

# E-Tutorial

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**TDS**  
Centralized Processing Cell

# 1. Important Information on Online Correction – Challan 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	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 has 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 files 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. 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 for Online Correction - Challan Correction

This feature enables deductor to match the unmatched challans by tagging it with CIN/BIN detail from OLTAS/G-OLTAS. For CIN relaxation of +/- 1 Year is given by the department However BIN'S can be utilized for a particular Quarter only.

**Step 1 :** Login to TRACES website with your “**User ID**”, “**Password**”, “**TAN of the Deducator**” 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

**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**”.

**Step 6 :** Make the required corrections in the selected file. Click on “**Submit for Processing**” to submit your correction (Only Available to Admin User).

**Step 7 :** 15 digits token number will be generated and mailed to Registered e-mail ID

## 4. Description 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 to request for Online Correction- Challan Correction

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

The screenshot displays the TRACES website interface. At the top, the TDS logo and 'Centralized Processing Cell' are on the left, and the TRACES logo and 'TDS Reconciliation Analysis and Correction Enabling System' are in the center. The Government of India logo and 'Income Tax Department' are on the right. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. A 'Login' sidebar on the left contains links for 'Login', 'Register as New User', 'Forgot Password', and 'Forgot User ID'. A 'Quick Links' sidebar lists 'DIN Verification', 'e-Tutorials', 'Circulars and Notifications', 'Rates and Tables', 'Forms', 'Conso File Form', 'TDS on Sale of Prop', and 'Right to Information'. A central 'CAUTION' box with a black border contains the following text:

**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](http://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 >>](#)

A callout bubble with an orange border points to the 'Continue >>' link, containing the text: 'Click on Continue to proceed further.'

On the right side, there is a 'Customer Care' section with 'Toll-Free' numbers (1800 103 0344, 0120 4814600, 0120 4816105) and an email address (contactus@tdscpc.gov.in). Below it is a 'New FAQs View more' section with links for 'Deductor', 'Tax Payer', and 'General'. At the bottom right is a 'Tag Cloud' section.

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

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

The screenshot shows the TRACES website 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, PAO, and Help. Below the navigation bar, there is a login section with the following fields and annotations:

- User Id\***: A text input field containing "abcde123465". A callout bubble points to a question mark icon next to the field, stating: "Click on ? icon next to each field for more details".
- Password\***: A text input field. A callout bubble points to it, stating: "Enter user id and password".
- TAN for Deductor\***: A text input field. A callout bubble points to it, stating: "Mention TAN of Deductor".
- Verification Code\***: A CAPTCHA image showing the text "M8K10Y". A callout bubble points to the input field below it, stating: "Enter the text as displayed then click on Login button".

Below the input fields is a "Login" button. At the bottom of the login section are links for "Register as New User", "Forgot Password?", and "Forgot User Id (Deductor)?". On the right side of the page, there is a "Help" button and a "Common Note" section with the following text:

- 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 to request for Online Correction – Challan Correction (Contd.)

Step 2: 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 to request for Online Correction – Challan Correction (Contd.)

Step 3: Select 'Request for Correction' under 'Default' menu.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) web application interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header includes 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 menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Defaults' menu is expanded, showing a list of options: View Default Summary, Request for Correction (highlighted with a blue bar and an orange callout bubble), 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. The callout bubble contains the text: "Select 'Request for correction'". The main content area is divided into several sections: 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... Some of the functionalities... Dashboard view prese... 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), and Customer Care (Toll-Free: 1800 103 0344, 0120 4814600) and User Login Details.

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 3(Contd.): Select Financial Year , Quarter, Form Type & Correction Category as “Online”. Click on submit request to proceed further

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout) and a search bar. The header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. A menu bar contains options: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help.

The main section is titled "Request for Correction" and contains three informational messages:

- 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

The form fields are as follows:

- Financial Year\*: 2016-17 (dropdown menu)
- Quarter\*: Q1 (dropdown menu)
- Form Type\*: 26Q (dropdown menu)
- Correction Category\*: Online (dropdown menu)
- Submit Request (button)

Annotations with callouts point to the following elements:

- "Enter Financial Year" points to the Financial Year dropdown.
- "Enter Quarter" points to the Quarter dropdown.
- "Enter Form Type" points to the Form Type dropdown.
- "Correction category will be 'Online'." points to the Correction Category dropdown.
- "Click on Submit Request" points to the Submit Request button.

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 3: Request for Online Correction will be submitted successfully message will be displayed on screen

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text 'Search In Keyword'. To the right, there are font size adjustment buttons (A, A, A) and a language dropdown set to 'English'. The main header features the TDS Centralized Processing Cell logo on the left, the TRACES logo in the center, and the Government of India Income Tax Department logo on the right. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area shows a message: 'Request for correction for Form 26Q of FY 2016-17 and Quarter Q1 has been submitted. Request Number is 61920 and Request Date is 29-April-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 the message is a blue button labeled 'Go to Track Correction Request'. Two red callout boxes are present: one pointing to the text 'Request number received' and another pointing to the 'Go to Track Correction Request' button with the text 'Click here to track correction request or navigate 'Track Correction Request' under 'Default' menu'.

Request number received

Request for correction for Form 26Q of FY 2016-17 and Quarter Q1 has been submitted. Request Number is 61920 and Request Date is 29-April-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.

[Go to Track Correction Request](#)

Click here to track correction request or navigate 'Track Correction Request' under 'Default' menu

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

## Step 3 (Contd.): View submitted request

**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

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	2016-17	Q1	26Q	4100XXXXXXXXX535	Available	Online			CMBC05798C			
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online			CMBC05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXXX437	Cancelled	Online			CMBC05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXXX739	Cancelled	Online			CMBC05798C			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXXX987	Cancelled	Online			CMBC05798C			
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online			CMBC05798C			

**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 to request for Online Correction – Challan Correction (Contd.)

Step 4: KYC Screen - User can choose 'Digital Signature KYC' OR 'Normal KYC'. Scenario 1: User select Digital signature support KYC validation'.

- 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.

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

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 4 :Scenario 1(Contd.) : Select required Digital Signature Certificate and click on 'Sign' to proceed further

The screenshot shows the TDS TRACES portal interface. The main header includes the TDS logo, the text 'TRACES TDS Reconciliation Analysis and Correction Enabling System', and the Government of India Income Tax Department logo. The navigation menu contains '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 on the page, 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...	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

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

## 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

### Notes for Validation Screen:

- **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** of the FY, 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 Financial Year, Quarter and Form Type mentioned above
- Government deductor 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 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 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 only in case of challan is mentioned more than once in the statement.

# 5. Pictorial guide to request for Online Correction- Challan Correction (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 to request for Online Correction- Challan Correction (Contd.)

## Step 4(Contd.) : Scenario 2: Normal KYC Validation

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 (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Choose KYC Flow'. An information box states: '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, two radio button options are presented: 'Digital Signature supported KYC validation' and 'Normal KYC Validation (Without Digital Signature)'. The second option is selected. A callout box with an orange border points to this selected option, containing the text: 'Select the option to validate KYC without Digital Signature'. A 'Validate DSC' button is located at the bottom left of the form area.

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

## Step 4 : Scenario 2(Contd.): Enter Token number

Login Date: 06-Nov-2013, 01:10 PM

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

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

**Authentication Code**

**Proceed with Authentication Code**

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

Form Type: 27EQ

Financial Year: 2013-14

Quarter: Q1

Token Number / Provisional Receipt Number (PRN)\*:  ?

**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 at least one valid PAN-Amount combination. If you do not have any such challan, mention a challan with no valid PAN-Amount combination and also select the checkbox (no valid PAN deductee row) in the PAN Details section below.

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 above

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

## Step 4 (Contd.): Enter CIN details like BSR Code , Date of Deposit, Challan Serial Number & Challan Amount along with PAN combination

**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)

**1** Please enter a Challan with at least three distinct valid PAN-Amount combinations. 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 at least one valid PAN-Amount combination. If you do not have a valid PAN-Amount combination, mention a challan with no valid PAN-Amount combination and also select the checkbox (no valid PAN deducted from the Challan / Transfer Voucher entered above).

**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**

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

**1** Please enter three distinct PAN-Amount combinations corresponding to the challan details mentioned above. If there are less than three PANs corresponding to the challan, mention all available PAN-Amount combinations.

**Guide to identify the Unique PAN-Amount Combinations**

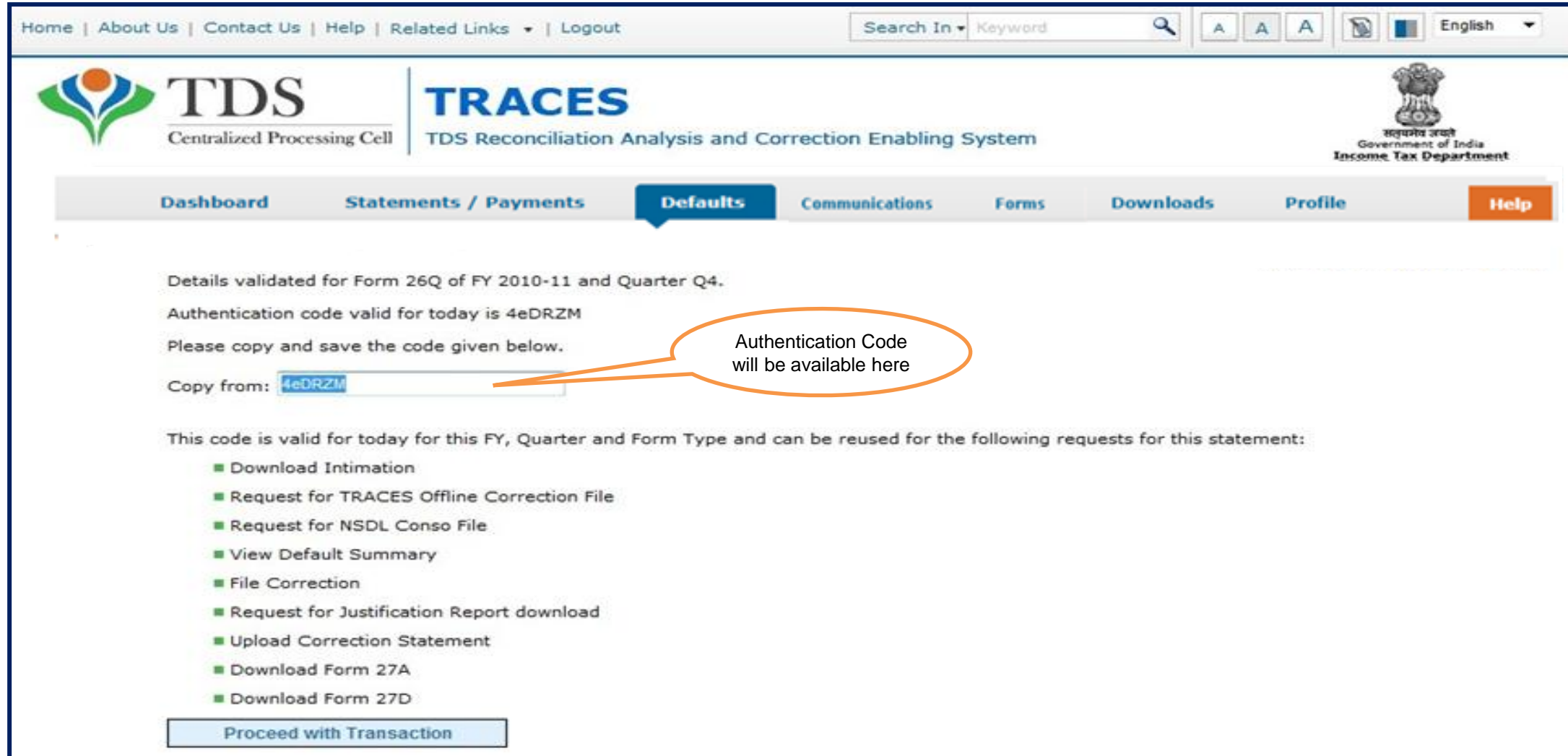
PAN as in Statement	Total Amount Deposited (Rs.)

**Annotations:**

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

# 5. Pictorial guide to request for Online Correction – Challan Correction (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 shows the TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Help, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India logo and the Income Tax Department name are displayed. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area displays the following information:

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

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

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

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

An orange callout bubble points to the authentication code field with the text: "Authentication Code will be available here".

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

## Step 5: Select Challan Correction from the drop down

**File Correction**

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

**Type of Correction** ---Select---

or Q2 of FY 2013-14 for Form 27Q

**Default Summary Details**

- Select---
- Modify / Add Deductee Details
- Personal Information
- Challan Correction**
- PAN Correction
- Pay 2201,LP,LD,Interest, Late Filing Levy
- Add Challan To Statement

**Select 'Challan Correction' from drop down**

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 to request for Online Correction – Challan Correction (Contd.)

## Step 5 (Contd.): Online Correction Request Flow- Matched Challan – To update Section Code, Interest, Fees and Others

TAN:  Original RRR Number: 1122XXXXXX515 Latest RRR Number: 1122XXXXXX5153  
 Financial Year: 2013-14 Quarter: Q1 Form Type: 26Q  
 Type of Correction:  [View Details](#)

**Challan Correction**

[Matched Challans](#) [Unmatched Challans](#) [Newly Added Challans](#)

List of Matched Challans in the statement

Select a row and click on 'Edit Matched Challan Details' to edit payment details.

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)	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)+0	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment (7 Yes / No) (13)	Amount Claimed as Total Tax Deposited (₹) (14)	Amount Claimed as Interest (₹) (15)	Amount Claimed as Others (₹) (16)	Available Balance (₹) (17)
<input checked="" type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	10,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	0.00	0.00	0.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	20,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	40,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	30,000.00	1,000.00	1,000.00	29,850,000.00

Page 1 of 3

Edited & Saved Rows

[Edit Matched Challan Details](#) [Reset Matched Challan Details](#) [View and Move Deductee](#)

Select a tab 'List of Matched Challans'

Select a row and click on "Edit matched Challan Details"

- All the Matched challan in the statement will be displayed.
- Matched Challan cannot be tagged.
- Provisionally Matched BIN will be displayed under Match Challan Tab.

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

**Step 5 (Contd.): Challan details will be displayed. User can edit the challan details.**

The screenshot displays a web-based form for editing challan details. The form contains the following fields and values:

(1) BSR Code / Receipt Number	905****
(2) Date on which Tax Deposited	24-May-2013
(3) Challan Serial Number / DDO Serial Number	00935
(4) TDS / TCS (₹) +	30000000.00
(5) Surcharge (₹) +	0.00
(6) Education Cess (₹) +	0.00
(7) Interest (₹) +	0.00
(8) Levy (₹) + Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement	0.00
(9) Others (₹) +	0.00
(10) Total Tax Deposited	30000000.00
(11) Whether TDS / TCS Deposited By Book Adjustment? (Yes / No)	No
(12) Cheque No. / DD No.	0
(13) Remaining Available Balance	29850000.00
(14) Amount Claimed as 'Total Tax Deposited' (₹)	10000.00
Payment for demand under section 201 (1A) and section 220(2)	
(15) Amount Claimed as 'Interest' (₹) +	1000.00
Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement	
(16) Amount Claimed as 'Others' (₹) +	1000.00

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A callout bubble with an orange border and a pointer to the 'Save' button contains the text: "Edit fields in the overlay and click on 'Save'".

## Important Notes:

1. BSR Code should be of the challan which has available balance.
2. Date on which challan with available balance was deposited in bank .
3. Surcharge amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction .Amount should not be editable for BINs.
4. Education Cess amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
5. Interest amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
6. Other amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
7. Section code under which tax was deducted for the PAN. From FY 2013-14 onwards, this field will not be there.
8. Amount of interest to be claimed from this challan / BIN. User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
9. Amount to be claimed as 'Others' from this challan / BIN . User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
10. Save the edited detail.

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 5 (Contd.): Edited challan details will be highlighted. User can reset/replace value in the challan with values from the latest statement.

**File Correction**

<b>TAN</b>	XXXXXXXXXX	<b>Original RRR Number</b>	1123XXXXXXX5515	<b>Latest RRR Number</b>	1123XXXXXXX5153
<b>Financial Year</b>	2013-14	<b>Quarter</b>	Q1	<b>Form Type</b>	26Q

Type of Correction: Challan Correction View Details

**Challan Correction**

**Matched Challans** | Unwatched Challans | Newly Added Challans

**List of Matched Challans in the statement**

- Select a row and click on 'Edit Matched Challan Details' to edit payment details of Interest/Levy
- Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment.(Total 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 Deposited (₹) (11) =(5)+(6)+(7)+(8)+(9)+0	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)
<input checked="" type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	10,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	0.00	0.00	0.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	20,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	40,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	30,000.00	1,000.00	1,000.00	29,850,000.00

■ Edited & Saved Rows

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

Edited challan detail will be highlighted

User can reset value in the challan. This will replace edited values with values from the latest statement

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

## Step 5(Contd.): Unmatched Challan – To rectify Short Payment default due to Challan/BIN Mismatch

Type of Correction\*

Challan Correction for Q4 of FY 2008-09 for Form 26Q

**i** Select a row and click on 'Edit UnMatched Challan Details' to edit details

<input type="checkbox"/>	BSR Code / Receipt Number	Date on Which Tax Deposited	Challan Serial Number / DDO Serial Number	Section Code / Collection Code	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Deposited by Book Adjustment? (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)
<input type="checkbox"/>	000****	12-Feb-2009	370	194C	18,693.00	0.00	0.00	0.00	0.00	0.00	18,693.00	0	No	18,693.00	0.00	0.00
<input type="checkbox"/>	000****	27-Mar-2009	605	194C	12,855.00	0.00	0.00	0.00	0.00	0.00	12,855.00	0	No	12,855.00	0.00	0.00
<input type="checkbox"/>	000****	18-Mar-2009	374	194C	6,740.00	0.00	0.00	0.00	0.00	0.00	6,740.00	0	No	6,740.00	0.00	0.00

Page 1 of 1 View 1 - 3 of 3

**Row select and click on 'Edit Unmatched Challan Detail' to edit**

**Select here to view 'list of Unmatched challan'**

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

**Step 5 (Contd.):** After click on 'Edit Unmatched Challan details, challan will be open then user need to click on 'Tag Challan to statement' tab to proceed further.

**1. Levy :** Levy will be displayed as 'NA' and be disabled for statements prior to FY 2013-14.

**2. Amount to be displayed in exactly two decimal places (e.g., 2450.09, 2450.90)**

**3. 'Yes' indicates Government deductor**

**Choose to tag a challan / BIN to the statement**

**1. . Amount claimed as total tax deposited for all deductees tagged to this challan / BIN**

**2. Amount to be displayed in exactly two decimal places (e.g., 2450.09, 2450.90)**

**3. Amount of interest to be claimed from selected challan / BIN**

**4. Amount to be claimed as 'Others' from selected challan / BIN**

BSR Code / Receipt Number	Date on Which Tax Deposited	Challan Serial Number / DDO Serial Number	
<input checked="" type="checkbox"/>	000****	12-Feb-2009	370
<input type="checkbox"/>	000****	27-Mar-2009	605
<input type="checkbox"/>	000****	18-Mar-2009	374

Details of Amount Claimed from the Challan	
Amount Claimed as 'Total Tax Deposited' (₹)	18693.00
Amount Claimed as 'Interest' (₹)	0.00
Amount Claimed as 'Others' (₹)	0.00

For Unmatched challans, if user tags a challan , value in the existing challan will be replaced with value from the tagged challan.

## 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 5 (Contd.): After click on 'Tag Challan to statement', list of challan (OLTAS window) with available balance will be displayed

Financial Y: Tag Challan to Statement

Type of Cor

Challan Cor

List of Mat

List of Book Entry / Non Book Entry Challans with Available Balance

Select a challan and click on tag challan button to use the challan to the statement. Values in the challan in statement will be replaced with values from the challan selected below

Challan/Book Identification Number			Total Amount In Challan (₹)	Available Balance in Challan (₹)	Minor Head	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)
BSR Code / Receipt Number	Date on Which Tax Deposited	Challan Serial Number / DDO Serial Number				
000****	10-May-2007	240	13,830.00	13,830.00	200	No
000****	03-Aug-2007	101	6,105.00	6,105.00	200	No
000****	01-Jun-2007	238	3,370.00	3,370.00	200	No
000****	05-Oct-2007	51	6,263.00	6,263.00	200	No
000****	10-Aug-2007	210	6,213.00	6,213.00	200	No

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Tag Selected Challan Cancel

Select the challan details

Click here to tag the selected challan

Challans with +/- Assessment year will be made available and shown. User can select the relevant challan accordingly.

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

**Step 5(Contd.) :Challan details will be displayed. User can edit the challan details.**

The screenshot displays a web-based form for editing challan details. The form is organized into several sections with the following fields and values:

(1) BSR Code / Receipt Number	999****
(2) Date on which Tax Deposited	24-May-2013
(3) Challan Serial Number / DDO Serial Number	00935
(4) TDS / TCS (₹) *	<input type="text" value="30000000.00"/>
(5) Surcharge (₹) *	<input type="text" value="0.00"/>
(6) Education Cess (₹) *	<input type="text" value="0.00"/>
(7) Interest (₹) *	<input type="text" value="0.00"/>
(8) Less <sup>^(₹) *</sup> Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement	<input type="text" value="0.00"/>
(9) Others (₹) *	<input type="text" value="0.00"/>
(10) Total Tax Deposited	30000000.00
(11) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	No
(12) Cheque No. / DD No.	0
(13) Remaining Available Balance	29850000.00
(14) Amount Claimed as 'Total Tax Deposited' (₹)	10000.00
Payment for demand under section 201(1A) and section 235(2)	
(15) Amount Claimed as 'Interest' <sup>^(₹) *</sup>	<input type="text" value="1000.00"/>
Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement	
(16) Amount Claimed as 'Others' <sup>^(₹) *</sup>	<input type="text" value="1000.00"/>

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. An orange callout bubble with the text "Edit fields in the overlay and click on 'Save'" points to the 'Save' button.

## Important Notes:

1. BSR Code should be of the challan which has available balance.
2. Date on which challan with available balance was deposited in bank .
3. Surcharge amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction .Amount should not be editable for BINs.
4. Education Cess amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
5. Interest amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
6. Other amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
7. Section code under which tax was deducted for the PAN. From FY 2013-14 onwards, this field will not be there.
8. Amount of interest to be claimed from this challan / BIN. User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
9. Amount to be claimed as 'Others' from this challan / BIN . User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
10. Save the edited detail.

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

## Step 5 (Contd.): Challan Correction- Newly Added Challan

**Challan Correction**

Matched Challans | Unmatched Challans | **Newly Added Challans**

List of added Challans in the statement as part of the...

Select a row and click on 'View and Move Deductee' button to move deductee. Use this functionality in case a particular challan has insufficient balance in the rows.

Please deductee

Select 'Newly Add Challans' to add the challan. Please refer the E-Tutorial -Online Correction- Add Challan to Statement

	BSR Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No- / DD No.	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)
<input type="checkbox"/>	134****	26-Feb-2013	01050	4,100.00	0.00	0.00	0.00	0.00	0.00	4,100.00		No	0.00	0.00

Page 1 of 1

View and Move Deductee

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

## Step 5(Contd.) : Action Summary – Submit to Admin User

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout | Search In Keyword | English

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

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

### File Correction

TAN	XXXXXXXXXX	Original RRR Number	1123XXXXXXXXS15	Latest RRR Number	1123XXXXXXXXS153
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

**Action Summary**

Challan Correction

Click on Submit to Admin

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

## 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

### Step 5 (Contd.) : Request successfully submitted to Admin User



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 to request for Online Correction – Challan Correction (Contd.)

## Step 6 : Action Summary- Admin User Login

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, e-Tutorials, Related Links, and Logout. A search bar and language selector (English) are also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo. To the right, the Government of India Income Tax Department emblem is visible. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area displays the message "Correction Statements Ready For Submission" with an information icon. Below this, a table lists the details of the statement ready for submission:

Financial Year	Quarter	Form Type	User Id
2013-14	Q1	26Q	

Below the table, there are two buttons: "View Statement" and "Cancel Statement".

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

## Step 6 (Contd.): 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	XXXXXXXXXX	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	<a href="#">View Corrections</a>
PAN Errors	<a href="#">View Corrections</a>
Personal Information	<a href="#">View Corrections</a>

[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 to request for Online Correction – Challan Correction (Contd.)

Step 6 (Contd.) : User can cancel the correction statement after click on 'Cancel Statement' tab.

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, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. Below the header is a menu with options: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help. A modal dialog box titled "Message from webpage" is open, asking "Do you want to cancel the Correction Statement" with "OK" and "Cancel" buttons. Three callout boxes provide instructions: one points to the "Cancel Statement" button, another points to the "OK" button in the dialog, and a third points to the "Cancel Statement" button in the main interface.

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

Message from webpage

Do you want to cancel the Correction Statement

OK Cancel

Select the row for action

Select a row and click on 'view statement' to view

Financial Year 2013-14

User Id

View Statement Cancel Statement

Click on 'Cancel Statement' in case user wants to cancel the correction

Click on ok to take action for cancellation

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 6(Contd.): User can view correction details after click on 'View Statement' tab.

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), a search bar, and language settings (English). The main header includes the TDS logo, the TRACES logo, and the Government of India Income Tax Department logo. Below the header is a navigation menu with tabs: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help.

The main content area displays the heading "Correction Statements Ready For Submission" and 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	Q1	28Q	AGRA10007EP

Below the table are two buttons: "View Statement" and "Cancel Statement". Two callout boxes provide instructions: one pointing to the "View Statement" button with the text "Click on 'View Statement' to proceed further", and another pointing to the table row with the text "Select the row for action".

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

## Step 6 (Contd.) Action Summary- Submit For Processing

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	<a href="#">View Corrections</a>
PAN Errors	<a href="#">View Corrections</a>
Personal Information	<a href="#">View Corrections</a>

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

Click on hyperlinks to view the Action Summary

Select 'Submit for Processing' to proceed further', in case edit select 'Edit Correction Statement'

# 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 6 (Contd.): DSC Validation for final submission of Correction statement.

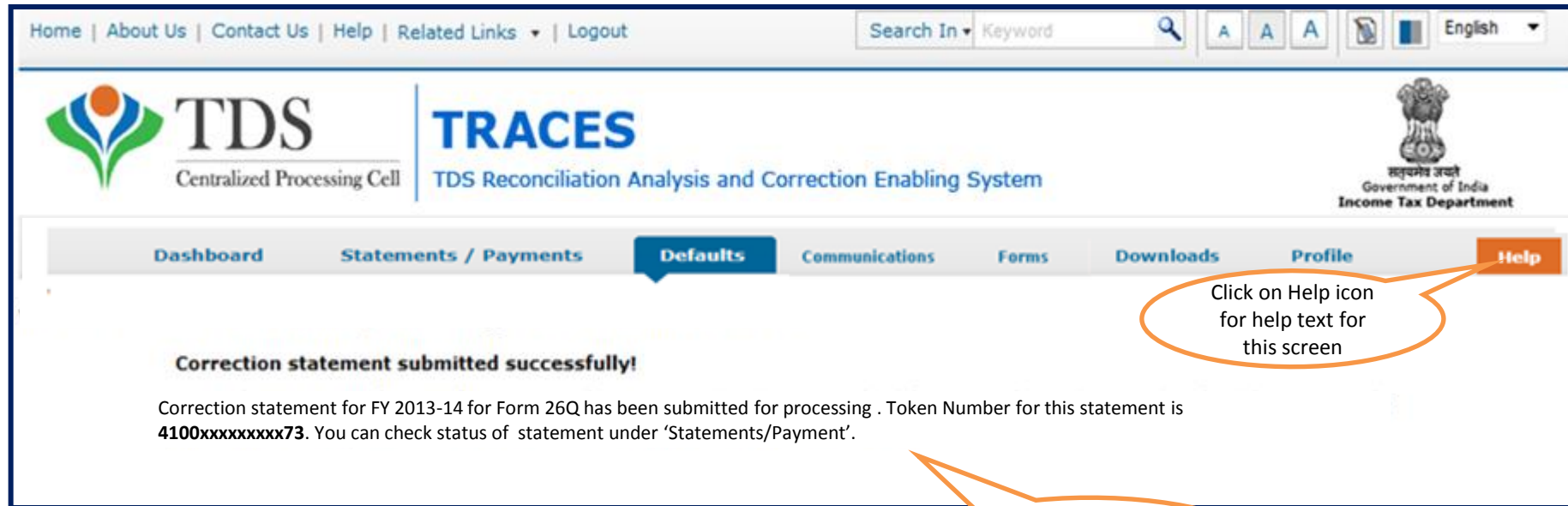
The screenshot displays the TDS TRACES Web Signer interface. The main window shows the 'Content to Sign:' field with the following text: SCH^WF^163434^RDYSUB^10037158^2014-08-14 14:30:17.0^26Q^^410000000661. Below this, there is a 'Windows Store' section with a 'P12/PFX' button. A table lists available digital certificates for selection:

Common Name	Issuer Name	Serial No.
test test test	e-Mudhra Sub CA for Class 2 Gold...	50070
test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
test test test	e-Mudhra Sub CA for Class 2 Gold...	34213

An orange callout bubble points to the table with the text: "Select and attach digital Signatures". At the bottom of the window, there are buttons for 'View Certificate', 'Sign', and 'Cancel'. The background shows the TDS TRACES dashboard with a sidebar menu containing 'Challan Changes', 'PAN Errors', 'Deductees Changes', and 'Submit For Processing'.

## 5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 7 : After final submission of correction statement , success message will be displayed.



The screenshot shows the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Help, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is displayed. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area displays a success message: "Correction statement submitted successfully!". Below this message, it states: "Correction statement for FY 2013-14 for Form 26Q has been submitted for processing . Token Number for this statement is 4100xxxxxxxx73. You can check status of statement under 'Statements/Payment'." Two callout boxes are present: one pointing to the Help icon in the menu bar with the text "Click on Help icon for help text for this screen", and another pointing to the success message with the text "Message showing that correction statement is successfully submitted".

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 for Online Correction- Challan Correction (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	Download	Upload
29-Apr-2019	61920	2016-17	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

**Note:** Note down the Token Number for future reference

# 5. Pictorial guide for Online Correction- Challan Correction (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**

- i 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
- i Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement
- i 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	Download	Upload
29-Apr-2019	61920	2016-17	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".

**Note:** Note down the Token Number for future reference

# 5. Pictorial guide for Online Correction- Challan Correction (Contd.)

## Status- Processed

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 row

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

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	2016-17	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			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXX987	Cancelled	Online			CMBG05798C			
03-	61850	2018-19	Q1	26Q	4100XXXXXXXX730	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

**Note:** Note down the Token Number for future reference

# 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