

# 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 Pan Correction Annexure -III	F.Y 2007-08 Onwards F.Y 2021-22 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
Add/Delete Pension/Interest of Specified Senior Citizen - Annexure-III	Add/Delete Pension/Interest of Specified Senior Citizen - Annexure-III	F.Y 2021-22 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 to 48hrs.

**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"> <li>- JAVA version and Bit depending upon the system are not updated. Restart the system after updating JAVA .</li> <li>- Browsing history, cookies, temp filed are to be cleared. Clear them first.</li> <li>- Pop-up blocker is NOT enabled currently.</li> <li>- Browser is not compatible in order to proceed with Online Correction .</li> </ul>
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. Most common error while filing Online Correction (Contd.)

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 of Online Correction Challan Correction.</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 – PAN Correction “Annexure -3(194P)”

- This feature enables deductor to update Invalid PAN with Valid PAN available in PAN Master.
- This functionality is available from **FY 2007-08** onwards. In case of **24Q Annexure 2** , PAN correction is available from **FY 2013-14** onwards and for **Annexure 3**, PAN correction is available from **FY 2021-22** onwards .
- Digital Signature Certificate is mandatory, 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 Correction ( Personal Information ) through Conso file then deductor 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 “**PAN Correction**”.

- 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. Requested Status of Online Correction

- **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.
- **Rejected** - Statement has been rejected by TDS CPC after processing. Rejection reasons will be displayed in '**Remarks**' column.

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

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 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. The navigation bar includes 'Deductor', 'Tax Payer', and 'PAO' tabs, with 'Deductor' selected. A 'Help' button is located in the top right corner. Below the navigation bar, there are radio buttons for 'Login as : Deductor', 'Taxpayer', and 'PAO', with 'Deductor' selected. The main login section is titled 'Deductor Login' and contains the following fields: 'User Id\*' (with a placeholder 'xxxxxxxx' and a help icon), 'Password\*', 'TAN for Deductor\*' (with a placeholder 'xxxxxxxx'), and 'Verification Code\*' (with a CAPTCHA image showing 'K224D' and a 'Click to refresh image' link). Below these fields is a 'Login' button. At the bottom, there are links for 'Register as New User', 'Forgot Password?', and 'Forgot User Id?'. On the right side, there is a 'For Deductors:' section with instructions and a 'Common Note:' section. Several orange callout boxes provide instructions: 'Click on Deductor Option' points to the 'Deductor' tab; 'Enter user id and password' points to the 'User Id' and 'Password' fields; 'Click on help icon (?) next to each field for more details' points to the help icons; 'For more details on any screen, click on Help icon' points to the 'Help' button; 'Enter TAN' points to the 'TAN for Deductor' field; and 'Enter the text as displayed then click on Login' points to the 'Verification Code' field and the 'Login' button.

Click on Deductor Option

Enter user id and password

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

For more details on any screen, click on Help icon

Enter TAN

Enter the text as displayed then click on Login

**TDS**  
Centralized Processing Cell

**TRACES**  
TDS Reconciliation Analysis and Correction Enabling System

Government of India  
Income Tax Department

**Deductor** Tax Payer PAO

Help


Login as :  Deductor  Taxpayer  PAO

**Deductor Login**

User Id\*  ?

Password\*

TAN for Deductor\*

Verification Code\*  Click to refresh image

Enter text as in above image\*

Login

Register as New User Forgot Password? Forgot User Id?

**For Deductors:**

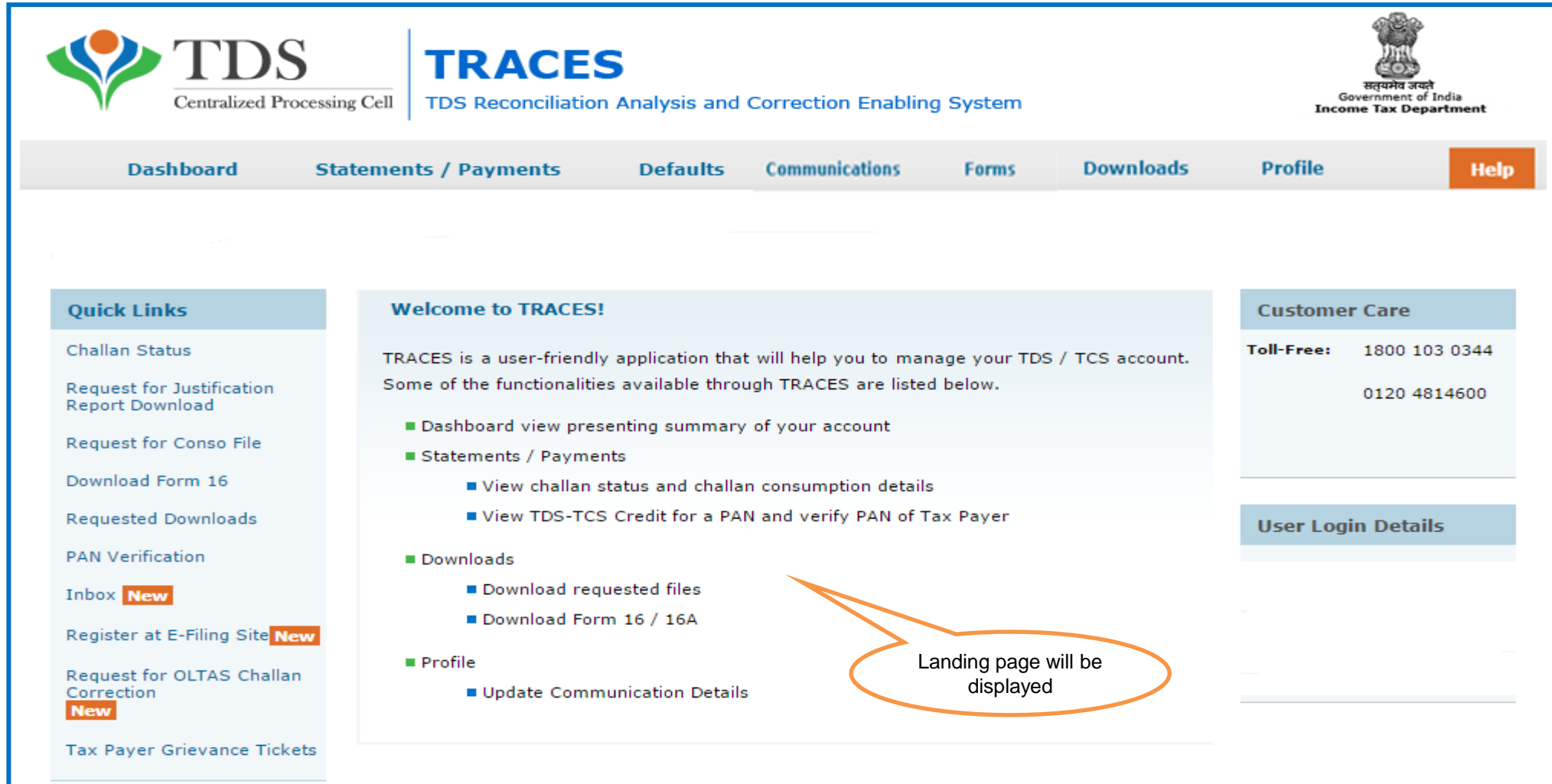
- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered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

**Common Note:**

- This website uses cookies to maintain user preference and session information. Disabling cookies in your browser might not allow you to perform certain activities

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

## Welcome Page



The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) Welcome Page. The page features a header with the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is divided into three sections: Quick Links, Welcome to TRACES!, and Customer Care. The Quick Links section lists various actions like 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), and Tax Payer Grievance Tickets. The Welcome to TRACES! section provides a brief introduction and lists functionalities: Dashboard view, Statements / Payments (View challan status, View TDS-TCS Credit), Downloads (Download requested files, Download Form 16 / 16A), and Profile (Update Communication Details). The Customer Care section provides Toll-Free numbers: 1800 103 0344 and 0120 4814600. A User Login Details section is also present. An orange callout bubble points to the 'Update Communication Details' link, stating 'Landing page will be displayed'.

**TDS**  
Centralized Processing Cell

**TRACES**  
TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते  
Government of India  
Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

**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- PAN Correction “Annexure -3(194P)”

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

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) 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 and language selector (English) are also present. The main header features the TDS logo and the TRACES logo, along with the Government of India Income Tax Department emblem. Below the header is a navigation menu with tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, 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- PAN Correction “Annexure -3(194P)”

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. 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 bar contains links for Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, and Profile. A yellow 'Help' button is also present. The main heading is 'Request for Correction'. Below this, there are three informational messages:

- Enter details below and submit to enable correction for a statement. Correction cannot be filed if regular statement was filed as a paper return
- Note : In case relevant requested statement for Offline correction has more than 5 lakh Deductee Detail rows (combined count of Annexure 1,2 and 3), the request will not be provisioned.
- 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
- PAN of the Authorized Person should be same as TRACES Profile and in TDS Statement.

The form fields are as follows:

- Financial Year\*: 2021-22
- Quarter\*: Q4
- Form Type\*: 24Q
- Correction Category\*: Online

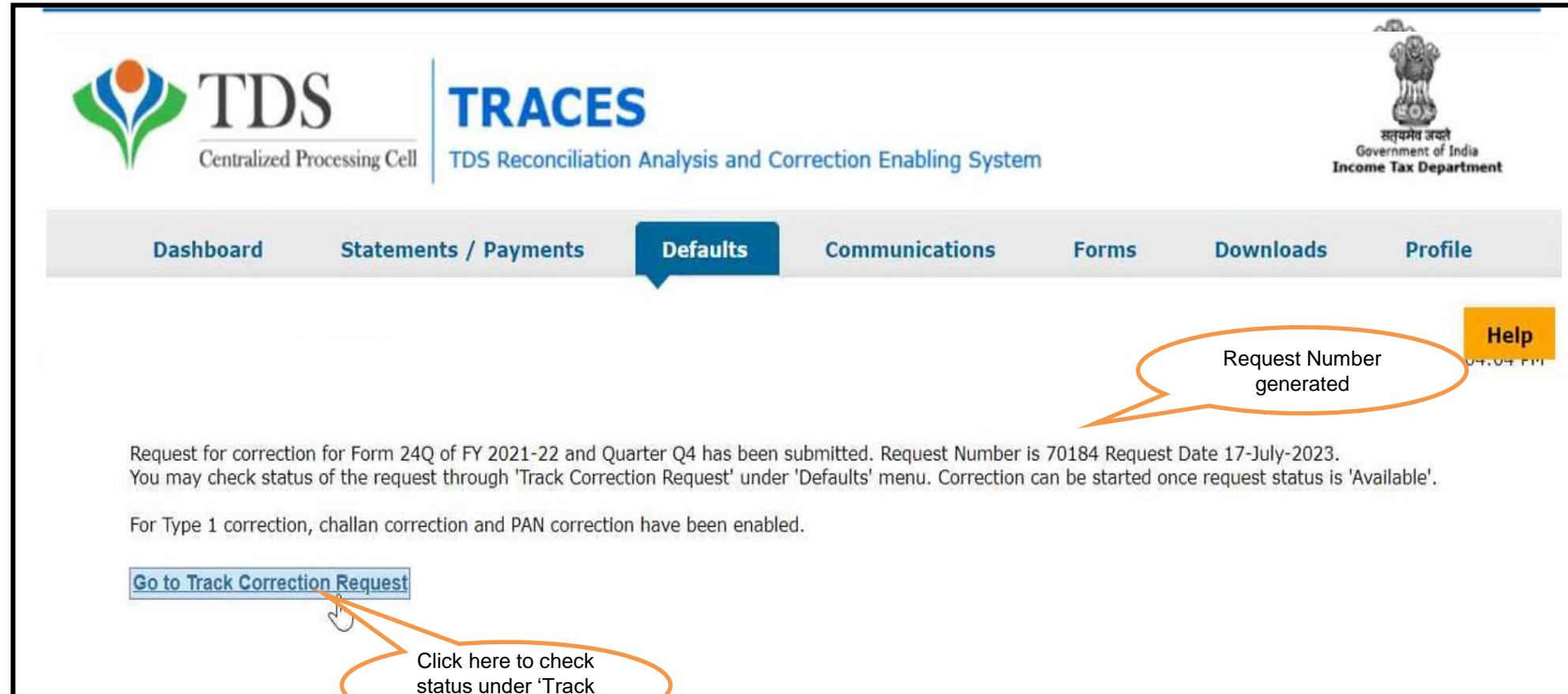
A blue 'Submit Request' button is located below the form fields. An orange callout bubble points to this button with the text 'Click on Submit Request'.

Enter Financial Year, Quarter and Form Type, correction category “Online”

Click on Submit Request

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

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



The screenshot displays the TDS TRACES portal 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 menu includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, and Profile. A yellow Help button is visible on the right. The main content area shows a confirmation message: "Request for correction for Form 24Q of FY 2021-22 and Quarter Q4 has been submitted. Request Number is 70184 Request Date 17-July-2023. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'." Below this, it states "For Type 1 correction, challan correction and PAN correction have been enabled." A blue button labeled "Go to Track Correction Request" is highlighted with an orange callout bubble that says "Click here to check status under 'Track Correction Request'". Another orange callout bubble points to the "Request Number generated" text in the message, which is also circled in orange.

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

सत्यमेव जयते  
Government of India  
Income Tax Department

Dashboard Statements / Payments **Defaults** Communications Forms Downloads Profile

Help

Request Number generated

Request for correction for Form 24Q of FY 2021-22 and Quarter Q4 has been submitted. Request Number is 70184 Request Date 17-July-2023.  
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](#)

Click here to check status under 'Track Correction Request'

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

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

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 contains links for Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, and Profile. A Help button is located on the right. The main heading is 'Track Correction Request'. Below it, a section titled 'Please select one of the below Search Options' contains three radio buttons: 'Request Number' (selected), 'Date:', and 'View All'. Under the 'Request Number' option, there is a text input field and a 'View Request' button. A callout box with an orange border and a pointer to the 'View All' option contains the text: 'Enter Request Number (Search Option 1) or Request Date (Search Option 2) or “view all” (Search option 3) to view all the Request status'.

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

## 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-2023	62407	2021-22	Q4	24Q	4100XXXXXXXX140	Available	Online			MRIA01891B			

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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- PAN Correction “Annexure -3(194P)”

## Step 4: Validate KYC using DSC supported KYC option.

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

Government of India  
Income Tax Department

Dashboard | Statements / Payments | Defaults | Communications | Forms | 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](#)

- 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.
- **Note: While signing data with your DSC token, please enter password to validate the DSC**
- Authentication Code will not appear on the screen in case DSC Supported KYC.

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

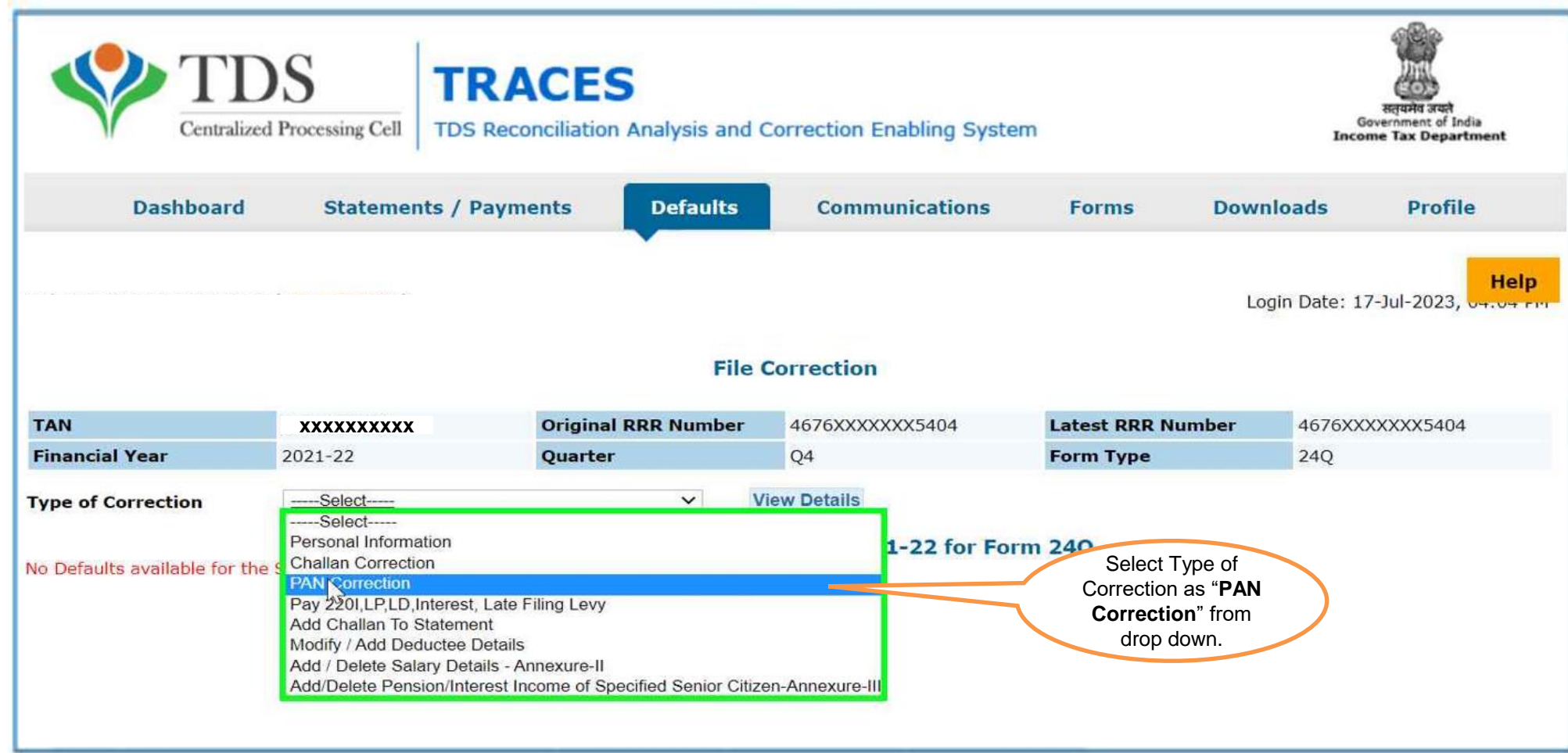
## Step 4 (Contd.): Validate KYC using DSC supported KYC option

The screenshot shows the TDS TRACES portal interface. The main content area displays a message about digital signature validation options. A dialog box titled "emSigner" is overlaid on the screen, showing the "Content to Sign" as "ABCPA1234A". Below this, the "Certificate Store" is visible, containing a table of certificates. A callout bubble points to the table with the text "Select required Digital Signature Certificate." Another callout bubble points to the "Sign" button with the text "Click here to proceed further".

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a3b	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- PAN Correction “Annexure -3(194P)”

Step 5: After KYC validation, select the Type of Correction Category from the drop down as “PAN Correction”



The screenshot displays the TDS TRACES 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 (active), Communications, Forms, Downloads, and Profile. A 'Help' button is visible in the top right corner. The main content area is titled 'File Correction' and shows a table with the following data:

TAN	XXXXXXXXXX	Original RRR Number	4676XXXXXXXX5404	Latest RRR Number	4676XXXXXXXX5404
Financial Year	2021-22	Quarter	Q4	Form Type	24Q

Below the table, the 'Type of Correction' dropdown menu is open, showing a list of options. The 'PAN Correction' option is highlighted in blue. A callout bubble points to this option with the text: "Select Type of Correction as 'PAN Correction' from drop down."

Other options in the dropdown include: Personal Information, Challan Correction, Pay 220I, LP, LD, Interest, Late Filing Levy, Add Challan To Statement, Modify / Add Deductee Details, Add / Delete Salary Details - Annexure-II, and Add/Delete Pension/Interest Income of Specified Senior Citizen-Annexure-III.

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Step 6: User need to click on “Invalid PAN Annexure -3(194P)” and search the PAN details as per PAN Filter or DD record number

The screenshot shows the PAN Correction interface. At the top, there are fields for TAN, Original RRR Number, Latest RRR Number, Financial Year (2021-22), Quarter, and Form Type. Below these is a 'Type of Correction' dropdown menu set to 'Select' and a 'View Details' button. The main section is titled 'PAN Correction' and has several tabs: 'Invalid PAN Annexure1', 'Valid PAN Annexure1', 'Invalid PAN Annexure2', 'Valid PAN Annexure2', 'Invalid PAN Annexure-3 (194P)', and 'Valid PAN Annexure-3 (194P)'. The 'Invalid PAN Annexure-3 (194P)' tab is selected. Below the tabs, there are three search sections: 1. 'PAN as per Statement\*' with a search box and 'Search' and 'Reset Search' buttons. 2. 'DD Record Number\*' with a search box and 'Search' and 'Reset Search' buttons. 3. A note: 'Select a row and click on 'PAN Correction'. Name will be populated from PAN database. 'Status' column will display when details are saved. PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details'. Below this is a table with columns: Deductee Row Number, PAN as per Statement, Name as per Statement, Changed PAN, Name as per Changed PAN, and Action Status. The table has two rows, both with PAN as per Statement 'PANNOTAVBL' and Name as per Statement 'ABHISHEK MEHTA'. A callout points to the first row stating 'Invalid PAN will be displayed as per statement'. At the bottom, there are buttons for 'Show Edited Rows' and 'PAN Correction', and a note: 'Locked Rows are rows where valid to valid PAN changes have been done once and further changes are not allowed'.

Click on “Invalid PAN Annexure -3 (194P)” to view invalid pan in the statement

User can search PAN details either using PAN as per the statement or DD Record Number.

Important Notes

Invalid PAN will be displayed as per statement

Deductee Row Number	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
1	PANNOTAVBL	ABHISHEK MEHTA			
2	PANNOTAVBL	ABHISHEK MEHTA			

**Full form of Abbreviation used in above Screen :**

**DD : Deductee Detail**

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

## Step 6(Contd.): User needs to select Deductee Row Number.

Type of Correction:  [View Details](#)

**PAN Correction**

[Invalid PAN Annexure1](#) | [Valid PAN Annexure1](#) | [Invalid PAN Annexure2](#) | [Valid PAN Annexure2](#) | [Invalid PAN Annexure-3 \(194P\)](#) | [Valid PAN Annexure-3 \(194P\)](#)

**i** Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

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

**i** Enter Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search' to remove the filter

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

**i** Select a row and click on 'PAN Correction'. Name will be populated from PAN database. 'Status' column will display when details are saved.  
PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

Deductee Row Number	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	1	PANNOTAVBL	ABHISHEK MEHTA		
<input type="checkbox"/>	2	PANNOTAVBL	ABHISHEK MEHTA		

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Edited & Saved Rows  Deleted Row

**i** Locked Rows are rows where valid to valid PAN changes have been done once and further changes are not allowed

[Show Edited Rows](#) [PAN Correction](#)

[View Default Summary](#)

Select Deductee Row Number

Important Notes

- Valid PAN to Valid PAN correction can be done only once .
- Invalid PAN can be changed to Valid PAN only.

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Step 6(Contd.): Once the row is selected, “Changed PAN” field will be editable

Type of Correction:  [View Details](#)

**PAN Correction**

[Invalid PAN Annexure1](#) | [Valid PAN Annexure1](#) | [Invalid PAN Annexure2](#) | [Valid PAN Annexure2](#) | [Invalid PAN Annexure-3 \(194P\)](#) | [Valid PAN Annexure-3 \(194P\)](#)

**i** Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

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

**i** Enter Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search' to remove the filter

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

**i** Select a row and click on 'PAN Correction'. Name will be populated from PAN database. 'Status' column will display when details are saved.  
PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

	Deductee Row Number	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	1	PANNOTAVBL	ABHISHEK MEHTA			
<input type="checkbox"/>	2	PANNOTAVBL	ABHISHEK MEHTA			

Page 1 of 1 5 View 1 - 2 of 2

■ Edited & Saved Rows ■ Deleted Row

**i** Locked Rows are rows where valid to valid PAN changes have been done once and further changes are not allowed

[Show Edited Rows](#) [PAN Correction](#)

[View Default Summary](#)

Once the row selected, “Changed PAN” field will be editable

Important Notes

- Valid PAN to Valid PAN correction can be done only once .
- Invalid PAN can be changed to Valid PAN only.

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

## Step 6(Contd.): User can Enter new PAN details

Type of Correction:  [View Details](#)

**PAN Correction**

[Invalid PAN Annexure1](#) | [Valid PAN Annexure1](#) | [Invalid PAN Annexure2](#) | [Valid PAN Annexure2](#) | [Invalid PAN Annexure-3 \(194P\)](#) | [Valid PAN Annexure-3 \(194P\)](#)

**i** Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

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

**i** Enter Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search' to remove the filter

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

**i** Select a row and click on 'PAN Correction'. Name will be populated from PAN database. 'Status' column will display when details are saved.  
PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

	Deductee Row Number	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	1	PANNOTAVBL	ABHISHEK MEHTA			
<input type="checkbox"/>	2	PANNOTAVBL	ABHISHEK MEHTA			

Page 1 of 1 | 5 | View 1 - 2 of 2

Edited & Saved Rows  Deleted Row

**i** Locked Rows are rows where valid to valid PAN changes have been done once and further changes are not allowed

[Show Edited Rows](#) [PAN Correction](#)

Select	Enter PAN	Name of PAN	Action
<input checked="" type="radio"/>	<input type="text"/>	-	Save

[View Default Summary](#)

**Proceed to correction statement**

[Submit Correction Statement](#)

Enter PAN

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

## Step 6( Contd.): Invalid PAN successfully changed in to Valid PAN

### File Correction

<b>TAN</b>	CALY00023C	<b>Original RRR Number</b>	4676XXXXXXXX5404	<b>Latest RRR Number</b>	4676XXXXXXXX5404
<b>Financial Year</b>	2021-22	<b>Quarter</b>	Q4	<b>Form Type</b>	24Q

**Type of Correction**  [View Details](#)

### PAN Correction

[Invalid PAN Annexure1](#) | 
 [Valid PAN Annexure1](#) | 
 [Invalid PAN Annexure2](#) | 
 [Valid PAN Annexure2](#) | 
 [Invalid PAN Annexure-3 \(194P\)](#) | 
 [Valid PAN Annexure-3 \(194P\)](#)

*i* Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

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

*i* Enter Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search' to remove the filter

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

*i* Select a row and click on 'PAN Correction'. Name will be populated from PAN database. 'Status' column will display when details are saved.  
 PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

	Deductee Row Number	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	1	PANNOTAVBL	ABHISHEK MEHTA	XXXXXXXXXX	SRIKANT RAMDARSH TIWARI	Saved
<input type="checkbox"/>	2	PANNOTAVBL	ABHISHEK MEHTA			

Action status will display error message if PAN is invalid or success message if details for deductee row saved successfully

Invalid PAN successfully changed in to Valid PAN and saved

Name as per PAN Master will be populated in “Name as per Changed PAN” column

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

## Step 6( Contd.): User can view the details of edited rows

**i** Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement\*  **Search** **Reset Search**

DD Record Number\*  **Search** **Reset Search**

**i** Select a row and click on 'PAN Correction'. Name will be populated from PAN database. 'Status' column will display when details are saved.  
PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

Deductee Row Number	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/> 1	PANNOTAVBL	ABHISHEK MEHTA	XXXXXXXXXX	SRIKANT RAMDARSH TIWARI	Saved
<input type="checkbox"/> 2	PANNOTAVBL	ABHISHEK MEHTA			

Page 1 of 1

Edited & Saved Rows Deleted Row

**i** Locked Rows are rows where valid to valid PAN changes have been done once and further

**Show Edited Rows** **PAN Correction**

Select	Enter PAN	Name of PAN	Action
<input checked="" type="radio"/>	AKNPT6907G	-	Save

**Edited row can be viewed**

**Action status will display error message if PAN is invalid or success message if details for deductee row saved successfully**

**Invalid PAN successfully changed in to Valid PAN and saved**

**Name as per PAN Master will be populated in "Name as per Changed PAN" column**

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

## Step 6 ( Contd.) – Valid PAN Annexure -3(194P)

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Help

PAN Correction for Q4 of FY 2021-22 for Form 24Q

Invalid PAN Annexure1 Valid PAN Annexure1 Invalid PAN Annexure2 Valid PAN Annexure2 Invalid PAN Annexure-3 (194P)

Valid PAN Annexure-3 (194P)

Deductee Row Number	PAN as per Statement	Name as per Statement	Updated PAN in Statement	Name in Statement as per Updated PAN
2	XXXXXXXXXX	ABHISHEK MEHTA	XXXXXXXXXX	Pranav DHAYA PATIL

Page 1 of 1 View 1 - 1 of 1

Back

Select Valid PAN Annexure - 3 (194P)

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

## Step 6(Contd.): Select Valid PAN Annexure -3(194P)”

Type of Correction: -----Select----- [View Details](#)

**PAN Correction**

[Invalid PAN Annexure1](#) | [Valid PAN Annexure1](#) | [Invalid PAN Annexure2](#) | [Valid PAN Annexure2](#) | [Invalid PAN Annexure-3 \(194P\)](#) | [Valid PAN Annexure-3 \(194P\)](#)

**Valid PAN Annexure-3 (194P)**

**Enter PAN as per statement to search for t**. Click on 'Reset Search' to remove the filter

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

**Enter Deductee Record Number as per statement to search the deductee row.** Click on 'Reset Search' to remove the filter

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

**Click on a row to enter correct PAN. Name will be populated from PAN database.'Action Status' column will display current action status of the row. PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details**

**Correction is not allowed on selected columns for those deductee/collectee row/s on which 26A/27BA has been filed**

	Deductee Row Number	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input type="checkbox"/>	2	XXXXXXXXXX	ABHISHEK MEHTA	<input type="text"/>		
<input type="checkbox"/>	3	XXXXXXXXXX	ABHISHEK MEHTA	<input type="text"/>		
<input type="checkbox"/>	4	XXXXXXXXXX	ABHISHEK MEHTA	<input type="text"/>		

Page 1 of 1 5 View 1 - 3 of 3

■ Edited & Saved Rows ■ Deleted Row

**Locked Rows are rows where valid to valid PAN changes have been done once and further changes are not allowed**

**Important Notes**

Select Valid PAN Annexure -3 (194P)

User can search either using PAN as per statement filter or DD record number filter

List of valid PAN will be displayed as per statement

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

## Step 6(Contd.): User can view the details of edited rows

**i** Enter Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search' to remove the filter

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

**i** Click on a row to enter correct PAN. Name will be populated from PAN database.'Action Status' column will display current action status. Action status will display error message if PAN is invalid or success message if details for deductee row saved successfully

**i** Correction is not allowed on selected columns for those deductee/collectee row/s on which 26A/27BA has been filed

	Deductee Row Number	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	2	XXXXXXXXXX	ABHISHEK MEHTA	..XXXXXXXXXX	Pranav DHAYA PATIL	Saved
<input type="checkbox"/>	3	XXXXXXXXXX	ABHISHEK MEHTA			
<input type="checkbox"/>	4	XXXXXXXXXX	ABHISHEK MEHTA			

Page 1 of 1

■ Edited & Saved Rows ■ Deleted Row

**i** Locked Rows are rows where valid to valid PAN changes have been done once a

[Show Edited Rows](#) Edited row can be viewed

[View Default Summary](#)

**Proceed to correction statement** Click here to submit correction statement

[Submit Correction Statement](#)

Action status will display error message if PAN is invalid or success message if details for deductee row saved successfully

Name as per PAN Master will be populated in "Name as per Changed PAN" column

Valid PAN successfully changed in to Valid PAN and saved

# Action Summary

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Step 7: After clicking on “Submit Correction Statement” Action Summary screen will display to confirm the correction:  
Sub-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 contains tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. A Help button is visible in the top right corner.

The main content area is titled "File Correction" and contains the following information:

TAN	XXXXXXXXXX	Original RRR Number	4676XXXXXXXX5404	Latest RRR Number	4676XXXXXXXX5404
Financial Year	2021-22	Quarter	Q4	Form Type	24Q

Below this, there is a "Type of Correction" dropdown menu set to "----Select----" and a "View Details" button.

The section is titled "Action Summary for Q4 of FY 2021-22 for Form 24Q".

The "Action Summary" table is as follows:

Correction Type	Change
PAN Errors	<a href="#">View Corrections</a>
Deductee Pension Details Changes(194P)	View Corrections

At the bottom left, there is a "Submit To Admin" button. Two callouts are present: one pointing to the "View Corrections" link in the table with the text "Click here to view corrected details", and another pointing to the "Submit To Admin" button with the text "Click here to submit correction to Admin User".

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Step 7 (Contd.): After clicking on “Submit Correction Statement” Action Summary screen will display to confirm the correction: Admin-User log in

The screenshot displays the TDS TRACES interface. 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 emblem. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. A Help button is visible on the right.

The main section is titled "File Correction" and contains the following details:

TAN	XXXXXXXXXX	Original RRR Number	4676XXXXXXXX5404	Latest RRR Number	4676XXXXXXXX5404
Financial Year	2021-22	Quarter	Q4	Form Type	24Q

Below this, there is a "Type of Correction" dropdown menu set to "----Select----" and a "View Details" button.

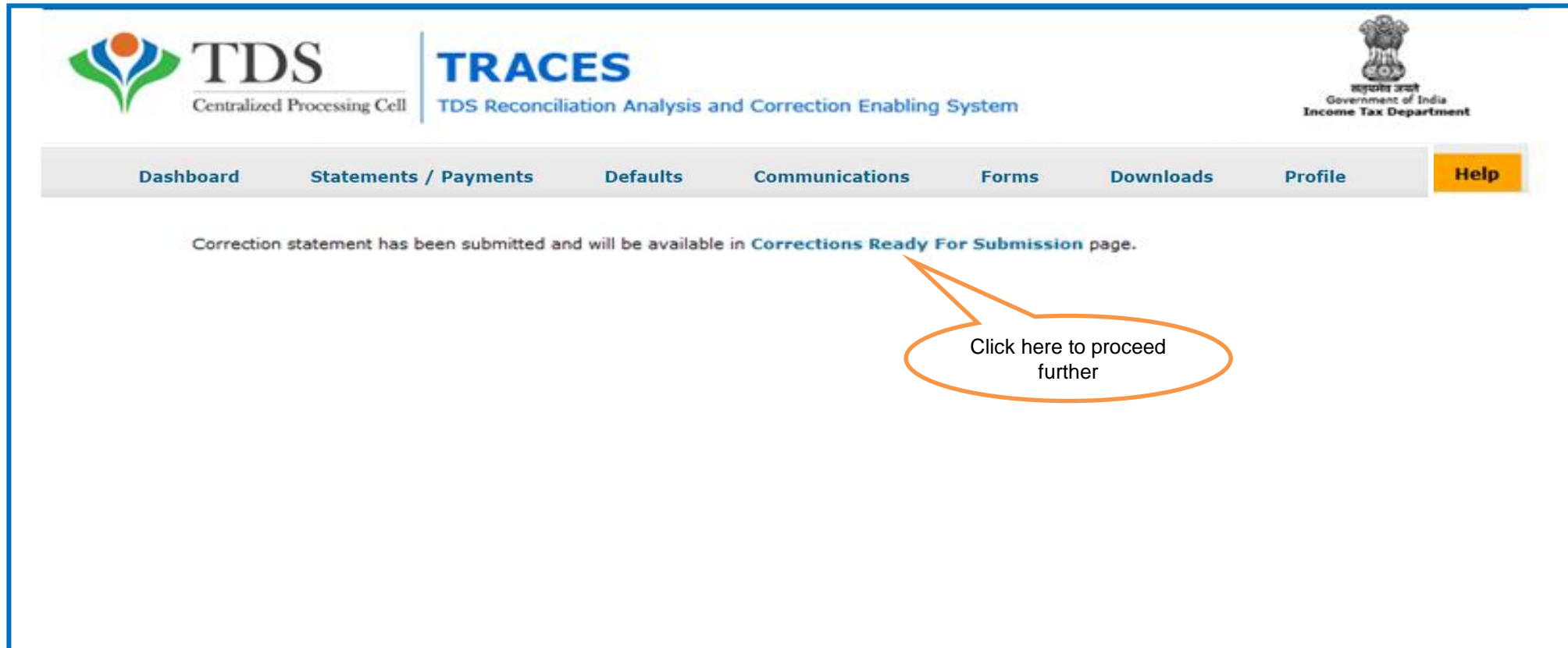
The "Action Summary for Q4 of FY 2021-22 for Form 24Q" section shows a table with the following data:

Correction Type	Change
PAN Errors	<a href="#">View Corrections</a>
Deductee Pension Details Changes(194P)	<a href="#">View Corrections</a>

At the bottom left, there is a "Confirm" button. Two callouts are present: one pointing to the "Confirm" button with the text "Click here to confirm the correction", and another pointing to the "View Corrections" link with the text "Click here to view corrected details".

## 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Step 7 (Contd.): After submitting correction below message will display on screen



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top left, the TDS Centralized Processing Cell logo is visible. The TRACES logo and full name are centered at the top. On the top right, the Government of India Income Tax Department logo is present. A horizontal navigation bar contains the following menu items: Dashboard, Statements / Payments, Defaults, Communications, Forms, 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 callout bubble with a pointer to the link contains the text "Click here to proceed further".

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Step 8: Select a row and click on ‘View Statement’ button to proceed further

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
2021-22	Q4	24Q	XXXXXXX

Below the table, there are two buttons: "View Statement" and "Cancel Statement".

Callouts in the image:

- "Click on row" points to the data row in the table.
- "Click here to proceed further" points to the "View Statement" button.
- "Click here to cancel statement" points to the "Cancel Statement" button.

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Step 9: Select a row and click on ‘View Statement’ button to view Action Summary

The screenshot displays the TDS TRACES portal 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 menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. A yellow 'Help' button is visible on the right. The main heading is 'Correction Statements Ready For Submission'. Below this is an information box: '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
2021-22	Q4	24Q	XXXXXXX

Below the table are two buttons: 'View Statement' and 'Cancel Statement'.

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Step 9 (Contd.): Select a row and click on 'View Statement' button to view Action Summary

The screenshot shows the TRACES portal interface. At the top, there are logos for TDS Centralized Processing Cell and TRACES (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is also present. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. A Help button is located in the top right corner. The main heading is "Correction Statements Ready For Submission". Below this, an information icon and text instruct the user to select a row and click on 'View Statement' to view the Action Summary screen. A table displays the following data:

Financial Year	Quarter	Form Type	User Id
2021-22	Q4	24Q	CALY00023C@

Below the table, there are two buttons: "View Statement" and "Cancel Statement". A callout points to the "View Statement" button with the text "Click here to proceed further". Another callout points to the "Cancel Statement" button with the text "Click here to cancel statement". A third callout points to the highlighted row in the table with the text "Select the Row for Action".

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Step 10: After confirmation of correction click on “Submit for Processing” button

The screenshot displays the TDS TRACES portal 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, Forms, Downloads, and Profile. A yellow Help button is located in the top right corner. The main content area features an 'Action Summary' section with a table:

Correction Type	Change
PAN Errors	View Corrections
Deductee Pension Details Changes(194P)	View Corrections

Below the table are three buttons: 'Submit for Processing', 'Edit Correction Statement', and 'Back'. A mouse cursor is pointing at the 'Submit for Processing' button.

Click here to submit the correction

Click here to edit the correction

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Step 10 (Contd.): Web signer window will be displayed to validate the DSC

The screenshot shows the TDS TRACES web interface with the emSigner window open. The emSigner window displays the content to sign and a list of certificates in the Certificate Store. Callouts indicate where to click for final submission and how to select a signature and validate the DSC.

**Content to Sign:**  
SCM^WF^180810^RDYSUB^10041884^2019-06-26 11:35:36.0^24Q^4100000007

**Certificate Store**

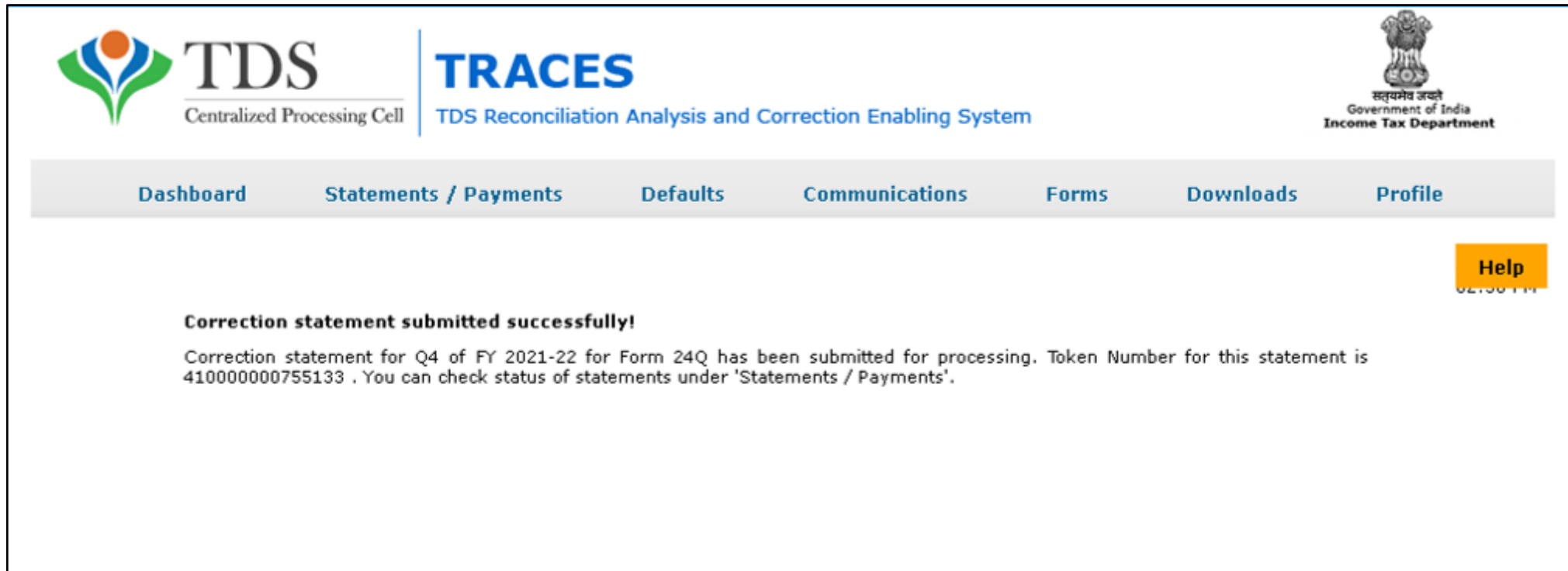
Common Name	Issuer Name	Serial No	Expiry Date
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020
test11	e-Mudhra Sub CA for Cl...	1748778a31	02-07-2020

Buttons: View Certificate, Sign, Cancel

Callouts:  
- Click here for final submission correction (pointing to 'Submit for Processing')  
- Select the signature (pointing to the Certificate Store table)  
- Click here to validate DSC (pointing to the 'Sign' button)

## 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

**Step 11: Correction statement submitted successfully message will appear on the screen after final submission correction**



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top left, the TDS Centralized Processing Cell logo is visible. The TRACES logo and name are prominently displayed in the center. To the right, the Government of India Income Tax Department logo is shown. A navigation bar contains the following tabs: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. A yellow 'Help' button is located in the top right corner. The main content area features a message: **Correction statement submitted successfully!** followed by the text: 'Correction statement for Q4 of FY 2021-22 for Form 24Q has been submitted for processing. Token Number for this statement is 410000000755133 . 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.

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Status: Submitted to ITD

**Track Correction Request**

Please select one of the below Search Options:

Request Number     Date     View All

**Correction Request Details**

**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
- 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-2023	32407	2021-22	Q4	24Q	4100XXXXXXXX140	Submitted to ITD	Online						

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[Cancel Statement](#)

Submitted to ITD

# 5. Pictorial guide for Online Correction- PAN Correction “Annexure -3(194P)”

Status: Processed

Help

Login Date: 27-Apr-2022, 02:50:11

### Track Correction Request

Please select one of the below Search Options

Request Number  Date:  View All

#### Correction Request Details

- Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user
- 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-2023	<a href="#">67039</a>	2021-22	Q4	24Q	<a href="#">6405XXXXXXXX6566</a>	Processed	Online		<a href="#">4100XXXXXXXX5133</a>	AMRT10013D@	24-Jun-2023		

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Cancel Statement

# THANK YOU

## Please Note:

- 1) **For Feedback** : You can share your feedback on [contactus@tdscpc.gov.in](mailto: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