

E-Tutorial

1. **Important Information to Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II).**
2. **Brief Steps to Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II).**
3. **Pictorial Guide to “Brief Steps to Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II).**



TDS
Centralized Processing Cell

1. Important Information to “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)”

- Deductee can check consumption details of **Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)**.
- Deductee can check consolidated consumption status or detailed consumption (**with TAN, Form type and Quarter**) of **Nil/ Lower deduction certificate u/s 197 (Annexure –II)**.
- **Deduction certificate u/s197 (Annexure –II)** should be of 10 digit alphanumeric.
- If the error message displaying as “**No data is available for specified search criteria**” on TRACES website, that means certificate format is correct but details are not available in database.

2. Important Information to “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)”

Step1 : Login to TRACES website with “**User ID**”, “**Password**” and the “**Verification code**”. Landing Page will be displayed on the screen.

Step2 : Click on “**Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)**” available under “**Statements/Forms tab**”.

Step3 : Click on Search “**option1**” for checking consolidated consumption status of **Nil/ Lower deduction certificate u/s197 (Annexure II)**.

Step3 : (Contd.) Enter “**Certificate Number**”, “**Financial Year**” and click on “**Proceed**” button.

Or

Step3 : Click on Search “**option 2**” for downloading detailed consumption (**with TAN, Form type and Quarter**) of **Nil/ Lower deduction certificate u/s 197 (Annexure –II)**.

Step3 : (Contd.) Enter “**Certificate Number**” and click on “**Proceed**” button.

3. Pictorial Guide to “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)”

TRACES Home Page

The screenshot shows the TRACES Home Page. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, Skip to main content, and Login. A search bar and language selector (English) are also present. The main header features the TDS Centralized Processing Cell logo, the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department logo. Below the header is a secondary navigation bar with Home, Deductor, Tax Payer, PAO, and Help. The main content area includes a Login section with links for Login, Register as New User, Forgot Password, and Forgot User ID. A callout box with an orange border points to the 'Login' link, containing the text: "Click on 'Login' on TRACES home page and login as Tax Payer". To the right of the Login section is a news item about the 17th edition of "Best e-Governance Implementation" award. Below this is a section for "DIT (Systems) announces release of RFP for selection of MSP for CPC-TDS 2.0". Further right are three service highlights: "Automated system for efficient processing of TDS/TCS statements", "TRACES Website and Intranet Portal for TDS/TCS Administration", and "National website of the Income Tax Department". On the far right is a Customer Care section with contact information. The bottom of the page features an "About the portal" section, "Highlights of the Portal" with a list of services, and an "Updates" section with tabs for Corrections, Outstanding Demand, and 26QB Filing.

3. Pictorial guide to Download Aggregated TDS Compliance Report (Contd.)

Step 1: Login to TRACES website with “User ID”, “Password” and the “Verification code”. Landing Page will be displayed on the screen.

The screenshot shows the TRACES website login page. At the top, there are navigation links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Login. A search bar is present with the text "Search In Keyword". The page features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and the Income Tax Department name are also visible. The main navigation menu includes Home, Deductor, Tax Payer, PAO, and Help. The login form is titled "Login" and has three radio buttons: Deductor, Taxpayer (selected), and PAO. The form fields are: User Id* (with a help icon), Password*, PAN for Tax Payer (with a help icon), and Verification Code* (with a refresh icon). The verification code field is populated with "C3waal". Below the form are links for "Register as New User" and "Forgot Password?". A "Login" button is at the bottom of the form. On the right side, there is a "Help" icon and a "Help" button. A "Common Note" section is also present, stating that the website uses cookies.

Callouts on the page:

- Click on Taxpayer
- Click on help icon next to each field for more details
- Enter user id and password
- PAN will be auto-populated.
- Click on Login to proceed further
- For more details on any screen, click on Help icon

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3.Pictorial Guide to “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)”

Step 1(Contd.) : Landing Page will be displayed on the screen

The screenshot shows the TRACES landing page. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is displayed. Below the header, a menu bar contains: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. The main content area includes a welcome message, a central message box with a checkbox and a 'Proceed' button, and a 'Customer Care' section with toll-free numbers. A footer contains copyright information and a disclaimer.

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

My Home Statements/Forms View/ Verify Tax Credit Request for Resolution Downloads Profile

Welcome [Redacted]

Help

Login Date: 10-Mar-2023, 01:03 PM

Click on the checkbox

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your account with Income Tax Department.

Some of the functionalities available through TRACES are listed below.

ATTENTION TAX PAYERS!!!!

Please insist on getting Form 16/16A from your Deductor downloaded only from Traces.Valid form 16/16A. [click here](#).

I agree to the usage and acceptance of Form 16 / 16A generated from TRACES [Proceed](#)

Click on Proceed

Customer Care

Toll-Free: 1800 103 0344

0120 4814600

Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour

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3.Pictorial Guide to “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)”

Step 2 : Click on “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)” available under Statements/Forms tab

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. The navigation bar includes 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. The 'Statements/Forms' dropdown menu is open, showing various options. The option 'Request for consumption status of Nil/ Lower deduction Certificate u/s 197 (Annexure II)' is highlighted with a blue box. A callout bubble points to this option with the text: 'Click on “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)” available under “Statements/Forms” tab'. The page also features a search bar, user login details, and a footer with copyright information.

3. Pictorial Guide to “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)”

Step 3 : Search option 1 Enter “Certificate Number”, “Financial Year” and click on Proceed button (Contd.)

The screenshot displays the 'Request for Resolution' section of a tax portal. The main heading is 'Request for consumption status of Nil/Lower Deduction Certificate u/s 197 (Annexure II)'. Below this, there is a search form for 'Search Option 1 for checking consolidated consumption status of Nil/Lower deduction certificate u/s 197 (Annexure II)'. The form contains two input fields: 'Certificate Number*' and 'Financial Year*', with a 'Proceed' button. Callouts indicate where to enter the certificate number, the financial year (2023-24), and where to click the 'Proceed' button. Below the form is a table with 14 columns: Sr. No., Certificate Number, Financial Year, PAN of the Deductee, Name of Deductee, Valid From, Cancel Date, Valid To, Section Code, Nature of Payment, Rate of TDS as per Certificate, Certificate Limit (Amount)(₹), Amount Consumed(₹), and Balance Amount(₹). The table contains one row of data. At the bottom, there is a footer note: 'Cancellation date will be taken as final valid date of certificate irrespective of any validity date issued by AO'.

Sr. No.	Certificate Number	Financial Year	PAN of the Deductee	Name of Deductee	Valid From	Cancel Date	Valid To	Section Code	Nature of Payment	Rate of TDS as per Certificate	Certificate Limit (Amount)(₹)	Amount Consumed(₹)	Balance Amount(₹)
1		2023-24			10-Jul-2023	Not Cancel	31-Mar-2024	194LBA(b)	Certain income in the form of dividend from units of a business trust to a resident unit holder	1	100,000,000.00	1,500,000.00	98,500,000.00

3. Pictorial Guide to “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)”

Step 3 : Search option 2 Enter “Certificate Number and click on Proceed button

My Home Statements/Forms View/ Verify Tax Credit Request for Resolution Downloads Profile

Welcome abcd Login Date: 12-Jul-2023, 12:45:11 PM [Help](#)

Request for consumption status of Nil/Lower Deduction Certificate u/s 197 (Annexure II)

Use Search Option 1 for checking consolidated consumption details on screen and Option 2 for downloading detailed consumption of Nil/Lower deduction certificate u/s 197 (Annexure II)

Search Option 2 for downloading detailed consumption (with TAN, Form type & Quarter) of Nil/Lower deduction certificate u/s 197 (Annexure II)

Enter Certificate Number

Certificate Number* 1AA0723AAI [Proceed](#) Click on “Proceed” option

Cancellation date will be taken as final valid date of certificate irrespective of any validity date issued by AO

Request for certificate consumption details has been submitted. Request No. is 940622. The file will be available under 'Downloads' section.

3. Pictorial Guide to “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)”

Step 3(Contd) : Search option 2 Enter “Certificate Number and click on Proceed button

The screenshot shows the TRACES web portal with the 'Downloads' menu open. The menu items are: Requested Downloads, Form 16B/16C/16D/16E (For Buyer/Tenant/Payer/Buyer of VDA), Download 197,206C(9) or 195(3)Certificate, Download 197 Certificate for section 194M (For Deductors), and Download Certificate u/s 195(2). A callout points to the 'Requested Downloads' option, stating: "Click on 'Requested Downloads' to track status of Nil/ Lower deduction certificate u/s197 (Annexure –II)".

Below the menu, there are search options: Request Number, Date, and View All (selected). A message states: "For requests with status as 'Available', click on a row to select it and click on 'HTTP Download' to download Form 26AS/Annual or Excel file / Form 16B/16C/16D/16E as a PDF".

Request Date	Request Number	Assessment Year	Form Type	Ack No.	File Processed	Status
12-Jul-2023	940622	2023-24	13	-	Form 13 Certificate consumption details download request	Available
12-Jul-2023	940621	2023-24	13	-	Form 13 Certificate consumption details download request	Failed
11-Jul-2023	940619	2023-24	13	-	Form 13 Certificate consumption details download request	Available

A callout points to the first row of the table, stating: "Click on row to select it".

Below the table, there is a callout pointing to the 'HTTP Download' link, stating: "Click here to download Form 13 Certificate consumption details".

At the bottom, there is a message: "Click here to download the utility for TRACES web Signer Setup V 2.0 & TRACES Form 13 Annexure Validation Utility [Offline] V 6.0 (Please ensure that you have ADMIN rights to install this setup in your machine)".

At the very bottom, there is a message: "Click on 'Help' in menu bar to view details on 'Status' and 'Password'".

3. Pictorial Guide to “Request for consumption status of Nil/ Lower deduction certificate u/s197 (Annexure –II)”

Sample - Form 13 Certificate consumption details

Click on Summary sheet to check “Summary of Form 13 Certificate consumption status u/s197 (Annexure – II)”

Certificate Number	Financial Year	PAN of Deductee	Name of Deductee	Valid From	Cancel Date	Valid To	Section Code	Nature of Payment
1	2023-24		TA	10-Jul-2023	Not Cancel	31-Mar-2024	194LBA(a)	Certain income in the form of interest from units of a business trust to a reside

Click on Details sheet to check “Details of Form 13 Certificate consumption status u/s197 (Annexure – II)”

S.No.	TAN	TAN Name	Financial Year	Form Type	Quarter	Amount Consumed in the Statement (Consolidated)
1			2023-24	26Q	Q2	125000.00
2			2023-24	27Q	Q2	125000.00
3			2023-24	26Q	Q2	125000.00
4			2023-24	27Q	Q2	125000.00
5			2023-24	26Q	Q3	125000.00
6			2023-24	27Q	Q3	125000.00
7			2023-24	26Q	Q3	125000.00
8			2023-24	27Q	Q3	125000.00
9			2023-24	26Q	Q4	125000.00
10			2023-24	27Q	Q4	125000.00
11			2023-24	26Q	Q4	125000.00
12			2023-24	27Q	Q4	125000.00

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