

# Request Created

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 **TDS**  
Centralized Processing Cell

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



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welcome EDUCATION PRIVATE LIMITED (AAAA123456)      Login Date: 19-Sep-2014, 03:45 PM

**Tag / Replace Challan**

**Your Request for tagging of challan has been successfully submitted.**

---

**Request Number      1301**

---

**Please note down the request number for tracking your request.**

Request number will be displayed

# Selecting Replace Challan Option

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 menu with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Defaults' menu is open, showing a list of options: View Default Summary, Request for Correction, Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission, Tag / Replace Challan (highlighted), and Track Request for Tag / Replace Challan. A callout bubble points to the 'Tag / Replace Challan' option with the text: "Under 'Defaults' select 'Tag/ Replace Challan'". The main content area shows a welcome message for EDUCATION PRIVATE LIMITED (AAAA12345A) and a list of quick links on the left. The right sidebar contains customer care information and login details.

# List of Demand for all Financial Years

Financial Year	Demand eligible for reduction through tag/replace challan	Demand eligible for reduction through online correction
Prior Years	40595.08	40840.00
2010-11	400.00	0.00
2011-12	10.00	0.00
2012-13	1000.00	0.00

**Demand Details**

Please select: a demand and click on 'Tag Challan' to tag a new challan. Use 'Replace Challan' to edit/replace already tagged demand.

Select	Demand Type	Financial Year	Quarter	Form Type	Communication Reference Number	Demand Creation Date	Total Demand	Tagged Demand	Tagged Challan Details
<input checked="" type="radio"/>	Other than Penalty	2006-07	Q2	25Q			100.00	30.00	<a href="#">View</a>
<input type="radio"/>	Penalty Order	2008-09	Q2	27Q		16-Jul-2014	123.00	12,325.00	<a href="#">View</a>
<input type="radio"/>	Penalty Order	2007-08	Q1	25Q			500.09	300.09	<a href="#">View</a>
<input type="radio"/>	Penalty Order	2007-08	Q3	27Q			3,000.00	1,100.00	<a href="#">View</a>
<input type="radio"/>	Penalty Order	2007-08					12,000.00	11,300.00	<a href="#">View</a>
<input type="radio"/>	Penalty Order	2007-08					15,000.00	13,880.00	<a href="#">View</a>
<input type="radio"/>	Penalty Order	2007-08					9,000.00	6,550.00	<a href="#">View</a>
<input type="radio"/>	Penalty Order	2007-08	Q3	25Q			4,500.00	3,800.00	<a href="#">View</a>

**Important Note**  
 Demand for which there is any open request for challan tagging or challan Replacement, that will not be displayed

# List of Tagged Challan with available balance

**List of Tagged Challans**

Please edit amount to be consumed from already tagged challans and select the row that needs to be sent for processing. You can add a new challan to be consumed from 'List of Un-tagged challans'

Financial Year	Challan Identification Number			Total TDS deposited (₹)	Available Balance before Tagging (₹)	Amount To Be Consumed (₹)	Available Balance after Tagging (₹)
	BSR Code	Challan Serial Number	Date Of Deposit				
<input type="checkbox"/> 2006	0000609	00211	09-Jan-2007	5,000.00	4,880.00	10.00	4,870.00
<input type="checkbox"/> 2006	0000609	00211	09-Jan-2007	5,000.00	4,890.00	10.00	4,880.00
<input type="checkbox"/> 2006	0000609	08037	09-Oct-2006	5,000.00	4,060.00	5.00	4,055.00
<input type="checkbox"/> 2005	0000017	43003		48,660.00	48,660.00	20.00	48,640.00
<input type="checkbox"/> 2006	0000609	08037		5,000.00	4,590.00	15.00	4,575.00
<input type="checkbox"/> 2006	0000609	52019		5,000.00	3,895.00	20.00	3,875.00
Total Amount proposed to be consumed from tagged challan(s) (₹)						80.00	
Total Amount already tagged with challan(s) (₹) (A)						00.00	

List of Tagged challans with available balance are displayed

# Create Request

	Financial Year	BSR Code	Challan Identification Number		Total TDS deposited (₹)	Available Balance before Tagging (₹)	Amount to Be Consumed (₹)	Available Balance after Tagging (₹)
			Challan Serial Number	Date Of Deposit				
<input checked="" type="checkbox"/>	2006	0000609	00211	09-Jan-2007	5,000.00	4,880.00	30.00	4,850.00
<input type="checkbox"/>	2006	0000609	00211	09-Jan-2007	5,000.00	4,890.00	10.00	4,880.00
<input type="checkbox"/>	2006	0000609	08037	06-Oct-2006	5,000.00	4,660.00	5.00	4,655.00
<input type="checkbox"/>	2005	0000017	43003	16-Dec-2006	48,660.00	48,660.00	20.00	48,640.00
<input type="checkbox"/>	2006	0000609	08037		5,000.00	4,590.00	15.00	4,575.00
<input type="checkbox"/>	2006	0000609	52019		5,000.00	3,895.00	20.00	3,875.00
Total Amount proposed to be consumed from selected challan(s)(₹)							100.00	
Total Amount already tagged with challan(s)(₹)(A)							80.00	

select challans to tag with a demand, enter the amount to be consumed from challan

**List of Un-tagged Challans with Available Balance**

Please use either of search options to search challans

Period of payment    
  CIN Details

**Search Option 1**

Challan Deposit Date \* (dd-mmm-yyyy)   
 From    
 To    
 Challan Amount   
 equal to    

  
 30.00

# List of Un-tagged challan with available balance

**List of Un-tagged Challans with Available Balance**

Please use either of search options to search challans:

Period of payment     CIN Details

**Search Option 1**

Challan Deposit Date  
\* (dd-mmm-yyyy)    From 1-Apr-2006    To 31-Mar-2007    Challan Amount equal to       

5.00

**Sum of B and C should be equal to A or greater than A.**

**Sum of B and C should not be greater than sum of A and 'Balance Total Demand'**



# List of Un-tagged challan with available balance

Period of payment     C:N Details

**Search Option 1**

Challan Deposit Date \* (dd-mmm-yyyy)    From 01-Apr-2006    To 31-Mar-2007    Challan Amount equal to

Please enter amount to be consumed from challan and then select the challan to be tagged. Multiple challans can be tagged.

	Financial Year	Challan Identification Number			Total TDS deposited (₹)	Available Balance before Tagging (₹)	Amount To Be Consumed (₹)	Available Balance after Tagging (₹)
		BSR Code	Challan Serial Number	Date Of Deposit				
<input type="checkbox"/>	2004-05	0000017	43009	28-Apr-2006	296,411.00	296,301.00	0.00	0.00
<input type="checkbox"/>	2006-07	0000017	00052	09-Feb-2007	29,505.00	29,455.00	0.00	0.00
<input type="checkbox"/>	2006-07	0000017	00013	08-Feb-2007	7,038.00	6,638.00	0.00	0.00
<input type="checkbox"/>	2004-05	0000017	43010	28-Apr-2006	56,858.00	56,843.00	0.00	0.00
<input type="checkbox"/>	2005-06	0000017	00020	08-Mar-2007	127,980.00	127,980.00	0.00	0.00
<input type="checkbox"/>	2006-07	0000609	08036	05-Sep-2006	3,700.00	3,700.00	0.00	0.00
<input type="checkbox"/>	2006-07	0000609	00062	15-Mar-2007	0.00	0.00	0.00	0.00
<input type="checkbox"/>	2005-06	0000017	43004	16-Dec-2006	0.00	0.00	0.00	0.00
<b>Total Amount from Selected Challan(s)(₹)(C)</b>							<b>0.00</b>	

   5.00

Important Notes

List of Un- Tagged challans with available balance are displayed

# List of Un-tagged challan with available balance

Period of payment     CIN Details

**Search Option 1**

Challan Deposit Date (dd-mmm-yyyy) From 01-Apr-2006 To 31-Mar-2007 Challan Amount equal to

Please enter amount to be consumed from challan and then select the challan to be tagged. Multiple challans can be tagged.

	Financial Year	Challan Identification Number			Total TDS deposited (₹)	Available Balance before Tagging (₹)	Amount To Be Consumed (₹)	Available Balance after Tagging (₹)
		BSR Code	Challan Serial Number	Date Of Deposit				
<input checked="" type="checkbox"/>	2004-05	000017	43009	28-Apr-2006	296,411.00	296,301.00	5.00	296,296.00
<input type="checkbox"/>	2006-07	000017	00052	08-Feb-2007	29,505.00	29,455.00	0.00	0.00
<input type="checkbox"/>	2006-07	000017	00033	08-Feb-2007	7,036.00	6,636.00	0.00	0.00
<input type="checkbox"/>	2004-05	000017	43010	28-Apr-2006	56,858.00	56,843.00	0.00	0.00
<input type="checkbox"/>	2005-06	000017	00020	08-Mar-2006	127,930.00	127,930.00	0.00	0.00
<input type="checkbox"/>	2006-07	0000609	08036	15-Mar-2007	3,700.00	3,700.00	0.00	0.00
<input type="checkbox"/>	2006-07	0000609	00062	15-Mar-2007	4,400.00	4,400.00	0.00	0.00
<input type="checkbox"/>	2005-06	000017	43004	16-Dec-2006	25,492.00	25,392.00	0.00	0.00
<b>Total Amount from Selected Challan(s)(₹)(C)</b>							<b>5.00</b>	

5.00

select challans to tag with a demand, enter the amount to be consumed from challan

click on 'Create Request' button

# Confirmation Screen

Dashboard
Statements / Payments
Defaults
Communications
Downloads
Profile
Help

Welcome EDUCATION PRIVATE LIMITED (AAAA12345A) Login Date: 19-Sep-2014, 03:58 PM

### Tag / Replace Challan

**Demand Details**

Demand Type	Financial Year	Quarter	Form Type	Communication Reference Number	Demand Creation Date	Total Demand (₹)	Balance Total Demand (₹)
Other than Penalty	2006-07	Q2	26Q			100.00	30.00

**Earlier Tagged Challan Detail (Edited)**

Financial Year	Challan Identification Number			Total TDS deposited (₹)	Available Balance before Tagging (₹)	Amount To Be Consumed (₹)	Available Balance after Tagging (₹)
	BSR Code	Challan Serial Number	Date Of Deposit				
2006	0000609	00211	09-Jan-2007	5,000.00	4,880.00	30.00	4,850.00
Total Amount from Selected Challan(s) (₹)						30.00	

**Remaining Balance Demand Amount(₹) : 10.00**

**Are you sure you want to replace the tagged challan?**

Yes
  No

click on 'Yes' to create the request or 'No' to go back to the previous slide

# Request Number

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Search In Keyword

A A A

English

 **TDS**  
Centralized Processing Cell

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

  
सर्वोच्च न्यायालय  
Government of India  
Income Tax Department

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

Welcome EDUCATION PRIVATE LIMITED (AAAA12345A)

Login Date: 19-Sep-2014, 03:58 PM

**Tag / Replace Challan**

**Your Request for replacing of challan has been successfully submitted.**

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**Request Number      1303**

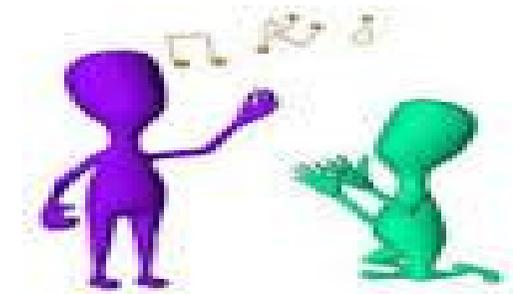
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**Please note down the request number for tracking your request.**

Request number will be displayed



## Track Request for Tag / Replace Challan



# Track Request for Tag Challan

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout), a search bar, and a language dropdown set to English. The header includes the TDS Centralized Processing Cell logo, the TRACES title, and the Government of India Income Tax Department logo. A navigation bar contains tabs for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Defaults' tab is active, and its dropdown menu is open, listing various options. The option 'Track Request for Tag / Replace Challan' is highlighted in blue. A callout bubble points to this option with the text: 'Under 'Defaults' select 'Track Request for Tag/ Replace Challan''. Below the menu, there is a form with a dropdown for 'Financial Year' (set to '--Select--') and a text input for 'Request Number'. The user is logged in as EDUCATION PRIVATE LIMITED (AAAA12345A) on 19-Sep-2014 at 03:45 PM.

# Track Request for Tag Challan

The screenshot shows the TDS TRACES portal interface. At the top, there is a navigation menu with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text 'Search In Keyword'. The TDS logo and 'Centralized Processing Cell' are on the left, and the TRACES logo and 'TDS Reconciliation Analysis and Correction Enabling System' are in the center. The Government of India Income Tax Department logo is on the right. Below the navigation menu, there are tabs for Dashboard, Statements / Payments, Defaults (selected), Communications, Downloads, Profile, and Help. The user is logged in as EDUCATION PRIVATELIMITED (AAAA12345A) on 14-Sep-2014 at 03:45 PM. The main heading is 'Track Request for Tag / Replace Challan'. Below this, there is a form with the text 'Please enter demand financial year and request number to track request'. The form contains a dropdown for 'Financial Year' set to '2006-07', a text input for 'Request Number' set to '1301', and a 'Search' button. A callout bubble points to the form with the text 'Select the Financial Year and enter the request number to view the request status'. Below the form is a table with the following data:

Request Number	Demand Type	Financial Year	Quarter	Form Type	Total Demand (₹)	Status	Remarks	Tagged Challans
1301	Other than Penalty	2006-07	Q3	27Q	5.00	Submitted		-

Following Status are possible for a Tag/Replace challan request:

**Submitted:** When the request for Tag/Replace challan has been successfully submitted

**Processed:** When the request has been successfully processed

**Failed:** When the request fails either due to deletion of demand by AO or due to insufficient balance in challan

# Action Summary - Submit to Admin User

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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

Welcome EDUCATION PRIVATE LIMITED (AAAA12345A) Login Date: 04-Sep-2014, 03:58 PM

### File Correction

TAN	██████████	Original RRR Number	010GXXXXXXXXX04GG	Latest RRR Number	1100XXXXXXXXX2000
Financial Year	2012-13	Quarter	Q2	Form Type	24Q

Type of Correction:  [View Details](#)

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

Correction Type	Change
Challan Changes	<a href="#">view Corrections</a>

[Submit To Admin](#)

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



# Action Summary

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES (TDS Reconciliation Analysis and Correction Enabling System) title. On the right, the Government of India Income Tax Department logo is visible. A navigation menu includes Dashboard, Statements / Payments, Defaults, Corrections, Profile, and Help. A message box in the center states: 'Request successfully submitted to Admin User'. Below the message, it says 'Correction statement has been submitted to Admin user for review.' The user is identified as EDUCATION PRIVATE LIMITED (PAN: AAAD12345A) and the login date is 01-Sep-2014, 03:58 PM.

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

# Action Summary - View Edited Statement

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout) and a search bar. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and 'Income Tax Department' are also visible. Below the header is a navigation menu with tabs: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The user is logged in as 'EDUCATION PRIVATE LIMITED (AAAA12345A)' with a login date of '19-Aug-2014, 12:04 PM'. The main content area is titled 'File Correction' and displays a summary for 'Q1 of FY 2013-14 for Form 26Q'. The summary includes fields for TAN, Financial Year, Type of Correction, Latest RRR Number, and Form Type. Below the summary is an 'Action Summary' table with columns for 'Correction Type' and 'Change'. A 'View Corrections' link is highlighted with an orange circle. A 'Confirm' button is also visible at the bottom left. Two orange callout boxes provide instructions: one points to the 'Confirm' button, stating 'Admin user Click on 'Confirm' the correction to be submitted by sub user and Correction Ready for Submission', and the other points to the 'View Corrections' link, stating 'Click on hyperlink to view the edited detail for specific default'.

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

# Action Summary - Admin User Login

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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

Welcome EDUCATION PRIVATE LIMITED (AAAA12345A)

Login Date: 04-Sep-2014, 03:10 PM

**Correction Statements Ready For Submission**

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

Financial Year	Quarter	Form Type	User Id
2012-13	Q1	26Q	XXXXXXXXXX

View Statement Cancel Statement

User can able to view correction changes prior to submission even if logs out and later logs in .

# Action Summary - Admin User

The screenshot shows the TDS TRACES web application interface. At the top, there is a navigation bar with links: Home | About Us | Contact Us | e-Tutorials | Related Links | Logout. A search bar is present with the text "Search In Keyword". The page header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, there is the Government of India logo and the text "Income Tax Department". Below the header, there is a menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a Help button. The main content area displays a welcome message: "Welcome EDUCATION PRIVATE LIMITED (VVV123456)". Below this, there is a table with a header "Financial Year" and a row containing "2012-13". Below the table, there are two buttons: "View Statement" and "Cancel Statement". A modal dialog box titled "Message from webpage" is open in the center, displaying a question: "Do you want to cancel the Correction Statement" with "OK" and "Cancel" buttons. Three orange callout boxes provide instructions: one pointing to the "Cancel Statement" button, one pointing to the "OK" button in the dialog, and one pointing to the "Cancel Statement" button in the table.

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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

Welcome EDUCATION PRIVATE LIMITED (VVV123456)

Login Date: 04-Sep-2014, 03:10 PM

Select the row for action

Message from webpage

Do you want to cancel the Correction Statement

OK Cancel

Select a row and click on 'View Statement' to view

Financial Year
2012-13

User Id

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

Click on ok to take action for cancellation

# Action Summary - Admin User

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

Search in Keyword

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

Government of India  
Income Tax Department

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

Welcome EDUCATION PRIVATE LIMITED (AAAA12345A) Login Date: 04-Sep-2014, 03:10 PM

**Correction Statements Ready For Submission**

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

Financial Year	Quarter	Form Type	User Id
2012-13	Q1	26Q	XXXXXXXXXXXX

View Statement | Cancel Statement

Click on 'View Statement' to proceed further

Select the row for action

# Action Summary - Submit For Processing

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

Search In \* Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India  
Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome EDUCATION PRIVATE LIMITED (AAAA12345A) Login Date: 19-Aug-2014, 12:04 PM

Action Summary for Q1 of FY 2014

Action Summary

Correction Type	Ch...
Challan Changes	View Corrections

Submit For Processing Edit Correction Statement Back

Click on hyperlinks to view the Action Summary

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

Admin User proceed further to attached the digital signature and submit the correction

# Action Summary- Attach Digital Signature

The screenshot displays the TDS TRACES Web Signer interface. The main window shows the 'Content to Sign' field with the text: `SCM^WF^163434^RDYSUB^10037158^2014-08-14 14:30:17.0^26Q^^41000000661`. Below this, there is a table of digital certificates for selection. A callout bubble points to the 'Sign' button, indicating the next step is to select and attach a digital signature.

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

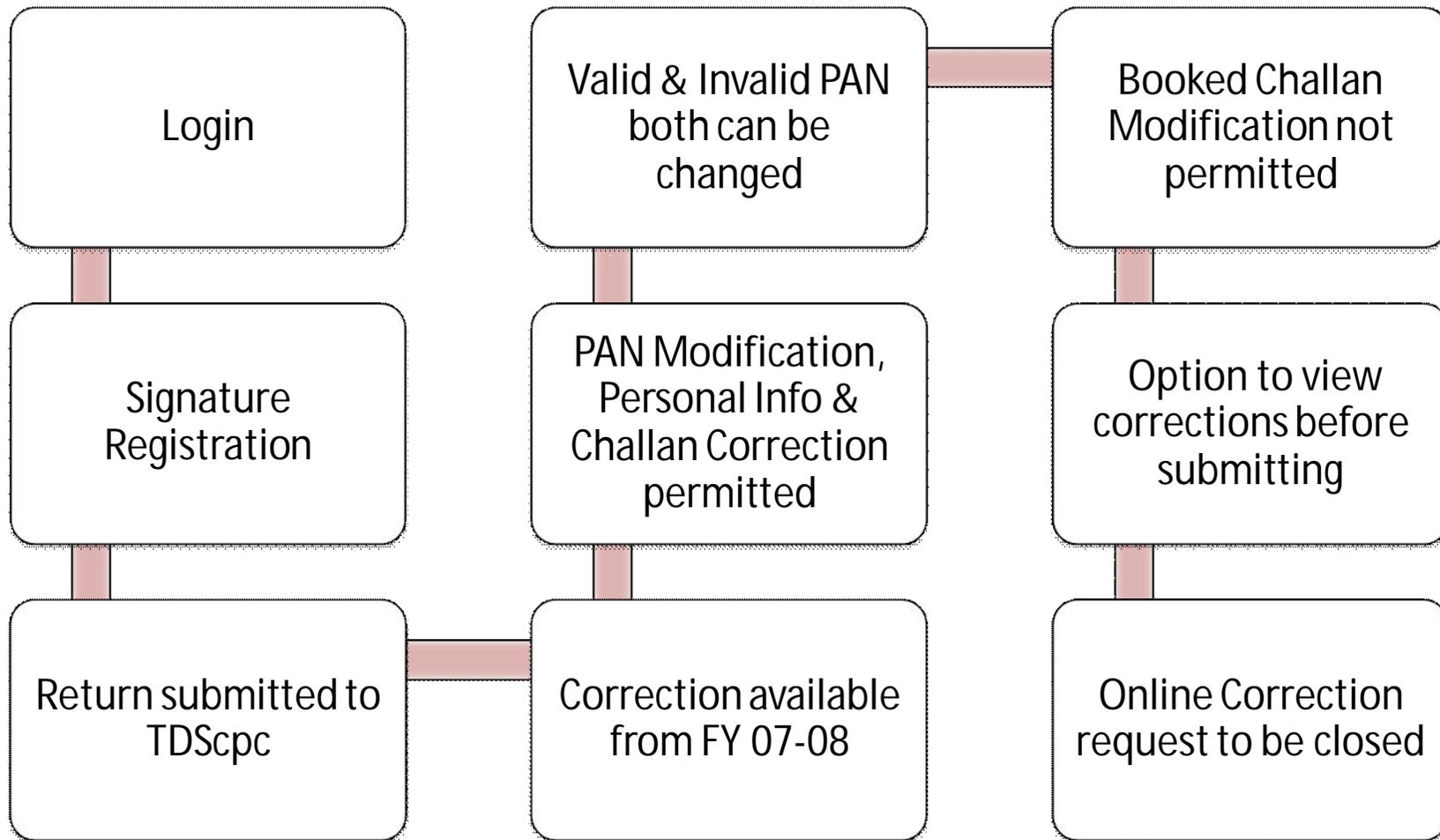
Digital Signatures are not mandatory in challan correction.

# Action Summary - Token Number Generated

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 features the TDS Centralized Processing Cell logo and the TRACES logo, along with the Government of India Income Tax Department emblem. A navigation menu includes Dashboard, Statements / Payments, Defaults, Downloads, and Profile. A Help button is highlighted with an orange callout bubble that says "Click on Help icon for help text for this screen". Below the navigation, a welcome message for EDUCATION PRIVATE LIMITED is shown, followed by a bold notification: "Correction statement submitted successfully!". The message text states: "Correction statement for Q3 of FY 2008-09 for Form 26Q has been submitted for processing. Token Number for this statement is 410000000002073. You can check status of statements under 'Statements / Payments'." The token number is highlighted in a black box. An orange callout bubble points to this message with the text "Message showing that correction statement is successfully submitted".

Note down the Token Number for future reference

# Online Correction System At Glance



## Gist of Communications from TDSCPC

Date	Communication Reference
25/04/2014	Communication regarding short deduction defaults in tds statements
26/04/2014	Communication regarding short deduction defaults in 24Q F Y 2012-13 TDS statements
05/07/2014	Communication for payment of outstanding short payment defaults
23/07/2014	Communication for payment of outstanding short payment defaults for cases where demand is more than Rs 1 lacs and there is a short payment than the amount deducted as stated in the Return
17/09/2014	Follow up for NIL TDS deposited during the financial year
29/11/2014	Notice for availability of Default status from 2007 onwards and procedure to file Correction statements
03/12/2014	Intimation regarding outstanding TDS demand and unconsumed challans from F.Y 2007-08 to F.Y 2014-15

# Reply to Online Communication From TDSpc

Income Tax Department

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

Welcome Login Date: 18-Dec-2014, 0

**Inbox**  
 Request for Resolution  
 Resolution Tracking  
 Declaration for Paperless Intimation  
 Notices from Assessing Officer

**Filter Inbox by entering search criteria**

Communication Date (dd-mmm-yyyy) From  To  Category of Communication   
 Financial Year of Statement  Quarter of Statement

**Click on a row to select and proceed**

**Action Required**

Reference Number	Date	Communication Details		Statement	
		Category	Description	Financial Year	Quar
TDS/1415/26Q/P/100012381103	18-Oct-2014	PAN Errors	PAN Errors	2014-15	Q2
TDS/1415/26Q/D/100012381102	18-Oct-2014	Intimation with Demand u/s 200A	Issue of Intimation Letters in case of default & PAN Errors for Regular Statements	2014-15	Q2
TDS/1415/26Q/P/100010629047	15-Jul-2014	PAN Errors	PAN Errors	2014-15	Q1
			Issue of Intimation Letters in case of default &		

https://www.tdscpc.gov.in/app/ded/dedinbox.xhtml# Internet

# Reply to Online Communication From TDSpc

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and the text 'सत्यमेव जयते' and 'Income Tax Department' are visible on the right.

The main navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, and Profile. The 'Communications' menu is expanded, showing options: Inbox, Request for Resolution, Resolution Tracking, Declaration for Paperless Intimation, and Notices from Assessing Officer. The 'Request for Resolution' option is circled in red.

Below the navigation menu, there is a 'Request Category\*' dropdown menu with the following options: --Select--, --Select--, Statement Status, Statement Rejection Reasons, Form 16 / 16A, Justification Report, Conso File, TAN-PAN Master, PAN Verification, Online Corrections, Defaults / Demand, Intimation Send, Form 26AS, Refund of Challan, KYC, Demand waive off, Extension of time against Demand Notice, Change in Communication Details, Correction Statement filed for the initiation s, Amount paid against the demand notice, and Late Filing Fee Waive off.

The page also shows a 'Welcome' message, a 'Login Date: 18-Dec-2014, 0', and a 'Go' button. The browser status bar at the bottom indicates 'Done' and 'Internet'.

# Reply to Online Communication From TDScpc

Government of India  
Income Tax Department

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

Welcome

Resolution Tracking

Request for Resolution  
Declaration for Paperless Intimation  
Notices from Assessing Officer

Login Date: 18-Dec-2014, 0

**Search Option 1**

Ticket Number  Source of Ticket\* --Select--

**Search Option 2**

Source of Ticket\* --Select--  Ticket Creation Date\* (dd-mmm-yyyy) From   To

Ticket Status\* --Select--

# Reply to Online Communication From TDScpc

GOVERNMENT OF INDIA  
Income Tax Department

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Welcome

Login Date: 18-Dec-2014, 0

**Declaration for Paperless Intimation**



Inbox  
Request for Resolution  
Resolution Tracking  
**Declaration for Paperless Intimation**  
Notices from Assessing Officer

I solemnly declare that I opt for **PAPERLESS INTITMATION** from TDSCPC and the information mentioned below is correct to the best of my knowledge and belief applicable for my declaration :

The intimation will be sent on the e-mail  
The authorised person is  
I will not ask for any paper intimation without changing the declaration  
Any change in Authorized Person PAN and Email Id at TRACES site will revoke the declaration  
I accept the service of intimation through mail as legally valid service

# Reply to Online Communication From TDScpc



**TDS**

Centralized Processing Cell

**TRACES**

TDS Reconciliation Analysis and Correction Enabling System



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Income Tax Department

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Welcome

Notices from A

Inbox  
Request for Resolution  
Resolution Tracking  
Declaration for Paperless  
Intimation

Login Date: 18-Dec-2014, 0

**Notices from Assessing  
Officer**

Please Select either Search Option 1 or Search Option 2

Search Option 1

Search Option 2

**Search Option 1**

Notice / Order Type

All

Notice Communication  
Reference Number

All  
Prosecution  
201  
Penalty

Date of Issuance  
(dd-mmm-yyyy)

From

To

Go

# Reply to Online Communication From TDScpc

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Income Tax Department

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Welcome .

Login Date: 18-Dec-2014, (

### Profile

#### User Details

Type of User : Deductor Admin      User Id :

[Organisation Details](#) | [Communication Details](#) | [Signature](#) | [Change Password](#) | **[User Management](#)**

#### List of Users

*Click on a row to update, enable / disable or delete user from the list*

User Type	First Name	Middle Name	Surname	PAN	Date of Birth	Status
Admin	RAVI	BALARAM	CHETTITHODI	ABVPC9893M	16-Apr-1961	Enabled

**Add Sub User** | Update from PAN Master | Enable / Disable User | Delete User

# Chart of Password for Deductor

Registration	It should contain a minimum of 8 alpha numeric characters with at least one capital letter.	Password123
Consolidated File	TAN_Request Number of request submitted	DELA11111D_23456
Form 16/ 16A	TAN in capital letters	DELA11111D
Justification Report	JR_TAN_FormType_Quarter_FY	JR_DELA11111D_24Q_Q3_2010-11
Intimation through e-mail	TAN_Date of filing original statement (in DDMMYYYY format)	DELA_13102013

## Password for the Tax Payer

Functionality	Password	Example
Registration	It should contain a minimum of 8 alpha-numeric characters with at least one letter in upper case	Password123
Form 26 AS	Date of Birth (in DDMMYYYY format)	If your date of birth is 01-Feb-1980, password will be 01021980



## **Declaration of Non Filing of Statements**

# Landing Page

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Search In Keyword

A A A

English



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

Welcome Prachi Jain, you have logged in on 12-Jan-2012 at 12:30 PM

You have logged into TRACES from IP <IP address>. Your last login was on 01-Jan-2012 at 02:00 PM

### Quick Links

- View Default Summary
- Request for TRACES Offline Correction File
- Upload Correction Statement
- File Correction
- Inbox
- Requested Downloads

### Welcome to TRACES!

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

- Dashboard view presenting summary of your account
- Statements / Payments
  - View status of statements, challan status and challan consumption details
  - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
  - Download TRACES Offline Correction File (consolidated file for a statement)
- Defaults
  - View default summary details

### Customer Care

- 011 123 456 7890
- 011 123 456 7891
- [contactus@tdscpc.gov.in](mailto:contactus@tdscpc.gov.in)

Landing page will be displayed

# Declaration for Non – Filing of Statement

" data-bbox="96 172 869 641"/>

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Click on Help icon for help text for this screen

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Income Tax Department

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

Welcome . EDUCATION PVT.LTD

Statement Status  
Challan Status  
Challan Status for Statement  
View TDS / TCS Credit  
PAN Verification  
Request for Conso File  
197 Certificate Validation  
Request for Refund  
**Declaration for Non - Filing of Statements**

Provide details below to ac

Financial Year\* --Select--

Reason\* --Select--

Form Type\*  
24Q  
26Q

Under \"/>" data-bbox="96 172 869 641"/>

Under \"/>" data-bbox="96 172 869 641"/>

select \"/>" data-bbox="96 172 869 641"/>

# Declaration for Non – Filing of Statement

Enter FY, Qtr, Form type and reason for non filing of statement

Dashboard Statements / Payments Defaults Communications Downloads Downloads Profit Help

Welcome EDUCATION PVT.LTD.(AAAA12345A) Login Date: 02-Jul-2014, 10:43 AM

### Declaration for Non - Filing

Provide details below to add the statement details for non - filing

Financial Year\* --Select-- Quarter\* Q1 Q2 Q3 Q4 Form Type\* 24Q 26Q 27Q 27EQ Reason\* --Select--

**Add Statement Details**

#### Non - Filing of Statement Details for TAN AGRJ10022F

Sr.No.	Financial Year	Quarter	Form Type	Reason
1	2014-15	Q2	26Q	Temporarily Business Closed

Page 1 of 1 View 1 · 1 of 1

Proceed

•If the user has filed a statement for a Financial Year, Quarter, Form Type as per TRACES record, system will not be allowed to declare non filing for this statement.

•In case of permanently business closed, pop up with info message to be displayed. User will be allowed to proceed for declaration for non-filing.

•If deductor has declared a statement for non-filing, default intimation for non-filing will not be send to the Deductor.

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English





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

Welcome EDUCATION PVT.LTD.(AAAA12345A) Login Date: 02-Jul-2014, 10:43 AM

### Declaration for Non - Filing

**Declaration for Non - Filing of Statement Details for TAN AGRJ10022F**

Sr.No.	Financial Year	Quarter	Form Type	Reason
1	2014-15	Q2	26Q	Temporarily Business Closed

Page 1 of 1 View 1 - 1 of 1

I solemnly declare that the information mentioned above is correct to the best of my knowledge and belief and that:

- Reason provided for non filing is correct
- I will not file any statement for the above details without updating the Filing Status on TRACES
- Late Filing fee will be applicable after due date if I file the statement after updating the Filing Status on TRACES

Click on "I Agree" to proceed further

# Declaration for Non – Filing of Statement (contd.)

Click on Proceed after confirming the verification detail or back to go on slide 4

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Welcome: EDUCATION PVT.LTD.(AAAA12345A) | Login Date: 02-Jul-2014, 10:43 AM

### Declaration for Non - Filing

**Verification Details**

Details are populated as per your profile information. Admin User can update details in Profile section

Name of Authorised Person	SANJAY KUMAR
Father's Name of Authorised Person	SHYAM SUNDER
Designation of Authorised Person	ceo
Place	Delhi
Date	02-Jul-2014
Email	abc@.com





# TRACES

TDS Reconciliation Analysis and Correction Enabling System



Dashboard

Statements / Payments

Defaults

Communications

Help

Welcome EDUCATION PVT.LTD. (AAAAA12345A)

Declaration for non filing of statement has successfully submitted , use will receive confirmation e-mail for the same.

2014, 10:43 AM

**Filing Status for the statements selected by you has successfully changed. You will receive the details of the statements for which filing status has changed on your email.**



## Changes in the System of Processing

CPC to first process Original Statements till the stage of Form 26AS generation for deductees reported;

**Short Payments and PAN Errors will be identified in the preliminary check** of the Original statements;

The statements will **be placed "On Hold" for further processing** and an **opportunity will be provided to correct potential defaults** of Short Payment and PAN Error. CPC to intimate such defaults on Mobile by SMS, e-mail in registered email id and in Deductors INBOX in Traces;

The above correction needs to be carried out by using **Online Correction** feature at TRACES **within 7 days** of above communication.



## Advantages of Processing

- **preliminary information of potential Short Payments and PAN Errors**, before the Original Statement is completely processed for Defaults and Intimations are generated.
- **Online Correction can be submitted before final processing** of statements;
- **avoidance of multiple Correction Statement filing later**, after the defaults are identified CPC (TDS) and Intimations have been sent.



## Line of Action

- **Take Note of the Communication and do not ignore the same;**
- **Online Correction facility can be used for such Short Payments and correction of PAN;**
- **Digital Signature is Mandatory for change of PAN in Online Correction;**
- You can make use of the “**Consolidated TAN - PAN File**” that includes all the valid PANs attached with the respective TANs. To avail the facility, please navigate to locate file on “**Dashboard**”;
- This has to be completed within 7 days of Intimation. Thereafter Return will be processed by TDS CPC.

# Request for Resolution

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Welcome EDUCATION PRIVATE LIMITED (AAAA12345A)

Inbox  
**Request for Resolution**  
Resolution Tracking

Login Date: 29-May-2014, 12:50 PM

**Quick Links**

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

**Alerts** [View All](#)

**Statement Status** [View All](#)

Parameter	Q4 (2013-14)			
	24Q	26Q	27Q	27EQ
Status of Regular Statement	●	●	■	■
Count of Correction Statements	1	2	0	0
Count of Processed Statements*	2	2	0	0
<b>Default Payable Amount (₹)</b> <a href="#">View All</a>				
Short Payment (SP)	9.00	0.00	0.00	0.00

**Inbox**

[259 New Message\(s\)](#)

**Download Requests**

[2 New Update\(s\)](#)

**TDS Performance Graph**

**FY 2012-13** [View All](#)

**Form 26Q**

91-100 **BAD**

Under 'Communications', click on 'Request for Resolution' to log the request

# Logging Request for Resolution (contd.)

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Welcome ORG, You have logged in on 16-Apr-2014 at 12:05 PM

### Request for Resolution

Request Category\* --Select--

- Select--
- Statement Status
- Statement Rejection Reasons
- Form 16 / 16A
- Justification Report
- Conso File
- TAN-PAN Master
- PAN Verification
- Online Corrections
- Defaults / Demand
- Intimation Send
- Form 26AS
- Refund of Challan
- KYC
- Demand waive off
- Extension of time against Demand Notice
- Change in Communication Details
- Correction Statement filed for the initiation send
- Amount paid against the demand notice
- Late Filing Fee Waive off

Fields marked by asterisk (\*) are mandatory. Select category under which Resolution Request is to be logged



# Request for Resolution - Category : Statement Rejection Reasons

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Welcome ORG      2:05 PM

### Request for Resolution- Statement Rejection Reasons

Financial Year*	2012-13	Quarter*	Q3
Form Type*	26Q	Token Number*	141011100000008
Issues*	Clarification req.    --Select--    Reason Not Available    Invalid Reason as per Deductor <b>Clarification required</b>		
Rejection Reasons*			

**!** It is mandatory to either enter comments or attach supporting documents

Enter Comments For Ticket (Maximum 1000 characters)

Fields marked by asterisk (\*) are mandatory

From drop down , select the issue regarding statement rejection

Either comments must be entered or supporting documents must be uploaded to log a Resolution Request



# Request for Resolution - Category : Form 16/16A (contd.)



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### Request for Resolution - Form16/16A

Select a value from 'Issues' drop down if you are not able download Form 16/16A. Any issues in form 16/16A will be selected from 'Issues in Form 16/16A' drop down

Financial Year\* 2012-13 Form Type(16/16A)\* FORM 16A

Quarter\* Q3 PAN

Issues\* --Select--

- Select--
- Request not Submitted
- File not available under "Requested Download"
- File available but not able to download
- Issues in PDF Utility / Conversion
- Issues in Form 16 / 16 A

Fields marked by asterisk (\*) are mandatory

From drop down , select the issue regarding Form 16 / 16A

# Request for Resolution - Category : Form 16/16A

Note For Resolution

1) Updated version not used/installed. Please download PDF Generation utility Ver 1.3L  
2) Macro Setting in Excel to be set at Low priority.

If selects " Satisfied with provided resolution", then user will return back to the TRACES home page.

Notes will be displayed for issues with the popular resolution

If selects not satisfied, user can submit request for resolution by entering comments and clicking on submit

Enter Comments For Ticket (Maximum 1000 characters)

1000 characters remaining



# Request for Resolution - Category : Conso File (contd.)

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Welcome ORG, You have logged in on 16-Apr-2014 at 12:05 PM

**Request for Resolution- Conso File**

Financial Year\* 2012-13 Quarter\* Q3

Form Type\* 26Q Last Accepted Statement / Latest Token Number\* 141011100000006

Issues\* --Select--

- Select--
- Unable to submit request
- File not available under "Requested Download"
- Issues in Downloading the file from "Requested Download"
- Incomplete file
- Missing details

It is mandatory to either enter comment or select issue

Enter Comments For Ticket (Maximum 1000 characters)

Fields marked by asterisk (\*) are mandatory

From drop down, select the issue regarding Conso file

# Request for Resolution - Category : Conso File

**Request for Resolution- Conso File**

Financial Year*	<input type="text" value="2012-13"/>	Quarter*	<input type="text" value="Q3"/>
Form Type*	<input type="text" value="27Q"/>	Last Accepted Statement / Latest Token Number *	<input type="text" value="141011103000308"/>
Issues*	<input type="text" value="--Select--"/> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">             --Select--              Unable to submit reques:              File not available under "Requested Download"              Issues in Downloading the file from "Requested Download"              Incomplete file              Missing details           </div>		
<p><b>i</b> It is mandatory to either enter comment or supporting documents</p> <p>Enter Comments For Ticket (Maximum 1000 characters)</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: right;">1000 characters remaining</p>			
Attach Supporting Documents		<input type="button" value="Add Attachment"/>	
<p><b>i</b> Please attach the supporting documents in .doc, .docx, .xls, .xlsx, .pdf, .zip formats only. File size must not be more than 2 MB</p>			

Either comments should be entered or supporting documents must be uploaded to log a Resolution Request

Supporting documents must be in .doc, .docx, .xls, .xlsx, .pdf, .zip formats only and file size must not be more than 2 MB

# Request for Resolution - Category : TAN-PAN Master

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Welcome ORG., You have logged in at 12:05 PM

**Request for Resolution- TAN-PAN Master**

Fields marked by asterisk (\*) are mandatory

Financial Year\*    2012-13    Quarter\*    Q3

Form Type\*    26Q    Issues\*    --Select--

Token Number\*    141011100000006

It is mandatory to either enter comments or attach documents

Enter Comments For Ticket (Maximum 1000 characters)

From drop down, select the issue regarding TAN-PAN Master

- Select--
- Unable to submit request
- File not available under "Requested Download"
- Issues in Downloading the file from "Requested Download"
- PAN is not available
- Invalid entries

# Request for Resolution - Category : PAN Verification

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Welcome ORG.,

Fields marked by asterisk (\*) are mandatory

### Request for Resolution- PAN Verification

PAN\*  Form Type\* 26Q

Issues\*   
--Select--  
--Select--  
Wrong Status displayed  
Invalid Name displayed

It is mandatory to either enter comments or attach supporting documents

Enter Comments For Ticket  
(Maximum 1000 characters)

From drop down , select the issue regarding PAN Verification

# Request for Resolution - Category : Online Correction

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Welcome ORG 10:35 PM

Fields marked by asterisk (\*) are mandatory

### Request for Resolution- Online Correction

Financial Year*	2012-13	Quarter*	Q3
Form Type*	26Q	Last Accepted Statement / Latest Token Number*	141011100000006
Token Number of Correction Submitted	141011100000006	Issues*	--Select--

**i** It is mandatory to either enter comments or attach supporting documents.

Enter Comments For Ticket (Maximum 1000 characters)

From drop down , select the issue regarding Online Correction

- Select--
- File not available
- Issues in change of assignment
- Digital signature issues
- Cannot submit the save file



# Request for Resolution - Category : Default/ Demand (contd.)



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Welcome ORG., You have logged in on 11-Apr-2014 at 10:12 AM

### Request for Resolution- Default / Demand

**Please select resolution request sub category for default / demand**

Wrong Calculation
  Clarification Required

Financial Year\* 
 Quarter\*

Form Type\* 
 Last Accepted Statement / Latest Token Number\*

**Default / Demand Details for which resolution has to be logged**

**Please note that 'Issues' will be enabled if you enter any amount in 'Default Amount'. At least one issue has to be selected to submit the request**

Short Payment	Default Amount ( e.g. 100.00)	<input type="text"/>	Issues	<input type="text" value="--Select--"/>
Short Deduction	Default Amount ( e.g. 100.00)	12346.00	Issues	<input type="text" value="Pan Error issue"/>
<b>Interest on Payments Default u/s 201(1A)</b>				
Interest on Short Payment	Default Amount ( e.g. 100.00)	<input type="text"/>	Issues	<input type="text"/>

Select resolution request sub category

Fields marked by asterisk (\*) are mandatory.

# Request for Resolution - Category : Default/ Demand

Short Deduction	Default Amount ( e.g. 100.00)	<input type="text" value="12346.00"/>	Issues	<input type="text" value="Pan Error issue"/>
<b>Interest on Payments Default u/s 201(1A)</b>				
Interest on Short Payment	Default Amount ( e.g. 100.00)	<input type="text"/>	Issues	<input type="text"/>
Interest on Late Payment	Default Amount ( e.g. 100.00)	<input type="text"/>	Issues	<input type="text" value="--Select--"/>
Additional Late Payment interest against the processing of latest correction*	Default Amount( e.g. 100.00)	<input type="text"/>	Issues	<input type="text"/>
<b>Interest on Deduction Default u/s 201(1A)</b>				
Interest on Short Deduction	Default Amount( e.g. 100.00)	<input type="text"/>	Issues	<input type="text"/>
Interest on Late Deduction	Default Amount ( e.g. 100.00)	<input type="text"/>	Issues	<input type="text"/>
Additional Late Deduction interest against the processing of latest correction*	Default Amount ( e.g. 100.00)	<input type="text"/>		
<b>Late Filing Fee u/s 234E</b>				
Additional Late Filing levy against the processing of latest correction	Default Amount ( e.g. 100.00)	<input type="text"/>		
Interest u/s 220(2)	Default Amount ( e.g. 100.00)	<input type="text"/>		
Token Number of Correction Submitted	<input type="text" value="141011100041346"/>			
<p><b>!</b> It is mandatory to either enter comments or attach supporting documents</p>				
Enter Comments For Ticket (Maximum 1000 characters)	<input type="text" value="11 april 2014"/>			

It is mandatory to write atleast one issue . Once default amount is entered ,issue will be active

Enter Token Number of correction submitted



# Request for Resolution - Category : Intimation Send

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

Welcome ORG., You have logged in on 16-Apr-2014 at 12:05 PM

### Request for Resolution- Intimation Send

Fields marked by asterisk (\*) are mandatory

Financial Year*	2012-13	Quarter*	Q3
Form Type*	26Q	Last Accepted Statement / Latest Token Number*	141011100000008
Communication Reference Number	11112	Issues*	Not received in I

Note For Resolution: Technical Issue

Notes will be displayed for below issues with the popular resolution e.g. update profile or correct the address in the statement and ticket will not be logged

If you are satisfied with the above resolution, click on 'Satisfied with Provided Resolution' Page.If you are not satisfied with the above resolution, click on 'Not Satisfied with Provided Resolution.'

Satisfied with provided solution    Not Satisfied with provided solution and want to submit request for solution

If user selects not satisfied, he can submit request for resolution by entering comments and clicking on submit

Not received in I  
--Select--  
Wrong Address  
Mismatch in Justification / Intimation / Default Summary  
Intimation not received  
Not received in inbox

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# Request for Resolution - Category : Form 26AS

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

Welcome ORG , You have logged in on 16-Apr-2014 at 12:05 PM

### Request for Resolution- Form 26 AS

Financial Year*	2012-13	Quarter*	Q3
Form Type*	26Q	Last Accepted Statement / Latest Token Number *	141011100000006
PAN*	AAAAA1234A	Issues*	Wrong amount

**i** It is mandatory to either enter comments or attach supporting documents

Enter Comments For Ticket (Maximum 1000 characters)

1000 characters remaining

Fields marked by asterisk (\*) are mandatory

Either comments must be entered or supporting documents must be uploaded to log a Resolution Request

# Request for Resolution - Category : Refund of Challan

**Request for Resolution- Refund of challan**

Refund Request Number: 78954      Number of Challans\*: 2

Refund Amount\*: 500.00      Issues\*: Consumption de: ▼

Date Of Refund: 01-Apr-2014      Status: Invalid Bark De: ▼

**CIN Details**

CIN	BSR Code	Date of Deposit	Challan Serial Number
1	1215126	07-Nov-2012	02137
2	1215126	10-Dec-2012	02437

Note For Resolution

Check the details from the Statement Submitted.

**i** If you are satisfied with the above resolution, click on 'Satisfied with Provided Resolution' and you will be redirected to the Home Page. If you are not satisfied with the above resolution, click on 'Not Satisfied with Provided Resolution' and you can submit Request for Resolution.

Select drop down values for submitting the request i.e. Consumption details incorrect of the challan, Wrong Deductor details

Drop down values will be as per the status shown on TRACES

# Request for Resolution - Category : KYC

The screenshot shows a web interface for 'Request for Resolution - KYC'. At the top, there is a navigation bar with tabs: Dashboard, Statements / Payments, Defaults, Communications (highlighted), Downloads, Profile, and Help. Below the navigation bar, a welcome message reads: 'Welcome ORG., You have logged in on 16-Apr-2014 at 12:05 PM'. The main form area includes a 'Statement detail' dropdown menu with options: '--Select--', 'Statement details not available', 'Invalid Token Number', and 'Invalid details in Part A and Part B'. A callout points to this dropdown: 'Select the issue for KYC under drop down'. Below the dropdown is a 'Note For Resolution' text area. A callout points to this area: 'Notes will be displayed for below issues with the popular resolution as per the excel'. At the bottom of the form, there are two radio buttons: 'Satisfied with provided solution' (selected) and 'Not Satisfied with provided solution and want to submit request for resolution'. A callout points to these buttons: 'If selects not satisfied, user can submit request for resolution by entering comments and clicking on submit'. Below the form, there is a footer with 'Copyright © 2012 Income Tax Department' and links for 'Terms and Conditions', 'Privacy Policy', and 'Hyperlinking Policy'. Another callout points to the footer: 'If selects " Satisfied with provided resolution", then user will return back to the TRACES home page.'

# Request for Resolution Ticket logged

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 features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is displayed. Below the header is a menu with options: Dashboard, Statements / Payments, Defaults, Communications (highlighted), Downloads, Profile, and Help. The main content area displays a welcome message and a confirmation message: "Request for Resolution Logged Successfully! Your Request for Resolution has been logged with Ticket Number 565. Please track the status of your Request using the Ticket Number after 15 days."

Acknowledgement message after request is logged

# Resolution Tracking (contd.)

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

Welcome ORG., You have logged in on 16-Apr-2014 at 12:05 PM

### Resolution Tracking

**Search Option 1**

Ticket Number    Source of Ticket\* --Select--

**Search Option 2**

Source of Ticket\* --Select--   Ticket Creation Date\* (dd-mmm-yyyy)   From     To

Ticket Status\* --Select--

Under Communication, Select Resolution Tracking

Select either option 1 or option 2. Enter the mandatory information with asterisk mark(\*)

# Resolution Tracking (contd.)

Source of Ticket\*  Ticket Creation Date\* (dd-mmm-yyyy) From  To

Ticket Status\*

**Ticket Summary**

Click on a row to proceed

Ticket Number	Request Category	Ticket Creation Date	Ageing	Ticket Status
551	Defaults / Demand	15-Apr-2014	0d:21h:37m	Open
548	Online Corrections	11-Apr-2014	5d:1h:19m	In Progress
547	Refund of Challan	11-Apr-2014		In Progress
546	Defaults / Demand	11-Apr-2014		In Progress
545	Online Corrections			In Progress
544	Online Corrections	10-Apr-2014	5d:19h:32m	In Progress
543	Online Corrections	09-Apr-2014	6d:18h:16m	In Progress
542	Online Corrections	09-Apr-2014	6d:22h:34m	In Progress
541	Online Corrections	09-Apr-2014	6d:22h:39m	In Progress
540	Online Corrections	09-Apr-2014	6d:22h:53m	In Progress

of 12 >> >| View 1 - 10 of 118

Select specific ticket number to track the ticket

Click here to view ticket details

# Resolution Tracking (contd.)



### Ticket Details

<b>Ticket Number</b> 543	<b>Ticket Creation Date</b> 09-Apr-2014
<b>Request Category</b> Online Corrections	<b>Current Ticket Status</b> In Progress

#### Ticket History

Date	Remarks	Ticket Status
09-Apr-2014		Open

Page 1 of 1    View 1 - 1 of 1

[Reopen Request](#)    [Provide Clarification](#)    [< Back](#)

#### Ticket Status

Status	Requested By You	Ticket Raised By Tax Payer
<b>Open</b>	Responded within the prescribed SLA	Ticket is with you and you need to provide clarification to Tax Payer
<b>In Progress</b>	Under resolution by TDS CPC and is under resolution	Clarification has been provided by Tax Payer / AO
<b>Clarification Requested</b>	Clarification has been requested from you by TDS CPC. Please note that tickets with status as 'Clarification Requested' will be closed if clarification is not received within 7 calendar days	Ticket is with Tax Payer as you have requested for clarification
<b>Request for Closure</b>	Not Applicable	Clarification has been provided by you and ticket has been sent to Tax Payer for closure
<b>Reopened</b>	Ticket has been reopened by you. Please note only tickets with status as 'Closed' can be reopened and it has to be done within 14 calendar days of closure of ticket	Not Applicable
<b>Closed</b>	Ticket has been resolved by TDS CPC. You can re-open the request within 14 calendar days of closure of ticket	Ticket has been closed by Tax Payer

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Ticket has been reopened only when tickets status is 'Closed'

'Provide Clarification' button will be enabled only if Ticket Status is 'Clarification Requested'

Go to previous slide

# Contact Details changed



**Aaykar Bhawan**  
**Sector-3 Vaishali, Ghaziabad, UP-201010**  
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**Toll Free:1800 103 0344| Phone: 0120 4814600**

**Venue @ CPC (TDS)**



# Thank you.....!!!!



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