



E-Tutorial

- 1. Important Information to Download Conso File.
- 2. Brief steps to Download Conso File.
- 3. Pictorial guide to Download Conso File.



1. Important Information For Downloading Conso File

- Deductor can revise their filed TDS statements using the Conso File.
- Conso file is available from Financial Year 2007-08 onwards.
- In case of Paper Return, Conso file can't be download from TRACES.
- Conso File can only be downloaded if the statement has been processed.
- The password for opening Conso file will be your **TAN_Request Number** in capital letter. For example: ABCD12345E_12345.
- Downloaded file will be in ZIP format, it has to be extracted with the password and imported in the software for making necessary corrections.

Conso file (In case of Unmatched challan)

- a. For migrated statements: Deductor can download the Conso file even in case of unmatched challan.
- **b.** For Non migrated statements: Deductor will not be able to download the Conso file in case of unmatched Challan. Therefore, the Deductor is advised to submit Online Challan Correction.

Please Note:

<u>Migrated statements:</u> Statement prior to October, 2012 which are not yet processed by CPC (TDS) <u>Non-Migrated statements:</u> Statements which are processed by CPC(TDS)

2. Brief Steps for Downloading of Conso file

Please check statement status under "Statements/Payments" payment tab before raising the request for Conso File .

- Step 1: Go to TRACES website (www.tdscpc.gov.in). Login as a Deductor to TRACES website with your "User ID", "Password", "TAN of the Deductor" and the "Verification Code".
- Step 2: Click on "Request For Conso File" option available under Statements/ Payments tab. Enter Financial Year, Form Type and Quarter for which the Consolidated file is required.
- Step 3: Submit KYC details for the relevant TDS Statement.
- Step 4: After validating KYC details, an Authentication Code will be generated, which will remain valid for same calendar day for same Financial Year, Form Type and Quarter.
- Step 5: On successful submission of the request, a unique Request number will be generated.
- Step 6: The Consolidated File will be available in "Requested Download" under "Downloads" section, Deductor can search for Conso file by using: a) Request Number b) Date c) View All.
- Details of Requested Status:
 - a) Submitted: Successful submission, Request in processing
 - b) Available: Conso file available for Downloading
 - c) **Disabled:** Duplicate request submitted for downloading

d) Failed: User are advised to contact CPC(TDS)

• Step 7: Deductor can download the Conso file by using "HTTP Downloads" once requested status is 'Available'.

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

TDS Centralized Processing Cel	TDS Reconciliation Analysis and Correction Enabling System			Bipote and Government of India Income Tax Department
Home Deductor	Tax Payer PAO			Help
Login			Customer	r Care
Login			Toll-Free	1800 103 0344
Register as New User	CAUTION			
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	11	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		2	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 and other financial accounts		Contact	lus@ldscpc.gov.in
DIN Verification CON	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 account/ net banking accounts.	all of	or taxpayer	? View more
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Forms	Continue >>		#Tax Payer	
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Continue to	= Online Correction = Form 16 / 16A / 16B / 27D.			
Right to Info	Refund Functionality Bownload Conso File / Justification Report / Form 26AS		Tag Cloud	1

Step 1 (Contd..): Login to TRACES website with "User ID", "Password", "TAN of the Deductor" and the "Verification Code"



Landing Page will display



Step 2: Click on "Request For Conso File" option available under "Statements/ Payments" tab



Step 2 (Contd..) Select Financial Year, Form Type and Quarter for which consolidated file is required

Home About Us Contact	Us e-Tutorials Related Links	• Logout	Search 1	n • Keyword	Q	A A 🔊 🛯	English 🗸
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Financial Year* 2013-14		 Form Ty 	pe* 26Q	- Go			
Your request for download of	consolidated file will be accepted o	ince you correct the	s unmatched challant	5.	Sel Quarte wh requi	ect Financial Year, er and Form Type f nich Conso File is red and click on 'Go	or o'
Click on 'Request for Onl	ine Correction' to match challans /	BINs. Once all chall	ans in the statement	are matched, yo	u can request for	Consolidated file.	
Request for Onlin	e Correction						

Step 3: After Clicking on 'GO' button KYC Validation Screen will appear

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Step 3 (Contd..): Digital Signature supported KYC Validation



Notes for Normal KYC validation

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

Notes for Normal KYC validation

Examples of Unique PAN and Amount combination:

Condition 1 : If statement contains 3 Deductee rows with same PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 2000.00

Condition 2: If statement contains 4 Deductee rows with PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00, 1500.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 1500.00
- c) AAAAA0000N 2000.00

Note: For Further guidance please refer Guide 1 and Guide 2 available on TRACES portal.

Step 3 (Contd..): Normal KYC Validation

Centralized P	S Processing Cell TDS Reconciliation	S Analysis and (Correction Enabling	System		Republic Gevernmen Income Tax D	stuff t of India bepartment
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Validate DSC	v	Select the option alidate KYC with Digital Signature	to out e				

Step 3 (Contd..): Normal KYC Validation



Step 3 (Contd..): Normal KYC Validation



Step 4: After validating KYC details, an Authentication Code will be generated, which will remain valid for same calendar day for same Financial Year, Form Type and Quarter

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Centralized Processing Cell	TRACES	nalysis and Co	rrection Enabling	System		Here Governme Income Ta	He areat went of India x Department
Dashboard S	tatements / Payments	Defaults	Communications	Forms	Downloads	Profile	Help
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Step 5: On successful submission of the request, a unique request number will be generated

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		Communications	Forms	Downloads	Profile	Help
Request for Conso File I	Download Re has been submitted. Request M	equest Confirmat tumber is 61901. The equest Number Il generate after successful	tion e file will be av	vailable in 'Downlo	oads' section.	

Step 6: The Consolidated File will be available in "Requested Download" under 'Downloads' section

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Step 6 (Contd..): Deductor can search status for Conso File by using: a) Request Number b) Date c) View All.

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As per N	otification 36/2019	, Please provide	required det	ails as per new	format of 24Q, Annexure-II from 2	2018-19 onwards	
Request		Financial					
Date	Request Number	Year	Quarter	Form Type	File Processed	Status	Remarks
28-Oct-2019	784764	2018-19	Q1	27Q	NSDL Conso File	Submitted	In case of
3-Nov-2015	422331	2012-13	Q3	26Q	NSDL Conso File	Failed	Submitted status
06-Nov-2015	422303	2012-13	Q3	26Q	NSDL Conso File	Failed	please wait for 24
0-Sep-2015	422084	2012-13	Q3	26Q	NSDL Conso File	Available	– 48 hrs.
	422078	2012-13	Q3	26Q	NSDL Conso File	Available	
30-Sep-2015	422071	2012-13	Q3	26Q	NSDL Conso File	Available	
30-Sep-2015 29-Sep-2015	410548	2012-13	Q3	26Q	NSDL Conso File	Available	
10-Sep-2015 29-Sep-2015 17-Aug-2015			Q3	26Q	NSDL Conso File	Available	
10-Sep-2015 29-Sep-2015 17-Aug-2015 17-Aug-2015	410546	2012-13			NSDL Conso File	Available	
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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'

Step 7: Deductor can download the Conso file by using "HTTP Downloads" once requested status is 'Available'

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8-Oct-2019	784765	2018-10	91	2760	NSDL Conso File	Available	-
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0-Sep-2015	422084	2012-13	Q3	26Q	NSDL Conso File	Available	
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## THANK YOU

#### Please Note: 1) For Feedback : You can share your feedback on 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