



# **E-Tutorial**

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- 2. Brief Steps for OLTAS Challan Correction
- 3. Status of OLTAS Challan Correction Requests
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- 5. Pictorial guide to track request for OLTAS Challan Correction.



### **1. Important Information on OLTAS Challan Correction**

OLTAS Challan Correction is the functionality provided by TDSCPC to the deductor for correction of the **Unclaimed and Matched** Challans.

Assessing Officer approval is not required if OLTAS Challan Correction is made through website for change in the following fields mentioned below :

- **Financial Year-** F.Y. can be corrected upto the Financial Year relating to Date of Deposit of challan.E.g., if challan is of F.Y. **2008-09** and Date Of Deposite is 20-06-2016, F.Y. cannot be greater than 2016-17.
- Minor Head Code (200 and 400) Minor Head 200 and 400 is allowed for correction through OLTAS Challan Correction available on TRACES.
- Major Head Code (20/21)- Correction in Major Heads- 20 (Company) and 21(Non-Company) can be corrected through OLTAS Challan Correction available on TRACES.
- Section Code Correction in Section code except Section Code-195 is possible through OLTAS Challan Correction available on TRACES.

Note:- For correction/changes in Section Code – 195 deductor needs to contact Jurisidictional Assessing Officer

### 2. Brief Steps for OLTAS Challan Correction

- Login to TRACES website
- Go to "Request for OLTAS Correction" under "Statement Payment Tab"
- User can Select any correction type mentioned below:
  - Financial Year
  - Minor Head Code (200 and 400)
  - Major Head Code (20/21)
  - Section Code
- Enter the challan (CIN) details and challan amount. Challan should be unclaimed or matched.
- If the details of challan entered are valid ,then user can proceed to edit the challan details.
- Updated values will be displayed in the summary table.
- Click on "Submit correction request" and confirmation screen will be displayed.
- User validates the details and click on confirm details view the verification details.
- Request ID details will be displayed.
- Email goes to deductor's registered E-mail ID on submission of Oltas Challan Correction.

### 3. Status of OLTAS Challan Correction Requests

- Submitted to ITD : Correction request has been submitted to ITD for processing.
- **Processed** : Correction request has been approved by ITD.
- **Rejected** : Rejection reason will be mentioned in the Remarks column in Track Correction request.
- Failed : Request cannot be made available due to some technical issues in data loading. User can submit new request for correction.

### Step 1: Go to TRACES website (www.tdscpc.gov.in)

Centralized Processing C	TRACES TDS Reconciliation Analysis and Correction Enabling System			Reports start Government of India Income Tax Department
Home Deductor	Tax Payer PAO			Help
Login				
Login		-	Custome	er Care
Register as New User	CAUTION		Toll-Free	1800 103 0344
Forgot Password	TRACES never asks for fee of any kind for registration on portal or for availing any electronic services delivered through its portal www.tdscpc.gov.in	ha	20	0120 4814600
Forgot User ID	The Income Tax Department NEVER asks for your PIN numbers, passwords or similar information for credit cards, banks or other financial accounts through e-mail			0120 4816105
Quick Links	The Income Tax Department appeals to Tax Payers NOT to respond to such fee requests and e-mails and NOT to share information relating to their credit card, bank		Contac	ctus@tdscpc.gov.in
DIN Verification	It is hereby informed that CPC TDS does not send and has not sent any communication     or email stating automatic tax deduction from Deductors' or Taxpayers' respective bank	all of	Have a Grie or taxpayer	vance for deductor ? View more
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Rates and Tables Click on	ontinue >>		Tax Pave	·
Forms Continue to	ZOUD Correction     Request for Resolution : a. Deductor . b. Lay Paver		# General	
TDS on Sale of Pool	Online Correction     Form 16 / 16A / 16B / 27D.			
Right to Information	Refund Functionality = Download Conso File / Justification Report / Form 26AS		Tag Clou	b

Step 1: Login to TRACES website by entering the "User ID, Password ,TAN of the Deductor and the Verification Code".



### Step 1(Contd.): Landing Page will be displayed.



### Step 1 (Contd.): Select - Request for OLTAS Challan Correction

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Dashboard	Statements / Payments	Defaults Communications Forms Downloads	Profile He
	Statement Status		
	Challan Status		
Quick Links	Challan Status for Statement		Customer Care
	View TDS / TCS Credit		
Challan Status	PAN Venfication	application that will help you to manage your TDS / TCS account.	1001-Pree: 1800 103 0344
Request for Justification	Request for Conso File	available through TRACES are listed below.	0120 4814600
Report Download	validate Lower Deduction Certificate u/s 197/195(3)	nting summary of your account	
Request for Conso File	Request for Refund	8	Contactus@tdscpc.gov.it
Download Form 16	Track Refund Request	atus and challan consumption details	
Requested Downloads	Declaration for Non - Filing of Statements	Credit for a PAN and verify PAN of Tax Payer	User Login Details
PAN Verification	Declaration To Deposit Lower TDS		
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Panistar of E. Elina Cita	Track Oltas Challan Correction	6/16A OLTAS Challan	

### Step 1 (Contd.): OLTAS Challan Correction- Check List



#### Step 1 (Contd.): User need to select correction type to proceed further.

Home   About Us   Contact	Us   e-Tutorials   Related Links •	Logout	Search	In • Keyword	۹ .	A A 🔊 🛯	English •			
Centralized P	TDS Reconciliation Analysis and Correction Enabling System									
Dashboard	Statements / Payments	Defaults	Communications	Forms	Downloads	Profile	Help			
	Request for OLTAS Challan Correction Step 1 Step 2 Step 3 Step 4 Step 5									
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Proceed										
Corr tion for Section C	Code 195 to other Section Codes	s or vice versa	will process through J	urisdictional	Assessing Offices	s approval.				
Proceed"										

#### **Step 2 : Enter relevant Challan details**

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Enter challan details fo	or which OLTA:	S correction reques	t is to be sub	bmitted	Ste	p 1 Step 2	- Step 3	Step 4	Step 5

Step 2 (Contd.): In user enter any of the mandatory fields incorrectly then error message will be displayed on the screen

Home   About Us   Contact Us   e-Tutorials   Related Links •   Logout Search In • Keyword	A A A S English •
TDS Reconciliation Analysis and Correction Enabling System	सतुयमेव जवते Government of India Income Tax Department
Dashboard Statements / Payments Defaults Communications Forms	Downloads Profile Help
Request for OLTAS Challan Correction         Step 1         No data available for the specified search criteria:         If user enter any of the incorrectly then above should be distributed	<b>Step 2 Step 3 Step 4 Step 5</b> mandatory fields e error message splayed.
BSR Code*       1234567       Date Of Deposit *       25-Jul-2009       Challan Serial Number*       12345       Challan         (e.g., 0001234)       (dd-mmm-yyyy; e.g., 12-Dec-1980)       (e.g., 00234)       (e.g., 12-Dec-1980)	Go (000.00) Go

### Step 2 (Contd.): Possible Error message while entering Challan details

Home   About Us   Contact U	s   e-Tutorials   Related Links*	Logout	Search	In • Keyword	۹	A A 🔊 🛛	English •		
Centralized Pro	TDS       TRACES       Experiment         Dashboard       Statements / Revenuests       Defaults       Communications       Forms       Downloads       Receile								
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### Step 3: Select appropriate Financial Year/ Section Code/ Major Code/ Minor Code

Home   Ab	out Us   Contact Us	e-Tuto	rials   Related Lini	ks▼   Logout	5	earch In • Keyword	٩	AAA	🔊 🔳 English 🔻	
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	Request for OLTAS Challan Correction									
						St	ep 1 Step 2	Step 3	Step 4 Step 5	
BSR Code	Date Of Deposit	Challan	Serial Number	Challan Amount( K	s. )					
9090909	15-Sep-2014	12121		200000.00						
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Existing Se	ction Code		206CG	New Section Co	de					
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Major Head		Ŀ	-Select	Ŧ						

### Step 3 (Contd.) : Click on 'Submit' Request

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Existing Se	ction Code		206CG	New Section Code					
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### Step 3(Contd.) : Possible Error message while Submitting the Request

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Existing Se	ection Code		206CG	New Section Cor	le				
Existing Ma	ajor Head		21	New Major Head	l				
Existing Mi	nor Head		400	New Minor Head					
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Financial Ye	ar		2012-13	<b>T</b>					
Section Cod	e	6	20603	•					
Major Head			21	•					
Minor Head			400	•					
Back Sub	mit Cancel								

### Step 4: Click on "Confirm"

Home   Ab	out Us   Contact Us	e-Tutorials   Related Lin	ks▼   Logout	Search	In • Keyword	٩	A A N	English 🔻		
<b>\$</b>	TDS       TRACES       Encode State       Encode State         TDS Reconciliation Analysis and Correction Enabling System       Conversion and a lada       Conversion and a lada									
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Existing M	ajor Head	21	New Major Head	20						
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#### Step 5: Authorized Person details appear on the screen click on "Submit"



### Step 5 (Contd.): Request Number will be generated

Home   About Us   Contact Us   e-Tutorials   Related Links •	Logout	Search In • Keyword	A A A	English *
TDS Centralized Processing Cell TDS Reconciliation	S on Analysis and Correcti	on Enabling System	E	mport and Government of India scome Tax Department
Dashboard Statements / Payments	Defaults Commu	nications Forms	Downloads Profile	Help
	· · · · · · · · · · · · · ·			
Request submitted successfully with Request Numb	er : Please track voi	ir oltas challan correctio	n request under Statement/	Payments tab.
	Request Number will b	be generated which		
	can be Tracked und Challan Correct	er "Track OLTAS ion Request"		
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				-

# 5. Pictorial guide to track request for OLTAS Challan Correction.

### Step 1: Click on 'Track OLTAS Challan Correction Request'

Home   About Us   Contact	Us   e-Tutorials   Related Links •	Logout	Search	In • Keyword	٩	A A 🔊	English *
	S TRACES	S n Analysis and	Correction Enabling	g System		Govern Encome T	and protection mant of India an Department
Dashboard	Statements / Payments	Defaults	Communications	Forms	Downloads	Profile	Help
• Filter requests by onter	Statement Status Challan Status Challan Status for Statement View TDS / TCS Credit PAN Verification	:k Oltas Chal	lan Correction Re	quest			
<ul> <li>Filter requests by enter</li> </ul>	Request for Conso File Validate Lower Deduction Certificate u/s 197/195(3)						
Request Number     Request Number	Request for Refund Track Refund Request Declaration for Non - Filing of Statements		Click on ' Challar	Track OLTAS			
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Failed	Request cannot be made available loading. User can submit new reque	due to some te- est for correction	chnical issues in data				
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### 5. Pictorial guide to track request for OLTAS Challan Correction (Contd.)

**Step 2: View Request Status** 

Home   About Us   Contact	Us   e-Tutorials   Related Links •	Logout	Sear	ch In - Keyword	٩	AAA	English •
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• Intel lequests by enter	ing scarch create						
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Status	R	emarks					
Submitted to ITD	Correction request has been subn	nitted to ITD for	processing				
Processed	Correction request has been proc	essed by ITD					
Rejected	Correction Request	ned in the Rei	marks column in Tra	CK			
Failed	Request cannot be made availab loading. User can submit new req	le due to some uest for correct	technical issues in dation	ta			

# 5. Pictorial guide to track request for OLTAS Challan Correction (Contd.)

#### **Step 3: Click to View the changes**

								8		Income Tax Department	
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				Track O	tas Challan C	orrection Requ	est				
Filter reques	its by enterin	ig search crit	eria								
Request Number	er 🔍 Da	te 🔍 Vie	ew All								
		99-5A									
Request Numbe	er [2563	View	Request								
Request Numbe	er 2563	View	/ Request								
Request Numbe Correction Request Date	Correction Request ID	View BSR Code	Challan Serial Number	Date Of Deposit	Status As On Date	Correction Status	New	Fields	Remarks	AO Detail	
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# 5. Pictorial guide to track request for OLTAS Challan Correction (Contd.)

#### **Step 4 : OLTAS Correction Process Completed**

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	TDS Centralized Pre	S cessing Cell		ACES	alysis and Corre	ction Enabling S	ystem	ь	Sector Tax Dep	tt / India partment
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Correction Request Date	Correction Request ID	85R Code	Challan Serial Number	Date Of Deposit	Status As On Date	Correction Status	New Fields	Remarks		AO Detail
12-5ep-2016	2563	0000000	12121	15-Sep-2014	12-Sep-2016	Submitted to ITD	View New Value			
Statu	15			Remark						
ubmitted to II	D	Correction rea	juest has be	een submitted t	o ITD for processi	ng				
rocessed		Correction rea Rejection rea Correction Re	puest has be son will be quest	een processed t mentioned in	dumn in Track					
Failed		Request cann loading. User	ot be made can submit	available due new request fo	to some technica r correction	l issues in data				





### Notes:

1) For Feedback : You can share your feedback on <u>contactus@tdscpc.gov.in</u>

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