

# E-Tutorial

- 1. Important Information on Online Correction - Add/Delete Salary Details- Annexure-II.**
- 2. Most Common Error While filing Online Correction.**
- 3. Brief Steps for Online Correction - Add/Delete Salary Details- Annexure-II.**
- 4. Status of Online Correction Requests.**
- 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II.**



**TDS**  
Centralized Processing Cell

# 1.Important Information on Online Correction

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 PAN Correction Annexure -III	F.Y 2007-08 Onwards F.Y 2021-22 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
To Add/Delete Pension/Interest of Specified Senior Citizen - Annexure-III	Add/Delete Pension/Interest of Specified Senior Citizen - Annexure-III	F.Y 2021-22 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"> <li>- JAVA version and Bit depending upon the system are not updated. Restart the system after updating JAVA .</li> <li>- Browsing history, cookies, temp filed are to be cleared. Clear them first.</li> <li>- Pop-up blocker is NOT enabled currently.</li> <li>- Browser is not compatible in order to proceed with Online Correction .</li> </ul>
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. (Contd.) Most Common Error While filing Online Correction

Error Description	Explanation
Increase in amount claimed as interest , amount claimed as other and Levy should not be greater than the remaining available balance in challan.	This error occurs when Deductor claims more than the remaining available balance of the challan.
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.	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.
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.	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.
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>This error may occur if book entry flag is “ Yes” which has to be changed to “No” . Please refer the E-Tutorial of the Online Correction Challan Correction.</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 for Online Correction - Add/Delete Salary Details-Annexure-II

This feature enables Deductor to Add/Delete Salary Details in Annexure-II, it is available from FY 2013-14 onwards.

- Digital Signature Certificate should be registered on TRACES before making this correction, However, regular statement should be processed from TRACES.

- In case statement is not processed by TRACES, please file C1 ( Personal Information ) through Conso file then you will be able to proceed with online 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.**

**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 “**Add/Delete Salary Details- Annexure-II**” .

- 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. Status of Online Correction Requests

- **Requested** - When user submits request for correction.
- **Initiated** - Request for correction is initiated.
- **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 has to 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 for Online Correction - Add/Delete Salary Details-Annexure-II

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

The screenshot shows the TRACES website interface for Deductors. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. The navigation bar includes 'Deductor', 'Tax Payer', and 'PAO' tabs, and a 'Help' button. 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\*'. A CAPTCHA image shows the text 'K224D'. Below the CAPTCHA is a 'Click to refresh image' link. A 'Login' button is at the bottom. A 'Common Note' section on the right provides instructions for new and existing users. Several orange callouts provide step-by-step instructions: 'Click on Deductor Option' points to the 'Deductor' tab; 'Enter user id and password' points to the 'User Id' and 'Password' fields; 'Click on help icon (?) next to each field for more details' points to the question mark icons; 'Enter TAN' points to the 'TAN for Deductor' field; 'Enter the text as displayed then click on Login' points to the CAPTCHA field and the 'Login' button; and 'For more details on any screen, click on Help icon' points to the 'Help' button.

Click on Deductor Option

Enter user id and password

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

Enter TAN

Enter the text as displayed then click on Login

For more details on any screen, click on Help icon

**TDS**  
Centralized Processing Cell

**TRACES**  
TDS Reconciliation Analysis and Correction Enabling System

Government of India  
Income Tax Department

**Deductor** Tax Payer PAO

Help


Login as :  Deductor  Taxpayer  PAO

**Deductor Login**

User Id\*

Password\*

TAN for Deductor\*

Verification Code\*  Click to refresh image

Enter text as in above image\*

Login

Register as New User Forgot Password? Forgot User Id?

**For Deductors:**

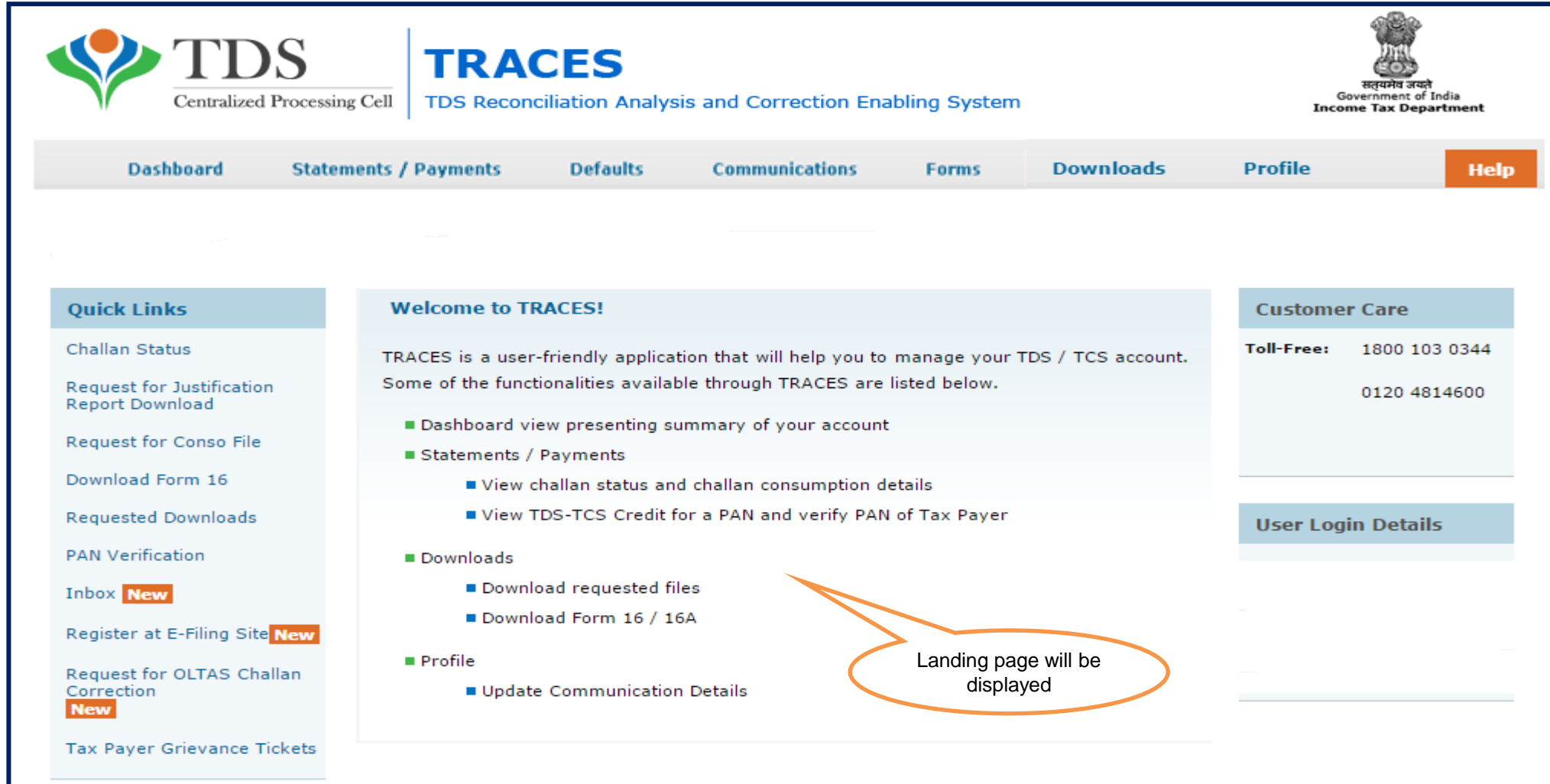
- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered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

**Common Note:**

- This website uses cookies to maintain user preference and session information. Disabling cookies in your browser might not allow you to perform certain activities

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

## Welcome Page



The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) Welcome Page. The page features a header with the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is divided into three columns: Quick Links, a central welcome message, and Customer Care. The central message lists various functionalities available through TRACES, such as viewing account summaries, statements, downloads, and profile updates. A 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 for Online Correction - Add/Delete Salary Details-Annexure-II

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 (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department emblem. 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: View Default Summary, Request for Correction (highlighted), Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission Tag / Replace Challan, and Track Request for Tag / Replace Challan. An orange callout bubble points to the 'Request for Correction' option with the text 'Select “ Request for correction “'. The main content area includes a 'Quick Links' sidebar 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 (New), Request for OLTAS Challan Correction (New), and Tax Payer Grievance Tickets. The central area has a 'Welcome to TRACES!' message and a list of functionalities: Dashboard view, 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), and Profile (Update Communication Details). On the right, there is a 'Customer Care' section with a toll-free number (1800 103 0344) and a user login details section.

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

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

**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

### Request for Correction

**i** Enter details below and submit to enable correction for a statement. Correction cannot be filed if regular statement was filed as a paper return

**i** 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.

**i** 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

**i** PAN of the Authorized Person should be same as TRACES Profile and in TDS Statement

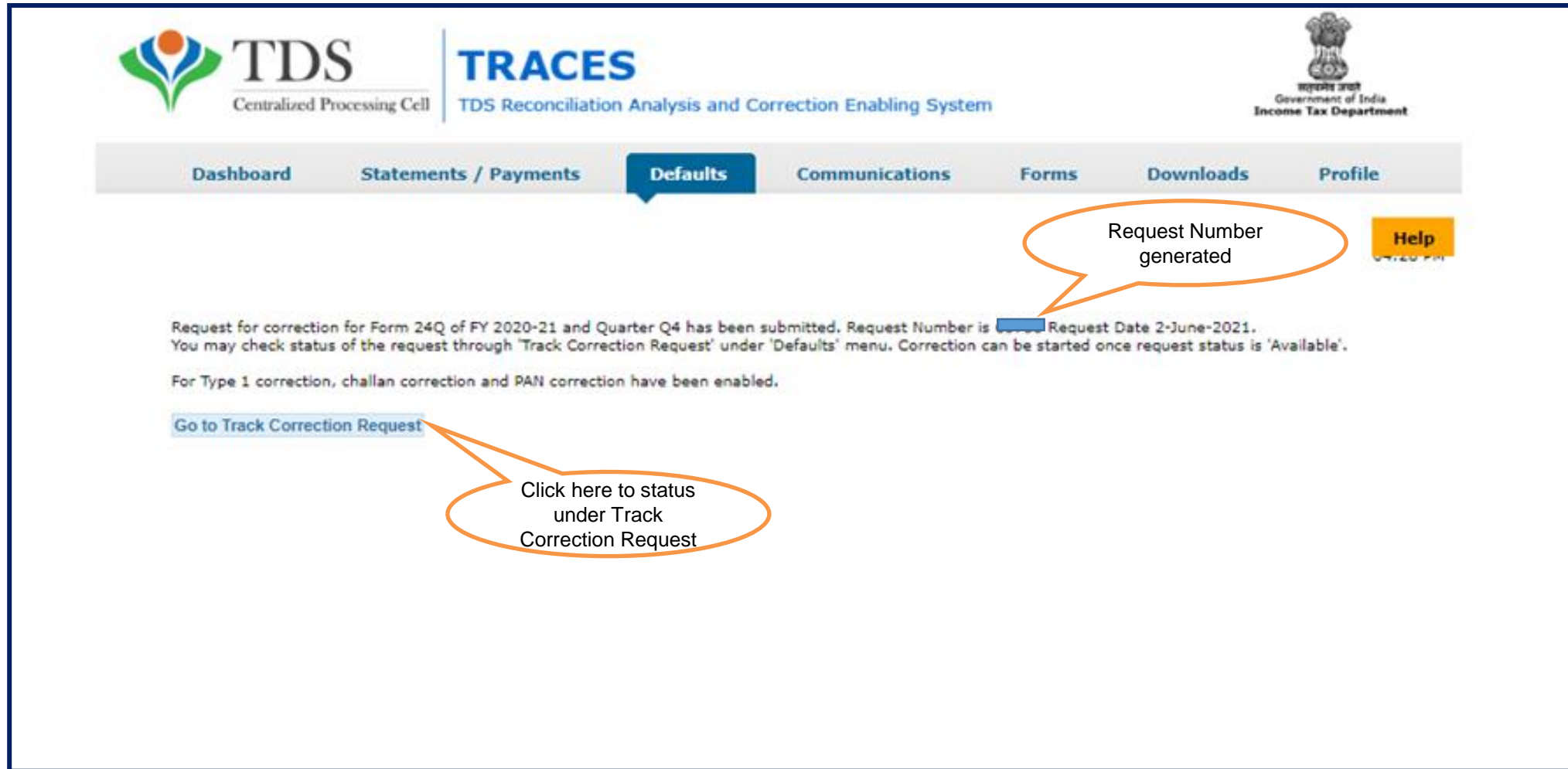
Financial Year\* 2021-22 | Quarter\* Q4 | Form Type\* 24Q | Correction Category\* Online | **Submit Request**

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

Click on Submit Request

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

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



The screenshot displays the TDS 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. A navigation bar contains the following menu items: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, and Profile. A yellow 'Help' button is located on the right side. The main content area shows a confirmation message: "Request for correction for Form 24Q of FY 2020-21 and Quarter Q4 has been submitted. Request Number is [redacted] Request Date 2-June-2021. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'." Below this message, it states: "For Type 1 correction, challan correction and PAN correction have been enabled." A blue button labeled "Go to Track Correction Request" is highlighted with an orange callout bubble that says "Click here to status under Track Correction Request". Another orange callout bubble points to the redacted request number, containing the text "Request Number generated".

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details-Annexure-II

## Step 3(Contd.): Request will be available under “Track Correction Request”

**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 Request 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
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction statement

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
24-Jun-2019	62407	2020-21	Q4	24Q	4100XXXXXXXX140	Available	Online			MRIA01891B			

Page 1 of 1    View 1 - 1 of 1

[Cancel Statement](#)

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 for Online Correction - Add/Delete Salary Details-Annexure-II

## Step 4: Validate KYC using DSC supported KYC option.

Select Digital Signature supported KYC validation option

Important Note

Click here to validate DSC

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re register their Digital Signature in Profile. Please refer – Digital Signature Certificate Registration E-Tutorial for more information.
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.
- Authentication Code will not appear on the screen in case DSC Supported KYC

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Step 4 (Contd.): Validate KYC using DSC supported KYC option

The screenshot shows the TDS TRACES portal interface. The top navigation bar includes 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. The main content area displays a message about digital signature registration and a 'Validate DSC' button. An 'emSigner' window is overlaid, showing the 'Content to Sign' field with the value 'ABCPA1234A'. Below this is a 'Certificate Store' table with the following data:

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a30	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

At the bottom of the 'emSigner' window, there are buttons for 'View Certificate', 'Sign', and 'Cancel'. An orange callout bubble points to the 'Sign' button with the text 'Click here to proceed further'. Another orange callout bubble points to the certificate list with the text 'Select required Digital Signature Certificate.'

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details Annexure-II

Step 5: After KYC validation, select the Type of Correction Category from the drop down as “Add/Delete Salary Details- Annexure-II”

**File Correction**

<b>TAN</b>	MRIA01891B	<b>Original RRR Number</b>	5240XXXXXXXX9780	<b>Latest RRR Number</b>	4100XXXXXXXX1403
<b>Financial Year</b>	2018-19	<b>Quarter</b>	Q4	<b>Form Type</b>	24Q

**Type of Correction** [View Details](#)

-----Select-----

-----Select-----

Personal Information

Challan Correction

PAN Correction

Pay 220I,LP,LD,Interest, Late Filing Levy

Add Challan To Statement

Modify / Add Deductee Details

Add / Delete Salary Details - Annexure-II

Add/Delete Pension/Interest Income of Specified Senior Citizen-Annexure-III

Select type of correction from drop down

Click on view details

Sr.No.	Type of Default	Default Amount (₹)	Others Claimed in the Statement (₹)	Payable (₹)
1	Short Payment	0.00	0.00	0.00
2	Short Deduction	35882782684.04	0.00	35882782684.04
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	0.00	0.00	0.00
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 **	1076483475.00	0.00	1076483475.00
4(b)	Interest on Late Deduction	240.00	240.00	0.00

# 5. Pictorial guide for Online Correction - Add/delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Default Deductee

**File Correction**

<b>Original RRR Number</b>	5240XXXXXXXX9780	<b>Latest RRR Number</b>	4100XXXXXXXX1403
<b>Quarter</b>	Q4	<b>Form Type</b>	24Q

Type of Corr: Add / Delete Salary Details - Annexure-II [View Details](#)

**Add/Delete Salary Details - Annexure-II**

**Default Deductees** | [All Deductees](#) | [Add New Deductees](#)

**Default Deductees**

**Default Deductees** will show the Deductee rows with defaults

**Search by PAN**

Enter PAN as per statement and click on 'Search' to display the deductee row for the entered PAN. Click on 'Reset Search' to remove the filter

PAN as per Statement\*  [Search](#) [Reset Search](#)

**Search by DD Record Number**

Enter Deductee Record Number as per statement and click on 'Search' to display the deductee row. Click on 'Reset Search' to remove the filter

DD Record Number\*  [Search](#) [Reset Search](#)

**Actions**

Please select a row and click on 'Delete Deductee' to delete deductee details

Correction is not allowed for those deductee row/s on which 26A has been filed

Search either through PAN filter or DD (Deductee details) Record Number filter

# 5. Pictorial guide for Online Correction - Add/delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Default Deductee

1 Please select a row and click on 'Delete Deductee' to delete deductee details

1 Correction is not allowed for those deductee row/s on which 26A has been filed

Whether opting for taxation u/s 115BAC? [Yes/No]	DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	Date to which employed with current employer (5)	Gross Salary as per provisions contained in sec.17(1)(₹) (6)	Value of prerequisites [section 17(2)] (as per Form No.12BA, wherever applicable)(₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable)(₹) (8)	Total amount of gross salary received from current employer (₹) (9) (6+7+8)	Reported total amount of salary received from other employer(s) (₹) (10)	Total Amount of Salary (₹) (11) (9+10)	
<input type="checkbox"/>	YES	2	ABCPA1234A	RAMESH	G	01-Apr-2018	31-Mar-2019	300,000.00	20,000.00	30,000.00	350,000.00	100,000.00	450,000.00
<input type="checkbox"/>	YES	3	ABCPA1234B	RAMESH	G	01-Apr-2018	31-Mar-2019	400,000.00	20,000.00	30,000.00	450,000.00	100,000.00	550,000.00
<input type="checkbox"/>	YES	4	ABCPA1234C	RAMESH	G	01-Apr-2018	31-Mar-2019	1,200,000.00	20,000.00	30,000.00	1,250,000.00	100,000.00	1,350,000.00
<input type="checkbox"/>	YES	5	ABCPA1234D	RAMESH	G	01-Apr-2018	31-Mar-2019	1,500,000.00	20,000.00	30,000.00	1,550,000.00	100,000.00	1,650,000.00

Deleted Row     Edited Row (This row has been edited in PAN correction only)

Delete Deductee Row

Select the Deductee row which is required to be deleted

After selecting Deductee row ,click here to delete Deductee row .

- **Note:** In case of “Default Deductee” option ,93(ninty three) column will appear. **Column No. 92:** SD Amount & **Column No. 93:** SD category

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

**Add /Delete Salary Detail – Annexure II : Default Deductee:- After clicking on “Delete Deductee Row” button a Confirmation pop-up will be displayed on screen**

Please select a row and click on 'Delete Deductee' to delete

Correction is not allowed for those deductee row/s on which

10.48.147.201:8080 says  
Do you want to delete deductee row?

Click here to proceed further

Click here to return to the same screen with row selected

Whether opting for taxation u/s 115BAC? [Yes/No]	DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	Date to which employed with current employer (5)	Gross Salary as per provisions contained in sec.17(1)(₹) (6)	prerequisites [section 17(2)] (as per FormNo.12BA, wherever applicable) (7)	total amount of gross salary received from current employer (₹) (9)	Reported total amount of salary received from other employer(s) (₹) (10)	Total Amount of Salary (₹) (11)		
											(9-10)		
<input type="checkbox"/>	YES	2	ABCPA1234A	RAMESH	G	01-Apr-2018	31-Mar-2019	300,000.00	20,000.00	30,000.00	350,000.00	100,000.00	450,000.00
<input type="checkbox"/>	YES	3	ABCPA1234B	RAMESH	G	01-Apr-2018	31-Mar-2019	400,000.00	20,000.00	30,000.00	450,000.00	100,000.00	550,000.00
<input type="checkbox"/>	YES	4	ABCPA1234C	RAMESH	G	01-Apr-2018	31-Mar-2019	1,200,000.00	20,000.00	30,000.00	1,250,000.00	100,000.00	1,350,000.00
<input type="checkbox"/>	YES	5	ABCPA1234D	RAMESH	G	01-Apr-2018	31-Mar-2019	1,500,000.00	20,000.00	30,000.00	1,550,000.00	100,000.00	1,650,000.00

Deleted Row     Edited Row (This row has been edited in PAN correction only)

Delete Deductee Row

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Default Deductee

1 Please select a row and click on 'Delete Deductee' to delete deductee details

2 Correction is not allowed for those deductee row/s on which 26A has been filed

Whether opting for taxation u/s 115BAC? [Yes/No]	DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	Date to which employed with current employer (5)	Gross Salary as per provisions contained in sec.17(1)(₹) (6)	Value of prerequisites [section 17(2)] (as per Form No.12BA, wherever applicable)(₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable)(₹) (8)	Total amount of gross salary received from current employer (₹) (9) (6+7+8)	Reported total amount of salary received from other employer(s) (₹) (10)	Total Amount of Salary (₹) (11) (9+10)	
<input type="checkbox"/>	YES	2	ABCPA1234A	RAMESH	G	01-Apr-2018	31-Mar-2019	300,000.00	20,000.00	30,000.00	350,000.00	100,000.00	450,000.00
<input type="checkbox"/>	YES	3	ABCPA1234B	RAMESH	G	01-Apr-2018	31-Mar-2019	400,000.00	20,000.00	30,000.00	450,000.00	100,000.00	550,000.00
<input type="checkbox"/>	YES	4	ABCPA1234C	RAMESH	G	01-Apr-2018	31-Mar-2019	1,200,000.00	20,000.00	30,000.00	1,250,000.00	100,000.00	1,350,000.00
<input type="checkbox"/>	YES	5	ABCPA1234D	RAMESH	G	01-Apr-2018	31-Mar-2019	1,500,000.00	20,000.00	30,000.00	1,550,000.00	100,000.00	1,650,000.00

Deleted Row     Edited Row (This row has been edited in PAN correction only)

Delete Deductee Row

Yellow highlighted row gets edited in PAN correction only

Deleted deductee row will be highlighted in red colour

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : All Deductee

**File Correction**

<b>TAN</b>		<b>Original RRR Number</b>	8452XXXXXXXX8483	<b>Latest RRR Number</b>	4100XXXXXXXX2092
<b>Financial Year</b>	2020-21	<b>Quarter</b>	Q4	<b>Form Type</b>	24Q

**Type of Correction**

**Add/Delete Salary Detail**

**Default Deductees** | **All Deductees** | **Add**

**click on 'All deductee' to view all deductee rows.**

**Enter PAN as per statement and click on 'Search' to display the deductee row for the entered PAN. Click on 'Reset Search' to remove the filter**

**PAN as per Statement\***

**User can also search Dedcutee Row by mentioning PAN as per statement**

**Enter Deductee Record Number as per statement and click on 'Search' to display the deductee row for the entered DD Record Number. Click on 'Reset Search' to remove the filter**

**DD Record Number\***

[View Default Summary](#)

**Proceed to correction statement**

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

Add /Delete Salary Detail – Annexure II : All Deductee:- Deductee rows will appear on the screen

1 Please select a row and click on 'Delete Deductee' to delete deductee details

2 Correction is not allowed for those deductee row/s on which 26A has been filed

Whether opting for taxation u/s 115BAC? [Yes/No]	DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	Date to which employed with current employer (5)	Gross Salary as per provisions contained in sec.17(1)(i)(₹) (6)	Value of prerequisites [section 17(2)] (as per Form No.12BA, wherever applicable)(₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable)(₹) (8)	Total amount of gross salary received from current employer (₹ ) (9) (6+7+8)	Reported total amount of salary received from other employer(s) (₹ ) (10)	Total Amount of Salary (₹ ) (11) (9+10)
<input type="checkbox"/> YES	2	ABCPA1234A	RAMESH	G	01-Apr-2018	31-Mar-2019	300,000.00	20,000.00	30,000.00	350,000.00	100,000.00	450,000.00
<input type="checkbox"/> YES	3	ABCPA1234B	RAMESH	G	01-Apr-2018	31-Mar-2019	400,000.00	20,000.00	30,000.00	450,000.00	100,000.00	550,000.00
<input type="checkbox"/> YES	4	ABCPA1234C	RAMESH	G	01-Apr-2018	31-Mar-2019	1,200,000.00	20,000.00	30,000.00	1,250,000.00	100,000.00	1,350,000.00
<input type="checkbox"/> YES	5	ABCPA1234D	RAMESH	G	01-Apr-2018	31-Mar-2019	1,500,000.00	20,000.00	30,000.00	1,550,000.00	100,000.00	1,650,000.00

4

Deleted Row Edited Row (This row has been edited in PAN correction only)

[Delete Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

Select the Deductee row which is required to be deleted

After selecting Deductee row, click here to delete Deductee row.

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : All Deductee

1 Please select a row and click on 'Delete Deductee' to delete deductee details

2 Correction is not allowed for those deductee row/s on which 26A has been filed

Whether opting for taxation u/s 115BAC? [Yes/No]	DD Record Number	PAN of the employee (1)	Name of the employee (2)	Deductee Type (3)	Date from which employed with current employer (4)	Date to which employed with current employer (5)	Gross Salary as per provisions contained in sec.17(1)(C) (6)	Value of prerequisites [section 17(2)] (as per Form No.12BA, wherever applicable)(₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable)(₹) (8)	Total amount of gross salary received from current employer (₹) (9)	Reported total amount of salary received from other employer(s) (₹) (10)	Total Amount of Salary (₹) (11)	
										(6+7+8)		(9+10)	
<input type="checkbox"/>	YES	2	ABCPA1234A	RAMESH	G	01-Apr-2018	31-Mar-2019	300,000.00	20,000.00	30,000.00	350,000.00	100,000.00	450,000.00
<input type="checkbox"/>	YES	3	ABCPA1234B	RAMESH	G	01-Apr-2018	31-Mar-2019	400,000.00	20,000.00	30,000.00	450,000.00	100,000.00	550,000.00
<input type="checkbox"/>	YES	4	ABCPA1234C	RAMESH	G	01-Apr-2018	31-Mar-2019	1,200,000.00	20,000.00	30,000.00	1,250,000.00	100,000.00	1,350,000.00
<input type="checkbox"/>	YES	5	ABCPA1234D	RAMESH	G	01-Apr-2018	31-Mar-2019	1,500,000.00	20,000.00	30,000.00	1,550,000.00	100,000.00	1,650,000.00

Deleted Row Edited Row (This row has been edited in PAN correction only)

[Delete Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

Deleted row will be highlighted in red colour

Click here to submit correction statement

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Important Information on Add /Delete Salary Detail – Annexure II : Add New Deductees

- PAN should be valid. In the absence of valid PAN for newly added Deductee row, kindly mention “PANNOTAVBL”.
- Date to which employed with current employer should be within the Financial Year as per the selected statement.
- Income Tax on Total Taxable Income should be less than or equal to Total Taxable Income.
- Aggregate amount should not be greater than 13 digits (including decimal). Amount should be in 9999999999999 or 99999999999.00.

### Incase of F.Y 20-21:

- New column “**Whether opting for taxation u/s 115BAC [Yes/No]**” is added under Annexure II (Salary details) for Form 24Q-Q4.
- If user selects ‘Yes’, below mentioned deductions will not be allowed under Annexure II –**
  - Deductions under section 16
  - Deductions under Chapter VI-A (except for deduction under 80CCD(2))
  - Travel concession or assistance [section 10(5)]
  - House Rent Allowance [Section 10(13A)]
- Values in newly added field will be allowed only when financial year of statement is 2020-21 and Quarter 4 onwards is selected. For rest all prior F.Ys and quarters, this field is not applicable.

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

Financial Year: 2020-21    Quarter: Q4    Form Type: 24Q

Type of Correction:     [View Details](#)

**Add/Delete Salary Details - Annexure-II**

[Default Deductees](#)   [All Deductees](#)   [Add New Deductees](#)   *Click here to add new Deductees*

Add Deductee Rows for(Salary)

**i** In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

**i** Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Whether opting for taxation u/s 115BAC? [Yes/No]	PAN of the employee* (1)	Name of the employee* (2)	Deductee Type* (3)	Date from which employed with current employer* (4)	Date to which employed with current employer* (5)	Gross Salary as per provisions contained in sec.17(1) (₹) (6)	Value of prerequisites [section 17(2)](as per Form No.12 BA, wherever applicable) (₹) (7)	Profits in lieu of salary [section 17(3)](as per Form No.12BA, wherever applicable) (₹) (8)	Total amount of gross salary received from current employer (₹) (9)	Reported total amount of salary received from other employer(s) (₹)* (10)	Total Amount of Salary (₹)* (11) (9+10)	Travel concession or assistance [section 10(5)](₹) (12)

[Add Deductee Row](#)   [Update Deductee](#)   [Remove Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)   *Click here to add Deductee row*

[Submit Correction Statement](#)

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

Whether opting for taxation u/s 115BAC? [Yes/No]	PAN of the employee* (1)	Name of the employee* (2)	Deductee Type* (3)	Date from which employed with current employer* (4)	Date to which employed with current employer* (5)	Salary as per provisions contained in sec.17(1) (₹) (6)	Value of section 17(2) (as per Form No.12 BA, wherever applicable) (₹) (7)	Salary [section 17(3)] (as per Form No.12BA, wherever applicable) (₹) (8)	Salary received from current employer (₹) (9)	Reported total amount of salary received from other employer(s) (₹) (10)	Total Amount of Salary (₹) (11)	Travel concession or assistance [section 10(5)] (₹) (12)
Yes	A	Pranav DHAYG		07-Jan-2021	03-Feb-2021	500000.00	0.00	0.00	500,000.00	0.00	500,000.00	

[Save Deductee](#)      [View Default Summary](#)  
[Proceed to correction statement](#)      [Submit Correction Statement](#)

Click here to save the details (pointing to 'Save Deductee')  
 Enter value for the Deductee (pointing to the 'Deductee Type' field)

**Note: If user selects 'Yes', below mentioned deductions will not be allowed under Annexure II –**

- Deductions under section 16
- Deductions under Chapter VI-A (except for deduction under 80CCD(2))
- Travel concession or assistance [section 10(5)]
- House Rent Allowance [Section 10(13A)]

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

Add/Delete Salary Details - Annexure-II

Default Deductees | All Deductees | **Add New Deductees**

**Add Deductee Rows for(Salary)**

Deductee Added/Saved successfully

**1** In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

**1** Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Travel concession or assistance [section 10(5)](₹)	Death-cum-retirement gratuity [section 10(10)](₹)	Commutated value of pension [section 10(10A)](₹)	Cash equivalent of leave salary encashment [section 10(10AA)] (₹)	House rent allowance [section 10(13A)](₹)	Amount of any other exemption under section 10(₹)	Total amount of exemption claimed under section 10(₹) (18) NO: (12+13+14+15+16+17) YES: (13+14+15+17)	Deduction under Section 16(a) (₹)	Deduction under Section 16(ii) (Deductible Amount up to Rs. 5000) (₹) <sup>a</sup>	Deduction under Section 16 (iii) (₹) <sup>a</sup>	Total of Deduction U/S 16 (₹) <sup>a</sup>	Income chargeable under the head salaries (₹) (23) NO: (11-(18+19+20+21)) YES: (11-18)
(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500,00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500,00

Add Deductee Row | Update Deductee | Remove Deductee Row

[View Default Summary](#)

Proceed to correction statement

[Submit Correction Statement](#)

In the absence of valid PAN for newly added Deductee row, kindly mention "PANNOTAVBL"

Click here to submit correction Statement

**\*Deductee Type :** Select 'S' for resident individual who is in the age bracket of 60-80 years, "O" for age is 80 years or more and "G" for others

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

1 In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOAVBL'

2 Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

S	Income chargeable under the head salaries (₹) <sup>a</sup> (23) NO: (11-(18+22)) YES: (11-18)	Income(or admissible loss) from house property reported by employee offered for TDS[section 192(2B)] (₹) <sup>a</sup> (24)	Income under the head other sources offered for TDS [section 192 (2B)] (₹) <sup>a</sup> (25)	Gross Total Income (₹) <sup>a</sup> (23+24+25) (26)	Deduction in respect of life insurance premia, contributions to provident fund etc.(section 80C) (₹) <sup>a</sup> (Gross Amount) (27)	Deduction in respect of life insurance premia, contributions to provident fund etc.(section 80C) (₹) <sup>a</sup> (Deductible Amount) (28)	Deduction in respect of contribution to certain pension funds(section 80CCC)(₹) <sup>a</sup> (Gross Amount) (29)	Deduction in respect of contribution to certain pension funds(section 80CCC)(₹) <sup>a</sup> (Deductible Amount) (30)	Deduction in respect of contribution by taxpayer to notified pension scheme(section 80CCD(1)) (₹) <sup>a</sup> (Gross Amount) (31)	Deduction in respect of contribution by taxpayer to notified pension scheme[section 80CCD(1)](₹) <sup>a</sup> (Deductible Amount) (32)	Deduction in respect of amount paid/deposited under notified pension scheme[section 80CCD(1B)](₹) <sup>a</sup> (Gross Amount) (33)	De r paid unc sche 80C (D
0.00	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

[Add Deductee Row](#) [Update Deductee](#) [Remove Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

1 In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOAVBL'

2 Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

	Income chargeable under the head salaries (₹) <sup>a</sup> (23) NO: (11-(18+22)) YES: (11-18)	Income (or admissible loss) from house property reported by employee offered for TDS [section 192(2B)] (₹) <sup>a</sup> (24)	Income under the head other sources offered for TDS [section 192(2B)] (₹) <sup>a</sup> (25)	Gross Total Income (₹) <sup>a</sup> (26) (23+24+25)	Deduction in respect of life insurance premia, contributions to provident fund etc.(section 80C) (₹) <sup>a</sup> (Gross Amount) (27)	Deduction in respect of life insurance premia, contributions to provident fund etc.(section 80C) (₹) <sup>a</sup> (Deductible Amount) (28)	Deduction in respect of contribution to certain pension funds(section 80CCC)(₹) <sup>a</sup> (Gross Amount) (29)	Deduction in respect of contribution to certain pension funds(section 80CCC)(₹) <sup>a</sup> (Deductible Amount) (30)	Deduction in respect of contribution by taxpayer to notified pension scheme[section 80CCD(1)](₹) <sup>a</sup> (Gross Amount) (31)	Deduction in respect of contribution by taxpayer to notified pension scheme[section 80CCD(1)](₹) <sup>a</sup> (Deductible Amount) (32)	Deduction in respect of amount paid/deposited under notified pension scheme[section 80CCD(1B)](₹) <sup>a</sup> (Gross Amount) (33)	De
0.00	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00	500,000.00	0.00	0.00	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

[Add Deductee Row](#)
[Update Deductee](#)
[Remove Deductee Row](#)

[View Default Summary](#)

**Proceed to correction statement**

[Submit Correction Statement](#)

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

**i** In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

**i** Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

in f o r m a t i o n r e q u i r e d	Deduction in respect of amount paid/deposited under notified pension scheme[section 80CCD(1B)](₹) <sup>+</sup> (Gross Amount) (33)	Deduction in respect of amount paid/deposited under notified pension scheme[section 80CCD(1B)](₹) <sup>+</sup> (Deductible Amount) (34)	Deduction in respect of contribution by employer to notified pension scheme[section 80CCD(2)](₹) <sup>+</sup> (Gross Amount) (35)	Deduction in respect of contribution by employer to notified pension scheme[section 80CCD(2)](₹) <sup>+</sup> (Deductible Amount) (36)	Deduction in respect of health insurance premia[section 80D](₹) <sup>+</sup> (Gross Amount) (37)	Deduction in respect of health insurance premia[section 80D](₹) <sup>+</sup> (Deductible Amount) (38)	Deduction in respect of interest on loan taken for higher education[section 80E](₹) <sup>+</sup> (Gross Amount) (39)	Deduction in respect of interest on loan taken for higher education[section 80E](₹) <sup>+</sup> (Deductible Amount) (40)	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G)(₹) <sup>+</sup> (Gross Amount) (41)	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G)(₹) <sup>+</sup> (Qualifying Amount) (42)	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G)(₹) <sup>+</sup> (Deductible Amount) (43)
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[Add Deductee Row](#) [Update Deductee](#) [Remove Deductee Row](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

**i** In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOAVBL'

**i** Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G)(₹) <sup>+</sup> (Qualifying Amount) (42)	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G)(₹) <sup>+</sup> (Deductible Amount) (43)	Deduction in respect of interest on deposits in savings account(section 80TTA)(₹) <sup>+</sup> (Gross Amount) (44)	Deduction in respect of interest on deposits in savings account(section 80TTA)(₹) <sup>+</sup> (Qualifying Amount) (45)	Deduction in respect of interest on deposits in savings account(section 80TTA)(₹) <sup>+</sup> (Deductible Amount) (46)	Amount Deductible under section 80CCG (₹) <sup>+</sup> (47)	Amount deductible under any other provision(s) of Chapter VI-A(Other Deductions) (₹) <sup>+</sup> (Gross Amount) (48)	Amount deductible under any other provision(s) of Chapter VI-A(Other Deductions) (₹) <sup>+</sup> (Qualifying Amount) (49)	Amount deductible under any other provision(s) of Chapter VI-A(Other Deductions) (₹) <sup>+</sup> (Deductible Amount) (50)	Total Amount of Deductible under chapter VI-A (₹) <sup>+</sup> (51) NO: (28+30+32+34+36+38+40+43+46+47+50) YES : 36
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Page 1 of 1    5

[Add Deductee Row](#)   [Update Deductee](#)   [Remove Deductee Row](#)

[View Default Summary](#)

**Proceed to correction statement**

[Submit Correction Statement](#)

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

**1** In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

**1** Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Total Amount of Deductible under chapter VI-A (₹) <sup>a</sup> (51) NO: (28+30+32+34+36+38+40+43+46+47+50) YES : 36	Total Taxable Income (₹) <sup>a</sup> (52) (26-51)	Income tax on Total Taxable Income (₹) <sup>a</sup> (53)	Rebate under section 87A,(if applicable)(₹) <sup>a</sup> (54)	Surcharge (₹) <sup>a</sup> (55)	Health and education cess (₹) <sup>a</sup> (56)	Total Tax Payable (₹) <sup>a</sup> (57) (53-54+55+56)	Income Tax Relief under section 89 when salary etc is paid in arrear or in advance (₹) <sup>a</sup> (58)	Net Tax Payable (₹) <sup>a</sup> (59) (57-58)	Total amount of TDS by current employer for whole year (aggregate total tax deducted amount Anx-1 for all quarters in respect of each employee) (₹) <sup>a</sup> (60)
0.00	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[Add Deductee Row](#)
[Update Deductee](#)
[Remove Deductee Row](#)

[View Default Summary](#)

**Proceed to correction statement**

[Submit Correction Statement](#)

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

**i** In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

**i** Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Total amount of TDS by current employer for whole year (aggregate total tax deducted amount Anx-1 for all quarters in respect of each employee) (₹) <sup>a</sup> (60)	Reported amount of TDS by other employer(s) or deductor(s) (income in respect of which included in computing total taxable income in col.52) (₹) <sup>a</sup> (61)	Total amount of Tax Deducted at source for the whole year (₹) <sup>a</sup> (62) (60+61)	Shortfall in Tax Deduction (+) / Excess Tax Deduction (-) (₹) <sup>a</sup> (63) (59-62)	Whether tax deducted at higher rate due to non furnishing of PAN by deductee (₹) <sup>a</sup> (64)	'Action Status' (65)	Whether contributions paid by the trustees of an approved superannuation fund (66)	Name of the superannuation fund (67)	Date from which the employee has contributed to the superannuation fund (68)	Date to which the employee has contributed to the superannuation fund (69)	The ar contr repr acco princi int (
0.00	0.00	0.00	0.00	Y		N				
0.00	0.00	0.00	0.00	Y		N				

[Add Deductee Row](#)
[Update Deductee](#)
[Remove Deductee Row](#)

[View Default Summary](#)

**Proceed to correction statement**

[Submit Correction Statement](#)

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

**i** In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

**i** Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

Date from which the employee has contributed to the superannuation fund (68)	Date to which the employee has contributed to the superannuation fund (69)	The amount of contribution repaid on account of principal and interest (70)	The average rate of deduction of tax during the preceding three years (71)	The amount of tax deducted on repayment of Superannuation fund (72)	Gross total income including contribution repaid on account of principal and interest from superannuation fund (73)	Whether house rent allowance claim (aggregate payment) exceeds rupees one lakh during previous year (74)	PAN of Landlord (1) (75)	Name of landlord (1) (76)	PAN of Landlord (2) (77)	Name of landlord (2) (78)	PAN of Landlord (3) (79)
		0.00	0.00	0.00	0.00	N					
		0.00	0.00	0.00	0.00	N					

[Add Deductee Row](#)
[Update Deductee](#)
[Remove Deductee Row](#)

[View Default Summary](#)

**Proceed to correction statement**

[Submit Correction Statement](#)

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Add /Delete Salary Detail – Annexure II : Add New Deductees (contd..)

1 In the absence of valid PAN for the newly added deductee row, kindly enter 'PANNOTAVBL'

1 Select a row to update deductee details and click on 'Update Deductee' to save. Select a row and click on 'Remove Deductee Row' to remove the added deductee row from the table below. The PAN change action status column indicates whether the PAN entered is valid or not

of (2)	PAN of Landlord (3)	Name of landlord (3)	PAN of landlord (4)	Name of Landlord (4)	Whether Interest paid to the lender under the head 'Income from house property' (83)	PAN of lender (1)	Name of lender (1)	PAN of lender (2)	Name of lender (2)	PAN of lender (3)	Name of lender (3)	PAN of lender (4)	Name of lender (4)
	(79)	(80)	(81)	(82)	(83)	(84)	(85)	(86)	(87)	(88)	(89)	(90)	(91)
					N								
					N								

View 1 - 2 of 2

[Add Deductee Row](#) [Update Deductee](#) [Remove Deductee Row](#)

[View Default Summary](#)

**Proceed to correction statement**

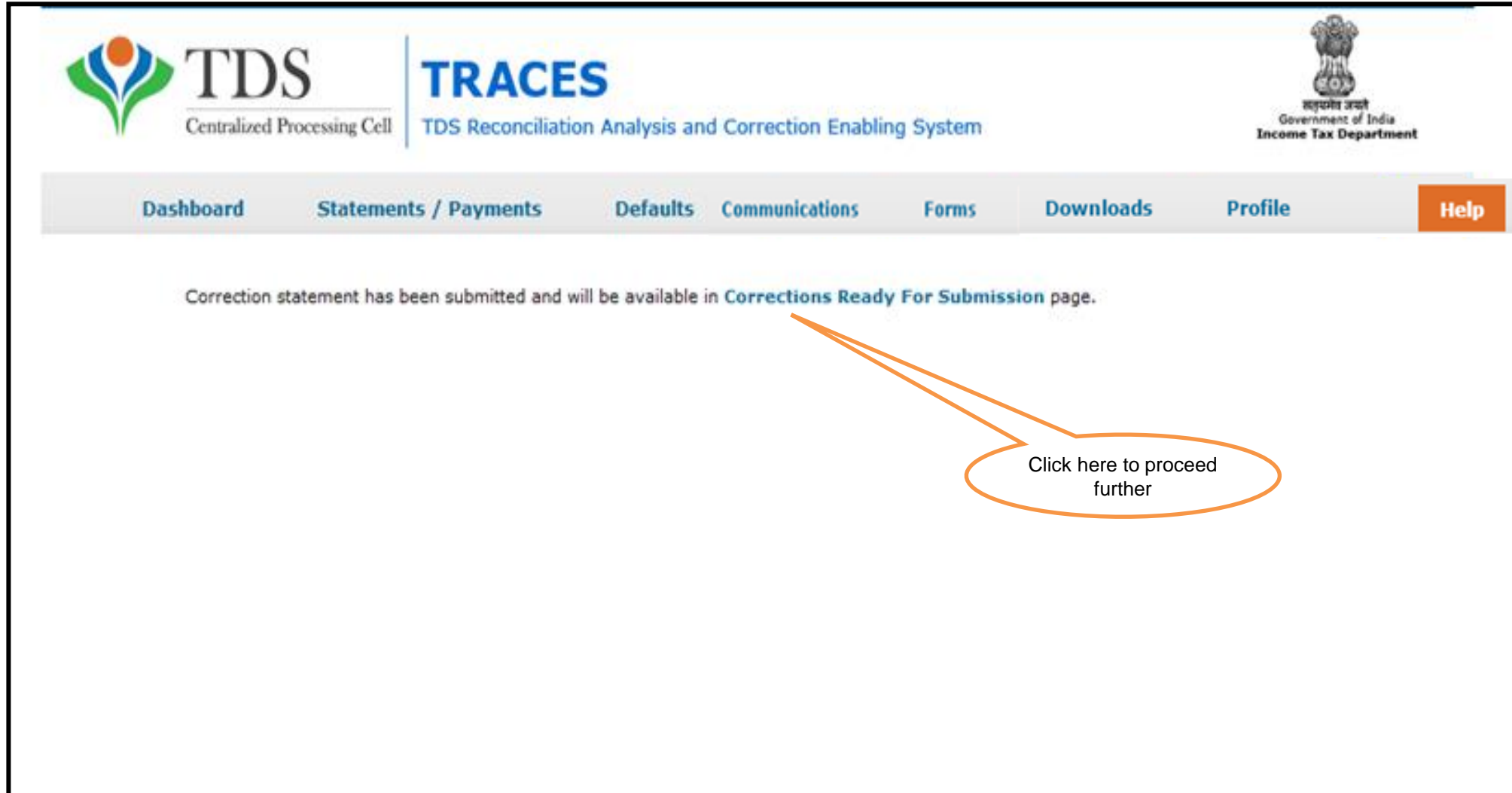
[Submit Correction Statement](#)

After adding Deductee details ,click here to add /save Deductee details successfully

Click here to submit correction Statement

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

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, 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 for Online Correction - Add/Delete Salary Details- Annexure-II

Select a row and click on 'View Statement' button to view Action Summary

The screenshot displays the TRACES TDS portal interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main heading is "Correction Statements Ready For Submission". Below this, an instruction states: "Select a row and click on 'View Statement' to view Action Summary screen for the statement". A table with the following data is shown:

Financial Year	Quarter	Form Type	User Id
2020-21	Q4	24Q	EMP00075000

Below the table, there are two buttons: "View Statement" and "Cancel Statement". Callouts indicate the following actions:

- "Click here to proceed further" points to the "View Statement" button.
- "Click here to cancel statement" points to the "Cancel Statement" button.
- "Click on row" points to the "User Id" column of the table row.

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## 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 menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main section is titled "File Correction" and contains a form with the following fields:

TAN	<input type="text"/>	Original RRR Number	3399XXXXXXXX5965	Latest RRR Number	4100XXXXXXXX1322
Financial Year	2020-21	Quarter	Q4	Form Type	24Q

Below the form, there is a "Type of Correction" dropdown menu set to "----Select----" and a "View Details" button. The section is titled "Action Summary for Q4 of FY 2020-21 for Form 24Q".

Correction Type	Change
Personal Information	<a href="#">View Corrections</a>
PAN Errors	<a href="#">View Corrections</a>
Deductee Changes	<a href="#">View Corrections</a>

At the bottom left, there is a "Submit To Admin" button. Two callout boxes with orange borders provide instructions: one points to the "View Corrections" link for PAN Errors, stating "Click here to view corrected details", and another points to the "Submit To Admin" button, stating "Click here to submit correction to Admin User".

Above Screen will appear in case where correction submitted by Sub-user and status under Track Correction Request will be shown as "Submitted to Admin User".

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Action Summary - Admin-User log in

**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**

<b>TAN</b>	<input type="text"/>	<b>Original RRR Number</b>	3399XXXXXXXX5965	<b>Latest RRR Number</b>	4100XXXXXXXX1322
<b>Financial Year</b>	2020-21	<b>Quarter</b>	Q4	<b>Form Type</b>	24Q

**Type of Correction**  [View Details](#)

**Action Summary for Q4 of FY 2020-21 for Form 24Q**

**Action Summary**

Correction Type	Change
Personal Information	<a href="#">View Corrections</a>
PAN Errors	<a href="#">View Corrections</a>
Deductee Changes	<a href="#">View Corrections</a>

[Confirm](#)

Click here to view corrected details

Click here to confirm the correction

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

After confirmation of correction click on “Submit for Processing” button

The screenshot displays the TDS TRACES 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. A navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Action Summary for Q4 of FY 2020-21 for Form 24Q'. Below this is a table with two columns: 'Correction Type' and 'Change'. The table lists three correction types: Personal Information, PAN Errors, and Deductee Changes, each with a 'View Corrections' link. Below the table are three buttons: 'Submit for Processing', 'Edit Correction Statement', and 'Back'. Two callouts with orange circles and arrows point to the 'Submit for Processing' and 'Edit Correction Statement' buttons, with text indicating where to click to submit or edit the correction.

Correction Type	Change
Personal Information	<a href="#">View Corrections</a>
PAN Errors	<a href="#">View Corrections</a>
Deductee Changes	<a href="#">View Corrections</a>

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

Click here to submit the correction

Click here to edit the correction

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

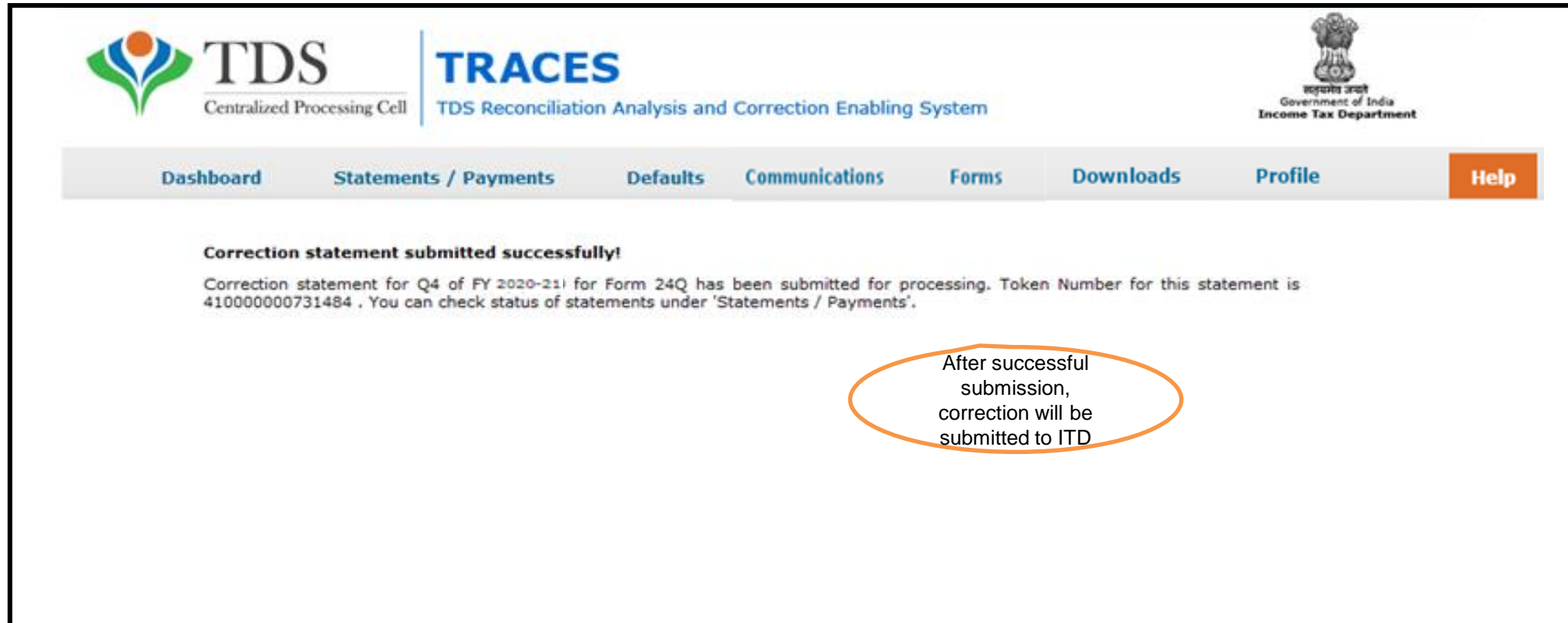
Web signer window will be displayed to validate the DSC

The screenshot shows the TDS TRACES web interface. The main page includes the TDS logo, the text 'Centralized Processing Cell', and the TRACES title 'TDS Reconciliation Analysis and Correction Enabling System'. The Government of India logo and 'Income Tax Department' are also visible. A navigation bar contains 'Dashboard' and 'Statements / Pay'. A sidebar on the left lists 'Action Summary' with options like 'Personal Information', 'PAN Errors', and 'Deductee Changes'. A 'Help' button is in the top right. An 'emSigner' window is overlaid in the center, displaying the 'Content to Sign' as a long alphanumeric string. Below this is a 'Certificate Store' table with columns for 'Common Name', 'Issuer Name', 'Serial No', and 'Expiry Date'. Three certificates are listed, all with an expiry date of 02-07-2020. At the bottom of the window are 'View Certificate', 'Sign', and 'Cancel' buttons. Two orange callout boxes with arrows point to the 'Sign' button and the 'Content to Sign' field, with text: 'Select the signature' and 'Click here to validate DSC'.

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

## 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

“Correction statement submitted successfully” message will appear on the screen after final submission correction



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top left, the TDS Centralized Processing Cell logo is visible. The TRACES logo and name are prominently displayed in the center. To the right, the Government of India Income Tax Department logo is shown. A navigation menu at the top includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area features a message: "Correction statement submitted successfully! Correction statement for Q4 of FY 2020-21 for Form 24Q has been submitted for processing. Token Number for this statement is 41000000731484 . You can check status of statements under 'Statements / Payments'." An orange oval highlights the text: "After successful submission, correction will be submitted to ITD".

**Note:** Please note down the Token Number for future reference. Deductor can check the status under “Track Correction Request” option available under “Defaults” tab.

•Deductor can Track the correction status in “**Track Correction Request**” option available under “**Defaults**” tab.

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Status- Submitted to ITD

The screenshot displays the TDS TRACES portal interface. At the top, there are logos for TDS Centralized Processing Cell and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation menu includes Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, and Profile. A 'Help' button and 'Login Date: 02-Jun-2021, 04:20 PM' are also visible.

The main section is titled 'Track Correction Request' and includes search options: Request Number, Date, and View All (selected). Below this are instructions for using the 'Correction Request Details' table.

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
02-Jun-2021	65733	2020-21	Q4	24Q	4783XXXXXXXX384	Submitted to ITD	Online		4100XXXXXXXX738	NSKA00087D			
22-Apr-2021	65405	2020-21	Q4	24Q	4783XXXXXXXX384	Cancelled	Online			NSKA00087D			
15-Apr-2021	65381	2020-21	Q4	24Q	4783XXXXXXXX384	Cancelled	Online			NSKA00087D			
12-Apr-2021	65371	2020-21	Q4	24Q	4783XXXXXXXX384	Cancelled	Online			NSKA00087D			
08-Apr-2021	65369	2020-21	Q4	24Q	4783XXXXXXXX384	Cancelled	Online			NSKA00087D			
08-Apr-2021	65368	2020-21	Q4	24Q	4783XXXXXXXX384	Cancelled	Online			NSKA00087D			

# 5. Pictorial guide for Online Correction - Add/Delete Salary Details- Annexure-II

## Status- Processed

The screenshot shows the TDS TRACES portal interface. At the top, there are logos for TDS Centralized Processing Cell and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation bar includes links for Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, and Profile. A 'Help' button and 'Login Date: 02-Jun-2021, 04:20 PM' are also visible.

The main section is titled 'Track Correction Request' and includes search options: Request Number, Date, and View All (selected). Below this are instructions for using the 'Correction Request Details' table.

**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 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 statement

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
02-Jun-2021	65733	2020-21	Q4	24Q	4783XXXXXXXX384	Processed	Online		4100XXXXXXXX738	NSKA00087D			
22-Apr-2021	65405	2020-21	Q4	24Q	4783XXXXXXXX384	Cancelled	Online			NSKA00087D			
15-Apr-2021	65381	2020-21	Q4	24Q	4783XXXXXXXX384	Cancelled	Online			NSKA00087D			
12-Apr-2021	65371	2020-21	Q4	24Q	4783XXXXXXXX384	Cancelled	Online			NSKA00087D			
08-Apr-2021	65369	2020-21	Q4	24Q	4783XXXXXXXX384	Cancelled	Online			NSKA00087D			
08-Apr-2021	65368	2020-21	Q4	24Q	4783XXXXXXXX384	Cancelled	Online			NSKA00087D			

Callout 1: Correction Statement is processed by TDS CPC (points to the 'Processed' status in the first row).

Callout 2: Click here to get Token Number (points to the 'New Token Number' column in the first row).

# THANK YOU

## Please Note:

- 1) **For Feedback** : You can share your feedback on [contactus@tdscpc.gov.in](mailto: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