

# E-Tutorial

## Download Justification Report



## Brief Steps for downloading of Justification Report

- Please check statement status under “**Statement /Payment Tab** ” before raising the request for Justification Report . Request for Downloading Justification Report can only be Submitted when Statement Status is “**Processed with Default**”.
- Financial Year, Form type and Quarter for which KYC required will be auto populated on KYC screen. Enter Token Number of the Regular (Original) Statement only, corresponding to the Financial Year, Quarter and Form Type displayed . Enter CIN/ Valid PAN details pertaining to the Financial Year, Quarter and Form Type displayed on the screen on the basis of latest correction statement filed by you(if any). **Please DO NOT copy /paste the data.**
- After providing correct KYC details, an authentication code will be generated, which is valid for same calendar day for same Financial Year, Form Type and Quarter.
- On successful submission of the request, a unique Request number will be generated.
- Justification Report will be available in “Requested Download”, Deductor can search for Justification Report by using:  
**a) Request Number b) Date c) View All.**
- Details of Request Status:
  - a) **Submitted:** Successful submission, Request in processing
  - b) **Available:** Justification Report available for Downloading
  - c) **Disabled:** Duplicate request submitted for downloading
  - d) **Failed:** User are advised to contact CPC(TDS)
  - e) **Not Available:** Statement processed without default


## Important Information on Justification Report

- Justification Report consists detailed information about the defaults/errors identified by the TRACES (CPC TDS) while processing the original/correction statement filed by deductor for the particular quarter, financial year and Form Type.
- It helps Deductor to identify the default at Statement Transaction level and to rectify them.
- Justification Report is available from financial year 2007-08 onwards.
- Deductor can download Justification Report by using HTTP Download or Download manager accordingly once it is available.
- Downloaded file will be in ZIP format , it has to be extracted with the password.
- The password for opening Justification Report is **JR\_TAN\_FormType\_Quarter\_FY**, i.e., **JR\_AAAA11111A\_24Q\_Q3\_2010-11** for statement processed by TRACES.
- Deductor needs to download the Utility V 2.2 from TRACES website to convert downloaded Justification report into Excel format.
- Justification Report will be generated and will be saved in the destination folder selected by Deductor.

## Login to TRACES


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Search In Keyword  English



### TRACES

TDS Reconciliation Analysis and Correction Enabling System




Home
Deductor
Tax Payer
Help

#### Login

User Id\*  ?

Password\*

TAN for Deductor / PAN for Tax Payer\*

Verification Code\*  [Click to refresh image](#)

Enter text as in above image\*

[Register as New User](#)
[Forgot Password?](#)
[Forgot](#)

**For Deductors:**

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

**For Tax Payers:**

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

**Common Note:**

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

Click on help icon next to each field for more details

Login to TRACES as a deductor by entering User Id and Password

Password is mandatory

TAN / PAN is mandatory

Enter TAN

Verification Code is mandatory




Enter the text as displayed in Verification Code

For more details on any screen, click on Help icon

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## Welcome Page



[Dashboard](#) [Statements / Payments](#) [Defaults](#) [Communications](#) [Downloads](#) [Profile](#) [Help](#)

### Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**


### Welcome to TRACES!


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

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

### Customer Care

**Toll-Free:** 1800 103 0344

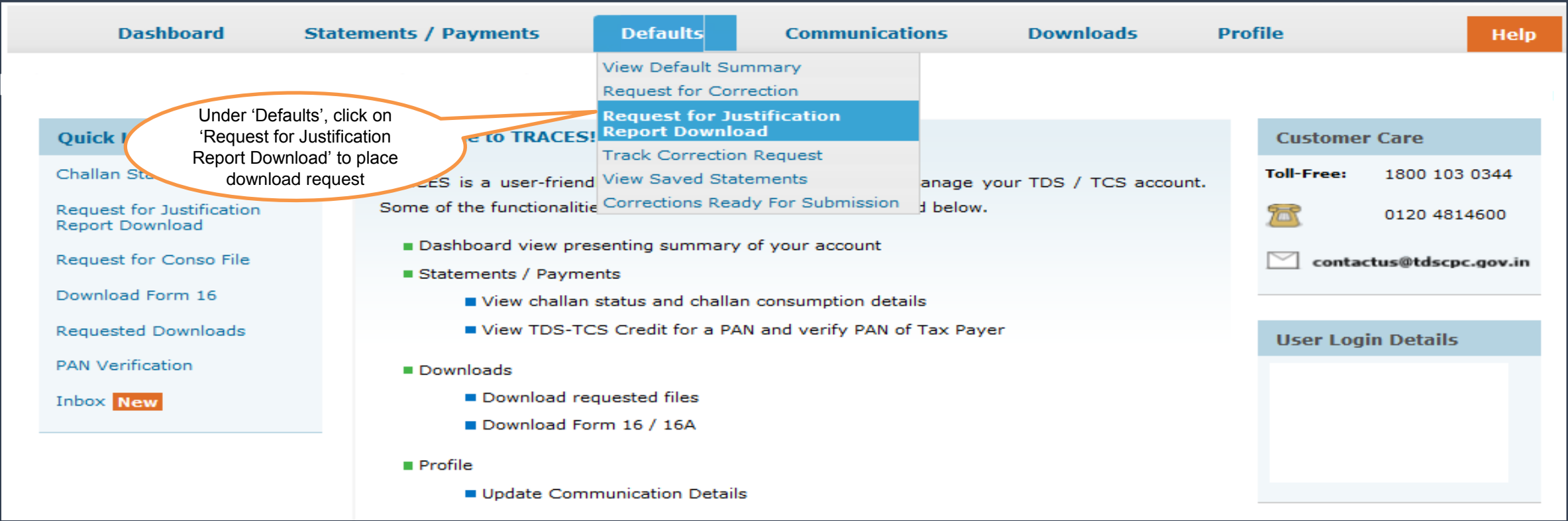
 0120 4814600

 [contactus@tdscpc.gov.in](mailto:contactus@tdscpc.gov.in)

### User Login Details

Landing page will be displayed

## Select Request for Justification Report







The screenshot shows the TDS portal navigation menu with the following items: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Defaults' menu is expanded, showing options: View Default Summary, Request for Correction, Request for Justification Report Download (highlighted), Track Correction Request, View Saved Statements, and Corrections Ready For Submission. A callout bubble points to the 'Request for Justification Report Download' option with the text: "Under 'Defaults', click on 'Request for Justification Report Download' to place download request".

- Download request for Justification Report for a particular statement can be submitted only when the statement is filed by deductor and processed with Default


## Enter Search Criteria

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Search In Keyword    English


 **TDS**  
Centralized Processing Cell

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



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

**Request For Justification Report Download**

 Click [here](#) to download e-Tutorial for submitting download request for Justification Report

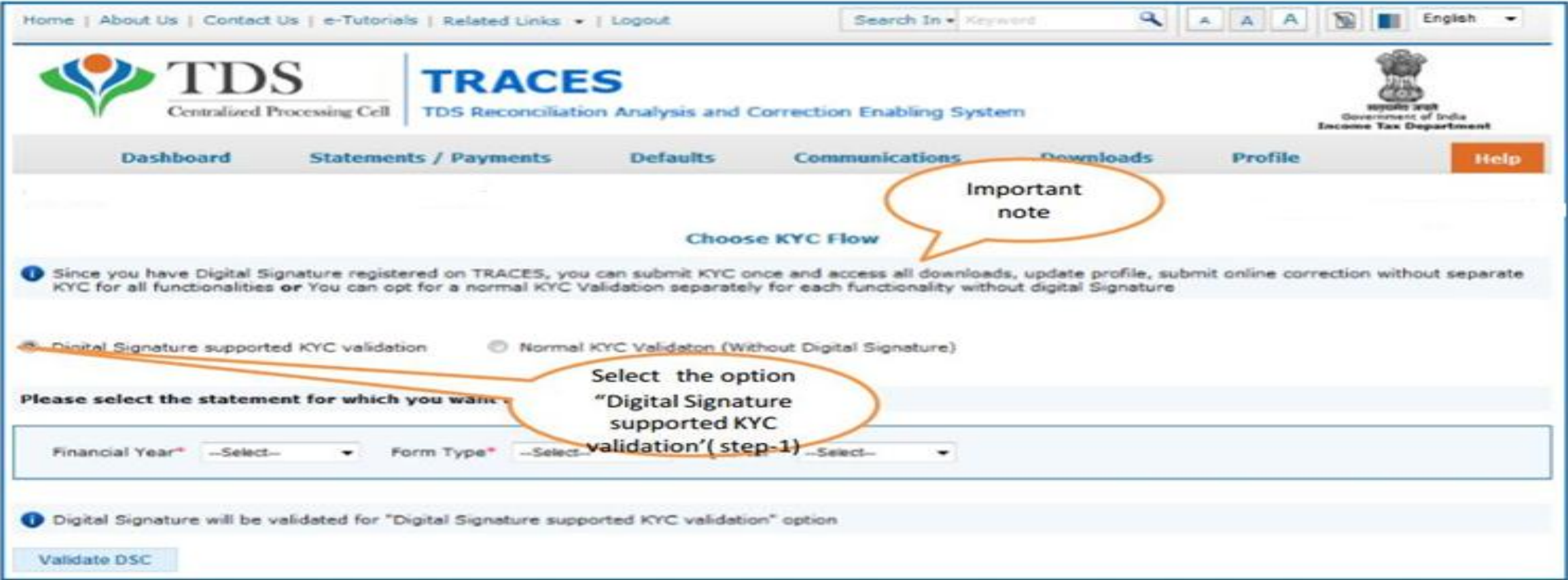
Financial Year\*  Quarter\*  Form Type\*

Click on Help icon for help text for this screen

Select Financial Year, Quarter and Form Type for which Justification Report is required and click on 'Go'

Validation screen will be presented on click of 'Go'

## Digital Signature supported KYC Validation contd. (Step-1)



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Search In Keyword

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

Government of India Income Tax Department

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

Choose KYC Flow

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

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

Please select the statement for which you want

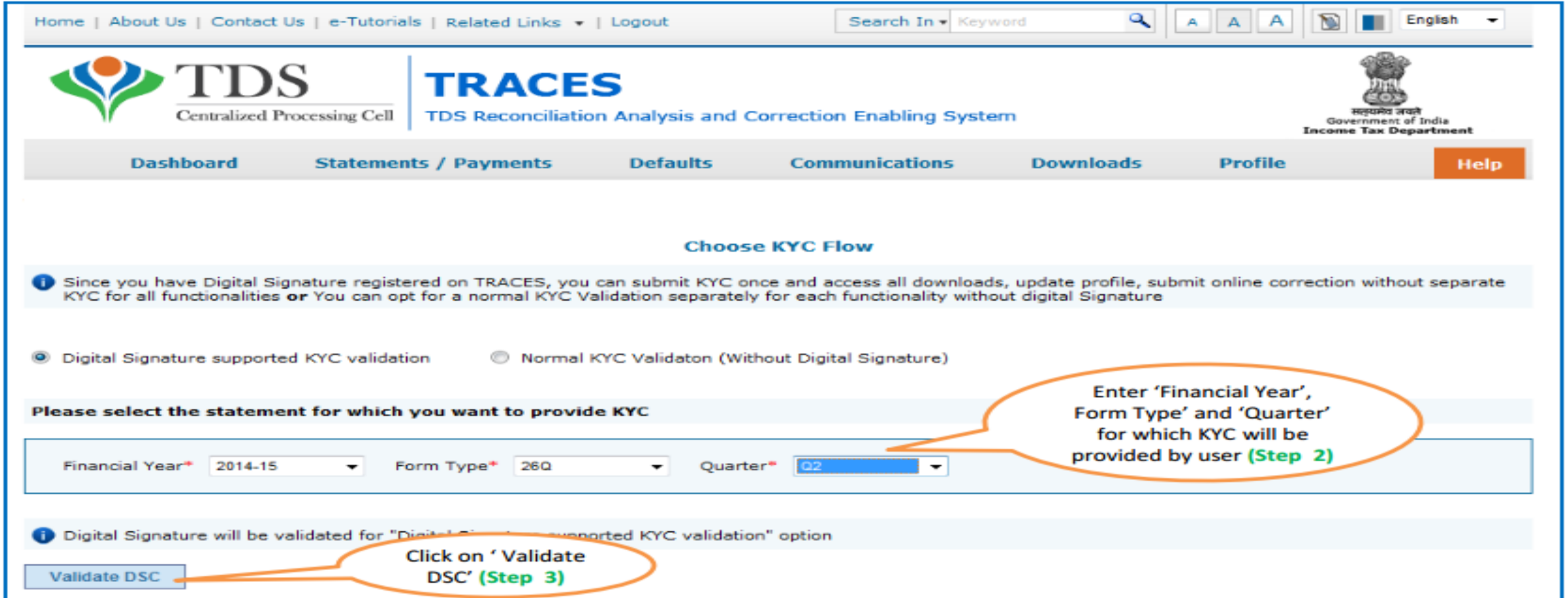
Financial Year\* --Select-- Form Type\* --Select--

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

Validate DSC

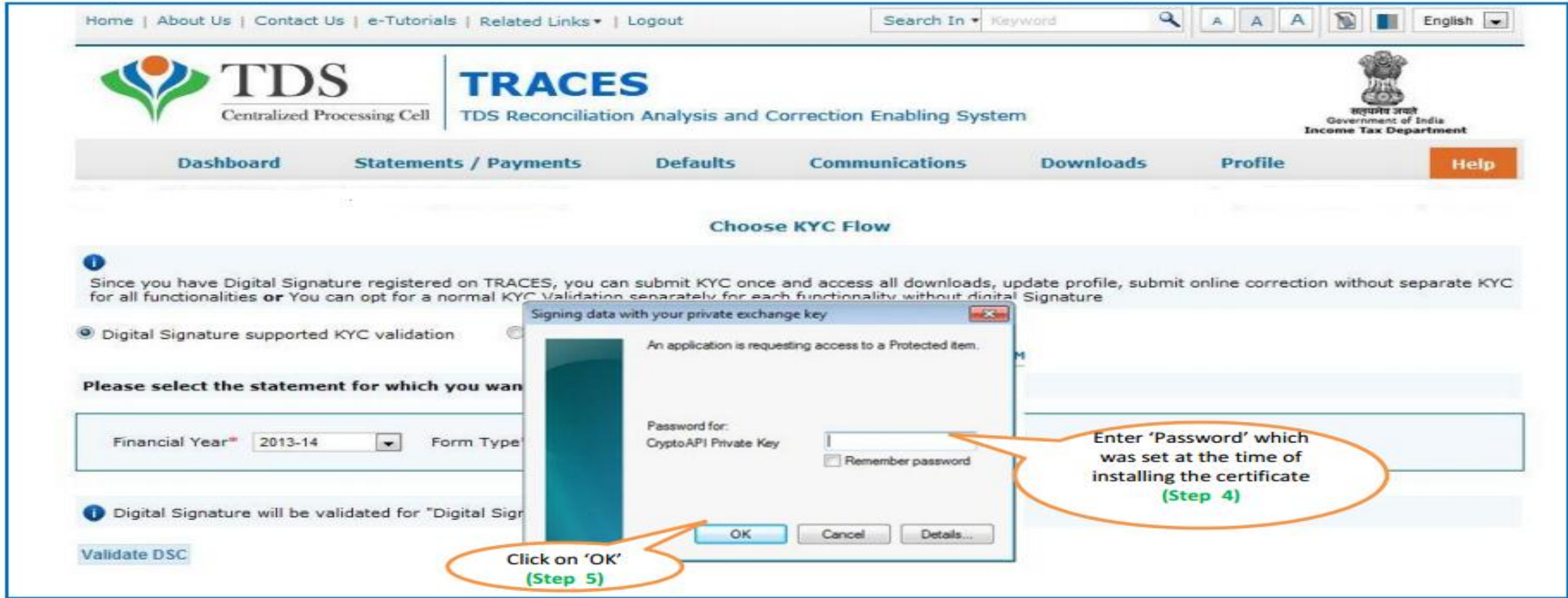
- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re register their Digital Signature in Profile. Please refer – Digital Signature Certificate Registration e-Tutorial for more information.
- Normal KYC Validation (without Digital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

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



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

## Digital Signature supported KYC Validation contd. (Step 4 & 5)



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### Choose KYC Flow

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

2 Digital Signature supported KYC validation

Please select the statement for which you want to download

Financial Year\* 2013-14 Form Type

Digital Signature will be validated for "Digital Signature"

Validate DSC

Signing data with your private exchange key

An application is requesting access to a Protected item.

Password for: CryptoAPI Private Key

Remember password

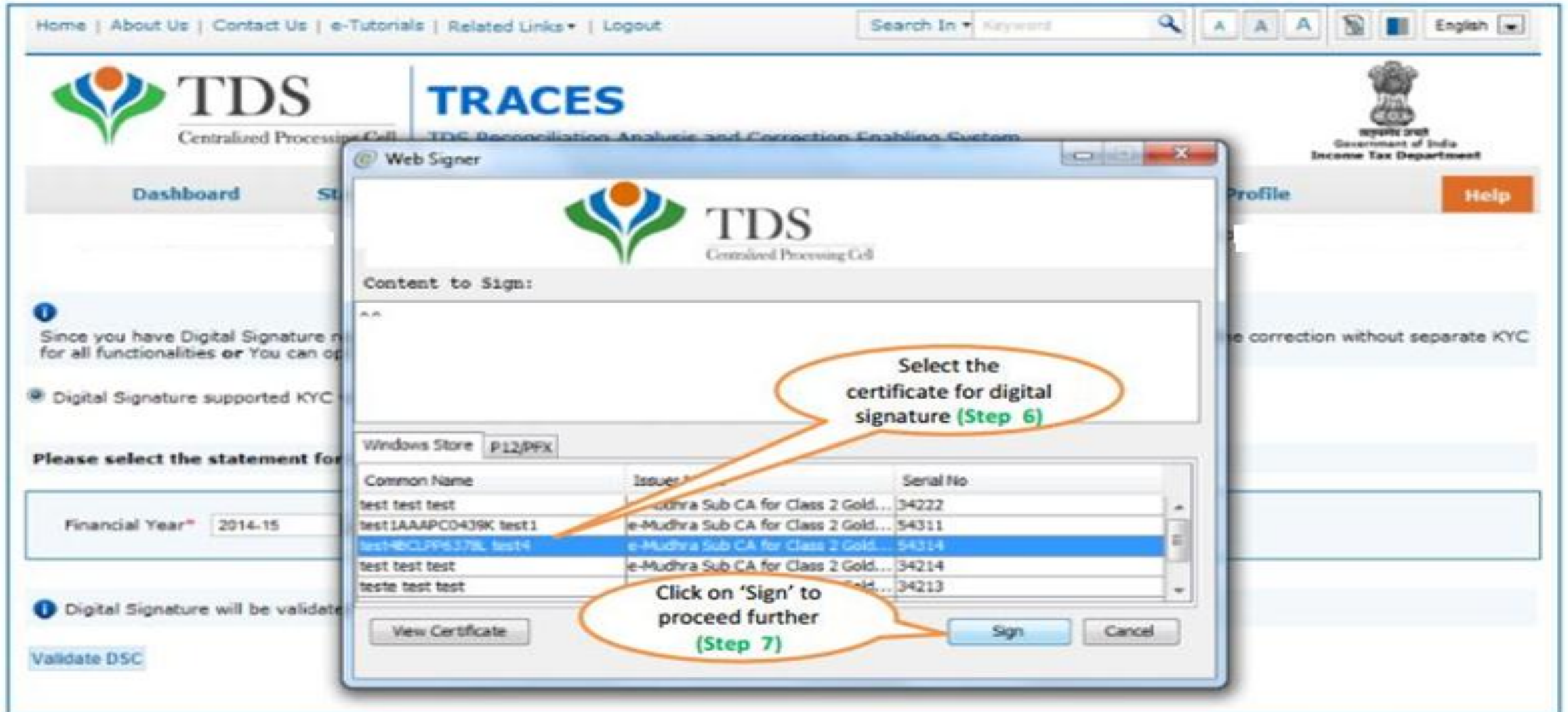
OK Cancel Details...

Click on 'OK' (Step 5)

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

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

## Digital Signature supported KYC Validation contd. (Step 6 & 7)



The screenshot shows the TDS TRACES portal interface. A 'Web Signer' dialog box is open, displaying the TDS logo and the text 'Content to Sign: \*\*'. Below this, there is a table of certificates with columns for 'Common Name', 'Issuer', and 'Serial No.'. The third row is selected. At the bottom of the dialog, there are buttons for 'View Certificate', 'Sign', and 'Cancel'. Two callout boxes provide instructions: one pointing to the certificate table and another pointing to the 'Sign' button.

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English

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Dashboard

Profile Help

Since you have Digital Signature for all functionalities or You can opt for Digital Signature supported KYC validation for all functionalities

Please select the statement for

Financial Year\* 2014-15

Digital Signature will be validated

Validate DSC

Web Signer

TDS Centralized Processing Cell

Content to Sign:  
\*\*


Common Name	Issuer	Serial No.
test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
test1AAAPC0439K test1	e-Mudhra Sub CA for Class 2 Gold...	54311
test-80C3796376L test4	e-Mudhra Sub CA for Class 2 Gold...	54314
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
teste test test	e-Mudhra Sub CA for Class 2 Gold...	34213

Select the certificate for digital signature (Step 6)

Click on 'Sign' to proceed further (Step 7)

View Certificate Sign Cancel

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



Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Please enter Token Number of Regular Statement Filed for Financial Year, Quarter

Form Type 26Q

Financial Year 2014-15

Quarter Q2

Token Number / Provisional Receipt Number (PRN)\*

Enter Token Number of only Regular (Original) Statement corresponding to the Financial Year, Quarter and Form Type displayed above

Tick in Check Box for NIL Challan or Book Adjustment

Step 8

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

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

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

Government deductors not having BIN details tick here and need not need provide BSR and Challan Serial Number below

**Important Note**

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

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

# Download Justification Report

## Token Number Details (Contd.)

**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. If you have any such Challan, enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.

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

**1** Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to the state mentioned above. If there is no such Challan, mention a challan with at least one valid PAN-Amount combination. If there is no such challan, mention a challan with at least one valid PAN-Amount combination. If you do not have any such Challan, mention a challan with no valid PAN-Amount combination. If you select the checkbox (no valid PAN-Amount combination), you need not provide any 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 mentioned above**

Please select if there are no valid PAN deductee rows corresponding to the challan / transfer voucher mentioned above

**1** Please enter three distinct PAN-Amount combinations corresponding to the specified challan / transfer voucher mentioned above. If there are less than three PANs corresponding to the specified challan, mention a PAN-Amount combination. If you do not have any valid PAN-Amount combinations, you need not provide any PAN-Amount combinations.

[Guide to identify the Unique PAN-Amount Combination](#)

PAN as in Statement	Total Amount Deposited
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Tick in check box for nil challan or book adjustment

Click on the Guide to select suitable challan option

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

Enter CIN details for a challan a challan used in the statement

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

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

Click on the Guide to select suitable PAN amount combination

Please enter TDS deposited amount for respective PAN's

## Digital Signature supported KYC Validation – Success Page



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Government of India Income Tax Department

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KYC details have been validated. You can now place download request for any Financial Year, Quarter, Form Type, submit request for Online correction and update Profile details in this session

You can now access any of the below functionalities for any statement until this session expires.

- Download Form 16/16A
- Request for Justification Report download
- Request for Conso File
- View Default Summary
- Download Form 27D
- Download Transaction Based Report
- Download Consolidated TAN PAN file
- Updation of Profile
- File Correction
- Upload TRACES Offline Correction File

Proceed with Transaction

KYC details have been validated  
Success Page

After clearing the first DSC validated KYC user can submit any download request submission / submitting online / offline correction request in same session.

one example for downloading the Justification report is illustrated in the following screens.

## In case of Normal KYC Validation- Token Number Details

Dashboard   Statements / Payments   Defaults   Communications   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 today for this statement, please enter and proceed else fill in the details below

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 above

## Token Number Details (Contd.)

**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. If you have any such Challan, enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.

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

**1** Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to the state mentioned above. If there is no such Challan, mention a challan with at least one valid PAN-Amount combination. If there is no such challan, mention a challan with at least one valid PAN-Amount combination. If you do not have any such Challan, mention a challan with no valid PAN-Amount combination. If you select the checkbox (no valid PAN Details) 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**

Please select if there are no valid PAN deductee rows corresponding to the challan / transfer voucher mentioned above

**1** Please enter three distinct PAN-Amount combinations corresponding to the specified challan / transfer voucher mentioned above. If there are less than three PANs corresponding to the specified challan, mention a PAN-Amount combination. If there are more than two PAN-Amount combinations, mention all.

[Guide to identify the Unique PAN-Amount Combination](#)

PAN as in Statement	Total Amount Deposited
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Tick in check box for nil challan or book adjustment

Click on the Guide to select suitable challan option

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

Enter CIN details for a challan a challan used in the statement

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

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

Click on the Guide to select suitable PAN amount combination

Please enter TDS deposited amount for respective PAN's

## Notes for Validation Screen:

- Authentication code is generated when you clear validation details which remains valid for the same calendar day for same form type, financial year and quarter.
- Token Number must be of the regular statement of the FY, Quarter and Form Type displayed on the screen.
- CIN details must be entered for the challan which is deposited and mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above.
- Transfer Voucher details to be entered for government Deductors.
- Amount should be entered in two decimal places (e.g., 1234.56).
- Maximum of 3 distinct valid PANs and corresponding amount must be entered.
- If there are more than three such combinations in the challan, user can enter any three valid PAN.
- If there are less than three such combinations in the challan, user must enter all (either two or one) valid PAN details.
- PAN mentioned should be related to the challan/BIN details mentioned in Part 1.
- CD Record no. is mandatory only in case challan mentioned more than once in the statement.


## Authentication Code Screen

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English

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## Request Number Screen

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संघर्षमेव जयते  
Government of India

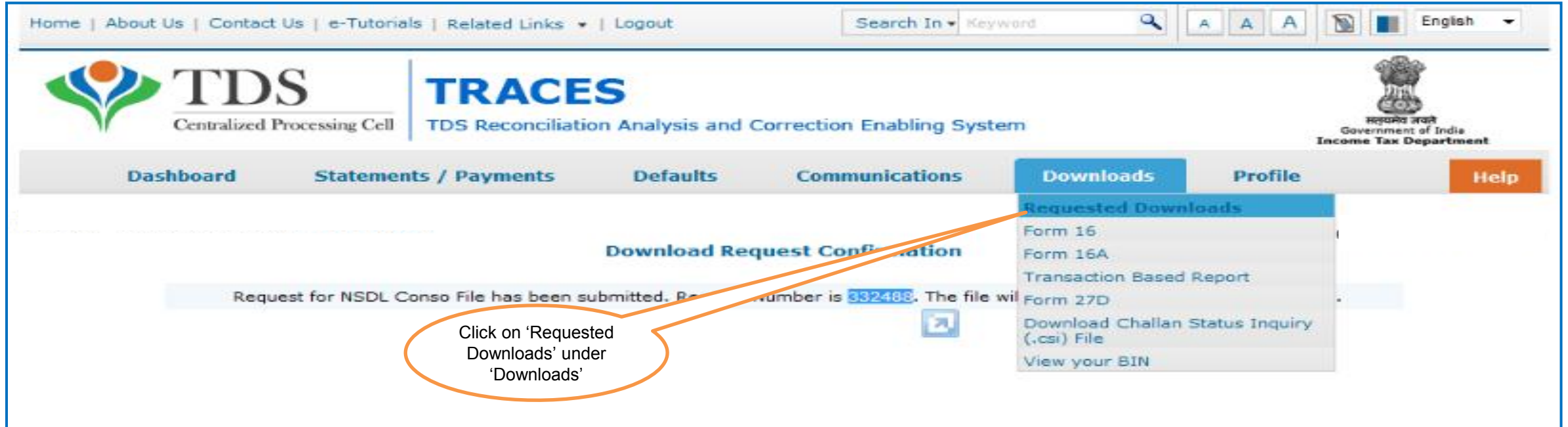
[Dashboard](#) [Statements / Payments](#) [Defaults](#) [Communications](#) [Downloads](#) [Profile](#) [Help](#)

**Download Request Confirmation**

Request for Justification Report has been submitted. Request Number is XXXXX. The file will be available in 'Downloads' section.

Request Number will be available here

In order to check Request Status Click on Requested Downloads



The screenshot shows the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header includes the TDS Centralized Processing Cell logo and the TRACES (TDS Reconciliation Analysis and Correction Enabling System) logo. The Government of India Income Tax Department logo is also visible. The main navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Downloads' menu is expanded, showing options like Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry (.csi) File, and View your BIN. A notification in the center states: "Request for NSDL Conso File has been submitted. Request number is 332488. The file will be available in 'Requested Downloads' under 'Downloads'." An orange callout box points to the 'Requested Downloads' option in the menu with the text: "Click on 'Requested Downloads' under 'Downloads'".

- File will be available in 'Requested Downloads'

## Check the Status of Request submitted

Income Tax Department

Dashboard
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Defaults
Communications
Downloads
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Help

### Files Requested For Download

Please select one of the below Search Options  
To work on/open offline correction input file, you will need winzip 17 or below installed in your system

Request Number   
  Date   
  View All

**Click on a row to proceed and select 'HTTP Download' or 'Download Manager' for the requests with status as 'Available'**

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
24-Nov-2015	422343	2012-13	Q4	24Q	Justification Report	Submitted	-
23-Nov-2015	422330	2012-13	Q4	24Q	Justification Report	Failed	-
23-Nov-2015	422329	2012-13	Q4	24Q	Justification Report	Failed	-
06-Nov-2015	422302	2012-13	Q4	24Q	Justification Report	Failed	-
30-Sep-2015	422083	2012-13	Q4	24Q	Justification Report	Failed	-
30-Sep-2015	422077	2012-13	Q4	24Q	Justification Report	Failed	-
29-Sep-2015	422070	2012-13	Q4	24Q	Justification Report	Failed	-
17-Aug-2015	410542	2012-13	Q4	24Q	Justification Report	Available	-
17-Aug-2015	410541	2012-13	Q4	24Q	Justification Report	Available	-
17-Aug-2015	410540	2012-13	Q4	24Q	Justification Report	Available	-

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View 1 - 10 of 99

HTTP Download
Download Manager

**Click here** for Password related help. Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'

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

In case of Submitted status please wait for 24 - 48 hrs.

Click on a row to select it

## Click to Download File

Click on a row to proceed

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status
25-Oct-2012	2244	2008-09	Q2	26Q		

Click on the buttons to download file

Page 1 of 1 View 1 - 1 of 1

[HTTP Download](#) [Download Manager](#)

- **HTTP Download** is useful to download small files. It will directly download file for the user
- **Download Manager** is useful to download large files and where internet bandwidth is slow.

## Step to Download Justification Report Utility




## Procedure to Download Justification report Utility V 2.2

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Search In Keyword

A A A

English



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### Files Requested For Download

**Attention Deductors:**  
To generate Form 16/16A, Transaction Based Report, 27D in PDF format and Justification Report in excel format, you will need TRACES Generation Utility. [Click here](#) to download the utility.

Please select one of the below Search Options

Request Number    Date    View All

Request Number


Click here to download Justification Report Utility

## Downloading Justification Report


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




सरकारभारत  
Government of India  
Income Tax Department

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

Download TRACES Utility

Kindly submit the verification code to view the link for downloading the utility

Verification Code



Click to refresh image

Enter text as in above image\*

Click on Submit

Submit

Enter the text as displayed in Verification Code

For more details on any screen, click on Help icon

## Justification Report Generation Utility



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

### Download TRACES Utility

**i** You may download the utility using the link provided below

#### TRACES-PDF-CONVERTER V 1.4 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- TRACES-PDF-CONVERTER V 1.4 L

#### Installation Instruction

#### Transaction based Report PDF-CONVERTER V 1.1 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- Transaction based Report PDF-CONVERTER V 1.1

#### Form 27D PDF-CONVERTER V 1.0 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- Form 27D PDF-CONVERTER V 1.0

#### TRACES Justification Report Generation Utility V 2.2 (Needs Excel 2003 or later - Size ~400kb)

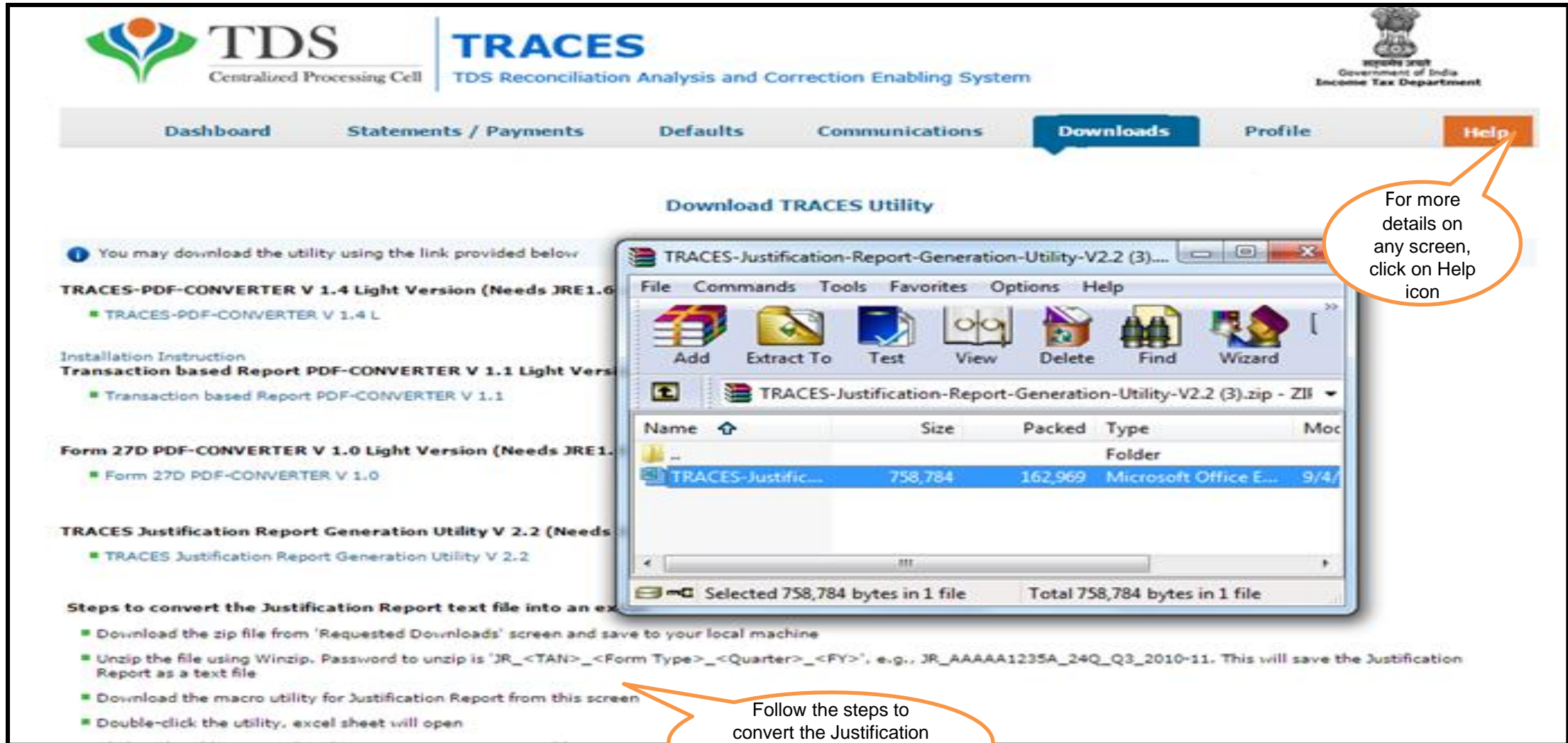
- TRACES Justification Report Generation Utility V 2.2

Click on 'TRACES Justification Report Utility'

#### Steps to convert the Justification Report text file into an excel

- Download the zip file from 'Requested Downloads' screen and save to your local machine
- Unzip the file using Winzip. Password to unzip is 'JR\_<TAN>\_<Form Type>\_<Quarter>\_<FY>', e.g., JR\_AAAAA1235A\_24Q\_Q3\_2010-11. This will save the Justification Report as a text file
- Download the macro utility for Justification Report from this screen
- Double-click the utility, excel sheet will open

## Justification Report Generation Utility (contd.)



The screenshot shows the TDS TRACES portal interface. The top navigation bar includes: Dashboard, Statements / Payments, Defaults, Communications, Downloads (active), Profile, and Help. The main content area is titled "Download TRACES Utility" and lists several download options:

- TRACES-PDF-CONVERTER V 1.4 Light Version (Needs JRE1.6)
  - TRACES-PDF-CONVERTER V 1.4 L
- Transaction based Report PDF-CONVERTER V 1.1 Light Version
  - Transaction based Report PDF-CONVERTER V 1.1
- Form 27D PDF-CONVERTER V 1.0 Light Version (Needs JRE1.6)
  - Form 27D PDF-CONVERTER V 1.0
- TRACES Justification Report Generation Utility V 2.2 (Needs JRE1.6)
  - TRACES Justification Report Generation Utility V 2.2

Below the list, there are "Steps to convert the Justification Report text file into an excel" instructions:

- Download the zip file from 'Requested Downloads' screen and save to your local machine
- Unzip the file using Winzip. Password to unzip is 'JR\_<TAN>\_<Form Type>\_<Quarter>\_<FY>', e.g., JR\_AAAAAA1235A\_24Q\_Q3\_2010-11. This will save the Justification Report as a text file
- Download the macro utility for Justification Report from this screen
- Double-click the utility, excel sheet will open

An overlaid file explorer window shows the contents of a zip file named "TRACES-Justification-Report-Generation-Utility-V2.2 (3)...". The file list includes a folder and a file named "TRACES-Justific..." with a size of 758,784 bytes and a packed size of 162,969 bytes. The status bar at the bottom of the window indicates "Selected 758,784 bytes in 1 file" and "Total 758,784 bytes in 1 file".

For more details on any screen, click on Help icon

Follow the steps to convert the Justification Report text file into an excel

## Steps to Use Traces Justification Utility

## Justification Utility Steps

**TDS CPC, Aaykar Bhawan, Sector - 3, Vaishali, Ghaziabad, U.P. -201010**

### Generate Justification Report From Text File

Select the downloaded Justification Report text(.txt) file

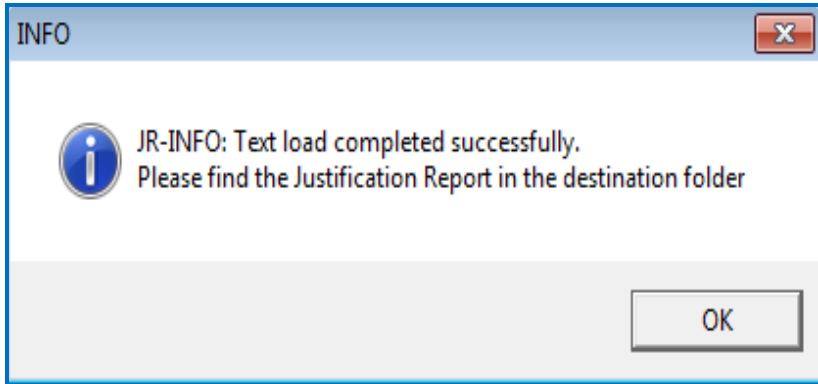
Click on the Browse button to select the downloaded text file

Please click on the Browse button if you want to change the location

Click on browse button to select a different destination folder

Click on 'Generate Report' button

## Justification Utility Steps



- Justification Report will be converted into Excel and will be saved in the destination folder selected in the previous step.

# THANK YOU

## Notes:

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