

E-Tutorial

1. Important information for Demand Management Request .
2. Brief steps for Demand management Request- Challan tagging for consumption
3. Pictorial guide for Demand management Request- Challan tagging for consumption.



1. Important Information for Demand Management Request

- Demand Management Requests are permitted only for those statements where submission of a correction statement is time-barred.
- Default summary will be available in summarized level for the statement processed through Demand Management Request.
- Please note that once a demand has been adjusted through a Demand Management Request, submission of Form 26A or 27BA for that financial year and Form type will no longer be permitted.
- Any challan amount applied towards a demand through this process will be treated as final. Kindly note that such amounts cannot be reversed once utilized.
- Justification report will no longer be accessible after the Demand Management Request has been processed.
- In cases where short deduction or short collection demands are resolved using the Demand Management Request, the corresponding credit of TDS/TCS will not be reflected in the deductee's Form 26AS or Annual Tax Statement (ATS).
- For tagging of BIN, deductor need to Contact Jurisdictional TDS Assessing Officer.
- Challan deposited with +/-1 Financial year of the selected statement will be available for tagging.
- Total allocated amount for removing the default must be equal to or less than Default Amount except where tagging of amount against Interest u/s 220(2).
- Available balance of challan(s) is automatically updated every time the challan amount is allocated against the selected default.
- The amount allowed for tagging shall be limited to the available balance in the respective challan.

2. Brief steps for Demand management Request- Challan tagging for consumption

- Step1: Go to TRACES website (www.tdscpc.gov.in). Login to TRACES website with your login credentials.
- Step 2: Click on “Request for Demand Management” option available under “Defaults” tab
- Step 3: Acceptance of the information provided on the screen needs to be given for proceeding with this request.
- Step 4: On the next screen, enter the Financial Year, Qtr., Form Type and click on “View Demand” option.
- Step 5: Click on “Tag Challan”.
- Step 6: Select the one of search option i.e. Period of Payment, CIN Particulars or view all to view the corresponding challan to be used for processing the request.
- Step 7: Select the challan to be used for tagging against the default and enter the amount to be allocated against the respective type of default displayed in the grid.
- Step 8: After entering the amount against the default value, the Deductor / Collector to click the Submit button to proceed with the request. A confirmation screen will appear. Upon clicking “Yes,” the request will be submitted to CPC-TDS for further processing.
- Step 9: To view the request status, click on “Go to Track Demand Management Request”. Alternately, the user can view the status of the request by clicking on the “Track Demand Management Request” from the defaults menu.
- Step 10: Click on the “Check Default Summary” option to view the updated default summary once the request has been processed.

2. Brief steps for Demand management Request- Challan tagging for consumption

- **Details of Requested Status:**

- a) **Submitted:** The request has been successfully submitted.
- b) **Submitted to ITD :** The Request has been submitted to ITD for processing.
- c) **Rejected :** Request has been rejected and user can check the reason by clicking on “ View Rejection Reason”
- d) **Cancelled:** Request has been cancelled by Deductor / Collector.
- e) **Processed :** Demand management Request is processed by TDSCPC

2. Brief steps for Demand management Request- Challan tagging for consumption

Error occurred while entering statement details:

- **No data available for the specified search criteria** - If regular statement not filed or is pending for processing.
- **This is a migrated statement which is not processed by CPC-TDS** - If a user attempts to initiate a Demand Management request for migrated statement.
- **A request for the selected statement has already been submitted and is currently under process** - Request for same statement has already been submitted at TRACES and request is under process.
- **No Default available for the selected statement** - There is no default available for the selected statement.

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

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

Home **Deductor** Tax Payer PAO [Help](#)


Login as : Deductor Taxpayer PAO

Deductor Login

User Id* ? **Enter user ID**

Password* **Enter password**

TAN for Deductor* **Enter TAN**

Verification Code*  [Click to refresh image](#)

Enter text as in above image* **Enter the text as displayed in Verification Code**

[Login](#) [Forgot Password?](#) [Forgot User Id?](#)

For more details on any screen, click on Help icon

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 for Demand management Request- Challan tagging for consumption

Step 2: Click on “Request for Demand Management” option available 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 (Centralized Processing Cell) and the TRACES logo. Below the header is a navigation menu with tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. The 'Defaults' tab is selected, and its dropdown menu is open, showing options: View Default Summary, Request for Correction, Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission Tag / Replace Challan, Track Request for Tag / Replace Challan, Request for Demand Management, and Track Demand Management Request. The 'Request for Demand Management' option is circled in orange, and a blue arrow points to it from a text box that says 'Click on “Request for Demand Management” option'. The main content area includes a 'Welcome to TRACES!' message, a 'Quick Links' sidebar, and various utility sections like 'Customer Care' and 'User Login Details'. The login date is shown as 21-Jan-2026, 11:06 AM.

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

Step 3: user need to read, understood, agreed to the conditions in consent screen and click on 'Yes' option to proceed further.

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Search In Keyword

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

Steps Recorder - This tool is being phas || Pause Record

Government of India Income Tax Department

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

Help

Welcome

Login Date: 14-Jan-2026, 03:40 PM

Request for Demand Management

By proceeding with this request, you kindly confirm that you have read, understood, and agreed to the conditions mentioned below:

- Please note that once a demand has been adjusted through a Demand Management Request, submission of Form 26A or 27BA for that financial year and Form type will no longer be permitted.
- Any challan amount applied towards a demand through this process will be treated as final. Kindly note that such amounts cannot be reversed once utilized.
- Justification report will no longer be accessible after the Demand Management Request has been processed.
- In cases where short deduction or short collection demands are resolved using the Demand Management Request, the corresponding credit of TDS/TCS will not be reflected in the deductee's Form 26AS or Annual Tax Statement (ATS).

Would you like to proceed

Yes No

Choose option "Yes" to Proceed further

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

Step 4: Enter the Financial Year, Qtr., Form Type and click on “View Demand” option

The screenshot displays the 'Request for Demand Management' page. At the top, there is a navigation bar with tabs for 'Dashboard', 'Statements / Payments', 'Defaults' (selected), 'Communications', 'Forms', and 'Do'. A 'Help' button is located in the top right corner. Below the navigation bar, there is a 'Welcome |' message and a 'Login Date: 14-Jan-2026, 03:40 PM' timestamp. The main heading is 'Request for Demand Management'. Below this, there are two informational messages: 'Demand Management Requests are permitted only for those statements where submission of a correction statement is time-barred.' and 'Default summary will be available in summarize label for the statement processed through Demand Management Request'. The main form area contains three dropdown menus: 'Financial Year*' (set to '2018-19'), 'Quarter*' (set to 'Q2'), and 'Form Type*' (set to '26Q'). To the right of these dropdowns is a 'View Demand' button. An orange callout box with a pointer to the 'View Demand' button contains the text: 'Select the Financial Year, Quarter and form type then click on “View Demand” option'.

3. Pictorial Guide for Demand management Request - Challan tagging for consumption

Step 5: Click on "Tag Challan" option to proceed

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Search In Keyword

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

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Government of India
Income Tax Department

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

Welcome

Help

n-2026, 03:40 PM

Request for Demand Management

TAN _____ for FY 2018-19, Quarter 2, Form type 26Q

Default	Short Payment	Short Deduction	Interest on Late Payment	Interest on Late Deduction	Interest on Short Payment	Interest on Short Deduction	Late Filing Fee	Interest u/s 220(2)	Total Default
	40000.00	1120000.00	24000.00	11600.00	45600.00	952000.00	80000.00	57316.00	2330516.00

Back | **TAG Challan**

Click on "TAG Challan"

Latest defaults will be displayed based on the selected statement

Note : For tagging of BIN, your are requested to contact to Jurisdictional TDS Assessing Officer

3. Pictorial Guide for Demand management Request - Challan tagging for consumption

Step 6 : Select the one of search option i.e. Period of Payment, CIN Particulars and View All options (Contd..)

for FY 2018-19, Quarter 2, Form type 26Q

Default Details	Short Payment	Short Deduction	Interest(Int on SD+Int on SP+LPI+LDI)	Late Filing Fee	Interest u/s 220(2)	Total
	40000.00	1120000.00	1033200.00	80000.00	57316.00	2330516.00

Total Allocated Amount for consumption	0.00	0.00	0.00	0.00	0.00	0.00
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Please select one of the below Search Options

Period of payment CIN Particulars View All

Select one of the search option to search the challan

i All challans associated with the selected statement will be displayed, provided they fall within a ±1 range and belong to the same financial year.

Select	S.No.	BSR Code	Date on which Tax Deposited	Challan Serial Number	Total Tax Deposited Challan	Available Balance In Challan	Challan Status	Short Payment	Short Deduction	Interest(Int on SD+Int on SP+LPI+LDI)	Late Filing Fee	Interest u/s 220(2)	Total Amount
	1	2320005	11-Oct-2023	51113	90000.00	60000.00	PARTIALLY CONSUMED	0	0	0	0	0	0.00

View 1 - 1 of 1

[Back](#) [Submit](#)

Click on "Submit" option

Available balance of challan(s) is automatically updated each time based on amount is allocated for default consumption.

Note:

- Total allocated amount for consumption will be equal or less than to Default Amount except tagging of amount against Interest u/s 220(2).
- The amount permitted for tagging shall be limited to the available balance in the respective challan.

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

Step 7 : Bifurcate the amount in default columns as per demand, click on “Yes” option to proceed and Submit the request

Login Date: 14-Jan-2026, 03:40 PM

TAN [redacted] for FY 2018-19, Quarter 2, Form type 26Q

Default Details	Short Payment	Short Deduction	Interest(Int on SD+Int on SP+LPI+LDI)	Late Filing Fee	Interest u/s 220(2)	Total
	40000.00	1120000.00	1033200.00	80000.00	57316.00	2330516.00

Total Allocated Amount for consumption: 10000.00 (Short Payment), 10000.00 (Short Deduction), 40000.00 (Total)

Please select one of the below Search Options

Period of payment CIN Particulars View All

Would you like to proceed.

Click on “Yes” option to proceed further

All challans associated with the selected statement will be displayed, provided they fall within a ±1 range and belong to the same financial year.

Select	S.No.	BSR Code	Date on which Tax Deposited	Challan Serial Number	Total Tax Deposited Challan	Available Balance In Challan	Challan Status	Short Payment	Short Deduction	Interest(Int on SD+Int on SP+LPI+LDI)	Late Filing Fee	Interest u/s 220(2)	Total Amount
<input checked="" type="checkbox"/>	1	2320005	11-Oct-2023	51113	90000.00	10000.00	PARTIALLY GO	10000	10000	10000	10000	10000	50000.00

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Click on “Submit” option to submit the request

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

Step 8 : Click on “Go to Track Demand Management Request” tab to see the request status

The screenshot displays the TDS TRACES portal interface. 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 is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). A secondary header contains menu items: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, and Profile. A yellow 'Help' button is located on the right. Below the menu, a 'Welcome' message is followed by the login date: 'Login Date: 14-Jan-2026, 03:40 PM'. The main content area contains a message: 'Request for Demand Management for Form 26Q of FY 2018-19 and Quarter 2 has been submitted. Request Number is 119337 and Request Date is 14-January-2026. You may check status of the request through "Track Demand Management Request" under Defaults menu.' Below this message is a blue button labeled 'Go to Track Demand Management Request'. An orange callout bubble with the word 'Click' points to this button. At the bottom of the content area, there is a blue-bordered box containing an information icon and a note: 'Note:- For future reference, a request for the Justification Report is automatically initiated for the corresponding statement. Please ensure that the status of the request is marked as "Available" under the Download menu for processing the initiated Demand Management Request.' An orange callout bubble with the text 'Important Note' points to this box.

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

Step 9: Click on “Track Demand Management request” option available 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 (Centralized Processing Cell) and the TRACES logo. Below the header is a navigation menu with tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. The 'Defaults' tab is selected, and its dropdown menu is open, showing options such as View Default Summary, Request for Correction, Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission Tag / Replace Challan, Track Request for Tag / Replace Challan, Request for Demand Management, and Track Demand Management request. A blue arrow points to the 'Track Demand Management request' option, which is circled in orange. A text box next to the arrow says 'Click on “Track Demand Management request” option'. The main content area includes a 'Welcome to TRACES!' message, a 'Quick Links' section, and a 'Customer Care' section with contact information.

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

Step 9(Cont.): Click any one of search option “Request Number, Date and View All and click on “View Request” option

The screenshot displays the TDS TRACES portal interface. At the top, there are navigation links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text "Search In Keyword". The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, there is a "Steps Recorder - Recording Now" notification and a "This tool is being phased out. Click here" message. Below the header, there is a navigation menu with options: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, and Profile. A "Help" button is also visible. The main content area shows a "Track Demand Management Request" section with the instruction "Please select one of the below Search Options". There are three radio button options: "Request Number" (selected), "Date:", and "View All". Below these options, there is a form with a "Request Number" label, an input field, and a "View Request" button. An orange callout bubble points to the "View Request" button and contains the text: "Track the Demand Management request by searching option via Request number, Date or View all option".

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

Step 10: Click on “Check default summary” option to view the latest default summary w.r.t Demand Management request

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Search In Keyword

Steps Recorder - Recording Now

This tool is being phased out. [Click here](#)

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

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Income Tax Department

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

Welcome

14-Jan-2026, 03:40 PM

Track Demand Management Request

Please select one of the below Search Options

Request Number Date: View All

View the Latest Token Number by clicking on the 'New Token Number' given for the respective Demand Management Request

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Remarks	New Token Number
14-Jan-2026	119337	2018-19	Q2	26Q	4100XXXXXXXX8505	Submitted to ITD		4100XXXXXXXX8520
14-Jan-2026	119336	2018-19	Q2	26Q	9678XXXXXXXX6552	Processed	Check Default Summary	4100XXXXXXXX8505

View 1 - 2 of 2

[Cancel Request](#)

The Deductor / Collector will be redirected to the check Default Summary screen, where they can view the latest default summary w.r.t Demand Management request

Demand Management request is processed by TDSCPC

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

Step 10(Contd.): Default Summary after tagging the challan via Demand Management beyond 6 Year

Statement	Token Number	Order Passed Date/Date of Demand Management Request Processed		
Regular Statement	9678XXXXXXXX6526	14-Jan-2026		
Demand Management Processed Request	4100XXXXXXXX8520	14-Jan-2026		
Net Payable (Rounded-Off) (₹)		2244400.00		
Default Summary Details				
Sr.No.	Type of Default	Default Amount (₹)	Amount Reported As 'Interst /Others' Claimed in the Statement/Manage Demand beyond 6 Years (₹)	Payable (₹)
1	Short Payment	40000.00	12000.00	28000.00
2	Short Deduction	1120000.00	12000.00	1108000.00
3	Interest on Payments Default u/s 201(1A)			
3(a)	Interest on Short Payment	45600.00	0.00	45600.00
3(b)	Interest on Late Payment	24000.00	400.00	23600.00
3(c)	Additional Late Payment interest against the processing of latest correction	0.00	0.00	0.00
4	Interest on Deduction Default u/s 201(1A)			
4(a)	Interest on Short Deduction	952000.00	0.00	952000.00
4(b)	Interest on Late Deduction	11600.00	11600.00	0.00
4(c)	Additional Late Deduction interest against the processing of latest correction	0.00	0.00	0.00
5	Late Filing Fee u/s 234E			
5(a)	Late Filing Levy	80000.00	12000.00	68000.00
5(b)	Additional Late Filing levy against the processing of latest correction	0.00	0.00	0.00
6	Interest u/s 220(2)	31200.00	12000.00	19200.00
Total Payable (₹)				2244400.00

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

Cancel request button will be enable only if request status is showing “Submitted”

The screenshot shows the TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout), a search bar, and language settings (English). The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (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 (selected), Communications, Forms, Downloads, and Profile. A Help button is visible in the top right. The user is logged in, with a login date of 14-Jan-2026, 03:40 PM.

The main content area is titled "Track Demand Management Request". Below this, there is a section for search options: "Please select one of the below Search Options". The options are "Request Number", "Date", and "View All" (selected). An information icon indicates: "View the Latest Token Number by clicking on the 'New Token Number' given for the respective Demand Management Request".

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Remarks	New Token Number
14-Jan-2026	119336	2018-19	Q2	26Q	9678XXXXXXXX6552	Submitted	-	4100XXXXXXXX8505

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Cancel Request button is highlighted with a callout bubble containing the text: "Cancel request button will be enable only if request status is showing “Submitted”".

3. Pictorial Guide for Demand management Request- Challan tagging for consumption

Status showing rejected and can view rejection reason available in remarks column

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. The top navigation bar includes links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. The main header features the TDS logo and the TRACES title. A secondary header contains navigation tabs: Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, and Profile. A 'Help' button is located on the right. The user's login date is shown as 29-Jan-2026, 12:37 PM.

A pop-up window titled 'Rejection Reason' is displayed over the search options. The message reads: 'A Demand Management Request initiated by TAN AO via AO Portal is in progress for the statement.' A 'Cancel' button is at the bottom right of the pop-up.

Below the pop-up, there is a table with the following data:

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Remarks	New Token Number
29-Jan-2026	120439	2016-17	Q4	27Q	3921XXXXXXXX6536	Rejected	View Rejection Reason	4100XXXXXXXX8526
29-Jan-2026	120438	2016-17	Q4	27Q	3921XXXXXXXX6536	Cancelled		
23-Jan-2026	120240	2016-17	Q2	26Q	4100XXXXXXXX8546	Processed	Check Default Summary	
23-Jan-2026	120239	2016-17	Q2	26Q	4100XXXXXXXX8524	Processed	Check Default Summary	

At the bottom of the table, there is a pagination control showing 'Page 1 of 1'. A callout bubble points to the 'View Rejection Reason' link in the first row, containing the text: 'User can check rejection reason if request has been rejected'.

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