

E-Tutorial

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2. Most common error while filing Online Correction.
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4. Description for status of Online Correction Requests
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1. Important Information on Online Correction-Overbooked Challan

All type of corrections like “**Personal information , Deductee details and Challan correction**” can be made using Online correction functionality available from **FY.2007-08** onwards depending upon the type of correction.

Types of Error or Defaults	Correction Type	Available From F.Y	DSC Required
If challan is unmatched	Challan Correction	F.Y 2007-08 Onwards	No
To Add New challan	Add challan to the Statement	F.Y 2007-08 Onwards	No
To clear interest and Late Fee demand payment	Pay 220, Interest, Levy, Late filling	F.Y 2007-08 Onwards	No
To move Deductee row	Resolution for overbooked challan (Move Deductee row from challan)	F.Y 2007-08 Onwards	No
To update PAN	PAN Correction	F.Y 2007-08 Onwards	Yes
To Add/ Modify Deductee row	Add/Modify Deductee details	F.Y 2013-14 Onwards	Yes
To update personal details	Personal Information	F.Y 2007-08 Onwards	Yes
To Modify Salary details	Add or Delete Salary Details	F.Y 2013-14 Onwards	Yes
To Edit Deductee Row in case of unmatched Challan	Challan Correction	F.Y 2013-14 Onwards	Yes

This feature is extremely useful as it is :

Free of Cost : TRACES does not charge any fee for doing online correction

Time saving: No need to request for Conso file and wait for file availability. Just raise a request and you can select the type of correction you wish to proceed with. Correction gets processed in 24hrs

Effort saving: No need of any software/ CD/PEN drive , just login and file the correction

Enhance efficiency: Error specific correction is possible

Note: For paper return online correction cannot be done

2. Most common error while filing Online Correction

Error Description	Explanation
No data available for specified search criteria	This error appears if the data entered is not pertaining to F.Y, Quarter, Form Type and latest Token Number. Statement is cancelled /rejected for selected search criteria.
Request for correction ha already been submitted for the specified search Criteria. Please check status in 'Track Correction Request' under Defaults menu	This error occurs when Deductor has initiated an Online correction and it is at " In Progress" status i.e. pending at the end of Deductor.
System has encountered some technical problem. Please try after some time.	This error occurs if: <ul style="list-style-type: none"> - JAVA version and Bit depending upon the system are not updated. Restart the system after updating JAVA . - Browsing history, cookies, temp filed are to be cleared. Clear them first. - Pop-up blocker is NOT enabled currently. - Browser is not compatible in order to proceed with Online Correction .
Request has been submitted to Admin User	It has been assigned to admin user and is pending at Admin user end. Only admin user has the authority to submit online correction
Reason for non-deduction is mandatory	This error occurs when Deductor is writing "0" in the column of Total TDS deposited and Deducted in Add/Modify Deductee option.
Reason for lower deduction is mandatory	This error occurs Deductor is not selecting Flag "A".
Reason for higher deduction is mandatory	This error occurs when Deductor is not selecting Flag "C".

2. Most common error while filing Online Correction (Contd.)

Error Description	Explanation
<p>Increase in amount claimed as interest , amount claimed as other and Levy should not be greater than the remaining available balance in challan.</p>	<p>This error occurs when Deductor claims more than the remaining available balance of the challan.</p>
<p>Online Correction on TRACES is not enabled for the requested statement . Kindly file correction through NSDL and then subsequent correction can be filed on TRACES.</p>	<p>This error occurs if statement for the particular Form Type, F.Y and Quarter is not processed by TRACES. So, once Deductor will file correction statement with Conso File at NSDL and it gets processed by TRACES, Online Correction will be enabled for that particular statement.</p>
<p>PAN of Authorized/ Responsible person as per personal information of the Correction can be filed on TRACES. Please update PAN of authorized person /Responsible person in the correction file.</p>	<p>This error occurs if PAN of authorized person in profile section of the TRACES is different than PAN mentioned /Not mentioned in the personal information of the statement. Deductor need to update the PAN in the personal Information same as mentioned in the profile section Vice Versa.</p>
<p>No challan for F.Y (e.g. 2014-15) available for tagging. Please select another F.Y from below dropdown or deposit challan or contact your AO (if changes in challan is required).</p>	<p>This error may occur if book entry flag is “ Yes” which has to be changed to “No” . Please refer the E-Tutorial on Add/Modify Challan.</p> <p style="text-align: center;">OR</p> <p>Incorrect TAN or Assessment Year is mentioned on challan, please contact A.O for challan correction</p>

3. Brief steps of Online Correction-Overbooked Challan

This feature enables Deductor to move Deductee rows from Overbooked Challan to another Challan having balance in correction statement.

- **For example**, If Challan 1 gets overbooked by Rs. 10000 and Challan 2 is available with balance of INR10000 or more, Deductor can easily move overbooked Deductee rows upto INR 10000 from Challan 1 to Challan 2 by filing online Challan Correction.

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

Landing page will be displayed on Screen.

Step 2 : Go to “**Request for correction**” under “**Defaults**” menu.

Step 3 : **Enter relevant Financial Year, Quarter, Form Type and Correction category should be “Online” and Click on “Submit Request”** button . Request will be available under “**Track Correction Request**” . When request status become “**Available**” click on Available / In progress status to proceed with the correction.

Step 4: Validate KYC (using DSC supported KYC option or Normal KYC).

Note: Digital Signature Supported KYC Validation Screen will appear only if Digital Signature is registered

Step 5: After KYC validation, select the “**Type of Correction**” category from the drop down as “**Challan Correction**”. Select the Overbooked Challan available under “**Matched Challan**” tab then click on “**View and Move Deductee**” button to move Deductee row .

Step 6: Make the required corrections in the selected file. Click on “**Submit for Processing**” to submit your correction (**Only Available to Admin User**).15 digits token number will be generated and mailed to Registered e-mail ID.

4. Description for status of Online Correction Requests

- **Requested** - When user submits request for correction.
- **Initiated** - Request is being processed by TDS CPC.
- **Available** - Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Clicking on the hyperlink will take user to validation screen. Once user clicks on request with '**Available**' status, status of request / statement will change to '**In Progress**'.
- **Failed** - Request cannot be made available due to technical error. User can re-submit request for same details.
- **In Progress** - User is working on a statement. Clicking on the hyperlink will take user to validation screen.
- **Submitted to Admin User** - Sub-user / Admin User has submitted correction statement to Admin User.
- **Submitted to ITD** - Admin User has submitted correction statement to ITD for processing.
- **Processed** - Statement has been processed by TDS CPC (either for Form 26AS or for defaults).
- **Rejected** - Statement has been rejected by TDS CPC after processing. Rejection reasons will be displayed in '**Remarks**' column.

5. Pictorial guide of Online Correction-Overbooked Challan

Go to TRACES website (www.tdscpc.gov.in)

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) website interface. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. The navigation bar includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. A central pop-up window with a black border contains a 'CAUTION' message. To the left of the pop-up is a 'Login' section with links for 'Login', 'Register as New User', 'Forgot Password', and 'Forgot User ID'. Below that is a 'Quick Links' section with links for 'DIN Verification', 'e-Tutorials', 'Circulars and Notifications', and 'Right to Information'. To the right of the pop-up is a 'Customer Care' section with contact information: Toll-Free 1800 103 0344, 0120 4814600, 0120 4816105, and contactus@tdscpc.gov.in. Below the pop-up is a 'New FAQs View more' section with links for 'Deductor', 'Tax Payer', and 'General'. At the bottom right is a 'Tag Cloud' section. A blue 'Continue >>' button is located at the bottom of the pop-up window.

CAUTION

- TRACES never asks for fee of any kind for registration on portal or for availing any electronic services delivered through its portal www.tdscpc.gov.in
- The Income Tax Department NEVER asks for your PIN numbers, passwords or similar information for credit cards, banks or other financial accounts through e-mail
- The Income Tax Department appeals to Tax Payers NOT to respond to such fee requests and e-mails and NOT to share information relating to their credit card, bank and other financial accounts
- It is hereby informed that CPC TDS does not send and has not sent any communication or email stating automatic tax deduction from Deductors' or Taxpayers' respective bank account/ net banking accounts.

In case you have received such email/ communication, you are requested to ignore it.

[Continue >>](#)

Click on 'Continue' to proceed further.

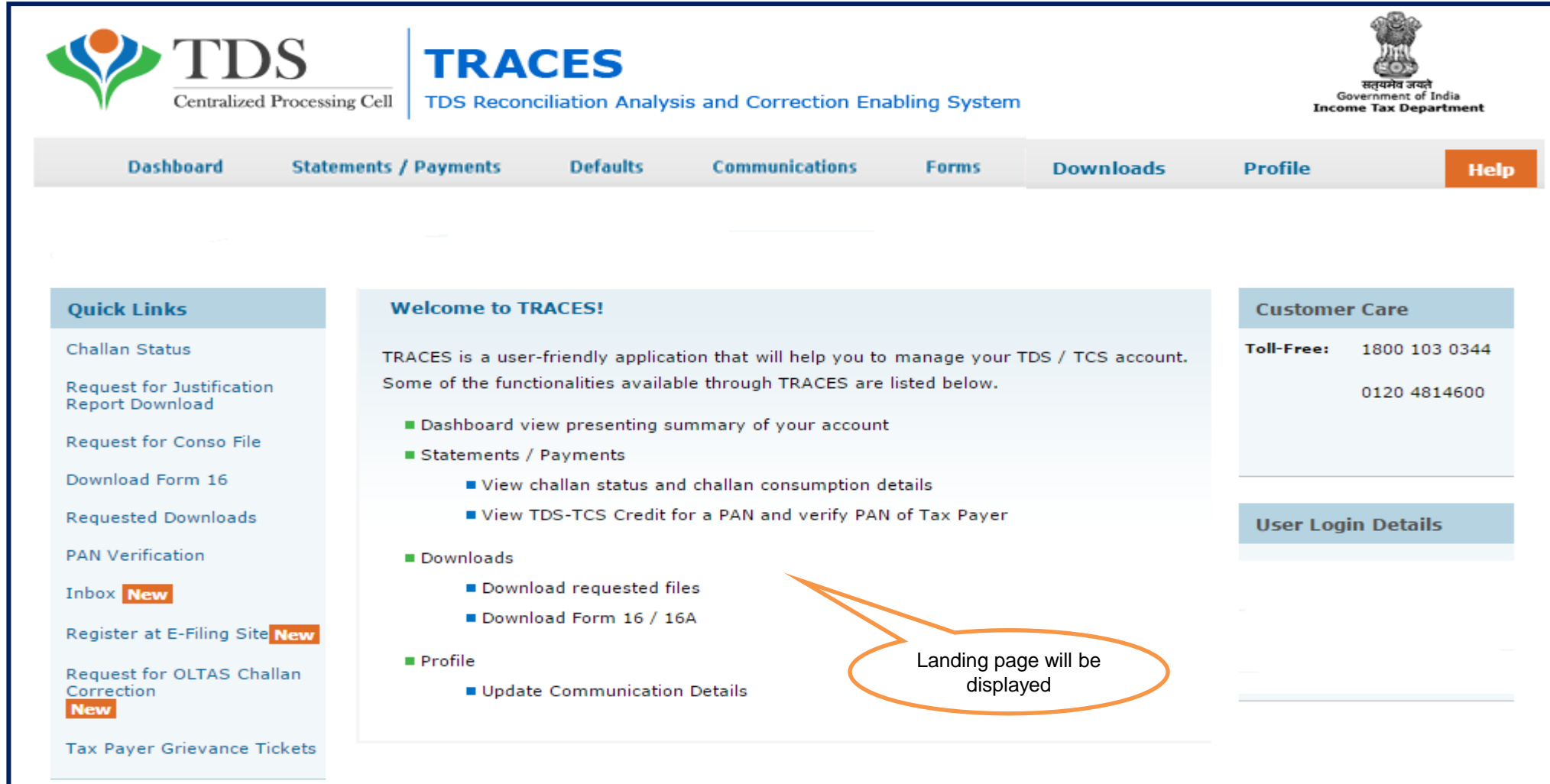
5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

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 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. A navigation bar contains links for Home, Deductor, Tax Payer, and PAO. A Help icon is located in the top right corner. The main content area features a login form with the following fields: User Id (containing 'ABCD12436G'), Password, TAN for Deductor, and Verification Code (with a CAPTCHA image showing 'M8K00Y'). A 'Login' button is positioned below the form. A 'Please install latest TRACES WebSocket Emsigner Setup V2.0 to use Digital Signature fun' message is displayed above the form. A 'For Deductors' section on the right provides instructions for new and existing users, along with a 'Common Note' about cookies. Annotations with callout boxes provide the following instructions: 'Click on ? icon next to each field for more details' (pointing to the question mark icon), 'Enter user id and password' (pointing to the User Id and Password fields), 'Mention TAN of Deductor' (pointing to the TAN for Deductor field), and 'Enter the text as displayed then click on Login button' (pointing to the CAPTCHA field and the Login button). A 'Help' icon is also annotated with the text 'For more details on any screen, click on Help icon'.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Welcome Page



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) Welcome Page. The page features a navigation menu at the top with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is divided into three columns. The left column contains 'Quick Links' such as 'Challan Status', 'Request for Justification Report Download', and 'Inbox New'. The middle column, titled 'Welcome to TRACES!', provides an overview of the system and lists functionalities like 'Dashboard view presenting summary of your account', 'Statements / Payments', 'Downloads', and 'Profile'. The right column includes 'Customer Care' contact information and 'User Login Details'. An orange callout bubble points to the 'Downloads' section, stating '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

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 2 : Click on “Request for correction” under “Defaults” Tab

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) web 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 is also present. The main header features the TDS logo and the TRACES title. Below the header is a navigation menu with tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Defaults' tab is selected, and a dropdown menu is open, showing options like 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, and Download. The 'Request for Correction' option is highlighted in blue. An orange callout bubble points to this option with the text 'Select “Request for correction”'. The main content area includes a 'Welcome to TRACES!' message, a 'Quick Links' sidebar, and a 'Customer Care' section with contact numbers.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 3 : Enter relevant Financial Year, Quarter, Form Type and Correction category should be “Online” and Click on “Submit Request” button

The screenshot displays the TRACES web 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 (highlighted), Communications, Forms, Downloads, Profile, and Help. The main heading is "Request for Correction". Below this, there are four informational notes:

- Enter details below and submit to enable correction for a statement. Correction cannot be filed if regular statement was filed as a paper return
- Note : In case relevant requested statement for Offline correction has more than 5 lakh Deductee Detail rows (combined count of Annexure 1 and 2), the request will not be provisioned.
- Sub-User can only save the changes done in online correction but cannot submit the online correction request to ITD. Only Admin user can submit the Online correction to ITD
- PAN of the Authorized Person should be same as TRACES Profile and in TDS Statement

The form fields are as follows:

- Financial Year*: 2018-19
- Quarter*: Q4
- Form Type*: 24Q
- Correction Category*: Online

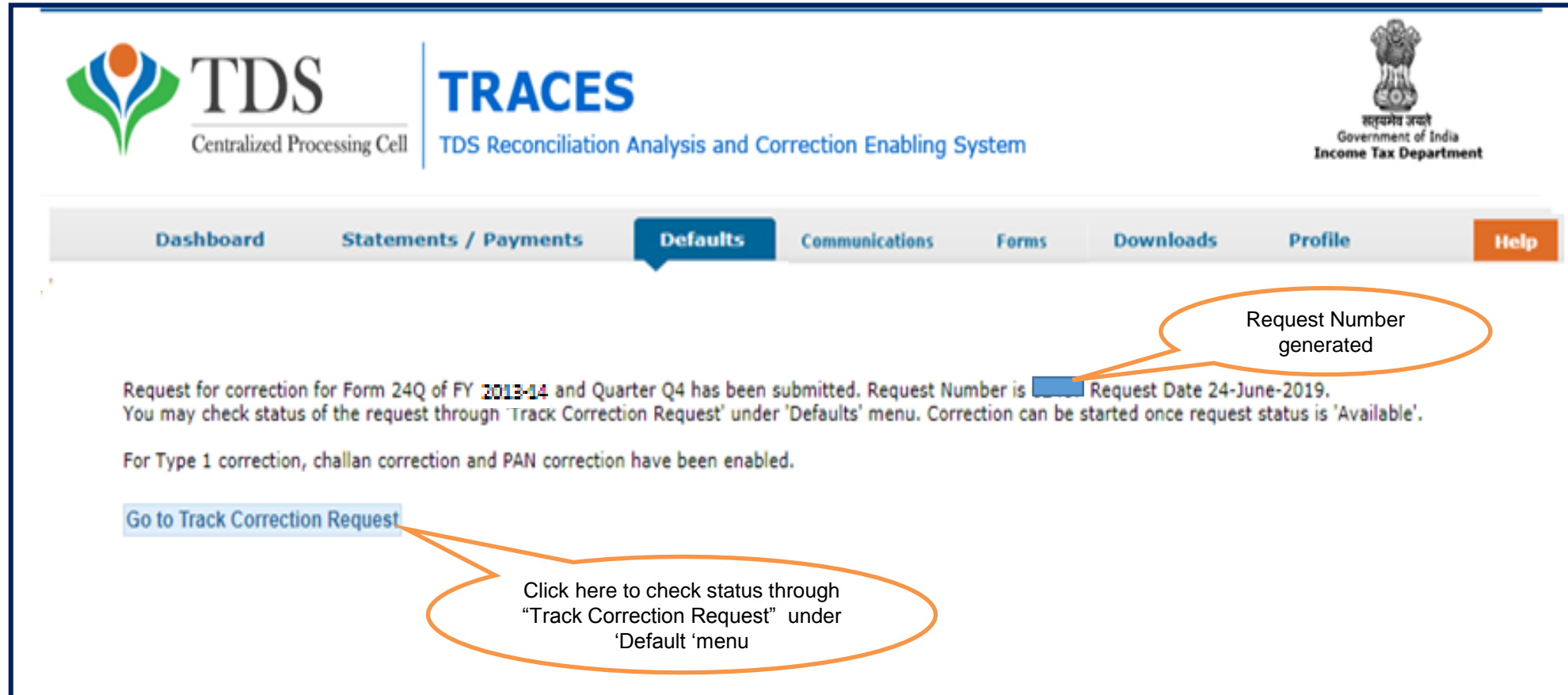
A "Submit Request" button is located below the form fields.

Enter Financial Year, Quarter and Form Type, correction category .

Click on Submit Request

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 3(Contd.): Request Number will be generated



The screenshot displays the TDS TRACES portal interface. At the top left, the TDS logo and 'Centralized Processing Cell' are visible. The main header features the 'TRACES' logo and the text 'TDS Reconciliation Analysis and Correction Enabling System'. On the top right, the Government of India Income Tax Department logo is present. A navigation bar below the header includes tabs for 'Dashboard', 'Statements / Payments', 'Defaults' (which is highlighted), 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. The main content area shows a confirmation message: 'Request for correction for Form 24Q of FY 2013-14 and Quarter Q4 has been submitted. Request Number is [redacted] Request Date 24-June-2019. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'. For Type 1 correction, challan correction and PAN correction have been enabled.' Below this message is a blue button labeled 'Go to Track Correction Request'. Two callout boxes are present: one pointing to the 'Request Number' field with the text 'Request Number generated', and another pointing to the 'Go to Track Correction Request' button with the text 'Click here to check status through "Track Correction Request" under "Default" menu'.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 3(Contd.): Requested status will be “Available” in “Track Correction Request” option under ‘Default ‘menu

Track Correction Request

Please select one of the below Search Options

Request Number Date View All

Enter Request Number (Search Option 1) or Request Date (Search Option 2) or “view all” (Search option 3) to view all the requested status

Correction Request Details

Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement

Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date
19-Aug-2014	24770	2013-14	Q2	27Q	5324XXXXXXXX5301	In Progress	Online			ACRA10007E@	
19-Aug-2014	24769	2013-14	Q4	27Q	5324XXXXXXXX7530	Accepted	Online		4100XXXXXXXX1790	ACRA10007E@	
06-Aug-2014	24414	2013-14	Q4	27Q	5324XXXXXXXX7530	Rejected	Online	View Rejection	4100XXXXXXXX1355	ACRA10007E@	

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Click on “Available” or “In Progress” status to initiate online correction

Available Status - Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Clicking on the hyperlink will take user to validation screen. Once user clicks on request with '**Available**' status, status of request / statement will change to '**In Progress**'.

In Progress Status- User is working on a statement. Clicking on the hyperlink will take user to validation screen.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 4: After Clicking on 'Available/ In progress' hyperlink, KYC Validation Screen will appear

TDS Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System | Government of India Income Tax Department

Dashboard | Statements / Payments | Defaults | Communications | 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.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 4 (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 bar includes Dashboard, Statements / Payments, Defaults, Communications, 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

5. Pictorial guide of Online Correction-Overbooked Challan (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.

5. Pictorial guide of Online Correction-Overbooked Challan (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.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 4 (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, Defaults (active), Communications, 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 and pointer highlights 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.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 4 (Contd.): Normal KYC Validation

Dashboard **Statements / Payments** **Defaults** **Communications** **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 entered 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

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 4 (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)

i Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to the statement mentioned above. If there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there is no such challan, mention a challan with no valid PAN-Amount combination. If you do not have any such challan, mention a challan with no valid PAN-Amount combination. **Do not select the checkbox (no valid PAN deductee row) in the PAN Details section below.**

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 for Challan / Transfer Voucher entered above

Please select if there are no valid PAN deductee rows corresponding to the Challan / Transfer Voucher mentioned above

i Please enter three distinct PAN-Amount combinations corresponding to the challan details mentioned above. If there are less than three PANs corresponding to the specified challan, mention all available (one or two) PAN-Amount combinations.

Guide to identify the Unique PAN-Amount Combinations

PAN as in Statement	Total Amount Deposited (Rs.)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Government deductor not having BIN details tick here and need not provide BSR code and challan serial number

Tick in check box for nil challan or book adjustment

Click on the Guide to select suitable challan option

Enter CIN details for a challan used in the statement

Tick here if you do not have any valid PAN corresponding to above challan details

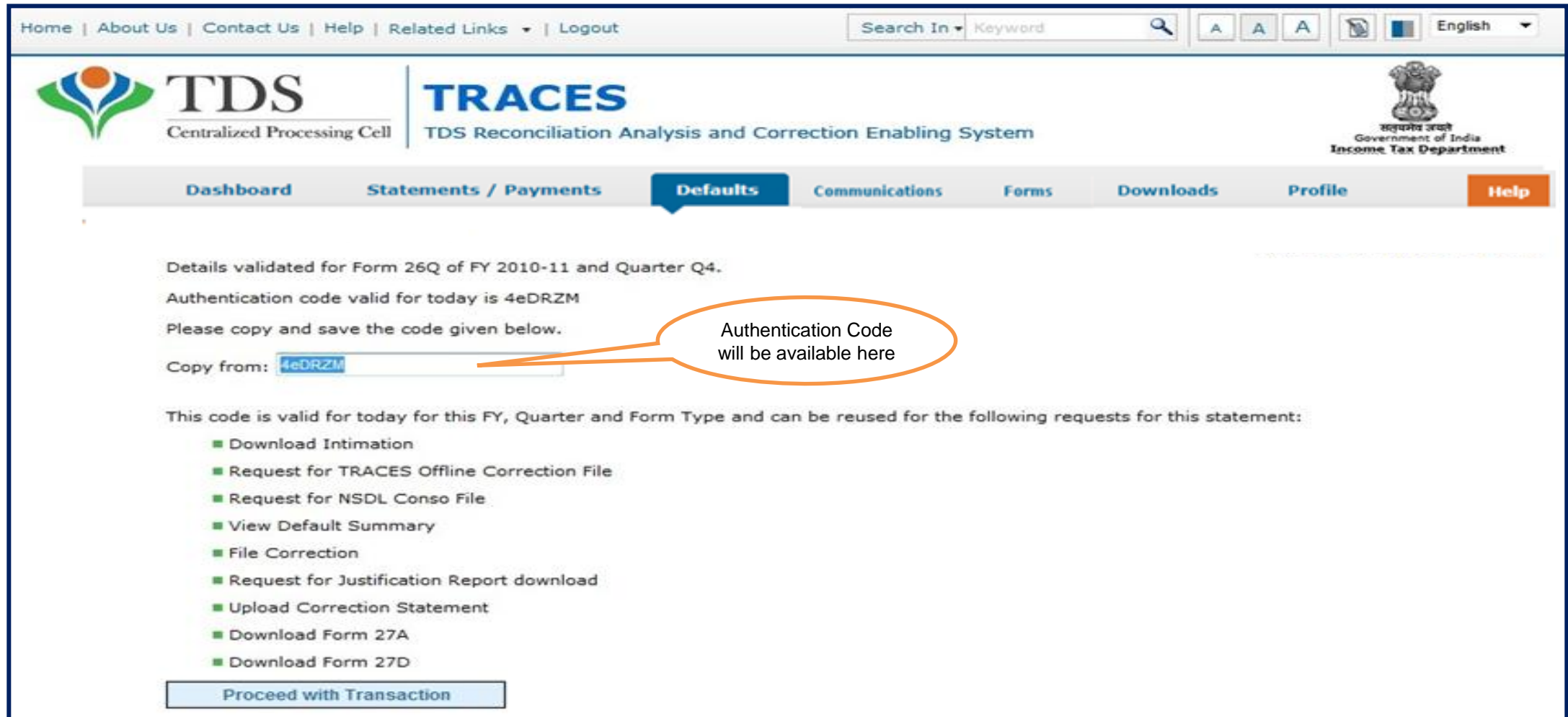
CD Record number is not mandatory. This column is required to be filled only when same challan is mentioned more than once in statement.

Click on the Guide to select suitable PAN amount combination

Please enter TDS deposited amount for respective PAN's

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 4 (Contd.): 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 displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) 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 and the TRACES logo, along with the Government of India Income Tax Department emblem. A menu bar contains options: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help.

The main content area shows 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:

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

Below this, it states: "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".

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 5: After KYC validation, select the Type of Correction Category from the drop down as “Challan Correction”

File Correction

TAN	AGRA10007E	Original RRR Number	5224XXXXXXXX5201	Latest RRR Number	4100XXXXXXXX1801
Financial Year	2013-14	Quarter	Q2	Form Type	27Q

Type of Correction [View Details](#)

---Select---

---Select---

Modify / Add Deductee Details

Personal Information

Challan Correction

PAN Correction

Pay 2201,LP,LD,Interest, Late Filing Levy

Add Challan To Statement

or Q2 of FY 2013-14 for Form 27Q

Select ' Challan Correction' from drop down

Default Summary Details

Sr.No.	Type of Default	Default Amount (₹)	Amount Reported As 'Interest / Others' Claimed in the Statement (₹)	Payable (₹)
1	Short Payment	0.00	0.00	0.00
2	Short Deduction	72683920.00	0.00	72683920.00
3	Interest on Payments Default u/s 201(1A)			
3(a)	Interest on Short Payment *	0.00	0.00	0.00
3(b)	Interest on Late Payment	156000.00	9000.00	147000.00
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 **	10174486.00	0.00	10174486.00
4(b)	Interest on Late Deduction	0.00	0.00	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. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 : Select the Overbooked Challan available under “ Matched Challan” tab then click on “View and Move Deductee” button to move Deductee row

Select ' Matched Challan" tab

Important Notes

Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment(Total Tax Deposited) of attached deductee rows.

CD Record Number (1)	BSR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (Rs.) (5)	Surcharge (Rs.) (6)	Education Cess (Rs.) (7)	Interest (Rs.) (8)	Levy (Rs.) (9)	Others (Rs.) (10)	Total Tax Deposited (Rs.) (11) (5)+(6)+(7)+(8)+(9)+(10)	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (Rs.) (14)	Amount Claimed as 'Interest' (Rs.) (15)	Amount Claimed as 'Others' (Rs.) (16)	Available Balance (Rs.) (17)	Matching Status (18)
2	401****	31-Aug-2013	14	157,000.00	0.00	0.00	0.00	0.00	0.00	161,710.00		Yes	161,710.00	0.00	0.00	410.00	Matched and Consumed
1	501****	31-Jul-2013	206	163,770.00	0.00	0.00	0.00	0.00	0.00	163,770.00		Yes	156,560.00	0.00	0.00	84.00	Matched and Consumed
3	102****	30-Sep-2013	132	161,710.00	0.00	0.00	0.00	0.00	0.00	161,710.00		Yes	161,710.00	0.00	0.00	75.00	Matched and Consumed
4	401****	31-Aug-2013	211	11,744.00	0.00	0.00	0.00	0.00	0.00	11,744.00		Yes	7,725.00	0.00	0.00	0.00	Matched and Consumed
5	102****	30-Sep-2013	132	171,495.00	0.00	0.00	0.00	0.00	0.00	171,495.00		Yes	7,630.00	0.00	0.00	73.00	Overbooked

Page 1 of 2

Select the challan which is overbooked

Click here to select the deductee row to be moved out from overbooked challan

Edited & Saved Rows

Edit Matched Challan Details Reset Matched Challan Details View and Move Deductee

View Default Summary

Proceed to correction statement

Submit Correction Statement

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): On selecting the challan, underlying Deductee rows will be displayed

Specific deductee row can also be searched by entering the PAN as per statement

CD Record Number (1)	DD Record Number (2)	Deductee reference number (3)	PAN of the Deductee as per statement (4)	Changed PAN in this correction (5)	Name of the Deductee (6)	Name as per changed PAN (7)	Section Code	Date of Payment/Credit (8)	Amount Paid/Credit (Rs.) (9)	TDS / TCS (Rs.) (10)	Surcharge (Rs.) (11)	Education Cess (Rs.) (12)	Total tax Deducted/C (Rs.) (13) (10)+(11)+(12)	Total Tax Deposited (Rs.) (14)	Date of Deduction (15)
5	1		XXXXXXXXXX	-	SSO		192	31-Aug-2013	0.00	0.00	0.00	0.00	0.00	0.00	
5	2		XXXXXXXXXX	-	Babyto, SSO		192	31-Aug-2013	0.00	0.00	0.00	0.00	0.00	0.00	
5	3		XXXXXXXXXX	-			192	31-Aug-2013	0.00	0.00	0.00	0.00	0.00	0.00	
5	4		XXXXXXXXXX	-	Mudgal, SSO		192	31-Aug-2013	0.00	0.00	0.00	0.00	0.00	0.00	
5	5		XXXXXXXXXX	-	Mudgal, SSA		192	31-Aug-2013	0.00	0.00	0.00	0.00	0.00	0.00	

On selecting the challan, all the underlying deductee rows will be displayed

Move Deductee Rows (Z)

View Default Summary

Proceed to correction statement

Submit Correction Statement

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): Select the Deductee row which is required to be moved then click on “Move Deductee Rows” button

Buttons: Edit Matched Challan Details, Reset Matched Challan Details, View and Move Deductee

Search: PAN as per Statement* [] Search [Reset Search]

List of deductee rows attached to selected challan

CD Record Number (1)	DD Record Number (2)	Deductee reference number (3)	PAN of the Deductee as per statement (4)	Changed PAN in this correction (5)	Name of the Deductee (6)	Name as per changed PAN (7)	Section Code	Date of Payment/Credit (8)	Amount Paid/Credited (₹) (9)	TDS / TCS (₹) (10)	Surcharge (₹) (11)	Education Cess (₹) (12)	Total tax Deducted/C (₹) (13) (10)+(11)+(12)	Total Tax Deposited (₹) (14)	Date of Deduction (15)
<input checked="" type="checkbox"/>	1	1	██████████	-	SHEKHAR KUMAR	SHEKHAR KUMAR	195	05-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	3,300.00	05-Jul-2013
<input type="checkbox"/>	1	2	██████████	-	SHEKHAR KUMAR	-	195	05-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	05-Jul-2013
<input type="checkbox"/>	1	3	██████████	-	SHEKHAR KUMAR	-	195	05-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	05-Jul-2013
<input type="checkbox"/>	1	4	██████████	-	SHEKHAR KUMAR	-	195	05-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	05-Jul-2013

Page 1 of 20 View 1 - 5 of 100

Buttons: Move Deductee Rows, View Default Summary, Proceed to correction statement, Submit Correction Statement

Callout 1: Click here to move out the selected deductee row

Callout 2: Select the deductee row to be moved out to a different challan with available balance equal to or more than the TDS deposited amount for selected deductee row(s)

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): List of challan with available balance in the statement will be displayed

Challan List

1 List of challans in the statement to which the selected deductee rows can be moved

1 (1) Total Tax Deposited of the selected deductee rows: Rs. 3,500.00
 (2) Number of Challans with Remaining Available Balance (column 17) greater than or equal to Total Tax Deposited of the selected deductee rows
 (3) Select a challan from the below list to move the deductee rows. The moved deductee rows will be tagged/attached to the challan to which the deductee rows are moved

BSR Code / Receipt Number (1)	Date on which Tax Deposited (2)	Challan Serial Number / DDO Serial Number (3)	TDS / TCS (₹) (4)	Surcharge (₹) (5)	Education Cess (₹) (6)	Interest (₹) (7)	Levy (₹) (8)	Others (₹) (9)	Total Tax Deposited (₹) (10)	Cheque No. / DD No. (11)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (12)	Amount Claimed as Total Tax Deposited (₹) (13)	Amount Claimed as Interest (₹) (14)	Amount Claimed as Others (₹) (15)	Available Balance (₹) (16)	Remaining Available Balance in Challan (₹) (17)
256****	25-Apr-2013	261	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
304****	05-Mar-2014	509	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
215****	25-Feb-2014	830	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
576****	27-Jan-2014		1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
884****	15-Jun-2013	71	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00

Page 1 of 2 View 1 - 5 of 8

1 If you want to use this challan to statement from "Type of Correction" drop down to add challan/book entry receipts to the statement and the system will automatically do row movement.

Save Cancel

List of all challans in the statement with available balance will be displayed

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): Select the challan from list in which Deductee row is required to be moved then click on “Save” button

Important Notes

- List of challans in the statement to which the selected deductee rows can be moved.
- (1) Total Tax Deposited of the selected deductee rows: Rs.5,500.00
- (2) Number of Challans with Remaining Available Balance (column 17) greater than or equal to Total Tax Deposited of the selected deductee rows
- (3) Select a challan from the below list to move the deductee rows. The moved deductee rows will be tagged/attached to the challan to which the deductee rows are moved

ESR Code / Receipt Number (1)	Date on which Tax Deposited (2)	Challan Serial Number / DDO Serial Number (3)	TDS / TCS (₹) (4)	Surcharges (₹) (5)	Education Cess (₹) (6)	Interest (₹) (7)	Levy (₹) (8)	Others (₹) (9)	Total Tax Deposited (₹) (10)	Cheque No. / DD No. (11)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (12)	Amount Claimed as 'Total Tax Deposited' (₹) (13)	Amount Claimed as 'Interest' (₹) (14)	Amount Claimed as 'Others' (₹) (15)	Available Balance (₹) (16)	Remaining Available Balance in Challan (₹) (17)
<input checked="" type="checkbox"/> 298****	28-Apr-2013	201	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
<input type="checkbox"/> 304****	05-Mar-2014	509	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
<input type="checkbox"/> 219****	25-Feb-2014	830	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
<input type="checkbox"/> 978****	27-Jan-2014	669	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
<input type="checkbox"/> 894****	10-Jun-2013	353	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00

Select the challan from the list on which available balance is more or equal to the Tax deducted amount of the deductee row to be moved.

Click on save

Save Cancel

5. Pictorial guide of Online Correction for Overbooked Challan (Contd.)

Step 6 (Contd.): Challan in which Deductee are moved will be highlighted in yellow color

Challan Correction

Matched Challans
 Unmatched Challans
 Newly Added Challans

List of Matched Challans in the statement

1 Select a row and click on 'Edit Matched Challan Details' to edit payment details of Interest/Levy
 2 Select a row and click on 'View and Move Deductees' button to move deductees rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment(Total Tax Deposited) of attached deductee rows.

CD Record Number (1)	ESR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (₹) (5)	Surcharge (₹) (6)	Education Cess (₹) (7)	Interest (₹) (8)	Levy (₹) (9)	Others (₹) (10)	Total Tax Deposited (₹) (11) (5)+(6)+(7)+(8)+(9)+(10)	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (₹) (14)	Amount Claimed as 'Interest' (₹) (15)	Amount Claimed as 'Others' (₹) (16)	Available Balance (₹) (17)	Matching Status (18)
<input checked="" type="checkbox"/>	219****	27-May-2013	261	1,00,000.00	0.00	0.00	0.00	0.00	0.00	1,00,000.00	0	No	398,000.00	1,000.00	1,000.00	601,000.00	Matched and Consumed
<input type="checkbox"/>	324****	05-Mar-2014	509	1,00,000.00	0.00	0.00	0.00	0.00	0.00	1,00,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	Matched and Consumed
<input type="checkbox"/>	215****	25-Feb-2014	820	1,00,000.00	0.00	0.00	0.00	0.00	0.00	1,00,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	Matched and Consumed

Page 1 of 2

The impacted challans will be highlighted

5. Pictorial guide of Online Correction for Overbooked Challan (Contd.)

Step 6 (Contd.): Moved out Deductee will highlight in red color. Click on “Submit Correction Statement” button to submit correction

Please select a row and click on 'Edit Deductee Row' to edit deductee details and 'View challan details' to view details of the challan for the deductee row

CD Record Number (1)	DD Record Number (2)	Deductee reference number provided by the deductor, if available (3)	Deductee code (01-Company; 02-Other than company) (4)	RAN of the deductee (5)	Name of the deductee (6)	Section code (7)	Date Of payment or credit (8)	Amount paid or credited (₹) (9)	Tax (₹) (10)	Surcharge (₹) (11)	Education Cess (₹) (12)	Total tax deducted (₹) (13) (10)+(11)+(12)	Total Tax Deposited (₹) (14)	Date of deduction (15)	Rate at which deducted (16)	Reason for non-deduction / lower deduction / grossing up / Higher Deduction (17)	Number of the certificate issued by the Assessing Officer for non-deduction / over deduction (18)	Withholding (19)
<input checked="" type="checkbox"/>	1		02	██████████	SHEKHAR KUMAR	195	05-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	05-Jul-2013	2.0000			
<input type="checkbox"/>	1	2	02	██████████	SHEKHAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000			
<input type="checkbox"/>	1	3	02	██████████	SHEKHAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000			
<input type="checkbox"/>	1	4	02	██████████	SHEKHAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000			
<input type="checkbox"/>	1	5	02	██████████	SHEKHAR KUMAR	195	05-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	05-Jul-2013	2.0000			

Edited Row Deleted Row

[View Default Summary](#)

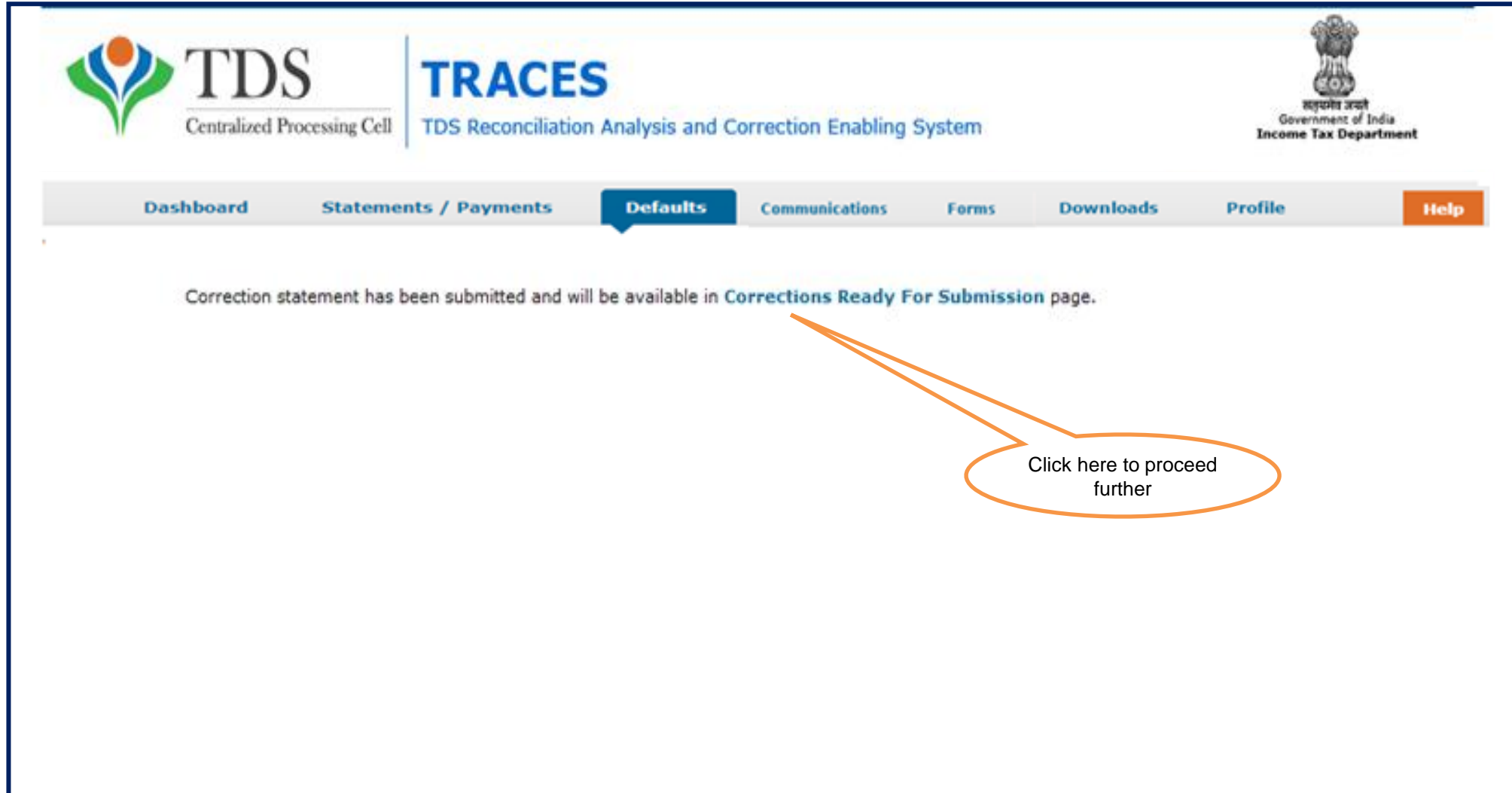
Proceed to correction statement

Moved out deductee row will be highlighted in red in the original challan.

Click here to submit the correction statement

5. Pictorial guide of Online Correction for Overbooked Challan (Contd.)

Step 6 (Contd.): After submitting correction below message will display on screen



The screenshot displays the TDS TRACES portal interface. At the top left, there is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). At the top right, there is the Government of India Income Tax Department logo. Below the logos is a navigation menu with the following items: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area shows a message: "Correction statement has been submitted and will be available in [Corrections Ready For Submission](#) page." An orange callout bubble with the text "Click here to proceed further" points to the link "Corrections Ready For Submission".

5. Pictorial guide of Online Correction for Overbooked Challan (Contd.)

Step 6 (Contd.): Action Summary- Sub-User log in

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 the Government of India Income Tax Department. A navigation bar includes links for Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Correction Statements Ready For Submission' and contains an instruction: 'Select a row and click on 'View Statement' to view Action Summary screen for the statement'. Below this is a table with the following data:

Financial Year	Quarter	Form Type	User Id
2013-14	Q4	24Q	CM8C05798C@

Below the table are two buttons: 'View Statement' and 'Cancel Statement'. Three callouts are present: one pointing to the 'View Statement' button with the text 'Click here to proceed further', one pointing to the 'Cancel Statement' button with the text 'Click here to cancel statement', and one pointing to the row in the table with the text 'Click on row'.

Above Screen will be appeared in case correction submitted by Sub-user.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): Select a row and click on 'View Statement' button to view Action Summary

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 and language selection (English) are also present. 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 on the right. A navigation bar contains tabs for Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help.

The 'File Correction' section shows the following details:

TAN	██████████	Original RRR Number	0106XXXXXXXX8466	Latest RRR Number	1100XXXXXXXX2690
Financial Year	2013-14	Quarter	Q2	Form Type	24Q

Below this, there is a 'Type of Correction' dropdown menu set to '----Select----' and a 'View Details' button.

The 'Action Summary for Q2 of FY 2012-13 for Form 24Q' section contains a table with the following data:

Action Summary	Correct	Change
Challan Correction	██████████	██████████

An orange callout box points to the 'Submit to Admin' button in the 'Correct' column of the table.

Above Screen will be appeared in case correction submitted by Sub-user.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): After clicking on “Submit to Admin” button, below message will display on screen



Request will be submitted to Admin user . Sub-user cannot submit the correction from ‘**Correction Ready for Submission**’. Sub-user should only be able to view statements saved by them.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): Action Summary- Admin User Login

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout) and a search bar. The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, there is the Government of India Income Tax Department logo. Below the header is a navigation menu with tabs: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area displays the heading "Correction Statements Ready For Submission" and a message: "Select a row and click on 'View Statement' to view Action Summary screen for the statement". Below this is a table with the following data:

Financial Year	Quarter	Form Type	User Id
2012-13	Q1	26Q	ACRA10007E@

Below the table are two buttons: "View Statement" and "Cancel Statement". Three callouts are present: one pointing to the "View Statement" button with the text "Click here to proceed further", one pointing to the "Cancel Statement" button with the text "Click here to cancel statement", and one pointing to the row in the table with the text "Click on row".

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): Click on “Confirm” button to proceed further

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

Search In* Keyword

TDS
Consolidated Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Ministry of Revenue
Government of India
Income Tax Department

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

File Correction

TAN: [REDACTED] Original RRR Number: 1123XXXXXXXX4513 Latest RRR Number: 4100XXXXXXXX1764
Financial Year: 2013-14 Quarter: Q1 Form Type: 26Q

Type of Correction: View Details

Action Summary for Q1 of FY 2013-14 for Form 26Q

Correction	Change
Challan Changes	View Corrections
PAN Errors	View Corrections
Personal Information	View Corrections

Confirm

Click on 'Confirm' and Correction Ready for Submission

Click on hyperlink to view the edited detail for specific default

Both Admin User and Sub-user can able to view statements saved by them.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Action Summary- View Edited Statement

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

Search In* Keyword

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

Government of India
Income Tax Department

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

File Correction

TAN	[REDACTED]	Original RRR Number	1123XXXXXXXX4513	Latest RRR Number	4100XXXXXXXX1764
Financial Year	2013-14	Quarter	Q1	Form Type	26Q

Type of Correction: [View Details](#)

Action Summary for Q1 of FY 2013-14 for Form 26Q

Correction	Change
Challan Changes	View Corrections
PAN Errors	View Corrections
Personal Information	View Corrections

[Confirm](#)

Click on 'Confirm' and Correction Ready for Submission

Click on hyperlink to view the edited detail for specific default

Both Admin User and Sub-user can able to view statements saved by them.

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): After confirmation of correction click on “Submit for Processing” button

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

Search In* Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

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

Action Summary for Q1 of FY 2013-14 for Form 26Q

Action Summary

Correction Type	Change
Challan Changes	View Corrections
PAN Errors	View Corrections
Personal Information	View Corrections

[Submit For Processing](#) [Edit Correction Statement](#) [Back](#)

Click here to submit correction

Click here to edit correction statement

Click on hyperlinks to view the Action Summary

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): Web signer window will be displayed to validate DSC

The screenshot shows the TDS TRACES web interface with an emSigner window overlaid. The emSigner window displays the following content:

Content to Sign:
SCM^WF^180810^RDYSUB^10041884^2019-06-26 11:35:36.0^24Q^^4100000007

Certificate Store

Common Name	Issuer Name	Serial No	Expiry Date
test13	e-Mudhra Sub CA for CI...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for CI...	1748778a33	02-07-2020
test11	e-Mudhra Sub CA for CI...	1748778a31	02-07-2020

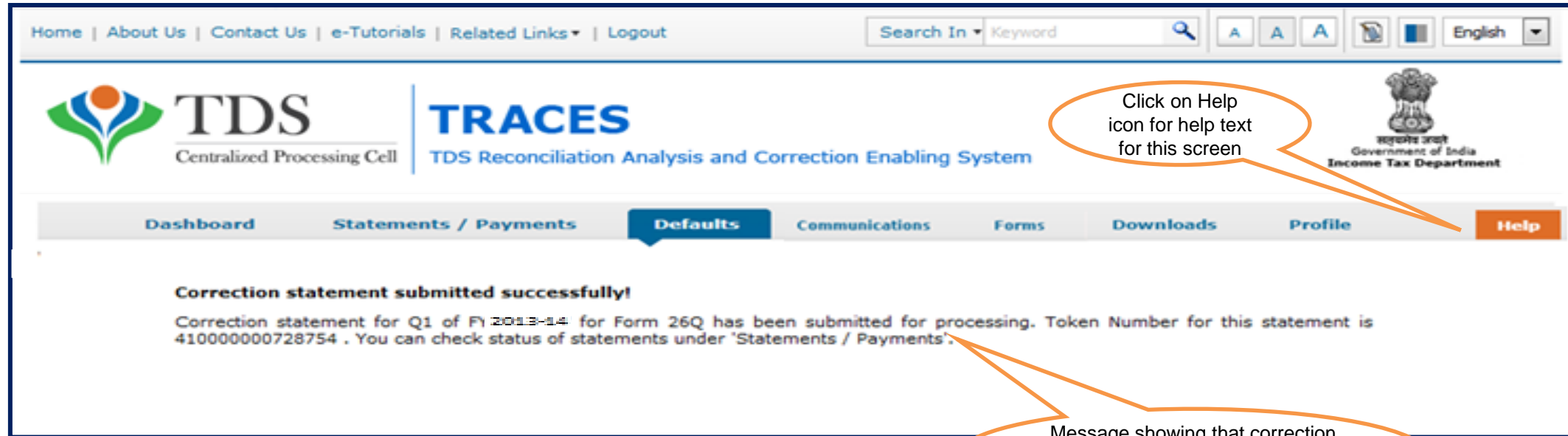
Buttons: View Certificate, Sign, Cancel

Callout boxes:

- Select the signature (points to the Sign button)
- Click here to validate DSC (points to the Certificate Store table)

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Step 6 (Contd.): : After final submission of correction statement , success message will be displayed



Click on Help icon for help text for this screen

Message showing that correction statement is successfully submitted

Note: Note down the Token Number for future reference

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Status- Submitted to ITD

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

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

Correction Request Details

- Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Downloaded	Uploaded
29-Apr-2019	61920	2018-19	Q1	26Q	4100XXXXXXXX535	Submitted to ITD	Online		4100XXXXXXXX875	CMBG05798C			
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBG05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online			CMBG05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online			CMBG05798C			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXX987	Cancelled	Online			CMBG05798C			
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBG05798C			
07-Mar-2019	61750	2018-19	Q2	26Q	4100XXXXXXXX743	Processed	Online		4100XXXXXXXX744	CMBG05798C	07-Mar-2019		
07-Mar-2019	61749	2018-19	Q2	26Q	1222XXXXXXXX792	Processed	Online		4100XXXXXXXX743	CMBG05798C	07-Mar-2019		

Submitted to ITD

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Status- Accepted

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

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

Correction Request Details

- Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction request

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
29-Apr-2019	61920	2018-19	Q1	26Q	4100XXXXXXXX535	Accepted	Online		4100XXXXXXXX875	CMBG05798C			
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBG05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online			CMBG05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online			CMBG05798C			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXX987	Cancelled	Online			CMBG05798C			
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBG05798C			
07-Mar-2019	61750	2018-19	Q2	26Q	4100XXXXXXXX743	Processed	Online		4100XXXXXXXX744	CMBG05798C	07-Mar-2019		
07-Mar-2019	61749	2018-19	Q2	26Q	1222XXXXXXXX792	Processed	Online		4100XXXXXXXX743	CMBG05798C	07-Mar-2019		

After Submitted to ITD , correction status will be changed to "Accepted".

5. Pictorial guide of Online Correction-Overbooked Challan (Contd.)

Status- Processed

The screenshot shows the 'Track Correction Request' page with a navigation bar at the top containing 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. Below the navigation bar, there are search options: 'Request Number', 'Date', and 'View All'. The main section is titled 'Correction Request Details' and contains three instructions: 1. Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement. 2. Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement. 3. View the Latest Token Number by clicking on the 'New Token Number' given for the respective request.

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
29-Apr-2019	61920	2018-19	Q1	26Q	4100XXXXXXXX535	Processed	Online		4100XXXXXXXX875	CMBG05798C	29-Apr-2019		
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBG05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online			CMBG05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online			CMBG05798C			
07-Feb-2019	61605	2016-17	Q1	26Q	4100XXXXXXXX535	Rejected	Online	View Rejection Reason	4100XXXXXXXX711	CMBG05798C			

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Cancel Statement

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