Government of India
Income Tax Department

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

e-Tutorial

Online Correction-Add Challan to the statement

Important Information on Online Correction

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

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

This feature is extremely useful as it is :
Free of Cost :TRACES does not charge any fee for doing online correction
Time saving: No need to request for Conso file and wait for file availability. Just raise a request and you can select the type of correction you wish to proceed with. Correction gets processed in 24hrs
Effort saving: No need of any software/ CD/PEN drive , just login and file the correction
Enhance efficiency: Error specific correction is possible

Note: For paper return online correction cannot be done

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Most Common Error While filing Online Correction

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

Most Common Error While filing Online Correction (Contd.)

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

Brief Steps for Add Challan to Statement

This feature enables deductor to Add challan in the already filed statement , Add challan functionality is disabled through offline correction. 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 on TRACES

- **Step 1** : Login to TRACES website
- **Step 2** : Go to "Request for correction" under " Defaults" by entering relevant Quarter, Financial Year, Form Type , Latest Accepted Token number
- Correction category should be "Online"
- Request number will be generated
- **Step 3** : Request will be available under " Track Correction Request"
- When request status become "Available" click on Available / In progress status to proceed with the correction
- Provide information of Valid KYC
- **Step 4** : Select the type of correction category from the drop down as "Add Challan"
- **Step 5 :** Make the required corrections in the selected file
- **Step 6 :** Click on "Submit for Processing" to submit your correction (Only Available to Admin User)
- **Step 7 :** 15 digits token number will be generated and mailed to Registered e-mail ID

Status of Online Correction Requests:

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

Login to TRACES

Home | About Us | Contact Us | Help | Related Links ▼ | Login

Search In ▼ Keyword

English ▼

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

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Income Tax Department

Home   **Deductor**

Click on help icon next to each field for more details

For more details on any screen, click on Help icon

Help

Login

User Id*

Enter user ID and password

Password*

Password is mandatory

TAN for Deductor / PAN for Tax Payer*

TAN / PAN is mandatory

Verification Code*

Enter TAN

yngpp   Click to refresh image

Enter text as in above image*

Verification Code is mandatory

Enter the text as displayed in Verification Code

Login

For Deductors:

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

- If you are unable to login with TIN User Id & Password, please register as new user in TRACES

- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

For Tax Payers:

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

Common Note:

Welcome Page

Online Correction Request Flow

Online Correction Request Flow

Online Correction Request Flow

Online Correction Request Flow- View submitted request

Track Correction Request

Please select one of the below Search Options

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

○ Request Number   ○ Date   ● View All

Correction Request Details

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

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

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date
19-Aug-2014	24770	2013-14	Q2	27Q	5324XXXXXXX5301	In Progress	Online			AGRA10007E@	
19-Aug-2014	24769	2013-14	Q4	27Q	5324XXXXXXX7530	Available	Online			AGRA10007E@	
06-Aug-2014	24414	2013-14	Q4	27Q	5324XXXXXXX7530	Rejected		View Rejection Reason	4100XXXXXXX1355	AGRA10007E@	

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Click on In progress or Available status to initiate online correction

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

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

Digital Signature supported KYC Validation contd. (Step 1)

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

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

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

Digital Signature supported KYC Validation (Step 4 & 5)

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

Digital Signature supported KYC Validation (Step 6 & 7)
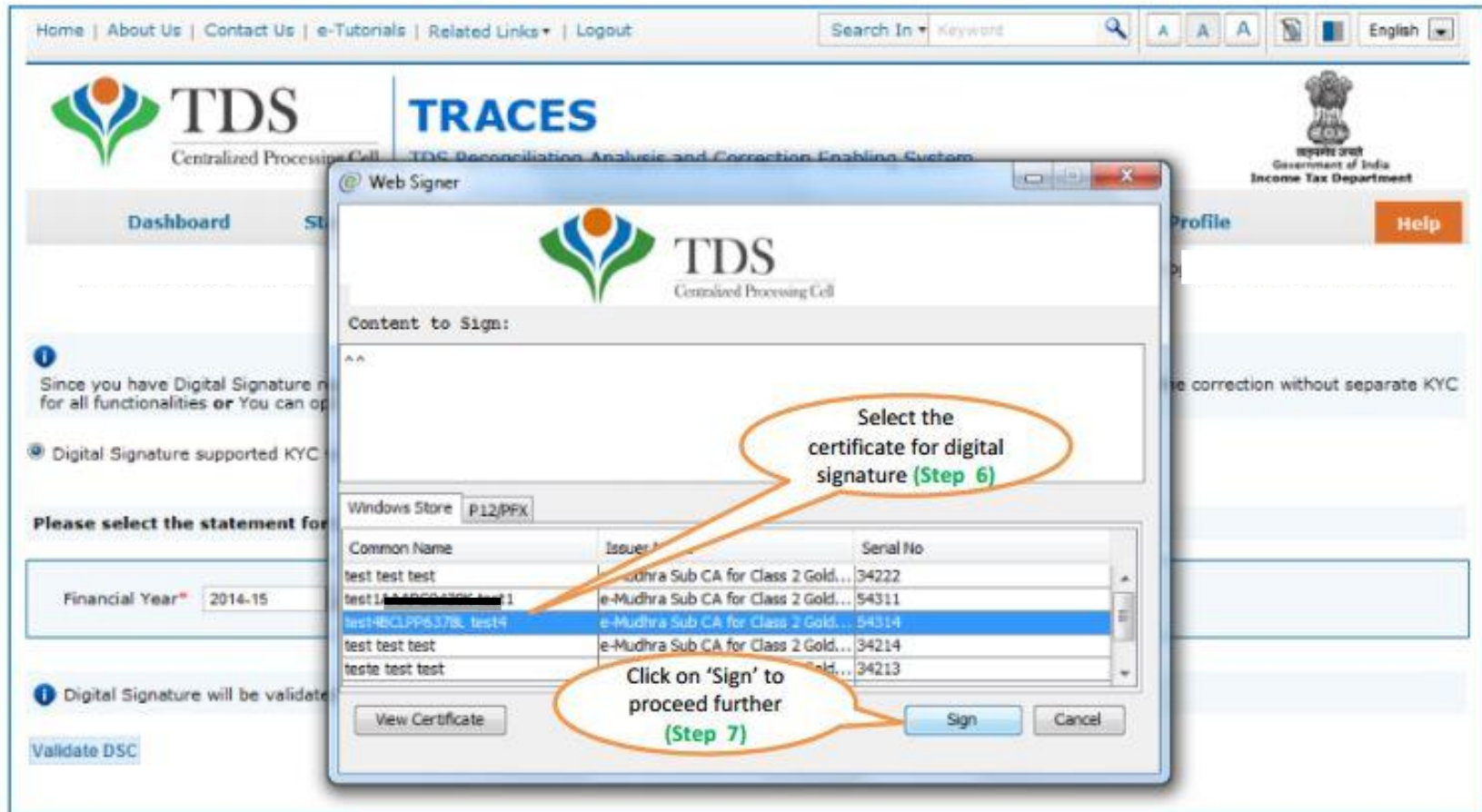
Digital Signature supported KYC Validation (Step 8) – KYC of the FY + Quarter + Form Type selected in Step 2 will be displayed

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

Token Number Details (Contd.)

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

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

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

ⓘ Please enter a Challan with at least three distinct valid PAN-Amount mentioned above. If there is no such Challan, mention a challan with at least two v___ is no such challan, mention a challan with at least one valid PAN-Amount combinatio___ mention a challan with no valid PAN-Amount combination and also select the checkbox ___ PAN Details section below.

Guide to identify a suitable challan

BSR Code / Receipt Number*   [   ]

Date on which Tax Deposited*   [   ] 🔲 ⍰
(dd-mmm-yyyy; e.g., 12-Dec-1980)

Challan Serial Number / DDO*   [   ] ⍰
Serial Number (5 digits; e.g., 00053)

Challan Amount / Transfer Voucher*   [   ] ⍰
Amount (Rs.)(e.g., 1987.00)

CD Record Number   [   ] ⍰

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

☐ Please select if there are no valid PAN deducees ___ ar mentioned above

ⓘ Please enter three distinct PAN-Amount combinations correspon___ ___ns mentioned above. If there are less than three PANs corresponding to the specified challan, mention all ava___ ___d PAN-Amount combinations.

Guide to identify the Unique PAN-Amount Combinations

PAN as in Statement   Total Amount Deposited (Rs.)

[   ] ⍰   [   ] ⍰

[   ]   [   ]

[   ]   [   ]

                    [Proceed]

Annotations:
- Tick in check box for nil challan or book adjustment
- Government deductor not having BIN details tick here and need not provide BSR code and challan serial number
- Click on the Guide to select suitable challan option
- Enter CIN details for a challan used in the statement
- CD Record number is not mandatory. This column is required to be filled only when same challan is mentioned more than once in statement.
- Tick here if you do not have any valid PAN corresponding to above challan details
- Click on the Guide to select suitable PAN amount combination
- Please enter TDS deposited amount for respective PAN's

Notes for Validation Screen:

- Authentication code is generated after KYC information details validation, which remains valid for the same calendar day for same form type, financial year and quarter

- Token Number must be of the **regular statement** of the FY, Quarter and Form Type displayed on the screen

- CIN/BIN details must be entered for the challan/book entry mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above

- Government deductor can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement

- Amount should be entered in two decimal places (e.g., 1234.56)

- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN/BIN details in Part1 must be entered in Part 2 of the KYC. Guide available on the screen can be referred for valid combinations.

- Maximum of 3 distinct valid PANs and corresponding amount must be entered

- If there are less than three such combinations in the challan, user must enter all (either two or one)

- CD Record no. is mandatory only in case of challan is mentioned more than once in the statement

Authentication Code Screen

Select Add Challan To Statement from the drop down

List of Challans with available balance in the statement would be shown to Pay Interest/Levy

Non -Govt Deductors - Add New Challan to Statement

Govt Deductors - Add New Book Entry Receipt to Statement

Select Add Challan To Statement from the drop down

File Correction

| TAN | ▬▬▬▬▬▬ | Original RRR Number | 1123XXXXXXX4513 | Latest RRR Number | 4100XXXXXXX1764 |
| Financial Year | 2013-14 | Quarter | Q1 | Form Type | 26Q |

Type of Correction: [Add Challan To Statement ▼]   View Details

Select 'Add Challan to statement' from drop down

List of Challans in Statement

ℹ Click on 'Add Challan' / 'Add Book Entry Receipts' to add challan to statement which can then be used for closing defaults in the statement. Newly added challans are color coded differently for easier identification

BSR Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)	Available Balance in Challan (₹)	
020****	14-Mar-2012	16443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00	0	No	90,000.00	1,000.00	51,000.00	1,898,000.00	1,
020****	14-Mar-2012	16443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	0.00	0.00	0.00	1,898,000.00	1,

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■ Newly added Challans

Add Challan ⑦   Add Book Entry Receipts ⑦   Set Interest/Levy ⑦   Remove Challan ⑦

Click on 'Add challan" to add challan from OLTAS

View Default Summary

Steps to Add challan to the Statement

- Add Challan from OLTAS/GOLTAS' screen, list of challans with available balance would be displayed to add in the statement

Steps to Add challan to the Statement

Steps to Add challan to the Statement

Added challan details will be highlighted

Steps to Add challan to the Statement

Steps to Add challan to the Statement

Steps to Add challan to the Statement

Only the newly added challan can be removed from the statement. Challans previously existing in the statement cannot be removed.

Steps to Add challan to the Statement (Contd.)

Important Notes:

1. BSR Code should be of the challan which has available balance.
2. Date on which challan with available balance was deposited in bank .
3. Surcharge amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction .Amount should not be editable for BINs.
4. Education Cess amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
5. Interest amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
6. Other amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
7. Section code under which tax was deducted for the PAN. From FY 2013-14 onwards, this field will not be there.
8. Amount of interest to be claimed from this challan / BIN. User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
9. Amount to be claimed as 'Others' from this challan / BIN . User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
10. Save the edited detail.

Steps to Add challan to the Statement (Contd.)

Action Summary

Action Summary – Submit to Admin User

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

Action Summary
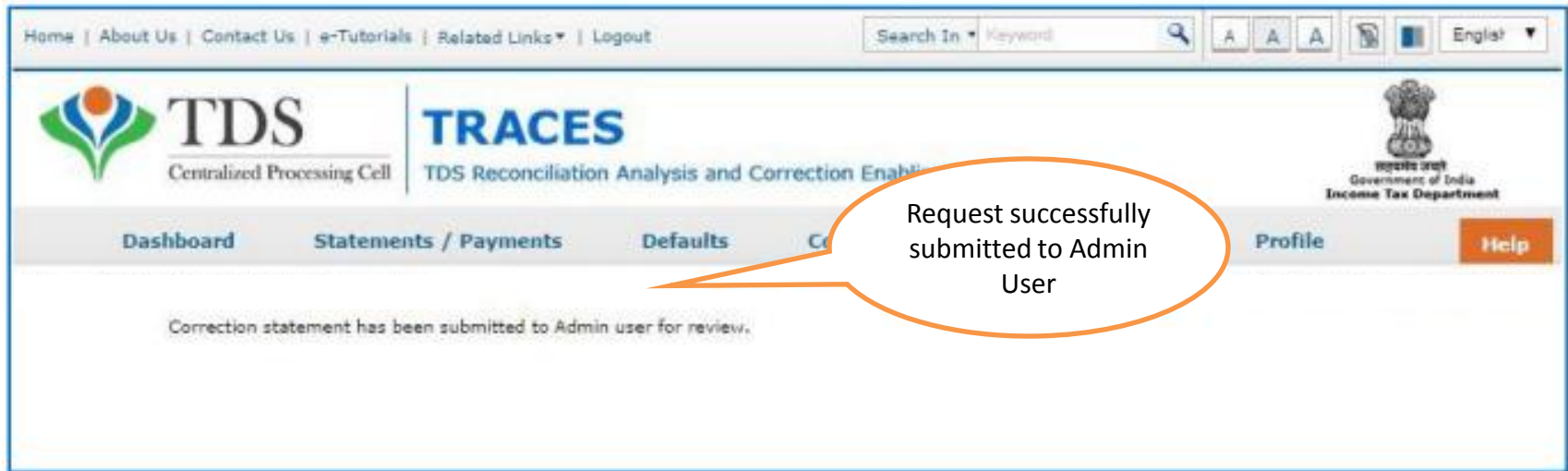
Request will be submitted to Admin user . Sub-user cannot submit the correction from ' Correction Ready for Submission'.
Sub-user should only be able to view statements saved by them

Action Summary- Admin User Login

Action Summary- Admin User Login

Action Summary- Admin User

Action Summary- Submit For Processing

Click on hyperlink to view the Action Summery

To make any changes click on "edit correction statement"

Select 'Submit for Processing' to proceed further

Action Summary- Attach Digital Signature

Action Summary – Token Number Generated

Note: Note down the Token Number for future reference

THANK YOU

Please Note:

1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in

2) **For any Query :** You can raise your concern on "Request for Resolution" as Online Grievance on TRACES Website.

3) **For any query related to website:** You can raise your concern on below mentioned numbers
                                Toll Free Number - 18001030344
                                Land Line Number - 0120 4814600