



**TRACES**

**TDS Reconciliation Analysis and Correction Enabling System**

## e-Tutorial

# Download Intimation from TRACES Inbox

# Important Information on Default Intimation

- Only TRACES Registered users can see this Default Intimation functionality.
- Deductor can check the intimation in “Inbox” option of “Communication “tab. There are two tabs “Action Required “ and “General Awareness(no action required )” after click on “Inbox Tab”. User needs to check “Action Required” for download intimation.

## Brief Steps for Downloading of Default Intimation

- **Step 1.** Login on Traces website as deductor.
- **Step 2.** Click on **“Inbox”** Under **Communication Tab**.
- **Step 3.** After clicking on **“Inbox”** Tab, Deductor/Collector will get all the intimation details, under Action Required option.
- **Step 4.** Deductor needs to select the row of Communication details and then click on **View Details**. After clicking on view details deductor will get the details about **Intimation/Communication**.
- Request for **Download Intimation/Request for Justification Report** buttons are visible and enabled only for below Categories of Communication :
  - 1. PAN Errors
  - 2. Intimation with Demand
- **Step5.** Deductor can download Intimation from **“Request for Download Intimation”** Tab.
- **Step 6.** If Deductor wants to download Justification report for clarification, he needs to click on **“Request for Justification Report”** tab.
- **Step 7.** If Deductor wants to check the Inbox again, he needs to click on **“View Inbox Tab”**.
- Deductor can also search the intimation from **“Communication Date, Category of Communication and Financial Year of Statement”**.


# Login to TRACES

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Home Deductor **Help**

**Login**

User Id\*

Password\*

TAN for Deductor / PAN for Tax Payer\*

Verification Code\* 

Enter text as in above image\*

**Login**

Click on help icon next to each field for more details

Enter userid and password

Password is mandatory

TAN / PAN is mandatory

Enter TAN

Click to refresh image

Verification Code is mandatory

For more details on any screen, click on Help icon

**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:**


# Landing Page

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?

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

**Quick Links**

[View Default Summary](#)

[Request for TRACES Offline Correction File](#)

[Upload Correction Statement](#)

[File Correction](#)

[Inbox](#)


[Requested Downloads](#)


**Welcome to TRACES!**


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

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

**Customer Care**

 011 123 456 7890


 011 123 456 7891

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

Landing page will be displayed


# Select from Menu

# List on intimation is displayed “Action Required “



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**Inbox**

**Filter Inbox by entering search criteria**

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

Category of Communication --Select--  
Go

**Action Required**

Reference Number	Date	Communication Details				Form Type
		Category	Description			
TDS/1617/27Q/P/100022468970	03-Nov-2016	PAN Errors	PAN Errors			27Q
-	27-Oct-2016	Intimation	Intermediate communication	2016-17	Q2	27Q
TDS/1617/27EQ/D/100022226957	20-Oct-2016	Intimation with Demand u/s 200A	Issue of Intimation Letters in case of default & PAN Errors for Regular Statements	2016-17	Q2	27EQ
TDS/1617/27Q/P/100020024246	28-Jul-2016	PAN Errors	PAN Errors	2016-17	Q1	27Q
-	18-Jul-2016	Intimation	Intermediate communication	2016-17	Q1	27Q
TDS/1516/27Q/P/100018947809	20-May-2016	PAN Errors	PAN Errors	2015-16	Q4	27Q
-	12-May-2016	Intimation	Intermediate communication	2015-16	Q4	27Q
TDS/1516/27Q/P/100017782237	28-Jan-2016	PAN Errors	PAN Errors	2015-16	Q3	27Q
TDS/1516/27Q/D/100017782236	28-Jan-2016	Intimation with Demand u/s 200A	Issue of Intimation Letters in case of default & PAN Errors for Regular Statements	2015-16	Q3	27Q
-	16-Jan-2016	Intimation	Intermediate communication	2015-16	Q3	27Q

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List of intimations will appear



# In Order to check intimation details

## Inbox

1 Filter Inbox by entering search criteria

Communication Date (dd-mmm-yyyy) From  To  Category of Communication

Financial Year of Statement  Quarter of Statement

1 Click on a row to select and proceed

### Action Required

Reference Number	Date	Communication Details		Statement Details		
		Category	Description	Financial Year	Quarter	Form Type
34513	04-Jan-2017	Form 26AS - Transaction Details Missing	Resolution request logged by Taxpayer (TP) against Deductor	2013-14	NA	NA
34512	03-Jan-2017	Form 26AS - Transaction Details Missing	Resolution request logged by Taxpayer (TP) against Deductor	2014-15	NA	NA
34511	03-Jan-2017	Form 26AS - Transaction Details Missing	Resolution request logged by Taxpayer (TP) against Deductor	2014-15	NA	NA
34510	02-Jan-2017	Form 26AS - Transaction Details Missing	Resolution request logged by Taxpayer (TP) against Deductor	2015-16	NA	NA
34509	02-Jan-2017	Form 26AS - Transaction Details Missing	Resolution request logged by Taxpayer (TP) against Deductor	2015-16	NA	NA
34508	02-Jan-2017	Form 26AS - Transaction Details Missing	Resolution request logged by Taxpayer (TP) against Deductor	2015-16	NA	NA
34507	29-Dec-2016	Traces Downloaded TDS Certificate Not Issued	Resolution request logged by Taxpayer (TP) against Deductor	2013-14	Q1	16A
TDS/1617/27Q/D/100000289327	16-Nov-2016	PAN Errors u/s 154	Issue of Intimation Letters in case of default & PAN Errors for Correction Statements	2016-17	Q1	27Q
TDS/1617/27Q/D/100000289312	04-Nov-2016	PAN Errors u/s 154	Issue of Intimation Letters in case of default & PAN Errors for Correction Statements	2016-17	Q1	27Q
-	16-Nov-2016	Intimation	Intermediate communication	2016-17	Q4	24Q

Select row for "view details"

After selecting a row, click on "view details"

[View Details](#)




# Check the details of Intimation

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Communication Category Details

Reference Number	Communication Details		Message Details	
	Category	Description	Subject	Message
TDS/1617/27Q/D/1 (PAN Errors)		Issue of Intimation Letters in case of default & PAN Errors for Correction Statements	Correction Statement filed is processed with defaults and / or PAN errors u/s 154	Defaults and / or PAN Errors have been identified in the Correction statement filed by you for Q1 of FY 2016-17 for Form 27Q and processed by ITD u/s 154. Refer attached intimation for further details. Detailed computation of defaults is available in Justification Report which can be downloaded through TRACES.

View Inbox Request For Download Intimation Request for Justification Report

Click "View Inbox" to get redirected to Inbox" again.

Click on "Request for Download Intimation" if Deductor need to download intimation.

# Check the details of Intimation (contd.)

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Communication Category Details

Reference Number	Communication Details		Message Details	
	Category	Description	Subject	Message
TDS/1617/27Q/D/1(PAN Errors)		Issue of Intimation Letters in case of default & PAN Errors for Correction Statements	Correction Statement filed is processed with defaults and / or PAN errors u/s 154	Defaults and / or PAN Errors have been identified in the Correction statement filed by you for Q1 of FY 2016-17 for Form 27Q and processed by ITD u/s 154. Refer attached intimation for further details. Detailed computation of defaults is available in Justification Report which can be downloaded through TRACES.

[View Inbox](#) [Request For Download Intimation](#) [Request for Justification Report](#)

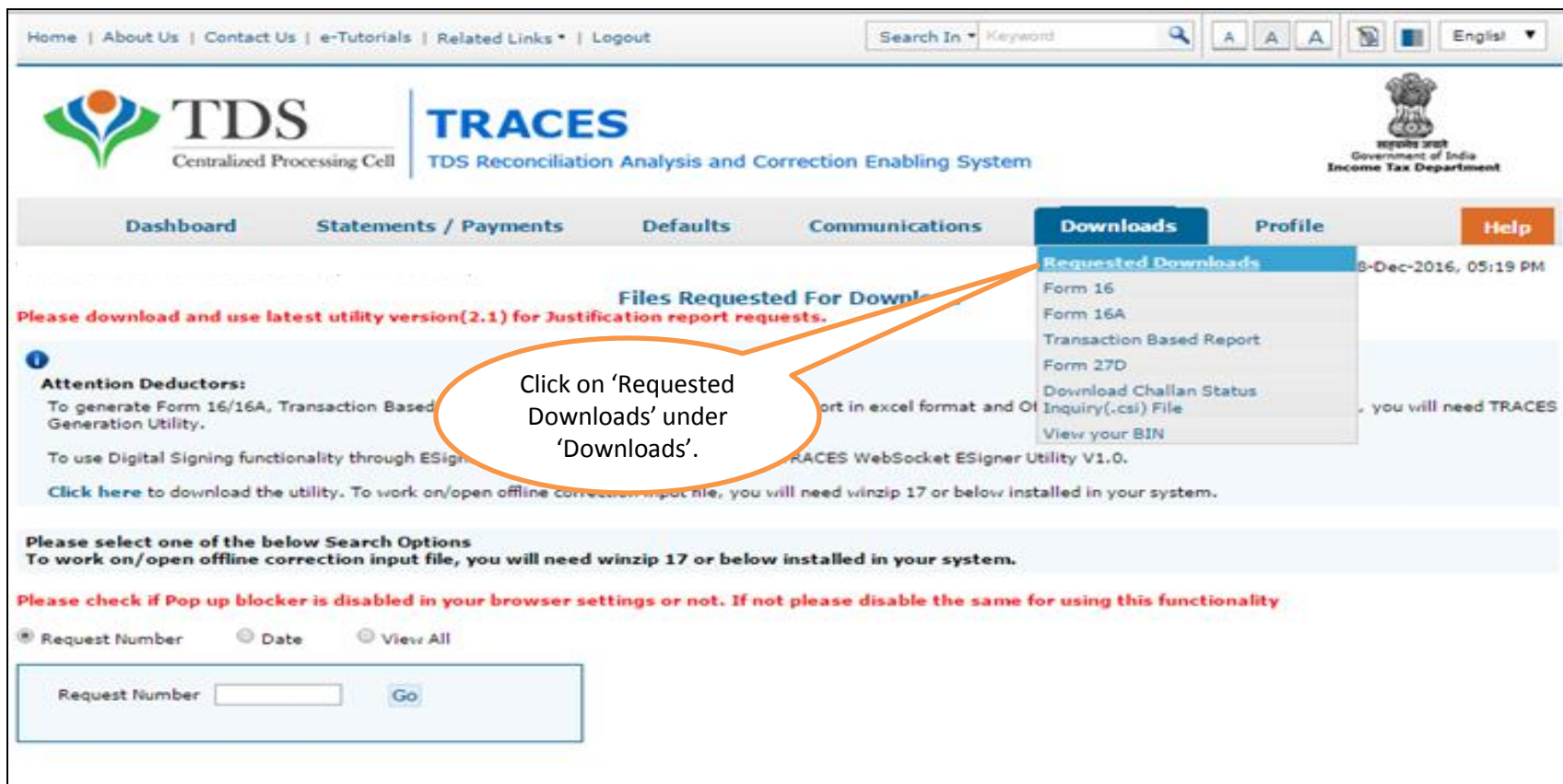
Your Request for Download Intimation has been successfully submitted.

Request Number	608541
----------------	--------

Please note down the request number. You can download Intimation. 'Requested Downloads' under 'Downloads' menu.

After giving the request for Download Intimation, a request number will be generated .


## In order to check the Request Status Click on “Requested Downloads”



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. The top navigation bar includes links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout, along with a search bar and language settings. The main header features the TDS logo and the TRACES title. The left sidebar contains navigation tabs: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Downloads' tab is active, and its dropdown menu is open, showing options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry(.csi) File, and View your BIN. An orange callout bubble points to the 'Requested Downloads' option with the text: "Click on 'Requested Downloads' under 'Downloads'". The main content area displays a message about downloading the latest utility version (2.1) for Justification report requests, followed by instructions for Attention Deductors regarding Form 16/16A generation and digital signing. It also includes a search options section and a note about disabling pop-up blockers.


Note: File will be available in 'Requested Downloads'tab.

# Check the Status of Request submitted



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**Files Requested For Download**

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

☐ Request Number  
 ☐ Date  
 ☒ View All

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

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
09-Jan-2017	608544	2016-17	Q1	27Q	Download Intimation	Submitted	
09-Jan-2017	608543	2014-15	Q4	24Q	Justification Report	Submitted	
09-Jan-2017	608542	2016-17	Q1	27Q	Justification Report	Not Available	
09-Jan-2017	608541	2016-17	Q1	27Q	Download Intimation	Not Available	
06-Jan-2017	608540	2011-12	Q4	24Q	Form 16	Available	
06-Jan-2017	608539	2011-12	Q4	24Q	Bulk Form 16 File	Available	
06-Jan-2017	608536	2016-17	Q1	27Q	Download Intimation	Not Available	
06-Jan-2017	608518	2011-12	Q4	24Q	Bulk Form 16 File	Not Available	No Deductee records present in Annexure-1 in any quarter across Financial Year
06-Jan-2017	608516	2016-17	Q1	27Q	Download Intimation	Not Available	
06-Jan-2017	608515	2011-12	Q4	24Q	Form 16	Not Available	No Deductee records present in Annexure-1 in any quarter across Financial Year

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View 1 - 10 of 100

[HTTP Download](#)

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

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

# Check the Status of Request Available

**Files Requested For Download**

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

☐ Request Number
 ☐ Date
 ☒ View All

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

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
09-Jan-2017	608544	2016-17	Q1	27Q	Download Intimation	Available	
09-Jan-2017	608543	2014-15	Q4	24Q	Justification Report	Available	-
09-Jan-2017	608542	2016-17	Q1	27Q	Justification Report	Available	
09-Jan-2017	608541	2016-17	Q1	27Q	Download Intimation	Not Available	
06-Jan-2017	608540	2011-12	Q4	24Q	Form 16	Available	
06-Jan-2017	608539	2011-12	Q4	24Q	Bulk Form 16 File	Available	-
06-Jan-2017	608536	2016-17	Q1	27Q	Download Intimation	Not Available	
06-Jan-2017	608518	2011-12	Q4	24Q	Bulk Form 16 File	Not Available	No Deductee records present in Annexure-1 in any quarter across Financial Year
06-Jan-2017	608516	2016-17	Q1	27Q	Download Intimation	Not Available	
06-Jan-2017	608515	2011-12	Q4	24Q	Form 16	Not Available	No Deductee records present in Annexure-1 in any quarter across Financial Year

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**HTTP Download**

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

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

Click on a row to select it

Click on the buttons to download file

# Check the details of Intimation (contd.)

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Communication Category Details

Reference Number	Communication Details		Message Details	
	Category	Description	Subject	Message
TDS/1617/27Q/D/1	PAN Errors	Issue of Intimation Letters in case of default & PAN Errors for Correction Statements	Correction Statement filed is processed with defaults and / or PAN errors u/s 154	Defaults and / or PAN Errors have been identified in the Correction statement filed by you for Q1 of FY 2016-17 for Form 27Q and processed by ITD u/s 154. Refer attached intimation for further details. Detailed computation of defaults is available in Justification Report which can be downloaded through TRACES.

[View Inbox](#) [Request For Download Intimation](#) [Request for Justification Report](#)

Click "Request for Justification Report" if Deductor need to check the default details.



# Request for Justification Report

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**Request For Justification Report Download**

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

Financial Year\* 2016-17 ▼ Quarter\* Q1 ▼ Form Type\* 27Q ▼ **Go**

Financial Year, Quarter and Form Type will auto populate as per default intimation . Click on 'Go'

Validation screen will be presented on click of 'Go'



# DSC Supported KYC Validation

- Token Number must be of the regular statement of the FY, Quarter and Form Type displayed on the screen and should be entered “Manually”
- CIN details must be entered for the challan which is deposited and mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above
- Transfer Voucher details to be entered for government deductors
- Amount should be entered in two decimal places (e.g., 1234.56)
- Maximum of 3 distinct valid PANs and corresponding amount must be entered.
- If there are more than three such combinations in the challan, user can enter any three valid PAN details.
- If there are less than three such combinations in the challan, user must enter all (either two or one)
- PAN mentioned should be related to the challan/BIN details mentioned in Part 1.
- CD Record no. is mandatory only in case of challan mentioned more than once in the statement.

## Digital Signature Supported KYC Validation (Step-1)

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Choose KYC Flow

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

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

Please select the statement for which you want

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

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

Validate DSC

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


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

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**Choose KYC Flow**

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

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

**Please select the statement for which you want to provide KYC**

Financial Year\* 2014-15 Form Type\* 26Q Quarter\* Q2

Enter 'Financial Year',  
Form Type' and 'Quarter'  
for which KYC will be  
provided by user (Step 2)

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

Validate DSC

Click on 'Validate  
DSC' (Step 3)

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


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

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### Choose KYC Flow

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

☒ Digital Signature supported KYC validation

Please select the statement for which you want to validate

Financial Year\* 2013-14 Form Type

**i** Digital Signature will be validated for "Digital Signature"

Validate DSC

Signing data with your private exchange key

An application is requesting access to a Protected item.

Password for:  
CryptoAPI Private Key

☐ Remember password

OK Cancel Details...

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

Click on 'OK' (Step 5)

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

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

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

Please select the statement for

Financial Year\* 2014-15

Digital Signature will be validated

Validate DSC

Web Signer

Content to Sign:

Windows Store P12/PFX

Common Name	Issuer	Serial No.
test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
test1AAAPC0439K test1	e-Mudhra Sub CA for Class 2 Gold...	54311
test14BCLPP6378 test14	e-Mudhra Sub CA for Class 2 Gold...	54314
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
teste test test	e-Mudhra Sub CA for Class 2 Gold...	34213

View Certificate

Sign Cancel

Select the certificate for digital signature (Step 6)

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



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

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

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

Form Type 26Q

Financial Year 2014-15

Quarter Q2

Token Number / Provisional Receipt Number (PRN)\*

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

Tick in Check Box for NIL Challan or Book Adjustment

Step 8

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

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

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

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

**Important Note**

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

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

## Token Number Details (Contd.)

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

☐ Please select if you have ONLY NIL Challan(s) (Challan(s) with zero challan amount) in the statement. If you select this, you must enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.

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

**1** Please enter a Challan with at least three distinct PAN-Amount combinations mentioned above. If there is no such Challan, mention a challan with at least one valid PAN-Amount combination. If there is no such challan, mention a challan with at least one valid PAN-Amount combination and also select the checkbox for NIL Challan in the PAN Details section below.

[Guide to identify a suitable Challan](#)

Click on the Guide to select suitable challan option

BSR Code / Receipt Number\*

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

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

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

CD Record Number

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

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

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

**PART 2. Enter Unique PAN-Amount Combination for Challan / Transfer Voucher entered above**

☐ Please select if there are no valid PAN deductee rows corresponding to the specified Challan / Transfer Voucher.

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

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

Click on the Guide to select suitable PAN amount combination

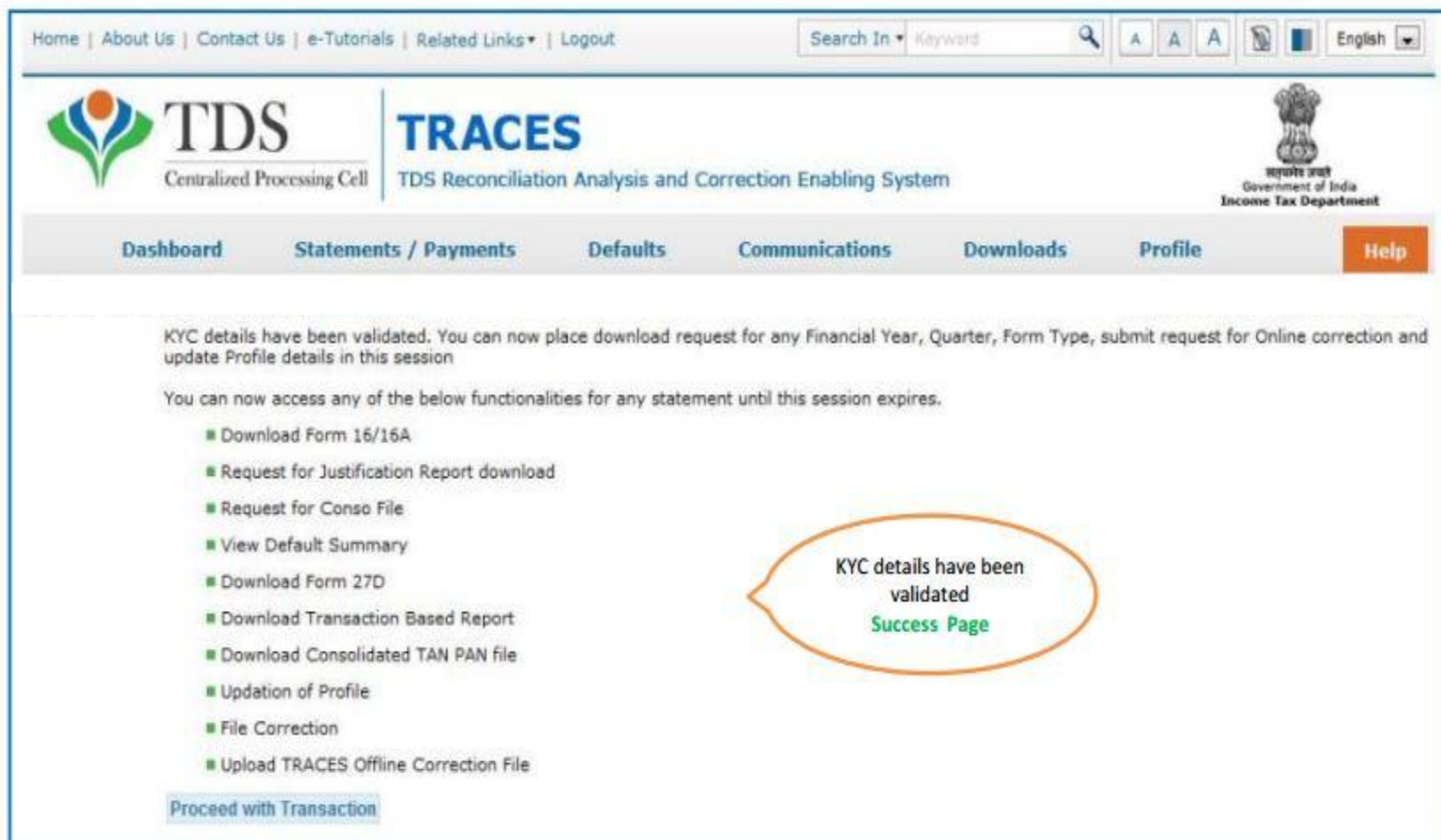
PAN as in Statement	Total Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Proceed

Please enter TDS deposited amount for respective PAN's



# Digital Signature supported KYC Validation - Success Page



The screenshot shows the TDS TRACES web interface. At the top, there is a navigation bar with links: Home | About Us | Contact Us | e-Tutorials | Related Links | Logout. A search bar is 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 Income Tax Department logo. Below the header is a menu bar with links: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a Help button. The main content area displays a success message: "KYC details have been validated. You can now place download request for any Financial Year, Quarter, Form Type, submit request for Online correction and update Profile details in this session". Below this, it states: "You can now access any of the below functionalities for any statement until this session expires." A list of functionalities is provided, including Download Form 16/16A, Request for Justification Report download, Request for Conso File, View Default Summary, Download Form 27D, Download Transaction Based Report, Download Consolidated TAN PAN file, Updation of Profile, File Correction, and Upload TRACES Offline Correction File. A button labeled "Proceed with Transaction" is at the bottom left. A callout bubble on the right side of the page contains the text: "KYC details have been validated" and "Success Page".

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TDS Reconciliation Analysis and Correction Enabling System

समाचार  
Government of India  
Income Tax Department

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

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

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

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

[Proceed with Transaction](#)

KYC details have been validated  
Success Page

After clearing the first DSC validated KYC user can submit any download request submission / submitting online / offline correction request in same session.  
one example for downloading the Justification report is illustrated in the following screens.

# Normal KYC Validation

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


# In case of Normal KYC Validation- Token Number Details (Without DSC)

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

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

Authentication Code

Proceed with Authentication Code

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

Form Type	27Q
Financial Year	2016-17
Quarter	Q1
Token Number / Provisional Receipt Number (PRN)*	<input type="text"/>

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

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

# Token Number Details (Contd.)

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

**i** Please enter a Challan with at least three distinct valid PAN-Amount combinations mentioned above. If there is no such Challan, mention a challan with at least two is no such challan, mention a challan with at least one valid PAN-Amount combination, mention a challan with no valid PAN-Amount combination and also select the checkbox PAN Details section below.

[Guide to identify a suitable challan](#)

BSR Code / Receipt Number\*

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

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

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

CD Record Number

## PART 2. Enter Unique PAN-Amount Combination for Challan / Transfer Voucher mentioned above

☐ Please select if there are no valid PAN deductee rows corresponding to the challan mentioned above.

**i** Please enter three distinct PAN-Amount combinations corresponding to the challan mentioned above. If there are less than three PANs corresponding to the specified challan, mention the remaining PAN-Amount combinations.

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

PAN as in Statement

Total Amount Deposited (Rs.)

<input type="text"/>
<input type="text"/>
<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>

[Proceed](#)

Tick in check box for nil challan or book adjustment

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

Click on the Guide to select suitable challan option

Enter CIN details for a challan used in the statement

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

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

Click on the Guide to select suitable PAN amount combination

PANs entered must be those for which payment has been made.


# Authentication Code Screen

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Details validated for Form 26Q of FY 2010-11 and Quarter Q4.

Authentication code valid for today is 4eDRZM

Please copy and save the code given below.

Copy from:

This code is valid for today for this FY, Quarter and Form Type and can be reused for the following requests for this statement:

- Download Intimation
- Request for TRACES Offline Correction File
- Request for NSDL Conso File
- View Default Summary
- File Correction
- Request for Justification Report download
- Upload Correction Statement
- Download Form 27A
- Download Form 27D

[Proceed with Transaction](#)

Authentication Code  
will be available here


# Request Number Screen

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

Request for Justification Report has been submitted. Request Number is 608542. The file will be available in 'Downloads' section.

Request Number  
will be available  
here

# Request Number Screen

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links: Home | About Us | Contact Us | e-Tutorials | Related Links | Logout. A search bar is present with the text 'Search In Keyword'. The main header features the TDS Centralized Processing Cell logo and the TRACES TDS Reconciliation Analysis and Correction Enabling System title. On the right, the Government of India Income Tax Department logo is visible. Below the header, a horizontal menu contains: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a Help button. The 'Downloads' menu is open, showing a list of options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry (.csi) File, and View your BIN. An orange circle highlights the 'Requested Downloads' option, with an arrow pointing to it from the text 'Click on 'Requested Downloads' under 'Downloads''.

- File will be available in 'Requested Downloads'



# Check the Status of Request submitted

**Downloads**

**Files Requested For Download**

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

☐ Request Number ☐ Date ☒ View All

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


Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	
09-Jan-2017	608544	2016-17	Q1	27Q	Download Intimation	Available	
09-Jan-2017	608543	2014-15	Q4	24Q	Justification Report	Available	-
09-Jan-2017	608542	2016-17	Q1	27Q	Justification Report	Available	-
09-Jan-2017	608541	2016-17	Q1	27Q	Download Intimation	Not Available	
06-Jan-2017	608540	2011-12	Q4	24Q	Form 16	Available	-
06-Jan-2017	608539	2011-12	Q4	24Q	Bulk Form 16 File	Available	-
06-Jan-2017	608536	2016-17	Q1	27Q	Download Intimation	Not Available	
06-Jan-2017	608518	2011-12	Q4	24Q	Bulk Form 16 File	Not Available	No Deductee records present in Annexure-1 in any quarter across Financial Year
06-Jan-2017	608516	2016-17	Q1	27Q	Download Intimation	Not Available	
06-Jan-2017	608515	2011-12	Q4	24Q	Form 16	Not Available	No Deductee records present in Annexure-1 in any quarter across Financial Year

Page 1 of 10 View 1 - 10 of 100

**HTTP Download**

Note : In case of Submitted status please wait for 24 – 48 hrs.

## Click to Download File

 Click on a row to proceed

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status
09-Jan-2017	008542	2016-17	01	270	Justification Report	Available

Click on the buttons to download file

Page 1 of 1 View 1 - 1 of 1

HTTP Download Download Manager

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



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## Step to Download Justification Report Utility


## Procedure to Download Justification Report Utility V2.1

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संघीय गणराज्य  
Government of India  
Income Tax Department

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W

**Files Requested For Download**

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

Please select one of the below Search Options

☒ Request Number ☐ Date ☐ View All

Request Number

Click here to download Justification Report Utility


# Downloading Justification Report

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

Download TRACES Utility

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

Verification Code

6x7m

Click to refresh image

Enter text as in above image\*

Submit

Click on Submit

Enter the text as displayed in Verification Code

For more details on any screen, click on Help icon

# Justification Report Generation Utility

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Government of India Income Tax Department

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Download TRACES Utility

You may download the utility using the link provided below

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

- TRACES-PDF-CONVERTER V 1.4 L

Installation Instruction

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

- Transaction based Report PDF-CONVERTER V 1.1

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


- Form 27D PDF-CONVERTER V 1.0

**TRACES Justification Report Generation Utility V 2.1 (Needs Excel 2003 or later - Size ~400Kb)**


- TRACES Justification Report Generation Utility V 2.1

Click on 'TRACES Justification Report Utility'

## Justification Report Generation Utility (contd.)

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


DashboardStatements / PaymentsDefaultsDownloadsProfileHelp

0% of ...t-Generation-Utility-V1.0.zip from files.tdscpc.go...


**File Download**

Do you want to open or save this file?

 Name: ...Justification-Report-Generation-Utility-V1.0.zip  
Type: WinRAR.ZIP, 452KB  
From: files.tdscpc.gov.in

Open Save Cancel

☒ Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

**TRACES-PDF-CONVERTER V 1.3 Light Version (**

- [TRACES-PDF-CONVERTER V 1.3 L](#)

Installation instruction

**TRACES Justification Report Generation Utility**

- [TRACES Justification Report Generation Utility](#)

**Steps to convert the Justification Report text**

- Download the zip file from 'Requested Download'
- Unzip the file using Winzip. Password to unzip is 'JR\_<TAN>\_<Form Type>\_<Quarter>\_<FY>', e.g., JR\_AAAAA1235A\_24Q\_Q3\_2010-11. This will save the Justification Report as a text file
- Download the macro utility for Justification Report from this screen
- Double-click the utility, excel sheet will open
- Click on 'Enable Content' in the warning message to enable macros
- Select the Justification Report text file and the folder to save the output excel file and click on button 'Generate TDS CPC Justification Report'
- The text file will be converted into excel spreadsheet and saved in the selected folder
- Open the Justification Report excel file from the folder in which it has been saved

[Back to Requested Downloads](#)



## **Steps to Use Traces Justification Utility**

# Justification Utility Steps

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

**Generate Justification Report From Text File**

Select the downloaded Justification Report text(.txt) file

Browse

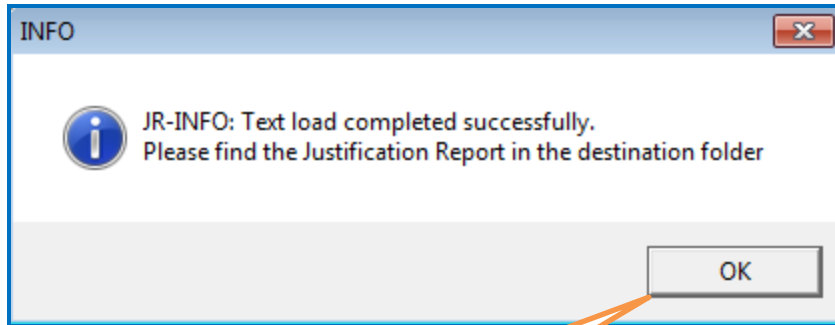
Please click on the Browse button if you want to change the location

Browse

Generate Report

Clear

# Justification Utility Steps



Click on 'OK'

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



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# THANK YOU

## Please Note:

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