



Rawani & Co.
Chartered Accountants



TRACES- A e-Filing Tool for TDS



TRACES
TDS Reconciliation Analysis and Correction Enabling System



Compiled by CA Avinash Rawani

1



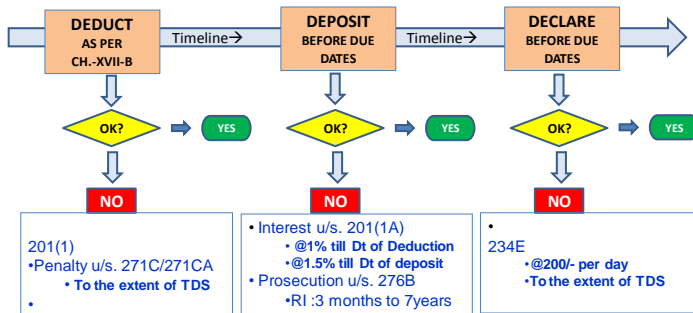
- The material contained in the ensuing slides is for general information, compilation is from various websites, views of the experts and the views of the speaker compiled purely for general discussion at the seminar and it should not be construed as binding either on the part of the Speaker or the Forum. It is not intended to be legal advice or opinion on any particular matter. Since the features of the website are dynamic in nature, it is advised in your own interest to refer to Government publications including the Direct Tax Laws and Rules before arriving to any final conclusion. Participants are requested to refer to the Act, Laws, Rules and decisions of the various courts of law from time to time depending on a particular case to case as may be applicable to them or to their client.



Compiled by CA Avinash Rawani

2

TDS PROVISIONS: AT A GLANCE



TDS
Consolidated Processing Cell

TRACES

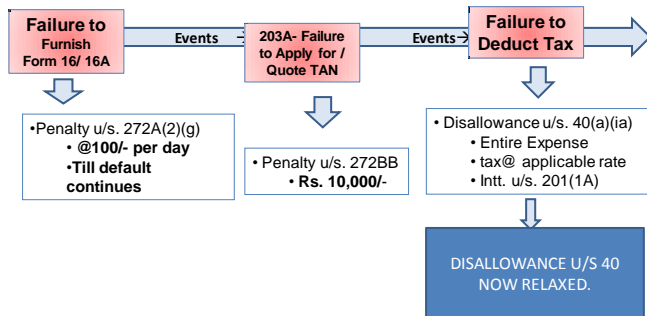
TDS Reconciliation Analysis and Correction Enabling System



Compiled by CA Avinash Rawani

3

TDS PROVISIONS: AT A GLANCE



TDS
Consolidated Processing Cell

TRACES

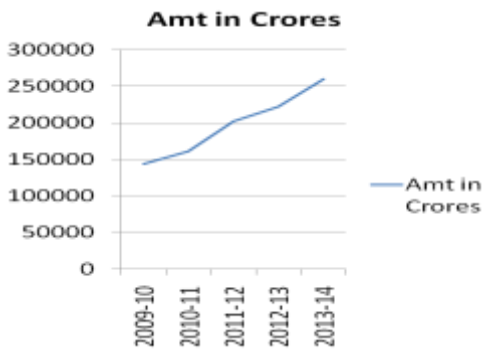
TDS Reconciliation Analysis and Correction Enabling System



Compiled by CA Avinash Rawani

4

STATISTICAL INFORMATION




Compiled by CA Avinash Rawani

5

STATISTICAL INFORMATION

	Returns filed in Time (%)	Payments made in Due Dates (%)
2010-11	35.8	71.7
2011-12	40.1	72.3
2012-13	52.8	74.6
2013-14	73.1	79.4



Compiled by CA Avinash Rawani

6

Impact of CPC-TDS

Improved reporting of transactions - Quantitative & Qualitative

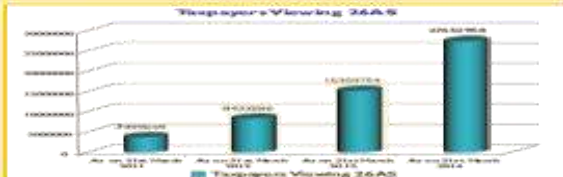


Better discipline in filing TDS statements and payment of taxes

Compiled by CA Avinash Rawani

7

Impact of CPC-TDS



Preserving 'Vishwas' - Compliance through better service

Compiled by CA Avinash Rawani

8

SERVICES ON TRACES

- Dash Board
 - Statement Status & Defaults Payable;
 - Deductor's Compliance Profile
- Online Corrections;
- Default Summary;
- Online PAN Verification;
- Online verification of certificates issued u/s 197;
- Statement and Challan Status;
- TAN-PAN Consolidated Files;

SERVICES ON TRACES (Contd)

- Downloads
 - TDS Certificates Form16 / 16A
 - Transaction Based Report for Non-Residents
 - Consolidated Statement File
 - Justification Reports on Defaults
- Aggregate TDS Compliance Report;
- e-Tutorials and FAQ's
- Circulars & Notifications;
- CPC(TDS) Communications;
- Bulk Email Facilities

RECENT UPDATES

- Online Correction functionality is now enabled for TDS Statements prior to FY 2012-13 also (Financial Year 2007-08 onwards), provided at least one correction for the relevant statement has been processed by CPC (TDS)
- Enhanced features has been enabled "without Digital Signature" for Financial Year 2012-13 Onwards, however, Digital Signature will be required for PAN Correction
- New version V1.4 of TRACES Offline Correction utility has been rolled out

STEPS TAKEN BY TDS CPC TO CLEAR OUTSTANDING DEMANDS

- Payment of demand raised by CPC - TDS against TDS on Sale of Property has been enabled on [TIN-NSDL](#) . You can make payment by entering PAN of Seller, PAN of Buyer, Acknowledgement Number, Assessment Year;
- Details of manual and processed demands based on financial year are now available through a link on TRACES deductor Dashboard
- The original statement will be put on hold for 7 days if Challan Mismatch/ Challan Overbooked/PAN Errors has been identified in the preliminary check. Need to initiate online correction to correct these Errors so that the statement is not processed for defaults.
- CPC (TDS) prompts you to first close the Short payment defaults before submission of request for download of TDS Certificates (Forms 16/ 16A). Short Payment default that can be closed by Online Correction displayed when submitting request of Form 16 / 16A



e-TDS/TCS Statements – Key points

- Check status of **CHALLANS** at TDSCPC portal
- Check status of **TDS STATEMENTS** at TDSCPC portal
- 'Original' return should be accepted at TDSCPC portal
- File correction return to make changes in the TDS /TCS return filed (original return should be accepted)



TRACES

TDS Reconciliation Analysis and Correction Enabling System



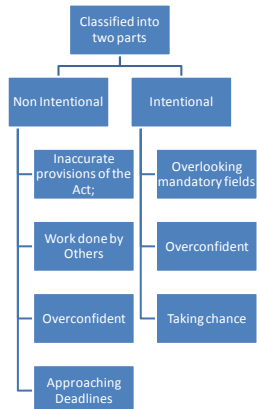
Compiled by CA Avinash Rawani

13



Why Mistake Happens

An error or fault resulting from defective judgment, deficient knowledge, or carelessness.

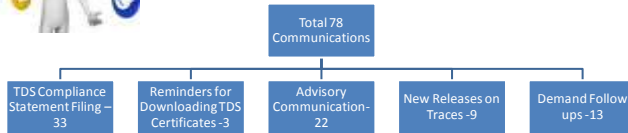


Compiled by CA Avinash Rawani

14



Summary Communications from TDSCPC



Compiled by CA Avinash Rawani

15



TRACES

TDS Reconciliation Analysis and Correction Enabling System




Gist of the Notification

- CPC to be setup from time to time as per the requirements by the Departments;
- Normal procedures applicable to IT Returns to follow;
- Demand Notices received from CPC are Appellable;
- No personal appearance at the Cell;
- Furnishing of Notices by electronic mode;
- Power to specify procedure and processes from time to time.

Compiled by CA Avinash Rawani

16




- ❖ Faster Processing than that of Offline Submission;
- ❖ Segregation of Responsibility is possible;
- ❖ Facility or reviewing before final submission and confirmation;
- ❖ Saves Time and Money which is precious;
- ❖ Submissions can be done 24x7 and also on holidays;
- ❖ No manual intervention and more reliable;
- ❖ No requirements of Software or service of third person.
- ❖ Gives list of challan available for selection for adjustments.

- Some corrections are not permitted online and need to download consolidated files which is time consuming;
- Internet connectivity required to do the entire process online;
- Entering of incorrect user-id or password or other details more than five times blocks the account for 24 hours.
- Digital signature mandatory except for challan correction, challan addition and interest payment.


Compiled by CA Avinash Rawani

17



TDS
Consolidated Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System




REPORT CARD OF THE WORK DONE

Sr.No.	Type of Default	Default Amount (₹)	Interest / Others Claimed in the Statement (₹)	Payable (₹)
1.	Short Payment	0.00	0.00	0.00
2.	Short Deduction	0.00	0.00	0.00
3.	Interest on Payments Default u/s 201(SA)			
3(a)	Interest on Short Payment	0.00	0.00	0.00
3(b)	Interest on Late Payment	367.38	0.00	367.38
3(c)	Additional Late Payment Interest against the processing of Interest correction	0.00	0.00	0.00
4.	Interest on Deduction Default u/s 201(LA)			
4(a)	Interest on Short Deduction	0.00	0.00	0.00
4(b)	Interest on Late Deduction	0.00	0.00	0.00
4(c)	Additional Late Deduction Interest against the processing of Interest correction	0.00	0.00	0.00
5.	Late Filing Fee u/s 23AB			
5(a)	Late Filing Levy	0.00	0.00	0.00
5(b)	Additional Late Filing levy against the processing of Interest correction	0.00	0.00	0.00
6.	Interest u/s 230(2)	15.00	0.00	15.00
Total Payable (₹)				382.38
Net Payable (Rounded-Off) (₹)				382.38

View Help for Default Summary Details

Summary of PAN Errors

Debitors Without PAN	Debitors With Invalid PAN
0	0



Compiled by CA Avinash Rawani

18

SHORT PAYMENT REASONS

* Short Payment - Reason for Short Payment default:

■ Challan / Transfer voucher details (CIN / BIN, Amount and/or TAN), Mismatch of OLTAS / G-OLTAS (Data with statement)

Details As Per	BSR Code / 24-G Receipt Number	Date of Deposit / Transfer Voucher Date	Challan Serial Number / DDO Sr. No.	CIN / BIN Amount (₹)	TAN
OLTAS/G-OLTAS	1234567	012220133	00001	10000.00	AAAA1234E
Statement	7654321	02122013	00003	20000.00	AAAA1234E

■ Insufficient Challan / Transfer Voucher balance (Claimed amount in the statement against the CIN / BIN > balance OLTAS for a CIN / BIN). E.g.,

Details As Per	BSR Code / 24-G Receipt Number	Date of Deposit / Transfer Voucher Date	Challan Serial Number / DDO Sr. No.	CIN / BIN Amount (₹)	Claimed Amount / Available Amount (₹)	TAN
OLTAS/G-OLTAS	1234567	22-Jun-2013	00001	10000.00	7,000 (Available Balance)	AAAA1234E
Statement	7654321	02-Dec-2012	00003	20000.00	10,000 (Claimed)	AAAA1234E



Compiled by CA Avinash Rawani

19

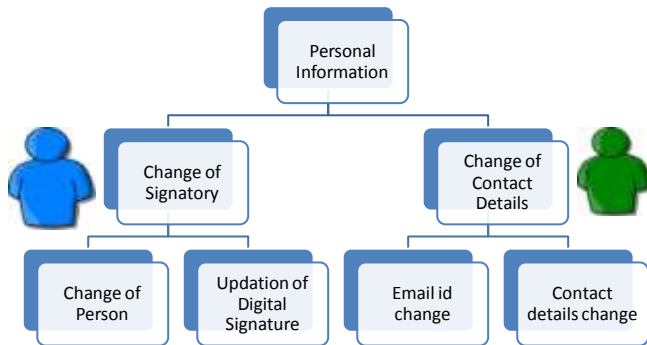
DEVELOPMENT OF STANDARD OPERATING PROCEDURES

- Matching the unconsumed challan.
- Top Deductors paying less/no tax with respect to previous financial years.
- Resolvable/Collectible TDS Demand.
- G-OLTAS reconciliation.
- Corporate connect for TDS compliance

Compiled by CA Avinash Rawani

20

PERSONAL INFORMATION CHANGES



Compiled by CA Avinash Rawani

21

Important Information on Online Correction

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

Type of error or defaults	Correction Type	Available from FY	DSC Required
If Challan is unmatched	Challan correction	FY 2007-08 ONWARDS	No
To Add new challan	Add challan to statements	FY 2007-08 ONWARDS	No
To Clear Interest and Late Fee demand payment	Paj 220, Interest , Levy , Late Filing	FY 2007-08 ONWARDS	No
To Move Deductee row	Reassignment for overbooked challan (Move deductee row from challan)	FY 2007-08 ONWARDS	No
To update PAN	PAN correction	FY 2007-08 ONWARDS	Yes
To Add / Modify deductee row	Add/Modify deductee details	FY 2012-14 ONWARDS	Yes
To update personal details	Personal Information	FY 2007-08 ONWARDS	Yes
To Modify Salary details	Add or delete salary details	FY 2013-14 ONWARDS	Yes

This feature is extremely useful as it is :

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

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

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

Enhance efficiency: Error specific correction is possible

Compiled by CA Avinash Rawani

22

Most Common Error While filing Online Correction

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

Compiled by CA Avinash Rawani

23

Most Common Error While filing Online Correction (Contd.)

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

Compiled by CA Avinash Rawani

24

Brief Steps for Online Challan Correction

This feature enables deductor to match the unmatched challians by tagging it with CIN/BIN detail from OLTAS/G-OLTAS. For CIN relaxation of +/- 1 Year is given by the department However BIN'S can be utilized for a particular Quarter only

- **Step 1** : Login to TRACES website
- **Step 2** : Go to "Request for correction" under " Defaults" by entering relevant Quarter, Financial Year, Form Type , Latest Accepted Token number.
- Correction category should be "Online"
- Request number will be generated
- **Step 3** : Request will be available under " Track Correction Request"
- When request status become "Available" click on Available / in progress status to proceed with the correction
- Provide information of Valid KYC
- **Step 4** : Select the type of correction category from the drop down as "Challan Correction"
- **Step 5** : Make the required corrections in the selected file
- **Step 6** : Click on "Submit for Processing" to submit your correction (Only Available to Admin User)
- **Step 7** : 15 digits token number will be generated and mailed to Registered e-mail ID

Compiled by CA Avinash Rawani

25

Status of Online Correction Requests:

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

Compiled by CA Avinash Rawani

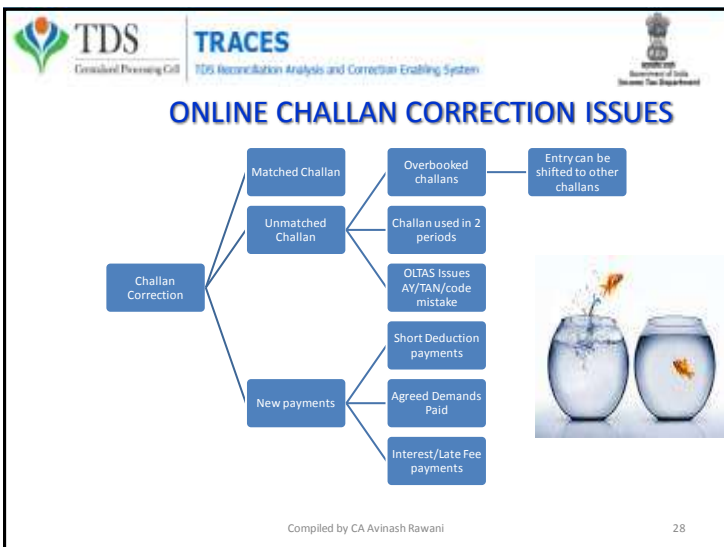
26

Notes for Validation Screen:

- Authentication code is generated after KYC information details validation, which remains valid for the same calendar day for same form type, financial year and quarter
- Token Number must be of the **regular statement** of the FY, Quarter and Form Type displayed on the screen
- CIN/BIN details must be entered for the challan/book entry mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above
- Government deductor can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement
- Amount should be entered in two decimal places (e.g., 1234.56)
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN/BIN details in Part1 must be entered in Part 2 of the KYC. Guide available on the screen can be referred for valid combinations.
- Maximum of 3 distinct valid PANs and corresponding amount must be entered
- If there are less than three such combinations in the challan, user must enter all (either two or one)
- CD Record no. is mandatory only in case of challan is mentioned more than once in the statement

Compiled by CA Avinash Rawani

27





TDS

Consolidated Processing Cell

TRACES

TDS Reconciliation Analysis and Correction Enabling System



ISSUES RELATING TO UNCONSUMED CHALLANS

- Demand Raised for Short payment or due to incorrect quoting of challan particulars in record
- Late payment fees and interest paid
- Unreported entries for taxes deposited
- Can be matched against the challan available which is not consumed, through Tagging;
- Demand can be removed only if the correction statement is filed.
- Report the entries by filing correction statements

Compiled by CA Avinash Rawani

29



TDS

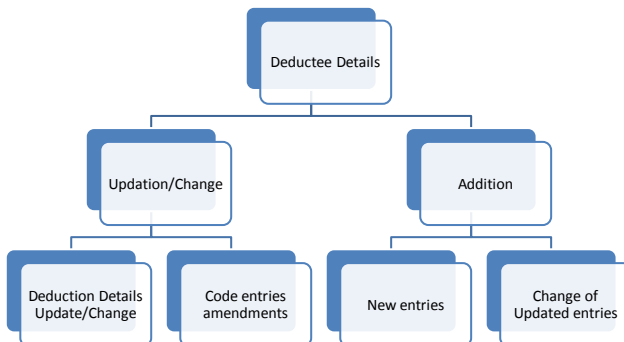
Consolidated Processing Cell

TRACES

TDS Reconciliation Analysis and Correction Enabling System



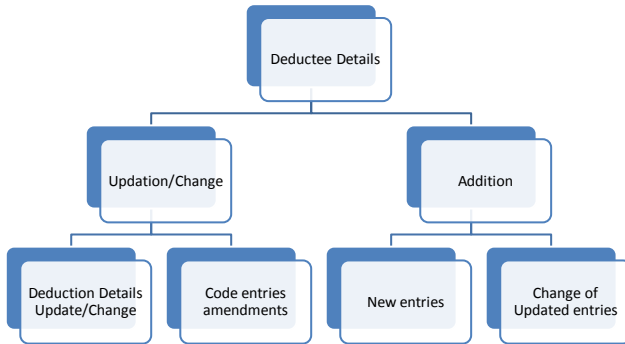
ONLINE DEDUCTEE DETAILS ISSUES



Compiled by CA Avinash Rawani

30

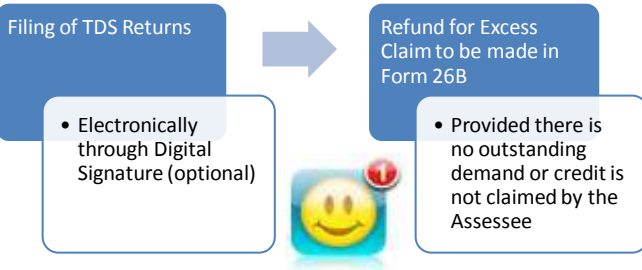
ONLINE DEDUCTEE DETAILS ISSUES



Compiled by CA Avinash Rawani

31

Notification dated 20/03/2013



Compiled by CA Avinash Rawani

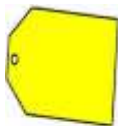
32

Guidelines - Request for Refund

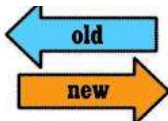
- It is mandatory to register digital signature on TRACES to submit the refund request.
- Request for refund can be submitted only if there is no outstanding demand against the TAN and PAN of the deductor.
- Request for refund can be submitted only if there is no outstanding demand against the TAN [i.e., outstanding demand amount is zero] and no PAN mismatch as per TAN Master and TRACES Profile.
- Refund request can be submitted after total outstanding demand is closed.
- PAN of Deductor should be same as per TAN Master and TRACES profile and should be non blank.
- There should be no total outstanding against TAN and TAN (s) associated with PAN of Deductor (If applicable).
- A refund request can contain maximum of five challans. For claiming more challans, submit new request.
- Maximum refund amount will be the minimum challan balance amount in the challan history.
- Available amount per challan must be greater than Rs.100/-.
- Ensure that all statement in which the challan has been claimed have been processed before claiming refund for the challan.
- Refund cheque will be issued in the Name and Address of the Deductor as per TRACES profile.

Compiled by CA Avinash Rawani

33



**Tag / Replace
Challan**



Compiled by CA Avinash Rawani

34

Selecting Tag Challan Option

The screenshot shows the TRACES web portal. The 'Defaults' tab is active, displaying various settings for TDS returns. A callout box highlights the 'Tag / Replace Challan' option under the 'Defaults' section.

Compiled by CA Avinash Rawani

35

List of Demand for all Financial Years

The screenshot shows the TRACES web portal. The 'Defaults' tab is active, displaying various settings for TDS returns. A callout box highlights the 'Tag / Replace Challan' option under the 'Defaults' section. Below the callout, a table displays demand data for various financial years.

Financial Year	Amount of Demand	Amount of Demand
2018-19	100000	100000
2019-20	100000	100000
2020-21	100000	100000
2021-22	100000	100000

Compiled by CA Avinash Rawani

36

List of Demand for all Financial Years

Tag / Replace Challan

Click on the amount corresponding to the financial year to display demands for that financial year.

Financial Year	Amount eligible for collection through tag/replace challan	Amount eligible for collection through other modes
2019-20	82.00	0.00
2019-20	22.00	
2019-20	200.00	

Demand Details

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

Select	Demand Type	Financial Year	Station	Mode Type	Consolidation Reference Number	Demand Creation Date	Total Demand (₹)	Tagged Total Demand (₹)	Tagged Challan Amount
<input type="checkbox"/>	Water Bill Monthly	2019-20	02	170		27/06/2019	9.00	9.00	0.00
<input type="checkbox"/>	Water Bill Monthly	2019-20	02	170			100.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170		27/06/2019	100.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170			200.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170			200.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170			200.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170			200.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170			200.00	0.00	0.00

Click on the amount corresponding to the financial year to display demands for that financial year.

Compiled by CA Avinash Rawani

38

Tag Challan

Tag / Replace Challan

Click on the amount corresponding to the financial year to display demands for that financial year.

Financial Year	Amount eligible for collection through tag/replace challan	Amount eligible for collection through other modes
2019-20	82.00	0.00
2019-20	22.00	
2019-20	200.00	

Demand Details

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

Select	Demand Type	Financial Year	Station	Mode Type	Consolidation Reference Number	Demand Creation Date	Total Demand (₹)	Tagged Total Demand (₹)	Tagged Challan Amount
<input type="checkbox"/>	Water Bill Monthly	2019-20	02	170		27/06/2019	9.00	9.00	0.00
<input type="checkbox"/>	Water Bill Monthly	2019-20	02	170			100.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170		27/06/2019	100.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170			200.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170			200.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170			200.00	0.00	0.00
<input type="checkbox"/>	Water Bill Index	2019-20	02	170			200.00	0.00	0.00

Click on the amount corresponding to the financial year to display demands for that financial year.

Compiled by CA Avinash Rawani

38

Tag Challan

Challan Details

Challan Type	Physical Year	Quantity	Item Type	Subsidiary	Subsidiary Name	Original Amount (₹)	Total Amount (₹)	Net Amount (₹)
Other than Receipt	2023-24	100	276			100.00	100.00	0.00

Details of Challans Tagged in the above mentioned Challan

Sl. No.	Sequence	Challan Number	Date of Receipt	Total Amount (₹)	Net Amount (₹)	Date of Challan Filing
1	1000000	1000000	10-May-2024	100.00	100.00	10-May-2024
2	1000001	1000001	10-May-2024	100.00	100.00	10-May-2024
3	1000002	1000002	10-May-2024	100.00	100.00	10-May-2024
4	1000003	1000003	10-May-2024	100.00	100.00	10-May-2024
5	1000004	1000004	10-May-2024	100.00	100.00	10-May-2024
6	1000005	1000005	10-May-2024	100.00	100.00	10-May-2024
7	1000006	1000006	10-May-2024	100.00	100.00	10-May-2024
8	1000007	1000007	10-May-2024	100.00	100.00	10-May-2024
9	1000008	1000008	10-May-2024	100.00	100.00	10-May-2024
10	1000009	1000009	10-May-2024	100.00	100.00	10-May-2024
11	1000010	1000010	10-May-2024	100.00	100.00	10-May-2024

Compiled by CA Avinash Rawani

39

Tag Challan

Tag of Receipt Challan

Challan Type	Financial Year	Quantity	Item Type	Subsidiary	Subsidiary Name	Original Amount (₹)	Total Amount (₹)	Net Amount (₹)
Other than Receipt	2023-24	100	276			100.00	100.00	0.00

List of challans with Available Balance

Enter challans details to filter and click on 'Go'

Compiled by CA Avinash Rawani

40

Tag Challan

Search Options

Challan Request From: 28-06-2020 To: 30-06-2020 Challan Amount: 40000

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

Request No.	MR Code	Challan Serial Number	Date Of Request	Total MRs Requested (R)	Available Balance Balance Tagging (R)	Amount To Be Consumed (R)	Available Balance After Tagging (R)
21	000001	000001	28-06-2020	40,000.00	40,000.00	40,000.00	0.00
21	000001	000002	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000003	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000004	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000005	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000006	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000007	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000008	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000009	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000010	28-06-2020	2,000.00	2,000.00	2,000.00	0.00

Remaining Balance (Balance Amount) (R) : 0.00

Click on 'Create Request' button.

• Only Unclaimed and partially claimed challans will be shown in output table.
 • Challans shown in output will be of the range +/-1 year of the year of demand

Compiled by CA Avinash Rawani

41

Create Request

Search Options

Challan Request From: 28-06-2020 To: 30-06-2020 Challan Amount: 40000

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

Request No.	MR Code	Challan Serial Number	Date Of Request	Total MRs Requested (R)	Available Balance Balance Tagging (R)	Amount To Be Consumed (R)	Available Balance After Tagging (R)
21	000001	000001	28-06-2020	40,000.00	40,000.00	40,000.00	0.00
21	000001	000002	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000003	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000004	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000005	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000006	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000007	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000008	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000009	28-06-2020	2,000.00	2,000.00	2,000.00	0.00
21	000001	000010	28-06-2020	2,000.00	2,000.00	2,000.00	0.00

Remaining Balance (Balance Amount) (R) : 0.00

Click on 'Create Request' button.

Important Notes

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

click on 'Create Request' button

Compiled by CA Avinash Rawani

42

Confirmation Screen

The screenshot shows the 'Confirmation' step of a request process in the TRACES system. The user is 'Taj / Rajesh Chakrav' and the request is for 'Stamp Duty - Payment of Stamp Duty'. The screen displays a table with request details and a confirmation button.

Request Type	Requested From	Location	From - To	Administrative Reference Number	Request Creation Date	Request Status	Balance Total (Amount INR)
Stamp Duty - Payment of Stamp Duty	2024-07	GA	0%		07-Aug-2024	0.00	10.00

Request No.	Request Code	Request Identification Number (Unique Serial Number)	Date of Deposit	Total Fee Amount (INR)	Request Status (Requesting)	Amount Paid (INR)	Requester's Branch office (Requesting)
2024-08	9000011	10001	08/08/2024	48,480.00	48,480.00	0.00	GA 101.00

Final Amount Due: Requested (INR) : 0.00

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

Compiled by CA Avinash Rawani

43

Request Created

The screenshot shows the 'Request Created' confirmation screen in the TRACES system. The user is 'Taj / Rajesh Chakrav' and the request is for 'Stamp Duty - Payment of Stamp Duty'. The request number is 1301.

Request Number 1301

Request number will be displayed

Compiled by CA Avinash Rawani

44

Selecting Replace Challan Option

The screenshot shows the TDS TRACES portal interface. The 'Defaults' tab is active, and the 'Replace Challan' option is highlighted with an orange callout bubble. The page title is 'TDS TRACES' and the subtitle is 'TDS Remittance Analysis and Conversion Enabling System'. The user is logged in as 'CAVINASH RAWANI'.

Compiled by CA Avinash Rawani

45

List of Demand for all Financial Years

The screenshot shows a table titled 'List of Demand for all Financial Years'. The table has columns for 'Financial Year', 'Demand eligible for refund through tag/replace challan', and 'Demand eligible for refund through other means'. The table contains data for financial years 2018-19, 2019-20, and 2020-21. An orange callout bubble points to the table with the text 'Table will display demand for all financial years'. Another callout bubble points to the 'Replace Challan' button with the text 'Click on Replace Challan'. A third callout bubble points to the 'Important Note' section with the text 'Important Note'.

Financial Year	Demand eligible for refund through tag/replace challan	Demand eligible for refund through other means
2018-19	100.00	0.00
2019-20	100.00	0.00
2020-21	100.00	0.00

Important Note

Demand for refund through tag/replace challan is eligible for refund through other means.

Compiled by CA Avinash Rawani

46

Important Information on Challan Status

- Deductor can check Challan status in case Challan is Unclaimed or Claimed.
- Please Click on [View your BIN](#) For BIN details prior to FY 2013-14
- Deductor can check Challan status using BIN details or CIN details.
- Deductor have two option for check Challan Status:
 - ✓ Period of payment (its should be Challan Deposit Date)
 - ✓ BIN\CIN Particular

Please Note:

- Deductor can check challan consumption details after entering the challan amount.
- If Challan status is not available after entering correct information, it means that details do not match with Challan Details mentioned in the statement.

Compiled by CA Avinash Rawani

47

List of Tagged Challan with available balance

List of Tagged Challans

Please click amount to be consumed from already tagged challans and enter the rate that needs to be used for processing. You can still view challan to be consumed from List of Un-tagged challans.

Fiscal Year	Reg. Code	Challan Serial Number	Challan Classification/Status		Total TDS Amounted (₹)	Available Balance Amount (₹)	Amount To be Consumed (₹)	Available Balance after Tagging (₹)
			Challan Status	Challan Type				
2011-12	000000	00001	0000	0000	1,000.00	4,000.00	10.00	3,990.00
2011-12	000000	00001	0000	0000	1,000.00	4,000.00	10.00	3,990.00
2011-12	000000	00001	0000	0000	1,000.00	4,000.00	10.00	3,990.00
2011-12	000000	00001	0000	0000	1,000.00	4,000.00	10.00	3,990.00
2011-12	000000	00001	0000	0000	1,000.00	4,000.00	10.00	3,990.00
2011-12	000000	00001	0000	0000	1,000.00	4,000.00	10.00	3,990.00
Total amount processed to date (₹)							60.00	
Total amount to be tagged (₹)							60.00	

Note: An arrow points to the 'Challan Status' and 'Challan Type' columns, with a callout box stating: 'List of Tagged challans with available balance are displayed'.

Compiled by CA Avinash Rawani

48

Create Request

Request Type	REQ. CODE	Challan Serial Number	Date of Demand	Form. Tax Amount (₹)	Interest Penalty Surtax (₹)	Interest on Tax (₹)	Balance	
01	000001	000001	01-01-2022	10000.00	10000.00	10000.00	10000.00	
02	000002	000002	01-01-2022	20000.00	20000.00	20000.00	20000.00	
03	000003	000003	01-01-2022	30000.00	30000.00	30000.00	30000.00	
04	000004	000004	01-01-2022	40000.00	40000.00	40000.00	40000.00	
05	000005	000005	01-01-2022	50000.00	50000.00	50000.00	50000.00	
Total amount already request with balance (₹)							100000.00	100000.00

List of the Request/Challan with Available Balance

Please use either of search criteria to search challan.

Request of payment: All Records

Search Options ()

Challan Request Date: % Challan Request:

• Back of a challan should be used to it is lesser than it.

• Back of a challan should not be greater than sum of it and balance field (Demand)

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

Compiled by CA Avinash Rawani

49

List of Un-tagged challan with available balance

List of the Request/Challan with Available Balance

Please use either of search criteria to search challan.

Request of payment: All Records

Search Options ()

Challan Request Date: % Challan Request:

• Back of a challan should be used to it is lesser than it.

• Back of a challan should not be greater than sum of it and balance field (Demand)

Enter the credentials to view the list of Un-Tagged Challan

Compiled by CA Avinash Rawani

50

List of Un-tagged challan with available balance

Period of payment: 23/03/2024

Research Station: 1

Challan Request Date: 23/03/2024 To: 23/03/2024 Challan Amount: 0.00

Please enter amount to be accounted from challan and then click the button to be tagged. Multiple challans can be tagged.

Account No.	Bill Code	Challan serial number	Date of Receipt	Total PFR deposited (₹)	Available Balance (₹)	Amount To Be Consumed (₹)	Available Balance after Tagging (₹)	
000000	000001	000001	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000002	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000003	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000004	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000005	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000006	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000007	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000008	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000009	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000010	23/03/2024	100.00	100.00	0.00	100.00	
Total Account From Selected Challan(s) (₹)							0.00	0.00

Click on 'Create Request' button

Important Notes

List of Un-Tagged challans with available balance are displayed

Compiled by CA Avinash Rawani

51

List of Un-tagged challan with available balance

Period of payment: 23/03/2024

Research Station: 1

Challan Request Date: 23/03/2024 To: 23/03/2024 Challan Amount: 0.00

Please enter amount to be accounted from challan and then click the button to be tagged. Multiple challans can be tagged.

Account No.	Bill Code	Challan serial number	Date of Receipt	Total PFR deposited (₹)	Available Balance (₹)	Amount To Be Consumed (₹)	Available Balance after Tagging (₹)	
000000	000001	000001	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000002	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000003	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000004	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000005	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000006	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000007	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000008	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000009	23/03/2024	100.00	100.00	0.00	100.00	
000000	000001	000010	23/03/2024	100.00	100.00	0.00	100.00	
Total Account From Selected Challan(s) (₹)							0.00	0.00

Click on 'Create Request' button

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

click on 'Create Request' button

Compiled by CA Avinash Rawani

52

Track Request for Tag Challan

Track Request for Tag / Replace Challan

Please select financial year and request number to track request

Financial Year: 2012-13 Request Number: 100

Request Number	Amount Year	Financial Year	Operation	Form Type	Total Demand (₹)	Status	Remarks	Request Number
100	2012-13	2012-13	100	100	0.00	Initiated		

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

Compiled by CA Avinash Rawani

57

Action Summary - Submit to Admin User

Action Summary

Click on Submit to Admin

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



Compiled by CA Avinash Rawani

58

Action Summary

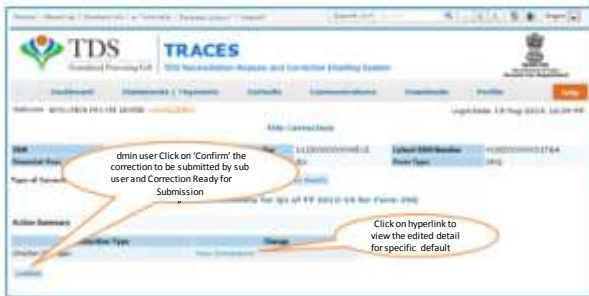


Request will be submitted to Admin user . Sub-user cannot submit the 'Correction Ready for Submission'. Sub-user should only be able to view statements saved by them

Compiled by CA Avinash Rawani

59

Action Summary - View Edited Statement



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

Compiled by CA Avinash Rawani

60

Action Summary - Admin User Login

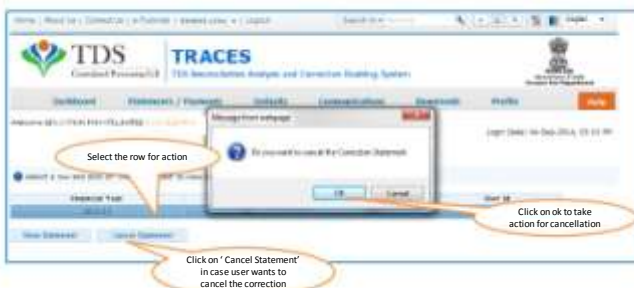


User can able to view correction changes prior to submission even if logs out and later logs in.

Compiled by CA Avinash Rawani

61

Action Summary - Admin User



Compiled by CA Avinash Rawani

62

Action Summary - Admin User

Home | About Us | Contact Us | Helpdesk | Contact Us | Logout | Search

TDS TRACES
TDS Return Status Analysis & IT Compliance Enabling System

Dashboard | Statements / Payments | Returns | Communications | Downloads | Help | Login

Welcome [User Name] | [User ID] | [User Role]

Correction Statements Ready For Submission

10/04/2018 10:00:00 AM

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

Statement No.	Status	Book Page	Year
10/04/2018 10:00:00 AM			

View Statement | View Statement

Select the row for action

Click on 'View Statement' to proceed further

Compiled by CA Avinash Rawani

63

Action Summary - Submit For Processing

Home | About Us | Contact Us | Helpdesk | Contact Us | Logout | Search

TDS TRACES
TDS Return Status Analysis & IT Compliance Enabling System

Dashboard | Statements / Payments | Returns | Communications | Downloads | Help | Login

Welcome [User Name] | [User ID] | [User Role]

Action Summary for [User Name]

Statement No.	Status	Book Page	Year
10/04/2018 10:00:00 AM			

View Action Summary | Submit for Processing | Edit Correction Statement

Click on hyperlinks to view the Action Summary

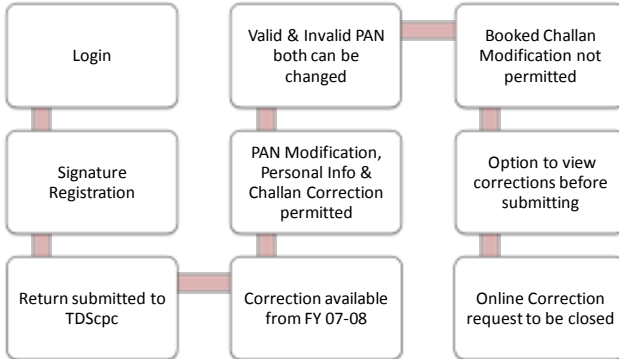
Select 'Submit for Processing' to proceed further, in case edit select 'Edit Correction Statement'

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

Compiled by CA Avinash Rawani

64

Online Correction System At Glance



Compiled by CA Avinash Rawani

67

Reply to Online Communication From TDSpc

Reference Number	Date	Category	Description	Page No	Assessment Year
TDS-1414-2002-01-00001200100	12/10/2014	MS Form		001/001	2014-15
TDS-1414-2002-01-00001200100	10/04/2014	Return and Demand note	Issue of demand notice in case of default in MS Form for Request Withdrawal	001/001	2014-15
TDS-1414-2002-01-00001200100	19/04/2014	MS Form		001/001	2014-15

Compiled by CA Avinash Rawani

68

Reply to Online Communication From TDSpc

The screenshot shows the TDS TRACES portal interface. At the top, there is a navigation bar with the following tabs: Dashboard, Statements / Payments, Defaults, **Communications**, Downloads, and Profile. The 'Communications' tab is active, and a dropdown menu is open, listing the following options: Search for Notifications, Notifications Tracking, Add Declaration for Paperless Filings, and Withdraw from Assessing Officer. A red circle highlights the 'Search for Notifications' option. Below the navigation bar, there is a 'Welcome' message and a 'Login Date: 13-Dec-2024, 3' indicator. On the left side, there is a 'Required Category' dropdown menu with a list of categories including: Statement Status, Statement Generation Reasons, Paper W / Not, Verification Report, Change Fee, TDS/PFD Waiver, Misc Declaration, Online Verification, Returns - Closure, Advance Demand, Form 26AS, Return of Officer, ITC, Detailed notice of, Decision of this officer (General Notice), Change in Communication Details, Correction Statement filed for the provision, Amount paid against the demand notice, and Late Fee/Chk Notice etc.

Compiled by CA Avinash Rawani

69

Reply to Online Communication From TDSpc

The screenshot shows the TDS TRACES portal interface, similar to the previous one. The 'Communications' tab is active, and the dropdown menu is open, with 'Notifications Tracking' highlighted in blue. Below the navigation bar, there is a 'Welcome' message and a 'Login Date: 13-Dec-2024, 3' indicator. Below the 'Notifications Tracking' option, there is a 'Search Option 1' section with a 'Ticket Number' input field, a 'Source of Ticket' dropdown menu, and a search button. Below that, there is a 'Search Option 2' section with a 'Source of Ticket' dropdown menu, a 'Ticket Creation Date' input field (with a note '(dd-mm-yyyy)'), a 'From' input field, a 'To' input field, a 'Ticket Status' dropdown menu, and a search button.

Compiled by CA Avinash Rawani

70

Reply to Online Communication From TDSpc

Government of India
Income Tax Department

Home > My Request

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

Welcome, Login Date: 18-Dec-2014, 0



Declaration for Payment of TDS on Interest Income

Request for Assessment
Assessment/Recovery
Declaration for Payment of TDS on Interest Income
Request from Assessing Officer

I solemnly declare that I opt for **RAPOLESS INTIMATION** from TDSPC and the information mentioned below is correct to the best of my knowledge and belief applicable to my declaration.

The intimation will be sent on the email:
The authorized 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.

Compiled by CA Avinash Rawani

71

Reply to Online Communication From TDSpc

Government of India
Income Tax Department

Home > My Request



TRACES

TDS Reconciliation Analysis and Correction Enabling System



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

Welcome, Login Date: 18-Dec-2014, 0



Request for Assessment

Assessment/Recovery
Declaration for Payment of TDS on Interest Income
Request 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	Date of Issuance	From	To
<input type="text" value="All"/> <input type="text" value="All"/> <input type="text" value="Periodic"/> <input type="text" value="Daily"/>	<input type="text" value="04-march-yyyy"/> <input type="text" value="04"/>	<input type="text" value=""/>	<input type="text" value=""/>

Compiled by CA Avinash Rawani

72

Reply to Online Communication From TDSpc

Consolidated Processing Cell | TDS Reconciliation Analysis and Correction Enabling System

NSD
Income Tax Dept.
Department of Revenue
Income Tax Support

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

Welcome . Login Date: 18-Dec-2014 |

Profile

User Details
Type of User : Debtor Admin User Id :

[Organization 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	Pin	Date of Birth	Status
Admin	RAJ	RAJARAM	CHETTIYODI	484008039	18-Apr-1981	Enabled

Add New User Update User (row id) Enable / Disable User Delete User

Compiled by CA Avinash Rawani

73



Declaration of Non Filing of Statements

Compiled by CA Avinash Rawani

74

Declaration for Non – Filing of Statement

Click on Help icon for help text for this screen

Under StateWt/ PayWt select Declaration for Non-Filing of StateWt

Declaration for Non - Filing of Statement

Compiled by CA Avinash Rawani

75

Declaration for Non – Filing of Statement

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

Form Type

Add Statement Details

Sl. No.	Form Type	Quarter	Form Type	Reason
1	2014-15	Q2	200	Permanently Business Closed

-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.

Compiled by CA Avinash Rawani

76

Home | About Us | Contact Us | Feedback | Updated Links | Logout | Search Here | Login

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

Dashboard | **Statements / Payments** | Defaults | Statement Status | Downloads | Profile | Help

Username: BSC2015PT125 (1441210000) | Login Date: 09-04-2016, 09:58:39

Declaration for Non-Filing

Declaration for Non-Filing of Statement Details for TDS 40B/40B/40B/40B

S.No.	Financial Year	Quarter	Form Type	Reason
1	2014-15	Q3	40B	Taxpayer/Debitee Default

Page 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 not filing is correct.
- I will not file any statement for the above period without updating the filing status on TRACES.
- Late filing fee will be applicable after the due date if I file the statement after updating the filing status on TRACES.

I Agree I Disagree

Click o/I Agree to proceed further

Compiled by CA Avinash Rawani 77

Brief Steps : Lower TDS Deposited Declaration

Due to various reasons there could be a reduction in TDS deduction in the current period as compared to the deduction made in the previous period. In that case Centralized Processing Cell (TDS) has enabled deductor to share relevant reasons for Lower Deduction and/or Lower Payment.

Below are the steps to submit Lower TDS declaration:-

- **Step 1 :** Navigate to "Declaration to Deposit Lower TDS" under "Statements/ Payments" Menu
- **Step 2 :** Add statement details with respect to **Financial Year, Quarter and Form Type** for which declaration needs to be made
- **Step 3 :** Add "Nature of Payment" and "TDS Lower by %"
- **Step 4 :** Select "Reasons for Lower Deduction" from the drop down menu
- **Step 5 :** Check declaration by submitting "I Agree" radio button

Compiled by CA Avinash Rawani 78

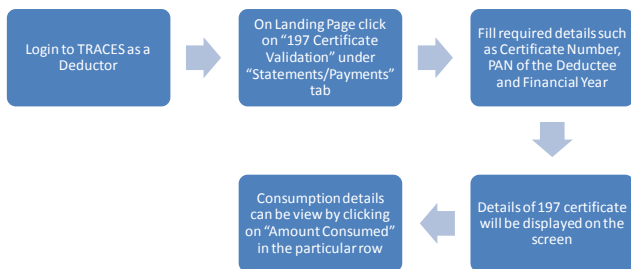
Important Information on Validation of 197 Certificate

- Deductor can validate 197 certificate from TRACES
- 197 Certificate number should be of 10 digit alpha & numeric number. 197 certificate no. Format is: 1234AAA45A1
- This facility is available from Financial Year 2007-08 onwards.
- If the error message displaying as "No data is available for specified search criteria" on TRACES website, reasons can be as below:
 - ✓ Incorrect Certificate number
 - ✓ Certificate is not issued for related PAN/TAN Number
 - ✓ Certificate has been expired
 - ✓ **This facility is not available for international Transaction.**
- Deductor can check 197 Certificate consumption details by clicking on tab "Amount Consumed" on which PAN used how much amount

Compiled by CA Avinash Rawani

79

Steps for Validation of 197 Certificates



Compiled by CA Avinash Rawani

80

Important Information : Web Socket Esigner for Google Chrome

- Google Chrome does not support Java Platform which is required for Digital Signature Utility Functionality.
- Due to which many Digital Signature Certificate supported TRACES functionalities do not work while using Google Chrome.
- TRACES has provided a new platform which enable user to use Digital Signature Certificate while using Google Chrome.
- Digital Signature data signing/Registration functionality will not work on Google Chrome browsers if the WebSocket ESigner setup is not installed.
- TRACES WebSocket ESigner solution works best only on the latest versions of Google Chrome. Please update your Chrome browser before the setup installation, if not already updated

Important Information : Web Socket Esigner for Google Chrome

Requirement for usage of Digital signature certificate :

- Valid Digital Signature should be in Crypto Token
- Only class 2 or class 3 digital Signature certificates are allowed for the purpose of registration on TRACES
- Latest Java Version should be installed.
- TRACES supports Crypto Tokens (Hard Tokens) for Digital Signature Registration
- For Hard Token based certificates, please refer manual provided by Certifying Authority for certificate download, enrollment and usage of hard token
- TRACES WebSocket eSigner setup Version is 1.0, once installed successfully, will automatically detect the certificates in the Crypto Token, when inserted in a working USB port
- At least 1.0 MB free disc Space should be there in your system before downloading or installation eMudhra websigner setup
- PAN of Authorized person should be associated with the same PAN mentioned in the Digital Signature Certificate.
- For better installation ,It is recommended that you close all other applications before proceed
- Digital Certificate should be registered with TRACES. For more information on registration of DSC, please refer e-Tutorial of Digital Signature Registration on TRACES

Chart of Password for Deductor

Functionality	Password	Example
Registration	Password must contain a minimum of 8 alpha numeric characters with at least one capital letter. It is applicable for all users i.e. Deductor and Taxpayer.	Special Characters allowed: space, ;, &, ", comma, ; It is not mandatory to use special characters but user can use it to make strong password. Example : Password123
Conso File	TAN, Download Request number	AAAA11111A_23456
Justification Report	IR_TAN_FormType_Quarter_FY for a statement processed by TRACES. For the Statements processed prior to Oct'12, password will be Regular Statement's Token Number.	IR_AAAA11111A_24Q_Q1_2010-11 123456789123564
Form 16/16A/27D/TBR	TAN in capital letters	AAAA11111A
Intimation received through Email	First Four letters of TAN, Date of Filing of Regular Statement (Date should be in the format of DDMMYYYY)	AAAA_01012011

Compiled by CA Avinash Rawani

83

Functionality	Password	Example
Registration	Password must contain a minimum of 8 alpha numeric characters with at least one capital letter. It is applicable for all users i.e. Deductor and Taxpayer.	Special Characters allowed: space, ;, &, ", comma, ; It is not mandatory to use special characters but user can use it to make strong password. Example : Password123
Form 26A5	Date of Birth (in DDMMYYYY format)	01012011
Form 16B	Date of Birth of the Buyer (in DDMMYYYY format)	01012011

Compiled by CA Avinash Rawani

84



TDS
Consolidated Processing Cell

TRACES

TDS Reconciliation Analysis and Correction Enabling System



Late Fee under Section 234E

- As per TDS CPC no waiver and has to be paid;
- Govt. has collected revenue of Rs. 17,497 Crores for two years;
- Matter is now in Supreme Court;
- Various Courts had granted Stay but amendment in FA 2015 makes it mandatory. Details of cases are as under:
 - [Adithya Bizorp Solutions India Pvt. Ltd vs. UOI \(Karnataka High Court\)](#)
 - [Narath Mapila LP School vs. UOI \(Kerala High Court\)](#)
 - [Om Prakash Dhoot vs. UOI \(Rajasthan High Court\)](#)
 - [Rashmikant Kundalia Vs. UOI \(Bombay High Court\)](#)
 - [Shree Builders Vs. UOI \(M.P.High Court\)](#)
- Non Applicability of provisions of Section 234E on returns filed prior to 1st June, 2015.
 - [ITAT Ahmedabad Bench in case of Perfect Cropscience Pvt. Ltd v/s DCIT \(CPC\) Ghaziabad \(ITA No. 2957 to 2963/Ahd/2015\) Order dated 1/1/2016](#)



Compiled by CA Avinash Rawani

87



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.

Compiled by CA Avinash Rawani

88



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.



TDS
Consolidated Processing Cell

TRACES

TDS Reconciliation Analysis and Correction Enabling System



Compiled by CA Avinash Rawani

89



Consolidated Processing Cell

TRACES

TDS Reconciliation Analysis and Correction Enabling System



Best Practices

- ❖ Check the PAN/TAN before entering into Returns;
- ❖ Verify the Return before uploading;
- ❖ HTML file report generated gives you full details of the data captured by the system;
- ❖ Don't over-ride the instructions or errors generated at the time of creation of utilities;
- ❖ Take help of the FAQ's/e-Tutorials available on the TDSCPC website;
- ❖ Returns generated from the software should not be blindly relied;
- ❖ Compare your Token receipt with the HTML file;
- ❖ Don't forget to check the Status of the Returns submitted online.



Compiled by CA Avinash Rawani

90

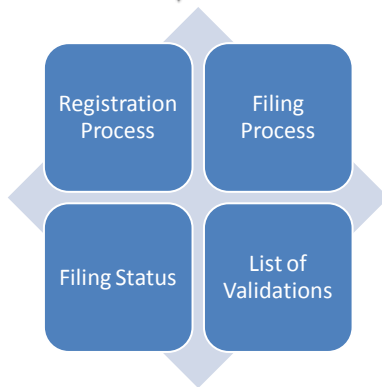
Notifications & Gist

- CBDT has vide Notification No. 76/2015, Dated : September 29, 2015 revised Rule 29C of Income Tax Rules, 1962;
- Introduction of Electronic mode of filing Form 15G & 15H (Alternate to Paper Form).
- Same is applicable w.e.f 01.10.2015
- Now Person responsible for making specified payment (like for eg. bank) has to allot Unique Identification Number to each Form 15G & 15H either filed electronically or in paper form;
- Monthly reporting requirement of Form 15G & 15H to concerned Commissioner by payers has been now relaxed to Quarterly reporting requirement;
- Introduction of mandatory requirement to keep details of Form 15G & 15H for 7 years from end of financial year in which it is furnished. (For Deductors) ;
- Old Form 15G & 15H has been replaced by New Compact Form with less reporting requirement.
- New Form requires details of All Form 15G or 15H filed for Same FY with other Deductors also

Compiled by CA Avinash Rawani

91

Steps to e-file



Compiled by CA Avinash Rawani

92

Registration process

User should hold valid TAN;

should be registered as "Tax Deductor & Collector" on the webportal www.incometaxindiaefiling.gov.in. E-filing of IT Returns and password not valid

If not, register yourself as "Tax Deductor & Collector" and complete Registration

Digital signature is mandatory for filing statements

Compiled by CA Avinash Rawani

93

<https://incometaxindiaefiling.gov.in/e-Filing/Registration/RegistrationHome.html>

The screenshot shows the 'Registration Form' page on the e-filing portal. The 'Select User Type' section is expanded, showing various user categories. The 'Tax Deductor and Collector' option is selected, indicated by a red arrow. The 'Continue' button is visible at the bottom of the form.

Navigation: Home | About | Services | Downloads | News & Updates

Quick Link: **Registration Form**

Select User Type*

Individual/HUF
 Individual HUF

Other than Individual/HUF
 Company Body of Individuals (BOI) Local Authority Firm
 Trust Association of Persons (AOP) Artificial Judicial Person
 Government

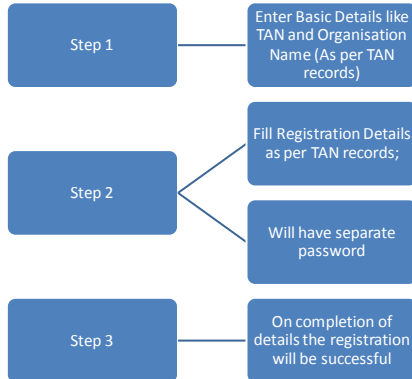
Bulk TAN Verification Users
 External Agency

Tax Professional
 Chartered Accountant
 Tax Deductor and Collector
 Third Party Software Utility Developer

Compiled by CA Avinash Rawani

94

Three Steps for Registration



Compiled by CA Avinash Rawani

95

Filing Process

Download FORM 15G/15H utility from Downloads page

Forms (Other than ITR) FORM 15G/FORM 15H – Separate utilities for 15G and 15H

DSC is Mandatory to file FORM 15G/15H

Generate signature for the zip file using DSC Management Utility (available under Downloads);

Login through TAN, Go to e-File > Upload Form 15G/15H.

Compiled by CA Avinash Rawani

96

The screenshot shows the 'Forms (Other than ITR)' section of the Income Tax e-filing portal. A red box highlights the 'Forms (Other than ITR)' link. Below it, a list of forms is shown with descriptions and download links.

Form	Description	Download	Instructions
Form 15G (Consolidated)	Statement of Declaration under section 157A (1) and section 157A (1A) by an individual or a person (not being a company or firm) claiming certain incomes without deduction of tax.	Download	Instructions
Form 15H (Consolidated)	Statement of Declaration under section 157A(1C) by an individual who is of the age of sixty years or more claiming certain incomes without deduction of tax.	Download	Instructions

Compiled by CA Avinash Rawani

97

Instructions

Instructions

- Attachments cannot exceed 50MB.
- Attachments must be in pdf or zip format.
- Attachments should be scanned with minimum 300dpi.
- Wherever there is a requirement in the Form to submit a signed copy of documents by an Assessee/CA as an attachment, upload the scanned copy of the same documents.

Compiled by CA Avinash Rawani

98

Instructions

- Java based software utility like ITRs;
- Have to Upload forms each quarter;
- Option to Import from file available from templates;
- Unique Identification Number consisting of
 - First character to be “H” or “G” for 15H and 15G respectively;
 - Next Five characters to be Financial Year 201516; and
 - TAN Number “MUMZ11111Z”
- Additional Details to be filled
 - Estimated income for which this declaration is made;
 - Estimated total income of the PY. in which Estimated income for which this declaration is made to be included;
 - Total No. of Form No. 15G filed;
 - Aggregate amount of income for which Form No.15G filed;
 - “Date on which Declaration is received (DD/MM/YYYY);
 - Amount of income paid;
 - Date on which the income has been paid/credited (DD/MM/YYYY)

Compiled by CA Avinash Rawani

99

Instructions for filling form

General Instructions:

- 1.All amounts are in Indian Rupees.
- 2.A calendar is provided for selecting the date filed (DDMMYYYY).
- 3.All greyed out fields are either auto-filled or non-editable.
- 4.It is a good practice to save your work frequently. Please use SAVE DRAFT option.
- 5.Informs whenever information is captured in form:
 - a) Adding new Row: Click on ADD ROW button, fill in the data and click SAVE button to input data.
 - b) Deleting Row: Select the row to delete from the list and click DELETE ROW button.
 - c) Edit Row: Select a row from the list, click on EDIT ROW and make the changes as needed and click SAVE.
 - d) Copy Row: Select the row to copy from the list and click COPY ROW button.
 - e) Add Income details (Select the row in Basic Details to add the income details of the respective TAN)
- 6>User should validate the data by clicking VALIDATE button, correct errors, if identified (shown on the right side pane) and re-validate. On successful validation, click on “GENERATE XML” button to generate the XML and save in the desired path. This XML should be uploaded on e-filing portal (<https://www.irs.gov/efiling> gov. in) and on submission, an acknowledgement number will be generated for your future reference.
- 7.Click on the excel icon next to import xml button to download the template file. Once the entries are added in the excel file save the file in .xml format to export the file.

Compiled by CA Avinash Rawani

100

Filing Status

- To view the status of uploaded file, Go to My account View Form 15G/15H;
- Status shall be
 - Uploaded
 - Accepted
 - Rejected
- Time Limit to update on web portal is 24 hours;
- Accepted statements shall be sent to CPC-TDS for further processing.
- In case if "Rejected", the rejection reason shall be available and the corrected statement can be uploaded.

List of validations carried out on the uploaded statements.

Schema validations

- uploaded xml should comply with the published schema

Other Business Validations

- Only one original will be accepted for combination of TAN, Financial Year, Form and quarter.
- TAN, Filing Type, Quarter and Financial Year entered in XML should match with the TAN, Quarter, Financial Year and Filing Type in upload screen.
- UIN should be unique for the TAN and financial year
- Financial year and TAN in the UIN should match with the TAN and Financial Year for which the statement is being uploaded

Precautions to be taken

- Due dates for receiving the statements and filings to be adhered to for uploading statements to avoid fines and penalties;
 - No Time Limit for receipt of declarations;
 - Declarations to be filed within 7 days from the end of the month within which declaration is received. Dates needs to be reported correctly in Utility;
 - Penalty is Rs. 100 per day for late filing of Form 15G/15H, subject to maximum of TDS deductible.
- Incorporation of entries reported in Form 15G/15H in TDS Returns for each quarter;
- Ensure payment is made after the receipt date of declarations to avoid short deduction/no deduction demands in TDS Returns

Compiled by CA Avinash Rawani

103

Due Dates for Submission of Form 15G/Form 15H Online

The department has extended the due dates for submission of these forms by DEDUCTORS as follows.

Form 15G/15H received during	Original Due Date of submission by Deductor	Revised Due Date of submission by Deductor
1.10.2015 to 31.03.2016	30 th June 2016	31 st October 2016
1.04.2016 to 30.06.2016	15 th July 2016	31 st October 2016
1.07.2016 to 30.09.2016	15 th October 2016	31 st December 2016
1.10.2016 to 31.12.2016	15 th January 2017	No change
1.01.2017 to 31.03.2017	30 th April 2017	No change

Compiled by CA Avinash Rawani

104



Key Features Return Preparation Utility (RPU) version 1.8

- Remark 'B' is made applicable for Section code 194DA for Form 26Q, FY 2015-16, Q3 onwards;
- Addition of challan (i.e. C9 correction) in correction statements As directed by Income Tax Department (ITD), addition of challan option (i.e. is C9 correction) has been made available for Central and State Government, applicable only for statements pertaining upto FY 2012-13
- Form 26Q where the mark value selected as 'B' Applicable for statements which pertains to FY 2015-16, Q3 onwards. 10 digit alpha numeric value will be allowed under this field wherein first digit should be either 'G' (in case of 15G) or 'H' (in case of 15H) followed by 9 digit numeric value (For example, "G000000001" or "H000000001").
- Incorporation of latest File Validation Utility (FVU) version 5.3 (applicable for TDS/TCS statements pertaining to FY 2010-11 onwards) and FVU version 2.145 (applicable for TDS/TCS statements from FY 2007-08 up to FY 2009-10)

Key Features Return Preparation Utility (RPU) version 1.8

Newly added fields for Form 27Q i.e. 'Email ID of deductee', 'Contact number of dedu Newly added fields for Form 27Q i.e. 'Email ID of deductee', 'Contact number of deductee', 'Address of deductee in country of residence' & 'Tax Identification Number /Unique identification number of deductee' are to be made mandatory only for below mentioned nature of remittances.

- Interest payment –
- Royalty - Fees for technical services/ fees for included services
- Short term capital gains
- Long term capital gains ☒

Change in the encryption certificate present in the FVUs. Since existing encryption certificate present in FVUs is expiring on November 30, 2016, newly procured encryption certificate by NSDL e-Gov. will be incorporated in FVUs.

Incorporation of latest File Validation Utility (FVU) version 5.3 (applicable for TDS/TCS statements pertaining to FY 2010-11 onwards) and FVU version 2.149 (applicable for TDS/TCS statements from FY 2007-08 up to FY 2009-10).

Contact Details changed



TDS
Centralized Processing Cell

TRACES

TDS Reconciliation Analysis and Correction Enabling System



TDS - Centralized Processing Cell

Address	Aaykar Bhawan, Sector - 3, Vaishali, Ghaziabad, U. P. - 201010
Email	contactus@tdscpc.gov.in
Toll Free	1800 103 0344
Phone	0120 4814600



Compiled by CA Avinash Rawani

107



Verification of TDS Deducted Deductee wise



Compiled by CA Avinash Rawani

108

Selecting View TDS/TCS Credit

Under Statements/payments select View TDS/TCS Credit

Compiled by CA Avinash Rawani

109

Providing Deductee Details

View Deductee Details for Deductee

Compiled by CA Avinash Rawani

110

26QB Correction



Buyers Registered on TRACES only can avail the facility of 26QB Correction under 26QB Menu after login.

Request for 26QB correction can be raised from A.Y. 2014-15 onwards.

If Buyer files 26QB correction and seller is known, correction can be submitted through e-verify (Net Banking) /AO Approval/ DSC (If Buyers DSC is registered) for updating PAN details (Buyer Seller)

If Digital Signature certificate is not registered for buyer and seller is non traceable, the correction request can be submitted through AO Approval option for updating PAN Details (Buyer Seller)

26QB Correction (Continued)



If PAN of seller requires to be updated,

- the correction request will require previous seller's approval if seller is known
- otherwise Buyer can opt for AO Approval.

If PAN of Buyer requires to be updated,

- the correction request will require seller's and intended (New) Buyer's approval if seller is known
- otherwise buyer can opt for AO Approval.

If PAN of buyer as well as seller are to be updated,

- the correction request will require previous seller's and updated buyer's approval if seller is known
- otherwise buyer can opt for A.O. approval.

Jurisdictional A.O. will be decided based on buyers' PAN.

Steps for 26QB Correction



Step 1

- Login on Traces as a Taxpayer with registered user ID and Password.

Step 2

- Select Option 'Online Correction' under '26QB' tab to initiate correction request.

Step 3

- Select Appropriate A.Y, seller's PAN and Acknowledgement No. of the 26QB for which request of correction is to be placed.

Step 4

- Go to 'Track Correction Request' under '26QB' and initiate correction once the status is 'Available' for the request placed for the correction in step No. 3

Compiled by CA Avinash Rawani

115

Steps for 26QB Correction



Step 5

- After submitting the correction, an correction ID will be generated through which status of correction can be tracked.

Step 6

- If DSC is not registered, furnish hard copy of acknowledgement of form 26QB correction, Identity proof, PAN Card, documents related to Transfer of property and the proofs of payment made to Jurisdictional AO for verification.

Alternatively

- with 'E-verification (Net Banking) Service' user can submit 26QB correction statement without approval from A.O and Digital Signature Certificate registration at TRACES website as Taxpayer. (This option is not available for NRI Tax payers)

Compiled by CA Avinash Rawani

116



- ❑ E-verified Service link is available at Bank Website:
- ❑ When user logins to Bank Website
 - ❑ Selects option ' Click to view 26AS'.
 - ❑ It gets navigated to a new page which shows link 'E-verified services on TRACES'
- ❑ On click of E-verified button, user gets navigated to the TRACES website with the pre filled username and PAN.
- ❑ This facility helps taxpayers to get verified through net banking.
- ❑ This can be used for submitting 26QB Correction request without Digital Signature and approval from A.O.
- ❑ This option is not available for NRI Taxpayers.

Compiled by CA Avinash Rawani

117

OLTAS CHALLAN CORRECTION

- OLTAS Challan Correction is the functionality provided by TDSCPC to the deductor for correction of the Unclaimed and Matched Challans.
 - AO approval is not required if OLTAS Challan Correction is made through website for change in the following fields mentioned below:
 - **Financial Year** : FY. Can be corrected upto the financial year relating to the Date of Deposit of Challan. E.g. if challan is of FY 2008-09 and Date of Deposit is 20-06-2016, F.Y. cannot be greater than 2016-17
 - **Minor Head Code (200 and 400)**
 - **Major Head Code (20/21)**
 - **Section Code** – Correction in section code except section 195 is possible through OLTAS Challan Correction available on TRACES.
- Note** : For Correction / Changes in Section 195 deductor needs to contact Jurisdictional A.O.



Compiled by CA Avinash Rawani

118

Request for OLTA Challan Corrector



Compiled by CA Avinash Rawani

119

Select Category

Compiled by CA Avinash Rawani

120

Updating Data



Home | About Us | Contact Us | Helpdesk | Accountancy | Logout

Search for

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

Dashboard | Statements / Payments | **Challenges** | Communications | Downloads | Profile

Request for CA TDS Challenge Connection

Step 1 >>> Step 2 >>> **Step 3** >>> Step 4 >>> Step 5

challan Code: 18-104-010 | Date of Request: 22/12 | Challan Serial Number: 00000.00 | Challan Amount(Rs.): 00000.00

Existing Financial Year	2012-13	New Financial Year
Existing Section Code	12	New Section Code
Existing Major Head	10	New Major Head
Existing Minor Head	000	New Minor Head

Please enter the new values.

Request Year: ▼

Section Code: ▼

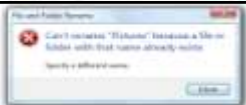
Major Head: ▼

Select Financial Year/ Major Head/ Minor Head/ Section code need to be updated in the Challan

Compiled by CA Avinash Rawani

121

Error Message



Dashboard | Statements / Payments | **Challenges** | Communications

Request for CA TDS Challenge Connection

Step 1 >>> Step 2 >>> **Step 3** >>> Step 4 >>> Step 5

Please enter new values for the below field:
 Please enter new value for Challan Code
 Please enter new value for Major Head

challan Code: 18-104-010 | Date of Request: 22/12 | Challan Serial Number: 00000.00 | Challan Amount(Rs.): 00000.00

Existing Financial Year	2012-13	New Financial Year
Existing Section Code	12000	New Section Code
Existing Major Head	10	New Major Head
Existing Minor Head	000	New Minor Head

Please enter the new values.

Request Year: ▼

Section Code: ▼

Major Head: ▼

Minor Head: ▼

Error message will appear on the screen in case if user provides existing value instead of new value in the fields mentioned below.

Compiled by CA Avinash Rawani

122

Confirmation

Home | About Us | Contact Us | e-Forms | e-Receipts | e-Returns | e-Statement | e-Check | Search | Logout

TDS Tax Deduction and Collection Account System
TRACES TDS Reconciliation, Analysis and Correction Enabling System

Dashboard | Reconciliation | Payments | **Utilities** | e-Statement/e-Receipts | e-Returns | Profile | **Logout**

Request for OTRAA Challenge Expenses

Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7

MRN (Date): 2016-03-29 10:00:00 | Challan Serial Number: 123456789 | Challan Amount (₹): 1234567.89

Without Details		With Details	
Existing Financial Year	2014-15	New Financial Year	2015-16
Existing Deduction Code	123456	New Deduction Code	789012
Existing Major Head	33	New Major Head	65
Existing Minor Head	100	New Minor Head	100

Please verify the new changes before click on proceed button.

Back **Proceed**

Click on "Back" to go back to previous page

Proceed on "Proceed" to proceed further.

Compiled by CA Avinash Rawani

123

Authorized Person Details

Home | About Us | Contact Us | e-Forms | e-Receipts | e-Returns | e-Statement | e-Check | Search | Logout

TDS Tax Deduction and Collection Account System
TRACES TDS Reconciliation, Analysis and Correction Enabling System

Dashboard | Reconciliation | Payments | **Utilities** | e-Statement/e-Receipts | e-Returns | Profile | **Logout**

Request for OTRAA Challenge Expenses

Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7

Verification Details

I hereby declare that the changes made by me are true and correct.

Name of Authorized Person: **DEEPIKA DEVIKA PATEL**

Father's Name of Authorized Person: **DEEPIKA DEVIKA PATEL**

Designation of Authorized Person: **Partner**

Place: **Surat**

Date: **10-Sep-2016**

Back **Submit**

Click on "Back" to go back to previous page

Click on "Submit" to submit the challan correction

Authorized persons details will appear while submitting the OTRAA correction

Compiled by CA Avinash Rawani

124

Click to view the changes

The screenshot shows the TDS portal interface. At the top, there are navigation tabs: Dashboard, Intimation & Payments, **Requests**, Communication, Download, and Profile. Below the navigation, there is a search bar and a filter section. A table lists requests with columns: Request Number, Creation Date, Correction Request No., Status, Date of Request, Status by the User, Correction Status, New Status, Remarks, and All Request. A callout bubble highlights the 'View Status' link in the 'New Status' column of a request row.

Compiled by CA Avinash Rawani

127



TRACES
TDS Reconciliation Analysis and Correction Enabling System



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.



Compiled by CA Avinash Rawani

128



- CPC (TDS) team has wished you a "TDS Compliant" New Year;
- Basic principles of TDS Compliance needs to be adhered to by
 - Deduction/collection of tax at proper rates;
 - Payment of taxes within due date;
 - Filing of Returns within due date;
 - Paying Attention to Intermediate Default Communication messages sent by TDS CPC.



- Basic principles of TDS Compliance needs to be adhered to by
 - Using Online Correction Mechanism to rectify the defaults;
 - Verification of the Dashboard from time to time to check the messages received;
 - Non-filing Self-declaration under Declaration for Non-Filing of Statements;
 - PAN Verification and Consolidated TAN- PAN File facility on TRACES can be used for verification.



TDS

Consolidated Processing Cell

TRACES

TDS Reconciliation Analysis and Correction Enabling System



Compiled by CA Avinash Rawani
Rawani & Co,
Chartered Accountants
B-206, Hinal Heritage, Patel Wadi, S.V.P.Road,
Near Chamunda Circle, Borivali West,
Mumbai 400092
E-mail : avinash@carawani.com
Website: www.carawani.com

- The views stated in the material and also discussed are purely of the compiler for the discussions at the Study Circle and should not be used for any legal interpretation. Any decision to be taken by the