

E-Tutorial

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TDS
Centralized Processing Cell

1. Important Information on OLTAS Challan Correction

OLTAS Challan Correction is the functionality provided by TDSCPC to the deductor for correction of the **Unclaimed and Matched** Challans.

Assessing Officer approval is not required if OLTAS Challan Correction is made through website for change in the following fields mentioned below :

- **Financial Year- F.Y.** can be corrected upto the Financial Year relating to Date of Deposit of challan.E.g., if challan is of F.Y. **2008-09** and Date Of Deposite is 20-06-2016, F.Y. cannot be greater than 2016-17.
- **Minor Head Code (200 and 400)** - Minor Head 200 and 400 is allowed for correction through OLTAS Challan Correction available on TRACES.
- **Major Head Code (20/21)-** Correction in Major Heads- 20 (Company) and 21(Non-Company) can be corrected through OLTAS Challan Correction available on TRACES.
- **Section Code** – Correction in Section code except Section Code-195 is possible through OLTAS Challan Correction available on TRACES.

Note:- For correction/changes in Section Code – 195 deductor needs to contact Jurisdictional Assessing Officer

2. Brief Steps for OLTAS Challan Correction

- Login to TRACES website
- Go to “ **Request for OLTAS Correction**” under “**Statement Payment Tab**”
- User can Select any correction type mentioned below:
 - **Financial Year**
 - **Minor Head Code (200 and 400)**
 - **Major Head Code (20/21)**
 - **Section Code**
- Enter the challan (CIN) details and challan amount. Challan should be unclaimed or matched.
- If the details of challan entered are valid ,then user can proceed to edit the challan details.
- Updated values will be displayed in the summary table.
- Click on “**Submit correction request**” and confirmation screen will be displayed.
- User validates the details and click on confirm details view the verification details.
- Request ID details will be displayed.
- Email goes to deductor’s registered E-mail ID on submission of Oltas Challan Correction.

3. Status of OLTAS Challan Correction Requests

- **Submitted to ITD** : Correction request has been submitted to ITD for processing.
- **Processed** : Correction request has been approved by ITD.
- **Rejected** : Rejection reason will be mentioned in the Remarks column in Track Correction request.
- **Failed** : Request cannot be made available due to some technical issues in data loading. User can submit new request for correction.

4. Pictorial guide for OLTRAS Challan Correction

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

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Home Deductor Tax Payer PAO Help

Login

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

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

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

Quick Links

- List of Hospitals : Approval u/s 17(2)(viii)(ii)(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)
- Dos & Don'ts (pdf version Size 2309KB)
- A to Z of TDS (pdf version Size 4692KB)

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).

4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 1: Login to TRACES website by entering the “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). The Government of India Income Tax Department logo is also present. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', and 'PAO'. A 'Help' icon is located in the top right corner. The main content area is titled 'Deductor Login' and includes a 'Login as' section with radio buttons for 'Deductor', 'Taxpayer', and 'PAO'. Below this are input fields for 'User Id*' (containing 'DELT11346G1'), 'Password*', 'TAN for Deductor*' (containing 'DELT11346G'), and 'Verification Code*' (containing 'K224D'). A 'Login' button is at the bottom. A 'Common Note' section on the right provides instructions for new and existing users. Callout boxes with orange borders provide step-by-step guidance: '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 next for more details' points to the question mark icon next to the 'User Id' field; 'Mention TAN of Deductor' points to the 'TAN for Deductor' field; 'Enter the text as displayed then click on Login button' points to the 'Verification Code' field and the 'Login' button; and 'For more details on any screen, click on Help icon' points to the 'Help' icon in the top right.

For more details on any screen, click on Help icon

Select Deductor option

Enter user id and password

Click on ? icon next for more details

Mention TAN of Deductor

Enter the text as displayed then click on Login button

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

4. Pictorial guide for OLTAS Challan Correction (Contd.)

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

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते
Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**
- Register at E-Filing Site **New**
- Request for OLTAS Challan Correction **New**
- Tax Payer Grievance Tickets

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
 - View challan status and challan consumption details
 - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
 - Download requested files
 - Download Form 16 / 16A
- Profile
 - Update Communication Details

Customer Care

Toll-Free: 1800 103 0344
0120 4814600

User Login Details

Landing page will be displayed

4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 1 (Contd.): Select - Request for OLTAS Challan Correction

The screenshot displays the TDS 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 features the TDS Centralized Processing Cell logo and the TRACES (TDS Reconciliation Analysis and Correction Enabling System) title, along with the Government of India Income Tax Department emblem.

The navigation menu includes: Dashboard, Statements / Payments (selected), Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Statements / Payments' dropdown menu is open, listing various options. The option 'Request for OLTAS Challan Correction' is highlighted in blue. An orange callout bubble points to this option with the text: 'Click on "Request for OLTAS Challan Correction"'. Other options in the dropdown include Statement Status, Challan Status, Challan Status for Statement, View TDS / TCS Credit, PAN Verification, Request for Conso File, Validate Lower Deduction Certificate u/s 197/195(3), Request for Refund, Track Refund Request, Declaration for Non - Filing of Statements, and Declaration To Deposit Lower TDS.

On the left side, there is a 'Quick Links' section with items like Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, Inbox (New), Register at E-Filing Site (N), and Tax Payer Grievance Tickets.

On the right side, there is a 'Customer Care' section with Toll-Free: 1800 103 0344, 0120 4814600, and contactus@tdscpc.gov.in. Below it is a 'User Login Details' section.

4. Pictorial guide for OLTAS Challan Correction (Contd.)




Step 1 (Contd.): OLTAS Challan Correction- Check List

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

Search In Keyword

A A A

English



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

OLTAS Challan Correction - Checklist

Sr. No.	Validations
1	Please ensure that your Assessing Officer is not giving credit of the challan manually for which you are submitting the challan correction from website.
2	Please ensure that there is no Online Challan Correction is in progress through TRACES or challan correction in the TDS/TCS statement through NSDL.
3	Please ensure that no OLTAS challan correction from Assessing Officer is in progress.
4	Please ensure that no refund request should be initiated against OLTAS challan for which you are submitting the challan correction from website.
5	Please ensure that your assessing officer should not use the challan for tagging interest/fees for which you are submitting the challan correction from website.

[Proceed](#)

4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 1 (Contd.): User need to select correction type to proceed further.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation menu with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is located on the right side of the header. The main header features the TDS logo and the TRACES title. Below the header, a navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled "Request for OLTAS Challan Correction" and includes a progress indicator showing Step 1 as the active step. A message states: "Deductor will only be able to correct Financial Year, Major Head, Minor Head & Section code, TAN/PAN correction will be enabled soon." Below this, a dropdown menu is open, showing the option "Financial Year / Major Head / Minor Head / Section Code". An orange callout bubble points to this dropdown with the text "Selects correction type." Below the dropdown is a "Proceed" button, which is also highlighted with an orange callout bubble containing the text "Click on 'Proceed'". A final message at the bottom states: "Correction for Section Code 195 to other Section Codes or vice versa will process through Jurisdictional Assessing Offices approval."

4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 2 : Enter relevant Challan details

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

Search In Keyword

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TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Step 1 --- Step 2 --- Step 3 --- Step 4 --- Step 5

1 Enter challan details for which OLTAS correction request is to be submitted

BSR Code* (e.g., 0001234) Date Of Deposit* (dd-mmm-yyyy; e.g., 12-Dec-1980) Challan Serial Number* (e.g., 00234) Challan Amount (Rs.)* (e.g., 1000.00) Go

Enter Relevant Challan Details .

4. Pictorial guide for OLTAS Challan Correction (Contd.)


Step 2 (Contd.): In user enter any of the mandatory fields incorrectly then error message will be displayed on the screen

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



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

Request for OLTAS Challan Correction

Step 1 ---- Step 2 ---- Step 3 ---- Step 4 ---- Step 5

No data available for the specified search criteria.

Enter challan details for which OLTAS correction request is to be submitted

BSR Code* Date Of Deposit * Challan Serial Number* Challan Amount (Rs.)*

(e.g., 0001234) (dd-mmm-yyyy; e.g., 12-Dec-1980) (e.g., 00234) (e.g., 1000.00)

If user enter any of the mandatory fields incorrectly then above error message should be displayed.

4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 2 (Contd.): Possible Error message while entering Challan details

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Request for OLTAS Challan Correction

Step 1 --- Step 2 --- Step 3 --- Step 4 --- Step 5

BSR Code is mandatory
Date of Deposit is mandatory
Challan Serial Number is mandatory
Challan Amount is mandatory

Enter challan details for which OLTAS correction request is to be submitted

BSR Code* (e.g., 0001234)	Date Of Deposit* (dd-mmm-yyyy; e.g., 12-Dec-1980)	Challan Serial Number* (e.g., 00234)	Challan Amount (Rs.)* (e.g., 1000.00)	Go
------------------------------	--	---	--	----

If user doesn't enter any of the mandatory fields and directly clicks on GO then above error message should be displayed.

4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 3: Select appropriate Financial Year/ Section Code/ Major Code/ Minor Code

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Search In Keyword

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Government of India Income Tax Department

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

Request for OLTAS Challan Correction

Step 1 ---- Step 2 ---- **Step 3** ---- Step 4 ---- Step 5

BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount(Rs.)
9090909	15-Sep-2014	12121	200000.00

Existing Financial Year	2012-13	New Financial Year	
Existing Section Code	206CG	New Section Code	
Existing Major Head	21	New Major Head	
Existing Minor Head	400	New Minor Head	

Please enter the new Values.

Financial Year: --Select--

Section Code: --Select--

Major Head: --Select--

Select Financial Year/ Major Head/ Minor Head/ Section code need to be updated in the Challan

4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 3 (Contd.) : Click on 'Submit' Request

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

Step 1 ---- Step 2 ---- **Step 3** ---- Step 4 ---- Step 5

BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount(Rs.)
9090909	15-Sep-2014	12121	200000.00

Existing Financial Year	2012-13	New Financial Year	
Existing Section Code	206CG	New Section Code	
Existing Major Head	21	New Major Head	
Existing Minor Head	400	New Minor Head	

Please enter the new Values.

Financial Year

Section Code

Major Head

Minor Head

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

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Click on "Submit" to proceed further.

Click on "back" to go back to previous page

4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 3(Contd.) : Possible Error message while Submitting the Request

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

Request for OLTAS Challan Correction

Step 1 --- Step 2 --- **Step 3** --- Step 4 --- Step 5

Please enter new value for financial year
Please enter new value for Section code
Please enter new value for Major Head
Please enter new value for Minor Head

BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount(Rs.)
9090909	15-Sep-2014	12121	200000.00

Existing Financial Year	2012-13	New Financial Year	
Existing Section Code	206CG	New Section Code	
Existing Major Head	21	New Major Head	
Existing Minor Head	400	New Minor Head	

Please enter the new Values.

Financial Year 2012-13 ▾

Section Code 206CG ▾

Major Head 21 ▾

Minor Head 400 ▾

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

Error message will appear on the screen in case if User provides existing values instead of new value in the fields mentioned below.

4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 4: Click on “Confirm”

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

Search In Keyword

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Request for OLTAS Challan Correction

Step 1 --- Step 2 --- Step 3 --- Step 4 --- Step 5

BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount(Rs.)
9090909	15-Sep-2014	12121	200000.00

Edited Details		Edit	
Existing Financial Year	2012-13	New Financial Year	
Existing Section Code	206CG	New Section Code	194H
Existing Major Head	21	New Major Head	20
Existing Minor Head	400	New Minor Head	200

Please verify the new changes before click on confirm button.

Back Confirm

Please click on “Confirm “ to proceed further.

Click on “back” to go back to previous page

4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 5: Authorized Person details appear on the screen click on “Submit”

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Request for OLTAS Challan Correction

Step 1 --- Step 2 --- Step 3 --- Step 4 --- Step 5

Verification Details

I hereby declare that the changes made by me are true and correct

Name of Authorised Person

Father's Name of Authorised Person

Designation of Authorised Person

Place

Date

<Back Submit

Click on "back" to go back to previous page

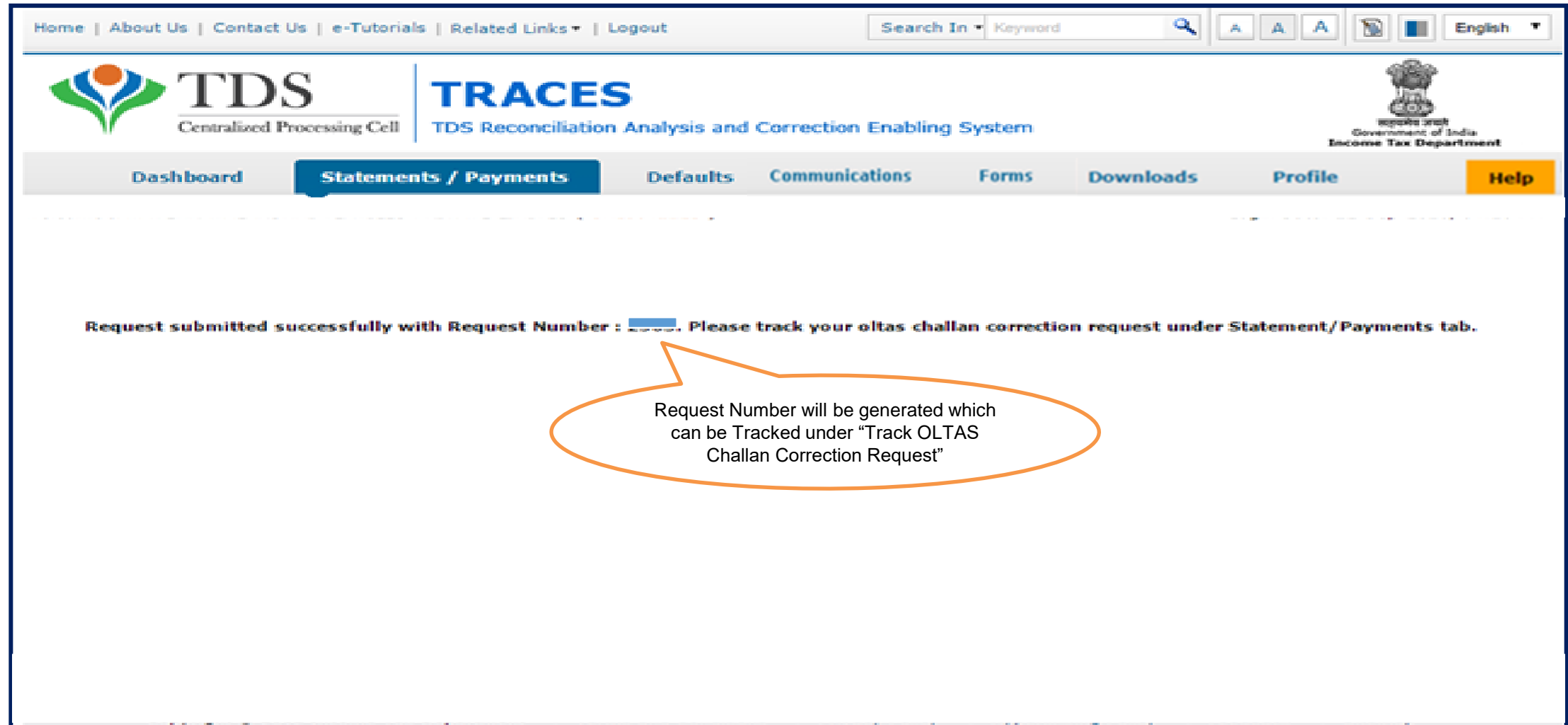
Click on "submit" to submit the challan correction

Authorised persons details will appear while submitting the OLTAS correction

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4. Pictorial guide for OLTAS Challan Correction (Contd.)

Step 5 (Contd.): Request Number will be generated



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 Centralized Processing Cell logo and the TRACES TDS Reconciliation Analysis and Correction Enabling System logo, along with the Government of India Income Tax Department emblem. A menu bar includes Dashboard, Statements / Payments (highlighted), Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area shows a message: "Request submitted successfully with Request Number : [redacted]. Please track your oltas challan correction request under Statement/Payments tab." An orange callout bubble points to the redacted request number, containing the text: "Request Number will be generated which can be Tracked under 'Track OLTAS Challan Correction Request'".

5. Pictorial guide to track request for OLTAS Challan Correction.

Step 1: Click on 'Track OLTAS Challan Correction Request'

The screenshot shows 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 page features 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 visible. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Statements / Payments' menu is open, showing a list of options. The option 'Track OLTAS Challan Correction Request' is highlighted in blue. A callout bubble points to this option with the text 'Click on "Track OLTAS Challan Correction Request"'. Below the menu, there is a section for 'Filter requests by entering' with a 'Request Number' input field. A table with columns for Status and Remarks is partially visible, with rows for Submitted to ITD, Processed, Rejected, and Failed.

Status	Remarks
Submitted to ITD	Request is submitted to ITD for processing
Processed	Request is processed by ITD
Rejected	Rejection reason will be mentioned in the Remarks column in Track OLTAS Challan Correction Request
Failed	Request cannot be made available due to some technical issues in data loading. User can submit new request for correction

5. Pictorial guide to track request for OLTAS Challan Correction (Contd.)

Step 2: View Request Status

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

Search In Keyword

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Track Oltas Challan Correction Request

Filter requests by entering search criteria

Request Number Date View All

Request Number [View Request](#)

Status	Remarks
Submitted to ITD	Correction request has been submitted to ITD for processing
Processed	Correction request has been processed by ITD
Rejected	Rejection reason will be mentioned in the Remarks column in Track Correction Request
Failed	Request cannot be made available due to some technical issues in data loading. User can submit new request for correction

Request Status can be Tracked by clicking on Request No/ Date or View All

5. Pictorial guide to track request for OLTAS Challan Correction (Contd.)

Step 3: Click to View the changes

Income Tax Department

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

Track Oltas Challan Correction Request

i Filter requests by entering search criteria

Request Number Date View All

Request Number [View Request](#)

Correction Request Date	Correction Request ID	BSR Code	Challan Serial Number	Date Of Deposit	Status As On Date	Correction Status	New Fields	Remarks	AO Detail
12-Sep-2016	2563	9090909	12121	15-Sep-2014	12-Sep-2016	Submitted to ITD	View New Values		

Status	Remarks
Submitted to ITD	Correction request has been submitted to ITD for processing
Processed	Correction request has been processed by ITD
Rejected	Rejection reason will be mentioned in the Remarks column in Track Correction Request
Failed	Request cannot be made available due to some technical issues in data loading. User can submit new request for correction

View Status of Request and click on "View New Values" to see the updations made

5. Pictorial guide to track request for OLTAS Challan Correction (Contd.)

Step 4 : OLTAS Correction Process Completed

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation menu with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is located on the right side. The main header features 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.

The main content area is titled "Track Oltas Challan Correction Request". Below this title, there is a filter request section with a table for selecting criteria:

Financial Year	Minor Head	Major Head	Section Code	TAN
-	200	20	104H	-

Below the filter section, there is a table of correction requests:

Correction Request Date	Correction Request ID	BSR Code	Challan Serial Number	Date Of Deposit	Status As On Date	Correction Status	New Fields	Remarks	AO Detail
12-Sep-2016	2563	0000009	12121	15-Sep-2014	12-Sep-2016	Submitted to ITD	View New Values		

A callout bubble points to the "New Fields" column, stating: "Changes made will reflect on the screen."

Below the table, there is a legend for the status and remarks:

Status	Remarks
Submitted to ITD	Correction request has been submitted to ITD for processing
Processed	Correction request has been processed by ITD
Rejected	Rejection reason will be mentioned in the Remarks column in Track Correction Request
Failed	Request cannot be made available due to some technical issues in data loading. User can submit new request for correction

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