

E-Tutorial

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- 2. Brief steps for Downloading Justification Report .**
- 3. Pictorial guide for Downloading Justification Report.**
- 4. Steps for Downloading Justification Report Excel Generation Utility.**



TDS
Centralized Processing Cell

1. Important Information for Downloading Justification Report

- Justification Report consists detailed information about the defaults/errors identified by the Income Tax Department (ITD) while processing the original/correction statement filed by Deductor for the particular quarter, Financial Year and Form Type. It helps Deductor to identify the default at Statement Transaction level and to rectify them.
- Justification Report is available on TRACES website from **2007-08 onwards**.
- Deductor can download Justification Report by using HTTP Download once requested status is available. Justification Report will be available if statement is processed with default.
- Downloaded file will be in **ZIP format** , it has to be extracted with the password.
- The password for opening Justification Report is **JR_TAN_FormType_Quarter_FY**, e.g. **JR_AAAA11111A_24Q_Q3_2010-11**.
- Deductor needs to download the latest utility to convert the downloaded Justification Report into Excel format.
- Justification report will not be available if your statement is processed without default.

2. Brief Steps for Downloading Justification Report

Please check statement status under “**Statements/Payments**” tab before raising the request for Justification Report. Request for Downloading Justification Report can only be Submitted when Statement Status is “**Processed with Default**”.

- **Step 1:** Go to TRACES website (www.tdscpc.gov.in). Login to TRACES website with your “**User ID**”, “**Password**”, “**TAN of the Deductor**” and the “**Verification Code**” .
- **Step 2:** Click on “**Request For Justification Report Download**” option available under “**Defaults**” tab . Select Financial Year, Form Type and Quarter for which the Justification Report is required.
- **Step 3:** Submit KYC details for the relevant TDS/TCS Statement.
- **Step 4:** After validating KYC details, an Authentication Code will be generated, which will remain valid for same calendar day for same Financial Year, Form Type and Quarter.
- **Step 5:** On successful submission of the request, a unique Request number will be generated.
- **Step 6:** The Justification Report will be available in “**Requested Download**” under “**Downloads**” section, Deductor can search for Justification Report by using: **a) Request Number b) Date c) View All.**
- **Details of Requested Status:**
 - a) **Submitted:** Successful submission, Request in processing
 - b) **Available:** Justification Report is available for Downloading
 - c) **Disabled:** Duplicate request submitted for downloading
 - d) **Failed:** User are advised to contact CPC(TDS)
 - e) **Not Available:** Statement processed without default
- **Step 7:** Deductor can download the Justification Report by using “**HTTP Downloads**” once requested status is “**Available**”.

3. Pictorial guide for Downloading Justification Report

Step 1: Go to TRACES website (www.tdscpc.gov.in)

The screenshot displays 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. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and a 'Help' button. The main content area is divided into several sections: 'Login' with links for Login, Register as New User, Forgot Password, and Forgot User ID; 'Customer Care' with toll-free numbers (1800 103 0344, 0120 4814600, 0120 4816105) and an email address (contactus@tdscpc.gov.in); 'Alerts/Updates' with a notice about a new utility version 1.5 and a link to the AIS portal; 'About the portal' with a 'View more' link and a photo of a person using a laptop; and 'Quick Links' with a list of various services and documents available on the portal.

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department

Home Deductor Tax Payer PAO Help

Login

- Login
- Register as New User
- Forgot Password
- Forgot User ID

Customer Care

Toll-Free 1800 103 0344

0120 4814600

0120 4816105

contactus@tdscpc.gov.in

Have a Grievance ?
View more to view E-Tutorial for raising a Grievance Online

New FAQs View more

- Deductor
- Tax Payer
- General

Alerts/Updates

- A new utility version 1.5 has been rolled out for generation of Form-16 Part-B .Please download the latest utility version for Form-16 Part-B requests.
- From AY 2023-24 onwards, Annual Tax Statement available on TRACES portal will display only TDS/TCS related data. Other details would be available in the AIS (Annual Information Statement) at e-filing portal (<https://www.incometax.gov.in/iec/foportal>). For data prior to AY 2023-24, there would be no change in display. [Click here](#) to know more

About the portal [View more](#)

TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration It enables viewing of challan status, downloading of Conso File, Justification Report and Form 16/ 16A/ 16B/ 16C/ 16D/ 16E/ 27D as well as viewing of annual tax credit statements (Form 26AS/Annual Tax Statement).

Quick Links

- List of Hospitals : Approval u/s 17(2)(viii)(B)(b)
- Circulars / Notifications / Instructions
- TDS CPC Communications
- DIN Verification
- e-Tutorials
- Rates and Tables
- Forms
- Conso File Formats
- TDS on Sale of Property
- Right to Information
- Section codes for 26A/27BA
- Services
- Guidelines u/s 194-O(4) & 206C(1-I) of I.T Act (pdf version Size 4559KB)
- Do's & Don'ts (pdf version Size 2309KB)
- A to Z of TDS (pdf version Size 4692KB)

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 1 (Contd.): Login to TRACES website with “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) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', and 'PAO', with 'Deductor' selected. A 'Help' button is in the top right. Below the navigation bar, the 'Login as' section has radio buttons for 'Deductor' (selected), 'Taxpayer', and 'PAO'. The 'Deductor Login' section contains fields for 'User Id*', 'Password*', 'TAN for Deductor*', and 'Verification Code*'. The 'Verification Code*' field is a CAPTCHA image showing 'K224D'. Below the CAPTCHA is a text input field with 'K224D' and a 'Login' button. A 'Click to refresh image' link is next to the CAPTCHA. On the right, a 'For Deductors:' section provides instructions and a 'Common Note' about cookies. Callouts with orange circles point to various elements: 'Select Deductor option' points to the 'Deductor' radio button; 'Enter user id and password' points to the 'User Id' and 'Password' fields; 'Click on ? icon' and 'Click on ? icon next for more details' point to question mark icons; 'Mention TAN of Deductor' points to the 'TAN for Deductor' field; 'Enter the text as displayed then click on Login button' points to the CAPTCHA and the 'Login' button; and 'For more details on any screen, click on Help icon' points to the 'Help' button.

3. Pictorial guide for Downloading Justification Report (Contd.)

Landing Page will display

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) landing page. 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 header features the TDS Centralized Processing Cell logo and the TRACES logo, along with the Government of India Income Tax Department emblem. A horizontal menu contains links for Dashboard, Statements/Payments, Default, Communication, Forms, Downloads, Profile, and Help. The main content area is divided into three columns: Quick Links (listing various services like Challan Status and PAN Verification), a central Welcome to TRACES! section with a list of functionalities, and Customer Care (providing toll-free numbers and contact email). A User Login Details section is also visible. A callout bubble points to the central section with the text 'Landing page will be displayed'.

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

Search In Keyword

English

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते
Government of India
Income Tax Department

Dashboard Statements/Payments Default Communication 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

contactus@tdscpc.gov.in

User Login Details

Landing page will be displayed

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 2: Click on “Request For Justification Report” option available under “Defaults” tab

The screenshot shows the TRACES portal interface. At the top, there is a navigation bar with tabs: Dashboard, Statements/Payments, Default (selected), Communication, Forms, Downloads, Profile, and Help. A dropdown menu is open under the 'Default' tab, listing several options. The option 'Request for Justification Report Download' is highlighted in blue. A callout box with an orange border and a pointer to the highlighted option contains the text: 'Under 'Defaults', click on 'Request for Justification Report Download' to place request'. The main content area shows a welcome message for TRACES and a list of functionalities under various categories: Dashboard view, Statements / Payments, Downloads, and Profile. On the right side, there are sections for 'Customer Care' (Toll-Free: 1800 103 0344, 0120 4814600, contactus@tdscpc.gov.in) and 'User Login Details'.

Note: Download request for Justification Report for a particular statement can be submitted only when the statement filed by Deductor and is “**Processed with Default**”.

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 2 (Contd..) Select Financial Year, Form Type and Quarter for which Justification Report is required

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

Search In Keyword

A A A

English

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते
Government of India
Income Tax Department

Dashboard Statements/Payments **Default** Communication Forms Downloads Profile **Help**

Request For Justification Report Download

Click on Help icon for help text for this screen

18-Ju

Select Financial Year, Quarter and Form Type and click on 'Go' button

Click here to download e-Tutorial for submitting download request for Justification Report

Financial Year* --Select-- Quarter* --Select-- Form Type* --Select-- Go

Validation screen will be appear after clicking on 'Go' button.

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 3: After Clicking on 'GO' button KYC Validation Screen will appear

Dashboard Statements/Payments Default Communication 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

Click here to validate DSC

Select the option to validate KYC through digital signature

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

Note: While signing data with your DSC token, please enter password to validate the DSC

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 3 (Contd.): Digital Signature supported KYC Validation

The screenshot shows the TDS TRACES portal interface. The main window displays the TDS logo and the TRACES system name. A navigation menu includes Dashboard, Statements/Payments, Default, Communication, Forms, Downloads, Profile, and Help. A message box indicates that digital signature supported KYC validation is selected. A 'Validate DSC' button is visible. An 'emSigner' window is overlaid, showing the content to sign (ABCPA1234A) and a list of certificates in the Certificate Store. The certificates are listed in a table with columns for Common Name, Issuer Name, Serial No, and Expiry Date. The 'Sign' button is highlighted with a callout that says 'Click here to proceed further'. Another callout points to the certificate list with the text 'Select required Digital Signature Certificate.'

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a36	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

3. Pictorial guide for Downloading Justification Report (Contd.)

Notes for Normal KYC validation

- **Authentication code** is generated after KYC information details validation ,which remains valid for the same calendar day for same form type, financial year and quarter.
- Token Number must be of the regular statement on the basis on F.Y, Quarter and Form Type displayed on the screen.
- CIN/BIN details must be entered for the challan/book entry mentioned in the statement corresponding to the FY, Quarter and Form Type.
- Government Deductors can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement.
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN /BIN details mentioned in Part1, must be entered in Part 2 of the KYC. Guide available on the screen can be referred for valid combinations.
- Maximum of 3 distinct valid PANs and corresponding TDS deposited amount must be entered.
- If there are less than three such combinations in the challan ,user must enter all (either two or one).
- CD Record no. is mandatory if same challan is mentioned more than one time in the statement.

3. Pictorial guide for Downloading Justification Report (Contd.)

Notes for Normal KYC validation

Examples of Unique PAN and Amount combination:

Condition 1 : -If statement contains 3 Deductee rows with same PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 2000.00

Condition 2: -If statement contains 4 Deductee rows with PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 , 1500.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 1500.00
- c) AAAAA0000N 2000.00

Note: For Further guidance please refer Guide 1 and Guide 2 available on TRACES portal.

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 3 (Contd.): Normal KYC Validation

The screenshot shows the TRACES portal interface. At the top left is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). At the top right is the Government of India Income Tax Department logo. Below the logos is a navigation menu with tabs: Dashboard, Statements/Payments, Default, Communication, Forms, Downloads, Profile, and Help. The main content area is titled 'Choose KYC Flow'. It contains an information box stating: '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'. Below this are two radio button options: 'Digital Signature supported KYC validation' (unselected) and 'Normal KYC Validation (Without Digital Signature)' (selected). A callout box with an orange border points to the selected option, containing the text: 'Select the option to validate KYC without Digital Signature'. Below the options is another information box: 'Digital Signature will be validated for "Digital Signature supported KYC validation" option'. At the bottom left of the form is a 'Validate DSC' button.

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 3 (Contd.): Normal KYC Validation

Dashboard Statements/Payments Default Communication Forms Downloads Profile Help

Please enter Token Number of Regular Statement Filed for Financial Year, Quarter and Form Type mentioned below

i Authentication code is generated after you fill in the below details and submit. If you have already generated the Authentication Code today for this statement, please enter and proceed else fill in the details below

Authentication Code

Proceed with Authentication Code

i If you do not have Authentication Code, please fill in the details below

Form Type	26Q
Financial Year	2012-13
Quarter	Q3
Token Number / Provisional Receipt Number (PRN)**	<input type="text"/>

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

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

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

Enter Authentication Code if the validation is done earlier and you have the Authentication Code

Enter Token Number of only Regular (Original) Statement "Manually", corresponding to the Financial Year, Quarter and Form Type displayed .DO NOT COPY/PASTE

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 3 (Contd.): Normal KYC Validation

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

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

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

Guide to identify a suitable challan

BSR Code / Receipt Number*

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

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

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

CD Record Number

PART 2. Enter Unique PAN-Amount Combination

Please select if there are no valid PAN-Amount combinations corresponding to the Challan / Transfer Voucher mentioned above

Guide to identify the Unique PAN-Amount Combinations

PAN as in Statement	Total Amount Deposited (Rs.)

Callouts:

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

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 4: After validating KYC details, an Authentication Code will be generated, which will remain valid for same calendar day for same Financial Year, Form Type and Quarter

The screenshot shows the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Help, Related Links, and Logout. A search bar is also present. The main header includes 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 is a menu with options: Dashboard, Statements/Payments, Default, Communication, Forms, Downloads, Profile, and Help. The main content area displays the following information:

Details validated for Form 26Q of FY 2010-11 and Quarter Q4.
Authentication code valid for today is 4eDRZM
Please copy and save the code given below.
Copy from:

This code is valid for today for this FY, Quarter and Form Type and can be reused for the following requests for this statement:

- Download Intimation
- Request for TRACES Offline Correction File
- Request for NSDL Conso File
- View Default Summary
- File Correction
- Request for Justification Report download
- Upload Correction Statement
- Download Form 27A
- Download Form 27D

At the bottom, there is a button labeled "Proceed with Transaction".

An orange callout bubble points to the text "Authentication Code will be available here" and the input field containing the code "4eDRZM".

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 5: On successful submission of the request, a unique request number will be generated

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links: Home | About Us | Contact Us | Help | Related Links | Logout. A search bar is present with the text 'Search In Keyword' and a magnifying glass icon. To the right, there are font size controls (A A A) and a language dropdown set to 'English'. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right side of the header is the Government of India emblem and the text 'सत्यमेव जयते Government of India'. Below the header is a navigation menu with buttons for Dashboard, Statements/Payments, Default, Communication, Forms, Downloads, Profile, and Help. The main content area displays a 'Download Request Confirmation' message: 'Request for Justification Report has been submitted. Request Number is XXXXX. The file will be available in 'Downloads' section.'

Request Number will generate after successful submission of request

3. Pictorial guide for Downloading Justification Report (Contd.)

Step 6: The Justification Report will be available in “Requested Download” under ‘Downloads’ section

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links: Home | About Us | Contact Us | Help | Related Links | Logout. A search bar is present with the text 'Search In Keyword'. On the right, there are font size controls (A A A) and a language dropdown set to 'English'. The main header features the TDS Centralized Processing Cell logo and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India emblem is also visible. A navigation menu includes Dashboard, Statements/Payments, Default, Communication, Forms, Downloads, and Profile. The 'Downloads' menu is expanded, showing options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry (.csi) File, View your BIN, Download 197, 206C(9) certificate, and Download Certificate u/s 195(2). An orange callout box points to 'Requested Downloads' with the text: 'Click on 'Requested Downloads' under 'Downloads' menu to download the Justification Report'. Below the menu, a message states: 'Request for Justification Report has been submitted. Request Number is XXXXX. The file'.

33. Pictorial guide for Downloading Justification Report (Contd.)

Step 6 (Contd.): Deductor can search status for Justification Report by using: a) Request Number b) Date c) View All.

Dashboard
Statements/Payments
Default
Communication
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. 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
24-Nov-2015	422343	2012-13	Q4	24Q	Justification Report	Submitted	
23-Nov-2015	422330	2012-13	Q4	24Q	Justification Report	Failed	
23-Nov-2015	422329	2012-13	Q4	24Q	Justification Report	Failed	
06-Nov-2015	422302	2012-13	Q4	24Q	Justification Report	Failed	
30-Sep-2015	422083	2012-13	Q4	24Q	Justification Report	Failed	
30-Sep-2015	422077	2012-13	Q4	24Q	Justification Report	Failed	
29-Sep-2015	422070	2012-13	Q4	24Q	Justification Report	Failed	
17-Aug-2015	410542	2012-13	Q4	24Q	Justification Report	Available	
17-Aug-2015	410541	2012-13	Q4	24Q	Justification Report	Available	
17-Aug-2015	410540	2012-13	Q4	24Q	Justification Report	Available	

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View 1 - 10 of 99

[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'

Enter Request Number) or Request Date or View All to view the requested status

In case of Submitted status please wait for 24 – 48 hrs.

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3. Pictorial guide for Downloading Justification Report (Contd.)

Step 7: Deductor can download the Justification Report by using “HTTP Downloads” once requested status is ‘Available’

Dashboard Statements/Payments Default Communication 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
24-Nov-2015	422343	2012-13	Q4	24Q	Justification Report	Available	-
23-Nov-2015	422330	2012-13	Q4	24Q	Justification Report	Failed	-
23-Nov-2015	422329	2012-13	Q4	24Q	Justification Report	Failed	-
06-Nov-2015	422302	2012-13	Q4	24Q	Justification Report	Failed	-
30-Sep-2015	422083	2012-13	Q4	24Q	Justification Report	Failed	-
30-Sep-2015	422077	2012-13	Q4	24Q	Justification Report	Failed	-
29-Sep-2015	422070	2012-13	Q4	24Q	Justification Report	Failed	-
17-Aug-2015	410542	2012-13	Q4	24Q	Justification Report	Available	-
17-Aug-2015	410541	2012-13	Q4	24Q	Justification Report	Available	-
17-Aug-2015	410540	2012-13	Q4	24Q	Justification Report	Available	-

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[HTTP Download](#)

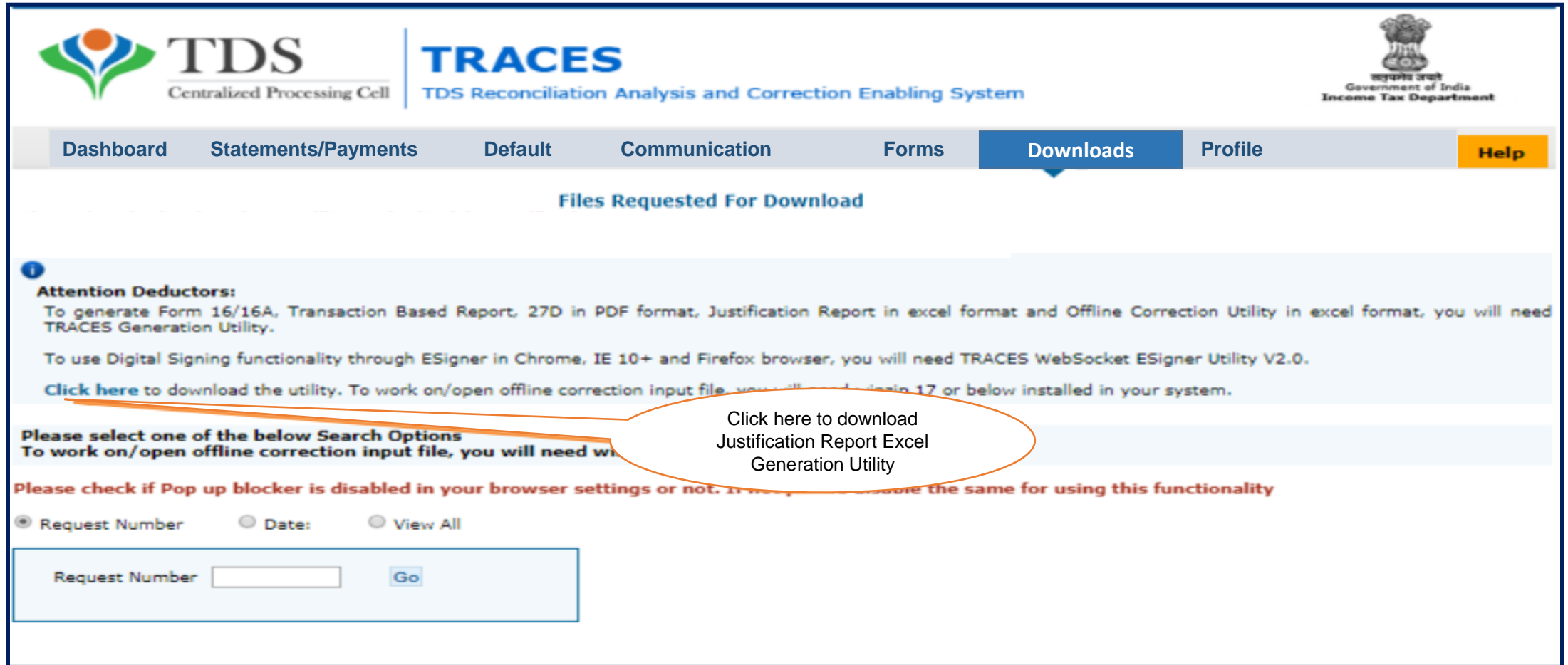
1 Click here for Password related help. Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'

Click on a row to select it, file can be downloaded only if the status is 'Available'

4. Steps for Downloading Justification Report Excel Generation Utility.

4. Steps for Downloading Justification Report Excel Generation Utility

Step 1: Click on “Requested downloads” option available under “Downloads” then click on hyper link “Click here” to download Utility



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 emblem. A navigation menu includes Dashboard, Statements/Payments, Default, Communication, Forms, Downloads, Profile, and Help. The Downloads menu is active, showing a dropdown with the option 'Files Requested For Download'. Below this, a message box with a blue header and a blue circle icon contains the following text: 'Attention Deductors: To generate Form 16/16A, Transaction Based Report, 27D in PDF format, Justification Report in excel format and Offline Correction Utility in excel format, you will need TRACES Generation Utility. To use Digital Signing functionality through ESigner in Chrome, IE 10+ and Firefox browser, you will need TRACES WebSocket ESigner Utility V2.0. Click here to download the utility. To work on/open offline correction input file, you will need Java 1.7 or below installed in your system.' A red oval highlights the 'Click here' link, with a callout box containing the text 'Click here to download Justification Report Excel Generation Utility'. Below the message box, there is a section for search options: 'Please select one of the below Search Options To work on/open offline correction input file, you will need w'. There are three radio buttons: 'Request Number' (selected), 'Date:', and 'View All'. Below this is a search box with the text 'Request Number' and a 'Go' button. At the bottom, there is a red warning: 'Please check if Pop up blocker is disabled in your browser settings or not. It may cause the same for using this functionality'.

4. Steps for Downloading Justification Report Excel Generation Utility (Contd.)

Step 2: Enter Verification code then click on “Submit” button

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 TRACES, along with the Government of India Income Tax Department emblem. A navigation menu includes Dashboard, Statements/Payments, Default, Communication, Forms, Downloads (highlighted), Profile, and Help. The main heading is "Download TRACES Utility". A message states: "Kindly submit the verification code to view the link for downloading the utility". Below this, there is a "Verification Code" section with a CAPTCHA image showing "6x710" and a "Click to refresh image" link. A text input field is labeled "Enter text as in above image*". A "Submit" button is located below the input field. Three callout boxes provide instructions: one points to the "Help" button with the text "For more details on any screen, click on Help icon"; another points to the CAPTCHA image with the text "Enter the text as displayed in Verification Code"; and a third points to the "Submit" button with the text "Click on Submit".

4. Steps for Downloading Justification Report Excel Generation Utility (Contd.)

Step 3: Click on TRACES Justification Report Generation Utility

TRACES Justification Report Generation Utility V 3.0 (Needs Excel 2003 or later - Size ~400Kb)

- [TRACES Justification Report Generation Utility V 3.0](#)

Click here to download
Utility

Steps to convert the Justification Report text file into an excel

- Download the zip file from 'Requested Downloads' screen and save to your local machine
- Unzip the file using Winzip. Password to unzip is 'JR_<TAN>_<Form Type>_<Quarter>_<FY>', e.g., JR_AAAAA1235A_24Q_Q3_2010-11. This will save the Justification Report as a text file
- Download the macro utility for Justification Report from this screen
- Double-click the utility, excel sheet will open
- Click on 'Enable Content' in the warning message to enable macros
- Select the Justification Report text file and the folder to save the output excel file and click on button 'Generate TDS CPC Justification Report'
- The text file will be converted into excel spreadsheet and saved in the selected folder
- Open the Justification Report excel file from the folder in which it has been saved

Follow the steps to
convert the Justification
Report text file into an
excel

TRACES Offline Correction Generation Utility V 1.2 (Needs Excel 2003 or later. To work on/open offline correction input file, you will need winzip 17 or below installed in your system.)

- [TRACES Offline Correction Generation Utility V 1.2](#)

Steps to convert the Offline Correction file into an excel

- Download the file from 'Requested Downloads' screen and save to your local machine

4. Steps for Downloading Justification Report Excel Generation Utility (Contd.)

TRACES Justification Report Generation Utility V 2.8 (Needs Excel 2003 or later - Size 400Kb)

■ TRACES Justific

Steps to convert t

- Download the zip
- Unzip the file us
Report as a text
- Download the m
- Double-click the
- Click on 'Enable
- Select the Justifi
- The text file will
- Open the Justific

TRACES Offline Cor installed in your sy

■ TRACES Offline



is will save the Justification

will need winzip 17 or below

Steps to convert the Offline Correction file into an excel

- Download the file from 'Requested Downloads' screen and save to your local machine
- Download the macro utility for Offline Correction from this screen
- Double-click the utility, excel sheet will open
- Click on 'Enable Content' in the warning message to enable macros
- Select the Offline Correction text file and the folder to save the output excel file and click on button 'Generate'
- Browse the location where winzip installed location in case winzip not located in default location.
- The text file will be converted into excel spreadsheet and saved in the selected folder
- Open the Offline Correction excel file from the folder in which it has been saved

4. Steps for Downloading Justification Report Excel Generation Utility (Contd.)

Justification Utility Steps

TDS CPC,Aaykar Bhawan, Sector - 3, Vaishali, Ghaziabad, U.P. -201010

Generate Justification Report From Text File

Select the downloaded Justification Report text(.txt) file

Browse

Please click on the Browse button if you want to change the location

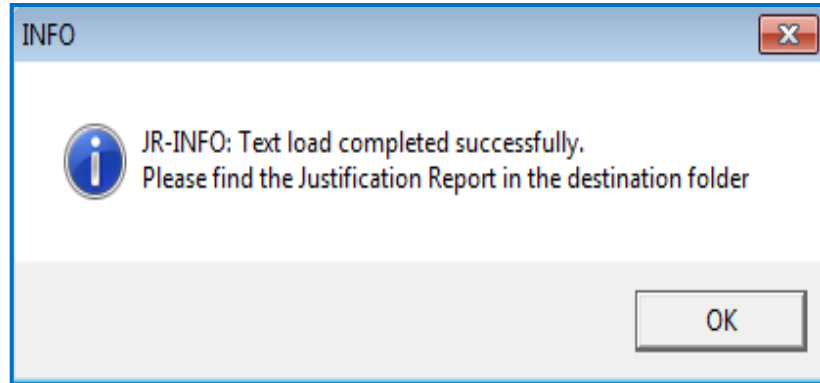
Browse

Generate Report

Clear

4. Steps for Downloading Justification Report Excel Generation Utility(Contd.)

Justification Utility Steps



- Justification Report will be converted into Excel and will be saved in the destination folder selected in the previous step.

4. Steps for Downloading Justification Report Excel Generation Utility (Contd.)

Sample Justification Report

TDS CPC, Aaykar Bhawan, Sector - 3, Vaishali, Ghaziabad, U.P. -201010		TDS CPC, Aaykar Bhawan, Sector - 3, Vaishali, Ghaziabad, U.P. -201010 Justification Report - Interest under section 220(2)					
Table of Content		TAN	TAN Name	Token Number of Last Accepted	Form Type	Quarter	F.Y.
		DLDS04384	SML ISUZU LTD	0748XXXXXX Y21E2	24Q	Q4	2012-13
		Notes:					
		1. Due date of payment (Column 5) is 30 days from the date on which order is passed (Column 4)					
		2. Date upto which interest under section 220(2) is computed (Column 7) refers to challan deposited for payment of default.					
		3. Interest consumed (Column					
		Fixed 220(2) Interest					
Sr. No.	Default Type	Default Amount (Rs.)	Date on which Order is Passed (dd-mmm-9999)	Due Date of Payment * (dd-mmm-9999)	Interest Consumed (Rs.)	Date upto which Interest 220(2) is Computed * (dd-mmm-9999)	Interest Under Section 220(2) *
1	2	3	4	5	6	7	8
		Note :-					
		Columns populated as NA For Demand					
		220(2) Interest till the date of processing					
Sr. No.	Default Type	Default Amount (Rs.)	Date on which Order is Passed (dd-mmm-9999)	Due Date of Payment * (dd-mmm-9999)	Default Closed	Outstanding Default (Rs.)	220(2) Interest Till the Date of Processing
1	2	3	4	5	6	7	8
1	LP	2910.00	7-Nov-2013	9-Nov-2013	0	2910.00	0

Sr. No.	Content
1	Default Summary
2	PAN Error
3	Short Payment CD(Insuff Bal)
4	Short Deduction (PAN Error)
5	Short Deduction(197 Certi)
6	Short Deduction(Other Reasons)

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