



Rawani & Co.
Chartered Accountants



TDS DEFAULTS & PROCEDURES UNDER TRACES FOR ONLINE CORRECTION



TDS

Centralized Processing Cell

TRACES

TDS Reconciliation Analysis and Correction Enabling System



सत्यमेव जयते
Government of India
Income Tax Department



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PROLOGUE.....

TDS IS NOT TEDIOUS

T HREE **D** EE **S** YSTEM

T HREE

D EE

S YSTEM

Deduct 

AS PER PROVISIONS OF Ch. XVII-B

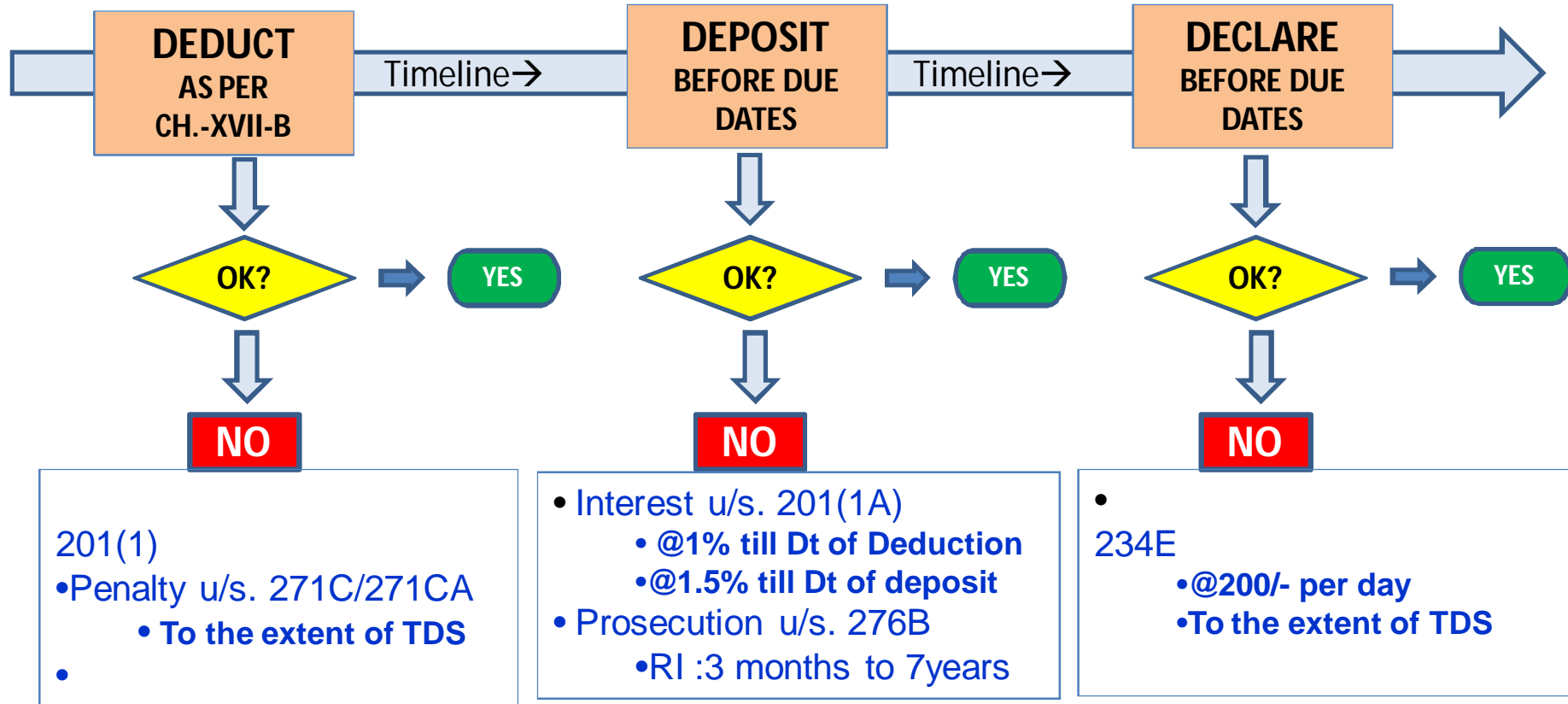
Deposit 

WITHIN DUE DATES

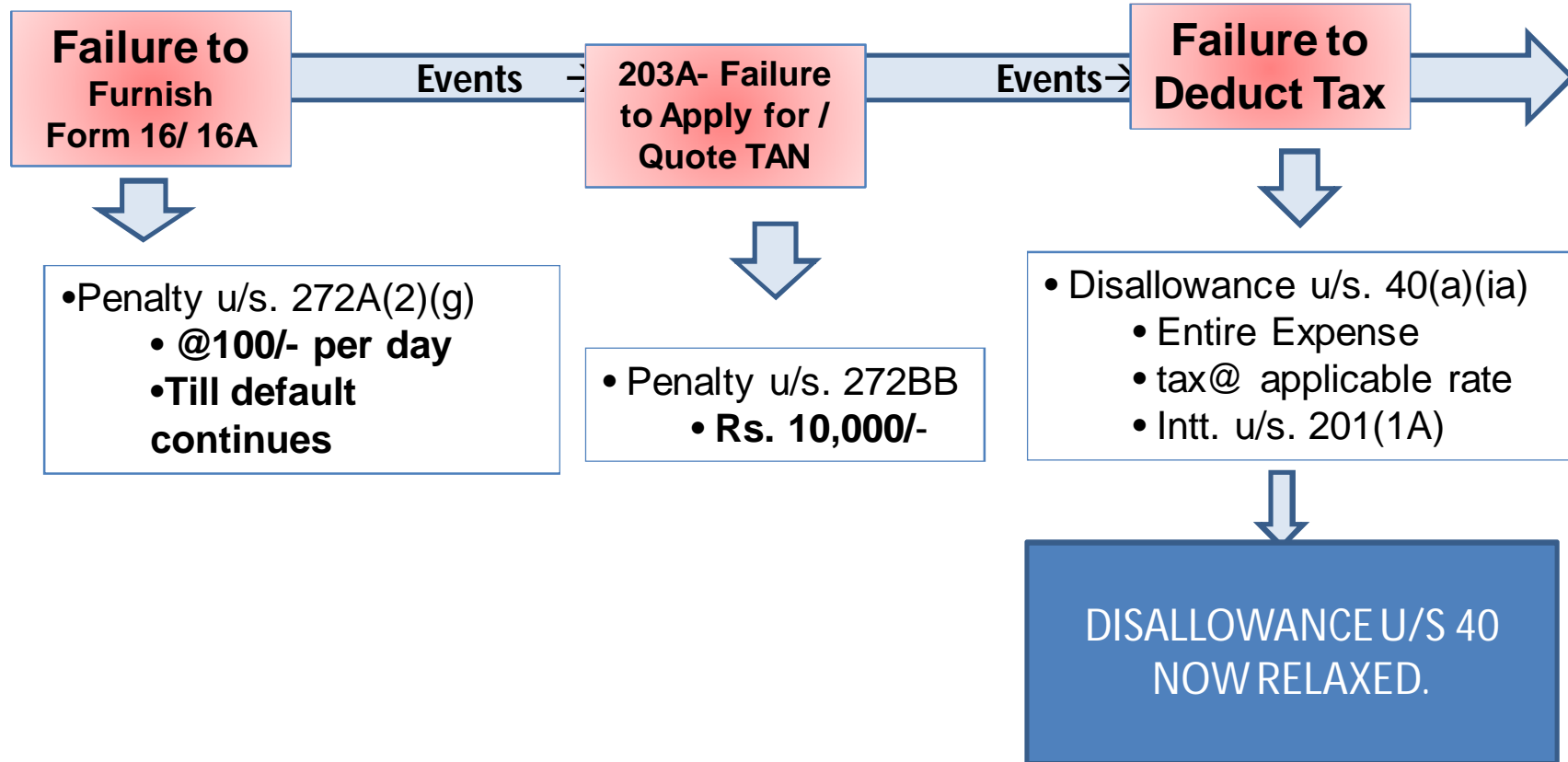
Declare 

BY FILING TDS STATEMENTS

TDS PROVISIONS: AT A GLANCE



TDS PROVISIONS: AT A GLANCE



TDS / TCS

**DEFAULT's u/s. 201(1)
&
MISMATCHE's u/s. 200A**

Reasons
for Default

Types of
Default

How to
Correct?

What is the
Advantage?

Rectification of Errors: Consolidated TDS/TCS File

- Available to registered TANs at TDSCPC.
- **Mandatory from financial year 2007-08** to prepare correction return with consolidated TDS/TCS file and now available for online correction
- Available on online request and successful verification
- Consolidated file provided by Traces includes all the updates done vide correction statements (accepted at TIN central system) filed by deductor/ collector
- Consolidated TDS/TCS file is emailed at email ID in TAN account AND also available for instant download
- E-Tutorial on TAN registration and Consolidated file request on TDScpc website

e-TDS/TCS Statements – Key points

BE PROACTIVE

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

Possibility of Error while Data Handling

Deductor (90%)

- CIN Info-Manual
TAN
AMOUNT
BSR Code
Challan Sr. No.
Date of Deposit
- Deductee Details-
PAN
Section
Amount
Date of Deduction
Date of Deposit

Some Common Errors

Challan Splitting

Challan Combining

Wrong TAN/PAN data

Wrong Amount

Wrong Challan Sr. No.

Wrong Date

Wrong Section/Sub-section

Non-Marking → "A"/ "P"/ "B"/ "C" etc.

Types of Default

**Short
deduction**

Non-marking of "A" deduction (197 Cases)

Quoting Incorrect Section/Sub-section

Referring to an outdated Rate chart

Considering wrong amount of payment

Wrong amount of Payment

Indicating wrong Deductee code

Wrong Salary / Exemption information

Quoting Invalid PAN (FY 2010-11 onwards)

Types of Default

Late
Payment

Non-marking of "B" for 4th Quarter

E-payment after 8:00 p.m.

No interest paid in case of delay

Less interest paid for delayed payment

Wrong CIN quoted for Interest Challans

Wrong linking of Challan – Deductions

TDS paid by cheque, realized after due date

TDS paid 1 day late, bank holiday on due date.

Types of Default

Short
Payment /
Non-
Payment

Splitting of Challan

Combining of Challan

Practically not paid and applied some dummy CIN

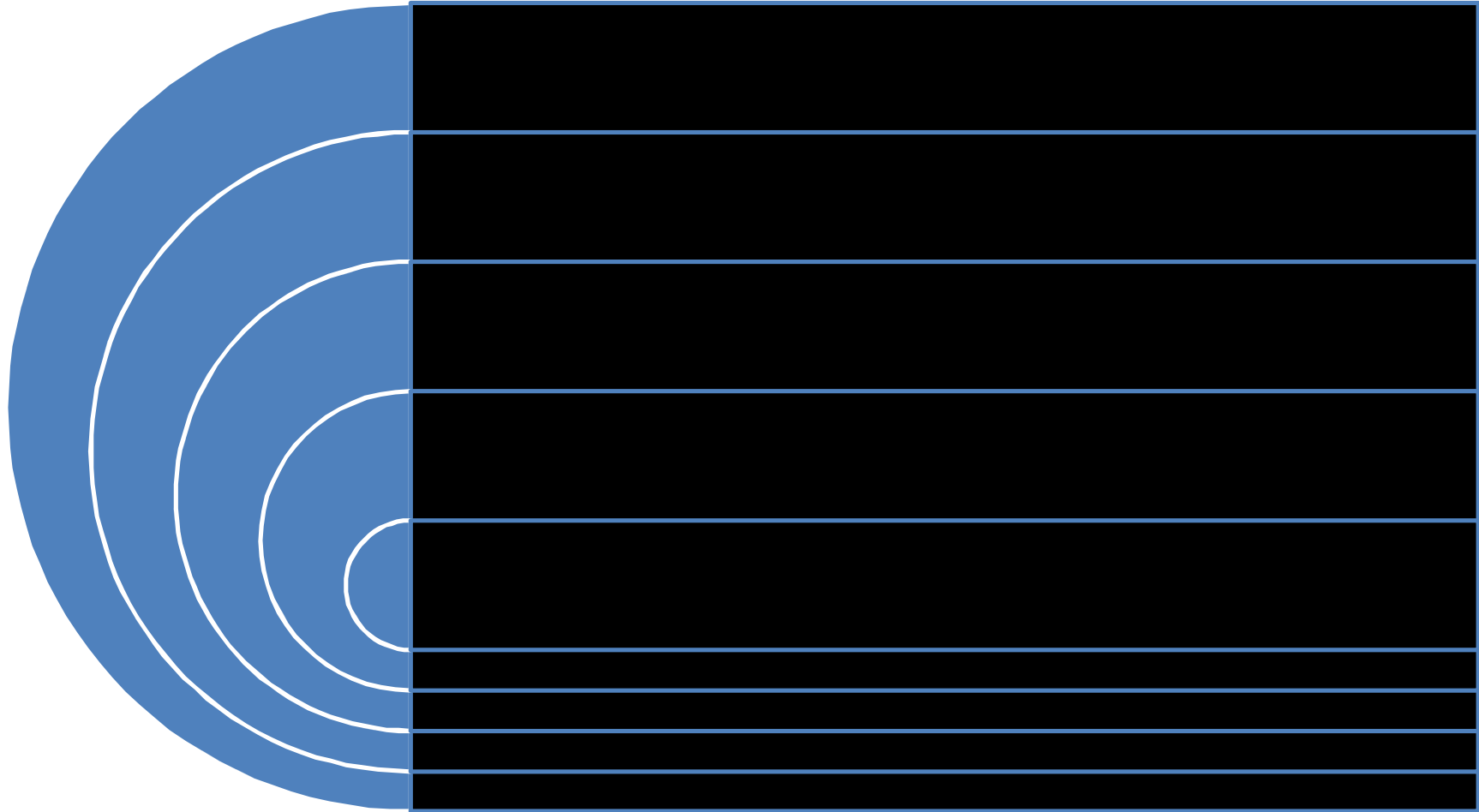
Mistake in quoting the **CIN***

Wrong minor code

*Challan Identification Number Contains→

- **TAN +**
- **AMOUNT +**
- **DATE OF DEPOSIT +**
- **BSR CODE +**
- **CHALLAN SR. NO.**

Some Errors Attributable to System



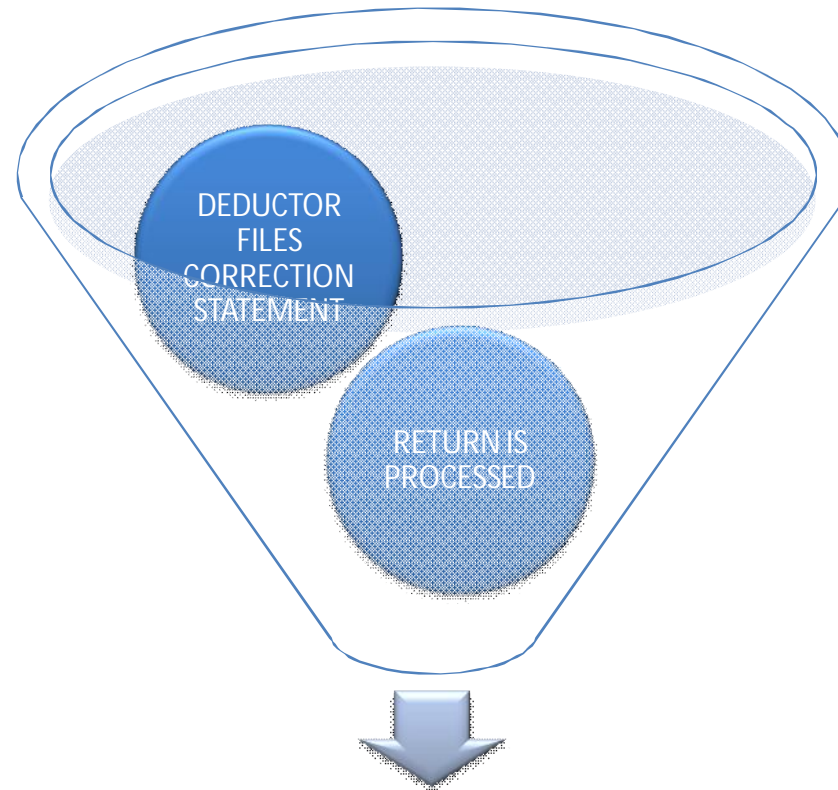
Rectification Of Errors

- ❖ Login with User-ID and password;
- ❖ Only available to Registered TAN;
- ❖ Identify the Area which requires correction i.e. Challan, Deductee Details or Deductor Details;
- ❖ Request for Online Correction;
- ❖ Can be given to subordinate for correction through sub-user id
- ❖ Admin can review and submit
- ❖ Processing is done by the system only after submission.



- ❖ Faster Processing than that of Offline Submission;
 - ❖ Segregation of Responsibility is possible;
 - ❖ Facility of 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.

Rectification Of Errors



DEFAULT IS REMOVED

Rectification of Errors

TYPES OF CORRECTIONS

CHALLAN DETAILS

ASSESSING
OFFICER

BANK

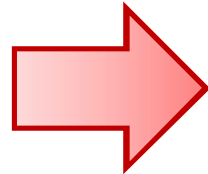
TDS
STATEMENTS

DEDUCTOR

Rectification of Errors

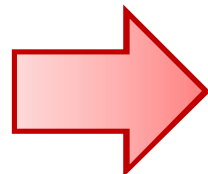
CORRECTIONS IN CHALLAN DETAILS

**ASSESSING
OFFICERS
(TDS)**



- ✓ ASSESSMENT YEAR
- ✓ TAN
- ✓ SECTION CODE (94C/94J etc.)
- ✓ MINOR HEAD CODE (400/200)

BANKS



- ✓ NAME OF THE DEDUCTOR
- ✓ AMOUNT
- ✓ MAJOR HEAD CODE (20/21)

From Sept' 2011, the Banks are allowed to correct A.Y. , TAN Section Code & Minor Head code , if approached within 7 days.

Powers of the Assessing Officer

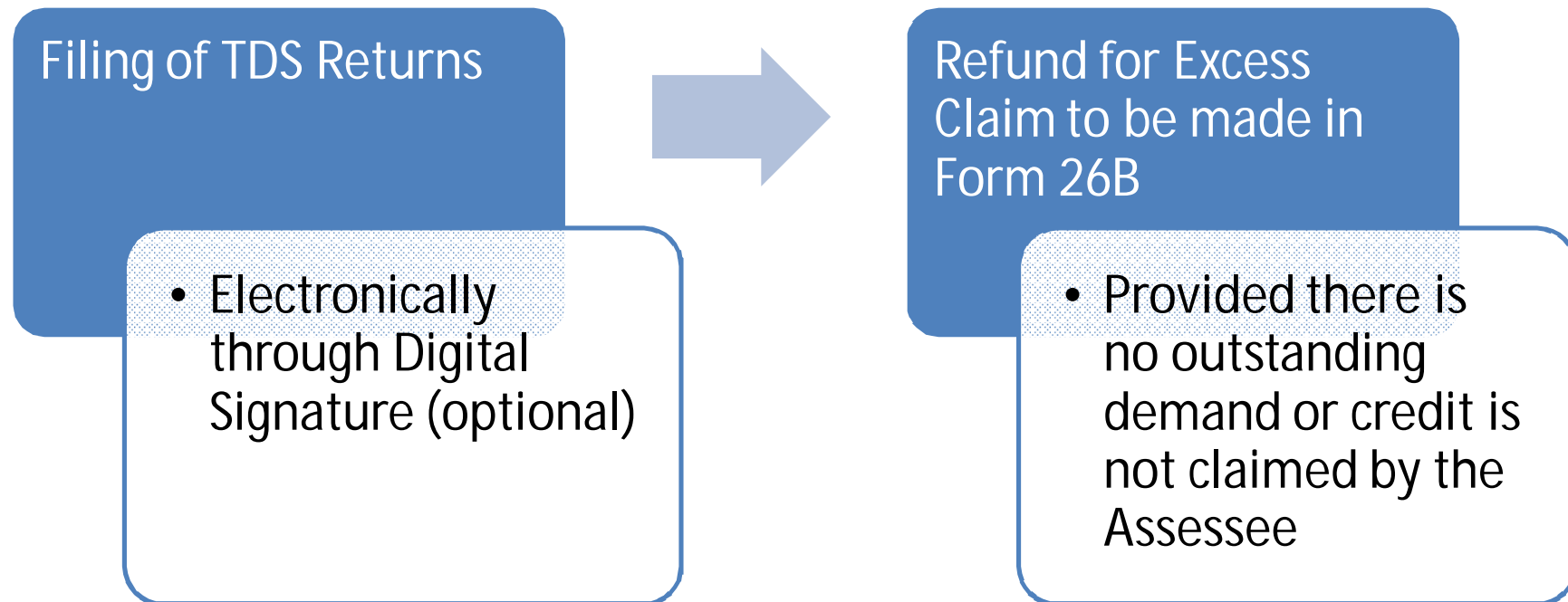
- After completion of the time period of the Bank, Assessing Officer has the power to rectify the same;
- Details of the Assessing Officer can be known easily through submitted TDS returns;
- Assessing Officer has powers to rectify both the type of tax paid challans, whether it is online paid or offline payments through banks;

Rectification of Errors

Points to be remember while depositing TDS/TCS

- Select correct minor head code (200) while making TDS/TCS deposits
- Select correct minor head code (400) while making regular TDS/TCS payments arising out of Order u/s. 201(1)/201(1A)/271C or 272A(2)(k) etc.
- Ensure due diligence in quoting TAN, section code and assessment year while making TDS/TCS deposits
- For deducting TDS/TCS refer to latest chart/rules for TDS/TCS rates
- On due date deposit tax before 20.00 hours (i.e. 8:00 p.m.) to avoid interest for late payment.

Notification dated 20/03/2013



Types Of Online Correction

PERSONAL INFORMATION CORRECTION

CHALLAN CORRECTIONS

DEDUCTEE DETAILS
CORRECTIONS

TAG/REPLACEMENT OF
CHALLANS

TRANSACTION BASED
REPORTS



Login to TRACES

The screenshot shows the TRACES login interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Login. 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, there is a Government of India logo and the text 'Income Tax Department'. Below the header, there are navigation tabs for Home and Deductors, and a Help icon. The main content area includes a login form with fields for User Id, Password, TAN for Deductor / PAN for Tax Payer / AIN for PAO, and a Verification Code. A CAPTCHA image is displayed with the text 'ppm3r'. A 'Login' button is located below the form. To the right of the form, there is a 'Click to refresh' link. A 'Help' icon is located in the top right corner. The page also contains a 'For Deductors' section with instructions on how to register or login, and a 'Common Note' section at the bottom.

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

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Income Tax Department

Home Deductors Help


Compliance download has been enabled on TRACES. You can register/login as taxpayer using Deductor's P/

Login

User Id*

Password*

TAN for Deductor / PAN for Tax Payer AIN for PAO*

Verification Code*  [Click to refresh](#)

Enter text as in above image*

[Login](#)

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

For Deductors:

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

For Tax Payers:

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

Common Note:

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

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Landing Page

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: 13-Aug-2014, 11:49 AM

Quick Links

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

Welcome to TRACES!

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

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

Customer Care

Toll-Free: 1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

User Login Details

TAN / PAN AGRB10463F

IP: 10.16.120.198

Last logged in on: 13-Aug-2014 at 11:27 AM

Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour

Landing page will be displayed

Important Notes

- Statements for FY 2007-08 onwards only will be available for Corrections.
- Online Correction Matrix :

	Default Summary View	Personal Information	Challan correction (unmatched, matched) + deductee movement	Pan correction (annexure 1)	Pan correction (annexure 2)	Add challan to statement	Interest, Levy payment	Modify/Add deductee rows	Delete/Add salary deductee rows
Online corrections (with digital signature, 2013-14 onwards)	Y	Y	Y	Y	Y	Y	Y	Y	Y
Online corrections (with digital signature, prior to 2013-14)	Y	Y	Y	N	N	Y	Y	N	N
Online corrections (without digital signature, 2013-14 onwards)	Y	N	Y	N	N	Y	Y	N	N
Online corrections (without digital signature, prior to 2013-14)	Y	N	Y	N	N	Y	Y	N	N

Online Correction Request Flow

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 selection (English) are also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department emblem.

The navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Defaults' menu is expanded, showing options such as View Default Summary, Request for Correction, Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission, Tag / Replace Challan, Track Request for Tag / Replace Challan, and TDS-TCS Credit for a PAN and verify PAN of Tax Payer.

Annotations on the screenshot include:

- An orange circle around the 'Request for Correction' option in the 'Defaults' menu, with a callout box stating: "Under 'Defaults' select 'Request for Correction'".
- An orange circle around the 'Help' icon in the top navigation bar, with a callout box stating: "Click on Help icon for help text for this screen".

The main content area shows a welcome message for EDUCATION PRIVATE LIMITED (AAAA12345A) and a 'Quick Links' section with options like Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16 / 16A, Requested Documents, PAN Verification, and an Inbox with a 'New' notification. The right sidebar displays user login details, including the login date (13-Aug-2014, 11:49 AM), TAN / PAN (AGRB10463F), IP (10.16.120.198), and last logged in time (13-Aug-2014 at 11:27 AM).

Online Correction Request Flow - Submit Correction Request(contd.)

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

Search In Keyword

English

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Income Tax Department

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

Welcome EDUCATION PRIVATELIMITED (AAAA123454) Login Date: 04-Sep-2014, 03:29 PM

Request for Correction

Enter details below and submit to enable correction for a statement. Correction cannot be filed if regular statement was filed as a paper return

Financial Year* --Select-- Quarter* --Select-- Form Type* --Select--

Correction Category* --Select-- Latest Token Number*

Submit Request

Enter : Financial Year, Quarter and Form Type, correction category and latest token number

click on 'Submit Request' to raise the request

Online Correction Request Flow - Submit Correction Request(contd.)

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 present with the text 'Search In Keyword'. 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 logo and 'Income Tax Department' are visible. Below the header is a menu with options: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Downloads, Profile, and Help. The main content area shows a welcome message for 'EDUCATION PRIVATE LIMITED, Y...' and a section for 'Statement Correction'. A red error message states: 'No data available for the specified search criteria'. Below this, there is a form with the following fields: Financial Year* (2010-11), Quarter* (Q4), Form Type* (26Q), Correction Category* (Online), and Latest Token Number* (859241775727930). A 'Submit Request' button is located to the right of the Latest Token Number field. An orange speech bubble points to the error message with the text: 'Error Message appears in case of entering incorrect search criteria'.

User will be getting above error if :

- Entered data is not pertaining to Financial Year , Quarter, Form Type and Latest Token Number
- Or
- Statement is cancelled / Rejected for the selected search criteria.

Online Correction Request Flow - Submit Correction Request(contd.)

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text 'Search In Keyword'. The header includes the TDS Centralized Processing Cell logo and the Government of India Income Tax Department logo. The main navigation menu contains Dashboard, Statements / Payments, Defaults (highlighted), Communications, Downloads, Profile, and Help. The user is logged in as EDUCATION PRIVATE LIMITED. A red error message is displayed: 'Request for Correction has already been submitted for the specified search criteria. Please check status in 'Track Correction Request' screen under 'Defaults' menu'. A callout bubble points to this message with the text: 'Error Message appears in case of duplicate request raised'. Below the message is a form for submitting a correction request with the following fields: Financial Year (2010-11), Quarter (Q2), Form Type (26Q), Correction Category (Online), and Latest Token Number (859241775727930). A 'Submit Request' button is located at the bottom right of the form.

Online Correction Request Flow - Submit Correction Request(contd.)

The screenshot shows the TDS TRACES web application 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 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 Income Tax Department logo. Below the header, there is a menu with options: Dashboard, Statements / Payments, Defaults (highlighted), Downloads, Profile, and Help. A welcome message reads: "Welcome EDUCATION PRIVATE LIMITED, You have logged in on 20-Jul-2013 at 12:47 PM". The main content area is titled "File Correction" and contains a form with the following fields: Financial Year* (2008-09), Quarter* (Q1), Form Type* (28Q), Correction Category* (Online), and Latest Token Number* (033550100187273). A blue "Submit Request" button is located to the right of the Latest Token Number field. Two callout boxes are present: one pointing to the input fields with the text "Enter correct : Financial Year, Quarter and Form Type, correction category and latest token number (latest token number as per processed statement)", and another pointing to the "Submit Request" button with the text "click on 'Submit Request' to raise the request".

Enter correct : Financial Year, Quarter and Form Type, correction category and latest token number (latest token number as per processed statement)

click on 'Submit Request' to raise the request

- Request can be submitted only if there is a regular / correction statement filled and processed.
- All previous corrections for this statement have been processed.

Online Correction Request Flow - Submit Correction Request

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar and language selector (English) are also present. The main header features the TDS logo and the TRACES title. Below this is a menu with options: Dashboard, Statements / Payments, Defaults (highlighted), Communications, and Help. The user is logged in as EDUCATION PRIVATE LIMITED (AAAA12345A). A message states: "Request for correction for Form 26Q of FY 2013-14 and Quarter Q1 has been submitted. Request Number is 24754 and Request Date is 13-August-2014. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'." A button labeled "Go to Track Correction Request" is visible. Two callouts are present: one pointing to the "Request number received" text and another pointing to the "Go to Track Correction Request" button.

Request number received

Click here to track correction request or navigate ' Track Correction Request ' under ' Defaults ' menu

Correction Request Flow - View submitted request

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: 13-Aug-2014, 11:49 AM

Track Correction Request

Please select one of the below Search Options

Request Number Date View All

Request Number: [View Request](#)

Enter Request Number -Search Option 1 to view the request

Either navigate through slide 9 or Under 'Defaults' select 'Track Correction Request'

Correction Request Flow - View submitted request

Income Tax Department

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

Welcome EDUCATION PRIVATE LIMITED (AAAA12345A) Login Date: 20-Aug-2014, 01:00 PM

Track Correction Request

Please select one of the below Search Options

Request Number Date View All

Request Date From To

(dd-mmm-yyyy; e.g., 12-Dec-1980)

Enter Request Date - Search Option 2 to view the request

Correction Request Flow - View submitted request(contd.)

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

Welcome EDUCATION PRIVATE LIMITED (AAAA12345A) Login Date: 17-Oct-2014, 03:24 PM

Correction Request

Please select one of the below Search Criteria

Request Number
 Date
 View All

Correction Request Details

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

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assign To	Processed Date	Download	Upload
10-Oct-2014	25349	2013-14	Q4	24Q	4100XXXXXXXX144	In Progress	Online			[Redacted]			
10-Oct-2014	25349	2013-14	Q4	24Q	4100XXXXXXXX524	In Progress	Online			[Redacted]			
26-Sep-2014	25186	2013-14	Q4	24Q	4100XXXXXXXX524	Cancelled	Online			[Redacted]			
24-Sep-2014	25176	2013-14	Q4	24Q	4100XXXXXXXX2095	Processed	Online		4100XXXXXXXX524	[Redacted]	24 Sep-2014		

Enter option 3 - 'View All' to view the request

Important Notes

Click this user in order to reassign the request to another sub user under the logged in admin

Click on In-progress

View all request placed by himself and sub user under him in case of admin

Click here to view the status description in detail



Correction Request Flow - Assign Sub- User (contd.)

List Of Users

Click on a row and click on the link to assign user

User Name	Full Name	Action
PIYUSH345	LAHU DHAYA PATIL	Click here to Assign

Click here to assign the request to another sub user under the logged in admin

Cancel

Correction Request Details

Click on a row to select it and click on status

Request Date	Request Number	Financial Year	Quarter
02-Aug-2013	1	2010-11	Q2

Remarks	New Token Number	Assigned To
		PIYUSH345

Page 1 of 1

View 1 - 1 of 1

Click on the 'Assigned To' User Id to re-assign the statement to another user

Token Number Details

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome EDUCATION PVT.LTD. (664412345) Login Date: 11-Jul-2014, 12:49 PM

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

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

Authentication Code

Proceed with Authentication Code

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

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

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

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

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

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

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

Token Number Details (Contd.)

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

Please select if you have mentioned no challan except NIL challan(s) (Challan(s) with zero amount). It is **mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement**.

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

1 Please enter a Challan with BIN details. If there is no such Challan, mention a Challan with at least one valid PAN-Amount combination and also select the corresponding PAN-Amount combinations corresponding to the statement mentioned above. If there is no such challan, mention a challan with no valid PAN-Amount combination (see row) in the PAN Details section below.

Guide to identify a suitable challan

BSR Code / Receipt Number*

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

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

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

PART 2. Enter Unique PAN-Amount Combinations corresponding to the Challan / Transfer Voucher entered above

Please select if there are no valid PAN-Amount combinations corresponding to the Challan / Transfer Voucher mentioned above.

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

Guide to identify the Unique PAN-Amount Combinations

PAN as in Statement	Total Amount Deducted / Collected (₹)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Tick in Check Box for NIL Challan or Book Adjustment

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

Click on Guide to select suitable Challan option

Enter CIN details for a challan used in the statement

Tick here if you do not any Valid PAN corresponding to above Challan details

Click on Guide to select suitable PAN amount Combinations

PANs entered must be those for which payment has been done using the CIN / BIN entered on this screen

Notes for Validation Screen

- Authentication code is generated when you clear validation details for a statement for certain functionalities such as Download Form 16 / 16A, Download Conso File, Download Justification Report, etc. Authentication code generated for a particular statement will be valid for the calendar day (i.e., an authentication code generated on 10-Dec-2012 can be used only on 10-Dec-2012 to clear validation details for the same statement. It will not be valid the next day).
- Validation will be bypassed for the same statement within the same session
- Token Number must be of the statement of the FY, Quarter and Form Type displayed on the screen
- CIN details must be entered for the challan which is deposited and mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above
- Transfer Voucher details to be entered for government deductors
- Amount should be entered in two decimal places (e.g., 1234.56)

Notes for Validation Screen

- Maximum of 3 distinct PANs and corresponding amount must be entered
- If there are more than three such combinations in the challan, user can enter any 3
- If there less than three such combinations in the challan, user must enter all (either one or two)
- PAN mentioned must be that for which payment has been done using the challan / Transfer Voucher mentioned on this screen

Challan Correction

File Correction

TAN	Original RRR Number	Latest RRR Number	
XXXXXXXXXX	5024XXXXXXXX5001	4100XXXXXXXX1001	
Financial Year	Quarter	Form Type	
2013-14	Q2	27Q	

Type of Correction [View Details](#)

-----Select-----

-----Select-----

Modify / Add Deductee Details

Personal Information

Challan Correction

FAN Correction

Pay 2201.LP.LD,Interest, Late Filing Levy

Add Challan To Statement

for Q2 of FY 2013-14 for Form 27Q

Default Summary Details

Sr.No.	Type of Default	Default Amount (₹)	Amount Reported As 'Interest / Others' Claimed in the Statement (₹)	Payable (₹)
1	Short Payment	0.00	0.00	0.00
2	Short Deduction	72683920.00	0.00	72683920.00
3	Interest on Payments Default u/s 201(1A)			
3(a)	Interest on Short Payment: *	0.00	0.00	0.00
3(b)	Interest on Late Payment	156000.00	9000.00	147000.00
3(c)	Additional Late Payment interest against the processing of latest correction	0.00	0.00	0.00
4	Interest on Deduction Default u/s 201(1A)			
4(a)	Interest on Short Deduction **	10174486.00	0.00	10174486.00
4(b)	Interest on Late Deduction	0.00	0.00	0.00
4(c)	Additional Late Deduction interest against the processing of latest correction	0.00	0.00	0.00
5	Late Filing Fee u/s 234E			

Select ' Challan Correction' from drop down

Challan Correction

TAN: [Redacted] Original RRR Number: 1123XXXXXX5515 Latest RRR Number: 1123XXXXXX5153
 Financial Year: 2013-14 Quarter: Q1 Form Type: 26Q

Type of Correction: Challan Correction [View Details](#)

Challan Correction

Matched Challans | Unmatched Challans | Newly Added Challans

List of Matched Challans in the Statement

1 Select a row and click on 'Edit Matched Challan Details' to edit payment details of the

2 Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment (Total Tax Deposited) of attached deductee rows.

CD Record Number (1)	BSR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (₹) (5)	Surcharge (₹) (6)	Education Cess (₹) (7)	Interest (₹) (8)	Levy (₹) (9)	Others (₹) (10)	Total Tax Deposited (₹) (11) (5)+(6)+(7)+(8)+(9)+0	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment Yes / No (13)	Amount Claimed as Total Tax Deposited (₹) (14)	Amount Claimed as Interest (₹) (15)	Amount Claimed as Others (₹) (16)	Available Balance (₹) (17)
<input checked="" type="checkbox"/>	666***	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	0,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	666***	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	0.00	0.00	0.00	29,850,000.00
<input type="checkbox"/>	666***	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	20,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	666***	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	40,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	666***	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	30,000.00	1,000.00	1,000.00	29,850,000.00

Page 1 of 3

Edited & Saved Rows

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

Select a tab 'List of Matched Challans (Overbooked challans will also be shown in matched challan tab)

Important Notes

Select a row and click on "Edit matched Challan Details"

- All the Matched challan in the statement will be displayed.
- Matched Challan cannot be tagged.
- Provisionally Matched BIN will be displayed under Match Challan Tab.

Challan Correction

(1) BSR Code / Receipt Number	966****
(2) Date on which Tax Deposited	24-May-2013
(3) Challan Serial Number / DDO Serial Number	00936
(4) TDS / TCS (₹)	30000000.00
(5) Surcharge (₹)	0.00
(6) Education Cess (₹)	0.00
(7) Interest (₹)	0.00
(8) Levy (₹) Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement	0.00
(9) Others (₹)	0.00
(10) Total Tax Deposited	30000000.00
(11) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	No
(12) Cheque No. / DD No.	0
(13) Remaining Available balance	29850000.00
(14) Amount Claimed as 'Total Tax Deposited' (₹)	10000.00
Payment for demand under section 201(1A) and section 220(2)	
(15) Amount Claimed as 'Interest' (₹)	1000.00
Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement	
(16) Amount Claimed as 'Others' (₹)	1000.00

Save Cancel

Edit fields in the overlay and click on 'Save'

Important Notes (for Matched Challan) :

1. Surcharge amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction .Amount will not be editable for BINs.
2. Education Cess amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount will not be editable for BINs.
3. Interest amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount will not be editable for BINs.
4. Other amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount will not be editable for BINs.
5. Amount of interest to be claimed from this challan / BIN. User must directly change value in the field. Amount will not be editable for BINs.
6. Amount to be claimed as 'Others' from this challan / BIN . User must directly change value in the field. Amount will not be editable for BINs.

Challan Correction

File Correction

TAN	XXXXXXXXXX	Original RRR Number	1123XXXXXXXX5515	Latest RRR Number	1123XXXXXXXX5153
Financial Year	2013-14	Quarter	Q1	Form Type	26Q

Type of Correction: Challan Correction [View Details](#)

Challan Correction

[Matched Challans](#) | [Unmatched Challans](#) | [Newly Added Challans](#)

List of Matched Challans in the statement

- Select a row and click on 'Edit Matched Challan Details' to edit payment details of Interest/Levy
- Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sum. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment (Total Tax Dep attached deductee rows).

CD Record Number (1)	BSR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (₹) (5)	Surcharge (₹) (6)	Education Cess (₹) (7)	Interest (₹) (8)	Levy (₹) (9)	Others (₹) (10)	Total Deposited (₹) (11) =(5)+(6)+(7)+(8)+(9)+(10)	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as Total Tax Deposited (₹) (14)	Amount Claimed as Interest (₹) (15)	Amount Claimed as Others (₹) (16)	Available Balance (₹) (17)
<input checked="" type="checkbox"/>	986****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	10,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	986****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	0.00	0.00	0.00	29,850,000.00
<input type="checkbox"/>	906****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	20,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	986****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	40,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	986****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	30,000.00	1,000.00	1,000.00	29,850,000.00

■ Edited & Saved Rows

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

Edited challan detail will be highlighted

User can reset value in the challan. This will replace edited values with values from the latest statement

Challan Correction

Challan Correction

[Matched Challans](#) |
 [Unmatched Challans](#) |
 [Newly Added Challans](#)

List of added Challans in the statement as part of this correction.

ⓘ Select a row and click on 'View and Move Deductee' button to move deductee. Use this functionality in case a particular challan has insufficient balance to be consumed (Total Tax Deposited) of attached deductee rows.

BSR Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)
<input type="checkbox"/> 134****	26-Feb-2013	61650	4,100.00	0.00	0.00	0.00	0.00	0.00	4,100.00		No	0.00	0.00

Page 1 of 1

[View and Move Deductee](#) ⓘ

Select 'Newly Added Challans' to add the challan. Please refer the E-Tutorial -Online Correction- Add Challan to Statement

Challan Correction

File Correction

TAN	AGRB10463F	Original RRR Number	1123XXXXXXXX5515	Latest RRR Number	1123XXXXXXXX5153
Financial Year	2013-14	Quarter	Q1	Form Type	26Q

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

Challan Correction

[Matched Challans](#) | [Unmatched Challans](#) | [Newly Added Challans](#)

List of added Challans in the statement as part of this correction

1 Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment (Total Tax Deposited) of attached deductee rows.

BSR Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)	Available Balance in Challan (₹)	Remaining Available Balance in Challan (₹)
<input checked="" type="checkbox"/> 721****	21-May-2013	00013	33,000,000.00	0.00	0.00	0.00	0.00	0.00	33,000,000.00		Yes	10,000.00	0.00	0.00	29,300,000.00	29,890,000.00
<input type="checkbox"/> 816****	11-May-2013	17	6,615,800.00	0.00	0.00						No	0.00	0.00	0.00	6,551,104.00	6,551,100.00

View 1 - 2 of 2

[View and Move Deductee](#)

Proceed to correction statement.

[Submit Correction Statement](#)

Important Notes

Select challan to be added on deductee row

To know the procedure to view or move deductee row refer e-tutorials - Resolution for Overbooked Challan

Challan Correction - Unmatched

Type of Correction* ----Select---- View Details

Challan Correction for Q4 of FY 2008-09 for Form 26Q

List of Matched Challans **List of Unmatched Challans** Newly Added Challans

Select a row and click on 'Edit UnMatched Challan Details' to edit details

BSR Code / Receipt Number	Date on Which Tax Deposited	Challan Serial Number / DDO Serial Number	Section Code / Collection Code	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)
<input type="checkbox"/> 000****	12-Feb-2009	370	194C	18,693.00	0.00	0.00	0.00	0.00	0.00	18,693.00	0	No	18,693.00	0.00	0.00
<input type="checkbox"/> 000****	27-Mar-2009	605	194C	12,855.00	0.00	0.00	0.00	0.00	0.00	12,855.00	0	No	12,855.00	0.00	0.00
<input type="checkbox"/> 000****	18-Mar-2009	374	194I	6,740.00	0.00	0.00	0.00	0.00	0.00	6,740.00	0	No	6,740.00	0.00	0.00

Page 1 of 1 View 1 - 3 of 3

Edited & Saved Rows

Edit UnMatched Challan Details

Action On Correction Statement

Submit Correction Statement

Select here to view 'list of Unmatched challan'

Row select and click on 'Edit Unmatched Challan Detail' to edit

Prior to 2013-14, only unmatched challans will be editable and not BIN

Challan Correction - Unmatched

Matched Challans | **Unmatched Challans** | Newly Added Challans

List of UnMatched Challans in the statement

Select a row and click on 'Edit UnMatched Challan Details' to edit details

Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment(Total Tax Deposited) of attached deductee rows.

CD Record Number (1)	BSR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	Section Code / Collection Code	TDS / TCS (₹) (5)	Surcharge (₹) (6)	Education Cess (₹) (7)	Interest (₹) (8)	Levy (₹) (9)	Others (₹) (10)	Total Tax Deposited (₹) (11) (5)+(6)+(7)+(8)+(9)+(10)	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (13)
<input checked="" type="checkbox"/> 5	815****	13-May-2012	85	194A	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0	No
<input type="checkbox"/> 4	814****	22-Jun-2012	84	194A	22,220,000.00	0.00	0.00	0.00	0.00	0.00	22,220,000.00	0	No
<input type="checkbox"/> 3	813****	22-Sep-2012	83	194A	90,040,000.00	0.00	0.00	0.00	0.00	0.00	90,040,000.00	0	No
<input type="checkbox"/> 2	813****	21-Aug-2012	82	194A	5,550,000.00	0.00	0.00	0.00	0.00	0.00	5,550,000.00	0	No
<input type="checkbox"/> 9	731****	21-May-2012	90031	194LA	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00		Yes

Select a row and edit the details

Edited & Saved Rows

Challan Correction - Unmatched Challan(contd.)

Financial Year: 2009-09

BSR Code / Receipt Number: 000****

Date on Which Tax Deposited: 12-Feb-2009

Challan Serial Number / DDO serial Number: 00370

TDS / TCS (₹): 18593.00

Surcharge (₹): 0.00

Education Cess (₹): 0.00

Interest (₹): 0.00

Levy (₹): 0.00

Others (₹): 0.00

Total Tax Deposited (₹): 18593.00

Cheque No. / DD No.: 0

Whether TDS / TCS Deposited by Book Adjustment? (Yes / No): No

Section Code / Collection Code: 194C

Details of Amount Claimed from the Challan

Edit values of claimed amount in below fields:

Amount Claimed as 'Total Tax Deposited' (₹): 18593.00

Amount Claimed as 'Interest' (₹): 0.00

Amount Claimed as 'Others' (₹): 0.00

Buttons: Tag Challan to Statement, Save, Cancel

Callout 1: Levy :Levy will be displayed as 'NA' and be disabled for statements prior to FY 2013-14.
2. Amount to be displayed in exactly two decimal places (e.g., 2450.09, 2450.90)
3. 'Yes' indicates Government deductor

Callout 2: Choose to tag a challan / BIN to the statement

Callout 3: 1. . Amount claimed as total tax deposited for all deductees tagged to this challan / BIN
2. Amount to be displayed in exactly two decimal places (e.g., 2450.09, 2450.90)
3. Amount of interest to be claimed from selected challan / BIN
4. Amount to be claimed as 'Others' from selected challan / BIN

- For Unmatched challans, if user tags a challan , value in the existing challan will be replaced with value from the tagged challan.

Challan Correction - Unmatched Challan(contd.)

Financial Y: Tag Challan to Statement

Type of Cor: List of Book Entry / Non Book Entry Challans with Available Balance

Challan Cor: List of Mat

Select a challan and click on tag challan button to use the challan to the statement. Values in the challan in statement will be replaced with values from the challan selected below

Challan/Book Identification Number			Total Amount In Challan (₹)	Available Balance In Challan (₹)	Minor Head	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)
BSR Code / Receipt Number	Date on Which Tax Deposited	Challan Serial Number / DDO Serial Number				
000****	10-May-2007	240	13,930.00	13,930.00	200	No
000****	03-Aug-2007	101	6,105.00	6,105.00	200	No
000****	01-Jul-2007	238	3,370.00	3,370.00	200	No
000****	05-Oct-2007	51	6,263.00	6,263.00	200	No
000****	10-Aug-2007	210	6,213.00	6,213.00	200	No

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Tag Selected Challan Cancel

Click here to tag the selected challan

Select the challan details

Challans with +/- Assessment year will be made available and shown. User can select the relevant challan accordingly.

Challan Correction - Unmatched Challan(contd.)

1 Click on tag challan button to tag a challan to the statement. Fields below will be updated with values from the tagged challan.

1 Amounts can be entered in fields marked * to pay for interest/levy

(1) BSR Code / Assesst Number	235999
(2) Date on which Tax Deposited	23-May-2012
(3) Challan Serial Number / DDO Serial Number	00085
(4) TDS / TCS (*)	20000.00
(5) Surcharge (*)	0.00
(6) Education Cess (*)	0.00
(7) Interest (*)	0.00
(8) Levy (*)	0.00
(9) Others (*)	0.00
(10) Total Tax Deposited	20000.00
(11) Cheque No. / DD No.	0
(12) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	No

Section Code / Collection Code: 196A

1 Penalty Amount should be included under 'Others' for challans

Details of Amount Claimed from the Challan

(13) Amount Claimed as 'Total Tax Deposited' (*) Payment for demand under section 201(1A) and section 200(2)	20000.00
(14) Amount Claimed as 'Interest' (*) Payment for demand under section 234E towards tax for delayed filing of regular TDS Statement	0.00
(15) Amount Claimed as 'Others' (*)	0.00

Tag Challan

Edit the details

Important Notes :

1. BSR Code should be of the challan which has available balance.
2. Date on which challan with available balance was deposited in bank .
3. Surcharge amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction .Amount should not be editable for BINs.
4. Education Cess amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
5. Interest amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
6. Other amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
7. Section code under which tax was deducted for the PAN. From FY 2013-14 onwards, this field will not be there.
8. Amount of interest to be claimed from this challan / BIN. User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
9. Amount to be claimed as 'Others' from this challan / BIN . User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
10. Save the edited detail.

Challan Correction - Unmatched Challan(contd.)

Financial Year 2008-09 **Quarter** Q4 **Form Type** 26Q

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

Challan Correction for Q4 of FY 2008-09 for Form 26Q

[List of Matched Challans](#) [List of Unmatched Challans](#)

Select a row and click on 'Edit UnMatched Challan Details' to edit details

BSR Code / Receipt Number*	Date on Which Tax Deposited*	Challan Serial Number / DDO Serial Number*	Section Code / Collection Code*	TDS / TCS (₹)*	Surcharge (₹)*	Education Cess (₹)*	Interest (₹)*	Levy (₹)*	Others (₹)*	Total Tax Deposited (₹)	Cheque No. / DD No.*	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)*	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)*	Amount Claimed as 'Others' (₹)*
<input type="checkbox"/> 000****	08-Oct-2007	00373	194C	43,700.00	0.00	0.00	0.00	0.00	0.00	43,700.00	0	No	18,693.00	0.00	0.00
<input type="checkbox"/> 000****	27-Mar-2009	605	194C	12,855.00	0.00	0.00	0.00	0.00	0.00	12,855.00		No	12,855.00	0.00	0.00
<input type="checkbox"/> 000****	18-Mar-2009	374	194I	6,740.00	0.00	0.00	0.00	0.00	0.00	6,740.00		No	6,740.00	0.00	0.00

Page 1 of 1 View 1 - 3 of 3

Edited & Saved Rows

[Edit UnMatched Challan Details](#) [Reset UnMatched Challan Details](#)

Action On Correction Statement

Edited row is highlighted

Click on 'submit correction statement' to submit the change made in the default and navigate to 'Action Summary'



Online Correction - PAN Correction



PAN Correction

File Correction

IAN	XXXXXXXXXX	Original RRR Number	8452XXXXXX8483	Latest RRR Number	4100XXXXXX2092
Financial Year	2013-14	Quarter	Q4	Form Type	240

Type of Correction [View Details](#)

-----Select-----
 -----Select-----
 Modify / Add Deductee Details
 Add / Delete Salary Details - Annexure-II
 Personal Information
 Challan Correction
PAN Correction
 Pay 220,LP,LC,Interest, Late Filing Levy
 Add Challan To Statement

for Q4 of FY 2013-14 for Form 24Q

Select ' P N Correction' from drop down

Sr.No.	Type of Default	Default Amount (₹)	Amount Reported As 'Interest / Others' Claimed in the Statement (₹)	Payable (₹)
1	Short Payment	1368.00	0.00	1368.00
2	Short Deduction	601700.00	0.00	601700.00

PAN Correction - Invalid PAN Annexure 1

Type of Correction: PAN Correction View Details

PAN Correction

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

Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement* Reset Search

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

CD Record Number* DD Record Number Search Reset Search

Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row

	Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Action Status
<input type="checkbox"/>	3	4	-	PANNOTAVBL	INVALID1		
<input type="checkbox"/>	3	5	-	PANNOTAVBL	INVALID2		

Page 1 of 1 5 View 1 - 2 of 2

Edited & Saved Rows Deleted Row

Click on 'Invalid PAN Annexure 1' to view the list of invalid PAN in the statement

User can search either using PAN filter or CD/DD Record Number filter

Important Notes

List of Invalid PAN will be displayed as per statement

Full form of Abbreviation used in above Screen :

CD : Challan Detail

DD : Deductee Detail

PAN Correction - Invalid PAN Annexure 1

1 Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement*

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

CD Record Number* DD Record Number

3 Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row

	Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	3	4	-	PANNOTAVBL	INVALID1	<input type="text"/>		
<input type="checkbox"/>	3	5	-	PANNOTAVBL	INVALID2	<input type="text"/>		

View 1 - 2 of 2

Edited & Saved Rows Deleted Row

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

Important Notes

Once the Row selected, Changed PAN field will be editable

- Valid PAN to Valid PAN correction can be done only once .
- Invalid PAN can be changed to Valid PAN only.

PAN Correction - Invalid PAN Annexure 1

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

CD Record Number: DD Record Number: Search Reset Search

Click on a row to enter correct PAN. column will display cor...

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

Page 1 of 1 View 1 - 2 of 2

Edited Row can be Viewed Deleted Row

View Challan Details Show Edited Rows

View Default Summary

Proceed to correction statement

Submit Correction Statement

Change will be automatically saved once the action status is updated as saved

'Status' column will display error message if PAN is invalid or success message if details for the deductee row are saved

Invalid PAN successfully changed into Valid PAN and saved

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

Click here to submit the correction request

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

PAN Correction - Valid PAN Annexure 1

PAN Correction

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

1 Enter PAN as per statement to search for PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement*

Select 'Valid P N Annexure 1' from given Tabs

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

CD Record Number* DD Record Number Search Reset Search

3 Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row

	Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input type="checkbox"/>	1	1	1	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	3	2	2	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	3	1	1	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	2	2	2	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	2	1	1	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX			

List of valid PAN will be displayed as per statement

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•For Valid PANs, deductee rows for which valid to valid PAN correction has been done will be locked. User cannot edit PAN for this row

PAN Correction - Valid PAN Annexure 1

PAN Correction

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

1 Enter PAN as per statement to search for PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement*

Select 'Valid P N Annexure 1' from given Tabs

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

CD Record Number* DD Record Number

1 Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row

	Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/>	1	1	1	XXXXXXXXXX	XXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	5	2	2	XXXXXXXXXX	XXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	3	1	1	XXXXXXXXXX	XXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	2	2	2	XXXXXXXXXX	XXXXXXXXXX	<input type="text"/>		
<input type="checkbox"/>	2	1	1	XXXXXXXXXX	XXXXXXXXXX	<input type="text"/>		

Once the Row selected, Changed PAN field will be editable

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PAN Correction - Valid PAN Annexure 1

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

CU Record Number LU Record Number Search Reset

2 Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current status

Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
1	1	1	XXXXXXXXXX	KHXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Saved
3	2	2	XXXXXXXXXX	ANIXXXXXXXXXX			
3	1	1	XXXXXXXXXX	KHXXXXXXXXXX			
2	2	2	XXXXXXXXXX				
2	1	1	XXXXXXXXXX				

View 1 - 5 of 1 122

Edited & Saved Rows Deleted Row

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

View Challan Details Show Edited Rows

View Default Summary

Proceed to correction statement

'Status' column will display error message if PAN is invalid or success message if details for the deductee row are saved

Valid PAN successfully changed into Valid PAN and saved

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

Edited Rows can be viewed

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

View Edited Rows - For Verification

Challan Detail Record Number	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN
1	1	1	XXXXXXXXXX	XXXXXXXXXX, Director	XXXXXXXXXX	XXXXXXXXXX

Page 1 of 1 View 1 - 1 of 1

PAN Correction - Invalid PAN Annexure 2

PAN Correction

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

1 Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to

PAN as per Statement*

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

DD Record Number*

1 Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row. PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input type="checkbox"/>	2	1050200000	■■■■■■■■■■	B■■■■■■■■■■			

Page 1 of 1 View 1 - 1 of 1

■ Edited & Saved Rows ■ Deleted Row

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

Select 'Invalid P N Annexure 2' from given Tabs

User can search either using PAN filter or CD/DD Record Number filter

PAN Correction - Invalid PAN Annexure 2

PAN Correction

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

1 Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement* Search Reset Search

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

DD Record Number* Search Reset Search

1 Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row. PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details

Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input checked="" type="checkbox"/> 2	1050200000	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	<input type="text"/>		

Page 1 of 1 5 View 1 - 1 of 1

Edited & Saved Rows Deleted Row

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

Once the Row selected, Changed PAN field will be editable

PAN Correction - Invalid PAN Annexure 2

PAN Correction

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

Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter

PAN as per Statement*

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

DD Record Number*

Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status. Correction not allowed in case deductee is marked for delete in Modify Saary Details

Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input type="checkbox"/> 2	1050200000	XXXXXXXXXX	B-XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Saved

Page 1 of 1 | View 1 - 1 of 1

Edited & Saved Rows Deleted Rows

Locked Rows are read only. Changes done once and further changes are not allowed.

Annotations:

- 'Status' column will display error message if PAN is invalid or success message if details for the deductee row are saved
- Valid PAN successfully changed into Valid PAN and saved
- Name as per PAN Master will be populated in 'Name as per Changed P N' column

- User can reset edited values by deleting P N entered in 'Changed P N' field. Value of new name will also be removed.
- For Valid PANs, deductee rows for which valid to valid PAN correction has been done will be locked. User cannot edit PAN for this row.

PAN Correction - Valid PAN Annexure 2

Type of Correction: -----Select----- View Details

PAN Correction

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

ⓘ Enter PAN as per statement to search for the PAN from below table. Click on 'Reset Search' to remove the filter.

PAN as per Statement* Search Reset Search

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

DD Record Number* Search Reset Search

ⓘ Click on a row to enter correct PAN. Name will be populated from PAN database. 'Action Status' column will display current action status of the row. PAN Correction not allowed in case deductee is marked for delete in Modify Salary Details.

	Deductee Row Number	Deductee Reference Number Provided by Deductor	PAN as per Statement	Name as per Statement	Changed PAN	Name as per Changed PAN	Action Status
<input type="checkbox"/>	1	1050200000	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	6	1050200000	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX			
<input type="checkbox"/>	7	1050200000	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX			

View 1 - 3 of 3

Select 'valid P N Annexure 2' from given Tabs

User can search either using PAN filter or CD/DD Record Number filter

- In case of Annexure 2, only DD Record number is required for search in CD/DD Record Filter.