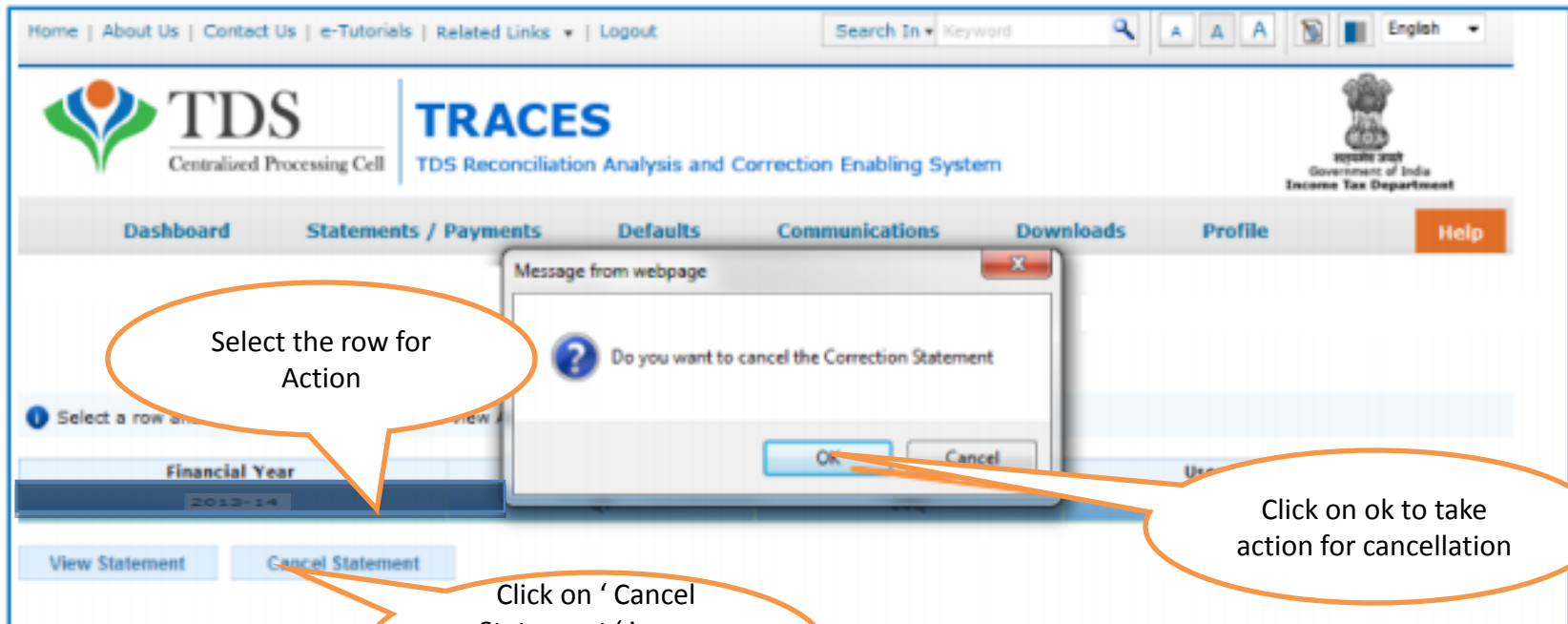
Correction Statements Ready For Submission

Select a row and click on 'View Statement' to view Action Summary screen for the statement

Financial Year	Quarter	Form Type	User Id
2013-14	Q1	26Q	XXXXXXXXXX

[View Statement](#) [Cancel Statement](#)

Action Summary- Admin User Login



Action Summary- Admin User

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Search In: Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

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Income Tax Department

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Correction Statements Ready For Submission

Select a row and click on 'View Statement' to view Action Summary screen for the statement

Financial Year	Quarter	Form Type	User Id
2013-14	Q1	26Q	XXXXXXXXXX

View Statement Cancel Statement

Click on 'View Statement' to proceed further

Select the row for action

Action Summary- Submit For Processing

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Action Summary for Q1 of FY 2013-14 for Form 26Q

Action Summary

Correction Type	Change
Challan Changes	View Corrections
PAN Errors	View Corrections
Personal Information	View Corrections

[Submit For Processing](#) [Edit Correction Statement](#) [Back](#)

Click on hyperlinks to view the Action Summary

For editing in correction statement Select " Edit correction statement"

Select 'Submit for Processing' to proceed further

Admin User needs to attached the digital signature and submit the correction

Action Summary- Attach Digital Signature

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Search In Keyword

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Help

Dashboard

Action Summary

Correct

Challan Changes

PAN Errors

Deductee Changes

Submit For Processing

Content to Sign:

SCM^WF^163434^RDYSUB^10037158^2014-08-14 14:30:17.0^26Q^^410000000661

Select and attach digital Signatures

Common Name	Issuer Name	Serial Number
test test test	e-Mudhra Sub CA for Class 2 Gold...	50070
test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
teste test test	e-Mudhra Sub CA for Class 2 Gold...	34213

View Certificate

Sign

Cancel

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Action Summary – Token Number Generated

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links: Home, About Us, Contact Us, Help, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES (TDS Reconciliation Analysis and Correction Enabling System) title. On the right, the Government of India Income Tax Department logo is shown. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults, Downloads, Profile, and a Help button. A callout bubble points to the Help button with the text: "Click on Help icon for help text for this screen". The main content area displays a green message box stating: "Correction statement submitted successfully! Correction statement for FY 2013-14 for Form 26Q has been submitted for processing . Token Number for this statement is 4100xxxxxxxx73. You can check status of statement under 'Statements/Payment'." A second callout bubble points to this message with the text: "Message showing that correction statement is successfully submitted".

Home | About Us | Contact Us | Help | Related Links | Logout

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

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Dashboard Statements / Payments Defaults Downloads Profile Help

Correction statement submitted successfully!

Correction statement for FY 2013-14 for Form 26Q has been submitted for processing . Token Number for this statement is **4100xxxxxxxx73**. You can check status of statement under 'Statements/Payment'.

Note: Note down the Token Number for future reference



TDS

Centralized Processing Cell



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THANK YOU

Please Note:

- 1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in
- 2) **For any Query** : You can raise your concern on “Request for Resolution” as Online Grievance on TRACES Website.
- 3) **For any query related to website**: You can raise your concern on below mentioned numbers
Toll Free Number - 18001030344
Land Line Number - 0120 4814600