E-Tutorial

1. Important Information on Online Correction - Add/Delete Salary Details- Annexure-II.
2. Most Common Error While filing Online Correction.
3. Brief Steps for Online Correction - Add/Delete Salary Details- Annexure-II.
4. Status of Online Correction Requests.
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II.

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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

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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: - 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".

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

Error Description	Explanation
Increase in amount claimed as interest , amount claimed as other and Levy should not be greater than the remaining available balance in challan.	This error occurs when Deductor claims more than the remaining available balance of the challan.
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.	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.
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.	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.
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).	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. OR Incorrect TAN or Assessment Year is mentioned on challan, please contact A.O for challan correction

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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.

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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.

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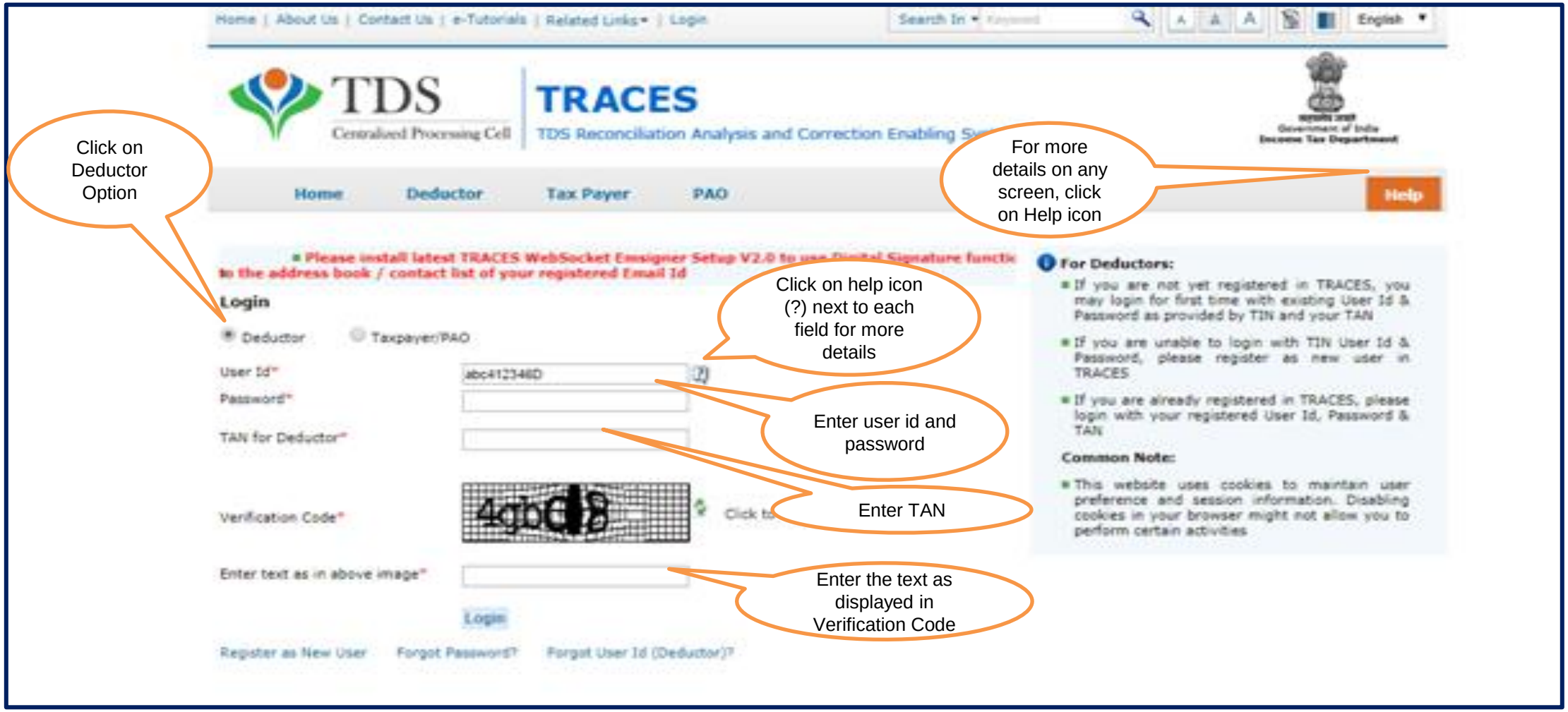
5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

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



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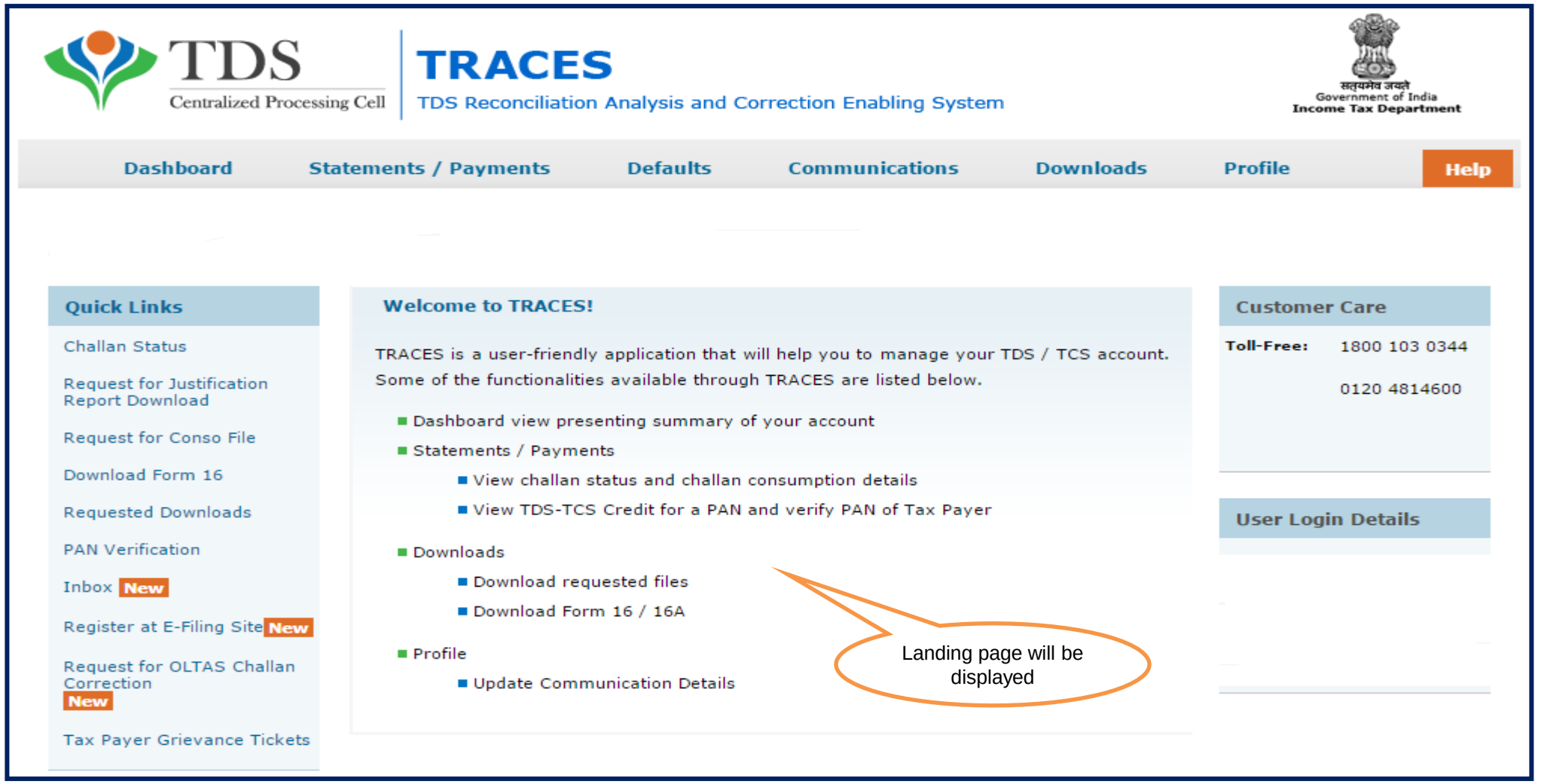
5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

Welcome Page



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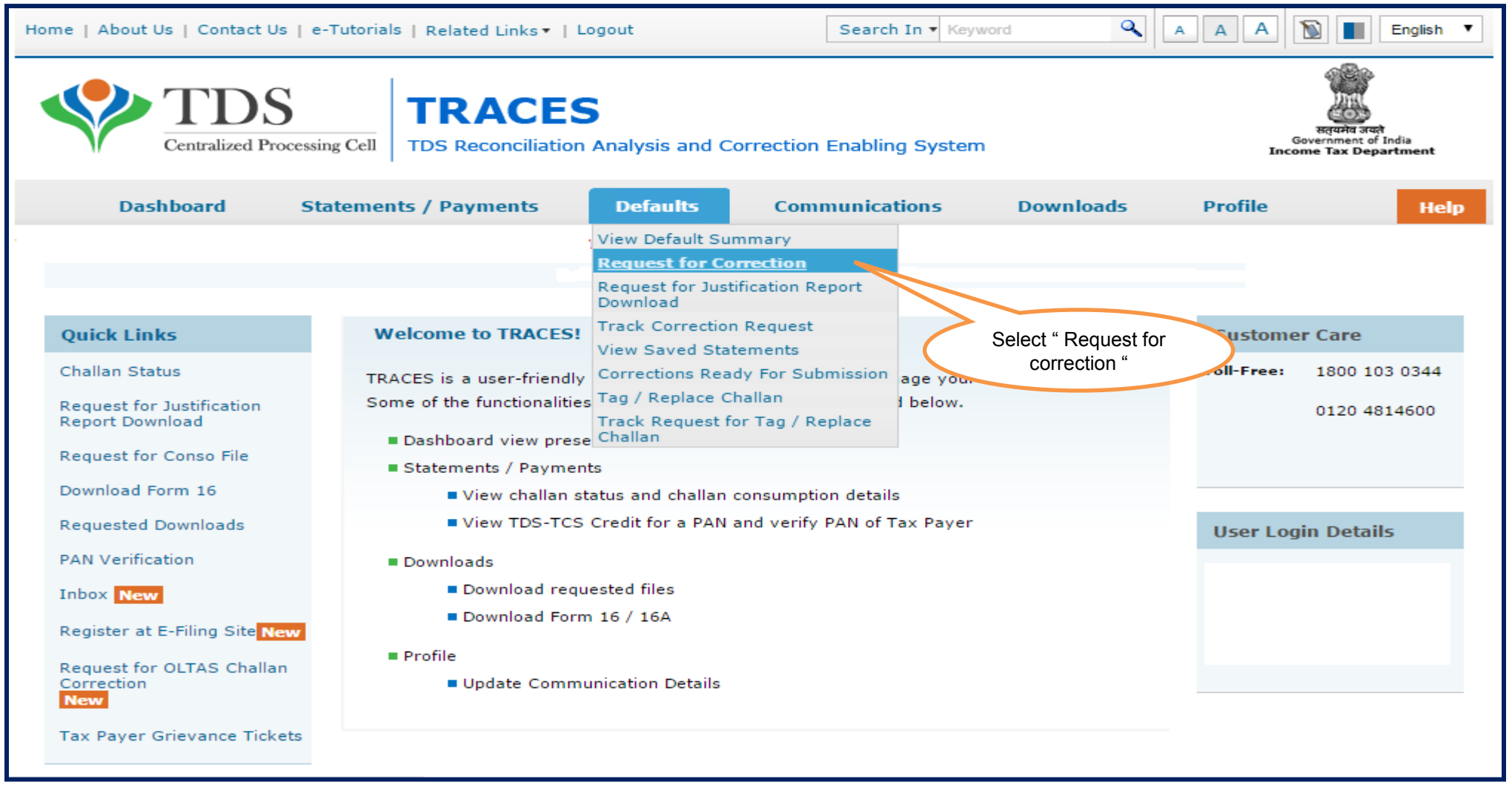
5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

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



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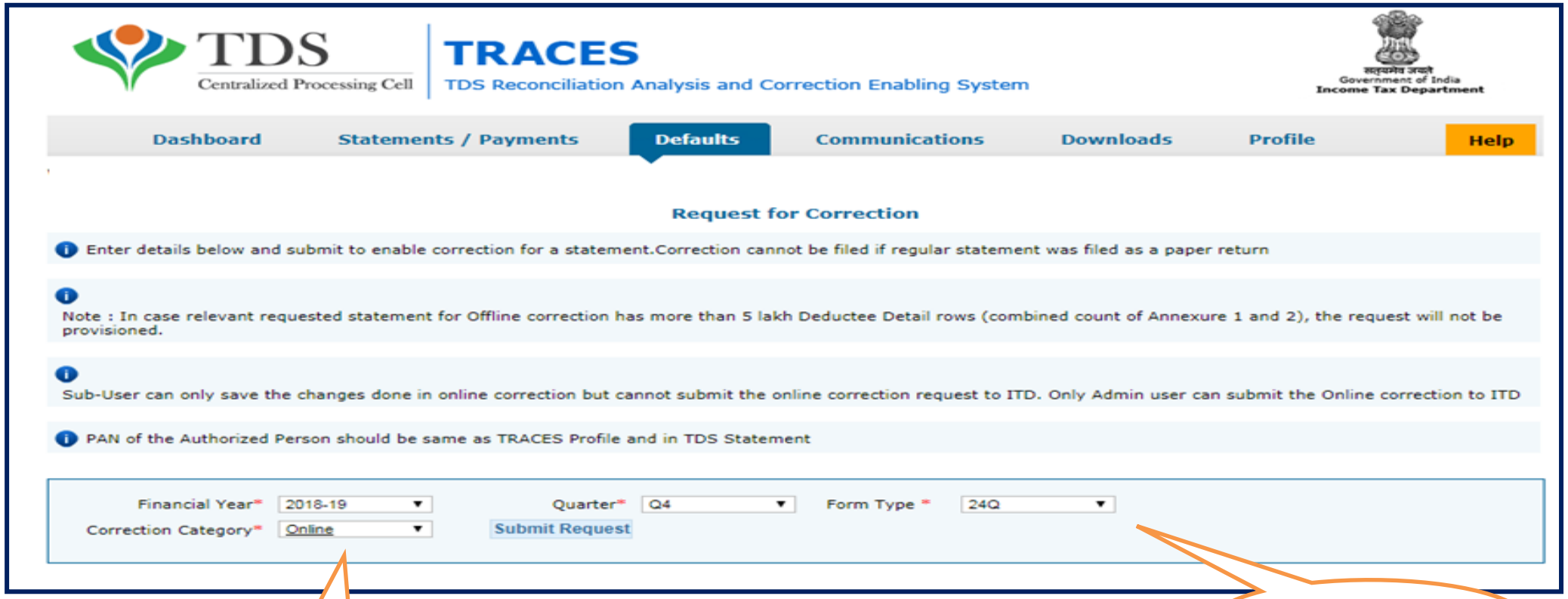
5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

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



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

Click on Submit Request

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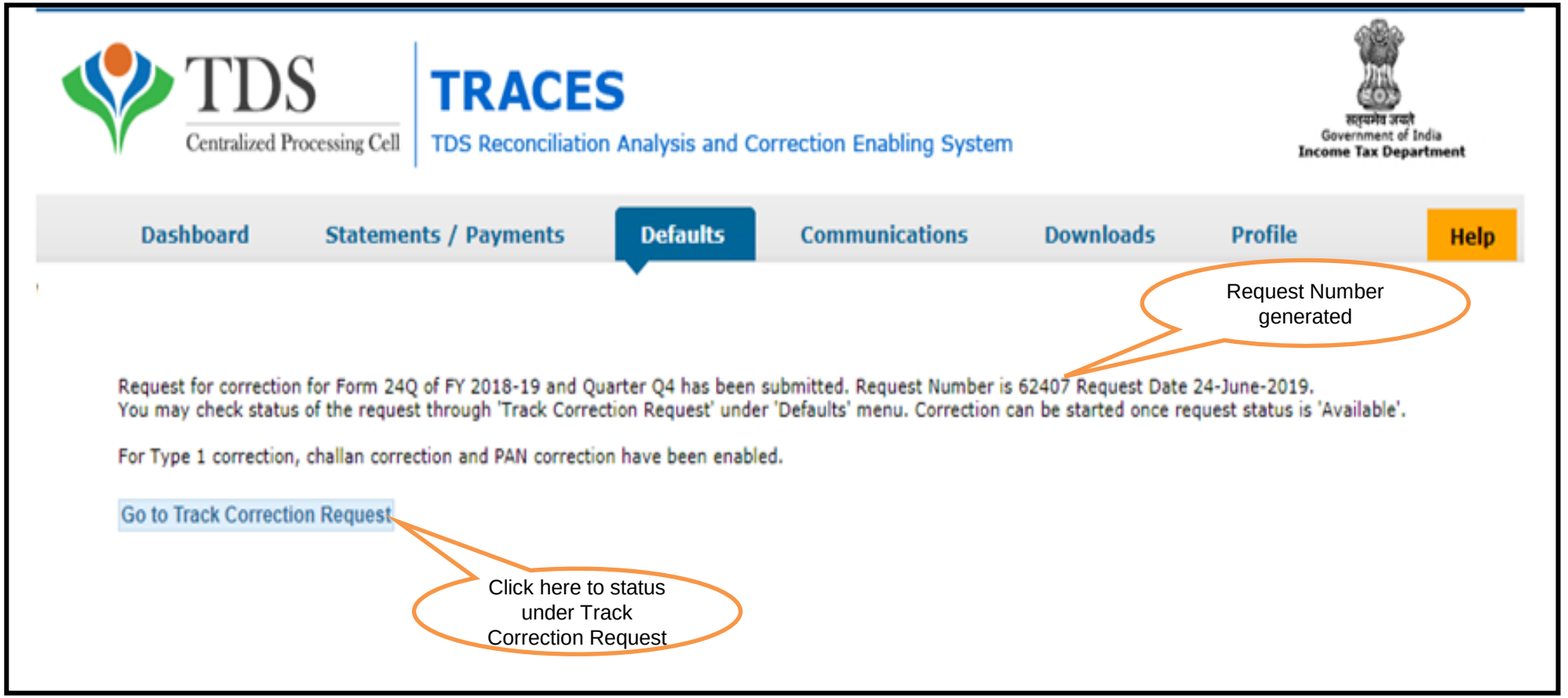
5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

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



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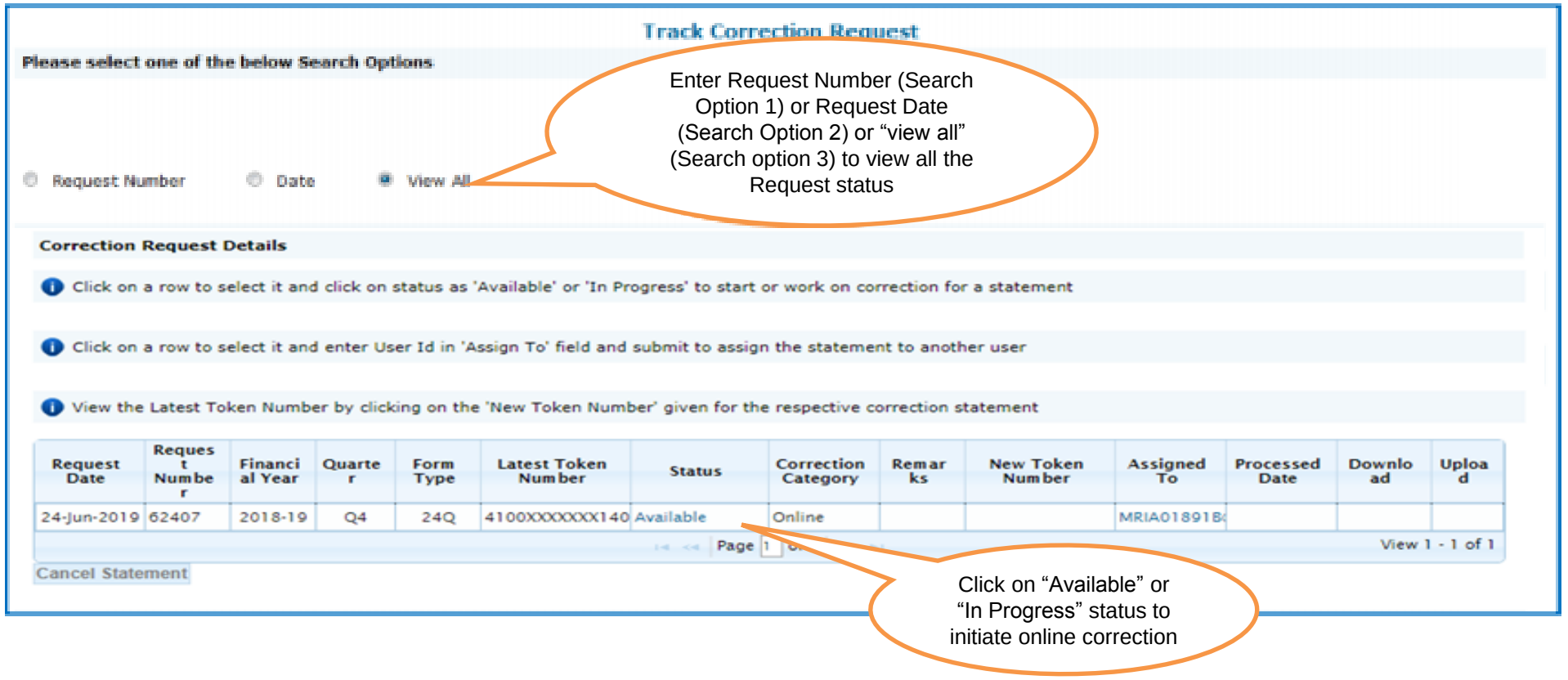
5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

Step 3(Contd.): Request will be available under "Track Correction 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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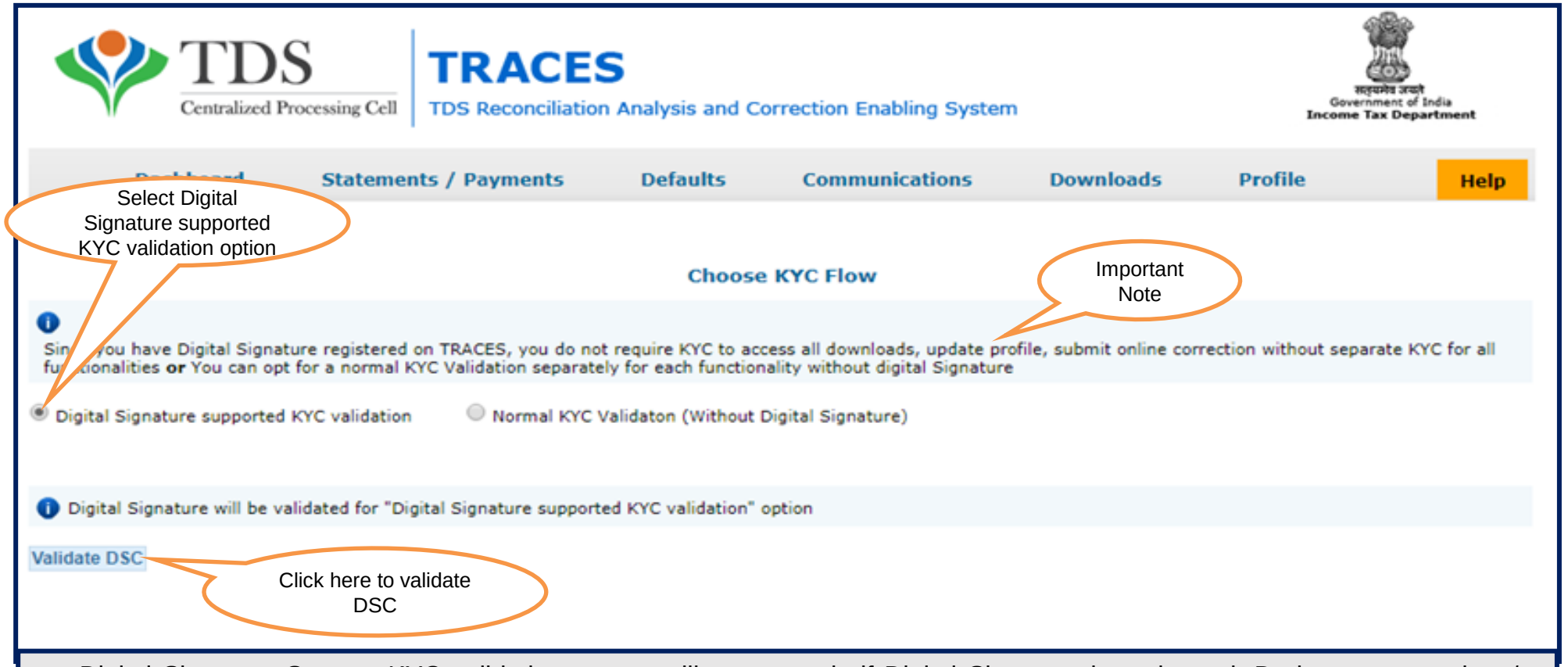
5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

Step 4: Validate KYC using DSC supported KYC option.



- 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

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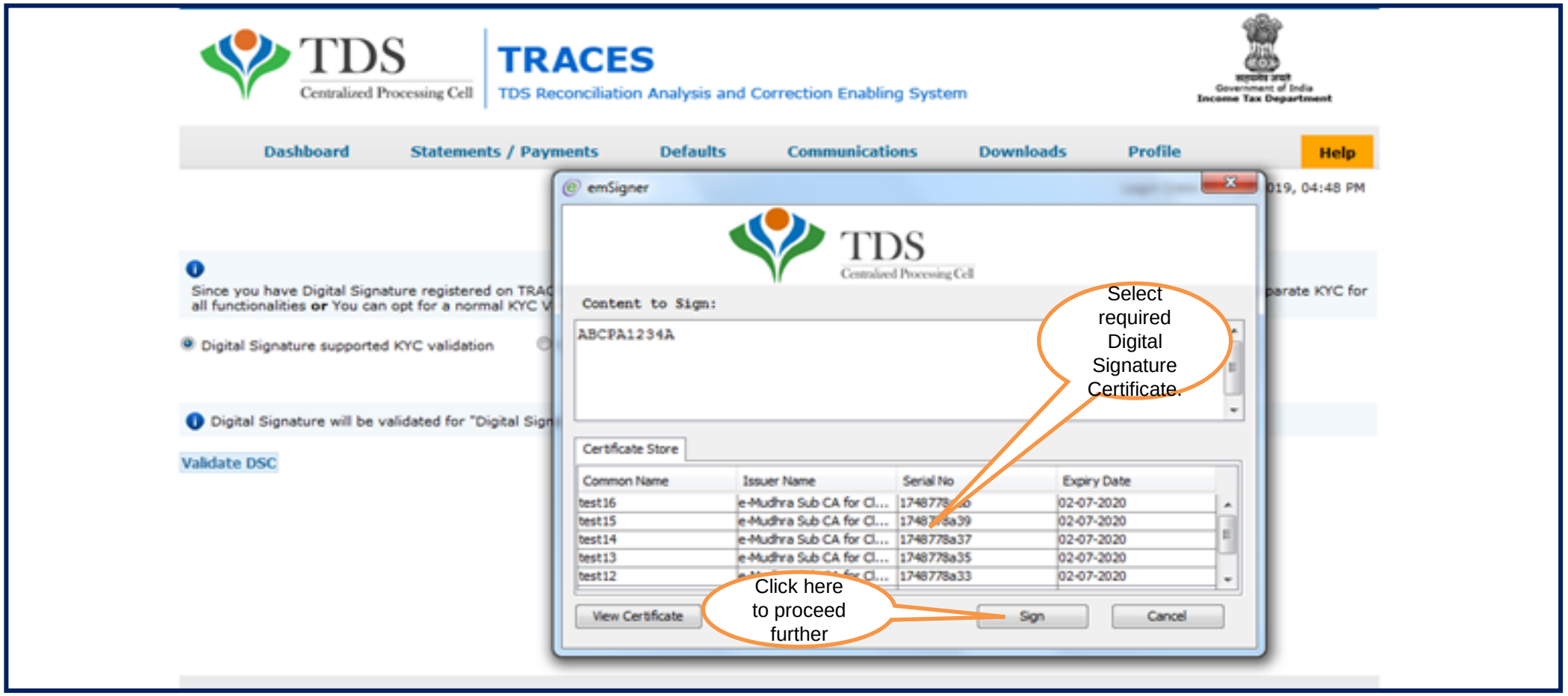
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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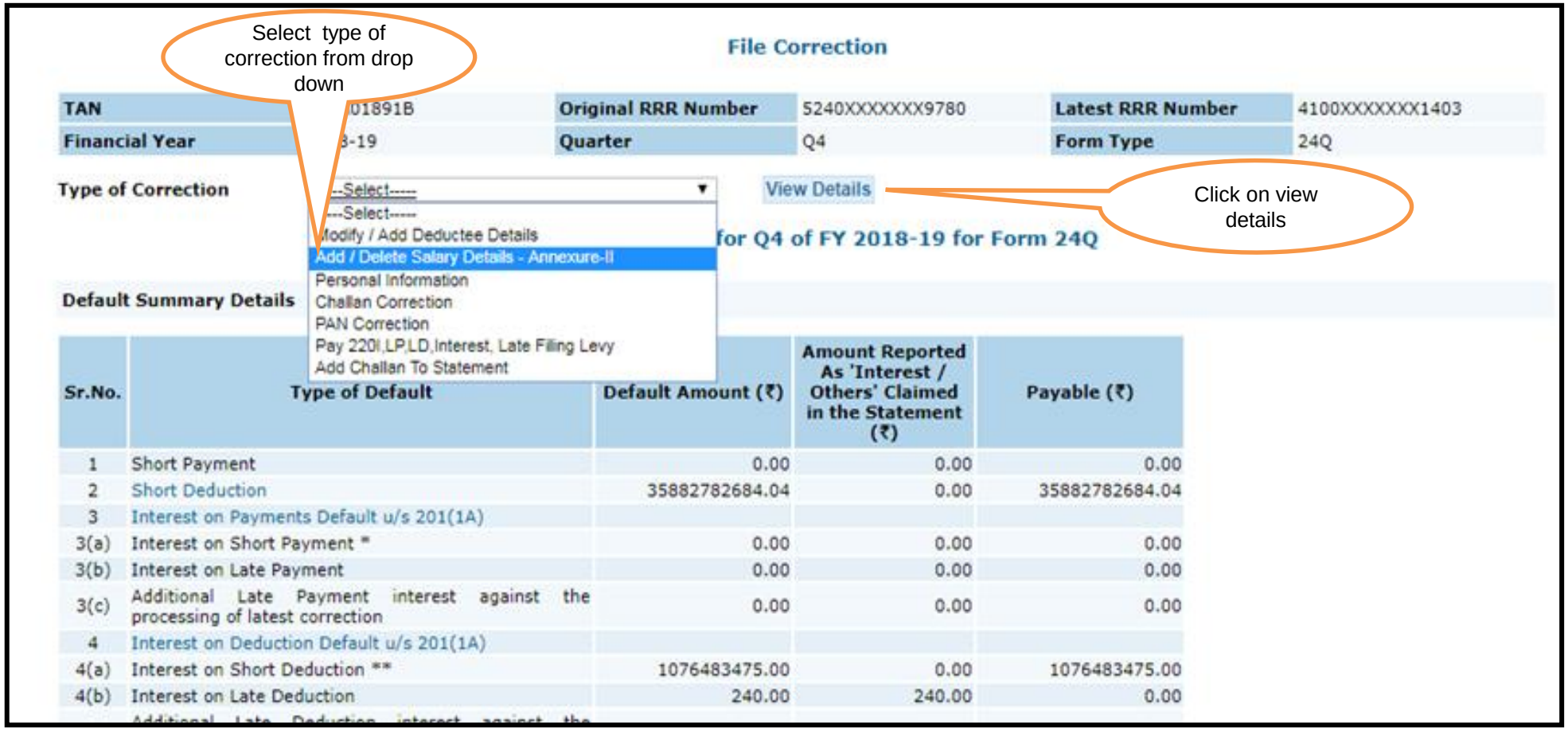
5. Pictorial guide for Online Correction - Add/Delete Salary Details Annexure-II

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



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

Add /Delete Salary Detail – Annexure II : Default Deductee

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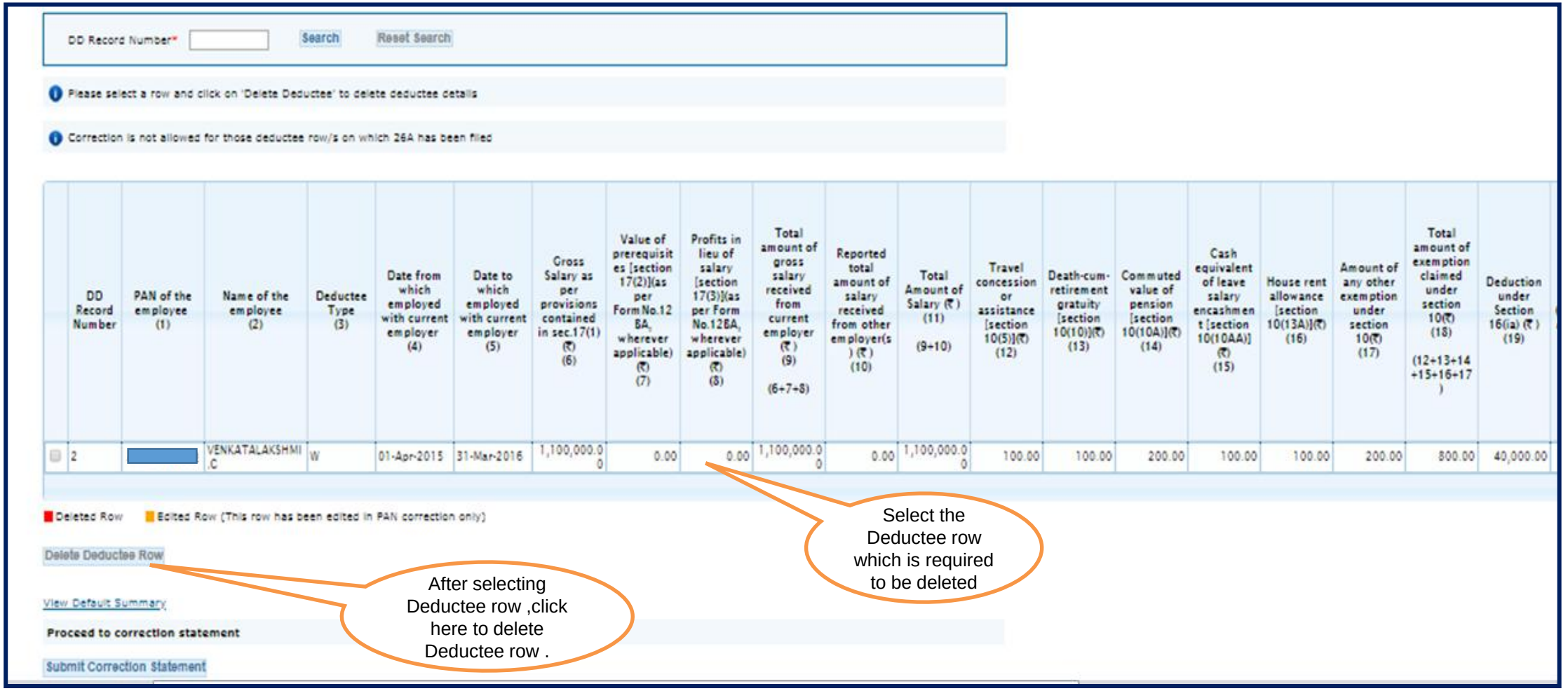
5. Pictorial guide for Online Correction - Add/delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Default Deductee



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

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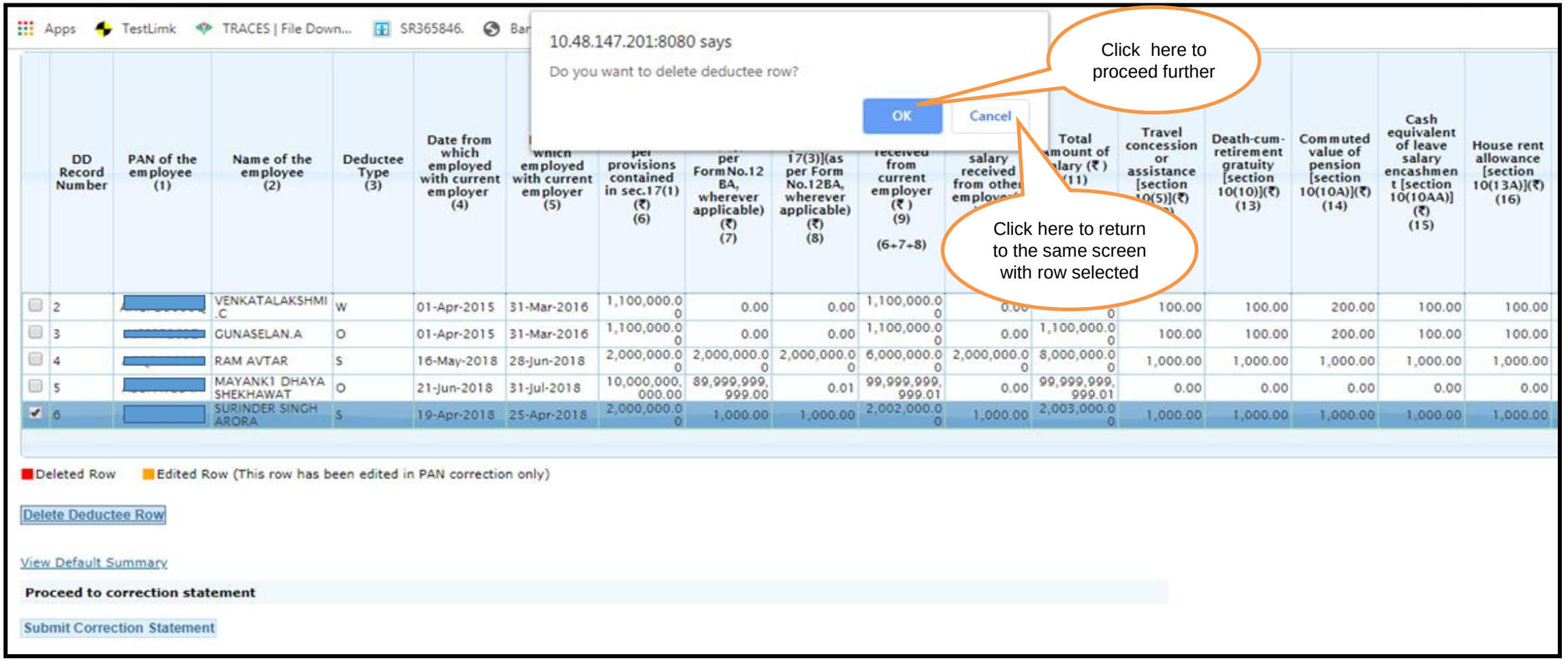
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



	DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	which employed with current employer (5)	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)	from current employer (₹) (9) (6+7+8)	salary received from other	Total amount of salary (₹) (11)	Travel concession or assistance [section 10(5)](₹)	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)
☐	2	[redacted]	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
☐	3	[redacted]	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
☐	4	[redacted]	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
☐	5	[redacted]	MAYANK1 DHAYA SHEKHAWAT	O	21-Jun-2018	31-Jul-2018	10,000,000,000.00	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
☑	6	[redacted]	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

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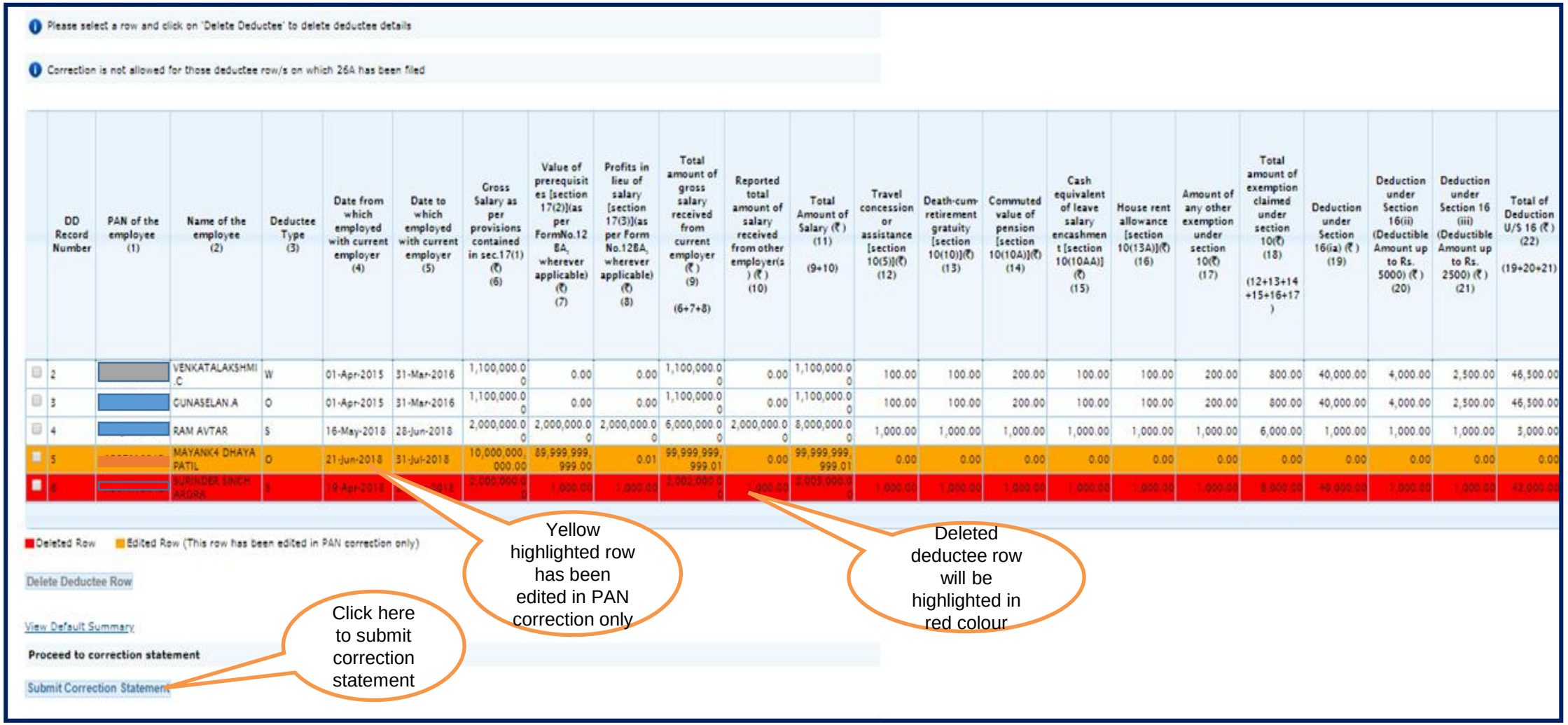
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : Default Deductee



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 FormNo.12BA, 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)	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)
2	[redacted]	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	[redacted]	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	[redacted]	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	[redacted]	MAYANK4 DHAYA PATIL	O	21-Jun-2018	31-Jul-2018	10,000,000,000.00	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	[redacted]	SURINDER SINGH ARORA	S	19-Apr-2018	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

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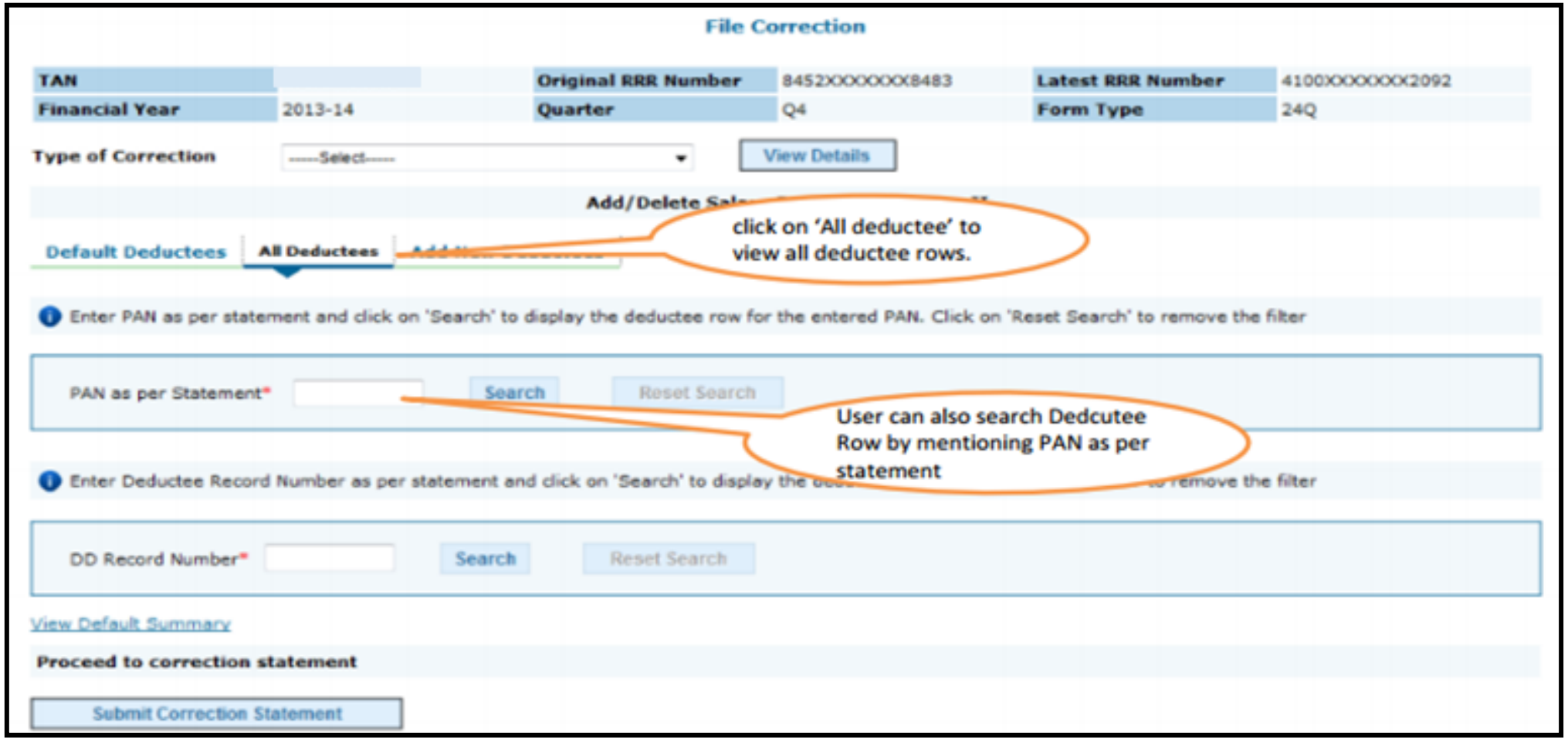
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : All Deductee



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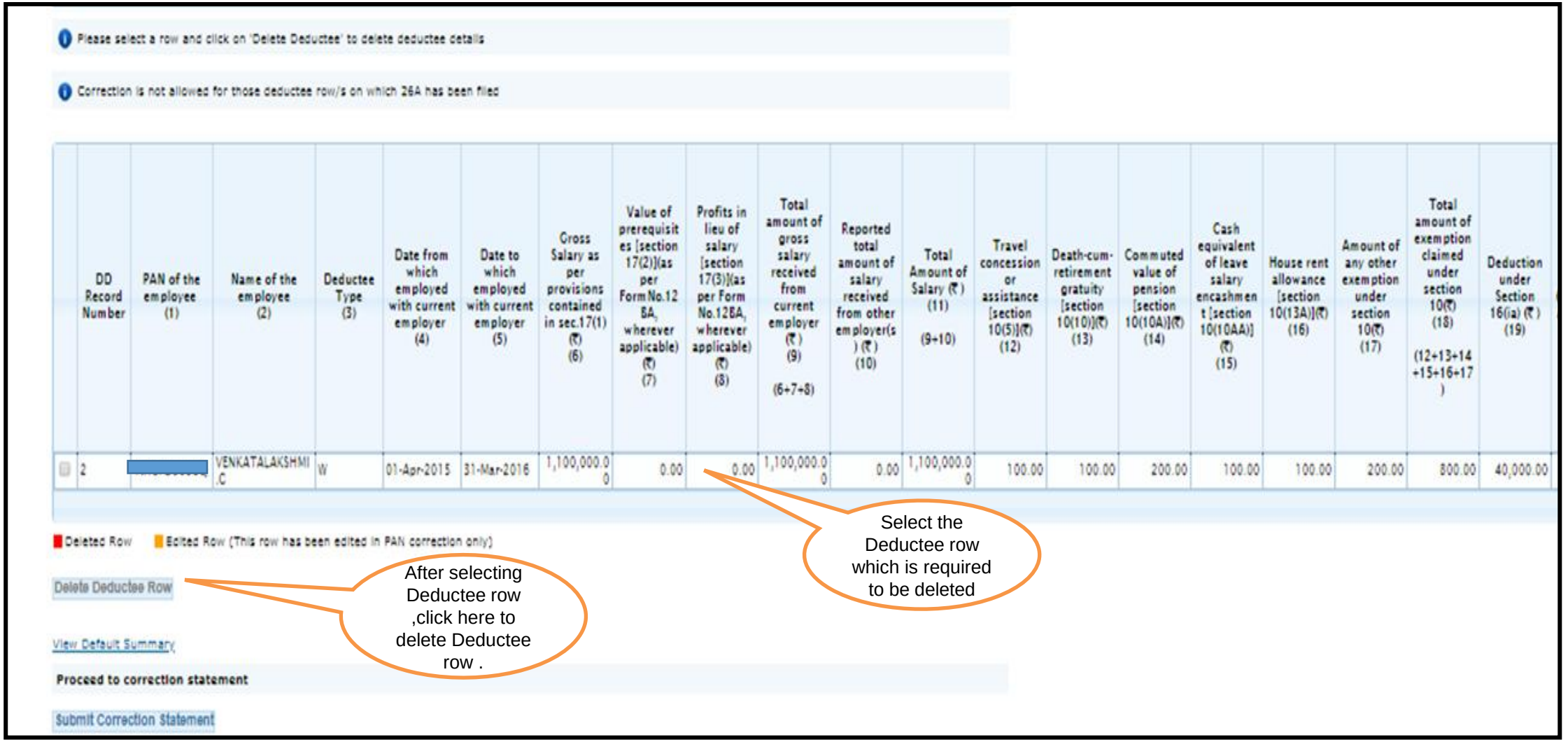
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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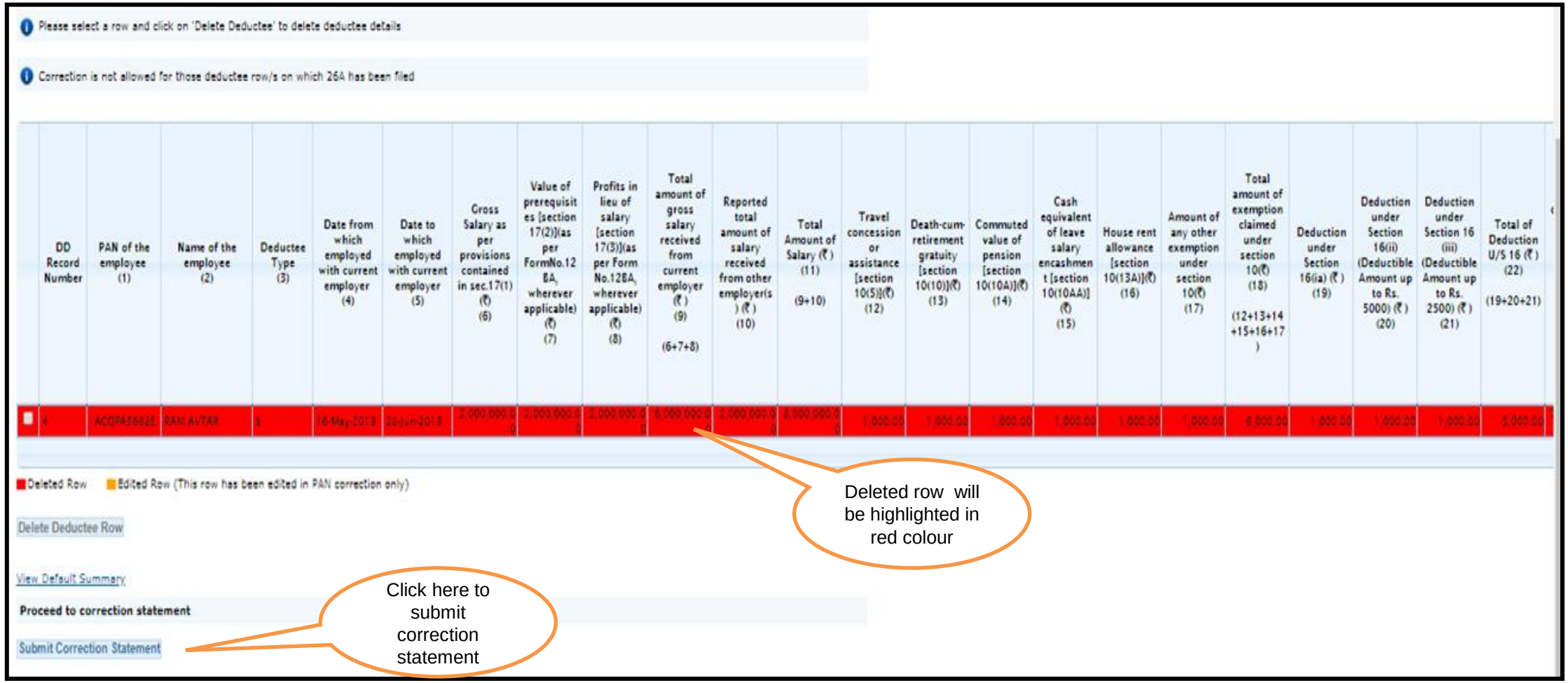
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : All Deductee



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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.

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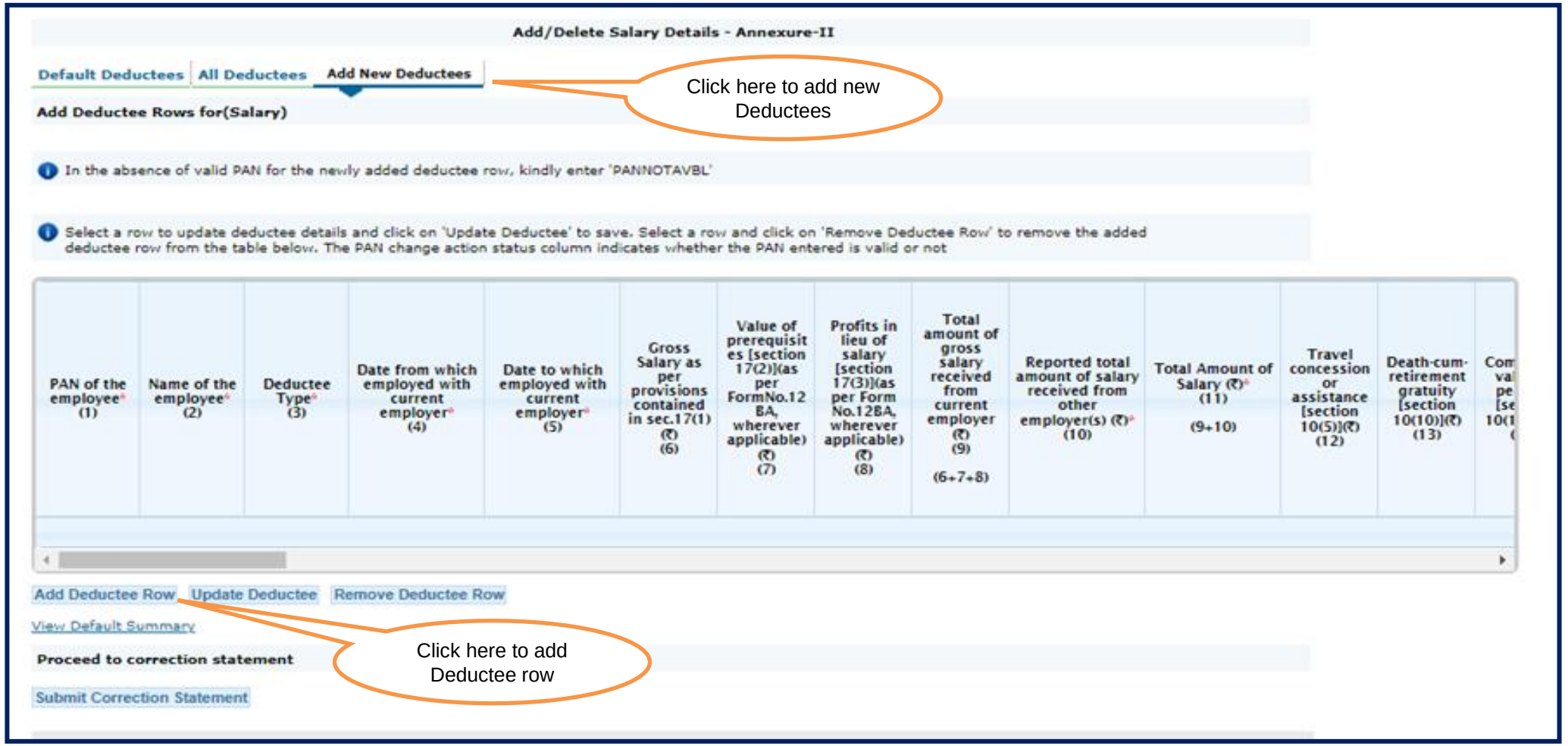
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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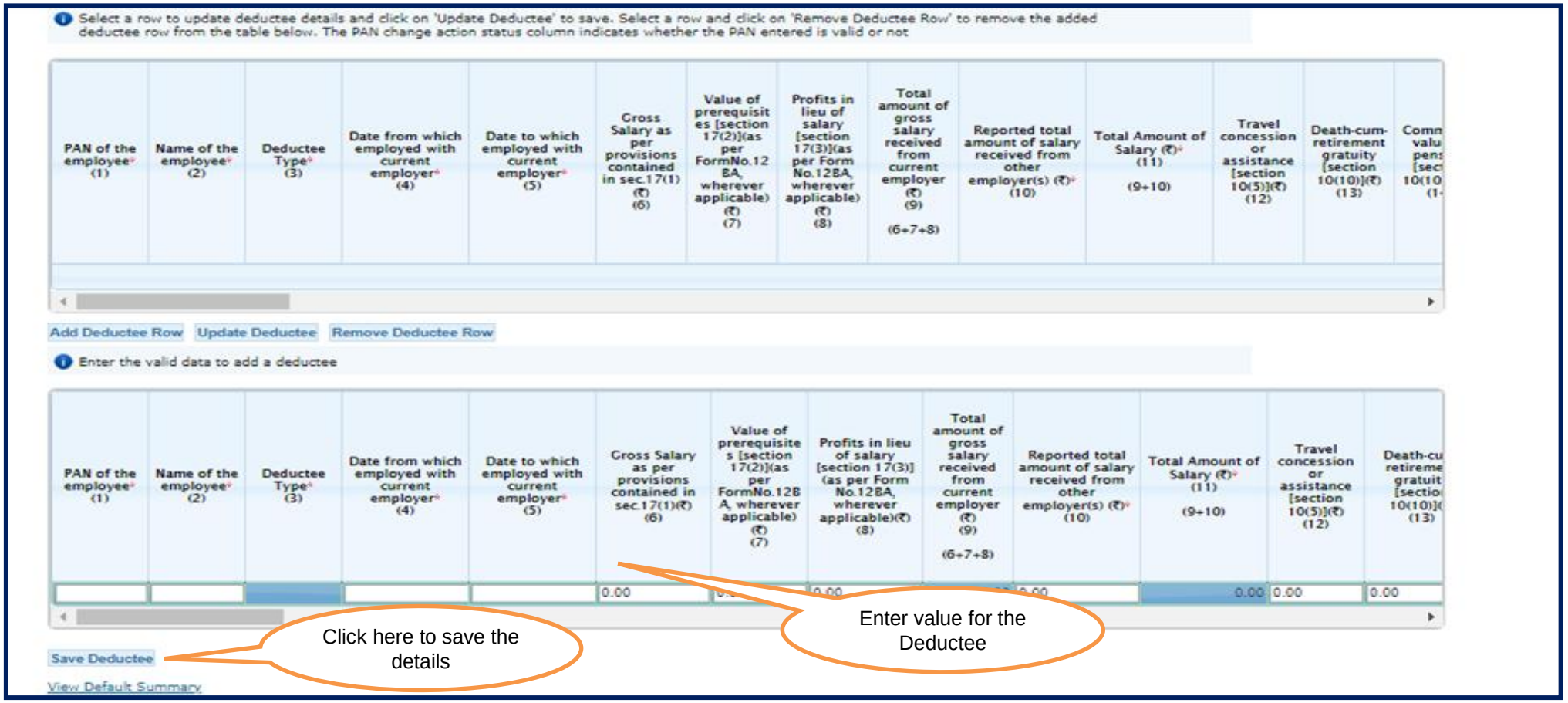
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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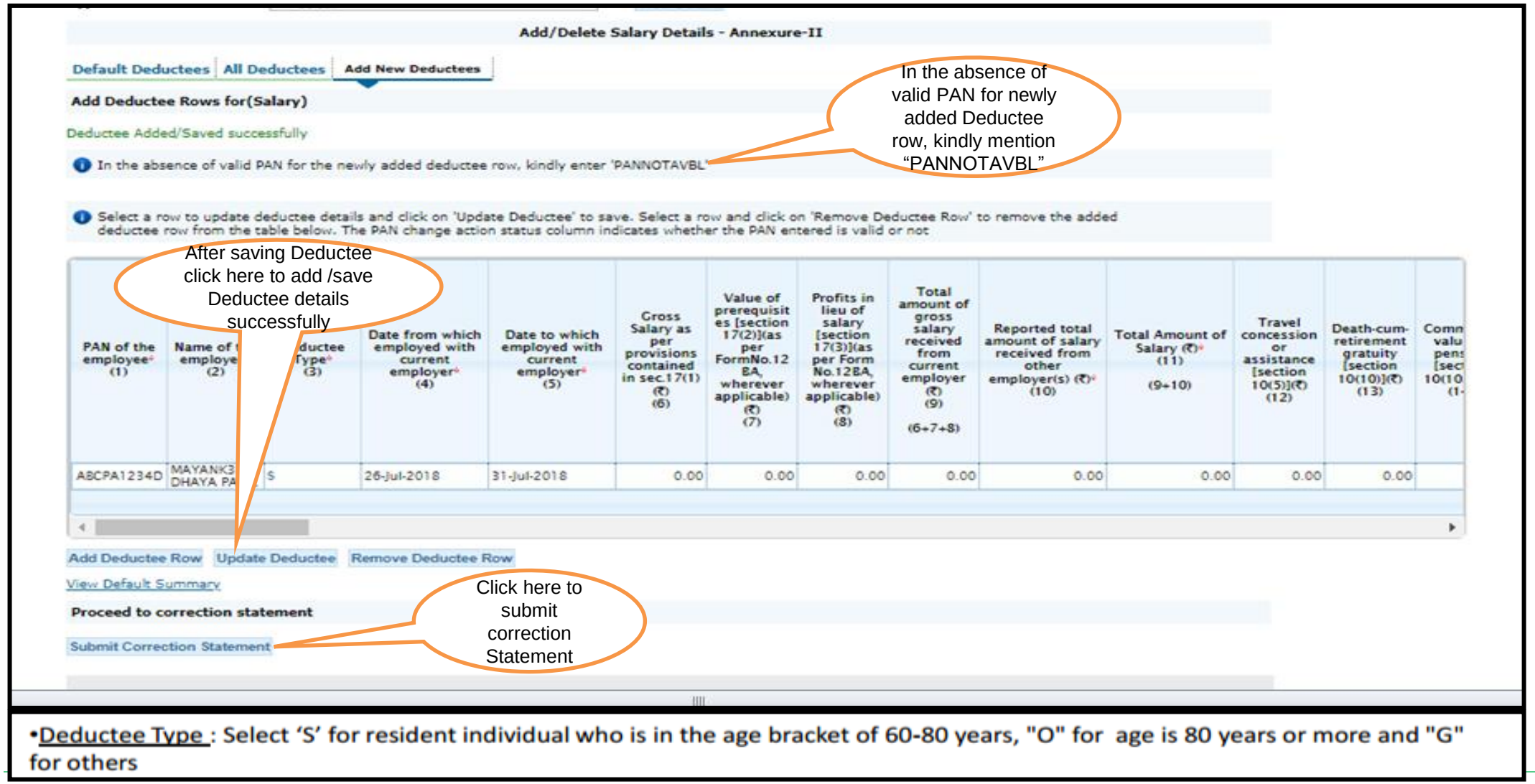
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



•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

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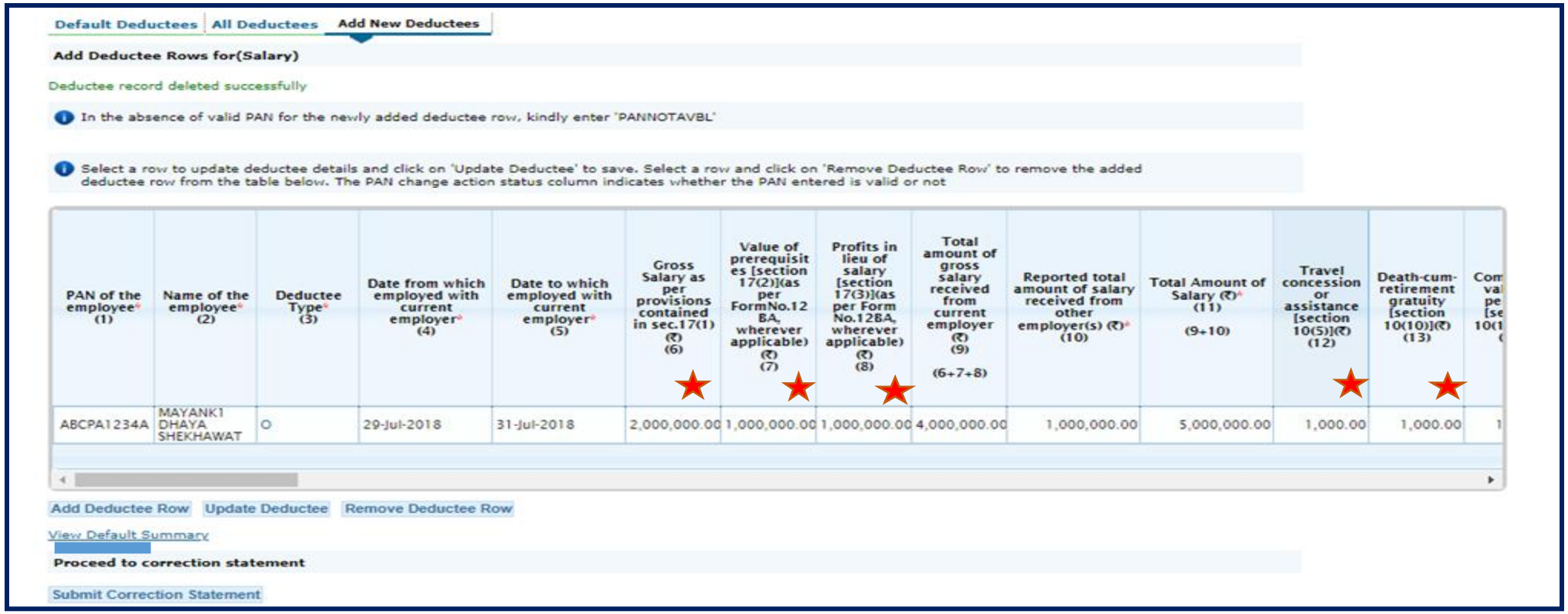
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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

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 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.12BA, 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) ★	Com val pe [se 10(1
ABCPA1234A	MAYANK1 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)]

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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

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

m-nt ₹)	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 (2
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)]

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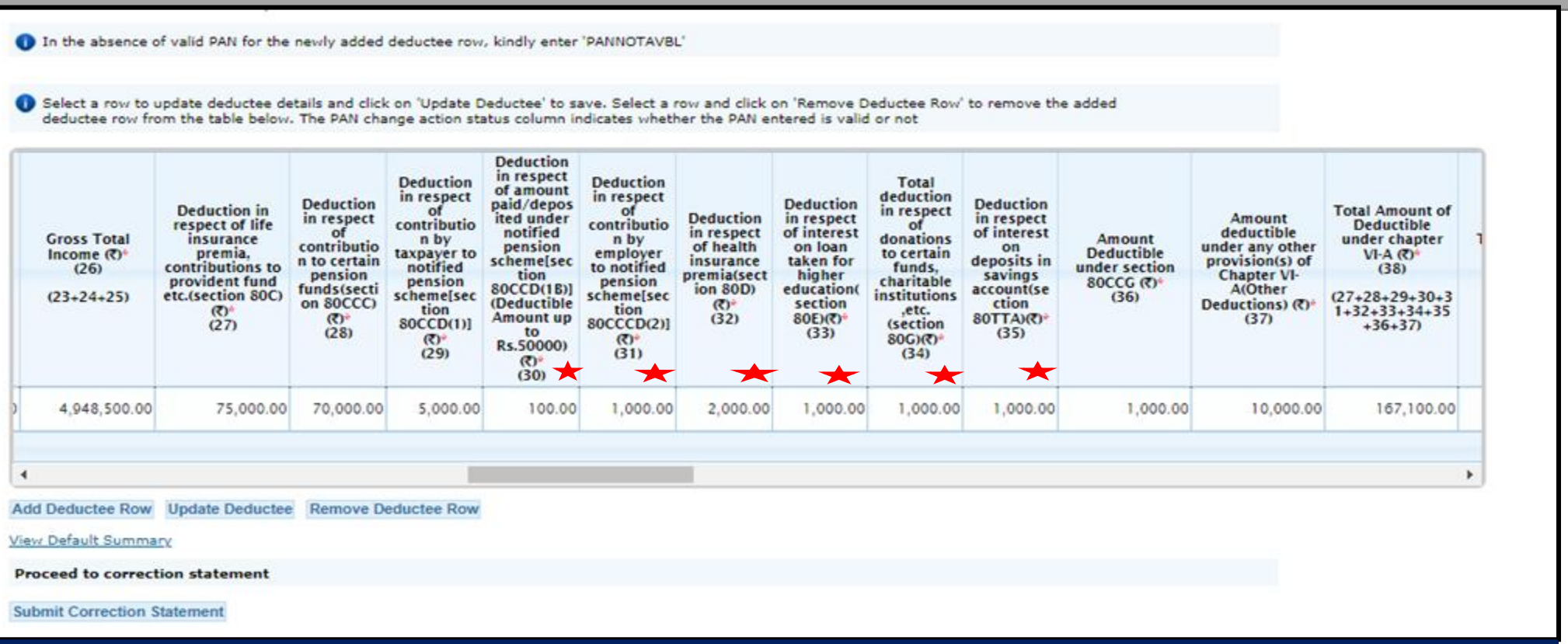
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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

Gross Total Income (₹)* (26) (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 80CCCD(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 (₹)* (38) (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 80CCCD(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)

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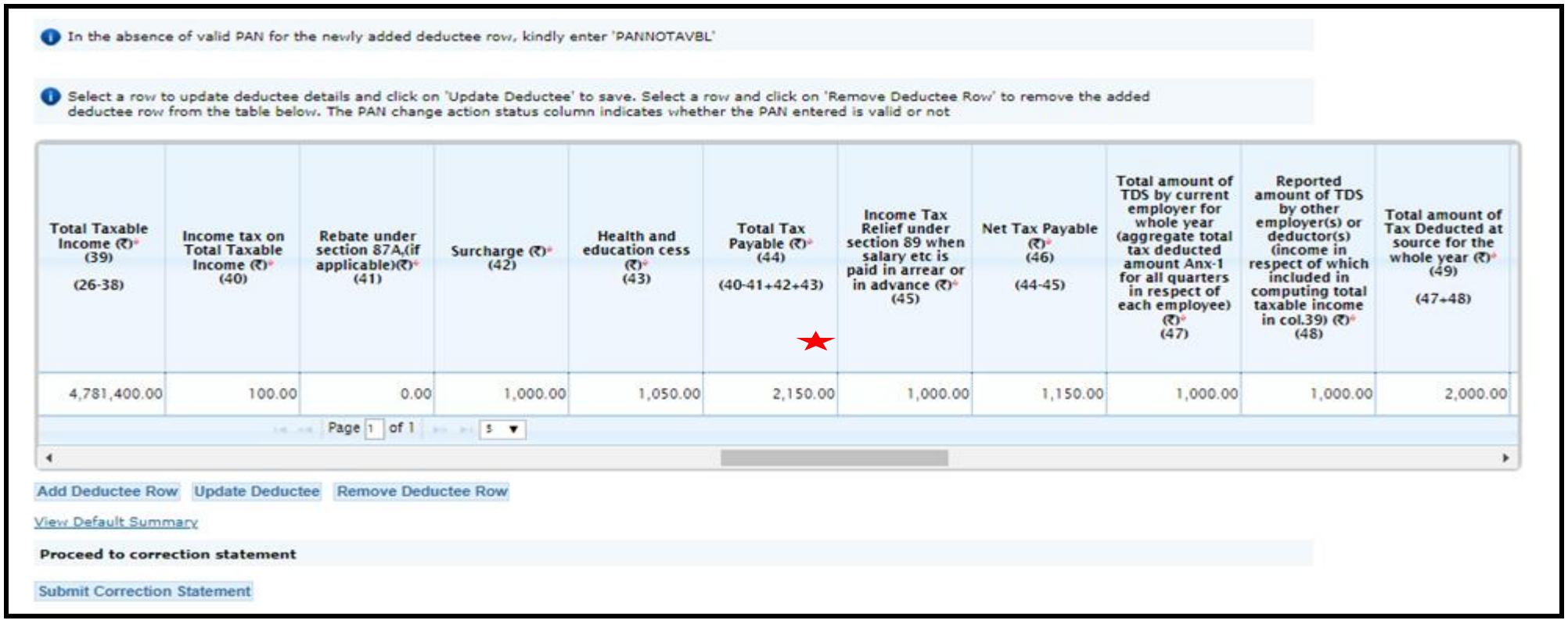
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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

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

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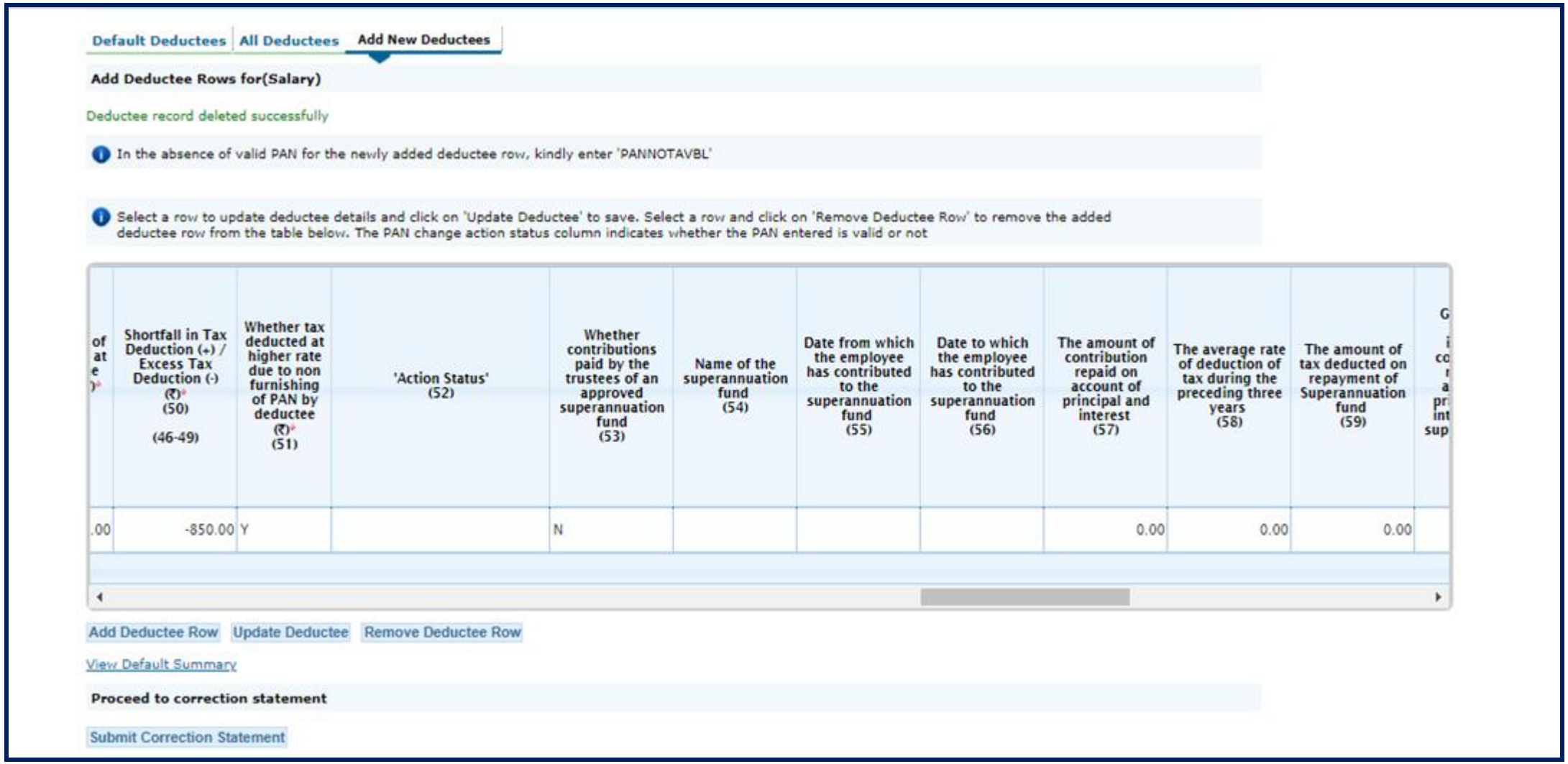
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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

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

of at e)*	Shortfall in Tax Deduction (+) / Excess Tax Deduction (-) (₹)* (50) (46-49)	Whether tax deducted at higher rate due to non furnishing of PAN by deductee (₹)* (51)	'Action Status' (52)	Whether contributions paid by the trustees of an approved superannuation fund (53)	Name of the superannuation fund (54)	Date from which the employee has contributed to the superannuation fund (55)	Date to which the employee has contributed to the superannuation fund (56)	The amount of contribution repaid on account of principal and interest (57)	The average rate of deduction of tax during the preceding three years (58)	The amount of tax deducted on repayment of Superannuation fund (59)	G i co r a pri int 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

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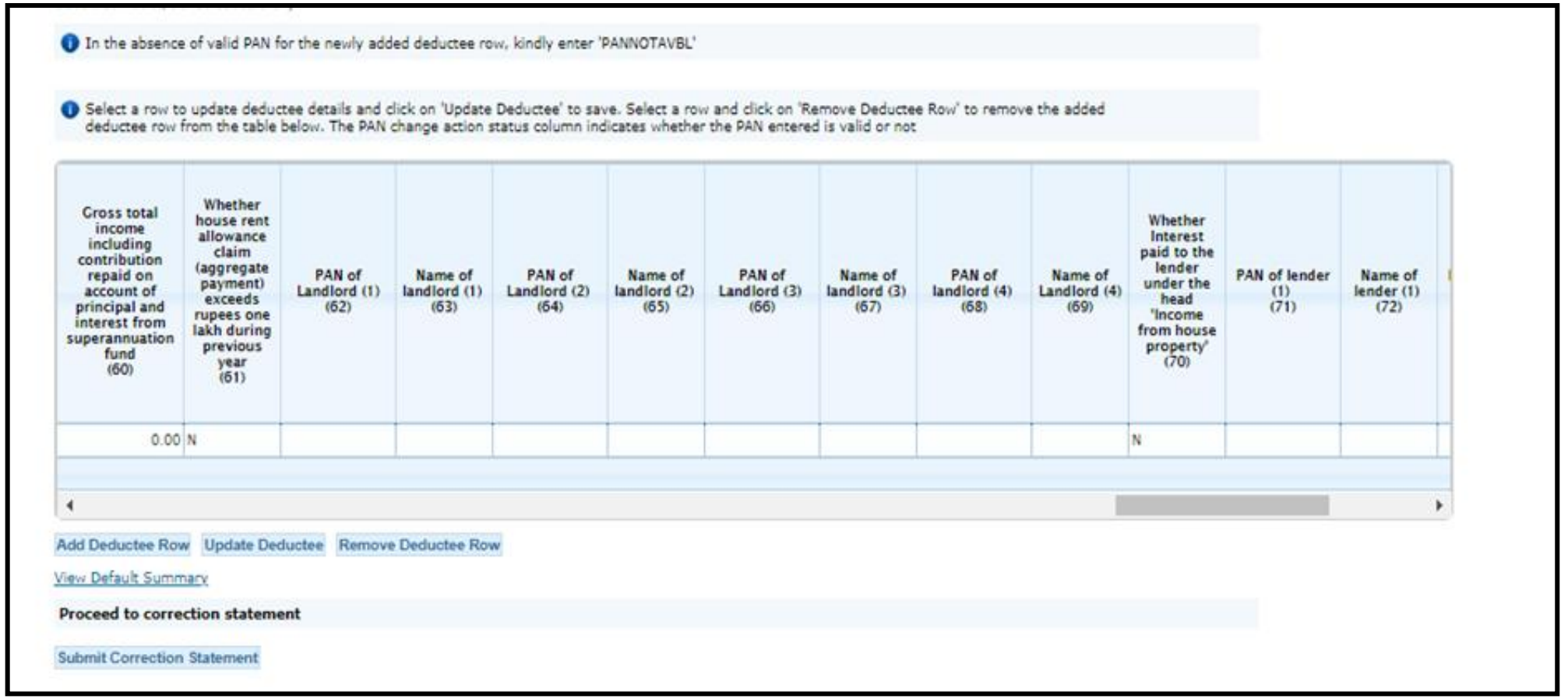
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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

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

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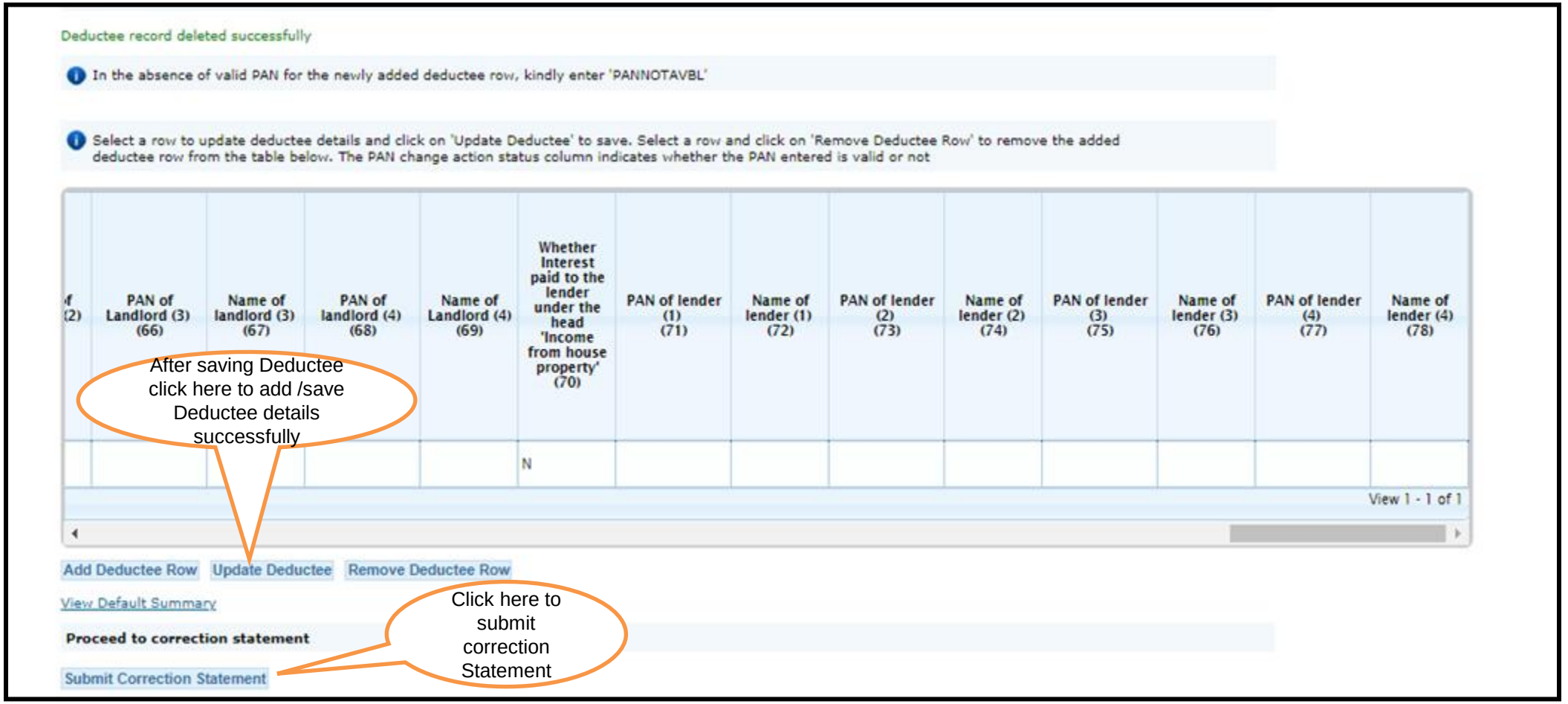
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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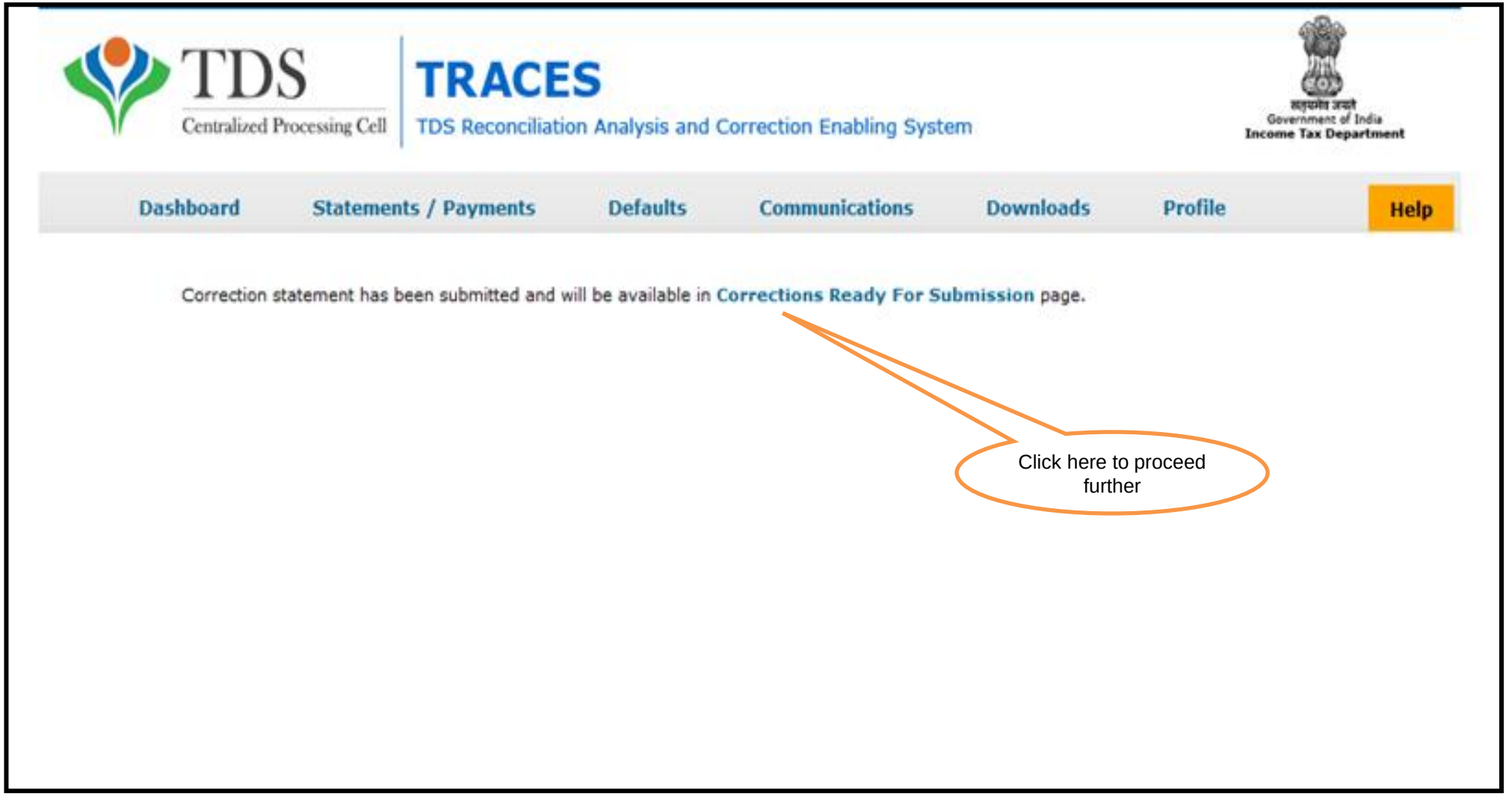
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

After submitting correction below message will display on screen



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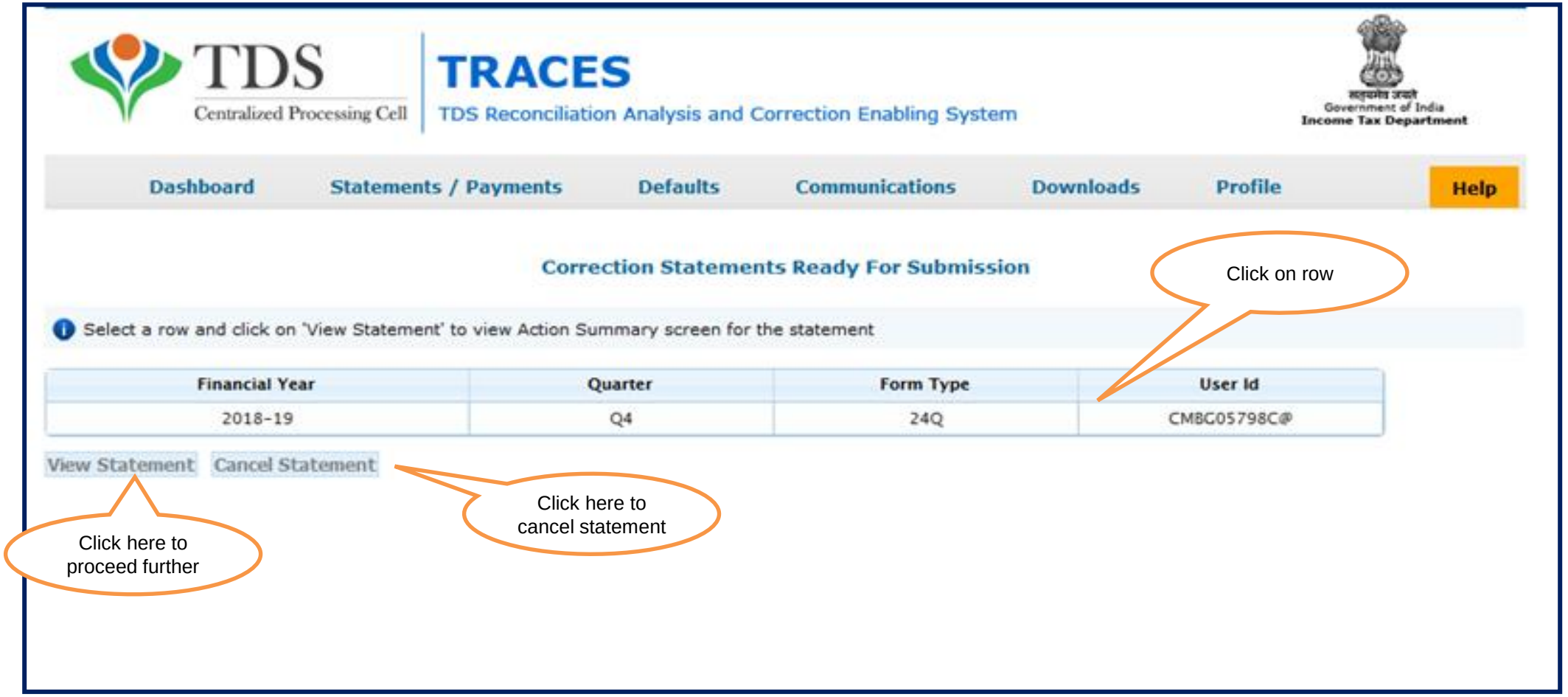
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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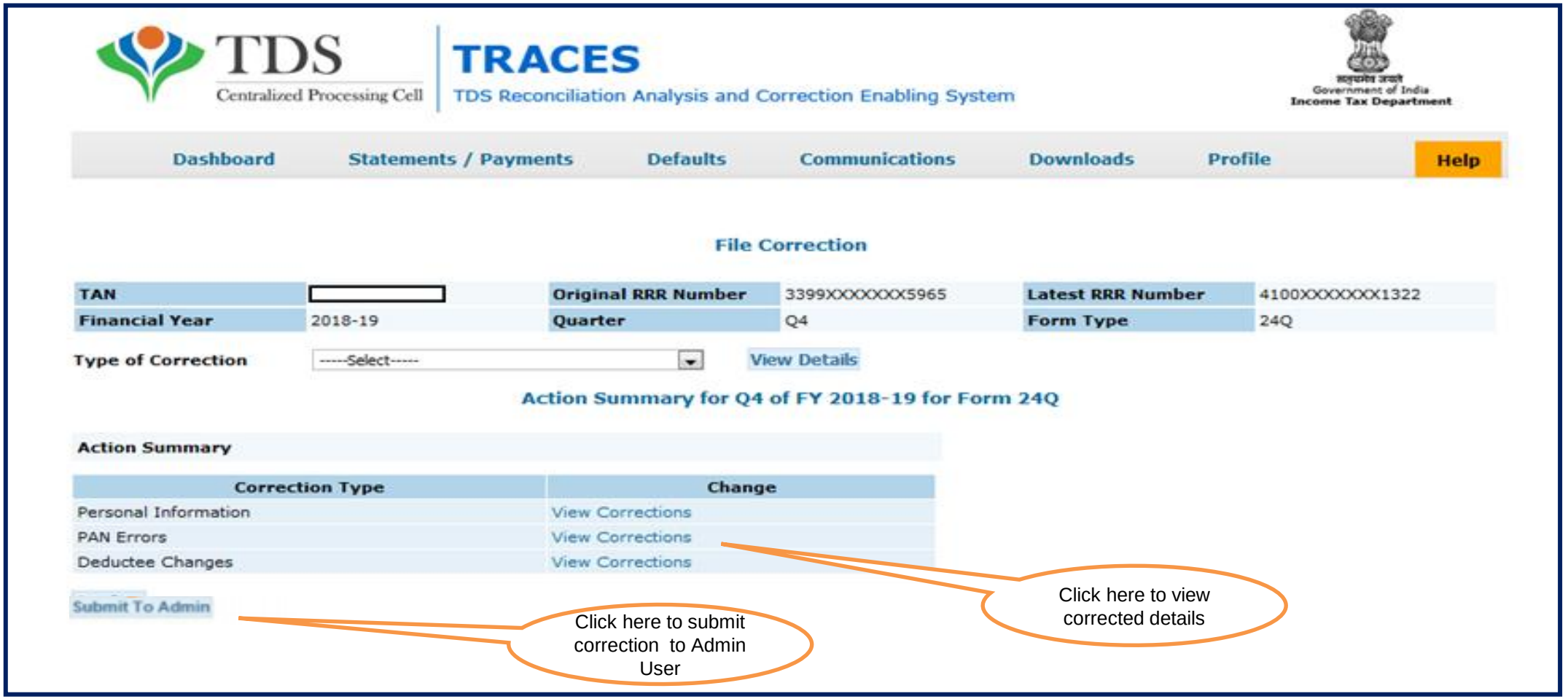
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Action Summary- Sub-User log in



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'.

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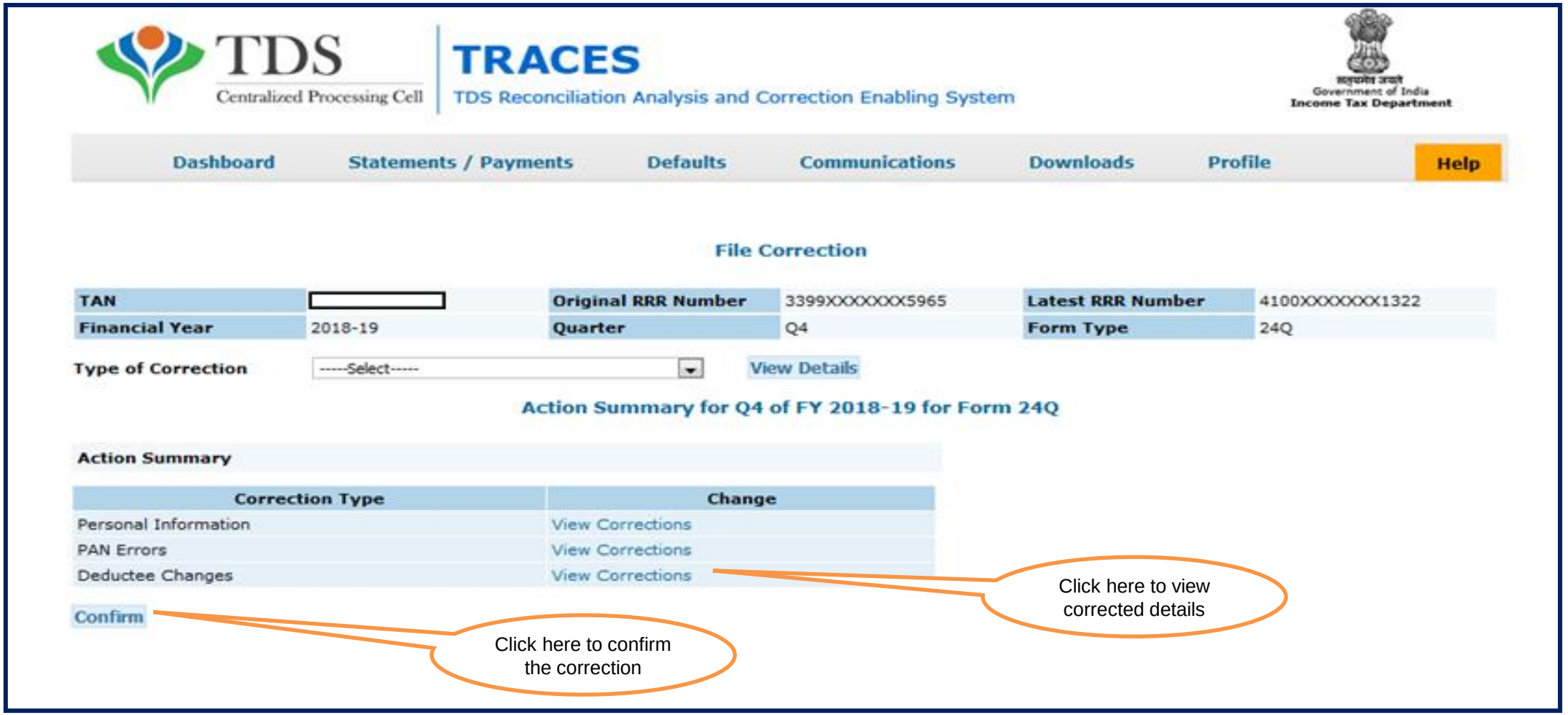
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Action Summary - Admin-User log in



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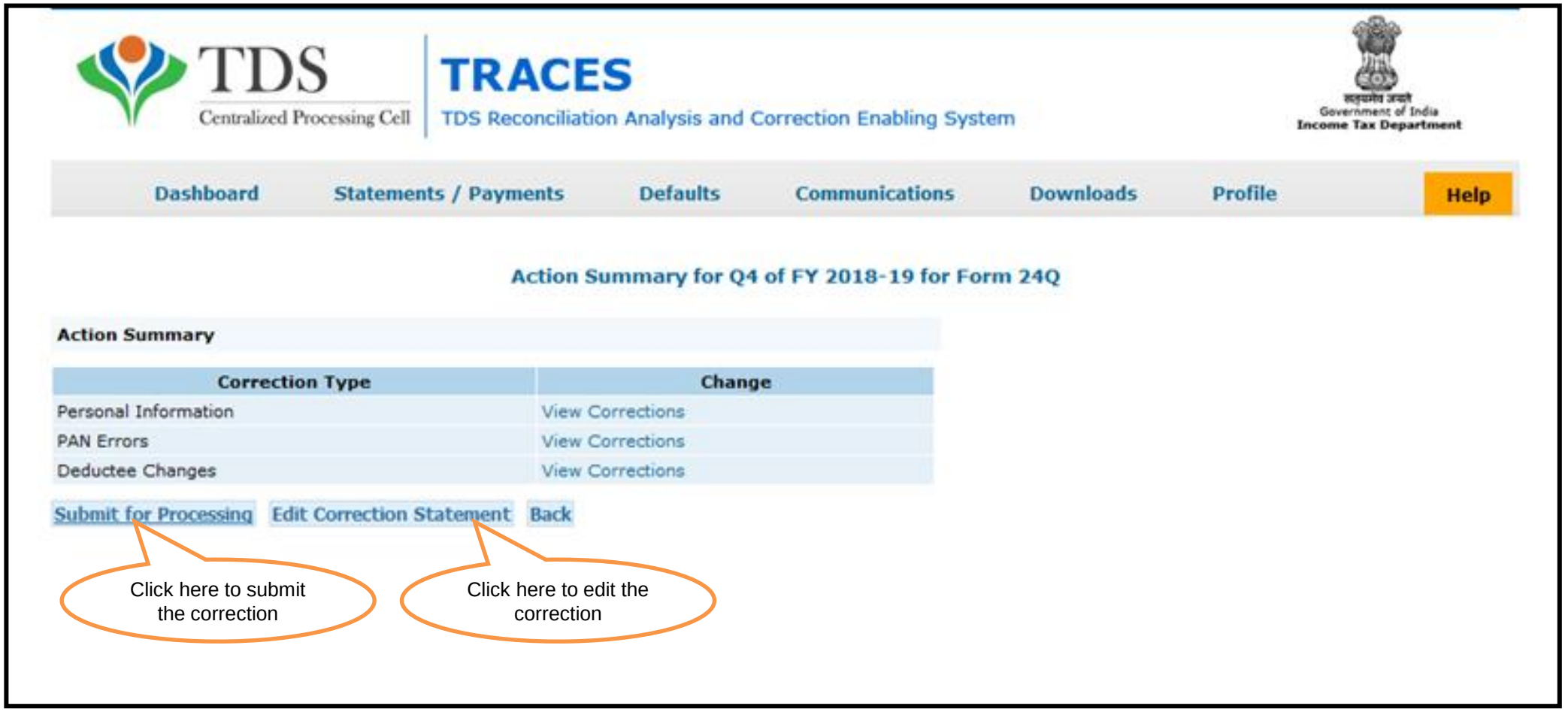
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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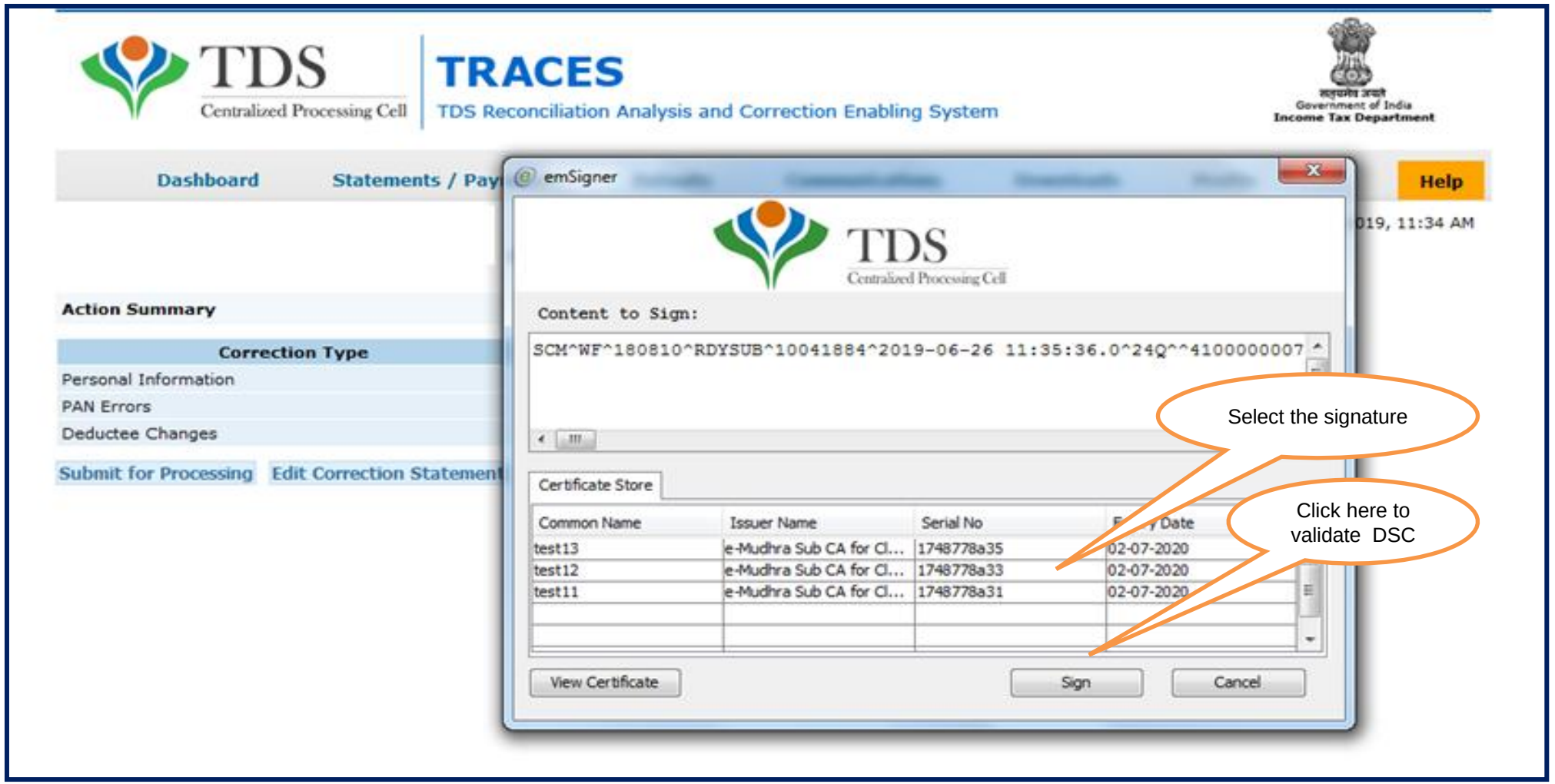
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Web signer window will be displayed to validate the DSC



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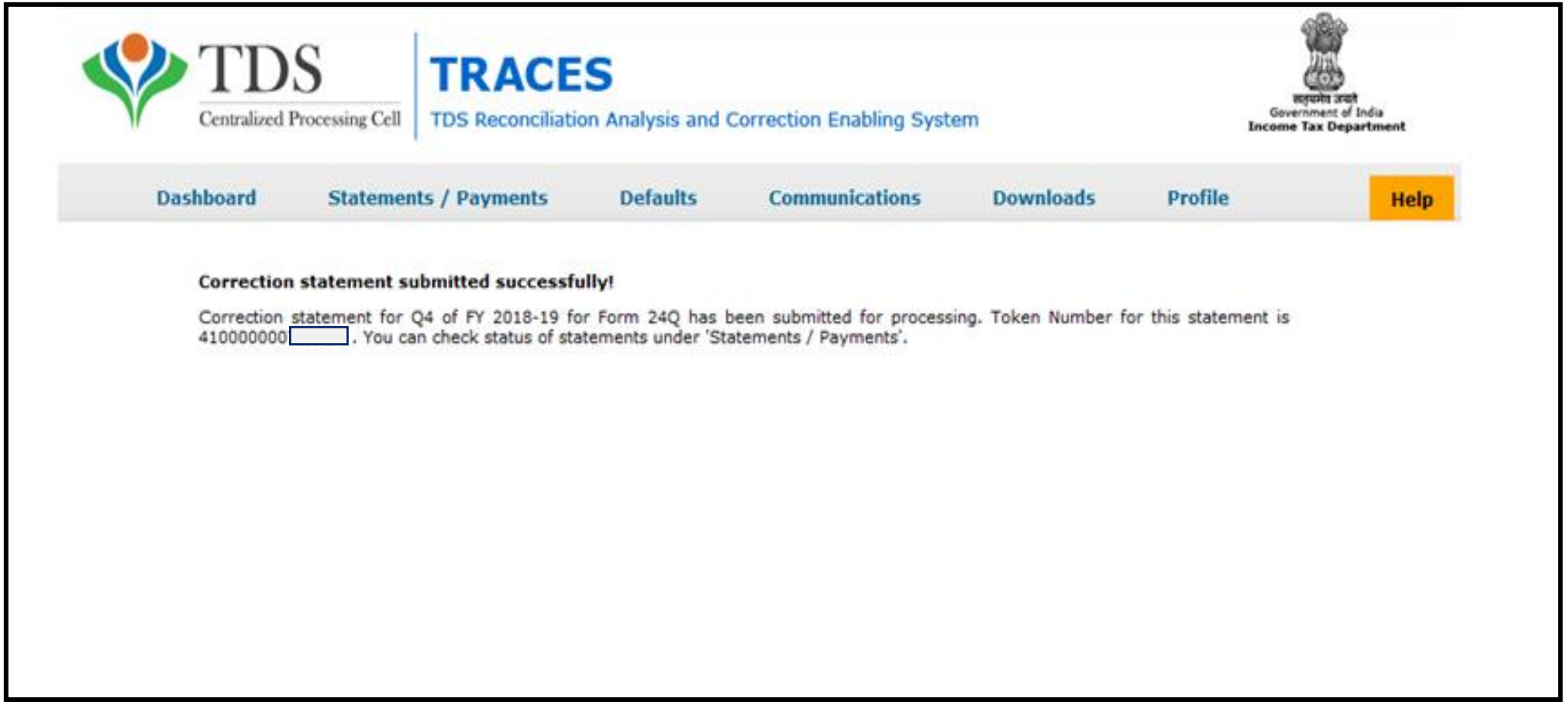
5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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



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

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TDS
Centralized Processing Cell

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

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