



TRACES

TDS Reconciliation Analysis and Correction Enabling System

e-Tutorial

Online PAN Correction

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

Type of error or defaults	Correction Type	Available from FY	DSC Required
If Challan is unmatched	Challan correction	FY 2007-08 ONWARDS	No
To Add new challan	Add challan to statement	FY 2007-08 ONWARDS	No
To clear Interest and Late Fee demand payment	Pay 220, Interest , Levy , Late filing	FY 2007-08 ONWARDS	No
To Move Deductee row	Resolution for overbooked challan (Move deductee row from challan)	FY 2007-08 ONWARDS	No
To update PAN	PAN correction	FY 2007-08 ONWARDS	Yes
To Add / Modify deductee row	Add/Modify deductee details	FY 2013-14 ONWARDS	Yes
To update personal details	Personal Information	FY 2007-08 ONWARDS	Yes
To Modify Salary details	Add or delete salary details	FY 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

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 FY, Quarter, Form Type and latest token no. 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' screen under 'Defaults' menu	This error occurs when Deductor has initiated an online correction and it is at "In Progress" state i.e. pending at the end of Deductor.
System has encountered technical problem. Please try after some time	This error occurs if : -JAVA 8 (update 45) 32 bit /64 bit depending upon system configuration is not updated. Restart the system after updating JAVA. -Browsing history, cookies, temp files are to be cleared. Clear them first. -Pop- up blocker is NOT enabled currently. - Browser is not compatible in order to proceed with Online correction
Request has been submitted to Admin user	It has been assigned to admin user and is pending at Admin User end. Only admin user has the authority to submit online correction
Reason for non-deduction is mandatory	This error occurs when Deductor is writing "0" in the column of Total TDS deposited and TDS Deducted in Add/ modify deductee option
Reason for lower deduction is mandatory	This error occurs when Deductor is not selecting Flag "A"
Reason for higher deduction is mandatory	This error occurs when Deductor is not selecting Flag "C"

Most Common Error While filing Online Correction (Contd.)

Error Description	Explanation
Increase in amount claimed as Interest(15), amount claimed as other(16) and Levy(8) should not be greater than the remaining available balance in challan	This error occurs when Deductor claims more than the Remaining Available balance (Column no 13) of the challan.
Online correction on TRACES is not enabled for the requested statement. Kindly file correction through NSDL and the subsequent correction can be filed on TRACES	This error occurs if statement for that particular Form type, FY 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 and as per TRACES Profile should be same. Please update PAN of authorized/ Responsible Person in the correction file	This error occurs if the PAN of authorized person in Profile Section of the TRACES is different than the 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 or vice versa.
No challan for FY (e.g. 2014-15) available for tagging. Please select another FY from below dropdown or deposit challan or contact your AO of conso file (if changes in challan required)	This error may occurs if book entry flag is " Yes" which has to be changed to "No" . Please refer the E-Tutorial on Add/Modify Challan Or Incorrect TAN or Assessment Year is mentioned on the challan, Please contact AO for this rectification.

Brief Steps for Online PAN Correction

- This feature enables deductor to update Invalid PAN with Valid PAN available in PAN Master
- This functionality is available from FY 2007-08 onwards
- In case of 24Q Annexure II , PAN correction 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.
- **Step 2** : Go to “Request for correction” under “ Defaults“ by entering relevant Quarter, Financial Year, Form Type , Latest Accepted Token number.
- Correction category should be “Online”.
- Request number will be generated.
- **Step 3** : Request will be available under “ Track Correction Request”
- When request status become “Available” click on Available / In progress status to proceed with the correction.
- Provide information of Valid KYC
- **Step 4** : Select the type of correction category from the drop down as “PAN Correction”
- **Step 5** : Make the required corrections in the selected file
- **Step 6** : 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

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




Login to TRACES

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A A A

English




Home Deductor **Help**

Login

User Id* ?

Password* Password is mandatory

TAN for Deductor / PAN for Tax Payer* TAN / PAN is mandatory

Verification Code*  Click to refresh

Enter text as in above image* Verification Code is mandatory

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

For Tax Payers:

- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user

Common Note:

Click on help icon next to each field for more details

For more details on any screen, click on Help icon

Enter user ID and password

Enter TAN

Enter the text as displayed in Verification Code

Welcome Page



TRACES
TDS Reconciliation Analysis and Correction Enabling System



Dashboard

Statements / Payments

Defaults

Communications

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**


Welcome to TRACES!

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

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

Customer Care

Toll-Free: 1800 103 0344

 0120 4814600

 contactus@tdscpc.gov.in

User Login Details

TAN / PAN

IP:

Last logged in on:

Landing page will
be displayed

Online Correction Request Flow

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 and language selector (English) are also present. The main header features the TDS logo and the TRACES title. Below this is a menu with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Defaults' menu is open, showing a list of options: View Default Summary, Request for Correction (highlighted with an orange callout), Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission, Tag / Replace Challan, Track Request for Tag / Replace Challan, and View TDS-TCS Credit for a PAN and verify PAN of Tax Payer. A callout bubble points to the 'Request for Correction' option with the text: "Select 'Request for correction'". On the left, there is a 'Quick Links' section with various utility links. On the right, there is a 'Customer Care' section with contact information and a 'User Login Details' section with input fields for TAN / PAN, IP, and Last logged in on.

Online Correction Request Flow

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

Search In Keyword

English

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

सत्यमेव जयते
Government of India
Income Tax Department

Dashboard | Statements / Payments | **Defaults** | Communications | 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.

Financial Year* --Select--
Correction Category* --Select--
Quarter* --Select--
Latest Token Number*

Form Type * --Select--

Submit Request

Click on Submit Request

Enter correct : Financial Year, Quarter and Form Type, correction category and latest token number (latest token number as per processed statement)

Online Correction Request Flow

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo is visible in the top right corner. A menu bar includes Dashboard, Statements / Payments, Defaults, Communications, and De. A message in the center states: "Request for correction for Form 26Q of FY 2013-14 and Quarter Q1 has been submitted. Request Number is 24754 and Request Date is 13-August-2014. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'." Below the message is a link labeled "Go to Track Correction Request".

Request number received

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

Online Correction Request Flow- 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

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

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

Click on In progress or Available 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

Digital Signature supported KYC Validation contd. (Step 1)

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English

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

Government of India
Income Tax Department

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

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature

Digital Signature supported KYC validation Normal KYC Validation (Without Digital Signature)

Please select the statement for which you want

Financial Year* --Select-- Form Type* --Select--

Digital Signature will be validated for "Digital Signature supported KYC validation" option

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.


Digital Signature supported KYC Validation contd. (Step 2 & 3)

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English

 **TDS**
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System



Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature

Digital Signature supported KYC validation Normal KYC Validation (Without Digital Signature)

Please select the statement for which you want to provide KYC

Financial Year* 2014-15 Form Type* 26Q Quarter* Q2

Digital Signature will be validated for "Digital Signature supported KYC validation" option

Validate DSC

Enter 'Financial Year', Form Type' and 'Quarter' for which KYC will be provided by user (Step 2)

Click on 'Validate DSC' (Step 3)

After validating the DSC, one time KYC page will be displayed for the FY + Qtr + Form Type combination which has been selected by the user.




Digital Signature supported KYC Validation (Step 4 & 5)

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English



Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you can submit KYC once and access all downloads, update profile, submit online correction without separate KYC for all functionalities **or** You can opt for a normal KYC Validation separately for each functionality without digital Signature

Digital Signature supported KYC validation

Please select the statement for which you want to validate

Financial Year* 2013-14 Form Type

Digital Signature will be validated for "Digital Signature"

Validate DSC

Signing data with your private exchange key

An application is requesting access to a Protected item.

Password for:
CryptoAPI Private Key

 Remember password

Click on 'OK' (Step 5)

Enter 'Password' which was set at the time of installing the certificate (Step 4)

Note: 'Signing data with your private exchange key' **will not be displayed** if security level has been chosen as medium / low during installing DSC in browser / hard token and 'applet window' (as shown in the next screen) will appear directly.

Digital Signature supported KYC Validation (Step 6 & 7)

The screenshot shows the TDS TRACES web portal interface. A 'Web Signer' dialog box is open, displaying the TDS logo and the text 'Content to Sign:'. Below this, there is a table of certificates with columns for 'Common Name', 'Issuer', and 'Serial No.'. The table contains several rows of test data. A callout bubble points to the 'Sign' button, with the text 'Click on 'Sign' to proceed further (Step 7)'. Another callout bubble points to a certificate row, with the text 'Select the certificate for digital signature (Step 6)'. The background shows the TDS TRACES dashboard with a 'Validate DSC' button and a 'Financial Year' dropdown set to '2014-15'.

Common Name	Issuer	Serial No.
test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
test1-XXXXXXXXXX	e-Mudhra Sub CA for Class 2 Gold...	54311
test-BCLP6378, test4	e-Mudhra Sub CA for Class 2 Gold...	54314
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
teste test test	e-Mudhra Sub CA for Class 2 Gold...	34213

Digital Signature supported KYC Validation (Step 8) – KYC of the FY + Quarter + Form Type selected in Step 2 will be displayed

The screenshot shows a web interface for KYC validation. At the top, there is a navigation bar with links: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. Below this, a form is displayed with the following fields:

- Form Type:** 26Q
- Financial Year:** 2014-15
- Quarter:** Q2
- Token Number / Provisional Receipt Number (PRN)*:** [Input field]

Callouts provide additional information:

- A callout points to the Token Number field, stating: "Enter Token Number of only Regular (Original) Statement corresponding to the Financial Year, Quarter and Form Type displayed above".
- A callout points to a checkbox, stating: "Tick in Check Box for NIL Challan or Book Adjustment".
- A callout points to the checkbox, stating: "Government deductors not having BIN details tick here and need not need provide BSR and Challan Serial Number below".
- A callout points to the checkbox, stating: "Important Note".
- A callout points to the step number, stating: "Step 8".

PART 1. Challan Identification Number (CIN) Details / Transfer Ver... 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)

Important Note

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

- Authentication Code will not appear on the screen in case DSC Supported KYC
- In one session this manual KYC page (On the basis of input selected by the user) will be displayed only once

Token Number Details (Contd.)

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

Tick in check box for nil challan or book adjustment

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)

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

1 Please enter a Challan with at least three distinct valid PAN-Amount combinations 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 there are less than three PANs corresponding to the specified challan, mention all available PAN-Amount combinations. Also select the checkbox in the PAN Details section below.

Guide to identify a suitable challan

Click on the Guide to select suitable challan option

Enter CIN details for a challan used in the statement

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

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

PART 2. Enter Unique PAN-Amount Combination for Challan / Transfer Voucher

Please select if there are no valid PAN deductor combinations corresponding to the PAN-Amount combinations mentioned above

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 PAN-Amount combinations mentioned above. If there are less than three PANs corresponding to the specified challan, mention all available PAN-Amount combinations.

Guide to identify the Unique PAN-Amount Combinations

Click on the Guide to select suitable PAN amount combination

PAN as in Statement Total Amount Deposited (Rs.)

Proceed

Please enter TDS deposited amount for respective PAN's

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 FY, Quarter and Form Type mentioned above
- Government deductor can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement
- Amount should be entered in two decimal places (e.g., 1234.56)
- 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


Authentication Code Screen

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English



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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

Proceed with Transaction

Authentication Code will be available here

PAN Correction

File Correction

TAN		Original RRR Number	8452XXXXXXXX8483	Latest RRR Number	4100XXXXXXXX2092
Financial Year	2013-14	Quarter	26Q	Form Type	Q1

Type of Correction

-----Select-----

-----Select-----

- Modify / Add Deductee Details
- Add / Delete Salary Details - Annexure-II
- Personal Information
- Challan Correction
- PAN Correction**
- Pay 220,LP,LD,Interest, Late Filing Levy
- Add Challan To Statement

[View Details](#)

Default Summary Details

Select ' PAN Correction' from drop down

Sr.No.	Type of Default	Default Amount (₹)	Amount Reported As 'Interest / Others' Claimed in the Statement (₹)	Payable (₹)
1	Short Payment	1368.00	0.00	1368.00
2	Short Deduction	601700.00	0.00	601700.00

PAN Correction – Invalid PAN Annexure 1

Type of Correction: PAN Correction View Details

PAN Correction

Invalid PAN Annexure1 | Valid PAN Annexure1 | Invalid PAN Annexure2 | Valid PAN Annexure2

Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement* Reset Search

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

CD Record Number* DD Record Number Search Reset Search

Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row

	Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed #	Action Status
<input type="checkbox"/>	3	4	-	PANNOTAVBL	INVALID1		
<input type="checkbox"/>	3	5	-	PANNOTAVBL	INVALID2		

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Edited & Saved Rows Deleted Row

Important Notes

Click on 'Invalid PAN Annexure 1' to view the list of invalid PAN in the statement

User can search either using PAN filter or CD/DD Record Number filter

List of Invalid PAN will be displayed as per statement

Full form of Abbreviation used in above Screen :

CD : Challan Detail

DD : Deductee Detail

PAN Correction – Invalid PAN Annexure 1

Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement*

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

CD Record Number* DD Record Number

Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row

	Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	3	4	-	PANNOTAVBL	INVALID1	<input type="text"/>		
<input type="checkbox"/>	3	5	-	PANNOTAVBL	INVALID2			

View 1 - 2 of 2

Edited & Saved Rows Deleted Row

Locked Rows are rows where valid to valid PAN changes have been done once and further changes are not allowed

Important Notes

Once the Row selected, Changed PAN field will be editable

- Valid PAN to Valid PAN correction can be done only once .
- Invalid PAN can be changed to Valid PAN only.

PAN Correction – Invalid PAN Annexure 1

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

CD Record Number* DD Record Number

Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display details for the deductee rows are saved.

Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input type="checkbox"/> 3	4	-	PANNOTAVBL	INVALID1	<input type="text" value=""/>	<input type="text" value=""/>	Saved
<input type="checkbox"/> 3	5	-	PANNOTAVBL	INVALID2	<input type="text" value=""/>	<input type="text" value=""/>	

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Edited & Saved Rows Deleted Row

Edited Row can be Viewed

Invalid PAN successfully changed into Valid PAN and saved

Name as per PAN Master will be populated in 'Name as per Changed PAN' column

Click here to submit the correction request

Submit Correction Statement

•User can reset edited values by deleting PAN entered in 'Changed PAN' field. Value of new name will also be removed.

PAN Correction – Valid PAN Annexure 1

PAN Correction

Invalid PAN Annexure1
Valid PAN Annexure1
Invalid PAN Annexure2
Valid PAN Annexure2

i Enter PAN as per statement to search for PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement*

i Enter Challan Record Number and Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search'

CD Record Number* DD Record Number Search Reset Search

i Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row

	Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input type="checkbox"/>	1	1	1	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	3	2	2	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	3	1	1	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	2	2	2	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	2	1	1	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>		

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Select 'Valid PAN Annexure 1' from given Tabs

User can search either using PAN filter or CD/DD Record Number filter

List of valid PAN will be displayed as per statement

•For Valid PANs, deductee rows for which valid to valid PAN correction has been done will be locked. User cannot edit PAN for this row

PAN Correction – Valid PAN Annexure 1

PAN Correction

Invalid PAN Annexure1**Valid PAN Annexure1**Invalid PAN Annexure2Valid PAN Annexure2

i Enter PAN as per statement to search for PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement*

Select 'Valid PAN Annexure 1' from given Tabs

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

CD Record Number* DD Record Number Search Reset Search

i Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row

	Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	1	1	1	XXXXXXXXXX	ANMADURMAN	<input type="text"/>		
<input type="checkbox"/>	3	2	2	XXXXXXXXXX	ANMADURMAN	<input type="text"/>		
<input type="checkbox"/>	3	1	1	XXXXXXXXXX	ANMADURMAN	<input type="text"/>		
<input type="checkbox"/>	2	2	2	XXXXXXXXXX	ANMADURMAN	<input type="text"/>		
<input type="checkbox"/>	2	1	1	XXXXXXXXXX	ANMADURMAN	<input type="text"/>		

Once the Row selected, Changed PAN field will be editable

Page 1 of 225 View 1 - 5 of 1 122

PAN Correction – Valid PAN Annexure 1

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

CD Record Number* DD Record Number

1 Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will

	Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	1	1	1	██████████	██████████	██████████	██████████	Saved
<input type="checkbox"/>	3	2	2	██████████	██████████			
<input type="checkbox"/>	3	1	1	██████████	██████████			
<input type="checkbox"/>	2	2	2	██████████	██████████			
<input type="checkbox"/>	2	1	1	██████████	██████████			

Valid PAN successfully changed into Valid PAN and saved

'Action status' column will display error message if PAN is invalid or success message if details for the deductee rows are saved

Name as per PAN Master will be populated in 'Name as per Changed PAN' column

Edited Rows can be viewed

Edited & Saved Rows Deleted Row

1 Locked Rows are rows where valid to valid PAN changes have been done once and further changes are not allowed

[View Default Summary](#)

Proceed to correction statement

•User can reset edited values by deleting PAN entered in 'Changed PAN' field. Value of new name will also be removed.

PAN Correction – Invalid PAN Annexure 2

PAN Correction

Invalid PAN Annexure1 | Valid PAN Annexure1 | **Invalid PAN Annexure2** | Valid PAN Annexure2

Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to clear the search.

PAN as per Statement*

Enter Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search' to clear the search.

DD Record Number*

Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row. PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input type="checkbox"/>	2	1050200000	XXXXXXXXXX	B:XXXXXXXXXX	<input type="text"/>		

Page 1 of 1 5 View 1 - 1 of 1

■ Edited & Saved Rows ■ Deleted Row

Locked Rows are rows where valid to valid PAN changes have been done once and further changes are not allowed

Annotations:
- An orange oval points to the 'Invalid PAN Annexure2' tab with the text: "Select 'Invalid PAN Annexure 2 ' from given Tabs"
- Another orange oval points to the search fields with the text: "User can search either using PAN filter or DD Record Number filter"

- In case of Annexure 2, only DD Record number is required.

PAN Correction – Invalid PAN Annexure 2

PAN Correction

Invalid PAN Annexure1 | **Valid PAN Annexure1** | **Invalid PAN Annexure2** | **Valid PAN Annexure2**

Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement*

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

DD Record Number*

Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row. PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	2	1050200000	██████████	BHAKANBEN P BANWARI	<input type="text"/>		

Page 1 of 1 | 5 | View 1 · 1 of 1

Edited & Saved Rows Deleted Row

Once the Row selected, Changed PAN field will be editable

Locked Rows are rows where valid to valid PAN changes have been done and further changes are not allowed

PAN Correction – Invalid PAN Annexure 2

Invalid PAN Annexure1
Valid PAN Annexure1
Invalid PAN Annexure2
Valid PAN Annexure2

PAN Correction

Invalid PAN Annexure1 **Valid PAN Annexure1** **Invalid PAN Annexure2** **Valid PAN Annexure2**

Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement* Search Reset Search

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

DD Record Number* Search Reset Search

Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display error message if PAN is invalid or success message if details for the deductee rows are saved

Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input type="checkbox"/> 2	1050200000	XXXXXXXXXX	SHXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Saved

Page 1 of 1 5 View 1 - 1 of 1

■ Edited & Saved Rows ■ Deleted Rows

Valid PAN successfully changed into Valid PAN and saved

'Action status' column will display error message if PAN is invalid or success message if details for the deductee rows are saved

Name as per PAN Master will be populated in 'Name as per Changed PAN' column

Locked Rows are read only. Once done once and further changes are not allowed.

- User can reset edited values by deleting PAN entered in 'Changed PAN' field. Value of new name will also be removed.
- For Valid PANs, deductee rows for which valid to valid PAN correction has been done will be locked. User cannot edit PAN for this row.

PAN Correction – Valid PAN Annexure 2

Type of Correction: -----Select----- View Details

PAN Correction

Invalid PAN Annexure1 |
 Valid PAN Annexure1 |
 Invalid PAN Annexure2 |
 Valid PAN Annexure2

ⓘ Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter.

PAN as per Statement* Search Reset Search

ⓘ Enter Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search'.

DD Record Number* Search Reset Search

ⓘ Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row. PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input type="checkbox"/>	1	1050200000	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	6	1050200000	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	7	1050200000	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>		

View 1 - 3 of 3

Select 'valid PAN Annexure 2' from given Tabs

User can search either using PAN filter or DD Record Number filter

- In case of Annexure 2, only DD Record number is required.

PAN Correction – Valid PAN Annexure 2

i Enter Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search' to remove the filter

DD Record Number*

Search

Reset Search

i Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row. PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	1	1050200000	XXXXXXXXXX	BHXXXXXXXXXX			
<input type="checkbox"/>	6	1050200000	XXXXXXXXXX	BXXXXXXXXXX			
<input type="checkbox"/>	7	1050200000	XXXXXXXXXX	BXXXXXXXXXX			

View 1 - 3 of 3

■ Edited & Saved Rows ■ Deleted Row

Once the Row selected, Changed PAN field will be editable

i Locked Rows are rows where valid to valid PAN changes have been done once and further changes are not allowed

Show Edited Rows

Edited Rows can be viewed

[View Default Summary](#)

Proceed to correction statement

Click here to submit the correction request

Submit Correction Statement

PAN Correction – Valid PAN Annexure 2

i Enter Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search' to remove the filter

DD Record Number*

i Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row. PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/> 1	1050200000	██████████	██████████	██████████	██████████	Saved
<input type="checkbox"/> 6	1050200000	██████████	██████████			
<input type="checkbox"/> 7	1050200000	██████████	██████████			

Valid PAN successfully changed into Valid PAN and saved

Name as per PAN Master will be populated in 'Name as per Changed PAN' column

'Action status' column will display error message if PAN is invalid or success message if details for the deductee rows are saved

View 1 - 3 of 3

Edited & Saved Rows Deleted

i Locked Rows are rows where valid to valid PAN changes have been done once and further changes are not allowed

[View Default Summary](#)

Proceed to correction statement

- User can reset edited values by deleting PAN entered in 'Changed PAN' field. Value of new name will also be removed.



TRACES

TDS Reconciliation Analysis and Correction Enabling System

Action Summary

Action Summary – Submit to Admin User

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 Downloads Profile Help

File Correction

TAN	XXXXXXXXXX	Original RRR Number	1123XXXXXXXX5515	Latest RRR Number	1123XXXXXXXX5153
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

Correct	Change
PAN Correction	Sections
Submit To Admin	

Click on Submit to Admin

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

Action Summary

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'. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabli). The Government of India logo and 'Income Tax Department' are also visible. A navigation menu includes Dashboard, Statements / Payments, Defaults, and Profile. A 'Help' button is located on the right. A message in the main content area states: 'Correction statement has been submitted to Admin user for review.' An orange callout bubble points to this message, containing the text: '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

Action Summary- View Edited Statement

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

Search In* Keyword

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Ministry of Revenue
Government of India
Income Tax Department

Dashboard | Statements / Payments | Defaults | Communications | 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: [Dropdown] [View Details](#)

for Q1 of FY 2013-14 for Form 26Q

Action Summary

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

[Confirm](#)




Click on 'Confirm' and Correction Ready for Submission


Click on hyperlink to view the edited detail for specific default

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


Action Summary- Admin User Login

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


सर्वोच्च न्यायालय
Government of India
Income Tax Department

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

Correction Statements Ready For Submission

 Select a row and click on 'View Statement' to view Action Summary screen for the statement




Financial Year	Quarter	Form Type	User Id
2013-14	Q1	26Q	A [REDACTED]

Action Summary- Admin User Login

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

Search In Keyword

English



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

Correction Statements Ready For Submission

Select a row and click on 'View Statement' to view Action Summary screen for the statement

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

View Statement Cancel Statement

Action Summary- Admin User Login

The screenshot displays the TDS TRACES 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). The Government of India Income Tax Department logo is visible in the top right corner. Below the header, a menu bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. A modal dialog box titled "Message from webpage" is open in the center, asking "Do you want to cancel the Correction Statement" with "OK" and "Cancel" buttons. Three callouts provide instructions: one points to a row in a table with the text "Select the row for Action"; another points to the "Cancel Statement" button with the text "Click on ' Cancel Statement ' in case user wants to cancel the correction"; and a third points to the "OK" button in the dialog box with the text "Click on ok to take action for cancellation".

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 Downloads Profile Help

Select a row and click on the Action icon

Financial Year

2013-14

View Statement Cancel Statement

Message from webpage

Do you want to cancel the Correction Statement

OK Cancel

Select the row for Action

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

Click on ok to take action for cancellation

Action Summary- Admin User

The screenshot shows the TRACES portal interface. At the top, there is a navigation bar with links: Home | About Us | Contact Us | e-Tutorials | Related Links | Logout. A search bar is present with the text 'Search In Keyword'. The page header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, there is the Government of India logo and the text 'Income Tax Department'. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a Help button. The main content area is titled 'Correction Statements Ready For Submission'. Below this title, there is an instruction: 'Select a row and click on 'View Statement' to view Action Summary screen for the statement'. A table with the following data is displayed:

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

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'.

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

भारत सरकार Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

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

Action Summary

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

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

Click on hyperlink to view the Action Summary

To make any changes click on "edit correction statement"

Select 'Submit for Processing' to proceed further

Admin User needs to attached the digital signature and submit the correction

Action Summary- Attach Digital Signature

The screenshot displays the TDS TRACES Web Signer 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 and the text 'Centralized Processing Cell'. On the right, there is a logo for the Government of India Income Tax Department and a 'Help' button.

The central part of the interface is a 'Web Signer' window. It contains the following elements:

- Content to Sign:** A text area containing the string: `SCM^WF^163434^RDYSUB^10037158^2014-08-14 14:30:17.0^26Q^^41000000661`
- Windows Store:** A dropdown menu currently showing 'P12/PFX'.
- Table of Certificates:** A table with three columns: 'Common Name', 'Issuer Name', and 'Serial Number'. It lists four certificates, all with 'test test test' as the common name and 'e-Mudhra Sub CA for Class 2 Gold...' as the issuer name.
- Buttons:** 'View Certificate', 'Sign', and 'Cancel' buttons are located at the bottom of the window.

An orange callout bubble with the text 'Select and attach digital Signatures' points to the table of certificates.

At the bottom of the page, there is a footer with copyright information for the Income Tax Department and links to terms and conditions, privacy policy, hyperlinking policy, and feedback. A 'Sitemap' link is also visible.

Action Summary – Token Number Generated

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, 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 visible. A navigation menu includes Dashboard, Statements / Payments, Defaults, Downloads, Profile, and a Help button. A message box in the center states: "Correction statement submitted successfully! 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 button 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".

Message showing that correction statement is successfully submitted

Note: Note down the Token Number for future reference



TRACES

TDS Reconciliation Analysis and Correction Enabling System

THANK YOU

Please Note:

- 1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in
- 2) **For any Query** : You can raise your concern on “Request for Resolution” as Online Grievance on TRACES Website.
- 3) **For any query related to website:** You can raise your concern on below mentioned numbers
Toll Free Number - 1800103 0344
Land Line Number - 0120 4814600