

E-Tutorial

1. Important Information on “Notices/Communications from Assessing Officer”.
2. Brief Steps on “Notices/Communications from Assessing Officer”.
3. Pictorial guide on “Notices/Communications from Assessing Officer”.



TDS
Centralized Processing Cell

1. Important Information on “Notices/Communications from Assessing Officer”

Deductor can view intimation issued by Assessing Officer in “**Notices/Communications from Assessing Officer**” section available under “**Communications**” tab.

This functionality is available from Financial Year **2007-08** onwards.

Note: As per the **Circular No.19/2019**, all notices/communications issued by Assessing officer on or after the 1st of October, 2019 shall carry a computer generated Document Identification Number (DIN) duly quoted in the body of such communications.

Notices and Communication can be searched through two search options :

Search Option 1: By selecting “**Notices/Order/Communication Type**”, **Date of Issuance** (By selecting a specific time range) or “**Notice Communication Reference Number/DIN.**”

Search Option 2: By Selecting “**Financial Year**”, “**Quarter**” or “**Form Type**”.

2. Brief Steps on “Notices/Communications from Assessing Officer”

- **Step 1:** Login to TRACES website with your “**User ID**”, “**Password**”, “**TAN of the Deductor**” and the “**Verification code**”.
- **Step 2:** Click on “**Notices/Communications from Assessing Officer**” option available under “**Communications**” tab
- **Step 3:** Select either **Search Option 1** or **Search Option 2** to search Notices/Communications issued from Assessing Officer.
 - After selecting either **Search Option 1** or **Search Option 2** , details of Intimation/ DIN will display.
 - Select the row then click on “**Request for DIN Download Document**” button. After clicking on “**Request for DIN Download Document**” button, request number will generate to download DIN documents (Notices/Communications).
- **Step 4:** DIN document will be downloaded from “**Requested Downloads**” available under “**Downloads**” tab.
 - Click on “Available” status row then click on “HTTP Download” button to download DIN document.

3. Pictorial guide on “Notices/Communications from Assessing Officer”

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

The screenshot shows the TRACES login 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. The page has three tabs: Deductor, Tax Payer, and PAO. A 'Help' button is located in the top right corner. Below the tabs, there are radio buttons for 'Login as : Deductor', 'Taxpayer', and 'PAO'. The 'Deductor Login' section contains four input fields: 'User Id*', 'Password*', 'TAN for Deductor*', and 'Verification Code*'. A CAPTCHA image with the text 'K224D' is shown below the verification code field. A 'Login' button is at the bottom of the form. To the right, there is a 'For Deductors:' section with instructions and a 'Common Note:' section. Callouts with orange borders point to various elements: '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 question mark icons; 'Enter TAN' points to the TAN for Deductor field; 'Enter the text as displayed then click on Login' points to the CAPTCHA image and the Login button; and 'For more details on any screen, click on Help icon' points to the Help button.

Click on Deductor Option

Enter user id and password

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

Enter TAN

Enter the text as displayed then click on Login

For more details on any screen, click on Help icon

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* 

Enter text as in above image*

Login

Register as New User Forgot Password? Forgot User Id?

For Deductors:

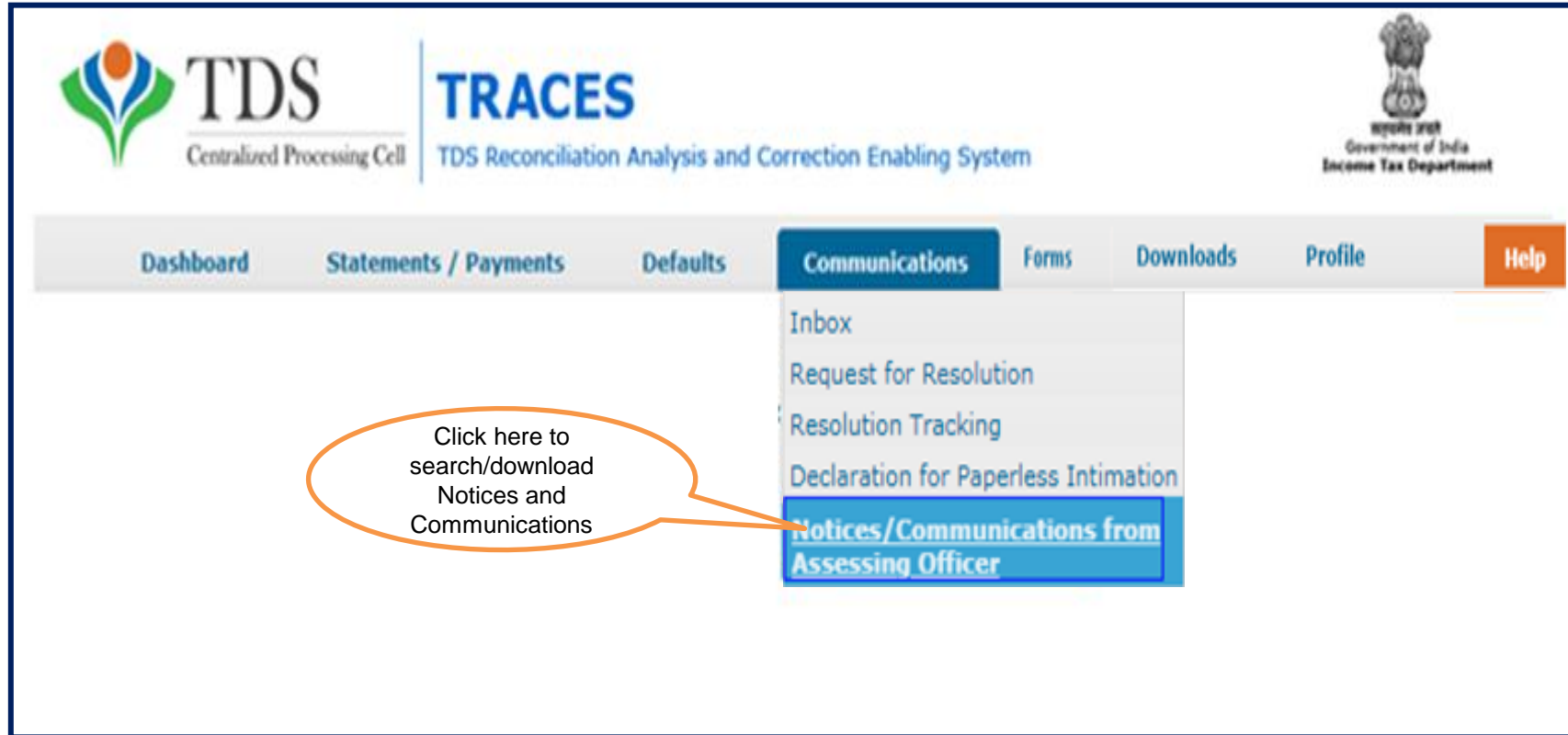
- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered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

3. Pictorial guide on “Notices/Communications from Assessing Officer”

Step 2 : Click on “Notices/Communications from Assessing Officer” available under “Communications” tab



3. Pictorial guide on “Notices/Communications from Assessing Officer”

Step 3: Select either Search Option 1 or Search Option 2 to search Notices/Communications issued from Assessing Officer

The screenshot shows the TDS 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 menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main heading is "Notices/Communications from Assessing Officer". Below this, a prompt asks the user to "Please Select either Search Option 1 or Search Option 2". The "Search Option 1" radio button is selected and circled in orange, with a callout bubble labeled "Search Option 1". Under "Search Option 1", there are input fields for "Notice/Order/Communications Type" (set to "All"), "Date of Issuance (dd-mmm-yyyy)" with "From" and "To" date pickers, and "Notice Communication Reference Number/DIN". A "Go" button is present.

The screenshot shows the same TDS TRACES portal interface. The "Search Option 2" radio button is selected and circled in orange, with a callout bubble labeled "Search Option 2". Under "Search Option 2", there are input fields for "Financial Year" (set to "All"), "Quarter" (set to "All"), and "Form Type" (set to "All"). A "Go" button is present.

3. Pictorial guide on “Notices/Communications from Assessing Officer”

Step 3 (Contd.): Search Option 1 : Select “Notices/Order /Communication Type”, Date of Issuance (By selecting a specific time range) or “Notice Communication Reference Number/DIN”

The screenshot displays the TRACES web 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 menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main heading is "Notices/Communications from Assessing Officer". Below this, there is a section titled "Please Select either Search Option 1 or Search Option 2" with radio buttons for "Search Option 1" (selected) and "Search Option 2". Under "Search Option 1", there is a form with the following fields: "Notice/Order/Communications Type" (a dropdown menu currently set to "All"), "Date of Issuance" (with a date picker icon and the format "mm-yyyy"), "From" (with a date picker icon), "To" (with a date picker icon), and "Notice Communication Reference Number/DIN" (a text input field). A "Go" button is located to the right of the "Notice Communication Reference Number/DIN" field. An orange callout bubble points to the "Notice/Order/Communications Type" dropdown and the "Go" button, containing the text: "Selects 'Notice/Order/ Communications Type' or 'Date of Issuance' or 'Notice Communication Reference Number/DIN' then click on 'GO'".

3. Pictorial guide on “Notices/Communications from Assessing Officer”

Step 3 (Contd..) : Search Option 2 : Select “Financial Year, “Quarter” or “Form Type”.

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Notices/Communications from Assessing Officer

Please Select either Search Option 1 or Search Option 2

Search Option 1 Search Option 2

Search Option 2

Financial Year All Quarter All Form Type All Go

Notices

Select 'Financial Year' or 'Quarter' or 'Form Type' then click on "GO"

3. Pictorial guide on “Notices/Communications from Assessing Officer”

Step 3(Contd.) : After selecting either Search Option 1 or Search Option 2 , details of Intimation/DIN will display

Please Select either Search Option 1 or Search Option 2

Search Option 1 Search Option 2

Search Option 1

Notice/Order/Communications Type: Date of Issuance (dd-mmm-yyyy) From: To:

Notice Communication Reference Number/DIN: [Go](#)

Notices

i Intimation issued by Assessing Officer can be downloaded from Downloads Section under Requested Downloads

Date of Issuance	Notice / Order Type	Communication Reference No. / DIN	Financial Year	Quarter	Form Type	Statement Type	Token Number	Default Amount	Deductor Response*
No data available for the specified search criteria.									

[Request For Download Intimation](#) [Submit Response](#)

DIN Request Date	DIN	Financial Year	Quarter	Form Type	Category	Subject	Comments
-	CHE/WT/151/2/18102019/00020	-	-	-	-	-	-
18-Oct-2019	KRL/WT/64/1/18102019/00021	2018	Q3	27Q	others	adfsd	View A.O comments

Page 1 of 1 View 1 - 2 of 2

[Request For DIN Download Document](#)

Details of Intimation and DIN will display

3. Pictorial guide on “Notices/Communications from Assessing Officer”

Step 3(Contd.) : Select the row then click on “Request for DIN Download Document” button

Please Select either Search Option 1 or Search Option 2

Search Option 1 Search Option 2

Search Option 1

Notice/Order/Communications Type: All Date of Issuance (dd-mmm-yyyy) From: To:
 Notice Communication Reference Number/DIN: [Go](#)

Notices

i Intimation issued by Assessing Officer can be downloaded from Downloads Section under Requested Downloads

Date of Issuance	Notice / Order Type	Communication Reference No. / DIN	Financial Year	Quarter	Form Type	Statement Type	Token Number	Default Amount	Deductor Response*
Page 1 of 1 No data available for the specified search criteria.									

[Request For Download Intimation](#) [Submit Response](#)

DIN Request Date	DIN	Financial Year	Quarter	Form Type	Category	subject	Comments
-	CHE/WT/151/2/18102019/00020	-	-	-	-	-	-
18-Oct-2019	KRL/WT/64/1/18102019/00021	2018	Q3	27Q	others	adfsd	View A.Q comments

Page 1 of 1 View 1 - 2 of 2

[Request For DIN Download Document](#)

Select the row then click on “Request for DIN Download Document” button

3. Pictorial guide on “Notices/Communications from Assessing Officer”

Step 3(Contd.) : After clicking on “Request for DIN Download Document” button, request number will generate to download DIN documents (Notices/Communications)

Notices

i Intimation issued by Assessing Officer can be downloaded from Downloads Section under Requested Downloads

Date of Issuance	Notice / Order Type	Communication Reference No. / DIN	Financial Year	Quarter	Form Type	Statement Type	Token Number	Default Amount	Deductor Response*
Page 1 of 1									

No data available for the specified search criteria.

[Request For Download Intimation](#) [Submit Response](#)

Your Request for DIN Download has been successfully submitted.

Request Number	785062
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Please note down the request number. You can download document from 'Requested Downloads' under 'Downloads' menu.

DIN Request Date	DIN	Financial Year	Quarter	Form Type	Category	Subject	Comments
-	CHE/WT/151/2/18102019/00020	-	-	-	-	-	-
18-Oct-2019	KRL/WT/64/1/18102019/00021	2018	Q3	27Q	others	adfsd	View A.O comments

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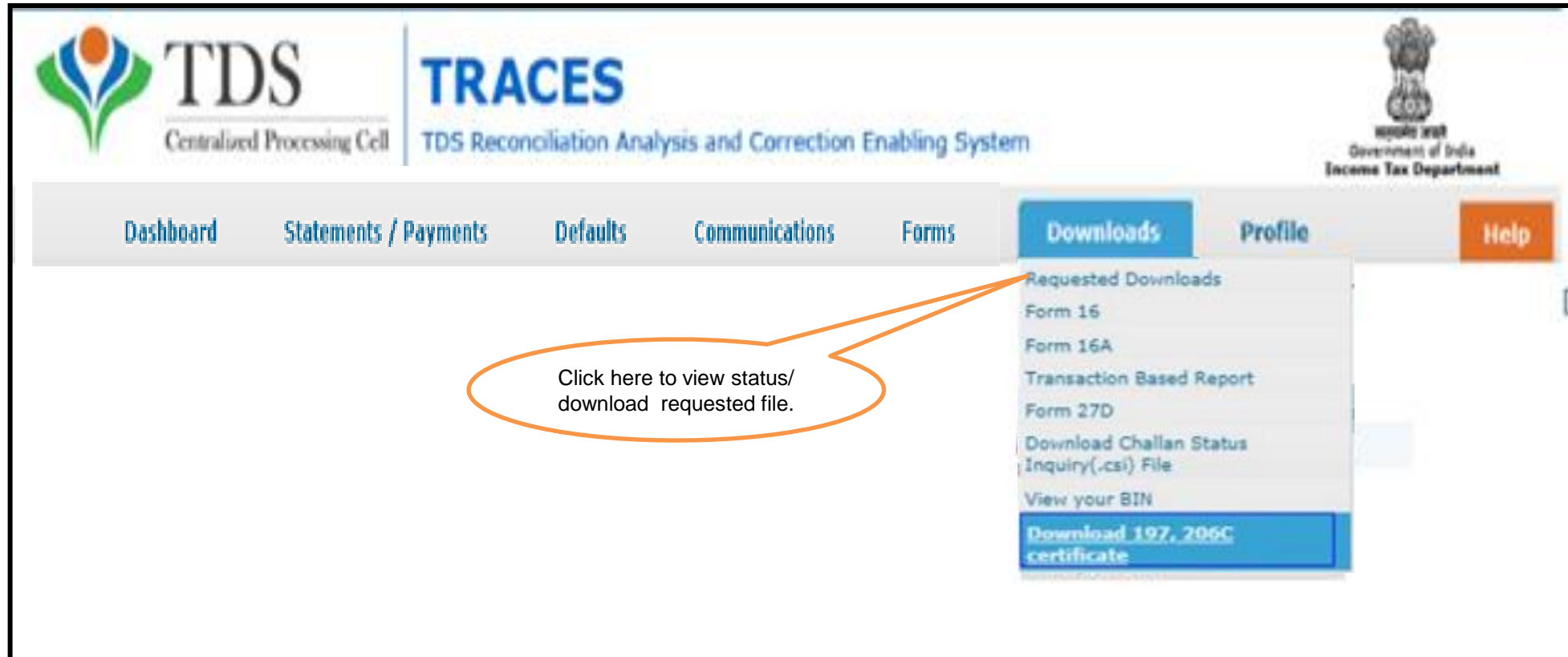
View 1 - 2 of 2

[Request For DIN Download Document](#)

Request Number will generate for DIN Download

3. Pictorial guide on “Notices/Communications from Assessing Officer”

Step 4 : DIN document will be downloaded from “Requested Downloads” available under “Downloads” tab



The screenshot displays the TDS TRACES portal interface. At the top left is the TDS logo with the text 'Centralized Processing Cell'. To its right is the TRACES logo and the full name 'TDS Reconciliation Analysis and Correction Enabling System'. On the top right is the Government of India Income Tax Department logo. A navigation bar contains tabs for 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. The 'Downloads' tab is selected, and a dropdown menu is open, listing options: 'Requested Downloads', 'Form 16', 'Form 16A', 'Transaction Based Report', 'Form 27D', 'Download Challan Status Inquiry(.csi) File', 'View your BIN', and 'Download 197, 206C certificate'. An orange callout bubble points to the 'Requested Downloads' option with the text: 'Click here to view status/download requested file.'

3. Pictorial guide on “Notices/Communications from Assessing Officer”

Step 4 (Contd.): Deductor can select either Request Number or Date or View all ,search options to view status

The screenshot shows the TDS TRACES 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 menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads (highlighted), Profile, and Help. The main heading is "Files Requested For Download". Below it, there are instructions: "Please download and use latest utility version(2.2) for Justification report requests." and "Please select one of the below Search Options". There are three radio button options: "Request Number", "Date:", and "View All" (which is selected). Below the options, there are two informational messages: "Click on a row to proceed and select 'HTTP Download' or 'Download Manager' for the requests with status as 'Available'" and "As per Notification 36/2019, Please provide required details as per new format of 24Q, Annexure-II from 2018-19 onwards". A table lists the requested files with columns: Request Date, Request Number, Financial Year, Quarter, Form Type, File Processed, Status, and Remarks. The table contains two rows: one with status "Submitted" and one with status "Available". At the bottom, there is a "View 1 - 2 of 2" indicator and a "Click here for Password related help" link.

Deductor can select either Request Number or Date or View all ,search options to view status

In case of Submitted status please wait for 24-48 hours

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
18-Nov-2019	785062	2018-19	Q3	27Q	DIN document download KRL/WT/64/1/18102019/00021	Submitted	-
21-Oct-2019	764736	2016-17	Q4	27Q	DIN document download CHE/WT/151/2/15102019/00028	Available	-

Page 1 of 1 View 1 - 2 of 2

Click here for Password related help. Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'

3. Pictorial guide on “Notices/Communications from Assessing Officer”

Step 4 (Contd.): Click on “Available” status row then click on “HTTP Download” button to download DIN document

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Files Requested For Download

Please select one of the below Search Options
To work on/open offline correction input file, you will need winzip 17 or below installed in your system.

Please check if Pop up blocker is disabled in your browser settings or not. If not please disable the same for using this functionality

Request Number Date: View All

1 Click on a row to proceed and select 'HTTP Download' or 'Download Manager' for the requests with status as 'Available'

1 As per Notification 36/2019, Please provide required details as per new format of 24Q, Annexure-II from 2018-19 onwards

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
19-Nov-2019	785081	2018-19	Q3	27Q	DIN document download KRL/WT/64/1/18102019/00021	Available	-
18-Nov-2019	785062	2018-19	Q3	27Q	DIN document download KRL/WT/64/1/18102019/00021	Failed	-
21-Oct-2019	764736	2016-17	Q4	27Q	DIN document download CHE/WT/151/2/15102019/00028		-

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HTTP Download

1 Click here for Password related help. Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'

Click on the row

Click here to download DIN document

3. Pictorial guide on “Notices/Communications from Assessing Officer”

Sample Document

**Office of the WARD TDS, TRIVANDRUM
AAYAKAR BHAVAN, TRIVANDRUM**

Date of Issuance of Intimation :14-Nov-2019
Communication Ref No. :NFI/14112019/S-00046

To,
SUSHIL KUMAR KURIL
12-4-70,80 Feet Road.,VidYA NAGAR,anantapur
ANDHRA PRADESH- 515001

(Name and Address as per latest statement)

Subject: Intimation for Non-filing of TDS/TCS statement under TAN BPL515141A

On perusal of records, it has been observed that you had filed TDS/TCS Statement(s) for Quarter 1, FY 2017-18; however, no TDS/TCS Statement(s) has/have been filed for Quarter 1 FY 2018-19 as of 14-Nov-2019

2. As per provisions of Section 200(3) & Section 206C (3) of the Income Tax Act, 1961 read with Rule 31A will be applicable for Non-filing of TDS/TCS statements. The consequences of Non filing of TDS/TCS Statements are mentioned below:

(a) Where a person fails to deliver or cause to be delivered a statement within the time prescribed in sub-section (3) of section 200 or the proviso to sub-section (3) of section 206C, he shall be liable to pay, by way of fee, a sum of two hundred rupees for every day during which the failure continues.

(b) In case of late filing of TDS/TCS Statements, a fee @ Rs.200 per day shall be levied on the deductor u/s 234E of the IT Act, 1961.

(c) Non filing of TDS/TCS statements results into the TDS/TCS Credit not being available to the deductees. They therefore, will not be able to claim the credit for tax already deducted from the payments made to them. Please note that TDS/TCS Certificates will not be available to download on TRACES, until the TDS/TCS Statements are duly filed. Only TRACES generated TDS/TCS certificates are valid and should be issued to the deductee(s).

3. Please file the relevant TDS/TCS Statement without any further delay. If you are not required to file the same, please submit a declaration for Non-filing of TDS/TCS Statement on TRACES website. For this purpose, you have to login to TRACES with your user ID and Password, navigate to "Statements/ Payments" menu and submit details under "Declaration for Non-Filing of Statements".

4. In case of any further query/clarification, you may contact the undersigned either in person or through authorized representative.

WARD TDS, TRIVANDRUM

Disclaimer: The Notice/Letter/Order/Request No./Communication Reference No. mentioned above may treated as DIN for the purpose of procedure for issuance of Notice/Letter/Order/Summons/ Correspondence prescribed by Circular No. 19 /2019 dated August 14, 2019.

THANK YOU

Notes:

- 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