

E-Tutorial

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



TDS
Centralized Processing Cell

1.Important Information on Online Correction

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

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

This feature is extremely useful as it is :

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

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

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

Enhance efficiency: Error specific correction is possible

Note: For paper return online correction cannot be done

2. Most Common Error While filing Online Correction

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

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

Error Description	Explanation
<p>Increase in amount claimed as interest , amount claimed as other and Levy should not be greater than the remaining available balance in challan.</p>	<p>This error occurs when Deductor claims more than the remaining available balance of the challan.</p>
<p>Online Correction on TRACES is not enabled for the requested statement . Kindly file correction through NSDL and then subsequent correction can be filed on TRACES.</p>	<p>This error occurs if statement for the particular Form Type, F.Y and Quarter is not processed by TRACES. So, once Deductor will file correction statement with Conso File at NSDL and it gets processed by TRACES, Online Correction will be enabled for that particular statement.</p>
<p>PAN of Authorized/ Responsible person as per personal information of the Correction can be filed on TRACES. Please update PAN of authorized person /Responsible person in the correction file.</p>	<p>This error occurs if PAN of authorized person in profile section of the TRACES is different than PAN mentioned /Not mentioned in the personal information of the statement. Deductor need to update the PAN in the personal Information same as mentioned in the profile section Vice Versa.</p>
<p>No challan for F.Y (e.g. 2014-15) available for tagging. Please select another F.Y from below dropdown or deposit challan or contact your AO (if changes in challan is required).</p>	<p>This error may occur if book entry flag is “ Yes” which has to be changed to “No” . Please refer the E-Tutorial 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 for Online Correction – 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 is mandatory, should be registered on TRACES before making this correction, However, regular statement should be processed from TRACES.
- In case statement is not processed by TRACES, please file C1 (Personal Information) through Conso file then you will be able to proceed with online correction.

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

Landing page will be displayed on Screen.

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

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

Step 4: Validate KYC using DSC supported KYC option.

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

Step 5: After KYC validation, select the “**Type of Correction**” category from the drop down as “**PAN Correction**”.

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

5. Pictorial guide for Online Correction- PAN Correction

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 logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. The navigation bar includes 'Deductor', 'Tax Payer', and 'PAO' tabs, and a 'Help' button. The 'Login as' section has radio buttons for 'Deductor' (selected), 'Taxpayer', and 'PAO'. The 'Deductor Login' section contains four input fields: 'User Id*' (with a callout 'Enter user id and password'), 'Password*', 'TAN for Deductor*' (with a callout 'Enter TAN'), and 'Verification Code*' (with a callout 'Enter the text as displayed then click on Login'). A CAPTCHA image shows the text 'K224D' (with a callout 'Click on help icon (?) next to each field for more details'). A 'Login' button is at the bottom. A 'Common Note' section on the right provides instructions for new and existing users. A 'Help' icon is also present in the top right corner (with a callout 'For more details on any screen, click on Help icon').

Click on Deductor Option

Enter user id and password

For more details on any screen, click on Help icon

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

Enter TAN

Enter the text as displayed then click on Login

For Deductors:

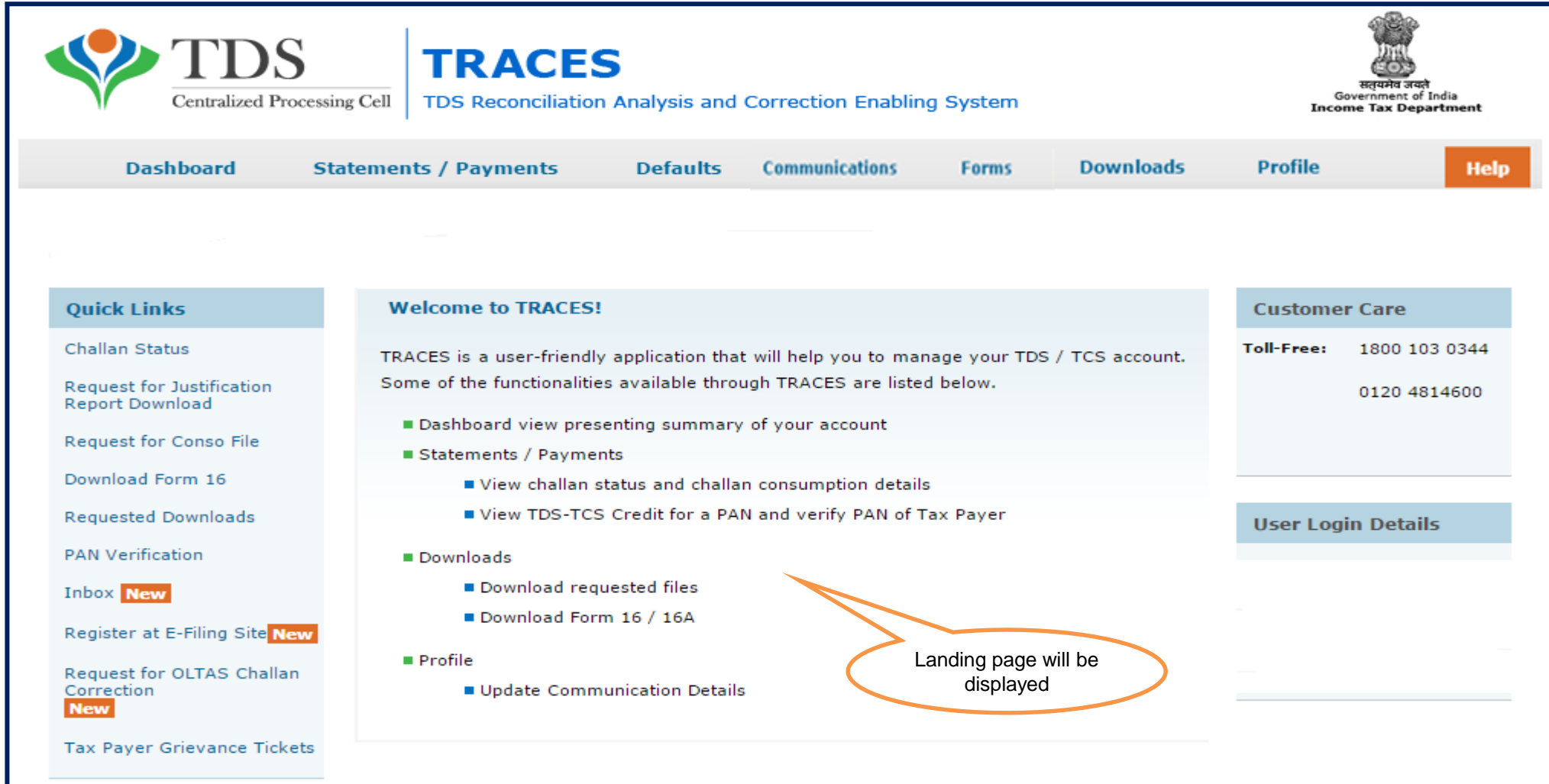
- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered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

Common Note:

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

5. Pictorial guide for Online Correction- PAN Correction

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 sections: Quick Links, Welcome to TRACES!, and Customer Care. The Welcome to TRACES! section contains a list of functionalities available through the system, such as viewing account summaries, statements, downloads, and profile updates. A callout bubble points to the 'Downloads' section, stating 'Landing page will be displayed'.

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते
Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Quick Links

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

Welcome to TRACES!

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

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

Customer Care

Toll-Free: 1800 103 0344
0120 4814600

User Login Details

Landing page will be displayed

5. Pictorial guide for Online Correction- PAN Correction

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 and language selector (English) are also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (Government of India, Income Tax Department). 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, Track Request for Tag / Replace Challan, and Download. An orange callout bubble points to the 'Request for Correction' option with the text 'Select “ Request for correction “'. The main content area includes a 'Welcome to TRACES!' message, a 'Quick Links' sidebar with items like Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, Inbox (New), Register at E-Filing Site (New), Request for OLTAS Challan Correction (New), and Tax Payer Grievance Tickets. A 'Customer Care' section provides toll-free numbers (1800 103 0344 and 0120 4814600), and a 'User Login Details' section with fields for TAN / PAN, IP, and Last logged in on.

5. Pictorial guide for Online Correction- PAN Correction

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

The screenshot shows 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 logo. A navigation bar contains links for Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help. The main heading is 'Request for Correction'. Below this, there are three informational messages:

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

The form fields are:

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

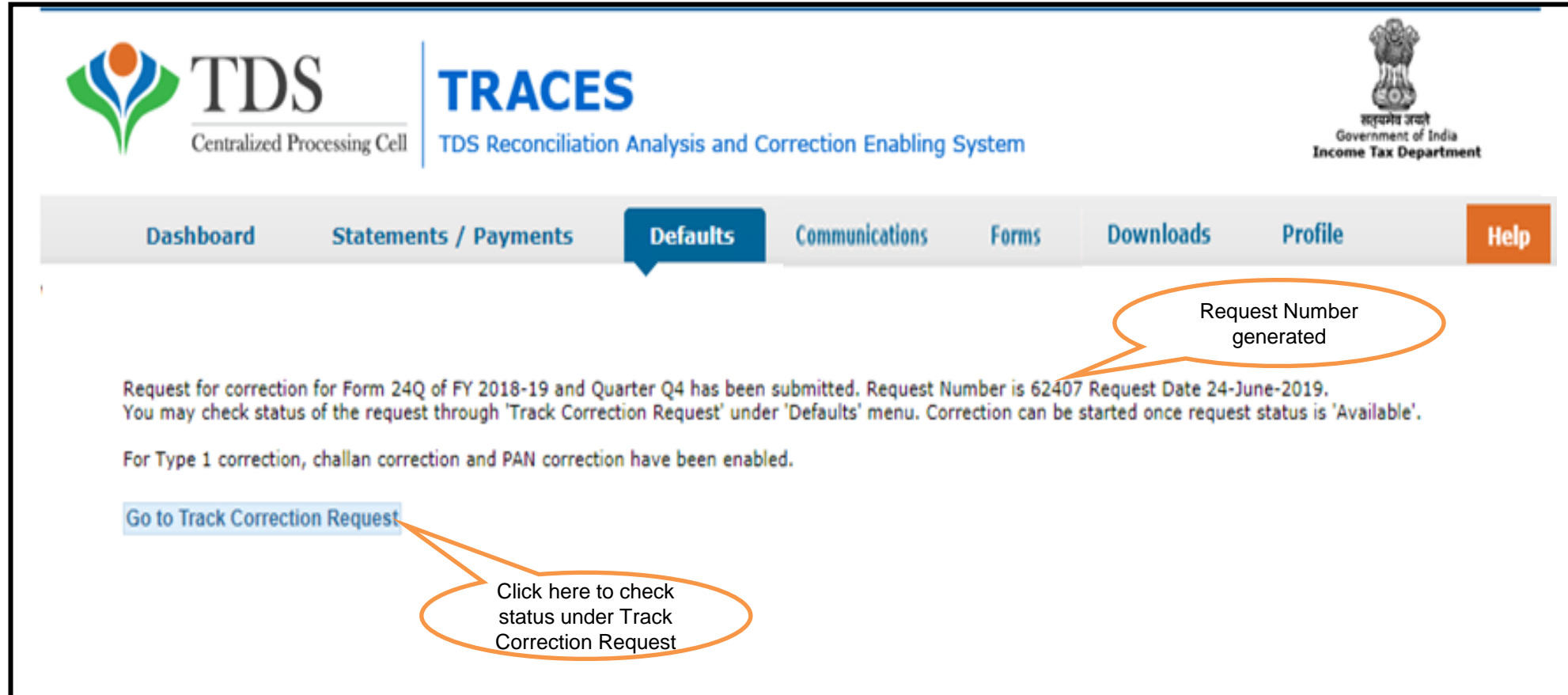
A 'Submit Request' button is located to the right of the Correction Category dropdown. Two callout boxes are present: one pointing to the input fields with the text 'Enter Financial Year, Quarter and Form Type, correction category "Online"', and another pointing to the 'Submit Request' button with the text 'Click on Submit Request'.

Enter Financial Year, Quarter and Form Type, correction category "Online"

Click on Submit Request

5. Pictorial guide for Online Correction- PAN Correction

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 2018-19 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 under Track Correction Request'. Another orange speech bubble points to the text 'Request Number generated' within the confirmation message.

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

Government of India
Income Tax Department

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

Request for correction for Form 24Q of FY 2018-19 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.

[Go to Track Correction Request](#)

Request Number generated

Click here to check status under Track Correction Request

5. Pictorial guide for Online Correction- PAN Correction

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

Track Correction Request

Please select one of the below Search Options

Request Number Date View All

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

Correction Request Details

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

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
24-Jun-2019	62407	2018-19	Q4	24Q	4100XXXXXXXX140	Available	Online			MRIA018918			

Page 1 of 1 View 1 - 1 of 1

Cancel Statement

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

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

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

5. Pictorial guide for Online Correction- PAN Correction

Step 4: Validate KYC using DSC supported KYC option.

The screenshot shows the TRACES portal interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Choose KYC Flow'. It contains an information icon and text: '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' (which is selected) and 'Normal KYC Validation (Without Digital Signature)'. A second information icon states: 'Digital Signature will be validated for "Digital Signature supported KYC validation" option'. At the bottom left, there is a 'Validate DSC' button, which is circled in orange with a callout bubble that says 'Click here to validate DSC'. Another callout bubble points to the text 'Important Note'.

- 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.
- **Note: While signing data with your DSC token, please enter password to validate the DSC**
- Authentication Code will not appear on the screen in case DSC Supported KYC.

5. Pictorial guide for Online Correction- PAN Correction

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

The screenshot shows the TDS TRACES portal interface. The main header includes the TDS logo, the text 'TRACES TDS Reconciliation Analysis and Correction Enabling System', and the Government of India Income Tax Department logo. The navigation menu contains 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. The main content area displays a message about digital signature registration and a 'Validate DSC' button. An 'emSigner' window is overlaid, showing the content to be signed and a list of certificates in the 'Certificate Store'.

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a30	02-07-2020
test15	e-Mudhra Sub CA for Cl...	1748778a39	02-07-2020
test14	e-Mudhra Sub CA for Cl...	1748778a37	02-07-2020
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020

5. Pictorial guide for Online Correction- PAN Correction

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

File Correction

TAN	XXXXXXXXXX	Original RRR Number	5240XXXXXXXX9780	Latest RRR Number	4100XXXXXXXX1403
Financial Year	2018-19	Quarter	Q4	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 Data

Sr.No.	Type of Default	Default Amount (₹)	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

21

Select Personal Information Type of Correction

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Invalid PAN Annexure 1

The screenshot shows the 'PAN Correction' interface. At the top, there is a dropdown menu for 'Type of Correction' set to 'PAN Correction' and a 'View Details' button. Below this, there are four tabs: 'Invalid PAN Annexure1', 'Valid PAN Annexure1', 'Invalid PAN Annexure2', and 'Valid PAN Annexure2'. The 'Invalid PAN Annexure1' tab is selected.

Instructions and callouts:

- 1. Enter PAN as per statement. Search for the PAN from below table. Click on 'Reset Search' to remove the filter. Callout: Click on 'Invalid PAN Annexure 1' to view the list of invalid PAN in the statement.
- 2. Enter Challan Record Number and Deductee Record Number as per statement to search the deductee row. Click on 'Reset Search'. Callout: User can search either using PAN filter or CD/DD Record Number filter.
- 3. 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. Callout: Important Notes.

Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed	Action Status
3	4	-	PANNOAVBL	INVALID1		
3	5	-	PANNOAVBL	INVALID2		

Page 1 of 1 | 5 | View 1 - 2 of 2

Legend: Edited & Saved Rows (Yellow square), Deleted Row (Red square)

Full form of Abbreviation used in above Screen :

CD : Challan Detail

DD : Deductee Detail

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Invalid PAN Annexure 1(Contd.)

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*

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 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

1 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.

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Invalid PAN Annexure 1(Contd.)

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 error message if PAN is invalid or success message if 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
3	4	-	PANNOAVBL	INVALID1	<input type="text"/>	<input type="text"/>	Save
3	5	-	PANNOAVBL	INVALID2	<input type="text"/>	<input type="text"/>	

Page 1 of 1 View 1 - 2 of 2

Edited Row 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.

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Valid PAN Annexure 1

PAN Correction

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

Enter PAN as per statement to search for 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'

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 type="checkbox"/>	1	1	1	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	3	2	2	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	3	1	1	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	2	2	2	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	2	1	1	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			

Page 1 of 225 View 1 - 5 of 1122

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

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Valid PAN Annexure 1 (Contd.)

PAN Correction

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

1 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

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 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	XXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	3	2	2	XXXXXXXXXX	XXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	3	1	1	XXXXXXXXXX	XXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	2	2	2	XXXXXXXXXX	XXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	2	1	1	XXXXXXXXXX	XXXXXXXXXX	<input type="text"/>		

Once the Row selected, Changed PAN field will be editable

View 1 - 5 of 1 122

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Valid PAN Annexure 1 (Contd.)

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 PAN Master	Action Status
<input checked="" type="checkbox"/> 1	1	1	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Saved
<input type="checkbox"/> 3	2	2	XXXXXXXXXX ANN	XXXXXXXXXX			
<input type="checkbox"/> 3	1	1	XXXXXXXXXX KH	XXXXXXXXXX			
<input type="checkbox"/> 2	2	2	XXXXXXXXXX	XXXXXXXXXX			
<input type="checkbox"/> 2	1	1	XXXXXXXXXX	XXXXXXXXXX			

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

Legend: ■ 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.

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Invalid PAN Annexure 2

PAN Correction

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

1 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* Search Reset Search

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

DD Record Number* Search Reset Search

1 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	XXXXXXXXXXXXXXXXXX			

Page 1 of 1 5 View 1 - 1 of 1

■ 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

Select 'Invalid 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.

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Invalid PAN Annexure 2 (contd.)

PAN Correction

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

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*

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

DD Record Number*

1 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	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	<input type="text"/>		

Page 1 of 1 View 1 - 1 of 1

Edited & Saved Rows Deleted Row

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

Once the Row selected, Changed PAN field will be editable

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Invalid PAN Annexure 2 (contd.)

PAN Correction

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

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* Search Reset Search

1 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

1 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
2	1050200000	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Saved

Page 1 of 1 5 View 1 - 1 of 1

Edited & Saved Rows Deleted Rows

1 Locked Rows are read only. No further changes can be done once and further changes are not allowed.

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

Valid PAN successfully changed into Valid PAN and saved

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

- 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.

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Valid PAN Annexure 2

Type of Correction

PAN Correction

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*

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

DD Record Number*

1 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="checkbox"/>	6	1050200000	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	7	1050200000	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			

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

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Valid PAN Annexure 2 (contd.)

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

DD Record Number*

1 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	EXXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	6	1050200000	XXXXXXXXXX	EXXXXXXXXXX			
<input type="checkbox"/>	7	1050200000	XXXXXXXXXX	EXXXXXXXXXX			

View 1 - 3 of 3

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

Edited Rows can be viewed

[View Default Summary](#)

Proceed to correction statement

Click here to submit the correction request

5. Pictorial guide for Online Correction- PAN Correction

PAN Correction – Valid PAN Annexure 2 (contd.)

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

DD Record Number*

2 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	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Saved
<input type="checkbox"/>	6	1050200000	XXXXXXXXXX	XXXXXXXXXX			
<input type="checkbox"/>	7	1050200000	XXXXXXXXXX	XXXXXXXXXX			

Edited & Saved Rows Deleted

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

Show Edited Rows

[View Default Summary](#)

Proceed to correction statement

Valid PAN successfully changed into Valid PAN and saved

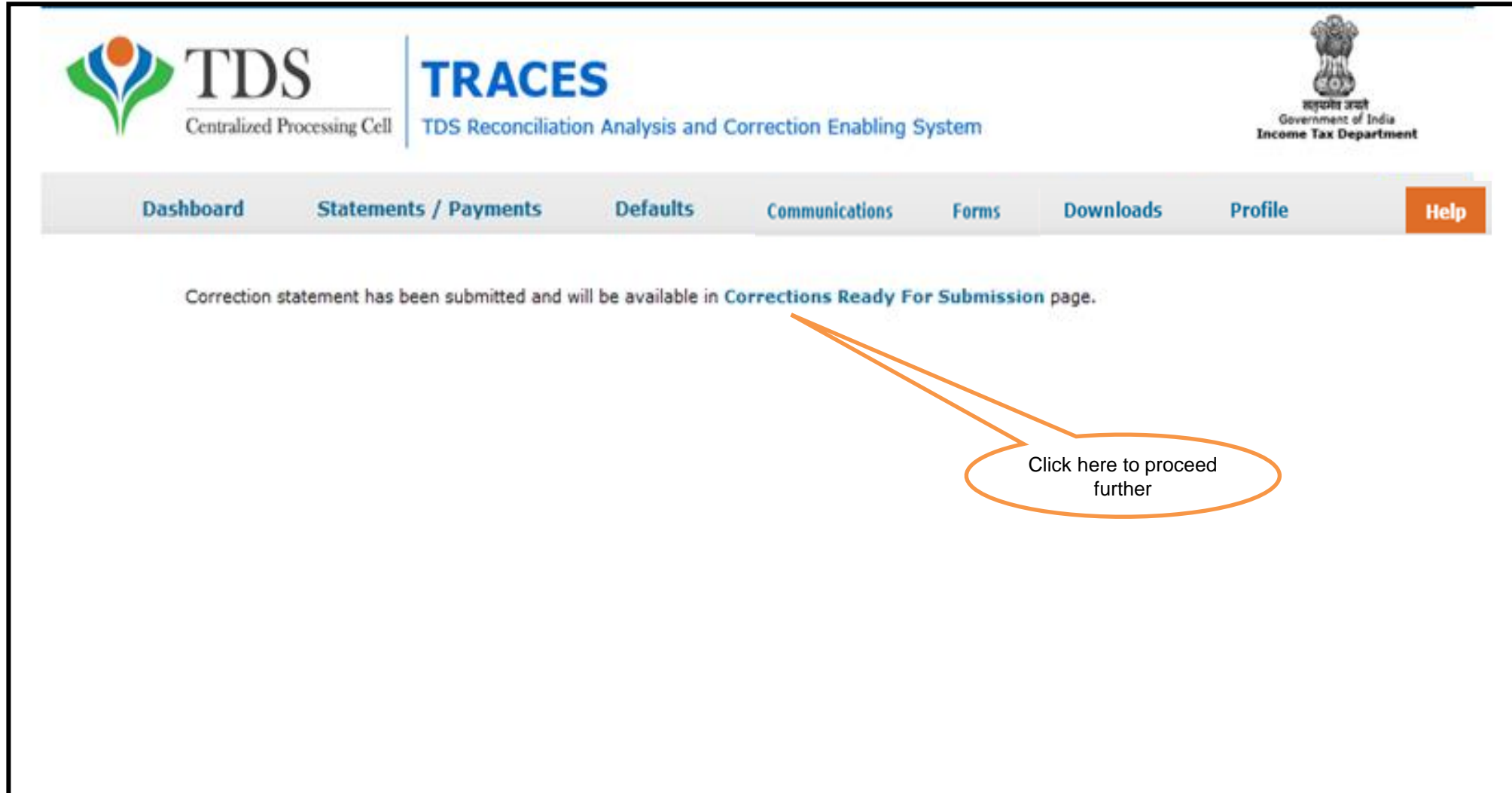
Name as per PAN Master will be populated in 'Name as per Changed PAN' column

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

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

5. Pictorial guide for Online Correction- PAN Correction

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 displays the message: "Correction statement has been submitted and will be available in [Corrections Ready For Submission](#) page." An orange callout bubble with the text "Click here to proceed further" points to the link "Corrections Ready For Submission".

5. Pictorial guide for Online Correction- PAN Correction

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

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

Financial Year	Quarter	Form Type	User Id
2018-19	Q4	24Q	CM8G05798C@

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".

5. Pictorial guide for Online Correction- PAN Correction

Action Summary- Sub-User log in

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

Government of India
Income Tax Department

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

File Correction

TAN: Original RRR Number: 3399XXXXXXXX5965 Latest RRR Number: 4100XXXXXXXX1322
Financial Year: 2018-19 Quarter: Q4 Form Type: 24Q

Type of Correction: [View Details](#)

Action Summary for Q4 of FY 2018-19 for Form 24Q

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

[Confirm](#)

Click here to submit correction to Admin User

Click here to view corrected details

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

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

The screenshot displays the TDS TRACES interface. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main heading is 'Action Summary for Q4 of FY 2018-19 for Form 24Q'. Below this is a table with two columns: 'Correction Type' and 'Change'. The table lists 'Personal Information', 'PAN Errors', and 'Deductee Changes', each with a 'View Corrections' link. At the bottom of the table are three buttons: 'Submit for Processing', 'Edit Correction Statement', and 'Back'. Two callouts are present: one pointing to 'Submit for Processing' with the text 'Click here to submit the correction', and another pointing to 'Edit Correction Statement' with the text 'Click here to edit the correction'.

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

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

Click here to submit the correction

Click here to edit the correction

5. Pictorial guide for Online Correction- PAN Correction

Web signer window will be displayed to validate the DSC

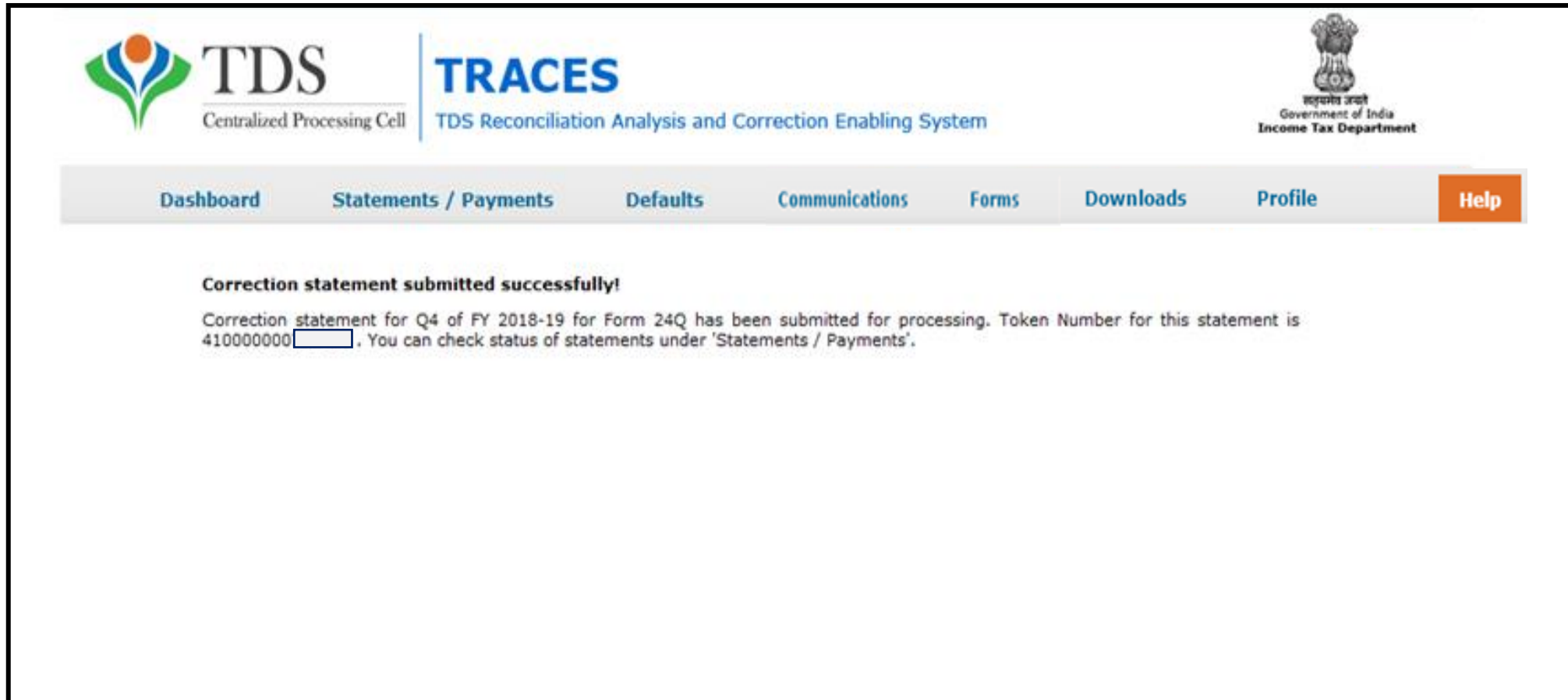
The screenshot shows the TDS TRACES web interface. The main page has a header with the TDS logo and 'TRACES TDS Reconciliation Analysis and Correction Enabling System'. A navigation bar includes 'Dashboard' and 'Statements / Pay'. A sidebar on the left has 'Action Summary' with a 'Correction Type' section containing 'Personal Information', 'PAN Errors', and 'Deductee Changes'. A 'Help' button is visible in the top right. An 'emSigner' window is overlaid in the center, displaying the TDS logo and 'Content to Sign' field with the text: 'SCM^WF^180810^RDYSUB^10041884^2019-06-26 11:35:36.0^24Q^4100000007'. Below this is a 'Certificate Store' table with the following data:

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

At the bottom of the emSigner window are buttons for 'View Certificate', 'Sign', and 'Cancel'. Two callouts are present: one pointing to the table with the text 'Select the signature' and another pointing to the 'Sign' button with the text 'Click here to validate DSC'.

5. Pictorial guide for Online Correction- PAN Correction

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



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. To the right is the Government of India Income Tax Department logo. Below the logos is a navigation menu with tabs: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area shows a message: "Correction statement submitted successfully!" followed by a detailed message: "Correction statement for Q4 of FY 2018-19 for Form 24Q has been submitted for processing. Token Number for this statement is 410000000 [redacted]. You can check status of statements under 'Statements / Payments'."

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

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