

E-Tutorial

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TDS
Centralized Processing Cell

1.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.

Types of Error or Defaults	Correction Type	Available From F.Y	DSC Required
If challan is unmatched	Challan Correction	F.Y 2007-08 Onwards	No
To Add New challan	Add challan to the Statement	F.Y 2007-08 Onwards	No
To clear interest and Late Fee demand payment	Pay 220, Interest, Levy, Late filling	F.Y 2007-08 Onwards	No
To move Deductee row	Resolution for overbooked challan (Move Deductee row from challan)	F.Y 2007-08 Onwards	No
To update PAN	PAN Correction	F.Y 2007-08 Onwards	Yes
To Add/ Modify Deductee row	Add/Modify Deductee details	F.Y 2013-14 Onwards	Yes
To update personal details	Personal Information	F.Y 2007-08 Onwards	Yes
To Modify Salary details	Add or Delete Salary Details	F.Y 2013-14 Onwards	Yes
To Edit Deductee Row in case of unmatched Challan	Challan Correction	F.Y 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

2. 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 F.Y, Quarter, Form Type and latest Token Number. Statement is cancelled /rejected for selected search criteria.
Request for correction ha already been submitted for the specified search Criteria. Please check status in 'Track Correction Request' under Defaults menu	This error occurs when Deductor has initiated an Online correction and it is at " In Progress" status i.e. pending at the end of Deductor.
System has encountered some technical problem. Please try after some time.	This error occurs if: <ul style="list-style-type: none"> - JAVA version and Bit depending upon the system are not updated. Restart the system after updating JAVA . - Browsing history, cookies, temp filed 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 Deducted in Add/Modify Deductee option.
Reason for lower deduction is mandatory	This error occurs Deductor is not selecting Flag "A".
Reason for higher deduction is mandatory	This error occurs when Deductor is not selecting Flag "C".

2. (Contd.) Most Common Error While filing Online Correction

Error Description	Explanation
<p>Increase in amount claimed as interest , amount claimed as other and Levy should not be greater than the remaining available balance in challan.</p>	<p>This error occurs when Deductor claims more than the remaining available balance of the challan.</p>
<p>Online Correction on TRACES is not enabled for the requested statement . Kindly file correction through NSDL and then subsequent correction can be filed on TRACES.</p>	<p>This error occurs if statement for the particular Form Type, F.Y 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.</p>
<p>PAN of Authorized/ Responsible person as per personal information of the Correction can be filed on TRACES. Please update PAN of authorized person /Responsible person in the correction file.</p>	<p>This error occurs if PAN of authorized person in profile section of the TRACES is different than 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 Vice Versa.</p>
<p>No challan for F.Y (e.g. 2014-15) available for tagging. Please select another F.Y from below dropdown or deposit challan or contact your AO (if changes in challan is required).</p>	<p>This error may occur if book entry flag is “ Yes” which has to be changed to “No” . Please refer the E-Tutorial on Add/Modify Challan.</p> <p style="text-align: center;">OR</p> <p>Incorrect TAN or Assessment Year is mentioned on challan, please contact A.O for challan correction</p>

3. Brief Steps for Online Correction - Add/Delete Salary Details-Annexure-II

This feature enables Deductor to Add/Delete Salary Details in Annexure-II, it is available from FY 2013-14 onwards.

- Digital Signature Certificate should be registered on TRACES before making this correction, However, regular statement should be processed from TRACES.
- In case statement is not processed by TRACES, please file C1 (Personal Information) through Conso file then you will be able to proceed with online correction.

Step 1 : Login to TRACES website with your “**User ID**”, “**Password**”, “**TAN of the Deductor**” and the “**Verification Code**”. Landing page will be displayed on Screen.

Step 2 : Go to “**Request for correction**” under “ **Defaults**“ menu

Step 3 : Enter relevant **Financial Year, Quarter, Form Type and Correction category** should be “**Online**” and Click on “**Submit Request**” button . Request will be available under “**Track Correction Request**” .When request status become “**Available**” click on Available / In progress status to proceed with the correction.

Step 4: Validate KYC using DSC supported KYC option.

Note: Digital Signature Supported KYC Validation Screen will appear only if Digital Signature is registered.

Step 5: After KYC validation, select the **Type of Correction Category** from the drop down as “**Add/Delete Salary Details- Annexure-II**” .

- Make the required corrections in the selected file. Click on “**Submit for Processing**” to submit your correction (Only Available to Admin User).
- 15 digits token number will be generated and mailed to Registered e-mail ID.

4. Status of Online Correction Requests

- **Requested** - When user submits request for correction.
- **Initiated** - Request for correction is initiated.
- **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 has to 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.

5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

Step 1 : Login to TRACES website with your “User ID”, “Password”, “TAN of the Deductor” and the “Verification Code”

The screenshot shows the TRACES website login interface. At the top, there are navigation links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Login. A search bar is present with the text 'Search In Keyword'. The TRACES logo is prominently displayed, along with the text 'Centralized Processing Cell' and 'TDS Reconciliation Analysis and Correction Enabling System'. The Government of India logo and 'Income Tax Department' are also visible. A navigation menu includes Home, Deductor, Tax Payer, PAO, and a Help icon. A message at the top states: 'Please install latest TRACES WebSocket Emisigner Setup V2.0 to use Digital Signature function to the address book / contact list of your registered Email Id'. The login form has two radio buttons: 'Deductor' (selected) and 'Taxpayer/PAO'. The fields are: User Id* (with a help icon), Password*, TAN for Deductor*, and Verification Code* (with a CAPTCHA image). A 'Login' button is at the bottom. A 'Common Note' section on the right explains the login process and cookie usage. Callouts provide instructions: 'Click on Deductor Option' points to the radio button; 'For more details on any screen, click on Help icon' points to the Help icon; 'Click on help icon (?) next to each field for more details' points to the help icon next to the User Id field; 'Enter user id and password' points to the User Id and Password fields; 'Enter TAN' points to the TAN for Deductor field; and 'Enter the text as displayed in Verification Code' points to the CAPTCHA input field.

Click on Deductor Option

For more details on any screen, click on Help icon

Click on help icon (?) next to each field for more details

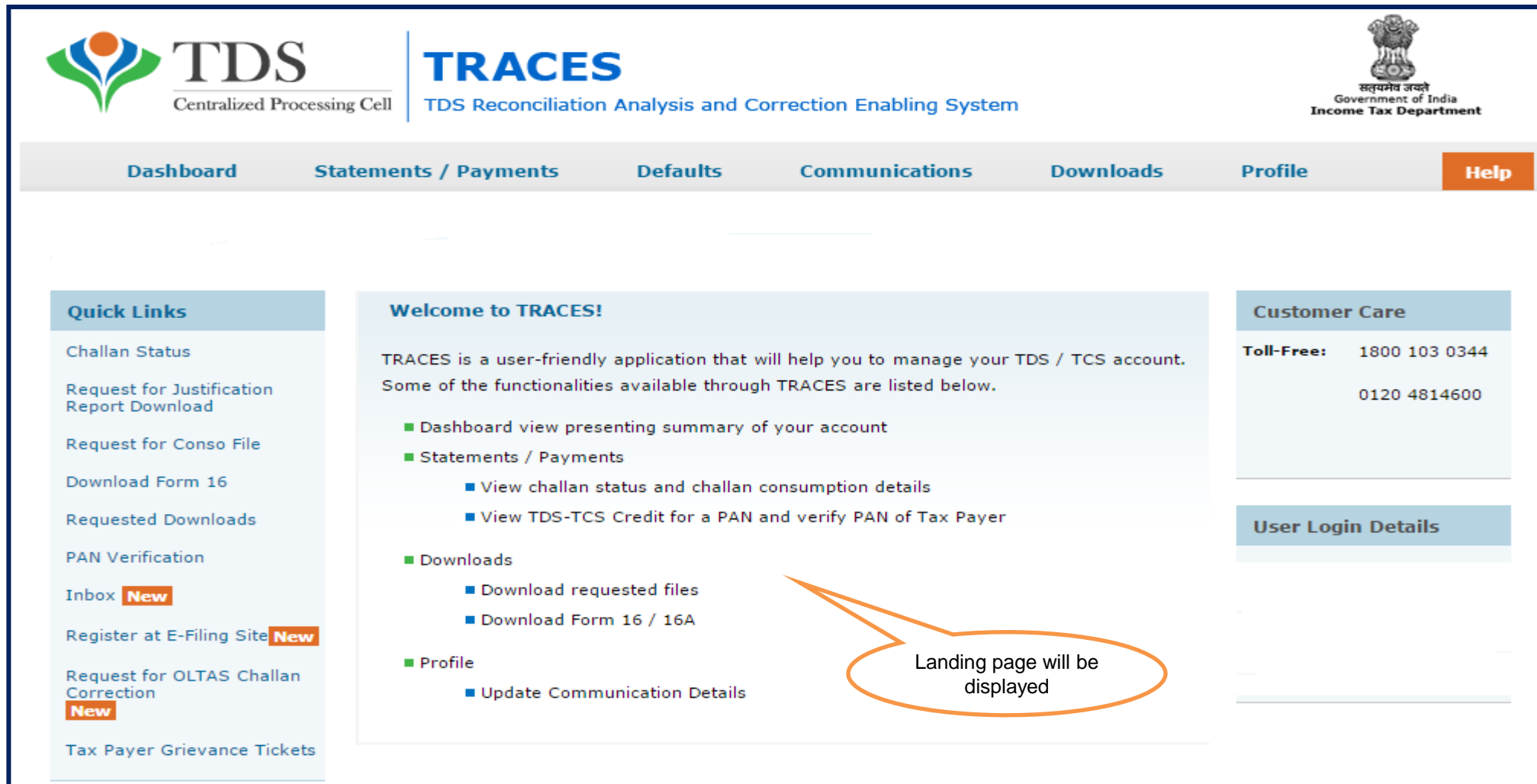
Enter user id and password

Enter TAN

Enter the text as displayed in Verification Code

5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

Welcome Page



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) Welcome Page. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main content area is divided into three columns. The left column, titled 'Quick Links', lists various services such as 'Challan Status', 'Request for Justification Report Download', and 'Inbox' (marked as 'New'). The middle column, titled 'Welcome to TRACES!', provides a brief introduction and lists functionalities: Dashboard view, Statements / Payments (with sub-links for viewing challan status and TDS-TCS credit), Downloads (with sub-links for downloading requested files and Form 16/16A), and Profile (with a sub-link for updating communication details). An orange callout bubble points to the 'Downloads' section with the text 'Landing page will be displayed'. The right column, titled 'Customer Care', provides toll-free numbers: 1800 103 0344 and 0120 4814600. Below this is a 'User Login Details' section.

Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**
- Register at E-Filing Site **New**
- Request for OLTAS Challan Correction **New**
- Tax Payer Grievance Tickets

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

User Login Details

Landing page will be displayed

5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

Step 2 : Click on “Request for correction” under “ Defaults“ Tab

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) web portal. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (Government of India, Income Tax Department). Below the header is a navigation menu with tabs for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Defaults' tab is selected, and a dropdown menu is open, showing options: View Default Summary, Request for Correction (highlighted), Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission, Tag / Replace Challan, and Track Request for Tag / Replace Challan. An orange callout bubble points to the 'Request for Correction' option with the text 'Select “ Request for correction “'. The main content area includes a 'Quick Links' sidebar, a 'Welcome to TRACES!' message, and a 'Customer Care' section with contact numbers.

5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

Step 3 : Enter relevant Financial Year, Quarter, Form Type and Correction category should be “Online” and Click on “Submit Request” button

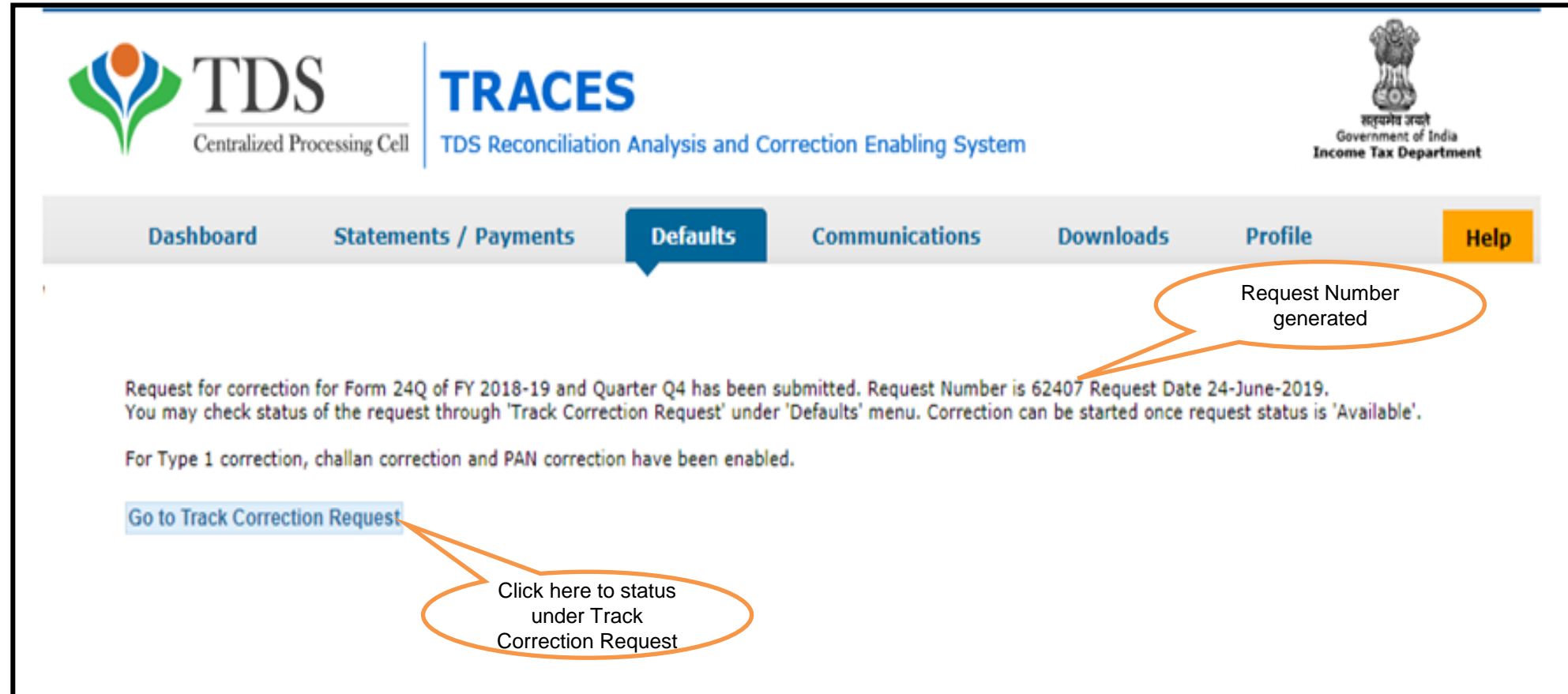
The screenshot displays the TRACES portal interface for online correction. At the top, there are logos for TDS Centralized Processing Cell and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation menu includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, Downloads, Profile, and Help. The main heading is 'Request for Correction'. Below this, there are four informational notes: 1. Enter details below and submit to enable correction for a statement. Correction cannot be filed if regular statement was filed as a paper return. 2. 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. 3. Sub-User can only save the changes done in online correction but cannot submit the online correction request to ITD. Only Admin user can submit the Online correction to ITD. 4. PAN of the Authorized Person should be same as TRACES Profile and in TDS Statement. The form fields are: Financial Year* (2018-19), Quarter* (Q4), Form Type* (24Q), and Correction Category* (Online). A 'Submit Request' button is located below the Correction Category field.

Enter Financial Year, Quarter and Form Type, correction category .

Click on Submit Request

5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

Step 3(Contd.): Request Number will be generated



The screenshot displays the TDS TRACES interface. At the top left is the TDS Centralized Processing Cell logo. In the center is the TRACES logo with the text 'TDS Reconciliation Analysis and Correction Enabling System'. At the top right is the Government of India Income Tax Department logo. A navigation bar contains 'Dashboard', 'Statements / Payments', 'Defaults' (highlighted), 'Communications', 'Downloads', 'Profile', and 'Help'. The main content area shows a message: 'Request for correction for Form 24Q of FY 2018-19 and Quarter Q4 has been submitted. Request Number is 62407 Request Date 24-June-2019. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'. For Type 1 correction, challan correction and PAN correction have been enabled.' Below the message is a button labeled 'Go to Track Correction Request'. Two callout boxes are present: one pointing to the 'Request Number generated' text in the message, and another pointing to the 'Go to Track Correction Request' button with the text 'Click here to status under Track Correction Request'.

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

Government of India
Income Tax Department

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

Request for correction for Form 24Q of FY 2018-19 and Quarter Q4 has been submitted. Request Number is 62407 Request Date 24-June-2019. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'. For Type 1 correction, challan correction and PAN correction have been enabled.

[Go to Track Correction Request](#)

Request Number generated

Click here to status under Track Correction Request

5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

Step 3(Contd.): Request will be available under “Track Correction Request”

Track Correction Request

Please select one of the below Search Options

Request Number Date View All

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

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
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction statement

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
24-Jun-2019	62407	2018-19	Q4	24Q	4100XXXXXXXX140	Available	Online			MR1A01891B			

Page 1 of 1 View 1 - 1 of 1

Cancel Statement

Click on “Available” or “In Progress” 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.

5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

Step 4: Validate KYC using DSC supported KYC option.

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

सत्यमेव जयते
Government of India
Income Tax Department

Statements / Payments Defaults Communications Downloads Profile Help

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you do not require KYC to 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)

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

[Validate DSC](#)

Click here to validate DSC

Important Note

- 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.
- Authentication Code will not appear on the screen in case DSC Supported KYC

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Step 4 (Contd.): Validate KYC using DSC supported KYC option

The screenshot shows the TDS TRACES portal interface. The main content area displays instructions for digital signature validation and a 'Validate DSC' button. An 'emSigner' dialog box is overlaid, showing the content to sign as 'ABCPA1234A'. Below this, a 'Certificate Store' table lists several certificates. A callout points to the 'Sign' button with the text 'Click here to proceed further', and another callout points to the certificate list with the text 'Select required Digital Signature Certificate.'

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a30	02-07-2020
test15	e-Mudhra Sub CA for Cl...	1748778a39	02-07-2020
test14	e-Mudhra Sub CA for Cl...	1748778a37	02-07-2020
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020

5. Pictorial guide for Online Correction - Add/Delete Salary Details Annexure-II

Step 5: After KYC validation, select the Type of Correction Category from the drop down as “Add/Delete Salary Details- Annexure-II”

File Correction

TAN	01891B	Original RRR Number	5240XXXXXX9780	Latest RRR Number	4100XXXXXX1403
Financial Year	18-19	Quarter	Q4	Form Type	24Q

Type of Correction --Select--
--Select--
Modify / Add Deductee Details
Add / Delete Salary Details - Annexure-II
Personal Information
Challan Correction
PAN Correction
Pay 220I,LP,LD,Interest, Late Filing Levy
Add Challan To Statement [View Details](#)

for Q4 of FY 2018-19 for Form 24Q

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	35882782684.04	0.00	35882782684.04
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	0.00	0.00	0.00
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 **	1076483475.00	0.00	1076483475.00
4(b)	Interest on Late Deduction	240.00	240.00	0.00

5. Pictorial guide for Online Correction - Add/delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Default Deductee

File Correction

Original RRR Number	5240XXXXXXXX9780	Latest RRR Number	4100XXXXXXXX1403
Quarter	Q4	Form Type	24Q

Type of Corr: Add / Delete Salary Details - Annexure-II [View Details](#)

Add/Delete Salary Details - Annexure-II

Default Deductees | [All Deductees](#) | [Add New Deductees](#)

1 Enter PAN as per statement and click on 'Search' to display the deductee row for the entered PAN. Click on 'Reset Search' to remove the filter

PAN as per Statement* [Search](#) [Reset Search](#)

1 Enter Deductee Record Number as per statement and click on 'Search' to display the deductee row. Click on 'Reset Search' to remove the filter

DD Record Number* [Search](#) [Reset Search](#)

1 Please select a row and click on 'Delete Deductee' to delete deductee details

1 Correction is not allowed for those deductee row/s on which 26A has been filed

Default Deductee will show the Deductee rows with defaults

Search either through PAN filter or DD (Deductee details) Record Number filter

5. Pictorial guide for Online Correction - Add/delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Default Deductee

DD Record Number* [Search](#) [Reset Search](#)

i Please select a row and click on 'Delete Deductee' to delete deductee details

i Correction is not allowed for those deductee row/s on which 26A has been filed

DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	Date to which employed with current employer (5)	Gross Salary as per provisions contained in sec.17(1) (₹) (6)	Value of prerequisites [section 17(2)](as per Form No.12 BA, wherever applicable) (₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable) (₹) (8)	Total amount of gross salary received from current employer (₹) (9)	Reported total amount of salary received from other employer(s) (₹) (10)	Total Amount of Salary (₹) (9+10)	Travel concession or assistance [section 10(5)](₹) (12)	Death-cum-retirement gratuity [section 10(10)](₹) (13)	Commuted value of pension [section 10(10A)](₹) (14)	Cash equivalent of leave salary encashment [section 10(10AA)] (₹) (15)	House rent allowance [section 10(13A)](₹) (16)	Amount of any other exemption under section 10(₹) (17)	Total amount of exemption claimed under section 10(₹) (18)	Deduction under Section 16(ia) (₹) (19)
2		VENKATALAKSHMI C	W	01-Apr-2015	31-Mar-2016	1,100,000.00	0.00	0.00	1,100,000.00	0.00	1,100,000.00	100.00	100.00	200.00	100.00	100.00	200.00	800.00	40,000.00

■ Deleted Row ■ Edited Row (This row has been edited in PAN correction only)

[Delete Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

After selecting Deductee row ,click here to delete Deductee row .

Select the Deductee row which is required to be deleted

- Note:** In case of “Default Deductee” option 80 (eighty) column will appear. **Column No. 79:** SD Amount & **Column No. 80:** SD category

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Default Deductee:- After clicking on “Delete Deductee Row” button a Confirmation pop-up will be displayed on screen

The screenshot shows a web application interface for online tax correction. At the top, there's a browser address bar with '10.48.147.201:8080 says' and a confirmation dialog box asking 'Do you want to delete deductee row?'. The dialog has 'OK' and 'Cancel' buttons. An orange callout points to the 'OK' button with the text 'Click here to proceed further'. Below the dialog is a table with 16 columns: DD Record Number, PAN of the employee (1), Name of the employee (2), Deductee Type (3), Date from which employed with current employer (4), Date to which employed with current employer (5), per provisions contained in sec.17(1) (₹) (6), per Form No.12 BA, wherever applicable (₹) (7), 17(3)(as per Form No.12BA, wherever applicable) (₹) (8), received from current employer (₹) (9), salary received from other employer (₹) (10), Total amount of salary (₹) (11), Travel concession or assistance [section 10(5)](₹) (12), Death-cum-retirement gratuity [section 10(10)](₹) (13), Commuted value of pension [section 10(10A)](₹) (14), Cash equivalent of leave salary encashment [section 10(10AA)] (₹) (15), and House rent allowance [section 10(13A)](₹) (16). The table has 6 rows. Row 6 is selected and has a checkmark in the first column. Below the table, there's a legend: a red square for 'Deleted Row' and a yellow square for 'Edited Row (This row has been edited in PAN correction only)'. At the bottom, there are buttons: 'Delete Deductee Row', 'View Default Summary', 'Proceed to correction statement', and 'Submit Correction Statement'. An orange callout points to the 'Delete Deductee Row' button with the text 'Click here to return to the same screen with row selected'.

DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	Date to which employed with current employer (5)	per provisions contained in sec.17(1) (₹) (6)	per Form No.12 BA, wherever applicable (₹) (7)	17(3)(as per Form No.12BA, wherever applicable) (₹) (8)	received from current employer (₹) (9)	salary received from other employer (₹) (10)	Total amount of salary (₹) (11)	Travel concession or assistance [section 10(5)](₹) (12)	Death-cum-retirement gratuity [section 10(10)](₹) (13)	Commuted value of pension [section 10(10A)](₹) (14)	Cash equivalent of leave salary encashment [section 10(10AA)] (₹) (15)	House rent allowance [section 10(13A)](₹) (16)
<input type="checkbox"/>		VENKATALAKSHMI .C	W	01-Apr-2015	31-Mar-2016	1,100,000.00	0.00	0.00	1,100,000.00	0.00	1,100,000.00	100.00	100.00	200.00	100.00	100.00
<input type="checkbox"/>		GUNASELAN.A	O	01-Apr-2015	31-Mar-2016	1,100,000.00	0.00	0.00	1,100,000.00	0.00	1,100,000.00	100.00	100.00	200.00	100.00	100.00
<input type="checkbox"/>		RAM AVTAR	S	16-May-2018	28-Jun-2018	2,000,000.00	2,000,000.00	2,000,000.00	6,000,000.00	2,000,000.00	8,000,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<input type="checkbox"/>		MAYANKI DHAYA SHEKHAWAT	O	21-Jun-2018	31-Jul-2018	10,000,000.00	89,999,999.999.00	0.01	99,999,999.999.01	0.00	99,999,999.999.01	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>		SURINDER SINGH ARORA	S	19-Apr-2018	25-Apr-2018	2,000,000.00	1,000.00	1,000.00	2,002,000.00	1,000.00	2,003,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00

Deleted Row Edited Row (This row has been edited in PAN correction only)

[Delete Deductee Row](#)
[View Default Summary](#)
[Proceed to correction statement](#)
[Submit Correction Statement](#)

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Default Deductee

1 Please select a row and click on 'Delete Deductee' to delete deductee details

2 Correction is not allowed for those deductee row/s on which 26A has been filed

DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	Date to which employed with current employer (5)	Gross Salary as per provisions contained in sec.17(1) (₹) (6)	Value of prerequisites [section 17(2)](as per Form No.12 BA, wherever applicable) (₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable) (₹) (8)	Total amount of gross salary received from current employer (₹) (9)	Reported total amount of salary received from other employer(s) (₹) (10)	Total Amount of Salary (₹) (9+10)	Travel concession or assistance [section 10(5)](₹) (12)	Death-cum-retirement gratuity [section 10(10)](₹) (13)	Commutated value of pension [section 10(10A)](₹) (14)	Cash equivalent of leave salary encashment [section 10(10AA)] (₹) (15)	House rent allowance [section 10(13A)](₹) (16)	Amount of any other exemption under section 10(₹) (17)	Total amount of exemption claimed under section 10(₹) (12+13+14+15+16+17) (18)	Deduction under Section 16(ii) (₹) (19)	Deduction under Section 16(iii) (Deductible Amount up to Rs. 2500) (₹) (20)	Deduction under Section 16(iii) (Deductible Amount up to Rs. 5000) (₹) (21)	Total of Deduction U/S 16 (₹) (19+20+21)
2		VENKATALAKSHMI C	W	01-Apr-2015	31-Mar-2016	1,100,000.00	0.00	0.00	1,100,000.00	0.00	1,100,000.00	100.00	100.00	200.00	100.00	100.00	200.00	800.00	40,000.00	4,000.00	2,500.00	46,500.00
3		GUNASELAN A	O	01-Apr-2015	31-Mar-2016	1,100,000.00	0.00	0.00	1,100,000.00	0.00	1,100,000.00	100.00	100.00	200.00	100.00	100.00	200.00	800.00	40,000.00	4,000.00	2,500.00	46,500.00
4		RAM AVTAR	S	16-May-2018	28-Jun-2018	2,000,000.00	2,000,000.00	2,000,000.00	6,000,000.00	2,000,000.00	8,000,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	6,000.00	1,000.00	1,000.00	1,000.00	3,000.00
5		MAYANK DHAYA PATIL	O	21-Jun-2018	31-Jul-2018	10,000,000.00	89,999,999.999.00	0.01	99,999,999.999.01	0.00	99,999,999.999.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6		SURINDER BIRCH ARORA	S	9-Apr-2018	31-Jul-2018	2,000,000.00	1,000.00	1,000.00	2,002,000.00	1,000.00	3,003,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	8,000.00	40,000.00	1,000.00	1,000.00	42,000.00

Deleted Row Edited Row (This row has been edited in PAN correction only)

Delete Deductee Row

View Default Summary

Proceed to correction statement

Submit Correction Statement

Click here to submit correction statement

Yellow highlighted row has been edited in PAN correction only

Deleted deductee row will be highlighted in red colour

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : All Deductee

File Correction

TAN		Original RRR Number	8452XXXXXXXX8483	Latest RRR Number	4100XXXXXXXX2092
Financial Year	2013-14	Quarter	Q4	Form Type	24Q

Type of Correction

Add/Delete Salary Detail

Default Deductees | **All Deductees** | **Add**

click on 'All deductee' to view all deductee rows.

Enter PAN as per statement and click on 'Search' to display the deductee row for the entered PAN. Click on 'Reset Search' to remove the filter

PAN as per Statement*

User can also search Deductee Row by mentioning PAN as per statement

Enter Deductee Record Number as per statement and click on 'Search' to display the deductee row for the entered DD Record Number. Click on 'Reset Search' to remove the filter

DD Record Number*

[View Default Summary](#)

Proceed to correction statement

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : All Deductee:- Deductee rows will appear on the screen

1 Please select a row and click on 'Delete Deductee' to delete deductee details

1 Correction is not allowed for those deductee row/s on which 26A has been filed

DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	Date to which employed with current employer (5)	Gross Salary as per provisions contained in sec.17(1) (₹) (6)	Value of prerequisites [section 17(2)](as per Form No.12 BA, wherever applicable) (₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable) (₹) (8)	Total amount of gross salary received from current employer (₹) (9) (6+7+8)	Reported total amount of salary received from other employer(s) (₹) (10)	Total Amount of Salary (₹) (11) (9+10)	Travel concession or assistance [section 10(5)](₹) (12)	Death-cum-retirement gratuity [section 10(10)](₹) (13)	Commuted value of pension [section 10(10A)](₹) (14)	Cash equivalent of leave salary encashment [section 10(10AA)] (₹) (15)	House rent allowance [section 10(13A)](₹) (16)	Amount of any other exemption under section 10(₹) (17)	Total amount of exemption claimed under section 10(₹) (18) (12+13+14+15+16+17)	Deduction under Section 16(ia) (₹) (19)
2		VENKATALAKSHMI C	W	01-Apr-2015	31-Mar-2016	1,100,000.00	0.00	0.00	1,100,000.00	0.00	1,100,000.00	100.00	100.00	200.00	100.00	100.00	200.00	800.00	40,000.00

■ Deleted Row ■ Edited Row (This row has been edited in PAN correction only)

[Delete Deductee Row](#) [View Default Summary](#) [Proceed to correction statement](#) [Submit Correction Statement](#)

After selecting Deductee row ,click here to delete Deductee row .

Select the Deductee row which is required to be deleted

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : All Deductee

1 Please select a row and click on 'Delete Deductee' to delete deductee details

2 Correction is not allowed for those deductee row/s on which 26A has been filed

DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	Date to which employed with current employer (5)	Gross Salary as per provisions contained in sec.17(1) (₹) (6)	Value of prerequisites [section 17(2)](as per Form No.12 BA, wherever applicable) (₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable) (₹) (8)	Total amount of gross salary received from current employer (₹) (9) (6+7+8)	Reported total amount of salary received from other employer(s) (₹) (10)	Total Amount of Salary (₹) (11) (9+10)	Travel concession or assistance [section 10(5)](₹) (12)	Death-cum-retirement gratuity [section 10(10)](₹) (13)	Commutated value of pension [section 10(10A)](₹) (14)	Cash equivalent of leave salary encashment [section 10(10AA)] (₹) (15)	House rent allowance [section 10(13A)](₹) (16)	Amount of any other exemption under section 10(₹) (17)	Total amount of exemption claimed under section 10(₹) (18) (12+13+14+15+16+17)	Deduction under Section 16(ia) (₹) (19)	Deduction under Section 16(ii) (Deductible Amount up to Rs. 5000) (₹) (20)	Deduction under Section 16 (iii) (Deductible Amount up to Rs. 2500) (₹) (21)	Total of Deduction U/S 16 (₹) (22) (19+20+21)
<input checked="" type="checkbox"/>	ACOP3682E	BAN AVTAR	1	16-May-2018	30-Jun-2018	2,000,000.0	2,000,000.0	2,000,000.0	6,000,000.0	2,000,000.0	8,000,000.0	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	8,000.00	1,000.00	1,000.00	1,000.00	3,000.00

Deleted Row Edited Row (This row has been edited in PAN correction only)

Delete Deductee Row

View Default Summary

Proceed to correction statement

Submit Correction Statement

Deleted row will be highlighted in red colour

Click here to submit correction statement

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Important Information on Add /Delete Salary Detail – Annexure II : Add New Deductees

- PAN should be valid. In the absence of valid PAN for newly added Deductee row, kindly mention “PANNOTAVBL”.
- Date to which employed with current employer should be within the Financial Year selected statement.
- Income Tax on Total Taxable Income should be less than or equal to Total Taxable Income.
- Aggregate amount should not be greater than 13 digits (including decimal). Amount should be in 9999999999999 or 99999999999.00.
- In case of F.Y. 2018-19 :-Deduction u/s 16(ia) is allowed up to Rs. 40000 only.
- In case of F.Y. 2019-20:- Deduction u/s 16(ia) is allowed up to Rs. 50000 only.
- Deduction u/s 16(ii) is allowed up to Rs. 5000 only.
- Deduction u/s 16(iii) is allowed up to Rs. 2500 only
- Total value of Col. No. 27+28+29 should be less than or equal to Rs. 150000.
- Value in Col. no. 30 should be less than or equal to Rs. 50000.
- Value in Col. no. 35 should be less than or equal to Rs. 10000.
- Aggregate Amount in column No.44 can not be negative.

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Add New Deductees

Add/Delete Salary Details - Annexure-II

[Default Deductees](#) | [All Deductees](#) | [Add New Deductees](#)

Add Deductee Rows for(Salary)

1 In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

1 Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

PAN of the employee ⁺ (1)	Name of the employee ⁺ (2)	Deductee Type ⁺ (3)	Date from which employed with current employer ⁺ (4)	Date to which employed with current employer ⁺ (5)	Gross Salary as per provisions contained in sec.17(1) (₹) (6)	Value of prerequisites [section 17(2)](as per Form No.12 BA, wherever applicable) (₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable) (₹) (8)	Total amount of gross salary received from current employer (₹) (9)	Reported total amount of salary received from other employer(s) (₹) ⁺ (10)	Total Amount of Salary (₹) ⁺ (9+10)	Travel concession or assistance [section 10(5)](₹) (12)	Death-cum-retirement gratuity [section 10(10)](₹) (13)	Com val pe [se 10(1
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[Add Deductee Row](#) | [Update Deductee](#) | [Remove Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

Click here to add new Deductees

Click here to add Deductee row

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Add New Deductees

1 Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

PAN of the employee* (1)	Name of the employee* (2)	Deductee Type* (3)	Date from which employed with current employer* (4)	Date to which employed with current employer* (5)	Gross Salary as per provisions contained in sec.17(1)(₹) (6)	Value of prerequisites [section 17(2)](as per FormNo.12 BA, wherever applicable) (₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable)(₹) (8)	Total amount of gross salary received from current employer (₹) (9) (6+7+8)	Reported total amount of salary received from other employer(s) (₹)* (10)	Total Amount of Salary (₹)* (11) (9+10)	Travel concession or assistance [section 10(5)](₹) (12)	Death-cum-retirement gratuity [section 10(10)](₹) (13)	Comn valu pens [sec 10(10) (1-
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

[Add Deductee Row](#)
[Update Deductee](#)
[Remove Deductee Row](#)

1 Enter the valid data to add a deductee

[Save Deductee](#)

[View Default Summary](#)

Click here to save the details

Enter value for the Deductee

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Add New Deductees

Add/Delete Salary Details - Annexure-II

Default Deductees | All Deductees | **Add New Deductees**

Add Deductee Rows for(Salary)

Deductee Added/Saved successfully

In the absence of valid PAN for the newly added deductee row, kindly enter "PANNOTAVBL"

Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

PAN of the employee* (1)	Name of employee (2)	Deductee Type* (3)	Date from which employed with current employer* (4)	Date to which employed with current employer* (5)	Gross Salary as per provisions contained in sec.17(1) (₹) (6)	Value of prerequisites [section 17(2)](as per FormNo.12 BA, wherever applicable) (₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable) (₹) (8)	Total amount of gross salary received from current employer (₹) (9)	Reported total amount of salary received from other employer(s) (₹)* (10)	Total Amount of Salary (₹)* (11) (9+10)	Travel concession or assistance [section 10(5)](₹) (12)	Death-cum-retirement gratuity [section 10(10)](₹) (13)	Comm. val. pens [sec 10(10) (1-
ABCPA1234D	MAYANK3 DHAYA PA	S	26-Jul-2018	31-Jul-2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Add Deductee Row | Update Deductee | Remove Deductee Row

View Default Summary

Proceed to correction statement

Submit Correction Statement

•**Deductee Type** : Select 'S' for resident individual who is in the age bracket of 60-80 years, "O" for age is 80 years or more and "G" for others

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Newly introduced columns from F.Y 2018-19 (contd..)

Default Deductees | All Deductees | **Add New Deductees**

Add Deductee Rows for(Salary)

Deductee record deleted successfully

i In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

i Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

PAN of the employee* (1)	Name of the employee* (2)	Deductee Type* (3)	Date from which employed with current employer* (4)	Date to which employed with current employer* (5)	Gross Salary as per provisions contained in sec.17(1) (₹) (6)	Value of prerequisites [section 17(2)](as per Form No.12 BA, wherever applicable) (₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable) (₹) (8)	Total amount of gross salary received from current employer (₹) (9)	Reported total amount of salary received from other employer(s) (₹)* (10)	Total Amount of Salary (₹)* (9+10)	Travel concession or assistance [section 10(5)](₹) (12)	Death-cum-retirement gratuity [section 10(10)](₹) (13)	Com val pe [se 10(1) (14)
ABCPA1234A	MAYANKI DHAYA SHEKHAWAT	O	29-Jul-2018	31-Jul-2018	2,000,000.00	1,000,000.00	1,000,000.00	4,000,000.00	1,000,000.00	5,000,000.00	1,000.00	1,000.00	1

[Add Deductee Row](#) [Update Deductee](#) [Remove Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

- **Column No. 6:** Gross Salary as per provisions contained in sec.17(1)*
- **Column No. 7:** Value of perquisites [section 17(2)] (as per Form No.12BA, wherever applicable)
- **Column No. 8:** Profits in lieu of salary [section 17(3)] (as per Form No.12BA, wherever applicable)
- **Column No. 12:** Travel concession or assistance [section 10(5)]
- **Column No. 13:** Death-cum-retirement gratuity [section 10(10)]

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Newly introduced columns from F.Y 2018-19 (contd..)

Default Deductees | All Deductees | **Add New Deductees**

Add Deductee Rows for(Salary)

Deductee record deleted successfully

i In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOAVBL'

i Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Sl. No.	Commuted value of pension [section 10(10A)](₹) (14)	Cash equivalent of leave salary encashment [section 10(10AA)] (₹) (15)	House rent allowance [section 10(13A)](₹) (16)	Amount of any other exemption under section 10(₹) (17)	Total amount of exemption claimed under section 10(₹) (18) (12+13+14+15+16+17)	Deduction under Section 16(ia) (₹) (19)	Deduction under Section 16(ii) (Deductible Amount up to Rs. 5000) (₹)* (20)	Deduction under Section 16 (iii) (Deductible Amount up to Rs. 2500) (₹)* (21)	Total of Deduction U/S 16 (₹)* (22) (19+20+21)	Income chargeable under the head salaries (₹)* (23) (11-(18+22))	Income (or admissible loss) from house property reported by employee offered for TDS [section 192(2B)] (₹)* (24)	Income under the head other sources offered for TDS [section 192 (2B)] (₹)* (25)	Gr. In. (26)
00	1,000.00	1,000.00	1,000.00	1,000.00	6,000.00	40,000.00	5,000.00	2,500.00	47,500.00	4,946,500.00	1,000.00	1,000.00	4

Add Deductee Row **Update Deductee** **Remove Deductee Row**

[View Default Summary](#)

Proceed to correction statement

[Submit Correction Statement](#)

- **Column No. 14:** Commuted value of pension [section 10(10A)]
- **Column No. 15:** Cash equivalent of leave salary encashment [section 10(10AA)]
- **Column No. 16:** House rent allowance [section 10(13A)]
- **Column No. 17:** Amount of any other exemption under section 10
- **Column No. 18:** Total amount of exemption claimed under section 10
- **Column No. 22:** Total of Deduction U/S 16
- **Column No. 25:** Income under the head other sources offered for TDS [section 192 (2B)]

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Newly introduced columns from F.Y 2018-19 (contd..)

1 In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOAVBL'

1 Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Gross Total Income (₹) ⁺ (23+24+25)	Deduction in respect of life insurance premia, contributions to provident fund etc.(section 80C) (₹) ⁺ (27)	Deduction in respect of contribution to certain pension funds(section 80CCC) (₹) ⁺ (28)	Deduction in respect of contribution by taxpayer to notified pension scheme[section 80CCD(1)] (₹) ⁺ (29)	Deduction in respect of amount paid/deposited under notified pension scheme[section 80CCD(1B)] (Deductible Amount up to Rs.50000) (₹) ⁺ (30) ★	Deduction in respect of contribution by employer to notified pension scheme[section 80CCD(2)] (₹) ⁺ (31) ★	Deduction in respect of health insurance premia(section 80D) (₹) ⁺ (32) ★	Deduction in respect of interest on loan taken for higher education(section 80E)(₹) ⁺ (33) ★	Total deduction in respect of donations to certain funds, charitable institutions ,etc. (section 80G)(₹) ⁺ (34) ★	Deduction in respect of interest on deposits in savings account(section 80TTA)(₹) ⁺ (35) ★	Amount Deductible under section 80CCG (₹) ⁺ (36)	Amount deductible under any other provision(s) of Chapter VI-A(Other Deductions) (₹) ⁺ (37)	Total Amount of Deductible under chapter VI-A (₹) ⁺ (27+28+29+30+31+32+33+34+35 +36+37)
4,948,500.00	75,000.00	70,000.00	5,000.00	100.00	1,000.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	10,000.00	167,100.00

[Add Deductee Row](#) [Update Deductee](#) [Remove Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

- **Column No. 30:** Deduction in respect of amount paid/deposited under notified pension scheme [section 80CCD(1B)] (Deductible Amount up to Rs. 50000)
- **Column No. 31:** Deduction in respect of contribution by employer to notified pension scheme [section 80CCD(2)]
- **Column No. 32:** Deduction in respect of health insurance premia (section 80D)
- **Column No. 33:** Deduction in respect of interest on loan taken for higher education (section 80E)
- **Column No. 34:** Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G)
- **Column No. 35:** Deduction in respect of interest on deposits in savings account (section 80TTA)

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Newly introduced columns from F.Y 2018-19 (contd..)

1 In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

1 Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Total Taxable Income (₹)* (39) (26-38)	Income tax on Total Taxable Income (₹)* (40)	Rebate under section 87A,(if applicable)(₹)* (41)	Surcharge (₹)* (42)	Health and education cess (₹)* (43)	Total Tax Payable (₹)* (44) (40-41+42+43)	Income Tax Relief under section 89 when salary etc is paid in arrear or in advance (₹)* (45)	Net Tax Payable (₹)* (46) (44-45)	Total amount of TDS by current employer for whole year (aggregate total tax deducted amount Anx-1 for all quarters in respect of each employee) (₹)* (47)	Reported amount of TDS by other employer(s) or deductor(s) (income in respect of which included in computing total taxable income in col.39) (₹)* (48)	Total amount of Tax Deducted at source for the whole year (₹)* (49) (47+48)
4,781,400.00	100.00	0.00	1,000.00	1,050.00	2,150.00	1,000.00	1,150.00	1,000.00	1,000.00	2,000.00

Page 1 of 1

[Add Deductee Row](#)
[Update Deductee](#)
[Remove Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

- **Column No. 44:** Total Tax Payable

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Newly introduced columns from F.Y 2018-19 (contd..)

Default Deductees | All Deductees | **Add New Deductees**

Add Deductee Rows for(Salary)

Deductee record deleted successfully

i In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

i Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

of at e) ^a	Shortfall in Tax Deduction (+) / Excess Tax Deduction (-) (₹) ^a (50) (46-49)	Whether tax deducted at higher rate due to non furnishing of PAN by deductee (₹) ^a (51) (51)	'Action Status' (52)	Whether contributions paid by the trustees of an approved superannuation fund (53) (53)	Name of the superannuation fund (54) (54)	Date from which the employee has contributed to the superannuation fund (55) (55)	Date to which the employee has contributed to the superannuation fund (56) (56)	The amount of contribution repaid on account of principal and interest (57) (57)	The average rate of deduction of tax during the preceding three years (58) (58)	The amount of tax deducted on repayment of Superannuation fund (59) (59)	G i c o r a p r i n t sup
.00	-850.00	Y		N				0.00	0.00	0.00	

[Add Deductee Row](#) | [Update Deductee](#) | [Remove Deductee Row](#)

[View Default Summary](#)

Proceed to correction statement

[Submit Correction Statement](#)

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

1 In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

1 Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Gross total income including contribution repaid on account of principal and interest from superannuation fund (60)	Whether house rent allowance claim (aggregate payment) exceeds rupees one lakh during previous year (61)	PAN of Landlord (1) (62)	Name of landlord (1) (63)	PAN of Landlord (2) (64)	Name of landlord (2) (65)	PAN of Landlord (3) (66)	Name of landlord (3) (67)	PAN of landlord (4) (68)	Name of Landlord (4) (69)	Whether Interest paid to the lender under the head 'Income from house property' (70)	PAN of lender (1) (71)	Name of lender (1) (72)
0.00	N									N		

[Add Deductee Row](#) [Update Deductee](#) [Remove Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

Deductee record deleted successfully

i In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

i Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Sl. No. (2)	PAN of Landlord (3) (66)	Name of landlord (3) (67)	PAN of landlord (4) (68)	Name of Landlord (4) (69)	Whether Interest paid to the lender under the head 'Income from house property' (70)	PAN of lender (1) (71)	Name of lender (1) (72)	PAN of lender (2) (73)	Name of lender (2) (74)	PAN of lender (3) (75)	Name of lender (3) (76)	PAN of lender (4) (77)	Name of lender (4) (78)
					N								

View 1 - 1 of 1

[Add Deductee Row](#) [Update Deductee](#) [Remove Deductee Row](#)

[View Default Summary](#)

Proceed to correction statement

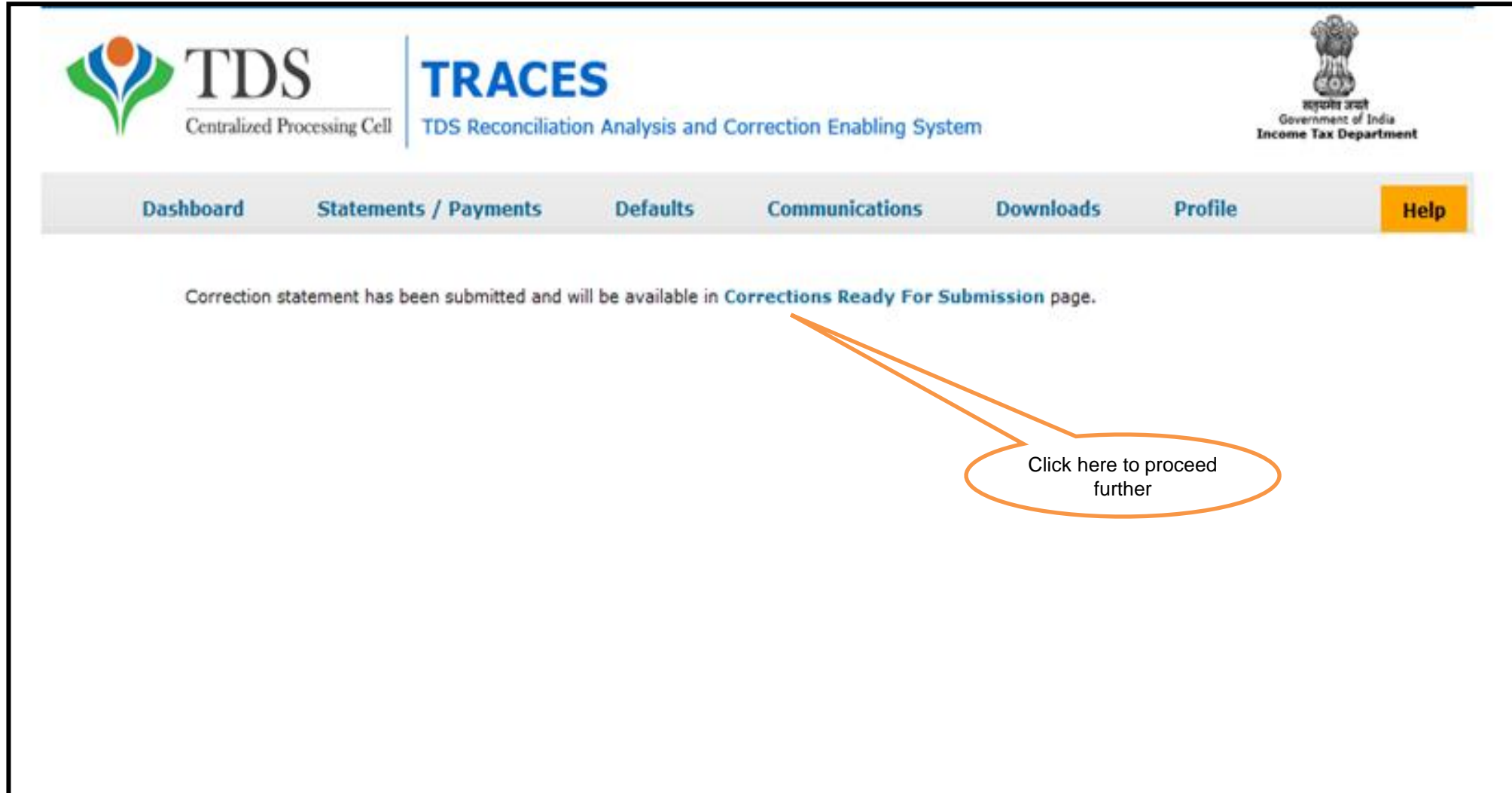
[Submit Correction Statement](#)

After saving Deductee click here to add /save Deductee details successfully

Click here to submit correction Statement

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

After submitting correction below message will display on screen



The screenshot displays the TDS TRACES portal interface. At the top left, there is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). At the top right, there is the Government of India Income Tax Department logo. Below the logos is a navigation menu with the following items: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main content area shows a message: "Correction statement has been submitted and will be available in [Corrections Ready For Submission](#) page." An orange arrow points from a callout box containing the text "Click here to proceed further" to the underlined link in the message.

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Select a row and click on 'View Statement' button to view Action Summary

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are logos for TDS Centralized Processing Cell and the Government of India Income Tax Department. A navigation bar includes links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main heading is "Correction Statements Ready For Submission". Below this, an instruction states: "Select a row and click on 'View Statement' to view Action Summary screen for the statement". A table with the following data is shown:

Financial Year	Quarter	Form Type	User Id
2018-19	Q4	24Q	CM8G05798C@

Below the table are two buttons: "View Statement" and "Cancel Statement". Three callouts are present: one pointing to the "View Statement" button with the text "Click here to proceed further", one pointing to the "Cancel Statement" button with the text "Click here to cancel statement", and one pointing to the first row of the table with the text "Click on row".

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Action Summary- Sub-User log in

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are logos for TDS Centralized Processing Cell and the Government of India Income Tax Department. A navigation bar includes links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main section is titled 'File Correction' and contains a form with the following fields:

TAN	<input type="text"/>	Original RRR Number	3399XXXXXXXX5965	Latest RRR Number	4100XXXXXXXX1322
Financial Year	2018-19	Quarter	Q4	Form Type	24Q

Below the form, there is a 'Type of Correction' dropdown menu set to '----Select----' and a 'View Details' button. The main heading for the summary is 'Action Summary for Q4 of FY 2018-19 for Form 24Q'. The summary table is as follows:

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

At the bottom left, there is a 'Submit To Admin' button. Two callout boxes provide instructions: one points to the 'Submit To Admin' button with the text 'Click here to submit correction to Admin User', and another points to the 'View Corrections' links in the table with the text 'Click here to view corrected details'.

Above Screen will appear in case where correction submitted by Sub-user and status under Track Correction Request will be shown as "Submitted to Admin User".

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Action Summary - Admin-User log in

The screenshot displays the TRACES TDS portal interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department. A navigation bar includes links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main content area is titled 'File Correction' and contains a form with fields for TAN, Financial Year, Original RRR Number, Quarter, Latest RRR Number, and Form Type. Below the form is a dropdown menu for 'Type of Correction' and a 'View Details' button. The section is titled 'Action Summary for Q4 of FY 2018-19 for Form 24Q'. Underneath, there is an 'Action Summary' table with two columns: 'Correction Type' and 'Change'. The table lists 'Personal Information', 'PAN Errors', and 'Deductee Changes', each with a 'View Corrections' link. A 'Confirm' button is located at the bottom left. Two callouts with orange borders point to the 'View Corrections' link for 'Deductee Changes' and the 'Confirm' button, with text explaining their functions.

TAN **Original RRR Number** 3399XXXXXXXX5965 **Latest RRR Number** 4100XXXXXXXX1322

Financial Year 2018-19 **Quarter** Q4 **Form Type** 24Q

Type of Correction [View Details](#)

Action Summary for Q4 of FY 2018-19 for Form 24Q

Action Summary

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

[Confirm](#)

Click here to view corrected details

Click here to confirm the correction

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

After confirmation of correction click on “Submit for Processing” button

The screenshot displays the TDS TRACES interface. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main heading is 'Action Summary for Q4 of FY 2018-19 for Form 24Q'. Below this is a table with two columns: 'Correction Type' and 'Change'. The table lists 'Personal Information', 'PAN Errors', and 'Deductee Changes', each with a 'View Corrections' link. Below the table are three buttons: 'Submit for Processing', 'Edit Correction Statement', and 'Back'. Two callouts are present: one pointing to 'Submit for Processing' with the text 'Click here to submit the correction', and another pointing to 'Edit Correction Statement' with the text 'Click here to edit the correction'.

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

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

Click here to submit the correction

Click here to edit the correction

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Web signer window will be displayed to validate the DSC

The screenshot shows the TDS TRACES web interface. The main page includes the TDS logo, the text 'Centralized Processing Cell', and the TRACES logo 'TDS Reconciliation Analysis and Correction Enabling System'. The Government of India logo and 'Income Tax Department' are also visible. The navigation menu includes 'Dashboard' and 'Statements / Pay'. A sidebar on the left shows 'Action Summary' with options like 'Personal Information', 'PAN Errors', and 'Deductee Changes'. A 'Help' button is in the top right. A timestamp '019, 11:34 AM' is displayed.

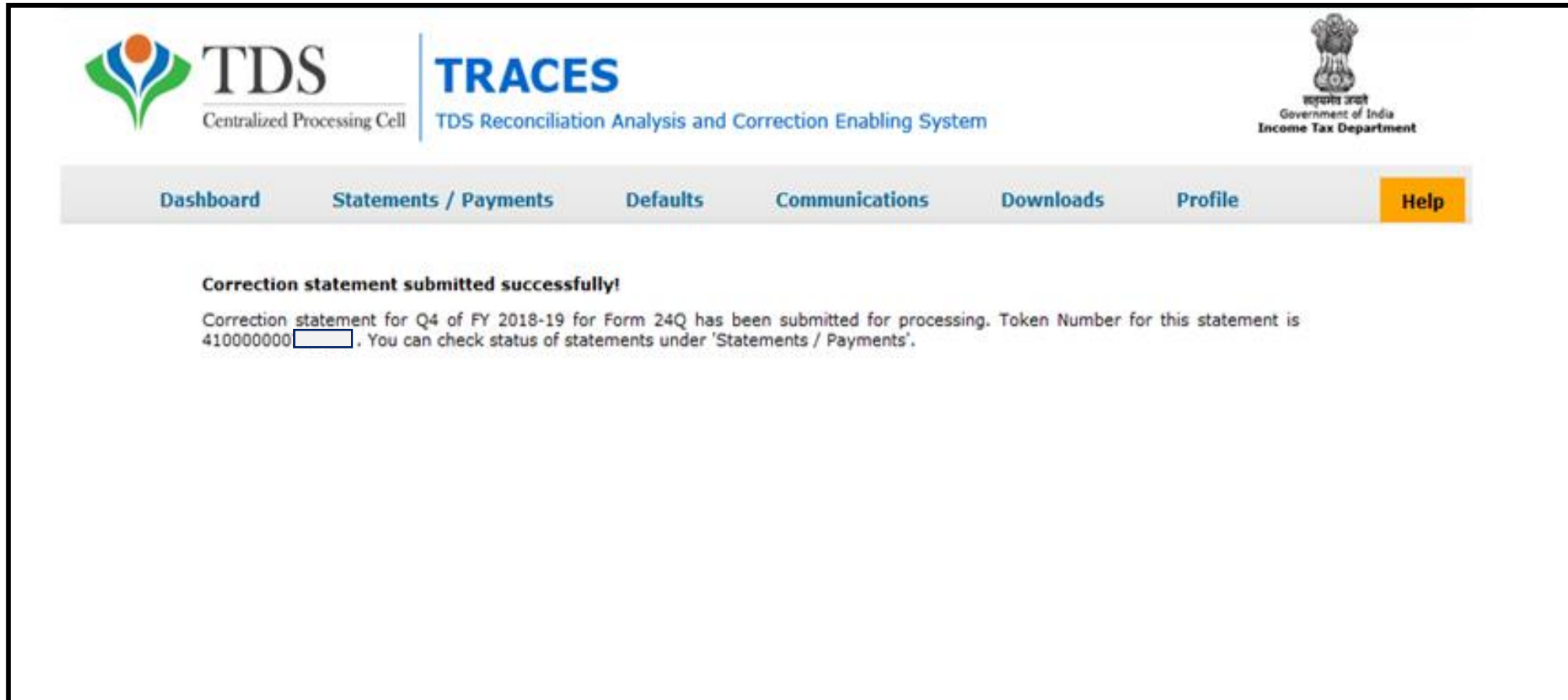
An 'emSigner' window is overlaid on the page. It contains the TDS logo and the text 'Content to Sign:'. Below this is a text field with the content: 'SCM^WF^180810^RDYSUB^10041884^2019-06-26 11:35:36.0^24Q^^4100000007'. Below the text field is a 'Certificate Store' section with a table of certificates:

Common Name	Issuer Name	Serial No	Expiry Date
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020
test11	e-Mudhra Sub CA for Cl...	1748778a31	02-07-2020

At the bottom of the window are buttons for 'View Certificate', 'Sign', and 'Cancel'. Two callout boxes with orange borders point to the table and the 'Sign' button. The first callout says 'Select the signature' and points to the first row of the table. The second callout says 'Click here to validate DSC' and points to the 'Sign' button.

5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

“Correction statement submitted successfully” message will appear on the screen after final submission correction



The screenshot displays the TDS TRACES portal interface. At the top left, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are visible. On the top right, the Government of India Income Tax Department logo is present. A navigation bar contains the following tabs: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main content area shows a success message: "Correction statement submitted successfully!". Below this, it states: "Correction statement for Q4 of FY 2018-19 for Form 24Q has been submitted for processing. Token Number for this statement is 410000000 [redacted]. You can check status of statements under 'Statements / Payments'."

Note: Please note down the Token Number for future reference. Deductor can check the status under “Track Correction Request” option available under “Defaults” tab.

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 - 1800103 0344
Land Line Number - 0120 4814600