सत्यमेव जयते
Government of India
Income Tax Department

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

e-Tutorial

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

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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

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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"

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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 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.

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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

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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

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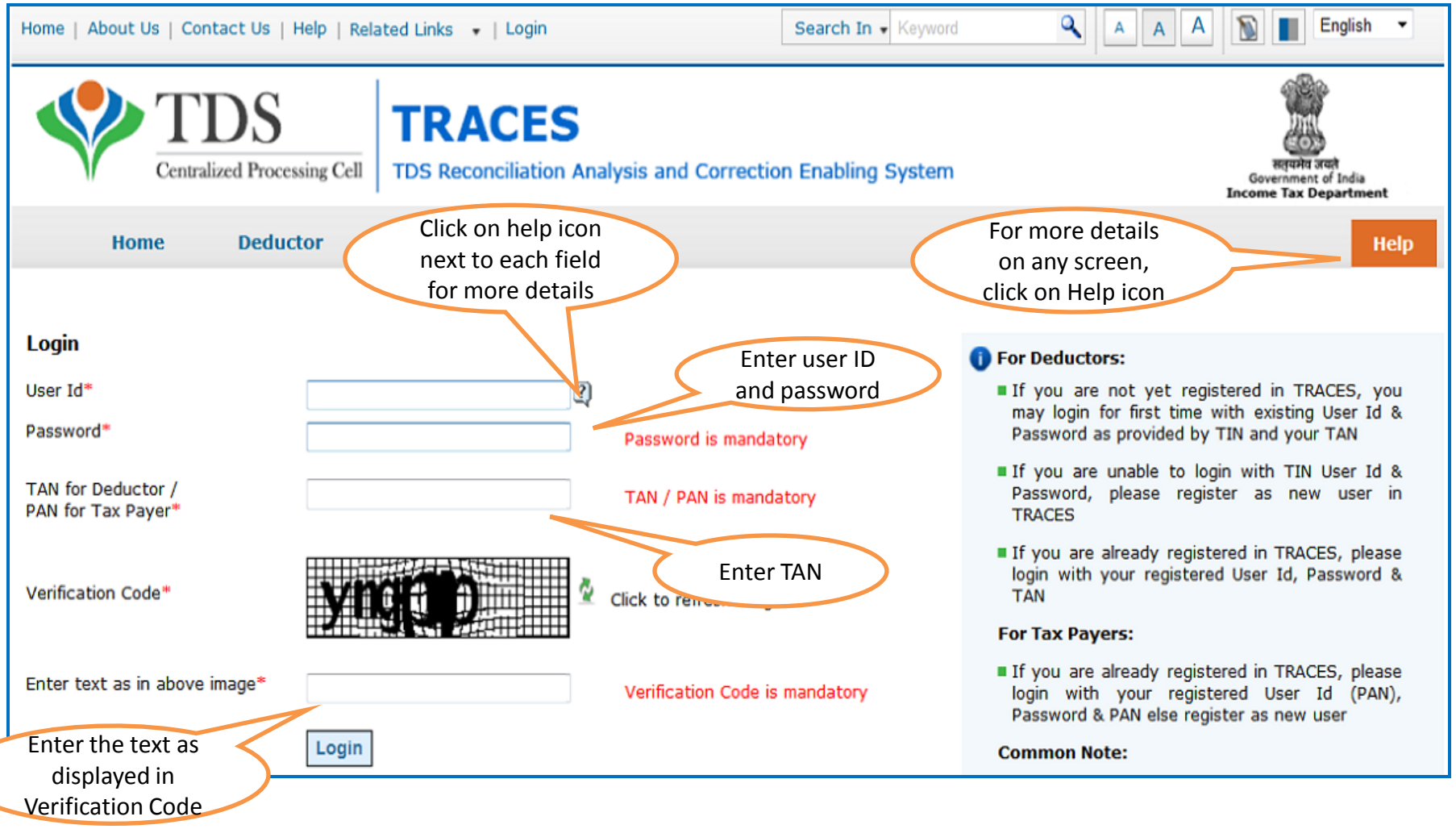
Login to TRACES



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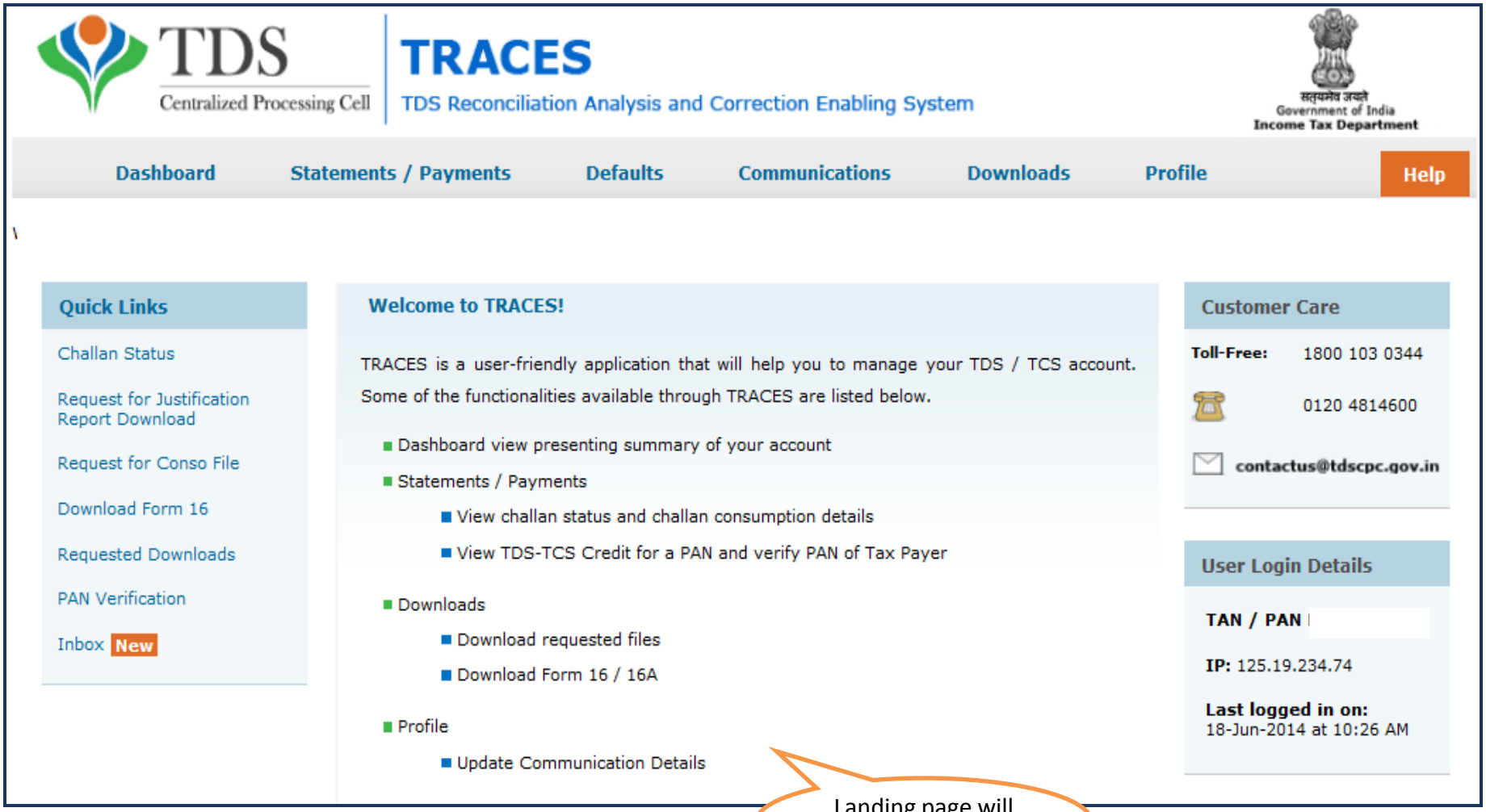
Welcome Page



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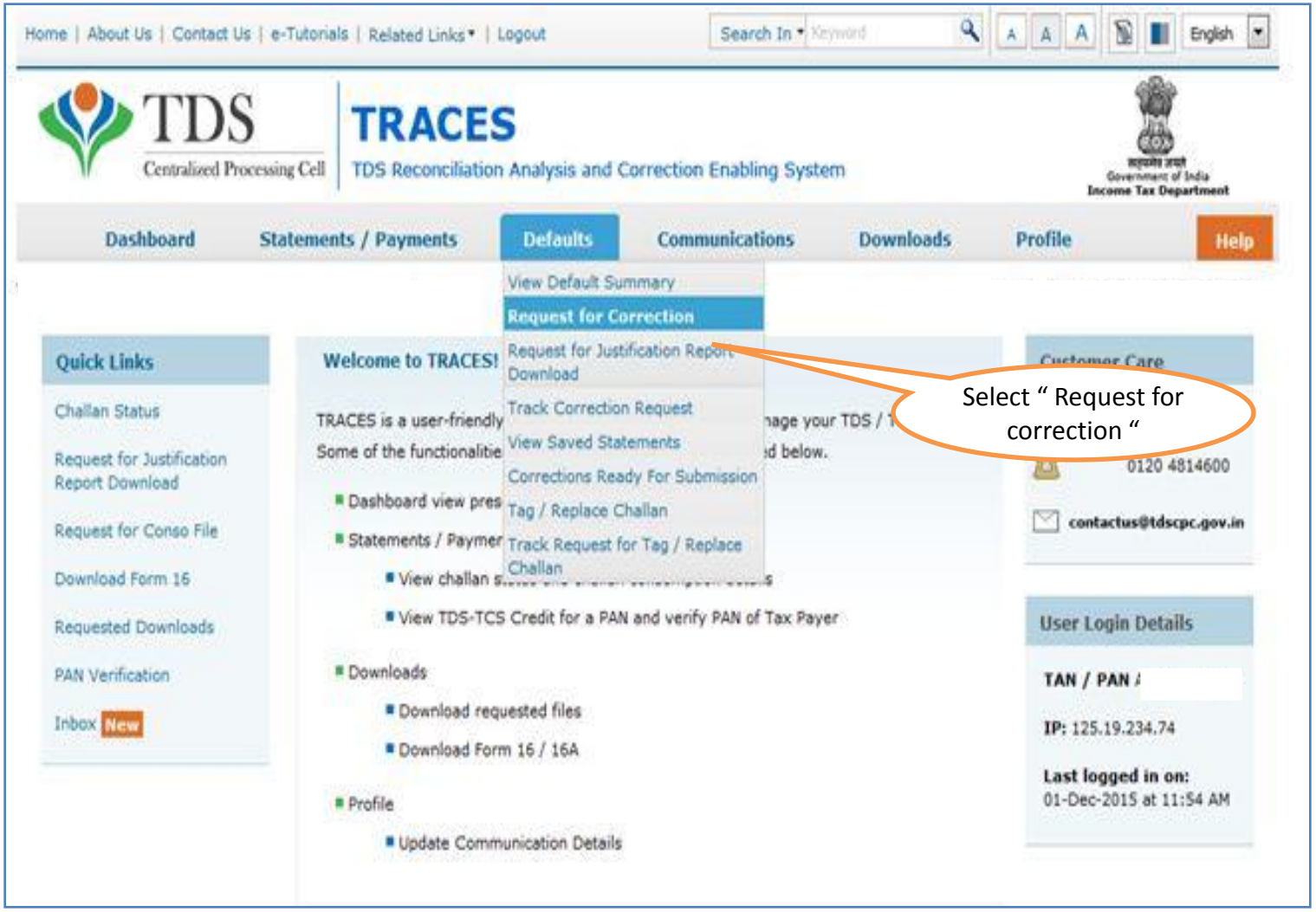
Online Correction Request Flow



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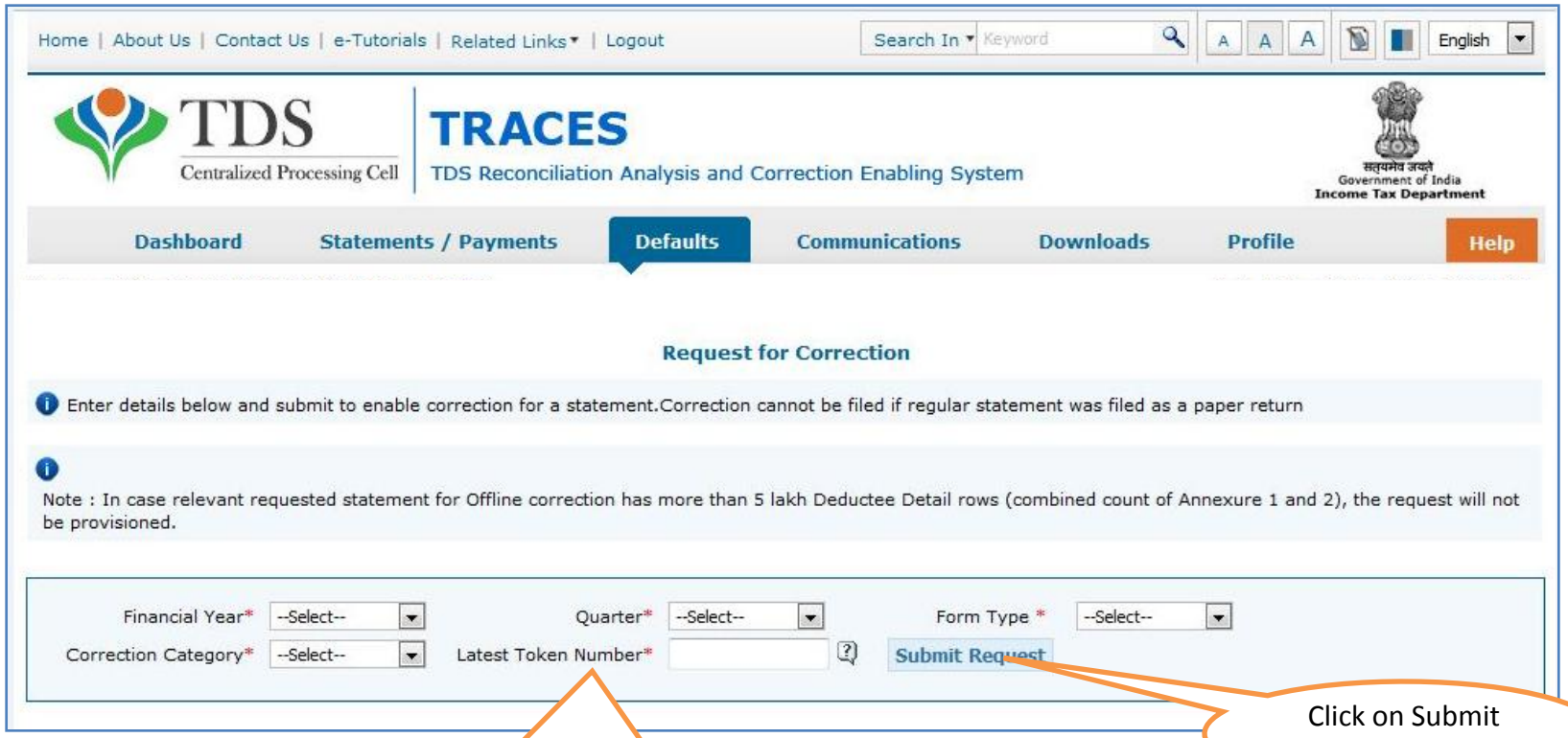
Online Correction Request Flow



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)

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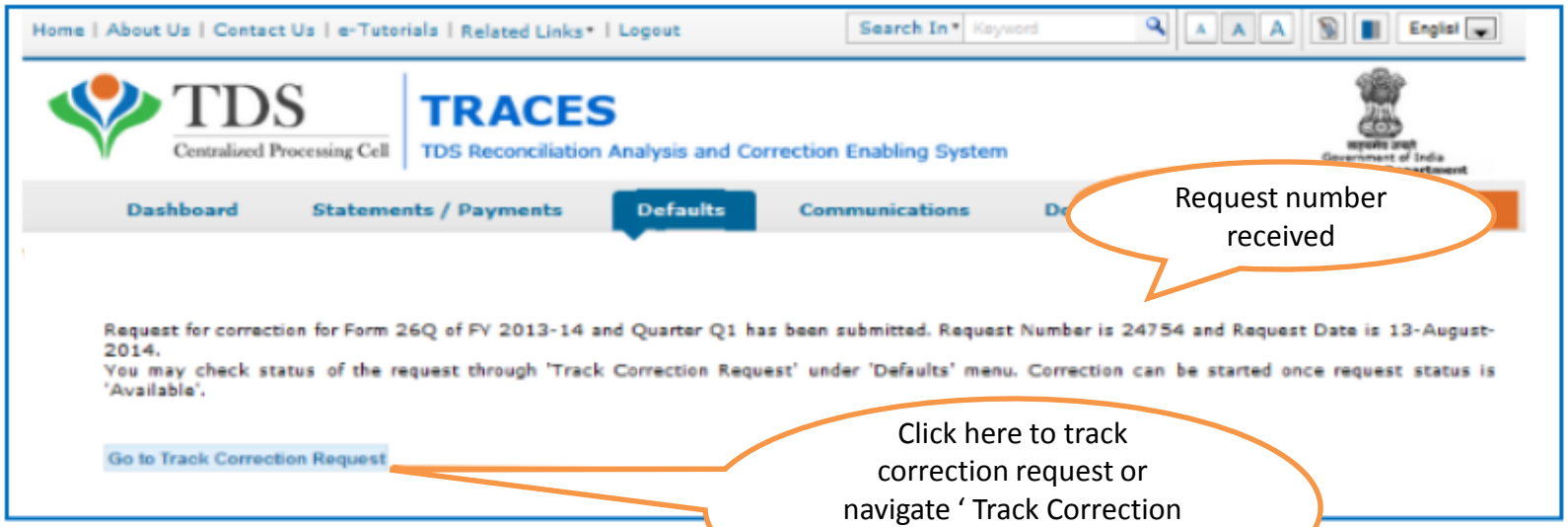
Online Correction Request Flow



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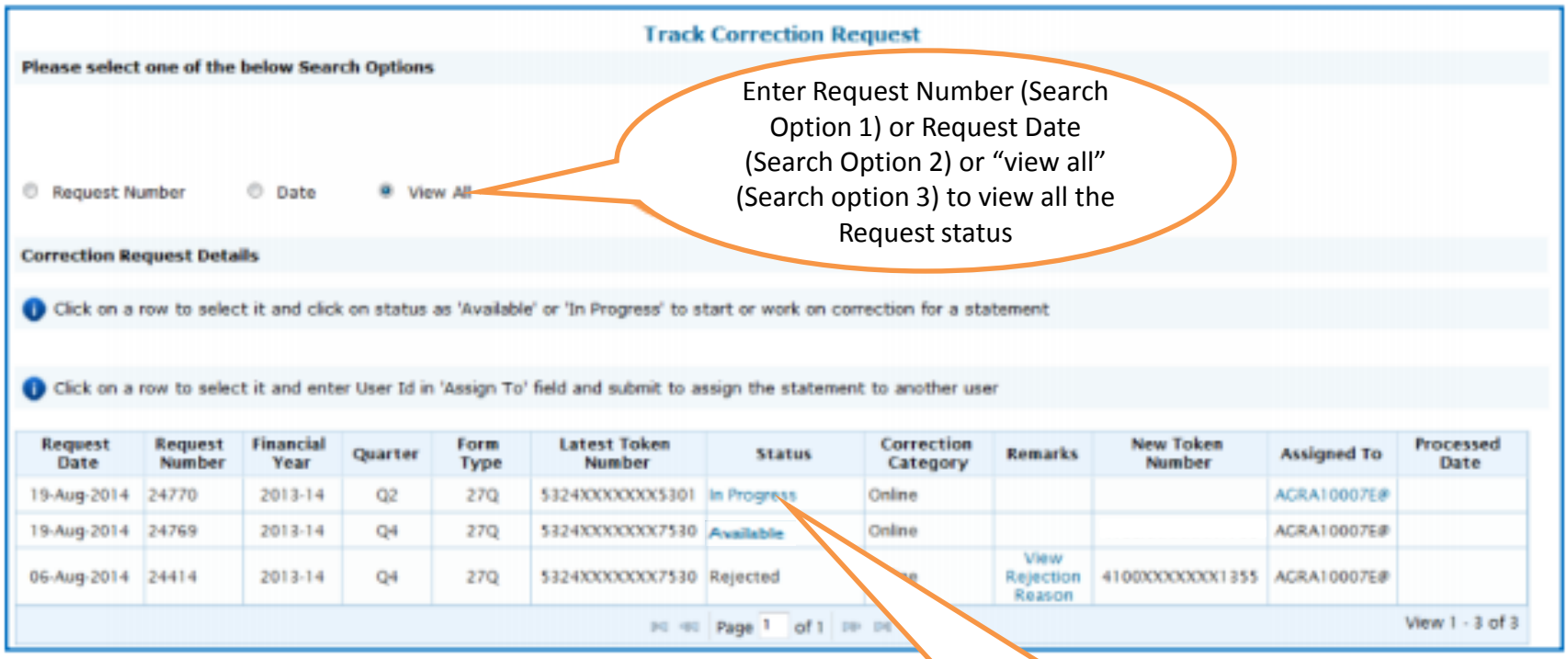
Online Correction Request Flow- View submitted request



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

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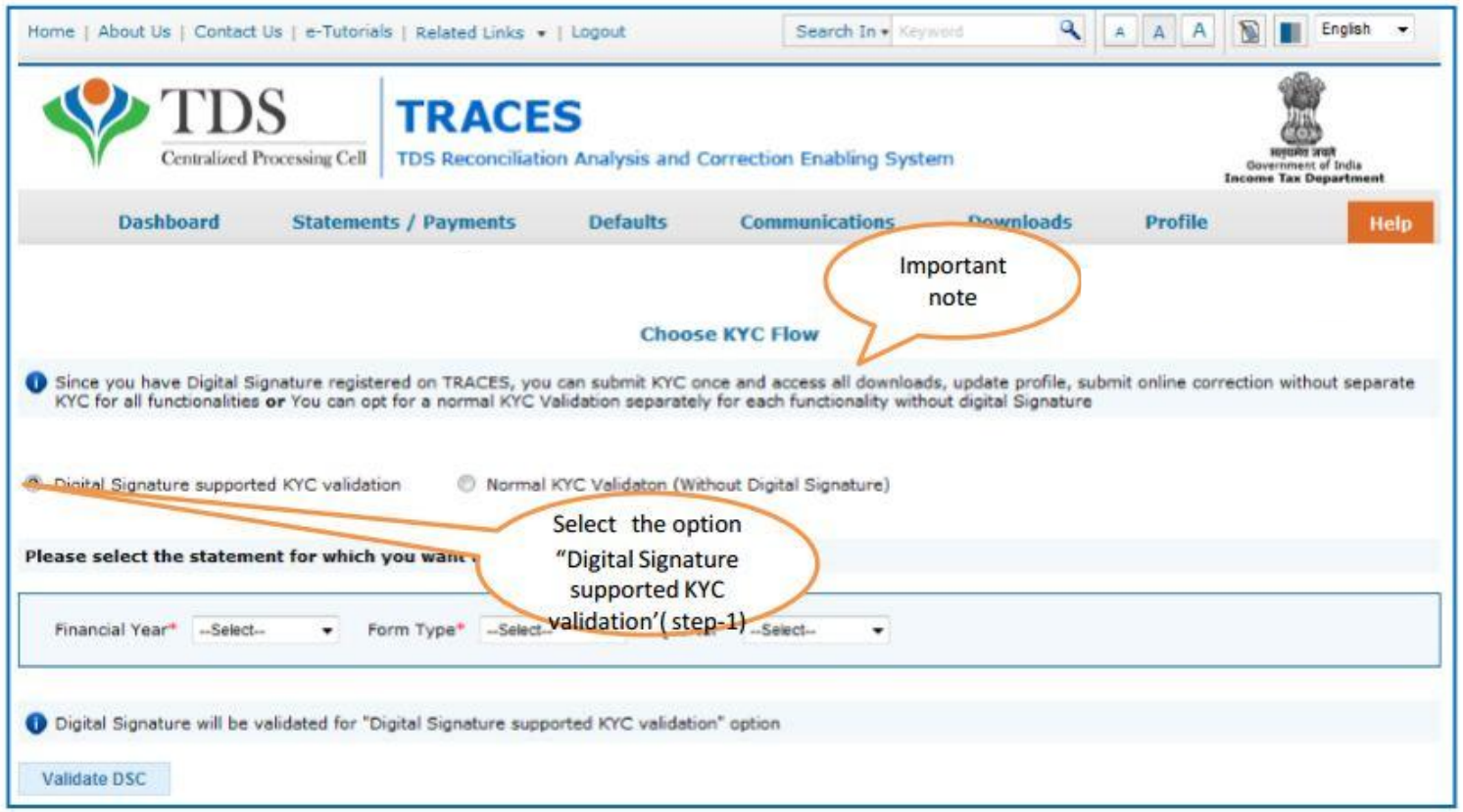
Digital Signature supported KYC Validation contd. (Step 1)



- 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.

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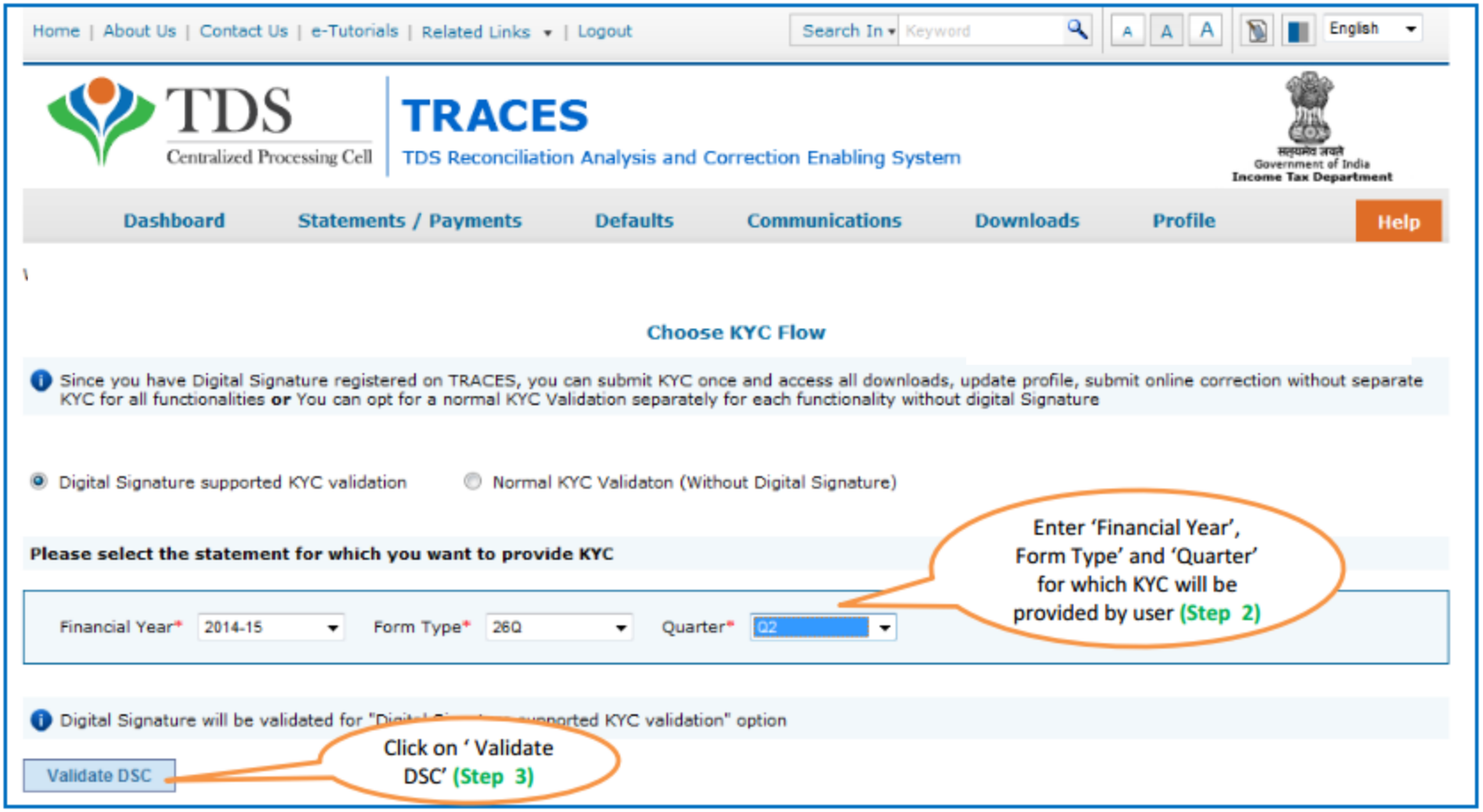
Digital Signature supported KYC Validation contd. (Step 2 & 3)



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.

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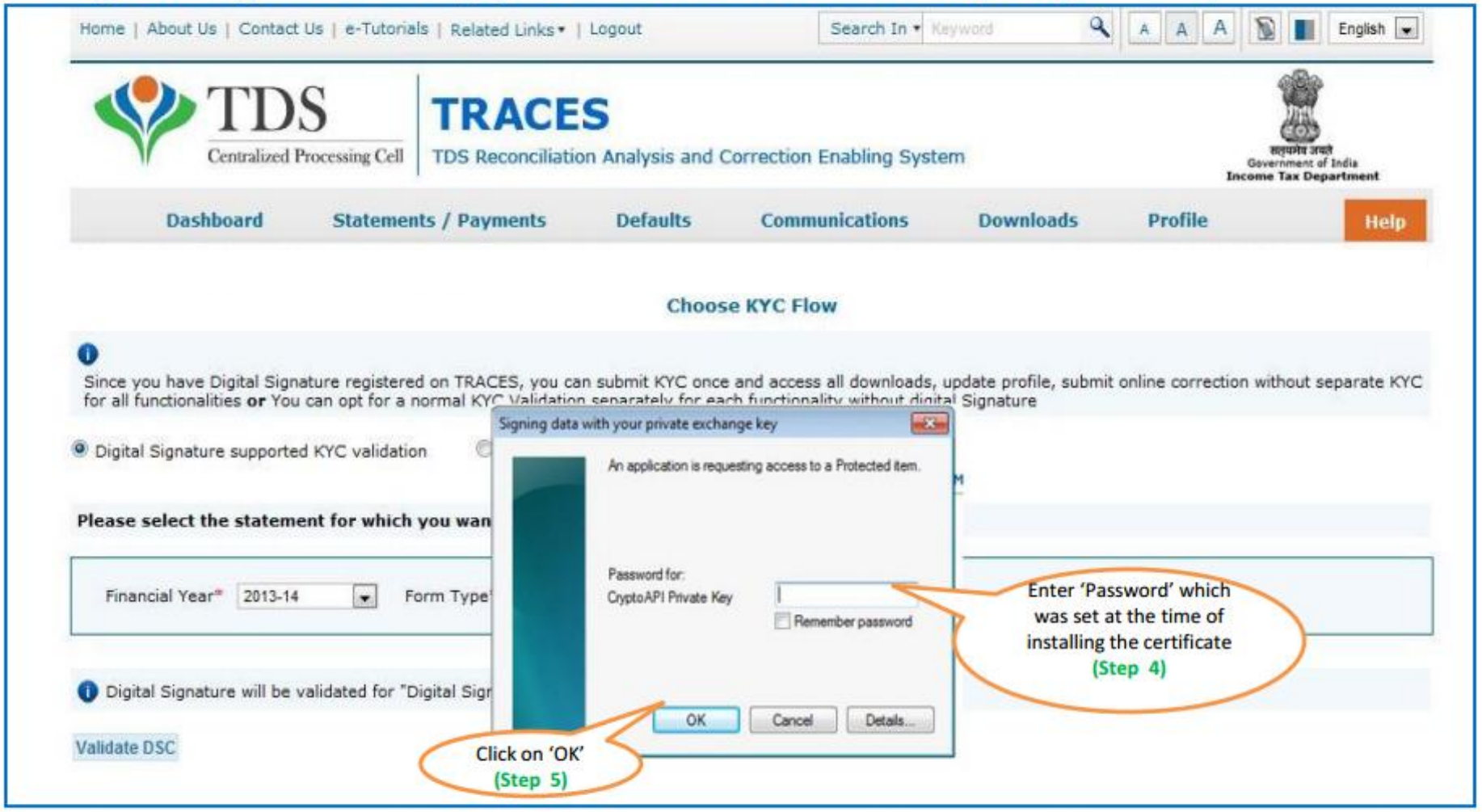
Digital Signature supported KYC Validation (Step 4 & 5)



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.

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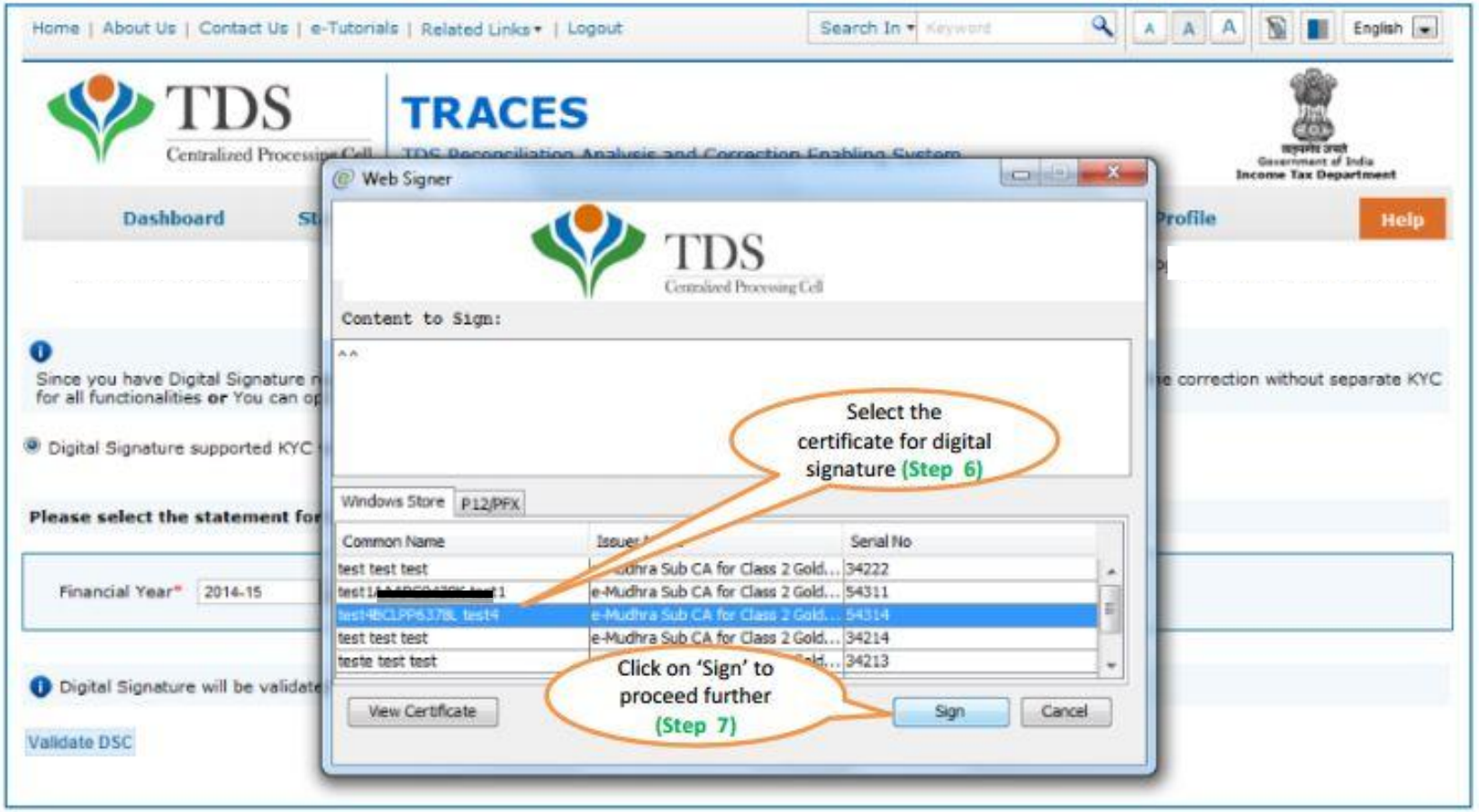
Digital Signature supported KYC Validation (Step 6 & 7)



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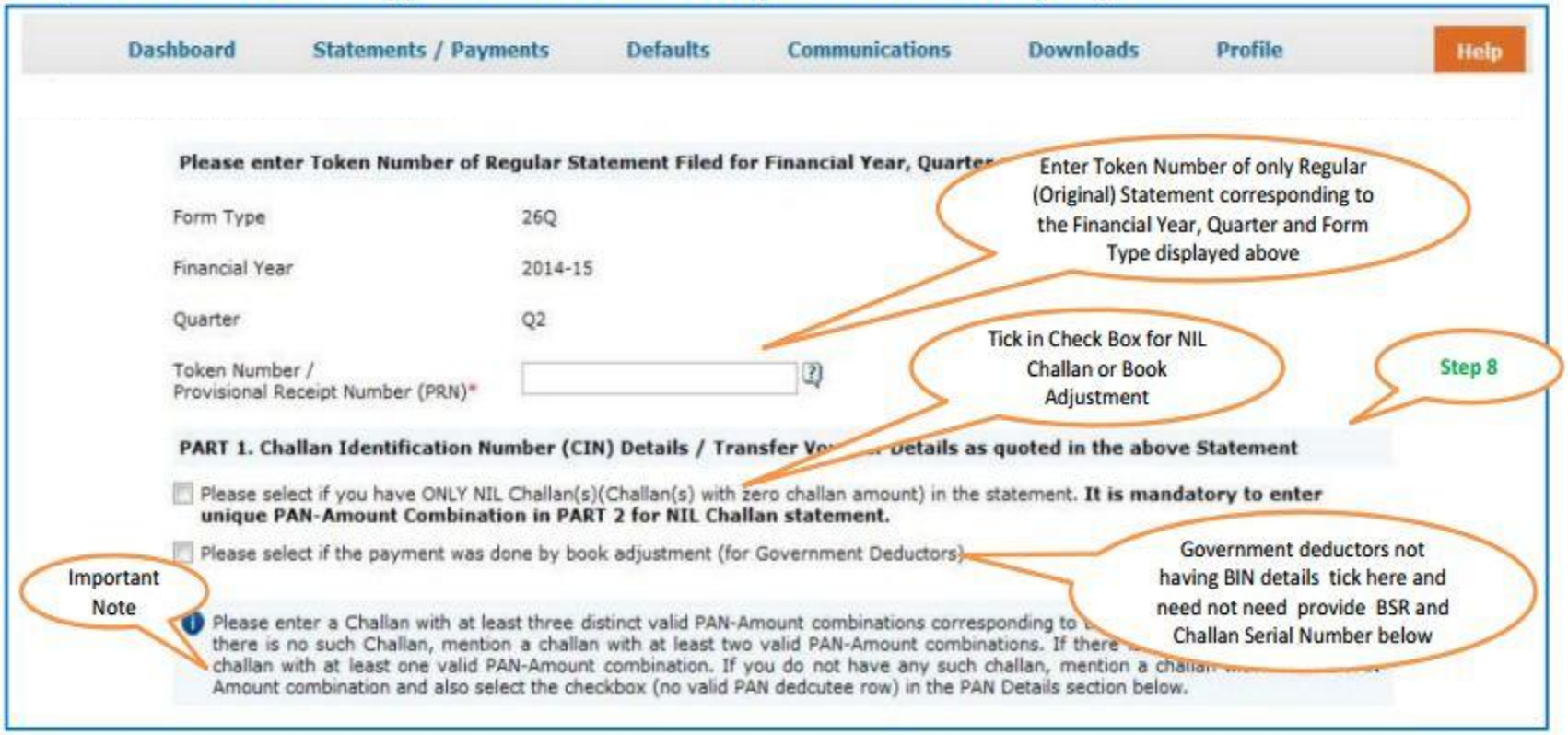
Digital Signature supported KYC Validation (Step 8) – KYC of the FY + Quarter + Form Type selected in Step 2 will be displayed



- 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

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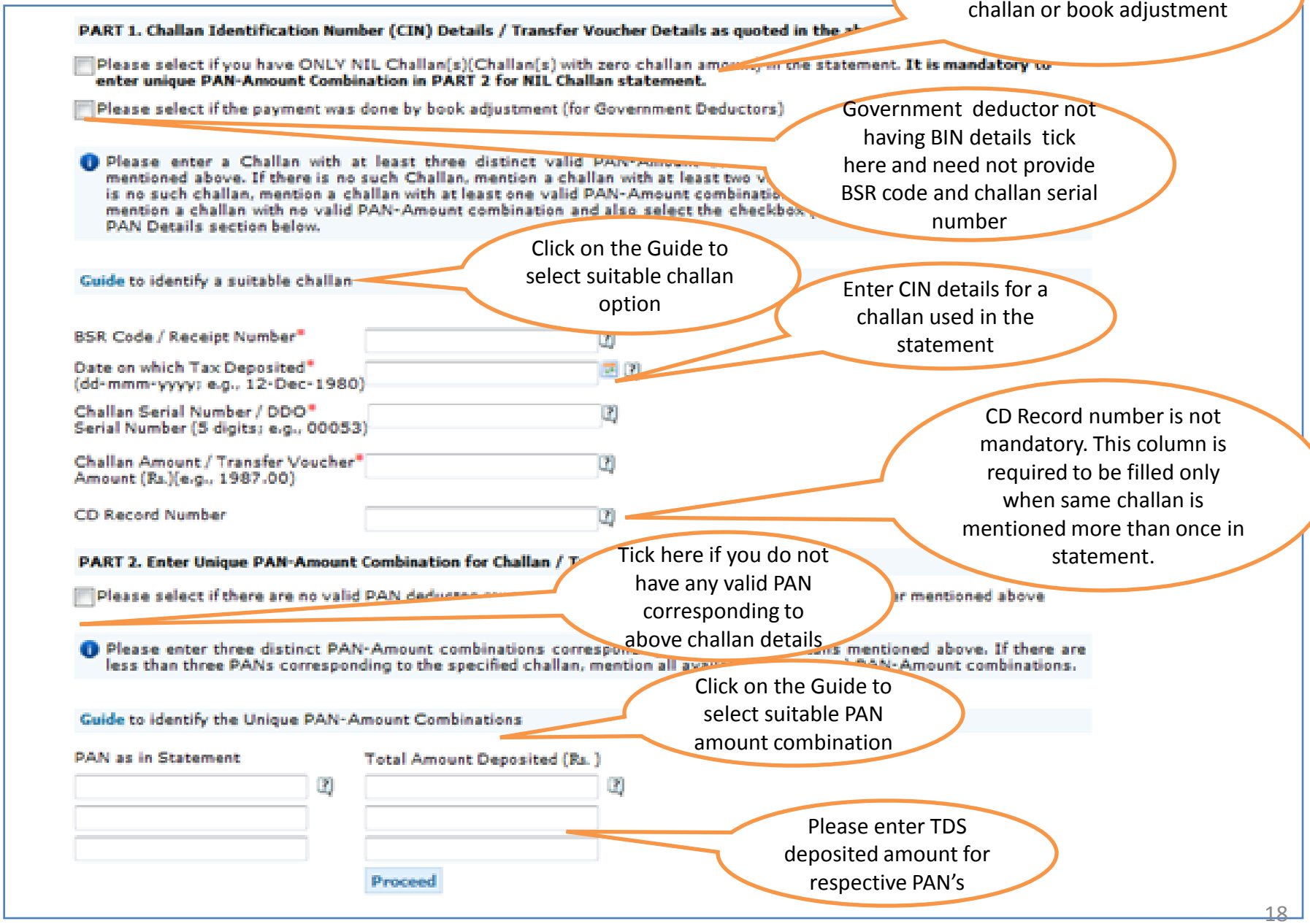
Token Number Details (Contd.)



Tick in check box for nil challan or book adjustment

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

Click on the Guide to select suitable challan option

Enter CIN details for a challan used in the statement

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

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

Click on the Guide to select suitable PAN amount combination

Please enter TDS deposited amount for respective PAN's

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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

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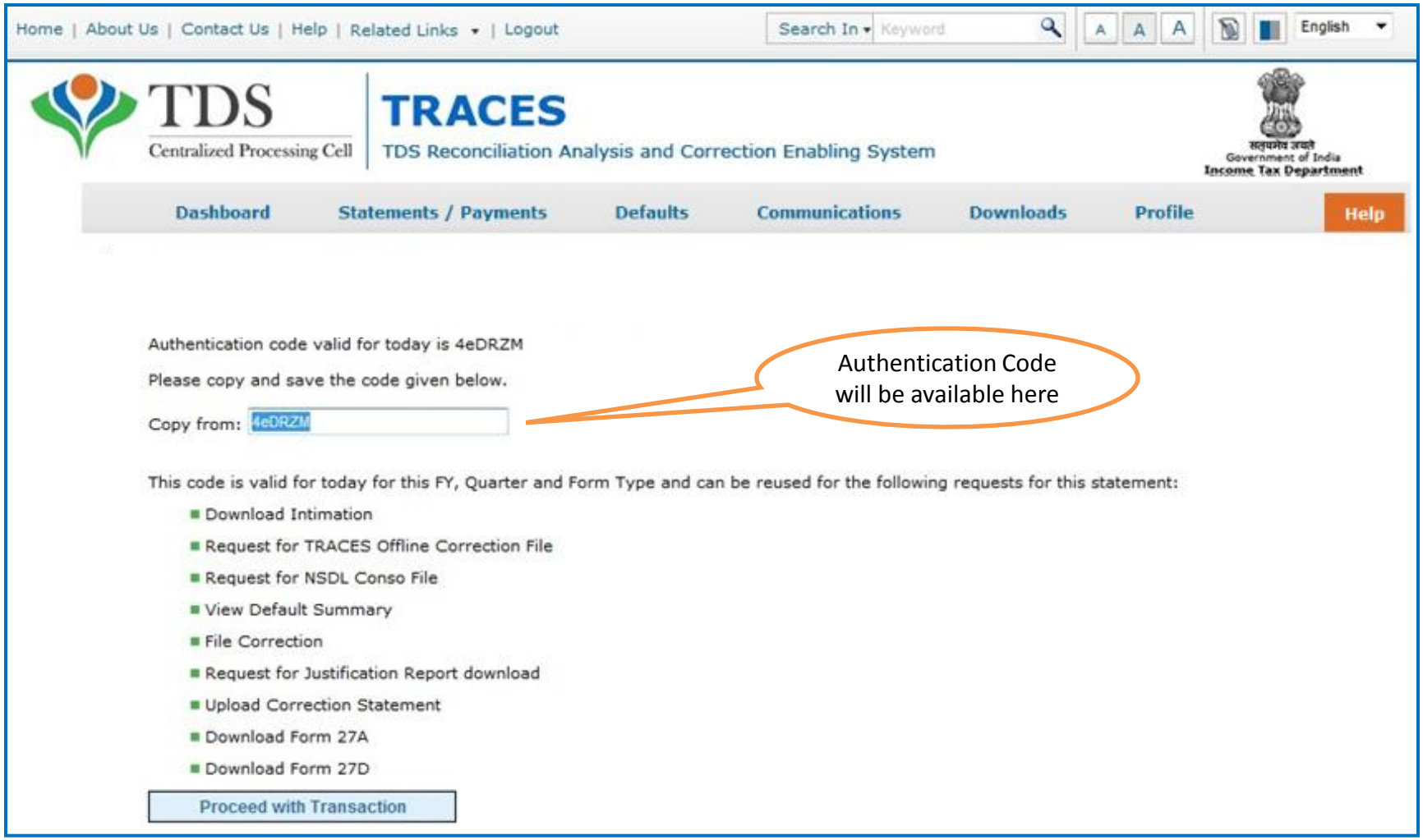
Authentication Code Screen



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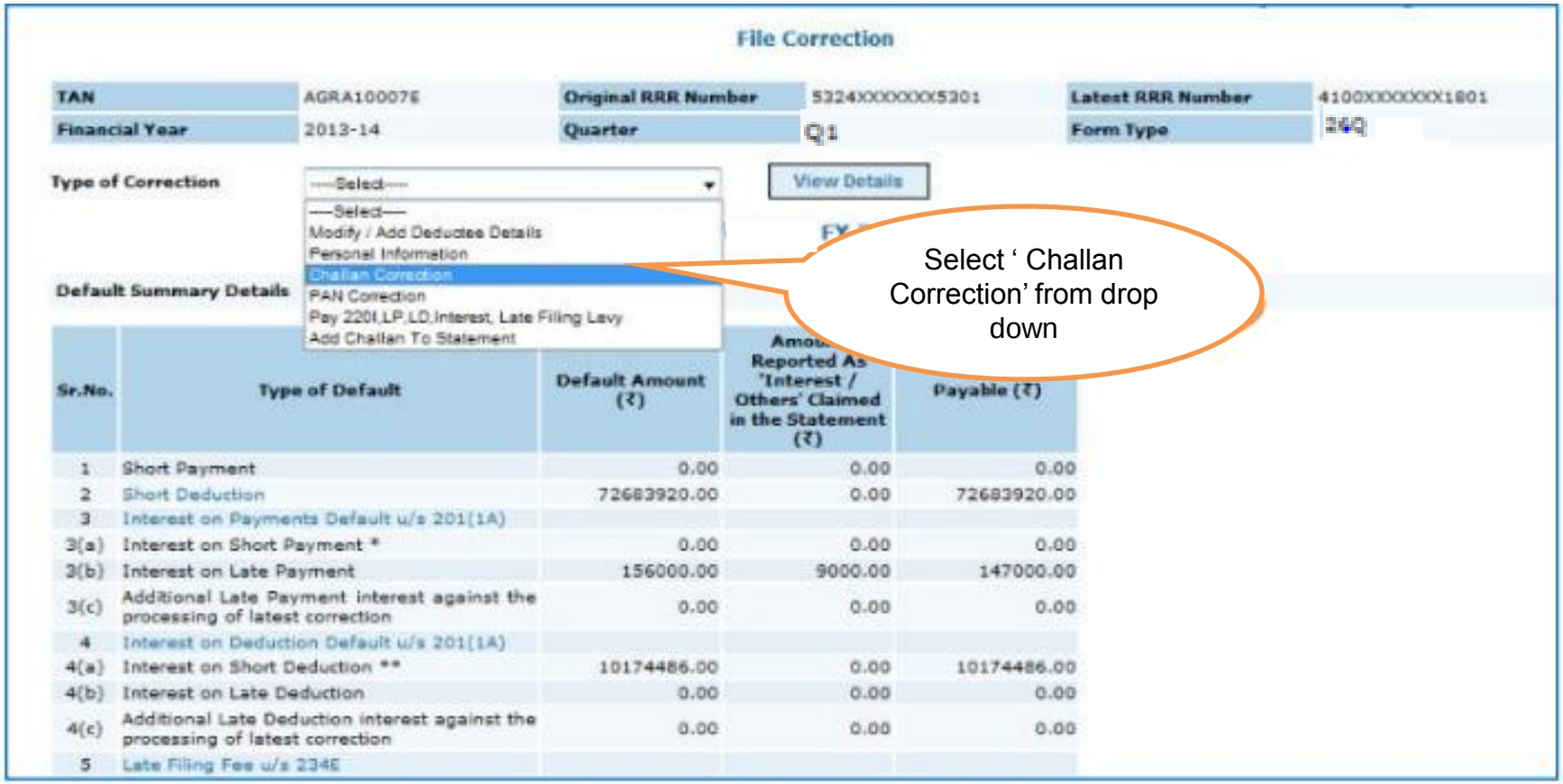
Challan Correction – Movement of deductee row



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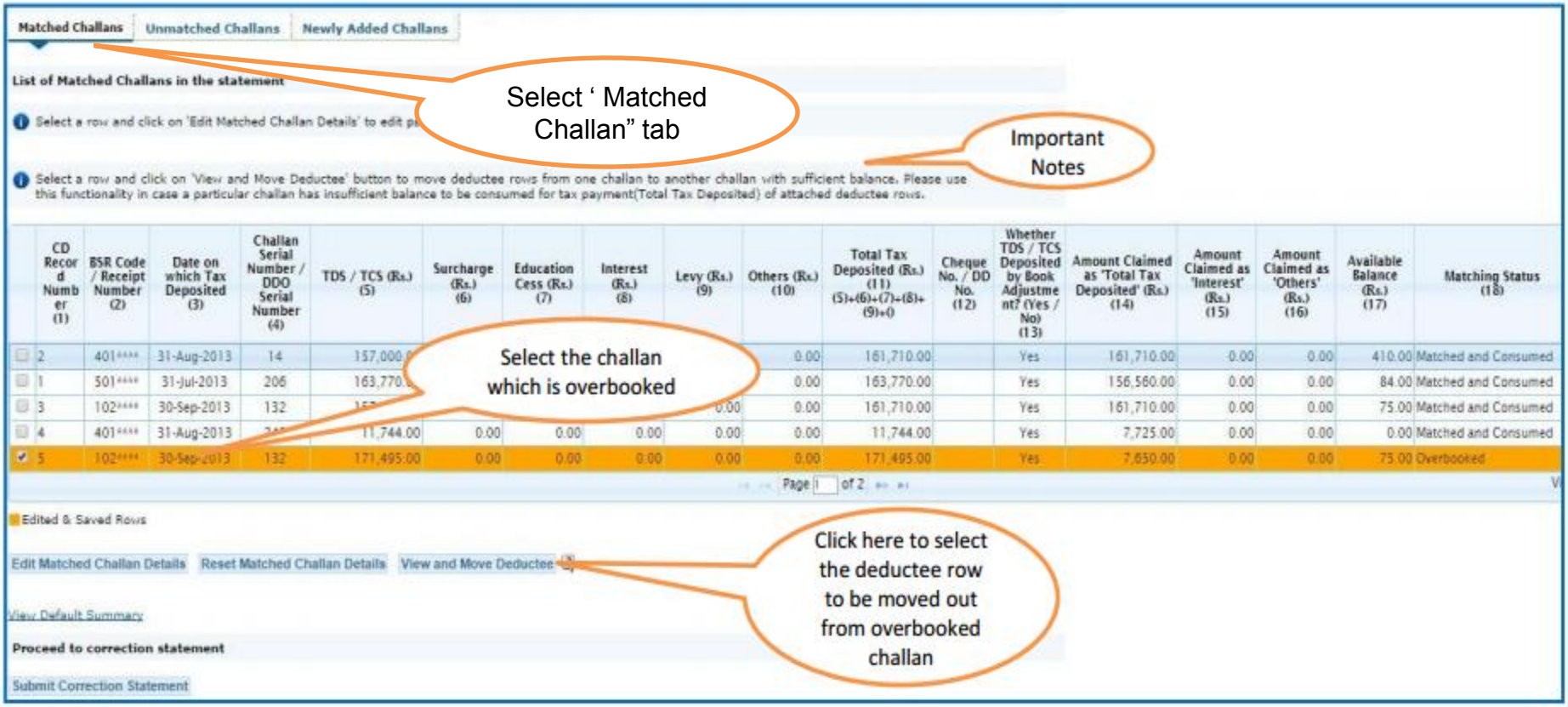
Challan Correction – Overbooked Challan



	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)+()	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)
	2	401****	31-Aug-2013	14	157,000.0					0.00	161,710.00		Yes	161,710.00	0.00	0.00	410.00	Matched and Consumed
	1	501****	31-Jul-2013	206	163,770.					0.00	163,770.00		Yes	156,560.00	0.00	0.00	84.00	Matched and Consumed
	3	102****	30-Sep-2013	132	157				0.00	0.00	161,710.00		Yes	161,710.00	0.00	0.00	75.00	Matched and Consumed
	4	401****	31-Aug-2013	20	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
✓	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

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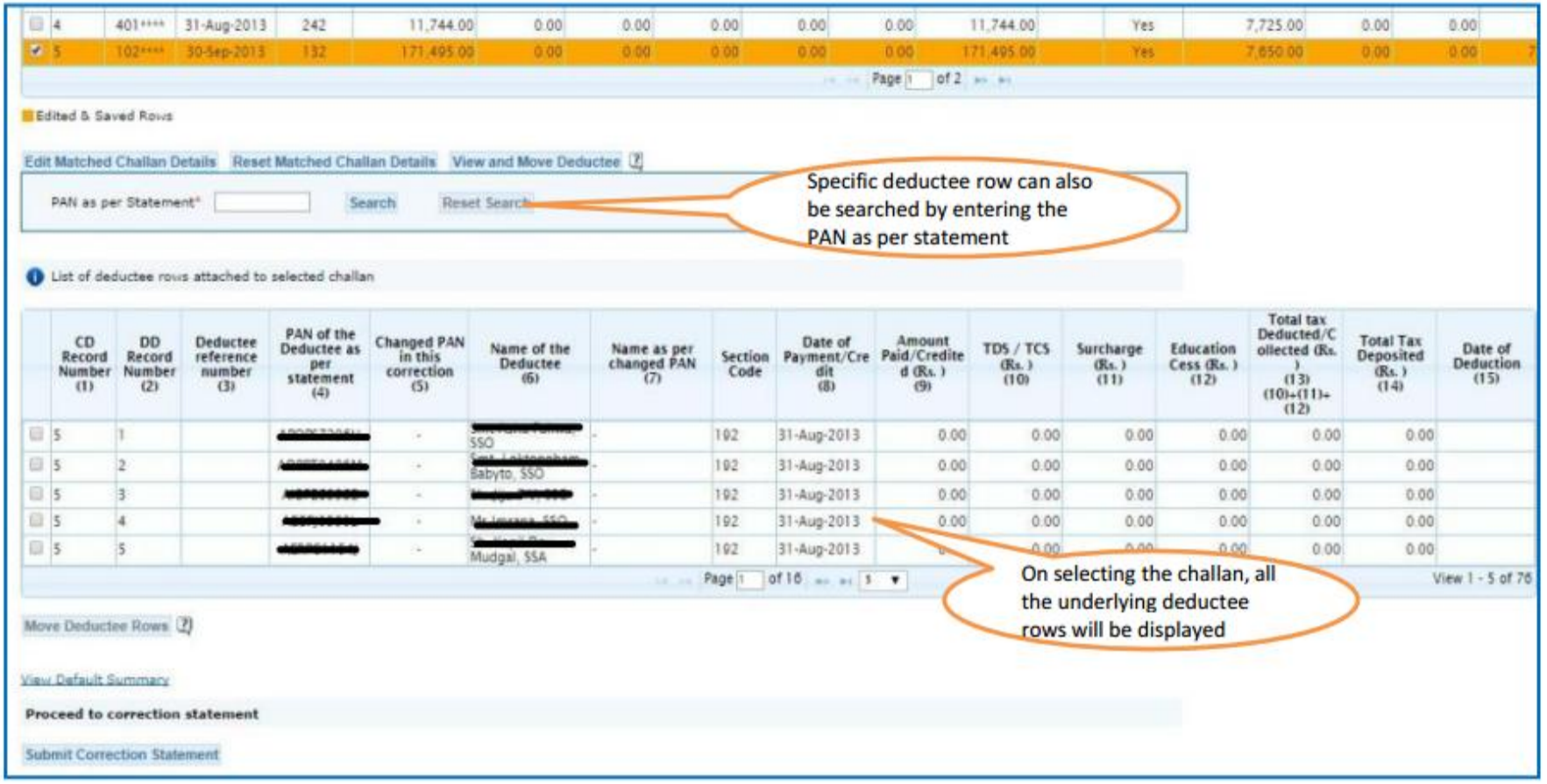
Movement of deductee row - Matched Challan



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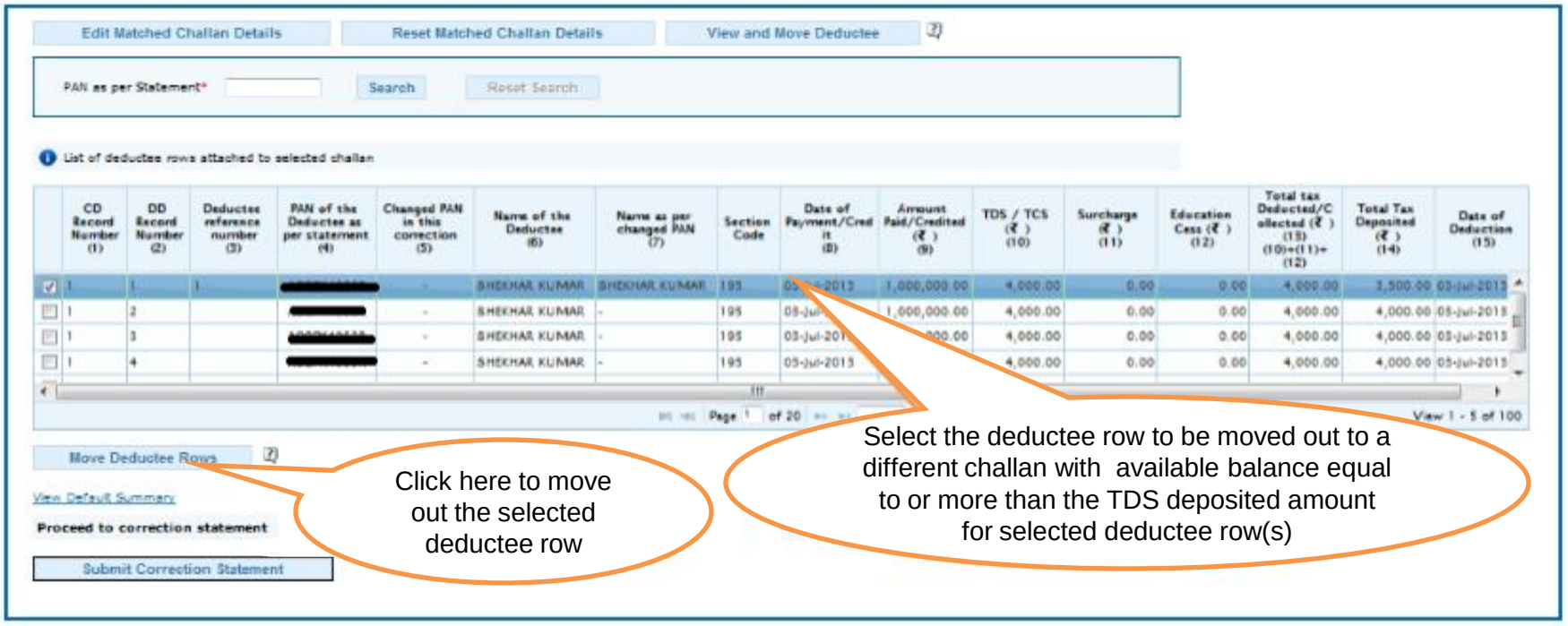
Movement of deductee row - Matched Challan



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.

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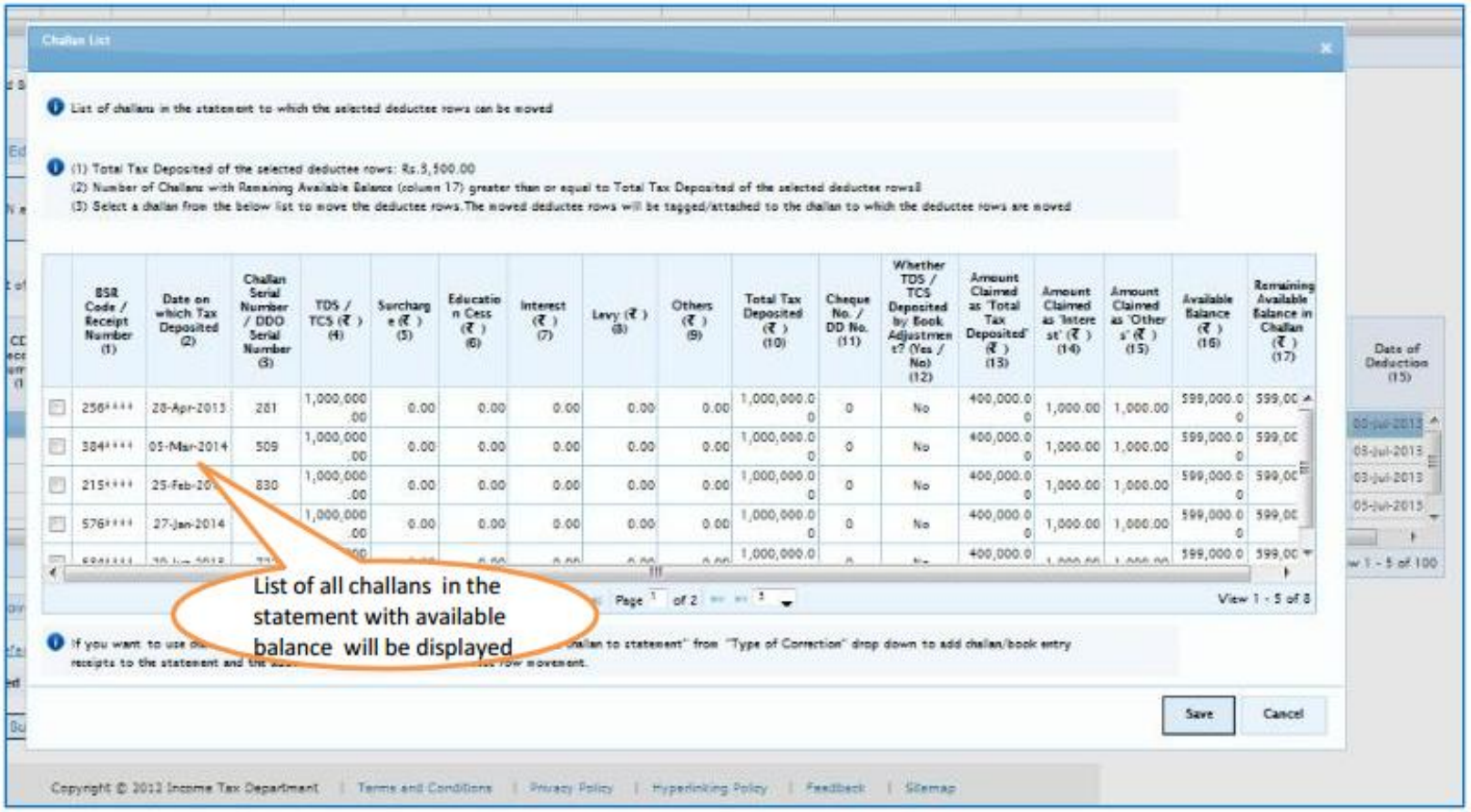
Movement of deductee row - Matched Challan



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

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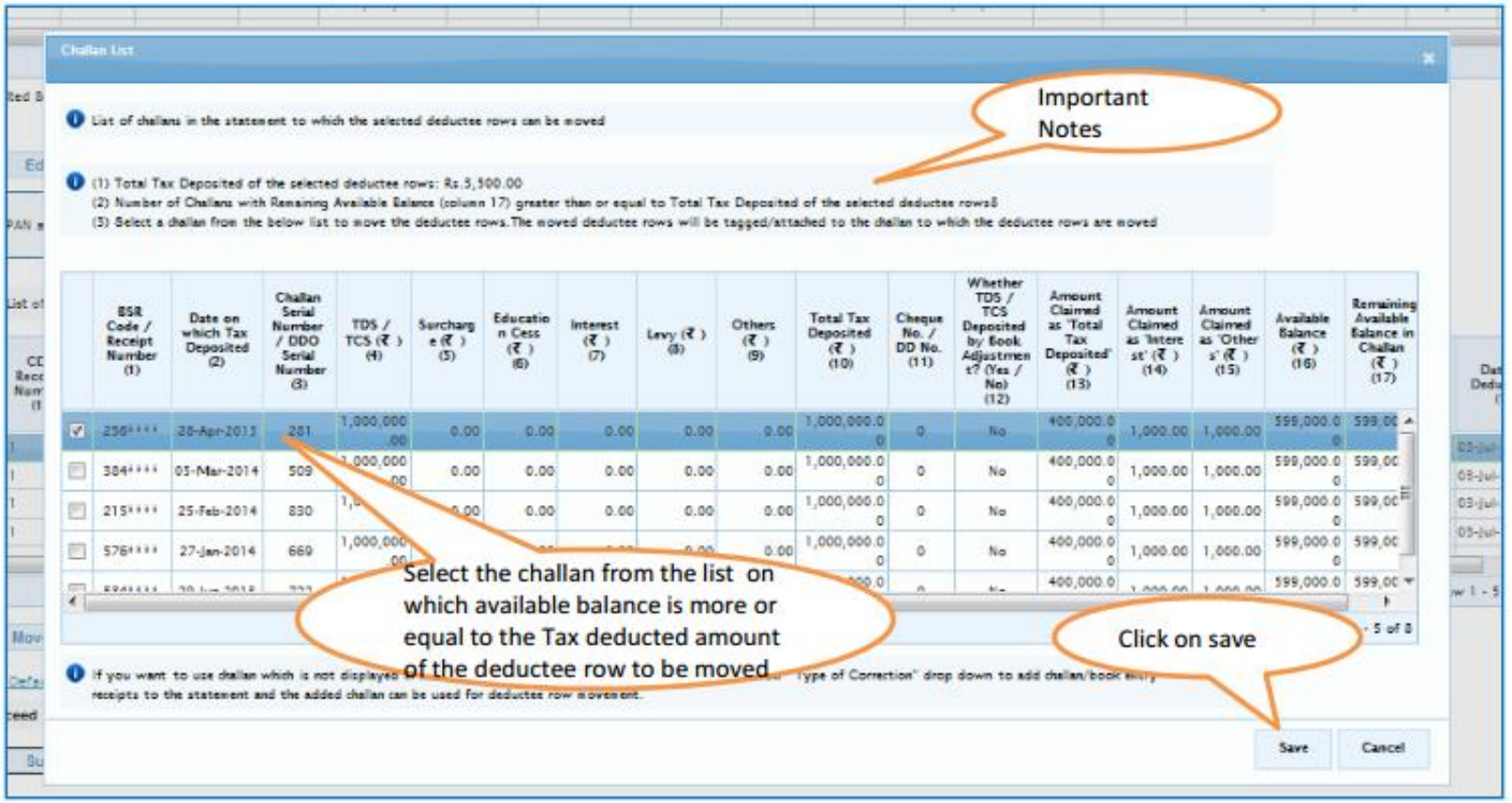
Movement of deductee row - Matched Challan



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 fort he tow 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

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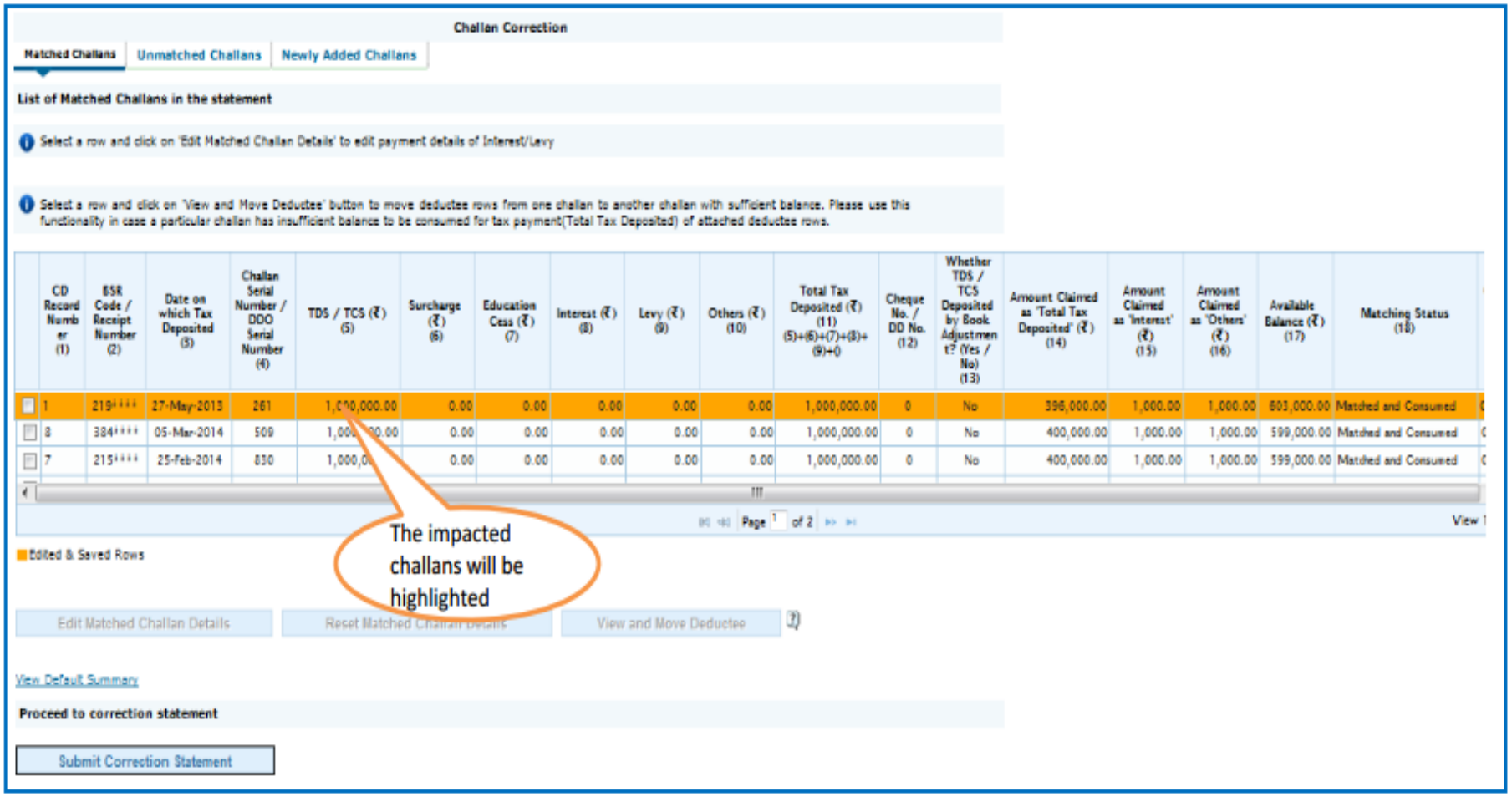
Movement of deductee row - Matched Challan



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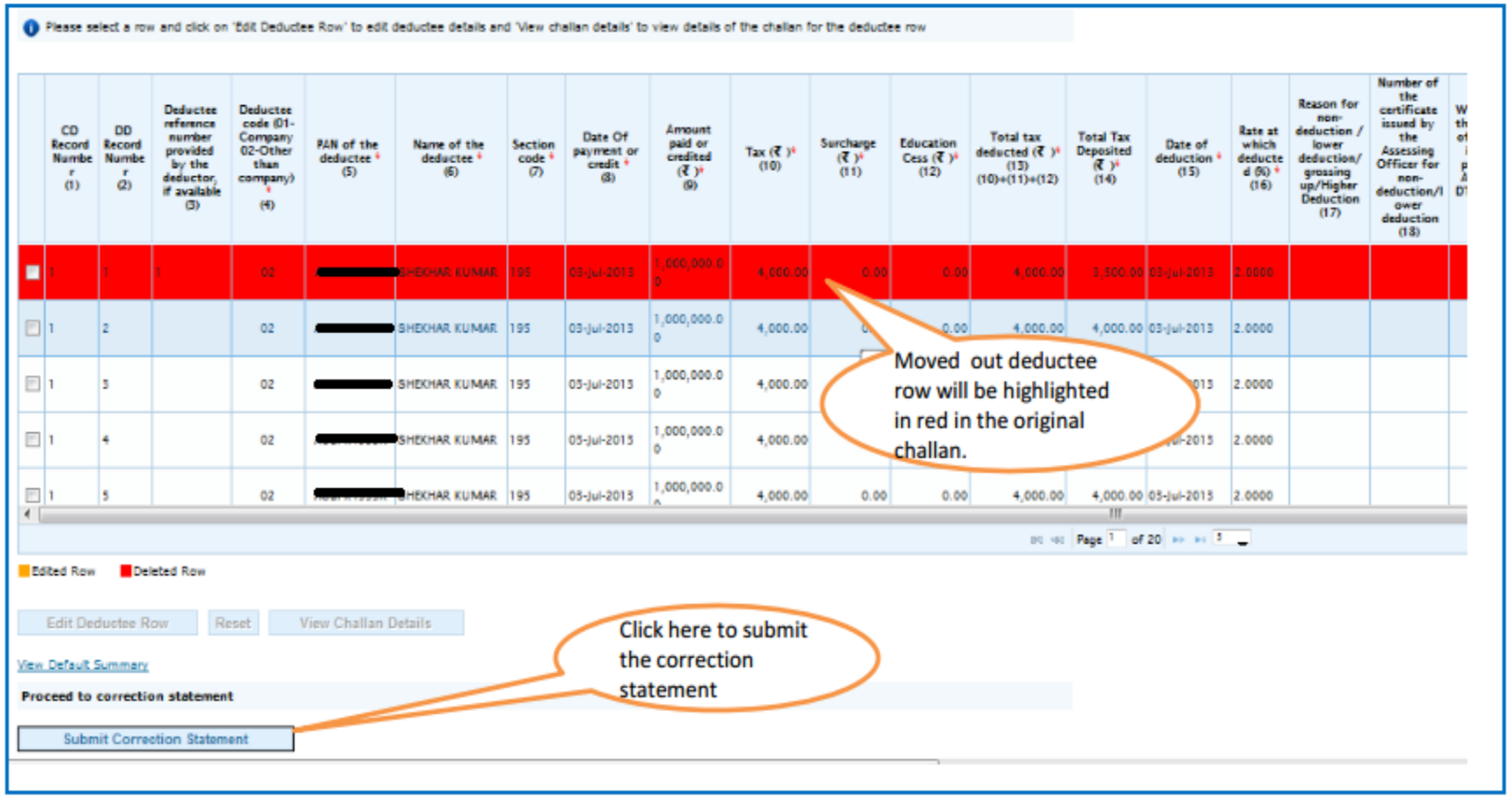
Movement of deductee row - Matched Challan



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Government of India
Income Tax Department

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Action Summary

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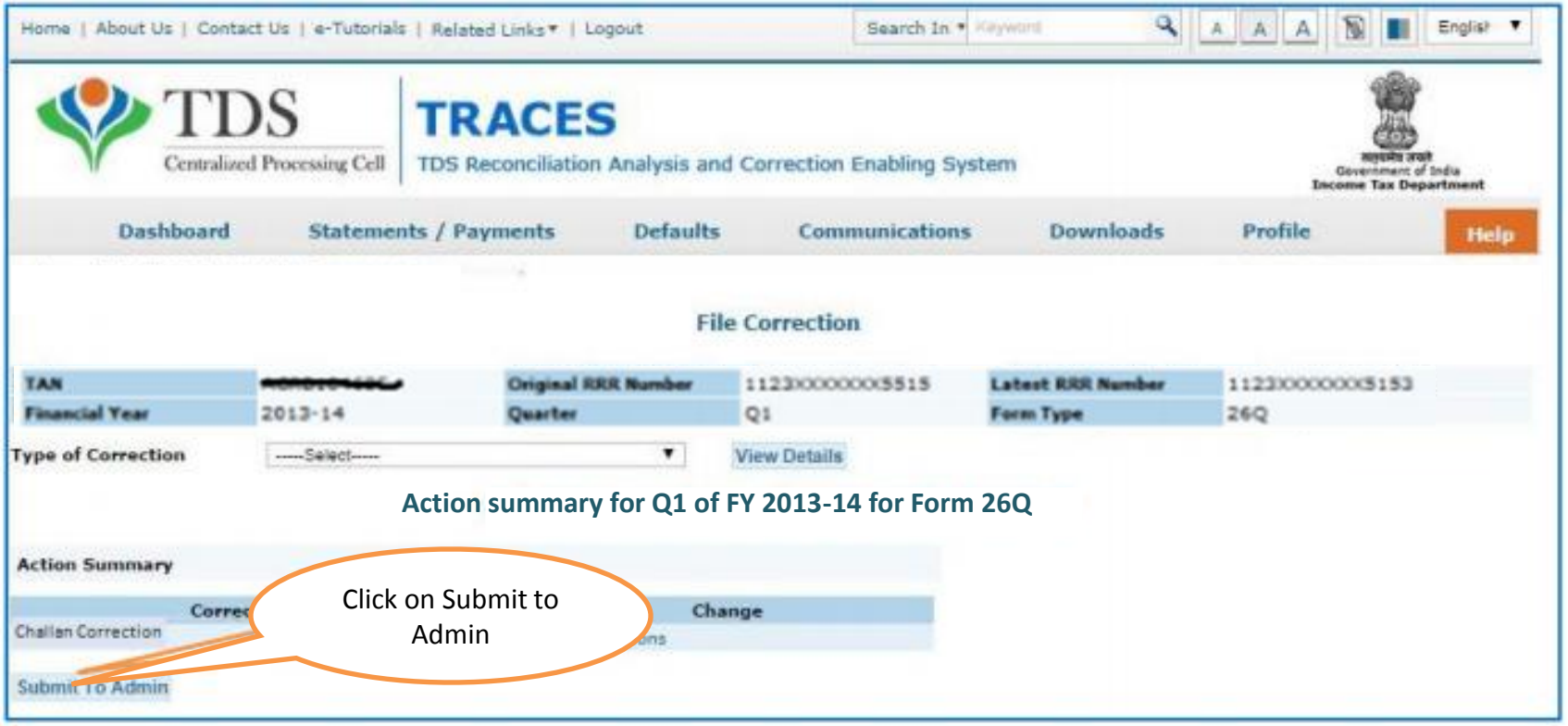
Action Summary – Submit to Admin User



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

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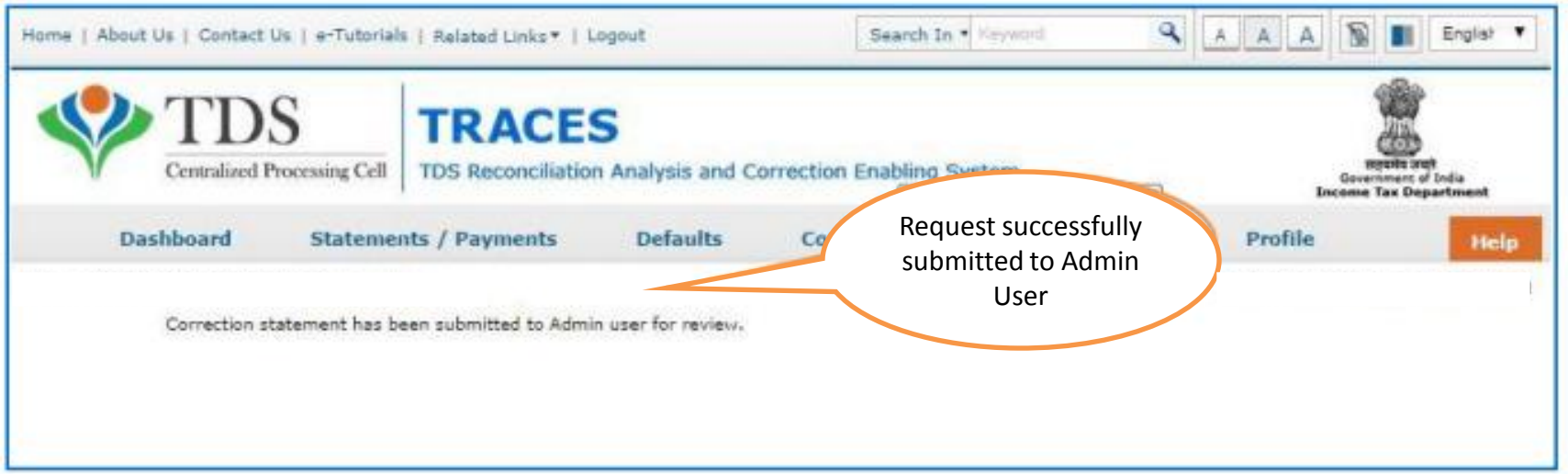
Action Summary



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

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Action Summary- View Edited Statement

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

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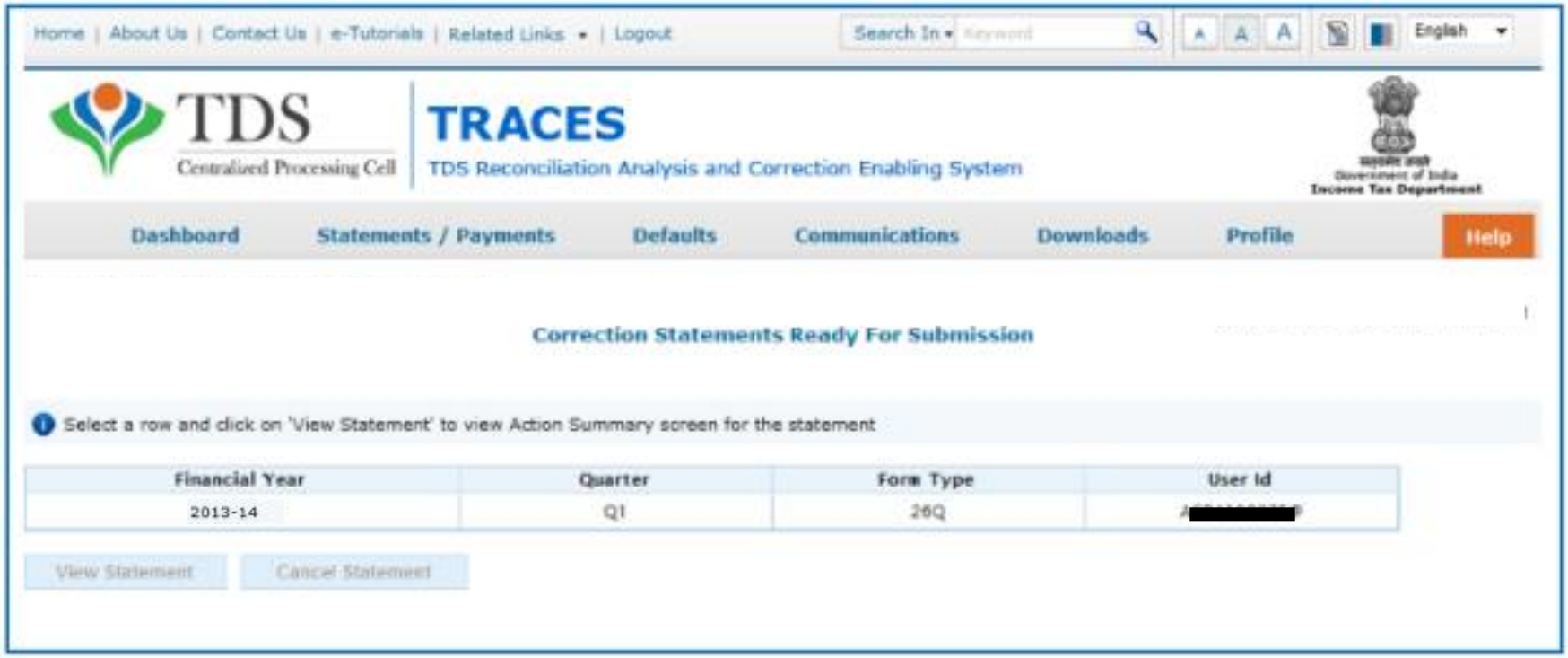
Action Summary- Admin User Login



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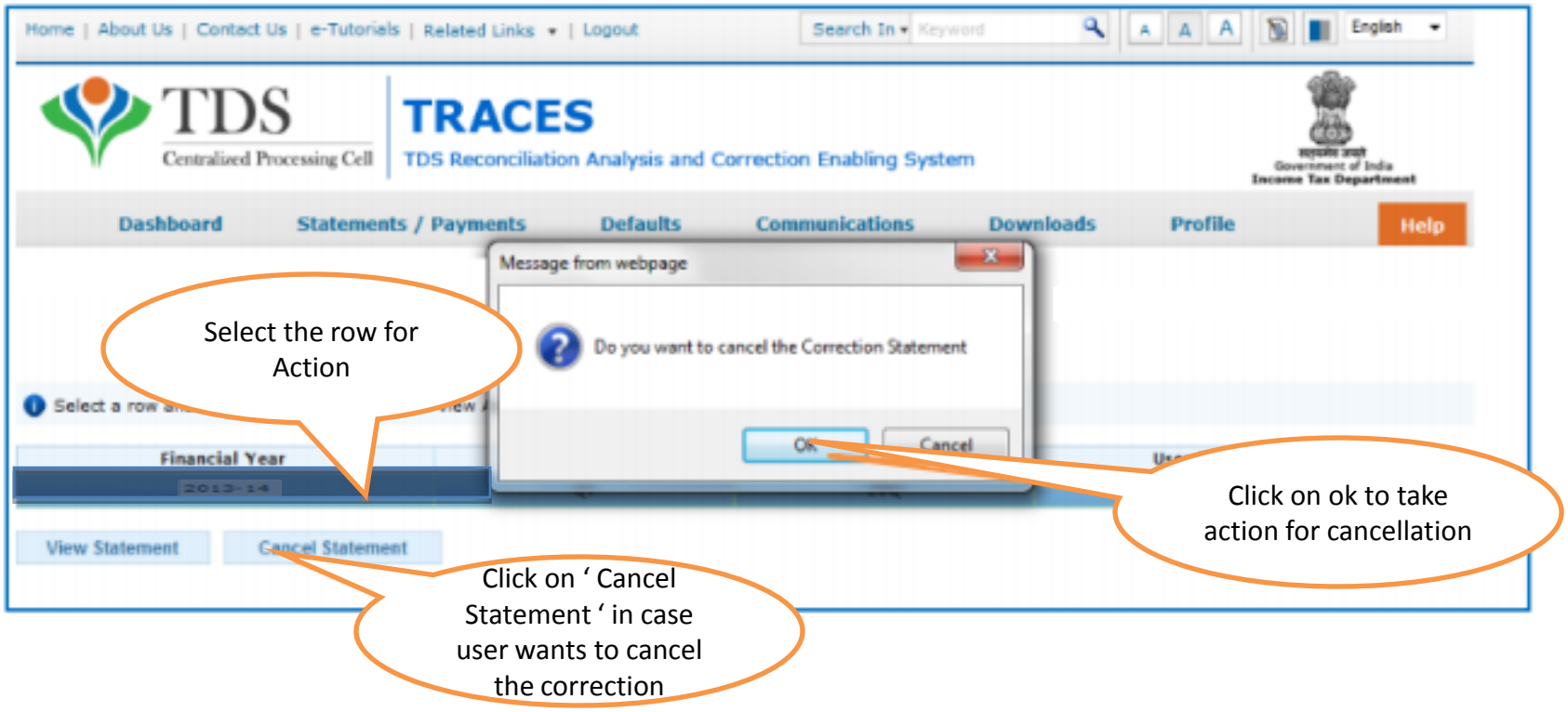
Action Summary- Admin User Login



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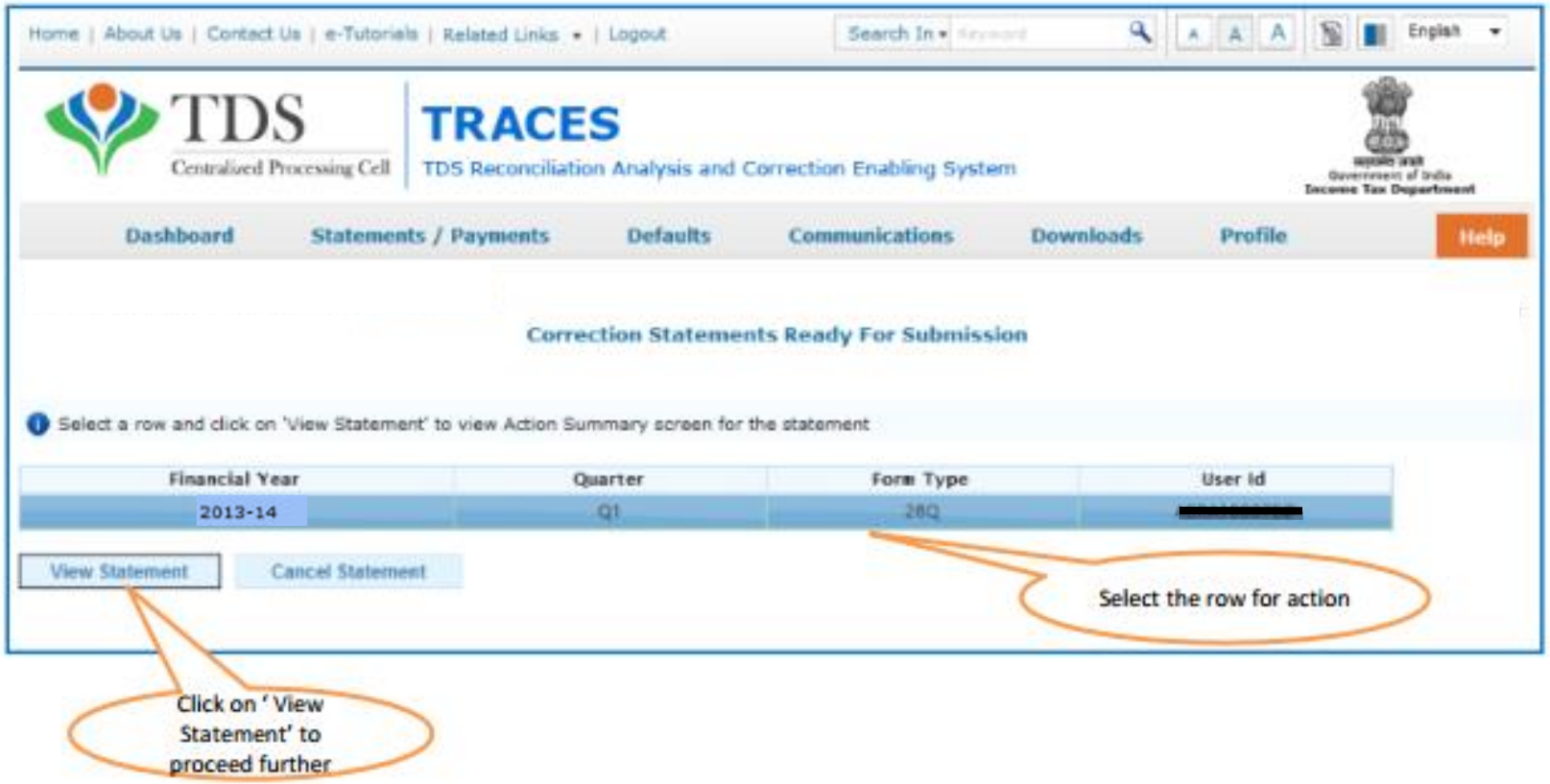
Action Summary- Admin User



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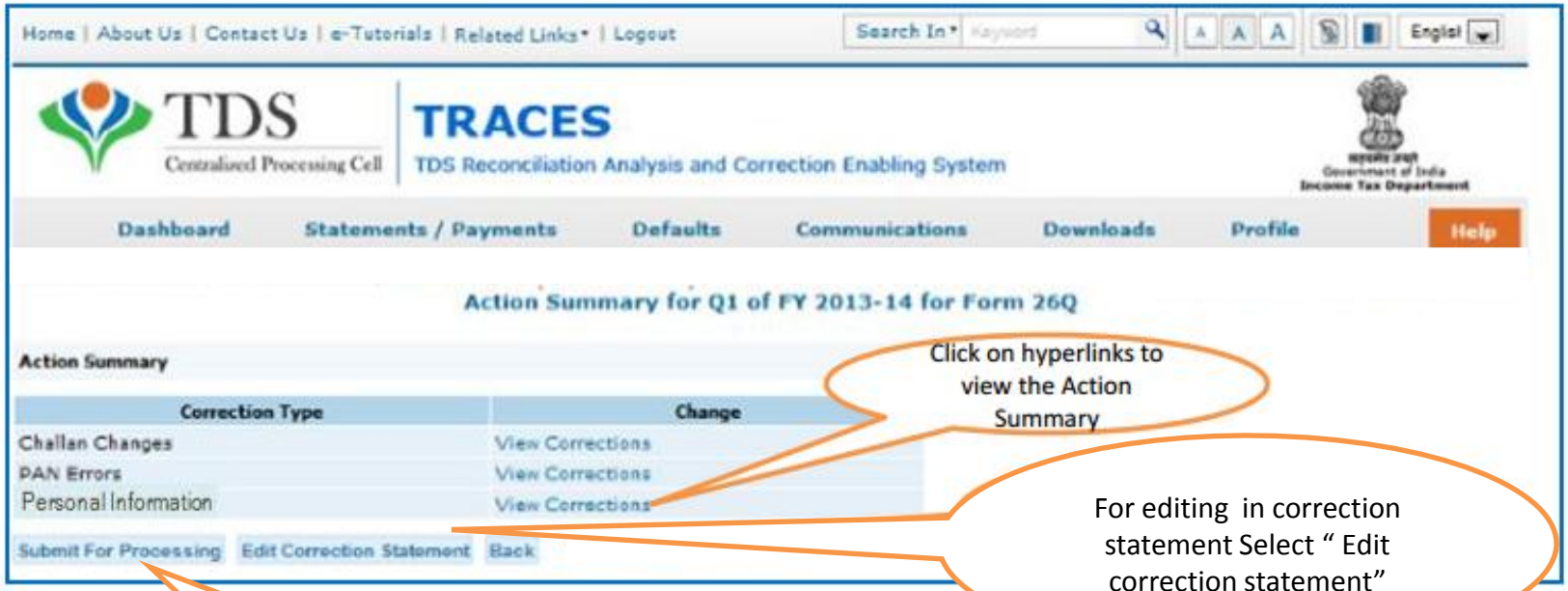
Action Summary- Submit For Processing



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

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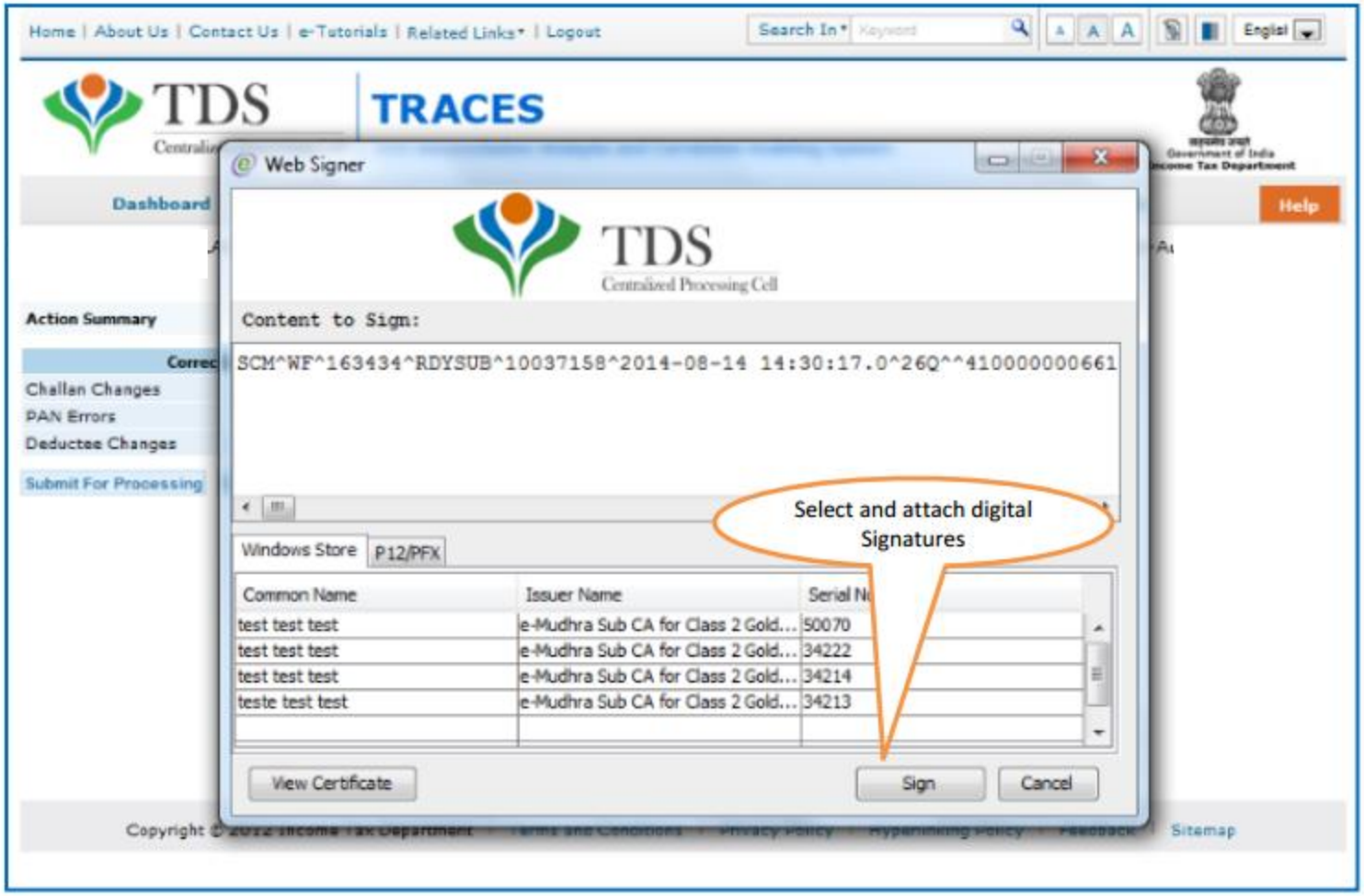
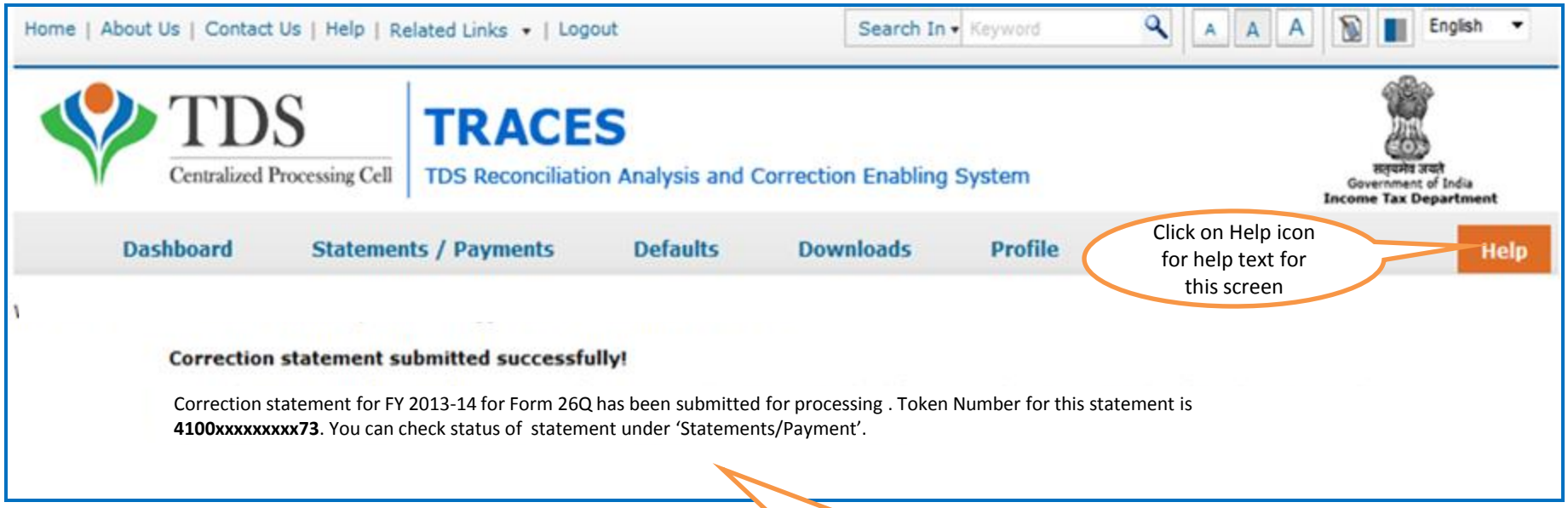
Action Summary- Attach Digital Signature



Action Summary – Token Number Generated



Note: Note down the Token Number for future reference

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TDS Centralized Processing Cell | TRACES
TDS Reconciliation Analysis and Correction Enabling System

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

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