

E-Tutorial

1. **Important Information on Online Correction for Overbooked Challan.**
2. **Most Common Error While filing Online Correction.**
3. **Brief Steps of Online Correction Online Correction for Overbooked Challan.**
4. **Requested Status of Online Correction.**
5. **Pictorial guide of Online Correction for Overbooked Challan.**



1. Important Information on Online Correction for Overbooked Challan

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

Types of Error or Defaults	Correction Type	Available From F.Y	DSC Required
If challan is unmatched	Challan Correction	F.Y 2007-08 Onwards	No
To Add New challan	Add challan to the Statement	F.Y 2007-08 Onwards	No
To clear interest and Late Fee demand payment	Pay 220, Interest, Levy, Late filling	F.Y 2007-08 Onwards	No
To move Deductee row	Resolution for overbooked challan (Move Deductee row from challan)	F.Y 2007-08 Onwards	No
To update PAN	PAN Correction PAN Correction Annexure -III	F.Y 2007-08 Onwards F.Y 2021-22 Onwards	Yes
To Add/ Modify Deductee row	Add/Modify Deductee details	F.Y 2013-14 Onwards	Yes
To update personal details	Personal Information	F.Y 2007-08 Onwards	Yes
To Modify Salary details	Add or Delete Salary Details	F.Y 2013-14 Onwards	Yes
To Edit Deductee Row in case of unmatched Challan	Challan Correction	F.Y 2013-14 Onwards	Yes
To Add/Delete Pension/Interest of Specified Senior Citizen - Annexure-III	Add/Delete Pension/Interest of Specified Senior Citizen - Annexure-III	F.Y 2021-22 Onwards	Yes

This feature is extremely useful as it is :

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

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

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

Enhance efficiency: Error specific correction is possible

Note: For paper return online correction cannot be done

2. Most Common Error While filing Online Correction

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

2. (Contd.) Most Common Error While filing Online Correction

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

3. Brief Steps of Online Correction for Overbooked Challan

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

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

Step 1 : Login to TRACES website with your **“User ID”**, **“Password”**, **“TAN of the Deductor”** and the **“Verification Code”**. Landing page will be displayed on Screen.

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

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

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

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

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

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

4. Requested Status of Online Correction

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

5. Pictorial guide of Online Correction for Overbooked Challan

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

The screenshot shows the TRACES website interface. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. The navigation menu includes Home, Deductor, Tax Payer, PAO, and Help. The main content area is divided into sections: Login, Alerts/Updates, Customer Care, and About the portal. A prominent 'CAUTION' box is overlaid on the page, containing 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
- 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 points to the 'Continue >>' button with the text: "Click on Continue to proceed further."

The 'About the portal' section contains the following text: "TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of challan status, downloading of Conso File, Justification Report and Form 16/ 16A/ 16B/ 16C/ 16D/ 16E/ 27D as well as viewing of annual tax credit statements (Form 26AS/Annual Tax Statement)."

On the right side, there are links for Right to Information, Section codes for 26A/27BA, Services, Guidelines u/s 194-O(4) & 206C(1-I) of I.T. Act (pdf version Size 4559KB), Dos & Don'ts (pdf version Size 2309KB), and A to Z of TDS (pdf version Size 4692KB).

5. Pictorial guide of Online Correction for Overbooked Challan

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

The screenshot shows the TRACES website interface. At the top, there are navigation links: Home | About Us | Contact Us | e-Tutorials | Related Links. A search bar is present with the text 'Search In Keyword'. The main header includes the TDS logo and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and 'Income Tax Department' are also visible. A 'Help' button is located in the top right corner.

The login section is titled 'Deductor Login'. It features a 'Login as:' section with radio buttons for 'Deductor' (selected), 'Taxpayer', and 'PAO'. Below this are four input fields: 'User Id*', 'Password*', 'TAN for Deductor*', and 'Verification Code*'. A CAPTCHA image with the text 'EW60Y' is displayed, along with a 'Click to refresh image' link. A 'Login' button is positioned below the input fields. At the bottom, there are links for 'Register as New User', 'Forgot Password?', and 'Forgot User Id?'.

Callout boxes provide the following instructions:

- Click on Deductor Option
- Enter user id and password
- Click on help icon (?) next to each field for more details
- Enter TAN
- Enter the text as displayed then click on Login
- For more details on any screen, click on Help icon

For Deductors:

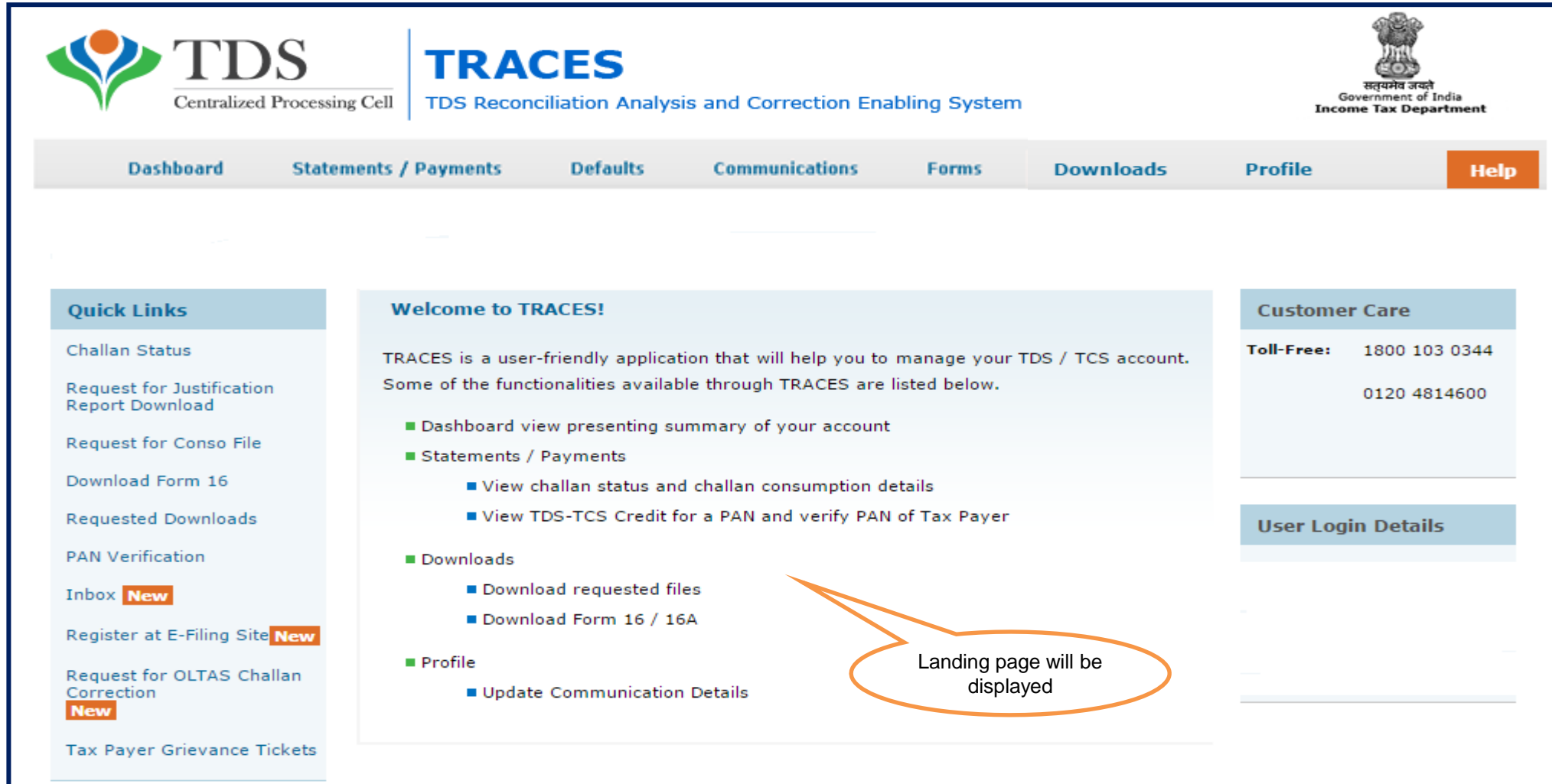
- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered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

Common Note:

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

5. Pictorial guide of Online Correction for Overbooked Challan

Welcome Page



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) Welcome Page. The page features a header with the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is divided into three columns: Quick Links, a central welcome message, and Customer Care. The central message lists various functionalities available through the system, such as viewing account summaries, statements, downloads, and profile updates. A callout bubble points to the central message area, stating 'Landing page will be displayed'.

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते
Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Quick Links

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

Welcome to TRACES!

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

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

Customer Care

Toll-Free: 1800 103 0344
0120 4814600

User Login Details

Landing page will be displayed

5. Pictorial guide of Online Correction for Overbooked Challan

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

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) 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 includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. Below the header is a navigation menu with tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Defaults' tab is selected, and a dropdown menu is open, showing options: View Default Summary, Request for Correction (highlighted), Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission Tag / Replace Challan, and Track Request for Tag / Replace Challan. An orange callout bubble points to the 'Request for Correction' option with the text 'Select "Request for correction"'. The main content area features a 'Welcome to TRACES!' message and a list of functionalities: Dashboard view, Statements / Payments (View challan status and challan consumption details, View TDS-TCS Credit for a PAN and verify PAN of Tax Payer), Downloads (Download requested files, Download Form 16 / 16A), and Profile (Update Communication Details). On the left, there is a 'Quick Links' section with items like Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, Inbox (New), Register at E-Filing Site (New), Request for OLTAS Challan Correction (New), and Tax Payer Grievance Tickets. On the right, there is a 'Customer Care' section with toll-free numbers and a 'User Login Details' section.

5. Pictorial guide of Online Correction for Overbooked Challan

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

The screenshot displays the TRACES portal interface. At the top, there are logos for TDS Centralized Processing Cell and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department emblem. A navigation bar contains links for Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Request for Correction' and contains three informational messages. Below these messages is a form with four dropdown menus: Financial Year* (2018-19), Quarter* (Q4), Form Type* (24Q), and Correction Category* (Online). A 'Submit Request' button is positioned to the right of the Correction Category dropdown.

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

Click on Submit Request

5. Pictorial guide of Online Correction for Overbooked Challan

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

The screenshot displays the TDS TRACES portal interface. At the top left, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are visible. On the top right, the Government of India Income Tax Department logo is present. A navigation menu below the logos includes 'Dashboard', 'Statements / Payments', 'Defaults' (highlighted with a blue speech bubble), 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. The main content area shows a confirmation message: 'Request for correction for Form 24Q of FY 2013-14 and Quarter Q4 has been submitted. Request Number is 62407 Request Date 24-June-2019. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'. For Type 1 correction, challan correction and PAN correction have been enabled.' A blue button labeled 'Go to Track Correction Request' is highlighted with an orange speech bubble that says 'Click here to check status through "Track Correction Request" under 'Default 'menu''. Another orange speech bubble points to the text 'Request Number generated' within the confirmation message.

5. Pictorial guide of Online Correction for Overbooked Challan

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

Track Correction Request

Please select one of the below Search Options

Request Number Date View All

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

Correction Request Details

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

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

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

Page 1 of 1 View 1 - 3 of 3

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

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

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

5. Pictorial guide of Online Correction for Overbooked Challan

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

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

Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you do not require KYC to access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature

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

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

Validate DSC

Click here to validate DSC

Select the option to validate KYC through digital signature

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re-register their Digital Signature in Profile..
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.

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

5. Pictorial guide of Online Correction for Overbooked Challan

Step 4 (Contd.): Digital Signature supported KYC Validation

The screenshot shows the TDS TRACES portal interface. The main window displays the TDS logo and the TRACES title. A navigation bar includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. A message box indicates that digital signature supported KYC validation is selected. A 'Validate DSC' button is visible. An 'emSigner' window is open, showing the content to sign (ABCPA1234A) and a list of certificates in the Certificate Store. The certificates are listed in a table with columns for Common Name, Issuer Name, Serial No, and Expiry Date. The 'Sign' button is highlighted with a callout that says 'Click here to proceed further'. Another callout points to the certificate list with the text 'Select required Digital Signature Certificate.'

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a36	02-07-2020
test15	e-Mudhra Sub CA for Cl...	1748778a39	02-07-2020
test14	e-Mudhra Sub CA for Cl...	1748778a37	02-07-2020
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020

5. Pictorial guide of Online Correction for Overbooked Challan

Notes for Normal KYC validation

- **Authentication code** is generated after KYC information details validation ,which remains valid for the same calendar day for same form type, financial year and quarter.
- Token Number must be of the regular statement on the basis on F.Y, Quarter and Form Type displayed on the screen.
- CIN/BIN details must be entered for the challan/book entry mentioned in the statement corresponding to the FY, Quarter and Form Type.
- Government Deductors can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement.
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN /BIN details mentioned in Part1, must be entered in Part 2 of the KYC. Guide available on the screen can be referred for valid combinations.
- Maximum of 3 distinct valid PANs and corresponding TDS deposited amount must be entered.
- If there are less than three such combinations in the challan ,user must enter all (either two or one).
- CD Record no. is mandatory if same challan is mentioned more than one time in the statement.

5. Pictorial guide of Online Correction for Overbooked Challan

Notes for Normal KYC validation

Examples of Unique PAN and Amount combination:

Condition 1 : -If statement contains 3 Deductee rows with same PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 2000.00

Condition 2: -If statement contains 4 Deductee rows with PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 , 1500.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 1500.00
- c) AAAAA0000N 2000.00

Note: For Further guidance please refer Guide 1 and Guide 2 available on TRACES portal.

5. Pictorial guide of Online Correction for Overbooked Challan

Step 4 (Contd.): Normal KYC Validation

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are logos for TDS Centralized Processing Cell and the Government of India Income Tax Department. A navigation bar includes links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Choose KYC Flow' and contains an information message: '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, there are two radio button options: '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'. At the bottom left, there is a 'Validate DSC' button.

5. Pictorial guide of Online Correction for Overbooked Challan

Step 4 (Contd.): Normal KYC Validation

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

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

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

Authentication Code

[Proceed with Authentication Code](#)

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

Form Type	26Q
Financial Year	2012-13
Quarter	Q3
Token Number / Provisional Receipt Number (PRN)**	<input type="text"/>

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

Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. **It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.**

Please select if the payment was done by book adjustment (for Government Deductors)

Enter Authentication Code if the validation is done earlier and you have the Authentication Code

Enter Token Number of only Regular (Original) Statement "Manually", corresponding to the Financial Year, Quarter and Form Type displayed .DO NOT COPY/PASTE

5. Pictorial guide of Online Correction for Overbooked Challan

Step 4 (Contd.): Normal KYC Validation

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

Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. **It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.**

Please select if the payment was done by book adjustment (for Government Deductors)

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

Guide to identify a suitable challan

BSR Code / Receipt Number*

Date on which Tax Deposited* (dd-mmm-yyyy; e.g., 12-Dec-1980)

Challan Serial Number / DDO* Serial Number (5 digits; e.g., 00053)

Challan Amount / Transfer Voucher* Amount (Rs.)(e.g., 1987.00)

CD Record Number

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

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

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

Guide to identify the Unique PAN-Amount Combinations

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

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

Tick in check box for nil challan or book adjustment

Click on the Guide to select suitable challan option

Enter CIN details for a challan used in the statement

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

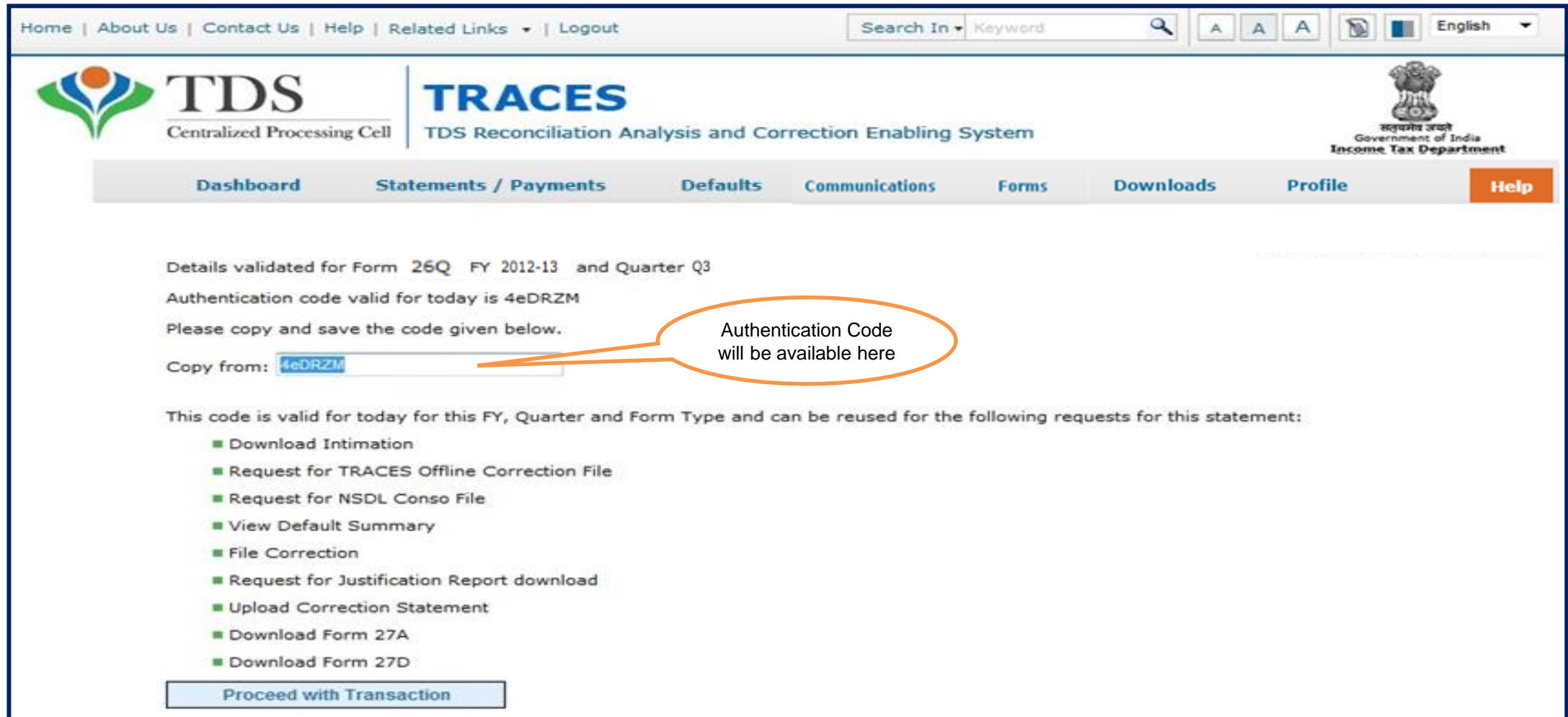
CD Record number is not mandatory. This column is required to be filled only when same challan is mentioned more than once in statement.

Click on the Guide to select suitable PAN amount combination

Please enter TDS deposited amount for respective PAN's

5. Pictorial guide of Online Correction for Overbooked Challan

Step 4 (Contd.): After validating KYC details, an Authentication Code will be generated, which will remain valid for same calendar day for same Financial Year, Form Type and Quarter



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Help, Related Links, and Logout. A search bar is also present. The main header includes the TDS logo and the TRACES logo, along with the Government of India Income Tax Department emblem. A navigation menu contains links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help.

The main content area shows the following information:

- Details validated for Form **26Q** FY **2012-13** and Quarter **Q3**
- Authentication code valid for today is **4eDRZM**
- Please copy and save the code given below.
- Copy from:

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

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

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

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

5. Pictorial guide of Online Correction for Overbooked Challan

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

File Correction

TAN	XXXXXXXXXX	Original RRR Number	5276XXXXXXXX8721	Latest RRR Number	4100XXXXXXXX0140
Financial Year	20	Quarter		Form Type	24Q

Type of Correction -----Select----- [View Details](#)

-----Select-----

- Personal Information
- Challan Correction**
- PAN Correction
- Pay 220i,LP,LD,Interest, Late Filing Levy
- Add Challan To Statement
- Modify / Add Deductee Details
- Add / Delete Salary Details - Annexure-II
- Add/Delete Pension/Interest Income of Specified Senior Citizen-Annexure-III

Default Summary Details

Sr.No.	Type	(₹)	Others Claimed in the Statement (₹)	
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			

Select Challan Correction Type of Correction then click on 'View Details' button

5. Pictorial guide of Online Correction for Overbooked Challan

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

Select ' Matched Challan" tab

Select the challan which is overbooked

Important Notes

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

CD Record Number (1)	BSR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (Rs.) (5)	Surcharge (Rs.) (6)	Education Cess (Rs.) (7)	Interest (Rs.) (8)	Levy (Rs.) (9)	Others (Rs.) (10)	Total Tax Deposited (Rs.) (11) (5)+(6)+(7)+(8)+(9)+(10)	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (Rs.) (14)	Amount Claimed as 'Interest' (Rs.) (15)	Amount Claimed as 'Others' (Rs.) (16)	Available Balance (Rs.) (17)	Matching Status (18)
<input type="checkbox"/>	2	401****	31-Aug-2013	14	157,000.00				0.00	161,710.00		Yes	161,710.00	0.00	0.00	410.00	Matched and Consumed
<input type="checkbox"/>	1	501****	31-Jul-2013	206	163,770.00				0.00	163,770.00		Yes	156,560.00	0.00	0.00	84.00	Matched and Consumed
<input type="checkbox"/>	3	102****	30-Sep-2013	132	161,710.00			0.00	0.00	161,710.00		Yes	161,710.00	0.00	0.00	75.00	Matched and Consumed
<input type="checkbox"/>	4	401****	31-Aug-2013	211	11,744.00	0.00	0.00	0.00	0.00	11,744.00		Yes	7,725.00	0.00	0.00	0.00	Matched and Consumed
<input checked="" type="checkbox"/>	5	102****	30-Sep-2013	132	171,495.00	0.00	0.00	0.00	0.00	171,495.00		Yes	7,650.00	0.00	0.00	75.00	Overbooked

Page 1 of 2

Edited & Saved Rows

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

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

5. Pictorial guide of Online Correction for Overbooked Challan

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

Summary Table:

CD	DD	Date	Section	Amount	TDS/TCS	Surcharge	Education Cess	Total Tax	Yes/No	Amount	Yes/No	Amount
4	401****	31-Aug-2013	242	11,744.00	0.00	0.00	0.00	0.00	0.00	11,744.00	Yes	7,725.00
5	102****	30-Sep-2013	132	171,495.00	0.00	0.00	0.00	0.00	0.00	171,495.00	Yes	7,650.00

Search Bar: PAN as per Statement* Search

List of deductee rows attached to selected challan:

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

Callout 1: Specific deductee row can also be searched by entering the PAN as per statement

Callout 2: On selecting the challan, all the underlying deductee rows will be displayed

Buttons: Edit Matched Challan Details, Reset Matched Challan Details, View and Move Deductee, Move Deductee Rows, View Default Summary, Proceed to correction statement, Submit Correction Statement

5. Pictorial guide of Online Correction for Overbooked Challan

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

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

PAN as per Statement* **Search** **Reset Search**

List of deductee rows attached to selected challan

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

Page 1 of 20 View 1 - 5 of 100

Move Deductee Rows ?

[View Default Summary](#)

Proceed to correction statement

Submit Correction Statement

Click here to move out the selected deductee row

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

5. Pictorial guide of Online Correction for Overbooked Challan

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

Challan List

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

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

BSR Code / Receipt Number (1)	Date on which Tax Deposited (2)	Challan Serial Number / DDO Serial Number (3)	TDS / TCS (₹) (4)	Surcharge (₹) (5)	Education Cess (₹) (6)	Interest (₹) (7)	Levy (₹) (8)	Others (₹) (9)	Total Tax Deposited (₹) (10)	Cheque No. / DD No. (11)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (12)	Amount Claimed as Total Tax Deposited (₹) (13)	Amount Claimed as Interest (₹) (14)	Amount Claimed as Others (₹) (15)	Available Balance (₹) (16)	Remaining Available Balance in Challan (₹) (17)
256****	25-Apr-2013	261	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
304****	05-Mar-2014	509	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
215****	25-Feb-2014	830	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
576****	27-Jan-2014		1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00
888****	15-Jun-2013		1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	599.00

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

Page 1 of 2 View 1 - 5 of 8

If you want to use the selected challan to statement from "Type of Correction" drop down to add challan/book entry receipts to the statement and the selected row movement.

Save Cancel

5. Pictorial guide of Online Correction for Overbooked Challan

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

Important Notes

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

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

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

Click on save

Save Cancel

5. Pictorial guide of Online Correction for Overbooked Challan

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

Challan Correction

Matched Challans
 Unmatched Challans
 Newly Added Challans

List of Matched Challans in the statement

1 Select a row and click on 'Edit Matched Challan Details' to edit payment details of Interest/Levy
 2 Select a row and click on 'View and Move Deductees' button to move deductees rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment(Total Tax Deposited) of attached deductees 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? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (₹) (14)	Amount Claimed as 'Interest' (₹) (15)	Amount Claimed as 'Others' (₹) (16)	Available Balance (₹) (17)	Matching Status (18)
<input checked="" type="checkbox"/>	219****	27-May-2013	261	1,00,000.00	0.00	0.00	0.00	0.00	0.00	1,00,000.00	0	No	338,000.00	1,000.00	1,000.00	601,000.00	Matched and Consumed
<input type="checkbox"/>	334****	05-Mar-2014	509	1,00,000.00	0.00	0.00	0.00	0.00	0.00	1,00,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	Matched and Consumed
<input type="checkbox"/>	215****	25-Feb-2014	820	1,00,000.00	0.00	0.00	0.00	0.00	0.00	1,00,000.00	0	No	400,000.00	1,000.00	1,000.00	599,000.00	Matched and Consumed

Page 1 of 2

The impacted challans will be highlighted

5. Pictorial guide of Online Correction for Overbooked Challan

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

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

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

Edited Row Deleted Row

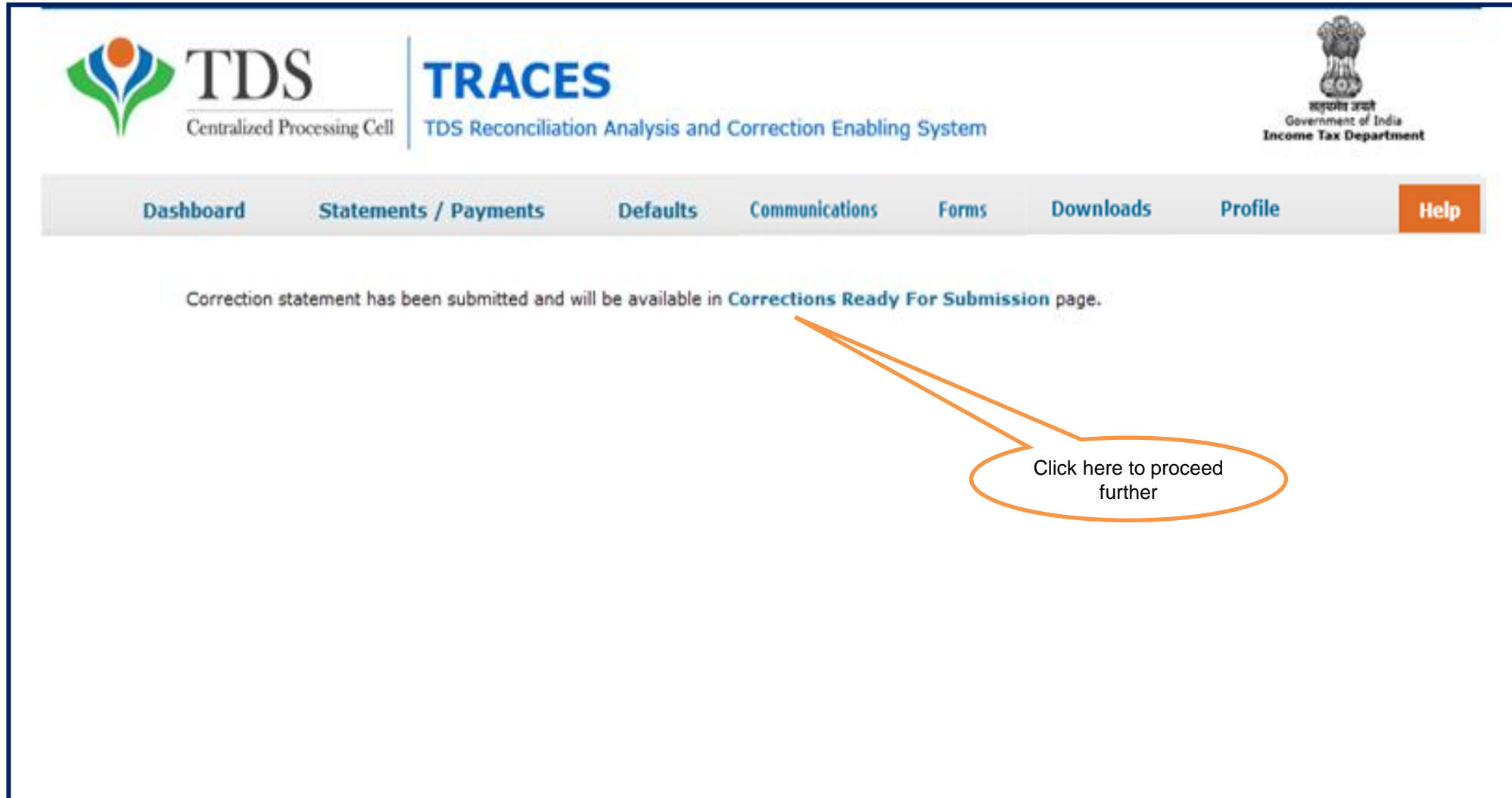
[View Default Summary](#)

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

Click here to submit the correction statement

5. Pictorial guide of Online Correction for Overbooked Challan

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



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

5. Pictorial guide of Online Correction for Overbooked Challan

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

The screenshot displays the TDS TRACES interface. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main heading is 'Correction Statements Ready For Submission'. Below this is an instruction: 'Select a row and click on 'View Statement' to view Action Summary screen for the statement'. A table with one row is shown, containing columns for Financial Year (2012-13), Quarter (Q3), Form Type (26Q), and User Id. Below the table are two buttons: 'View Statement' and 'Cancel Statement'. Three callouts are present: one pointing to the 'View Statement' button with the text 'Click here to proceed further', one pointing to the 'Cancel Statement' button with the text 'Click here to cancel statement', and one pointing to the first row of the table with the text 'Click on row'.

Financial Year	Quarter	Form Type	User Id
2012-13	Q3	26Q	

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

5. Pictorial guide of Online Correction for Overbooked Challan

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

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	██████████	Original RRR Number	0106XXXXXXXX8466	Latest RRR Number	1100XXXXXXXX2690
Financial Year	2012-13	Quarter	Q3	Form Type	26Q

Type of Correction: ----Select----

View Details

Action Summary for Q2 of FY 2012-13 for Form 24Q

Action Summary	Correct	Change
Challan Correction	Submit To Admin	Challan Corrections

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

5. Pictorial guide of Online Correction for Overbooked Challan

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



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

5. Pictorial guide of Online Correction for Overbooked Challan

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

The screenshot shows the 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 and language selector (English) are 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 on the right. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help.

The main content area is titled "Correction Statements Ready For Submission". Below this, a message states: "Select a row and click on 'View Statement' to view Action Summary screen for the statement".

Financial Year	Quarter	Form Type	User Id
2012-13	Q3	26Q	

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

Callouts in the image:

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

5. Pictorial guide of Online Correction for Overbooked Challan

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

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

Search In* Keyword

TDS
Consolidated Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Ministry of Revenue
Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

File Correction

TAN: [REDACTED] Original RRR Number: 1123XXXXXXXX4513 Latest RRR Number: 4100XXXXXXXX1764
Financial Year: 2012-13 Quarter: Q3 Form Type: 26Q

Type of Correction: View Details

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

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

Confirm

Click on 'Confirm' and Correction Ready for Submission

Click on hyperlink to view the edited detail for specific default

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

5. Pictorial guide of Online Correction for Overbooked Challan

Action Summary- View Edited Statement

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

Search In* Keyword

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department

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

File Correction

TAN: [REDACTED] Original RRR Number: 1123XXXXXXXX4513 Latest RRR Number: 4100XXXXXXXX1764
Financial Year: 2012-13 Quarter: Q3 Form Type: 26Q

Type of Correction: View Details

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

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

Confirm

Click on 'Confirm' and Correction Ready for Submission

Click on hyperlink to view the edited detail for specific default

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

5. Pictorial guide of Online Correction for Overbooked Challan

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

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

Search In* Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Action Summary for Q1 of FY :2012-13 or Form 26Q

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

Submit For Processing Edit Correction Statement Back

Click here to submit correction

Click here to edit correction statement

Click on hyperlinks to view the Action Summary

5. Pictorial guide of Online Correction for Overbooked Challan

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

The screenshot shows the TDS TRACES web interface. The main window displays the TDS logo and the text 'TRACES Centralized Processing Cell'. A search bar and navigation links are visible at the top. On the left, there is a sidebar with 'Action Summary' and a list of items: 'Corrected', 'Challan Changes', 'PAN Errors', 'Deductee Changes', and 'Submit For Processing'. A 'Help' button is located in the top right corner.

Overlaid on the main window is an 'emSigner' window. The window title is 'emSigner'. It features the TDS logo and the text 'TDS Centralized Processing Cell'. Below the logo, there is a section titled 'Content to Sign:' with a text area containing the string: 'SCM^WF^180810^RDYSUB^10041884^2019-06-26 11:35:36.0^24Q^^4100000007'. Below this, there is a 'Certificate Store' section with a table. The table has four columns: 'Common Name', 'Issuer Name', 'Serial No', and 'Expiry Date'. The table contains three rows of data:

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

At the bottom of the emSigner window, there are three buttons: 'View Certificate', 'Sign', and 'Cancel'. Two callout boxes with orange borders and white text are present. One callout box points to the 'Sign' button and contains the text 'Select the signature'. The other callout box points to the 'Certificate Store' table and contains the text 'Click here to validate DSC'.

5. Pictorial guide of Online Correction for Overbooked Challan

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

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 present with the text 'Search In Keyword'. To the right, there are font size adjustment buttons (A, A, A) and a language dropdown menu set to 'English'. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the far right of the header is the Government of India Income Tax Department logo. Below the header is a navigation menu with buttons for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area displays a success message: 'Correction statement submitted successfully! Correction statement for Q3 of FY 2012-13 for Form 26Q has been submitted for processing. Token Number for this statement is 41000000728754 . You can check status of statements under 'Statements / Payments'.

Click on Help icon for help text for this screen

Message showing that correction statement is successfully submitted

Note: Note down the Token Number for future reference

5. Pictorial guide of Online Correction for Overbooked Challan

Status- Submitted to ITD

The screenshot shows a web interface for tracking correction requests. At the top, there are navigation tabs: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help. Below the tabs, the page title is 'Track Correction Request'. A section titled 'Please select one of the below Search Options' contains three radio buttons: Request Number, Date, and View All (selected). Below this is a 'Correction Request Details' section with three instructions: 1. Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement. 2. Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user. 3. View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction. Below the instructions is a table with the following columns: Request Date, Request Number, Financial Year, Quarter, Form Type, Latest Token Number, Status, Correction Category, Remarks, New Token Number, Assigned To, Processed Date, Downloaded, and Uploaded. The first row in the table has a status of 'Submitted to ITD', which is circled in orange with a callout box containing the text 'Submitted to ITD'. The other rows have statuses of 'Cancelled' or 'Processed'.

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	2012-13	Q3	26Q	4100XXXXXXXX535	Submitted to ITD	Online		4100XXXXXXXX875				
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online						
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online						
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online						
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXX987	Cancelled	Online						
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online						
07-Mar-2019	61750	2018-19	Q2	26Q	4100XXXXXXXX743	Processed	Online		4100XXXXXXXX744		07-Mar-2019		
07-Mar-2019	61749	2018-19	Q2	26Q	1222XXXXXXXX792	Processed	Online		4100XXXXXXXX743		07-Mar-2019		

5. Pictorial guide of Online Correction for Overbooked Challan

Status- Accepted

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

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

Correction Request Details

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

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Downloaded	Uploaded
29-Apr-2019	61920	2012-13	Q3	26Q	4100XXXXXXXX535	Accepted	Online		4100XXXXXXXX875				
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online						
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online						
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online						
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXX987	Cancelled	Online						
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online						
07-Mar-2019	61750	2018-19	Q2	26Q	4100XXXXXXXX743	Processed	Online		4100XXXXXXXX744		07-Mar-2019		
07-Mar-2019	61749	2018-19	Q2	26Q	1222XXXXXXXX792	Processed	Online		4100XXXXXXXX743		07-Mar-2019		

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

5. Pictorial guide of Online Correction for Overbooked Challan

Status- Processed

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 request

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
29-Apr-2019	61920	2012-13	Q3	26Q	4100XXXXXXXX535	Processed	Online		4100XXXXXXXX875		29-Apr-2019		
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online						
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online						
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online						
07-Feb-2019	61605	2016-17	Q1	26Q	4100XXXXXXXX535	Rejected	Online	View Rejection Reason	4100XXXXXXXX711				

Page 3 of 17 View 21 - 30 of 164

Cancel Statement

Correction Statement is processed by TDS CPC

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