



TDS

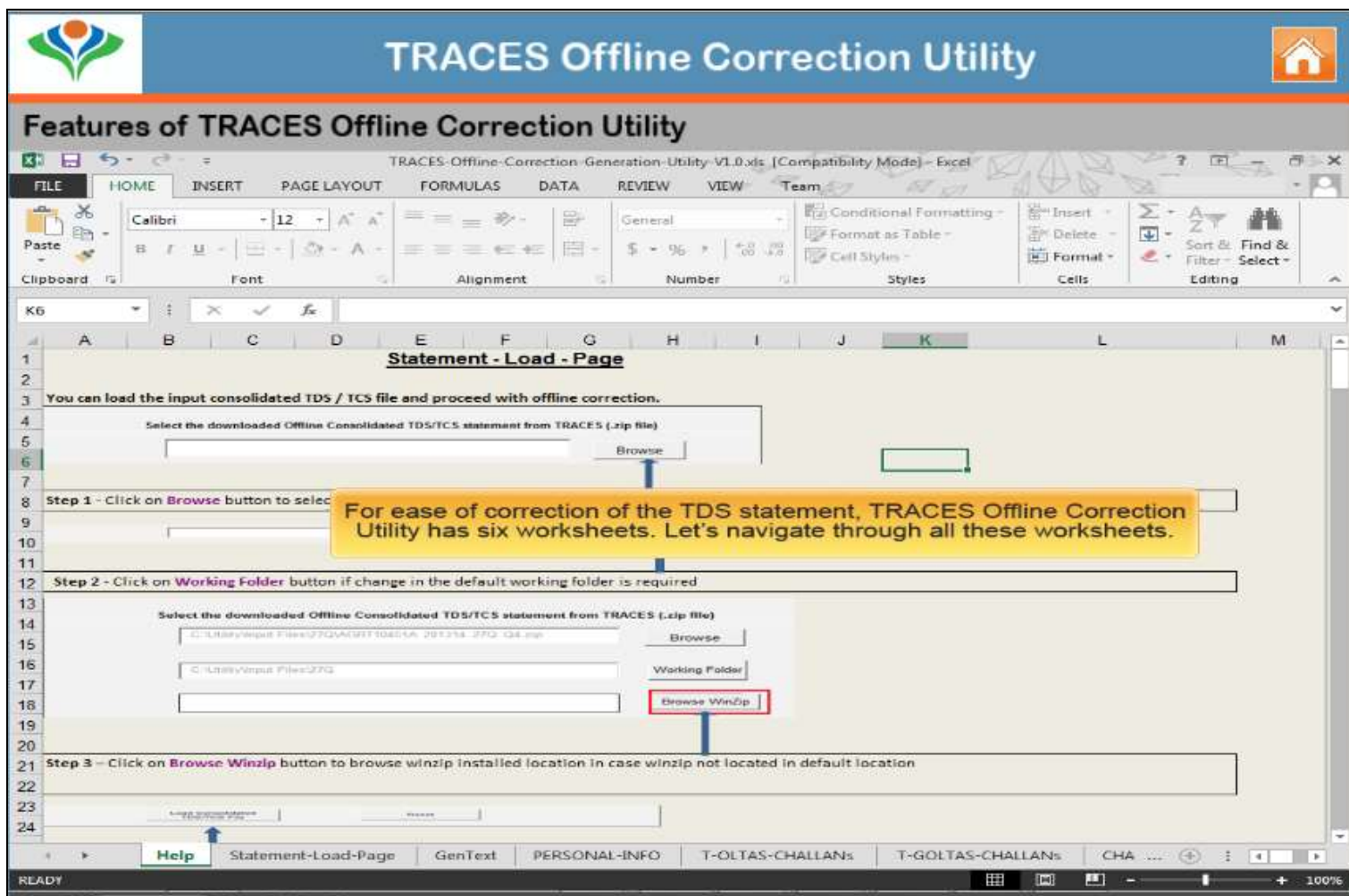
Centralized Processing Cell


TRACES

TDS Reconciliation Analysis and Correction Enabling System


Offline Correction E-tutorial

Features





TRACES Offline Correction Utility



Features of TRACES Offline Correction Utility

TRACES-Offline-Correction-Generation-Utility-V1.0.xls (Compatibility Mode) - Excel
Khushboo Jain05

FILE

HOME

INSERT

PAGE LAYOUT

FORMULAS

DATA

REVIEW

VIEW

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Font

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Number

General

Conditional Formatting

Format as Table

Cell Styles

Insert

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Sort & Filter

Find & Select

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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Statement - Load - Page												
2													
3	You can load the input consolidated TDS / TCS file and proceed with offline correction.												
4	<div style="display: flex; justify-content: space-between; align-items: center;"> Select the downloaded Offline Consolidated TDS/TCS statement from TRACES (.zip file) Browse </div> <div style="border: 1px solid #ccc; height: 20px; width: 80%; margin-top: 5px;"></div>												
5													
6													
7													
8	Step 1 - Click on Browse button to select the consolidated TDS / TCS input file (.zip file downloaded from website)												
9	<div style="display: flex; justify-content: space-between; align-items: center;"> Working Folder </div> <div style="border: 1px solid #ccc; height: 20px; width: 80%; margin-top: 5px;"></div>												
10													
11													
12	Step 2 - Click on Working Folder button if change in the default working folder is required												
13	<div style="display: flex; justify-content: space-between; align-items: center;"> Select the downloaded Offline Consolidated TDS/TCS statement from TRACES (.zip file) Browse </div> <div style="border: 1px solid #ccc; height: 20px; width: 80%; margin-top: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; width: 80%; margin-top: 5px;"></div> <div style="border: 1px solid #ccc; height: 20px; width: 80%; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> Working Folder Browse WinZip </div>												
14													
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21	Step 3 - Click on Browse WinZip button if winzip not located in default location												
22													
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The Help worksheet outlines the process of using all the worksheets.

Help

Statement-Load-Page

GenText

PERSONAL-INFO

T-OLTAS-CHALLANs


T-GOLTAS-CHALLANs

CHA ...


READY
100%

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TRACES Offline Correction Utility



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C3
TDS CPC Offline Correction Utility


7	A	B	C	D	E	F	G	H	I
8	<div style="border: 1px solid #ccc; padding: 10px; margin: 0 auto; width: 80%;"> <p style="margin: 0;">Select the downloaded Offline Consolidated TDS/TCS statement from TRACES (.zip file)</p> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 60%;"> <input style="width: 90%; margin-bottom: 5px;" type="text"/> <input style="width: 90%; margin-bottom: 5px;" type="text"/> </div> <div style="width: 35%;"> <div style="border: 1px solid #ccc; padding: 2px; text-align: center; margin-bottom: 5px;">Browse</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Working Folder</div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; width: 40%;">Load Consolidated TDS/TCS File</div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; width: 40%;">Reset</div> </div> </div>								
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Help
Statement Load Page
GenText
PERSONAL-INFO
T-OLTAS-CHALLANs
T-GOLTAS-CHALLANs
CHA ...

The **Statement-Load-Page** worksheet is used to load the Input File.



TRACES Offline Correction Utility



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Conditional Formatting

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TDS CPC Offline Correction Utility

Version - 3.0 for FY 2013-14 Onwards

Select the Destination folder to save the correction output file to be uploaded to TRACES

Browse

Generate output file
Preview

The GenText worksheet is used to generate the Output File.

←
→
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GenText
PERSONAL-INFO
T-DLTAS-CHALLANs
T-GOLTAS-CHALLANs
CHALLAN
ANNEXURE-I
ANNEXL ...
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TRACES Offline Correction Utility



Features of TRACES Offline Correction Utility

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Paste Clipboard Font Alignment Number Styles Cells Editing

F2 Personal Information

Personal Information			
Financial Year	Quarter	FormType	Edit Personal Info
TAN	Original Token Number	Latest Token Number	
Particulars of Deductor			
Name of Deductor / Collector		Type Of Deductor	
Branch / Division (if Any)			
Communication Address			
Flat / Door / Block No. *		Name of Premises /	
Road / Street / Post Office		Area / Locality	
Town / City / District		State / Union Territory	
PIN Code *		STD Code-Phone No	

The PERSONAL-INFO worksheet is used to perform corrections on the Deductor's Personal details.

PERSONAL INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs CHALLAN ANNEXURE-I ANNEXURE-II



TRACES Offline Correction Utility



Features of TRACES Offline Correction Utility

Excel ribbon: FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, Team

Clipboard: Paste

Font: Arial, 10, Bold, Italic, Underline, Text Color, Background Color, Font Face, Font Size, Bold, Italic, Underline, Text Color, Background Color, Font Face, Font Size

Alignment: General, Center, Left, Right, Justify, Indent, Decrease Indent, Increase Indent, Wrap Text, Merge Cells, Unmerge Cells, Orientation, Rotate, Text Orientation, Text Direction, Text Alignment, Text Orientation, Text Direction, Text Alignment

Number: General, Text, Percentage, Decimal, Fraction, Scientific, Accounting, Custom, Number, Text, Percentage, Decimal, Fraction, Scientific, Accounting, Custom

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: Sort & Filter, Find & Select

Formula Bar: C13, '62567881505201400009'

Worksheet: List Of Non-Book E

CIN Number	Challan Identification Number			TDS / TCS	Surcharge	Education Cess	
	BSR Code	Date on which Tax Deposited	Challan Serial Number				
002XXXXXXXXXXXXX09	00XXX98	23-Jan-2014	00009	330000.00	0.00	0.00	0
625XXXXXXXXXXXXX09	62XXX98	15-May-2014	00009	700000.00	0.00	0.00	0

The OLTAS and GOLTAS CHALLAN worksheets show the receipts paid by the deductor for TDS/TCS payment.

Worksheet Tabs: PERSONAL-INFO, T-OLTAS-CHALLANs, T-GOLTAS-CHALLANs, CHALLAN, ANNEXURE-I, ANNEXURE-II

Status Bar: READY, AVERAGE: 45025595, COUNT: 14, SUM: 495281544, 100%



TRACES Offline Correction Utility



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Clipboard Font Alignment Number Styles Cells Editing

STATEMENT CHALLAN DETAILS

Financial Year	Quarter	FormType
TAN	Original Token Number	Latest Token Number

Matched Challan	Allowed Correction	Tag
To be matched challan	Edit Existing Challan	Populat

Sr. No.	Updation Made for Challan	CD Record Number	Select CIN/BIN for tagging	BSR Code / 24G Receipt No. *	Date on which Tax Deposited	Challan Serial Number / DDO / Transfer Voucher	IDS / TCS (₹)
C1	2	3					
1		2	select	62XXX98	15-May-2014	00009	700000.00
2		3	select	67XXX98	15-May-2014	00009	699900.00
3		5	select	62XXX98	15-May-2014	00009	700000.00
4		1	select	58XXX98	23-Jan-2014	00009	330000.00
5		4	select	72XXX98	26-Jan-2014	00025	700000.00
6		6	select	62XXX98	23-Jan-2014	00009	330000.00
7		8	select	82XXX98			
8		9	select	62XXX98			
9		7	select	12XXX98			

The CHALLAN worksheet is used to perform corrections on the Challan details.

PERSONAL-INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs CHALLAN ANNEXURE-I ANNEXURE-II

READY 90%



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Clipboard Font Alignment Number Styles Cells Editing

H2 STATEMENT DEDUCTEE DETAILS

Financial Year	Quarter	FormType
TAN	Original RRR Number	Latest RRR Number

Valid PAN allowed for Correction	PAN Applied for OR PAN Not Available	PAN Correction
InValid PAN allowed for Correction	Edited or Added Or Pan corrected	

Sr. No.	Serial No as per CHALLAN sheet (C1)	Updation Made for Deductee	CD Record Number	DD Record Number	Employee Reference Number provided by the deductor *	Last PAN of the Deductee	PAN o
D1	D2	3	4	5	6	7	
1	5		4	1	5000	CYFXXXXX6G	CYFPS
2	4				1050	CBFXXXXX6G	BCBPF
3	4				1050	CYFXXXXX6G	CYFPS
4	4		1	15		CNFXXXXX6G	CYFDE

The ANNEXURE-I worksheet is used to perform corrections on the Annexure-I details.

PERSONAL-INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs CHALLAN ANNEXURE I ANNEXURE-II

READY 100%



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Paste Font Alignment Number Styles Cells Editing

F15 0001355

Financial Year	Quarter	FormType
2013-14	Q3	

TAN	Original Token Number	Latest Token Number
AGRSXXXXA	7984XXXXXXXXX285	

Matched Challan	Allowed Correction	Tag
To be matched challan	Edit Existing Challan	Populat

Sr. No.	Updation Made for Challan	CD Record Number	Select CIN/BIN for tagging	BSR Code / 24G Receipt No			
C1		2					
1	Updt & Vldt	2		41XXX98	10-Dec-2013	00263	700000.00
2		4	select	61XXX98	10-Dec-2013	00263	700000.00
3		3	select	81XXX97	12-Dec-2013	00447	1300000.00
4		5	select	71XXX98	19-Dec-2013	00518	1500000.00
5		1	select	41XXX98	17-Dec-2013	00613	1500000.00
6	Add & Vldt	6	916XXXX/XX/XX/XXXX/XXX/-14XXXXX	62XXX98	19-Dec-2013	516	1500000.00

To edit a Challan, select the required row in the Challan worksheet.

Help GenText PERSONAL-INFO T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I

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Clipboard Font Alignment Number Styles Cells Editing

E15

Financial Year	2013-14	Quarter	Q3	FormType
TAN	AGRSXXXX0A	Original Token Number	7984XXXXXXXXX285	Latest Token Number
Matched Challan		Allowed Correction		Tag
To be matched challan		Edit Existing Challan		Populat

Sr. No.	Updation Made for Challan	Challan No.	Date on which Tax Deposited	Challan Serial Number / DDO / Transfer Voucher	TDS / TCS (₹)
1	Updt & Vldt	41XXX98	10-Dec-2013	00263	700000.00
2	Updt	61XXX98	10-Dec-2013	00263	700000.00
3		61XXX97	12-Dec-2013	00447	1300000.00
4		71XXX98	19-Dec-2013	00516	1500000.00
5		41XXX98	17-Dec-2013	00513	1500000.00
6	Add & Vldt	616XXX/XX/XX/XXXX/XXX/-14XXXXX	19-Dec-2013	516	1500000.00

After clicking the button, you can see that the status of the Challan has changed to Updt.

Help GenText PERSONAL-INFO T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I

READY



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Clipboard Font Alignment Number Styles Cells Editing

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Help GenText PERSONAL-INFO T-GOLTAS-CHALLAN: CHALLAN ANNEXURE-I

READY

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STATEMENT CHALLAN DETAILS

To validate the edited Challan details, click the **Validate** button. The Utility does detailed validation and thus avoiding wrong entry of data.

Tag selected CIN/BIN Validate Challan Correction Insert Book Entry Challan

Populate Validate Insert Book Entry

Challan Serial Number / DDO / Transfer Voucher	TDS / TCS (₹)*	Surcharge (₹)*	Education Cess (₹)*	Interest (₹)*	Levy (₹)*	Others (₹)*	Total T (₹)
7	9	10	11	12	13	14	
00263	700000.00	0.00	0.00	0.00	0.00	0.00	70000
00263	700000.00	0.00	0.00	20.00	0.00	0.00	70000
00447	1300000.00	0.00	0.00	0.00	0.00	0.00	13000
00516	1500000.00	0.00	0.00	0.00	0.00	0.00	15000
00613	1500000.00	0.00	0.00	0.00	0.00	0.00	15000
516	1500000.00						15000



TRACES Offline Correction Utility



Features of TRACES Offline Correction Utility

AGRA11348B_27EQ_Q3_2013-14.xlsm [Compatibility Mode] - Excel

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Clipboard Font Alignment Number Styles Cells Editing

P15 700000

	N	O	P	Q	R	S	T	U
1								
2			TOTAL COUNT OF CHALLANS	6				
3								
4								
5								
6								
7								
8			Insert Book Entry Challan	Insert Non-Book Entry Challan	Delete Challan			
9			Insert Book Entry	Insert Non_Book Entry	Delete Last Challan			
10								
11								
12					Whether			
13	Levy (₹)	Others (₹)	Total Tax Deposited (₹)				Amount Claimed as 'Others' (₹)	
14	0.00	0.00	700000.00	No	600000.00	0.00	0.00	
15			700000.00	No	100000.00	0.00	0.00	
16	0.00	0.00	1300000.00	Yes	1300000.00	0.00	0.00	
17	0.00	0.00	1500000.00	Yes	100000.00	0.00	0.00	
18	0.00	0.00	1500000.00	Yes	0.00	0.00	0.00	
19			1500000.00	Yes				
20								
21								
22								

Fields with error will be shown with red background. Ensure to rectify all the errors.

Help GenText PERSONAL-INFO T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I

READY 90%



TRACES Offline Correction Utility



Features of TRACES Offline Correction Utility

AGRA11348B_27EQ_Q3_2013-14.xlsx [Compatibility Mode] - Excel

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Y15 Sum of 'TDS / TCS'(9), 'Surcharge'(10), 'Education Cess'(11), 'Interest'(12), 'Levy'(13), and 'Others'(14) should be equal to

	S	T	U	V	W	X	Y
1							
2							
3							
4							
5							
6							
7							
8	Challan						
9	Challan						
10							
11							
12	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)	Matched/Un-Matched	Available Balance (₹)	Over Booked (₹)	Validation Error
13	18	19	20	21	22	23	24
14	600000.00	0.00	0.00	B	0.00	0.00	Sum of TDS / TCS(9), 'Surcharge'(10), 'Education Cess'(11), 'Interest'(12), 'Levy'(13), and 'Others'(14) should be equal to 'Total Tax Deposited' (15)
15	100000.00	0.00	0.00	B	0.00	0.00	
16	1300000.00	0.00	0.00	B	0.00	0.00	
17	100000.00	0.00	0.00	B	0.00	0.00	
18	0.00	0.00	0.00				
19							
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21							
22							


You can also see the description of the error in the Validation Error column.

Help GenText PERSONAL-INFO T-GOLTAS-CHALLAN: CHALLAN ANNEXURE-I

READY 90%



TRACES Offline Correction Utility



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Find & Select

M21

	K	L	M	N	O	P	Q
1	STATEMENT CHALLAN DETAILS						TOTAL COUNT OF CHALLANS
2							
3							
4	27EQ						
5							
6	4100XXXXXXXX/11						
7							
8	Selected CIN/DIN	Validate Challan Correction		Insert Book Entry Challan		Insert Non-Book Entry Challan	
9		Validate		Insert Book Entry		Insert Non_Book Entry	
10							
11							
12	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.
13	10	11	12	13	14	15	16
14	0.00	0.00	0.00	0.00	0.00	700000.00	
15	0.00	0.00	0.00	0.00	0.00	700000.00	
16	0.00	0.00	0.00	0.00	0.00	1300000.00	
17	0.00	0.00	0.00	0.00	0.00	1500000.00	
18	0.00	0.00	0.00	0.00	0.00	1500000.00	0
19						1500000.00	
20							
21							
22							

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[T-GOLTAS-CHALLANS](#)

[CHALLAN](#)

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TRACES Offline Correction Utility



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Clipboard Font Alignment Number Styles Cells Editing

M21

Financial Year	2013-14	Quarter	Q3	FormType	27EQ
TAN	AGRSXXXXA	Original Token Number	7984XXXXXXXX285	Latest Token Number	4100000
Matched Challan		Allowed Correction		Tag selected Cl	
To be matched challan		Edit Existing Challan		Populate	

After validation, you will see that the status of the row has changed to Updt & Vldt.

Sr. No.	Update Made for Challan	Challan Serial Number / DDO / Transfer Voucher	Date on which Tax Deposited	IDS / TCS (₹)*	Surcharge
1	Updt & Vldt	41XXX98	10-Dec-2013	700000.00	0.00
2	Updt & Vldt	61XXX98	10-Dec-2013	700000.00	0.00
3		select	12-Dec-2013	1300000.00	0.00
4		select	18-Dec-2013	1500000.00	0.00
5		select	17-Dec-2013	1500000.00	0.00
6	Add & Vldt	62XXX98	18-Dec-2013	1500000.00	

Help GenText PERSONAL-INFO T-GOLTAS-CHALLANS CHALLAN ANNEXURE-1


READY



Features of TRACES Offline Correction Utility



DOWNLOADING UTILITY



TRACES Offline Correction Utility




Downloading TRACES Offline Correction Utility

TRACES | Login


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TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System


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Let us view the steps to Download the Correction Utility. Login to the TRACES website and enter the appropriate login credentials.

Login

User Id*

Password*

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

Login

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

If you are already 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:

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TRACES Offline Correction Utility



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TDS
 Centralized Processing Cell



TRACES
 TDS R



GOVERNMENT OF INDIA
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Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 15
- Requested Downloads
- PAN Verification
- Inbox **New**

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your 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 15 / 16A
- Profile
 - Update Communication Details

Requested Downloads

- Form 15
- Form 16A
- Transaction Based Report
- Form 27D
- Download Challan Status Inquiry (.CSV) File
- View your BIN

Challan Status

10-Oct-2014, 10:18 AM

1500 103 0344

0120 4614500

contactus@tdscpc.gov.in


User Login Details

TAN / PAN AGRSXXXXX1C


IP: 10.96.143.210

Last logged in on: 20-Oct-2014 at 10:06 AM

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



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English

**TDS**
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System


भारत सरकार
Government of India
Income Tax Department

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Login Date: 20-Oct-2014, 10:18 AM

Files Requested For Download
Please download and use the latest TRACES-PDF-CONVERTER V1.4L for Form 16/16A.

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

Please select

Select the Click here link to download the utility.

☒ Request Number

☐ Date


☐ View All

Request Number

Go



TRACES Offline Correction Utility




Downloading TRACES Offline Correction Utility

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Centralized Processing Cell

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Login Date: 20-Oct-2014, 10:18 AM

Download TRACES Utility

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

Verification Code

Enter text as in above image*



Enter the Verification Code as shown in the above image.



TRACES Offline Correction Utility



Downloading TRACES Offline Correction Utility

TRACES | File Download

■ 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

Steps to convert the Justification Report text file into an excel

- Download the zip file from 'Requested Downloads' screen and save to your local machine
- Unzip the file using Winzip. Password to unzip is 'JIR_*IAN*_*Form Type*_*Quarter*_*FY*', e.g., JIR_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

TRACES Offline Correction Generation Utility V 1.0 (Needs Excel 2003 or later - Size ~400Kb)

■ TRACES Offline Correction Generation Utility V 1.0

Steps to convert the Offline Correction file into excel

- Download the file from 'Requested Downloads' screen
- Download the macro utility for Offline Correction from this screen
- Double-click the utility, excel sheet will open
- Click on 'Enable Content' in the warning message to enable macros
- Select the Offline Correction text file and the folder to save the output excel file and click on button 'Generate'
- The text file will be converted into excel spreadsheet and saved in the selected folder
- Open the Offline Correction excel file from the folder in which it has been saved

Select the Traces Offline Correction Generation Utility hyperlink.



TRACES Offline Correction Utility



Downloading TRACES Offline Correction Utility

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Dashboard Statements / Pa

Click the Save button.

Do you want to open or save this file?

Name: ...S-Offline-Correction-General
Type: WinZip File, 1.56MB
From: 10.48.147.201

Open Save Cancel

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?](#)

1 You may download the utility using the link provided below.

TRACES-PDF-CONVERTER V 1.4 Light Version (Light Version)

- TRACES-PDF-CONVERTER V 1.4 L

Installation Instruction

Transaction based Report PDF CONVERTER V 1.1

- 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)

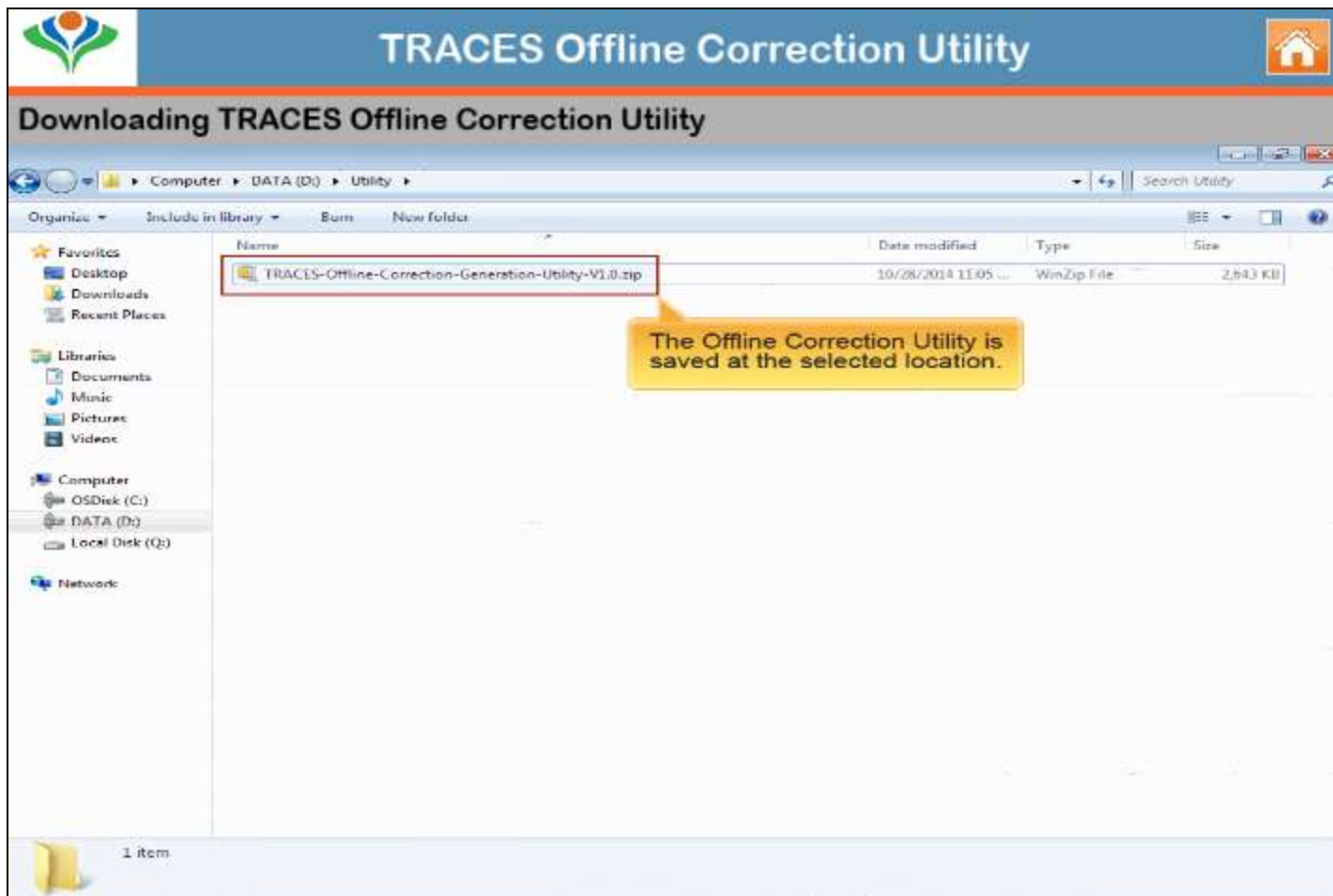
- Form 27D PDF-CONVERTER V 1.0

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

- TRACES Justification Report Generation Utility V 2.1

Steps to convert the Justification Report text file into an excel

- Download the zip file from 'Requested Downloads' screen and save to your local machine



Download Correction File

Downloading and Opening TRACES Offline Correction File

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Defaults Communications Downloads Profile Help

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

Quick Links

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

Welcome to TRACES!

TRACES is a user-friendly system that enables you to manage your TDS / TCS account. Some of the functionalities available are as follows:

- Dashboard view provides the following details:
 - Statements / Paymaster
 - 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

Login Date: 20-Oct-2014, 11:37 AM

Customer Care

Toll-Free: 1800 103 0344

0120 4814800

contactus@tdacpc.gov.in


User Login Details

TAN / PAN DELS15735G


IP: 10.96.142.218

Last logged in on: 17-Oct-2014 at 03:51 PM

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



TRACES Offline Correction Utility




Downloading and Opening TRACES Offline Correction File


TRACES | File Correction

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[Downloads](#)
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[Help](#)

Login Date: 20-Oct-2014, 11:37 AM

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 all the relevant details. Before placing the request for Offline Correction, please check the list of challans that can be used in the correction statement on TRACES to ensure that the challans are available while downloading the correction statement.



TRACES Offline Correction Utility



Downloading and Opening TRACES Offline Correction File

TRACES | File Correction

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A message that the request for correction has been submitted is displayed.


Login Date: 20-Oct-2014, 11:37 AM

Request for correction for Form 24Q of FY 2013-14 and Quarter Q4 has been submitted. Request Number is 25541 and Request Date is 20-October-2014. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'.

Go to Track Correction Request



TRACES Offline Correction Utility



Downloading and Opening TRACES Offline Correction File


TRACES | File Correction

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Login Date: 20-Oct-2014, 11:44 AM

Track Correction Request

Please select one of the below Search Options

☒ Request Number

☐ Date

☐ View All

Request Number

25641

View Request

Click the View Request button.



TRACES Offline Correction Utility



Downloading and Opening TRACES Offline Correction File

Request Number: 25641 [View Request](#)

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'.

The status of the Request Number is "Available".

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Category	Assigned To	Processed Date	Download	Upload
20-Oct-2014	25641	2013-14	Q4	24Q	4100XXXXXX0756	Available	Offline	*****		Download	Upload

Page 1 of 1 View 1 - 1 of 1

[Cancel Statement](#)

Notes

- Status of correction request or statement can be as below:

Status	Remarks
Requested	When user submits request for correction
Initiated	Request is being processed by TDS CPC
Available	Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Hyperlink to be provided on this status, clicking on which will take user to KYC specific screen. Once user clicks on request with 'Available' status, status of request / statement will change to 'In Progress'
Failed	Request cannot be made available due to some technical issues in data loading or because another correction statement was submitted for the same criteria. User can submit new request for correction

Done Local intranet | Protected Mode: Off 100%



TRACES Offline Correction Utility



Downloading and Opening TRACES Offline Correction File

Request Number: 25641 [View Request](#)

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	Assigned To	Processed Date	Download	Upload
20-Oct-2014	25641	2013-14	Q4	24Q	4100XXXXXXXX756	Available	Offline			*****		Download	Upload

Page 1 of 1 View 1 - 1 of 1

[Cancel Statement](#)

Notes

- Status of correction request or statement can be as below:

Status	Remarks
Requested	When user submits request for correction
Initiated	Request is being processed by TDS CPC
Available	Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Hyperlink to be provided on this status, clicking on which will take user to KYC specific screen. Once user clicks on request with 'Available' status, status of request / statement will change to 'In Progress'
Failed	Request cannot be made available due to some technical issues in data loading or because another correction statement was submitted for the same criteria. User can submit new request for correction

Done Local intranet | Protected Mode: Off 100%

The Download and Upload links get enabled only when the request is in the Available status.



TRACES Offline Correction Utility



Downloading and Opening TRACES Offline Correction File

Travel Read Only TRACES | File Correction

Request Number: 25641 [View Request](#)

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

Select the Download link to download the Input File.

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	STATUS	Correction Category	Remarks	New Token Number	Assigned To	Process Date	Download	Upload
20-Oct-2014	25641	2013-14	Q4	24	4100X0000000756	Available	Offline			*****		Download	Upload

Page 1 of 1 View 1 of 1

[Cancel Statement](#)

Notes

- Status of correction request or statement can be as below:

Status	Remarks
Requested	When user submits request for correction
Initiated	Request is being processed by TDS CPC

Done Local intranet | Protected Mode: Off 100%



TRACES Offline Correction Utility



Downloading and Opening TRACES Offline Correction File

Travel Read Only TRACES | File Correction

Request Number: 25641 View Request

Correction Request Details

Click on a row to select it and click on status as 'Available' to download the statement

Click on a row to select it and enter the download request id

View the Latest Token Number by clicking on the 'Download' button

Download Request Id

The download request id for this correction request is : 198285. Please use this download request id to download the offline correction file in the 'Downloads' page.

Proceed Cancel

Request Date	Request Number	Financial Year	Quarter	Statement	Status	Download	Processed Date	Download	Upload
20-Oct-2014	25641	2013-14	Q4	24Q	4100X000000754 Available	Offline	*****	Download	Upload

Page 1 of 1

Cancel Statement

Notes

Status of correction request or statement can be as below:

Status	Remarks
Requested	When user submits request for correction
Initiated	Request is being processed by TDS CPC



TRACES Offline Correction Utility



Downloading and Opening TRACES Offline Correction File

Travel Read Only TRACES | File Download X

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Files Requested For Download
Please download and use the latest TRACES-PDF-CONVERTERV1.4L for Form 16/16A.

Attention Deductors:
To generate Form 16/16A, Transaction Based Report, 27D in PDF format, Justification Report in excel format and Offline Correction Utility 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

Request Number Go

Enter the Download Request ID.

Done Local intranet | Protected Mode: Off 100%

Downloading and Opening TRACES Offline Correction File

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Login Date: 20-Oct-2014, 12:23 PM

Files Requested For Download
Please download and use the latest TRACES-PDF-CONVERTERV1.4L for Form 16/16A.

Please select one of the below Search Options

☒ Request Number ☐ Date ☐ View All

Request Number

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
20-Oct-2014	398285	2013-14	Q4	24Q	TRACES Offline Correction File	Available	

Page 1 of 1 View 1 - 1 of 1

Click the HTTP Download or Download Manager button.

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

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Done Local intranet | Protected Mode: Off 100%

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Login Date: 20-Oct-2014, 12:23 PM

Please download
Please select one of the below Search Option

☒ Request Number ☐ Date ☐ View

Request Number: 398285

File Download

0% of DELS15735G_201314_24Q_Q4.zip from 10.48.147.20...

Click the Save button.

Open Save Cancel

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?](#)

Click on a row to proceed and select 'HTTP Download'

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
20-Oct-2014	398285	2013-14	Q4	24Q	TRACES Offline Correction File	Available	

Page 1 of 1 View 1 - 1 of 1

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'

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Done Local intranet | Protected Mode: Off 100%

Downloading and Opening TRACES Offline Correction File

Windows File Explorer window showing a list of files. The file **DELS15735G_201314_24Q_Q4.zip** is selected and highlighted with a red box. A yellow callout bubble points to the selected file with the text: "The Input File gets saved at the selected location."

Name	Date modified	Type	Size
AGRS10061C_201314_27EQ_Q3.zip	10/20/2014 10:15 ...	WinZip File	7 KB
DELS15735G_201314_24Q_Q4.zip	10/20/2014 12:11 ...	WinZip File	6 KB

Left sidebar (Navigation pane):

- Favorites
 - Desktop
 - Downloads
 - Recent Places
- Libraries
 - Documents
 - Music
 - Pictures
 - Videos
- Computer
 - OSDisk (C:)
 - DATA (D:)**
 - Local Disk (Q:)
 - Nexus 5
- Network

Status bar: 2 items

Downloading and Opening TRACES Offline Correction File

The screenshot shows a Windows File Explorer window with the following files listed:

Name	Date modified	Type	Size
AGRA124618_201314_24Q_Q4.zip	8/20/2014 7:22 PM	ZIP File	3 KB
Attribute List_Offline Correction.xlsx	8/20/2014 10:39 AM	Microsoft Excel W...	121 KB
Downloading & Uploading_Utility.docx	8/20/2014 7:22 PM	Microsoft Word D...	962 KB
TDSCPC_Offline_Correction_Utility.xls	8/22/2014 3:03 PM	Microsoft Excel 97...	3,740 KB
TRACES-Offline Correction SRS.DOCX	8/20/2014 10:38 AM	Microsoft Word D...	477 KB

A yellow callout box with the text "Double-click the Offline Correction Utility." points to the highlighted file.

Downloading and Opening TRACES Offline Correction File

Microsoft Excel ribbon: Paste, Clipboard, Font, Alignment, Number, Styles, Cells, Editing.

Formula Bar: TDS CPC Offline Correction Utility

Worksheet: C3

Warning: To work on/open offline correction input file, you will need winzip 17 or below installed in your system

TDS CPC Offline Correction Utility

Version -

Select the downloaded Offline Consolidated TDS/TCS statement from TRACES (.zip file)

Working Folder

Click **Browse** to select the Input file.

Help | Statement-Load-Page

READY

Downloading and Opening TRACES Offline Correction File

Recent Places

Libraries

- Documents
- Music
- Pictures
- Videos

Computer

- OSDisk (C:)
- DATA (D:)
- Local Disk (Q:)

Network

Name	Date modified	Type
DELS15735G_201314_24Q_Q4.zip	10/20/2014 12:11 ...	WinZip File

Select the Input File.

File name: Zip Files (*.zip)

Tools

7 or below installed in your system

Version -

TCS statement from TRACES (.zip file)

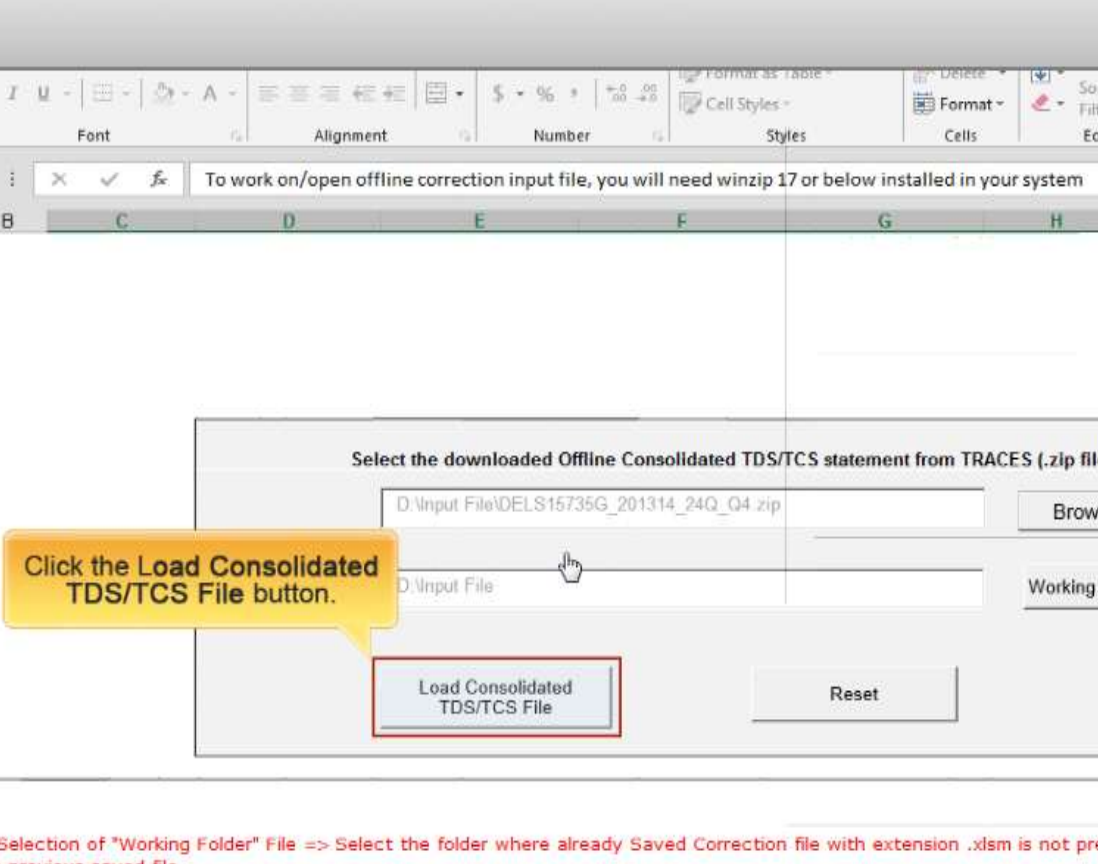
Working Folder

1. Selection of "Working Folder" File => Select the folder where already Saved Correction file with extension .xslm is not present or delete the previous saved file.

Help Statement-Load-Page

READY

Downloading and Opening TRACES Offline Correction File



The screenshot displays the 'Statement Load Page' of the TRACES software. At the top, a title bar reads 'Downloading and Opening TRACES Offline Correction File'. Below this is a Microsoft Excel ribbon with tabs for 'Clipboard', 'Font', 'Alignment', 'Number', 'Styles', 'Cells', and 'Editing'. The active cell is C1, containing the text: 'To work on/open offline correction input file, you will need winzip 17 or below installed in your system'. The main workspace shows a dialog box titled 'Select the downloaded Offline Consolidated TDS/TCS statement from TRACES (.zip file)'. This dialog has two input fields: the first is labeled 'Input File' and contains the path 'D:\Input File\DELS15735G_201314_24Q_Q4.zip'; the second is labeled 'Working Folder' and is empty. A 'Browse' button is next to the first field, and a 'Load Consolidated TDS/TCS File' button is at the bottom left of the dialog. A red box highlights this button, and a yellow callout bubble points to it with the text 'Click the Load Consolidated TDS/TCS File button.' A 'Reset' button is at the bottom right of the dialog. At the bottom of the Excel window, a status bar shows 'READY', 'Help', and 'Statement Load Page'. A red text box at the bottom of the dialog area contains the instruction: '1. Selection of "Working Folder" File => Select the folder where already Saved Correction file with extension .xslm is not present or delete the previous saved file.'

To work on/open offline correction input file, you will need winzip 17 or below installed in your system

Select the downloaded Offline Consolidated TDS/TCS statement from TRACES (.zip file)

D:\Input File\DELS15735G_201314_24Q_Q4.zip

Browse

D:\Input File

Working Folder

Load Consolidated TDS/TCS File

Reset

Click the Load Consolidated TDS/TCS File button.

1. Selection of "Working Folder" File => Select the folder where already Saved Correction file with extension .xslm is not present or delete the previous saved file.

Help Statement Load Page

READY

Downloading and Opening TRACES Offline Correction File

Paste

Clipboard

B I U

Font

Alignment

Number

Format as Table

Cell Styles

Format

Cells

Sort & Find & Filter - Select - Editing

To work on/open offline correction input file, you will need winzip 17 or below installed in your system

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2						Personal Information							
3													
4		Financial Year	2013-14		Quarter	Q4		FormType	24Q				
5													
6		TAN			Original			Latest					
7					INFO								
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													

Particulars of Deductor

Name of Deductor / Collector

Branch / Division (If Any)

Communication Address

Fiat / Door / Block No. *

Road / Street / Post Office

Town / City / District *

PIN Code *

00667563

OC-INFO: Text load completed successfully.
Offline Correction Report

OK

Click the OK button.

Type Of Deductor

Name of Premises /

Area / Locality

State / Union Territory


STD Code-Phone No

GenText PERSONAL-INFO T-OLTAS-CHALLANS CHALLAN ANNEXURE-I ANNEXURE-II


READY

100%

UPLOADING OUTPUT FILE



TRACES Offline Correction Utility



Generating and Uploading TRACES Correction Output File

DL35735G_24Q_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Tools

Clipboard Font Alignment Number Styles Cells Editing

C3 TD5 CPC Offline Correction Utility


Let us view the steps to Generate and Upload the Output File.

Select the Destination folder to save the correction output file to be uploaded to TRACES


Browse

Generate output file Preview

Help GenText PERSONAL-INFO T-OLTAS-CHALLANS CHALLAN ANNEXURE-I ANNEXURE-II



TRACES Offline Correction Utility



Generating and Uploading TRACES Correction Output File

FILEHOMEINSERTPAGE LAYOUTFORMULASDATAREVIEWVIEWTeam

PasteClipboard

Arial13Font

Alignment

Number

Conditional FormattingFormat as TableCell StylesStyles

InsertDeleteFormatCells

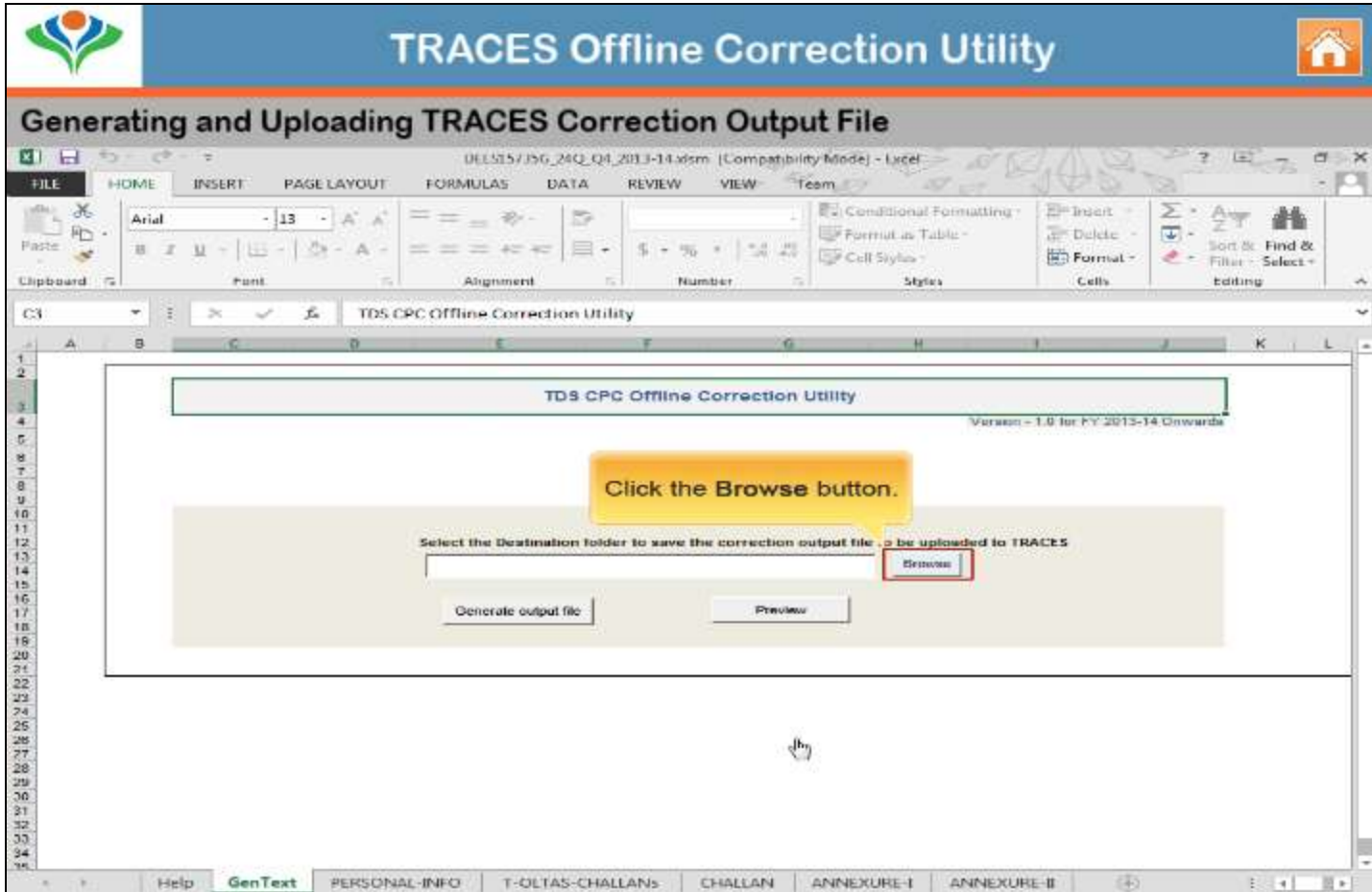
Sort & FilterFind & SelectEditing

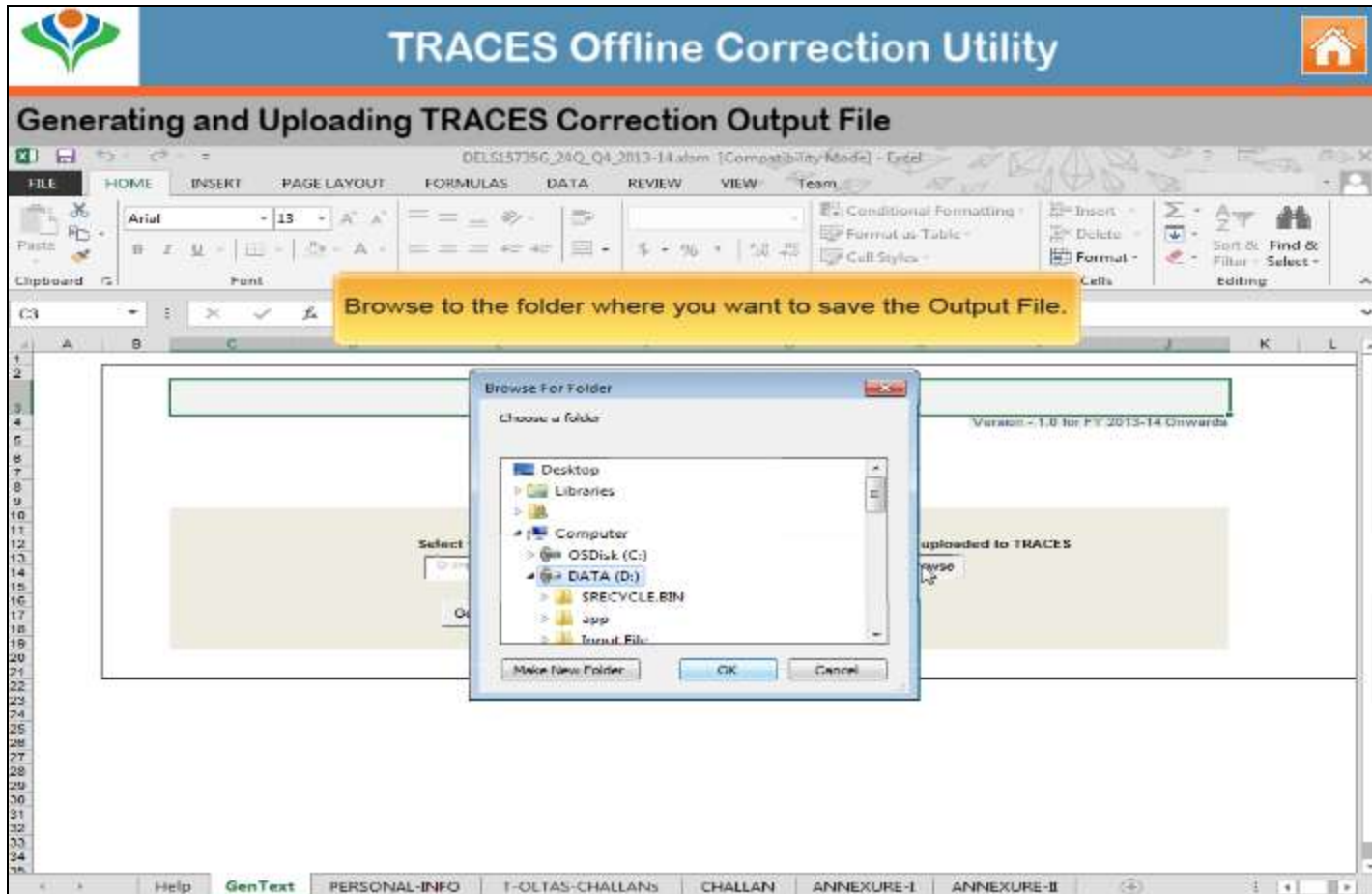
C3TDS CPC Offline Correction Utility



1	A	B	C	D	E	F	G	H	I	J	K	L
2			TDS CPC Offline Correction Utility									
3												Version - 1.0 for FY 2015-14 Onwards
4												
5												
6												
7												
8												
9												
10												
11												
12			Select the Destination folder to save the correction output file to be uploaded to TRACES									
13			<input type="text"/>									Browse
14			Generate output file									Preview
15												
16												
17												
18												
19												
20												
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24												
25												
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27												
28												
29												
30												
31												
32												
33												
34												

Go to GenText worksheet.

HelpGenTextPERSONAL-INFOT-OLTAS-CHALLANSCHALLANANNEXURE-IANNEXURE-II





 **TRACES Offline Correction Utility** 

Generating and Uploading TRACES Correction Output File

DELS15735G_24Q_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Clipboard Font Alignment Number Styles Cells Editing

C3 TDS CPC Offline Correction Utility

TDS CPC Offline Correction Utility
Version - 1.0 for FY 2013-14 Onwards

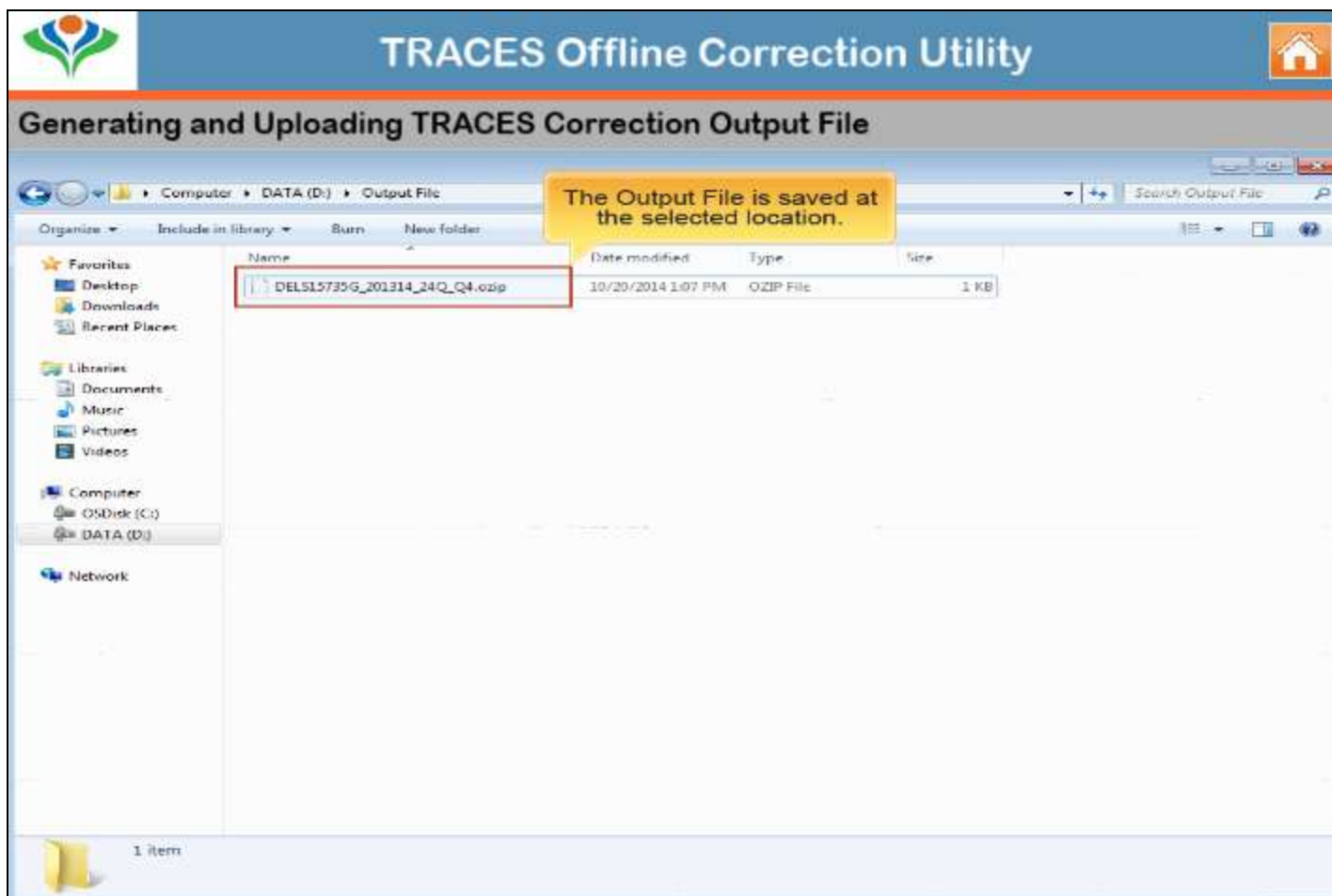
Select the Destination folder to save the correction output file to be uploaded to TRACES

Output File Browse

Generate output file Preview

Click the **Generate output file** button.

Help GenText PERSONAL-INFO T-OLIAS-CHALLANS CHALLAN ANNEXURE-I ANNEXURE-II



TRACES Offline Correction Utility

Generating and Uploading TRACES Correction Output File

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सत्यमेव जयते
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Defaults
Communications
Downloads
Profile
Help

Select the Track Correction Request link from the Defaults drop-down list.

Quick Links

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

Defaults

Welcome to TRACES

TRACES is a user-friendly system to manage your TDS / TCS account. Some of the functionalities available are as follows:

- Dashboard view process
- Statements / Payment
- Downloads
 - Download requested files
 - Download Form 16 / 16A
- Profile
 - Update Communication Details

Login Date: 21-Oct-2014, 11:26 AM

Customer Care

Toll-Free: 1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

User Login Details

TAN / PAN AGRS10010A

IP: 10.96.142.210

Last logged in on: 21-Oct-2014 at 11:21 AM

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



TRACES Offline Correction Utility



Generating and Uploading TRACES Correction Output File

TRACES | File Correction

Correction Request Details

- 1 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
- 1 Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user
- 1 View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction statement

Select the Upload link to upload the Output File.

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
20-Oct-2014	*****	2013-14	Q4	2/BJ	4100XXXXXX/95	Available	Offline			*****		Download	Upload

Page 1 of 1


View 1 of 1

Cancel Statement


Notes

- Status of correction request or statement can be as below:

Status	Remarks
Requested	When user submits request for correction
Initiated	Request is being processed by TDS CPC
Available	Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Hyperlink to be provided on this status, clicking on which will take user to KYC specific screen. Once user clicks on request with 'Available' status, status of request / statement will change to 'In Progress'
Failed	Request cannot be made available due to some technical issues in data loading or because another correction statement was submitted for the same criteria. User can submit new request for correction



TRACES Offline Correction Utility




Generating and Uploading TRACES Correction Output File

TRACES | Validation Details


Page Safety Tools

[Home](#) | [About Us](#) | [Contact Us](#) | [e-Tutorials](#) | [Related Links](#) | [Logout](#)



TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System



[Dashboard](#) | [Statements / Payments](#) | [Defaults](#) | [Communications](#) | [Downloads](#) | [Profile](#) | [Help](#)

Login Date: 21-Oct-2014, 11:26 AM

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

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

If you do not have Authentication Code, click here to generate the Authentication Code


Form Type

Financial Year


Quarter

Token Number / Provisional Receipt Number (PRN)

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




TRACES Offline Correction Utility




Generating and Uploading TRACES Correction Output File

TRACES | Upload Correction Statement

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**TDS**
Centralized Processing Cell


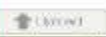
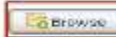
TRACES
TDS Reconciliation Analysis and Correction Enabling System


GOVERNMENT OF INDIA
Income Tax Department

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

Login Date: 21-Oct-2014, 11:34 AM

Upload Correction Statement

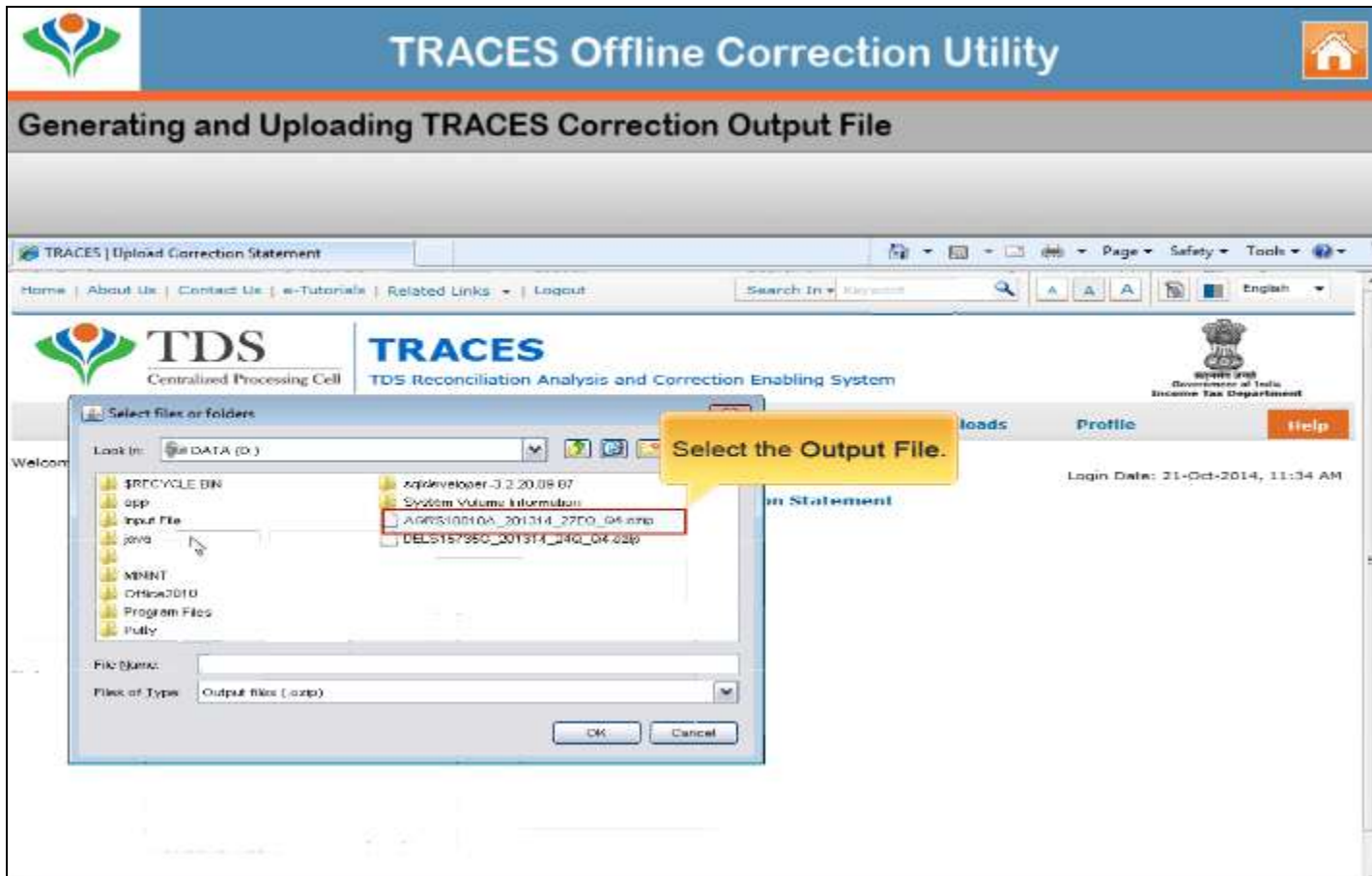



Upload

Add file(s) or source for upload


Total files: 0 (0)

Click the **Browse** button.





TRACES Offline Correction Utility




Generating and Uploading TRACES Correction Output File

TRACES | Upload Correction Statement


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

Search In: Keyword

English

**TDS**
Centralized Processing Cell

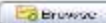


TRACES
TDS Reconciliation Analysis and Correction Enabling System


सरकार भारत
Government of India
Income Tax Department

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

Login Date: 21-Oct-2014, 11:34 AM

Upload Correction Statement


  

Uploads


☐ ACRS10010A_20131

Total files: 1 (512.00 byte)

Click the Upload button.



TRACES Offline Correction Utility




Generating and Uploading TRACES Correction Output File

TRACES | Upload Correction Statement

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

Search In: Keyword


English



TDS

Centralized Processing

Dashboard



GOVERNMENT OF INDIA
Income Tax Department

Profile

Help

Login Date: 21-Oct-2014, 11:34 AM

Content to Sign:

D:\AGRS10010A_201314_27EO_04.ozip

Windows Store P12,PKS


Common Name: test3BCLPP6.17BL test13

View Certificate


FileSign

Cancel

The WebSigner window is displayed. Select the required Web Signer.



TRACES Offline Correction Utility




Generating and Uploading TRACES Correction Output File

TRACES | Upload Correction Statement


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


भारत सरकार
Government of India
Income Tax Department

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

Login Date: 21-Oct-2014, 11:34 AM

Click the OK button.

Upload Correction Statement

Uploads

YOU are

First No IS -- 00000000000000000000

OK



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top, there is a navigation bar with links like Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. The main header features the TDS logo and the TRACES title. Below this is a menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a Help button. The user's login date is shown as 21-Oct-2014, 11:34 AM.

The central part of the screen shows the 'Upload Correction Statement' section. It includes a progress bar indicating 100% completion. A success message box is displayed, stating: 'The page at 10.48.147.211:8080 says: Your correction statement AGES10010A_201314_2702_Q4.rtf of size 512 bytes has been successfully uploaded to TRACES.' An orange callout bubble with the text 'Click the OK button.' points to the 'OK' button within the message box.



The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) website interface. At the top, there's a navigation bar with links like Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. Below this, the TDS logo and the TRACES title are displayed. A secondary navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a Help button. A message box in the center states: "The page at 10.48.147.201:8080 says: Your correction statement AGRS0016A_201314_2TEQ_04.rtf of size 512 bytes has been successfully uploaded to TRACES." Below this, a progress bar indicates "Total 100.00% (1/1). Current 100.00% on file." A yellow callout box explains: "The Output File gets uploaded on the TRACES website. The RRR number is generated on the successful upload of the file."

Sample Corrections using Offline Correction Utility



Sample Corrections Using TRACES Offline Correction Utility

Types of Corrections	Description
Personal Information Correction	Changes or modifications of the personal information details in the statement like Name, Address and Phone Number.
Challan Correction	I. Corrections on challan and addition of new challans to statements can be done. II. Provision to pay for interest or Levy defaults arising in the statements.
Update/Add Deductee Details	I. Corrections on deductee details can be done to close defaults like short deduction. II. Addition of new deductee rows to the statement.
Add/Delete Salary Details	Salary Details can be added and deleted in Annexure-2 (in case of 24Q).
PAN Correction	PAN correction in Annexure 1 and Annexure 2 (in case of 24Q) can be done.
Pay for Interest or Levy Defaults	Provision to pay for interest or Levy defaults arising in the statements.

Personal Information Correction



TRACES Offline Correction Utility



Personal Information Correction

TDSCPC_Offline_Correction_Utility.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Let us view the steps to Edit the Personal Information in the Personal-Info worksheet of the Input File. Load the Input File using the Offline Correction Utility.

Financial Year	2013-14	Quarter	Q4	FormType	24Q	Edit Personal Info
TAN	AGRSXXXX0A	Original Token Number	7884XXXXXXXXX285	Latest Token Number	4100XXXXXXXXX711	


Particulars of Deductor

Name of Deductor / Collector	STATE BANK OF INDIA MUMBAI CENTRAL	Type Of Deductor
Branch / Division (If Any)	MUMBAI CENTRAL BRANCH	


Communication Address

Flat / Door / Block No.	P. O. BOX NO. 4515	Name of Premises / B
Road / Street / Post Office	DR. A. R. NAIR MARG	Area / Locality
Town / City / District	MUMBAI	State / Union Territory
PIN Code	400008	STD Code-Phone No.

PERSONAL INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I ANNEXURE-II



TRACES Offline Correction Utility



Personal Information Correction

TDSCPC_Offline_Correction_Utility.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Personal Information			
Financial Year	2013-14	Quarter	Q4
FormType	24Q		
IAN	AGRSXXXX0A	Original Token Number	7984XXXXXXXX2B5
Latest	4400VVVVVVVV344		
Edit Personal Info			
<p>Click the Edit Personal Info button.</p>			
Particulars of Deductor			
Name of Deductor / Collector		STATE BANK OF INDIA MUMBAI CENTRAL	
Branch / Division (If Any)		MUMBAI CENTRAL BRANCH	
Communication Address			
Flat / Door / Block No. *		P. O. BOX NO. 4515	
Road / Street / Post Office		DR. A. R. NAIR MARG	
Town / City / District *		MUMBAI	
PIN Code *		400008	
		Type Of Deductor	
		Name of Premises / B	
		Area / Locality	
		State / Union Territory	
		STD Code-Phone No.	

PERSONAL INFO
T-OLTAS-CHALLANS
T-GOLTAS-CHALLANS
CHALLAN
ANNEXURE-I
ANNEXURE-II



TRACES Offline Correction Utility



Personal Information Correction

TDSCPC_Offline_Correction_Utility.xls: [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Personal Information


Financial Year	2013-14	Quarter	Q4	FormType	24Q	Edit Personal Info
TAN	AGRSXXXX0A	Original Token Number	7984XXXXXXXXX285	Latest Token Number	4100XXXXXXXXX711	

Particulars of Deductor


Name of Deductor / Collector	STATE BANK OF INDIA MUMBAI CENTRAL	Type Of Deductor
Branch / Division (if Any)		
Communication Address		
Flat / Door / Block No.	P. O. BOX NO. 4515	Name of Premises / B
Road / Street / Post Office	DR. A. R. NAIR MARG	Area / Locality
Town / City / District	MUMBAI	State / Union Territory
PIN Code	400008	STD Code-Phone No.

PERSONAL INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I ANNEXURE-II

You can see that the mandatory fields background have changed from grey to white color. This indicates that these details can be edited.



TRACES Offline Correction Utility



Personal Information Correction

TDSCPC_Offline_Correction_Utility.xls [Compatibility Mode] - Excel

Personal Information	
FormType	24Q
Latest Token Number	4100XXXXXXXX711
<div style="display: flex; justify-content: center; gap: 20px;"> Edit Personal Info Validate </div>	
CENTRAL	Type Of Deductor Others (O)
	Name of Premises / Building / Village Windwards Apartment
	Area / Locality MUMBAI CENTRAL
	State / Union Territory * Maharashtra
	STD Code-Phone No. 23061765

PERSONAL INFO
T-OLTAS-CHALLANS
T-GOLTAS-CHALLANS
CHALLAN
ANNEXURE-I
ANNEXURE-II

Click the **Validate** button after entering all the details.



TRACES Offline Correction Utility



Personal Information Correction

Microsoft Excel

Personal Information

FormType 24Q

Latest Token Number 4100XXXXXXXX711

CENTRAL

STD Code-Phone No. 23061765

Microsoft Excel

Please correct:

- Road/Street/Post Office is invalid. Please enter a valid Road/Street/Post Office. Length should be less than 36 characters(only a-z, A-Z, 0-9, space, ' &, doublequote, comma, ;, /, - are allowed)
- STD Code-Phone No. is invalid. Please enter a valid STD Code-Phone No.(10 Digit Number)
- Responsible Person Flat/Door/Block No. is invalid. Please enter a valid Flat/Door/Block No. Length should be less than 36 characters(only a-z, A-Z, 0-9, space, ' &, doublequote, comma, ;, /, - are allowed)
- Responsible Person Name of Premises/Building/Village is invalid. Please enter a valid Premises/Building/Village. Length should be less than 36 characters(only a-z, A-Z, 0-9, space, ' &, doublequote, comma, ;, /, - are allowed)
- Responsible Person Road/Street/Post Office is invalid. Please enter a valid Road/Street/Post Office. Length should be less than 36 characters(only a-z, A-Z, 0-9, space, ' &, doublequote, comma, ;, /, - are allowed)
- Responsible Person Std code-Phone No. is invalid. Please e

OK

The validation error page appears. This pop-up shows errors to be rectified. Always ensure that you enter all the mandatory fields.

PERSONAL INFO

T-OLTAS-CHALLANS

T-GOLTAS-CHALLANS

CHALLAN

ANNEXURE-I

ANNEXURE-II



The screenshot shows the TDS CPC Offline Correction Utility.xls spreadsheet. The 'PERSONAL INFO' section is highlighted in green at the bottom. The 'Validate' button is highlighted in blue, and a yellow callout box points to it with the text 'Click the Validate button after rectifying all the errors.' The spreadsheet contains data for a taxpayer, including PAN, Name of Premises, Area, State, and STD Code-Phone No.

PERSONAL INFO	T-OLTAS-CHALLANS	T-GOLTAS-CHALLANS	CHALLAN	ANNEXURE-I	ANNEXURE-II
24Q					
4100XXXXXXXX711					
Type Of Deductor					
Others (O)					
Name of Premises / Building / Village					
Windwards Apartment					
Area / Locality					
MUMBAI CENTRAL					
State / Union Territory *					
Maharashtra					
STD Code-Phone No.					
2042280351					



TRACES Offline Correction Utility



Personal Information Correction

TDSCPC_Offline_Correction_Utility.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing


K36

Personal Information									
Financial Year	2013-14		Quarter	Q4		FormType	24Q		
TAN	AGRSXXXXA		Original Token Number	7984XXXXXXXXX285		Latest Token Number	4100XXXXXXXXX711		
Particulars of Deductor									
Name of Deductor / Collector						Type Of Deductor			
Branch / Division (if Any)						MUMBAI CENTRAL BRANCH			
Communication Address									
Flat / Door / Block No. *						B-503			
Road / Street / Post Office						Kaspate Vasti			
Town / City / District *						MUMBAI			
PIN Code *						400008			
						Name of Premises / Building / V			
						Area / Locality			
						State / Union Territory *			
						STD Code-Phone No.			


PERSONAL INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I ANNEXURE-II

The data has been validated and the personal information has been edited.

PAN CORRECTION



TRACES Offline Correction Utility



PAN Correction

AGRA113688_27EQ_Q3_2013-14.xsm (Repaired) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Tools

Clipboard Paste

Font Arial 14

Alignment

Number

Styles

Cells

Editing

R2Z STATEMENT DEDUCTEE DETAILS


Financial Year	2013-14	Quarter	Q3	FormType	27EQ
TAN	AGR8XXXXDA	Original RRR Number	7984XXXXXXXQ285	Latest RRR Number	4100XXXXXXXQ711

Valid PAN allowed for Correction	PAN Applied for OR PAN Not Available	
Invalid PAN allowed for Correction	Edited or Added Or Pan corrected	


Sr. No.	Serial No as per CHALLAN sheet (C1)	Updation Made for Deductee	CD Record Number	DD Record Number	Party Reference Number provided by the deductor *	Party Code (01- Company, 02-Other than Company) *	Last PAN of the Party
1	3		3	1	12	1	AOBXXXXX3R
2	4		6	4	56	1	BFPXXXXX5E
3	1				1111	1	AOBXXXXX3R
4	2				34	2	BFPXXXXX5E

Help GenText PERSONAL-INFO T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I

Select the Annexure-I worksheet in the Offline Correction Utility.



TRACES Offline Correction Utility



PAN Correction

AGRA1134IRI_27EQ_Q3_2013-14.rsm (Repaired) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW
Team

Clipboard

Font

Alignment

Number

Styles


Cells

Editing


STATEMENT DEDUCTEE DETAILS									
	A	B	C	D	E	F	G	H	I
1									
2									
3		Financial Year	2013-14		Quarter	Q3		FormType	27EQ
4									
5		TAN	AGR8XXXXA		Original RRR Number	7984XXXXXXX285		Latest RRR Number	4100XXXXXXX711
6									
7									
8									
9									
10			Valid PAN allowed for Correction		PAN Applied for OR PAN Not Available		PAN Correction		
11			Invalid PAN allowed for Correction		Deleted or Added Or Pan corrected				
12									
13	Sr. No.	Serial No as per CHALLAN sheet (C1)	Update Made for Deductee	CD Record Number	DD Record Number				st PAN of the rty
14	1	3		3	1	12	1		ADBXXXXX3R
15	2	4		5	1	56	1		DFPXXXXX5E
16	3	1		2	1	1111	1		ADBXXXXX3R
17	4	2		4	1	34	2		BFPXXXXX5E
18									
19									
20									
21									

Select the row for correcting the PAN of the employee.

Help GenText PERSONAL INFO T-GOLIAS-CHALLANS CHALLAN ANNEXURE 1



TRACES Offline Correction Utility



PAN Correction

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Tools

Clipboard Font Alignment Number Styles Cells Editing

Formula Bar: BFPBB3995E


Financial Year	2013-14	Quarter	Q3	FormType	27EQ
TAN	AGRSXXXXA	Original RRR Number	798	Latest RRR Number	4100XXXXXXXXX711

Click the PAN Correction button.


Valid PAN allowed for Correction	PAN Applied for OR PAN Not Available	<div style="border: 2px solid red; padding: 5px; display: inline-block;">PAN Correction</div>
Invalid PAN allowed for Correction	Edited or Added Or Pan corrected	

Sr. No.	Serial No as per CHALLAN sheet (C1)	Updation Made for Deductee	CD Record Number	DD Record Number	Party Reference Number provided by the deductor	Party Code (01. Company, 02 Other than Company)	Last PAN of the Party
1	3		3	1	12	1	AOBXXXXX3R
2	4		5	1	56	1	BE PXXXXX5E
3	1		2	1	1111	1	AOBXXXXX3R
4	2		4	1	34	2	BFPXXXXX5E

Help GenText PERSONAL-INFO T-GOLTAS-CHALLANS CHALLAN ANNEXURE-1



TRACES Offline Correction Utility



PAN Correction

AGRA1134001_27EQ_Q3_2013-14.xsm (Repaired) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW
Team

Clipboard

Font

Alignment

Number

Styles

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Cells

Σ

Sort & Filter

Find & Select

Editing

Financial Year		Quarter		FormType	
2013-14		Q3		27EQ	

TAN		Original RRR Number		Latest RRR Number	
AGRSXXXXXA		798400000000285		410000000000711	

Valid PAN allowed for Correction

PAN Applied for OR PAN Not Available

PAN Correction


Invalid PAN allowed for Correction

Edited or Added Or Pan corrected


Sr. No.	Serial No as per CHALLAN sheet (C1)	Update Made for Deductee	Last PAN of the Party
1	3		AOBXXXXX3R
2	4	PANC	BFPXXXXX5E
3	1		AOBXXXXX3R
4	2		BFPXXXXX5E

After clicking the PAN Correction button, you will see that the status of the row has changed to PANC.

Help Gen'l ext PERSONAL-INFO T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I



TRACES Offline Correction Utility



PAN Correction

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Paste Clipboard Font Alignment Number Styles Cells Editing


J15 X ✓ BFPDR1995E

STATEMENT DEDUCTEE			
Quarter	Q3	FormType	27EQ
Original RRR Number	7964XXXXXXXXX205	Latest RRR Number	4100XXXXXXXXX711
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> Correction or Correction </div> <div> PAN Applied for OR PAN Not Available Edited or Added Or Pan corrected </div> <div> PAN Correction </div> <div> Validate </div> <div> Edit Deductee </div> </div>			


Updation Made for Deductee	CD Record Number	DD Record Number	Party Reference Number provided by the deductor	Par (01.02.03) Con	N of the Party	Name of the Party
PAN	3	1	12	1	AD8XXXXX3R	MB
	5	1	56	1	BFPXXXXX5E	MB
	2	1	1111	1	AD8XXXXX3R	SK
	4	1	34	2	BFPXXXXX5E	MB

Help GenText PERSONAL-INFO T-GOLTAS-CHALLANS CHALLAN ANNEXURE-1

Click this row and edit the PAN of the Party.



TRACES Offline Correction Utility



PAN Correction

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Tools
AGRA113488_27EQ_Q3_2013-14.xlsm [Repaired] - Excel

Clipboard Paste

Font Arial 10

Alignment

Number

Styles

Cells


Editing

J15
✕ ✓
BFPB39966


	D	E	F	G	H	I	J	K
1								
2	STATEMENT DEDUCTEE							
3								
4		Quarter	Q3		FormType	27EQ		
5		Original RRR Number	7864XXXXXXXX205					
6								
7								
8								
9	Correction		PAN Applied for OR PAN Not Available		PAN Correction		Validate	Edit Deductee
10	or Correction		Edited or Added Or Pan corrected					
11								
12	Updation Made for Deductee	CD Record Number	DD Record Number	Party Reference Number provided by the deductor	Party Code (01- Company, 02-Other than Company)	Last PAN of the Party	PAN of the Party	Name of the Party
13		3	4	5	6	7	8	9
14		3	1	12	1	A0RXXXXX3R	A0RXXXXX3R	MB
15	PANC	5	1	56	1	BFPXXXXX5E	ABCDE1234T	MB
16		2	1	1111	1	A0RXXXXX3R	A0RXXXXX3R	SK
17		4	1	34	2	BFPXXXXX5E	BFPXXXXX5E	MB
18								
19								
20								
21								

Help GenText PERSONAL-INFO T-GOLTAS-CHALLANS CHALLAN ANNEXURE-1

Click the Validate button.



TRACES Offline Correction Utility



PAN Correction

AGRA1134@B_27EQ_Q3_2013-14.xsm (Repaired) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW TEAM

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STATEMENT DEDUCTEE									
Quarter	Q3				FormType	27EQ			
Original RRR Number	7904XXXXXXXXX705				Latest RRR Number	4100XXXXXXXXX711			
Correction or Correction		PAN Applied for OR PAN Not Available				PAN Correction		Validate	
		Edited or Added Or Pan corrected						Edit Deductee	
Updation Made for Deductee	1	2	3	4	5	6	7	8	9
						Party Code (01- Company, 02-Other than Company)	Last PAN of the Party	PAN of the Party	Name of the Party
PAN & Vldt	3	1			12	1	AOBXXXXX3R	AOBXXXXX3R	MB
	5	1			56	1	BFXXXXXX5E	ARCDF1234F	MB
	2	1			1111	1	AOBXXXXX3R	AOBXXXXX3R	SK
	4	1			34	2	BFXXXXXX5E	BFXXXXXX5E	MB

Help GenText PERSONAL-INFO T-GOLTAS-CHALLANS CHALLAN ANNEXURE-1

After validation, you can see that the status of the row has changed to PANC & Vldt.

Pay Interest and Levy – Close the default by adding a challan



TRACES Offline Correction Utility



Add Challan and Interest/Levy Closure

AGRS10010A_27EQ_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Paste Font Alignment Number Styles Cells Editing


F2 Personal Information

Personal Information			
Financial Year	2013-14	Quarter	Q4
FormType	27EQ		
Edit Personal Info			
TAN	AGRSXXXXA	Original Token Number	7984XXXXXXXXX285
Latest Token Number	4100XXXXXXXXX711		
Particulars of Deductor			
Name of Deductor / Collector		PRADEEP KUMAR GUPTA	
Branch / Division (if Any)			
Communication Address			
Flat / Door / Block No. *		erfbgrjteSyk	
Road / Street / Post Office		tvtvukv	
Town / City / District *			
PIN Code *		555555	
Type Of Deductor			
Name of Premises /			
Area / Locality			
State / Union Territory			
STD Code-Phone No			


Select the CHALLAN worksheet in the Offline Correction Utility.

GenText PERSONAL INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs CHALLAN ANNEXURE-I

READY 100%



TRACES Offline Correction Utility



Add Challan and Interest/Levy Closure

AGRS10010A_27EQ_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Clipboard Font Alignment Number Styles Cells Editing

STATEMENT CHALLAN DETAILS

STATEMENT CHALLAN DETAILS TOTAL COUNT OF CHALLANS 12

To add a new Challan, click the Insert Non_Book Entry button.


Validate Challan Correction Insert Book Entry Challan Insert Non-Book Entry Challan Delete Challan

Validate Insert Book Entry Insert Non_Book Entry Delete Last Challan


Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Whether TDS/TC S deposited by book Adjustment? (Yes/No)	Amount Claim 'Total Tax Deposited' (₹)
0.00	0.00	0.00	0.00	1500000.00	0	No	12000.00
0.00	0.00	0.00	0.00	1200000.00	0	No	63000.00
0.00	0.00	200.00	0.00	1300000.00	0	No	12000.00
0.00	0.00	1000.00	0.00	1400000.00	0	No	23000.00
0.00	0.00	0.00	0.00	1500000.00		No	1481000.00
0.00	0.00	0.00	0.00	700000.00		Yes	3100.00
0.00	0.00	0.00	0.00	700000.00		Yes	600000.00
0.00	0.00	0.00	0.00	1300000.00		No	87800.00
0.00	0.00	0.00	0.00	1500000.00		No	3000.00
0.00	0.00	0.00	0.00	1300000.00		No	0.00
0.00	0.00	0.00	0.00	700000.00		Yes	0.00
0.00	0.00	6000.00	0.00	1400000.00		No	0.00

GenText PERSONAL-INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I

READY 90%



TRACES Offline Correction Utility



Add Challan and Interest/Levy Closure

AGRS10010A_27EQ_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE **HOME** **INSERT** **PAGE LAYOUT** **FORMULAS** **DATA** **REVIEW** **VIEW** **Team**

Clipboard Font Alignment Number Styles Cells Editing

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Σ

Sort & Filter

Find & Select

E26 Select

Financial Year	2013-14	Quarter	Q4	FormType	
TAN	AGRSXXXX0A	Original Token Number	7984XXXXXXXX285	Latest Token Number	

Matched Challan		Allowed Correction		Tag	
To be matched challan		Edit Existing Challan		Populat	

Sr. No.	Updation Made for Challan	CD Record Number	Select CIN/BIN for tagging	BSR Code / 24G Receipt No. *	Date on which Tax Deposited	Challan Serial Number / DDO / Transfer Voucher	TDS / TCS (₹) *
C1							
7					30-Jan-2014	00059	700000.00
8					17-Mar-2014	00398	1300000.00
9					18-Oct-2013	00176	1500000.00
10					17-Mar-2014	00398	1300000.00
11			select	41XXX98	30-Jan-2014	00059	700000.00
12			select	41XXX98	21-Nov-2013	00287	1394000.00
13	Add	13	Select				

After clicking the Insert Non_Book Entry button, you can see that a new row has been added with status as Add.

GenText PERSONAL-INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs **CHALLAN** ANNEXURE-I

READY 90%



Add Challan and Interest/Levy Closure

AGRS10010A_27EQ_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Paste Clipboard Font Alignment Number Styles Cells Editing

E2G Select

Financial Year	2013-14	Quarter	Q4	FormType
TAN	AGRSXXXXA	Original Token Number	7984XXXXXXXX25	Latest Token Number

Matched Challan	Allowed Correction	Tag
To be matched challan	Edit Existing Challan	Populat

Sr. No.	Update Made for Challan	CD Record Number	Select CIN/BIN for tagging	BSR Code / 24G Receipt No.	Date on which Tax Deposited	Challan Serial Number / DDO / Transfer Voucher	TDS / TCS (₹)
C1		2					
7		8	select				700000.00
8		6	select				1300000.00
9		9	select				1500000.00
10		10	select				1300000.00
11		11	select	41 J98	30-Jan-2014	00059	700000.00
12		7	select	41 JX98	21-Nov-2013	00287	1394000.00
13	Add	13	Select				

Click the drop-down arrow to select CIN/BIN for tagging.

GenText PERSONAL-INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I

READY



The screenshot displays an Excel spreadsheet used for generating a Challan. The interface includes standard Excel tabs (FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, Team) and various toolbars for font, alignment, number, styles, cells, and editing.

The main form area contains several input fields:


- Financial Year:** 2013-14
- Quarter:** Q4
- FormType:**
- TAN:** AGRSXXX0A
- Original Token Number:** 7984XXXXXXXX285
- Latest Token Number:**
- Matched Challan:** To be matched challan
- Allowed Correction:** Edit Existing Challan
- Tag:** Populat

Below the form, there is a table with columns for:


- Sr. No.
- Update Made for Challan
- CD Record Number
- Select CIN/BIN for tagging
- BSR Code / 24G Receipt No.*
- Date on which Tax Deposited
- Challan Serial Number / DDO / Transfer Voucher
- TDS / TC.S (₹)*

A callout box highlights the "Select CIN/BIN for tagging" column, showing a drop-down list with options like "916XXXXX/XX/XX/XXXX/XXXX-" and "975XXXXX/XX/XX/XXXX/XXXX-".

The bottom of the screen shows a navigation bar with tabs: GenText, PERSONAL-INFO, T-OLTAS-CHALLANS, T-GOLTAS-CHALLANS, CHALLAN (selected), ANNEXURE-I, and a plus sign icon.



TRACES Offline Correction Utility



Add Challan and Interest/Levy Closure

AGRS10010A_27EQ_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Clipboard

Font

Alignment

Number

Styles

Cells

Editing


E26

5141096|3/22/2014|00409|- 1134670.00


C	D	E	F	G	H	J	K
1							
2							
3							
4	2013-14	Quarter	Q4			nType	27EQ
5	AGRSXXXXA	Original Token Number	7984XXXXXXXX285			Token Number	4100XXXXXXXX711
6							
7	Matched Challan		Allowed Correction			Tag selected CIN/BIN	
8	To be matched challan		Edit Existing Challan			Populate	
9							
10							
11							
12	Updation Made for Challan	CD Record Number	Select CIN/BIN for tagging	BSR Code / 24G Receipt No.	Date on which Tax Deposited	Challan Serial Number / DDO / Transfer Voucher	TDS / TCS (₹)
13	2	3	4	5	6	7	9
20	8	select	41XXX98	30-Jan-2014	00059	7000000.00	0.00
21	5	select	61XXX98	17-Mar-2014	00398	13000000.00	0.00
22	9	select	61XXX97	18-Oct-2013	00176	15000000.00	0.00
23	10	select	71XXX98	17-Mar-2014	00398	13000000.00	0.00
24	11	select	41XXX98	30-Jan-2014	00059	7000000.00	0.00
25	7	select	31XXX98	21-Nov-2013	00287	1394000.00	0.00
26	Add	13	916XXXX/XX/XX/XXXX/XXX-14XXXXX				
27							
28							
29							
30							
31							

GenText PERSONAL-INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs CHALLAN ANNEXURE-I

READY



TRACES Offline Correction Utility



Add Challan and Interest/Levy Closure

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team
AGRS10010A_27EQ_Q4_2013-14.xls [Compatibility Mode] - Excel

Clipboard

Font

Alignment

Number

Styles

Cells

Editing

E26
5141096|3/22/2014|00409 - 1134670.00

STATEMENT CHALLAN DETAILS							
FormType		27EQ					
Latest Token Number		4100XXXXXXXX711					
Tag selected CIN/BIN		Validate Challan Correction		Insert Book Entry Challan			
Populate		Validate		Insert Book Entry			
Challan Serial Number / DDO / Transfer Voucher	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total (₹)
00059	0.00	0.00	0.00	0.00	0.00	0.00	70000
00398	0.00	0.00	0.00	0.00	0.00	0.00	13000
00176	0.00	0.00	0.00	0.00	0.00	0.00	15000
00398	0.00	0.00	0.00	0.00	0.00	0.00	13000
00058	0.00	0.00	0.00	0.00	0.00	0.00	70000
00287	1394.00	0.00	0.00	0.00	8000.00	0.00	14000
00409	1200000.00	0.00	0.00	9.00	0.00	0.00	12000

GenText PERSONAL-INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs CHALLAN ANNEXURE-I

READY

After clicking the Populate button, you can see that the data has been populated.





TRACES Offline Correction Utility



Add Challan and Interest/Levy Closure

AGRS10010A_27EQ_Q4_2013-14.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Paste Clipboard Font Alignment Number Styles Cells Editing

028

STATEMENT CHALLAN DETAILS

FormType: Latest Token:

Click the Validate button.

ction: Tag selected CIN/DIN: Validate Challan Correction: Insert Book Entry Challan:

Challan: Populate: Validate: Insert Book Entry:

Date on which Tax Deposited	Challan Serial Number / DDO / Transfer Voucher	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)
30-Jan-2014	00059	700000.00	0.00	0.00	0.00	0.00	0.00
17-Mar-2014	00398	1300000.00	0.00	0.00	0.00	0.00	0.00
10-Oct-2013	00176	1500000.00	0.00	0.00	0.00	0.00	0.00
17-Mar-2014	00398	1300000.00	0.00	0.00	0.00	0.00	0.00
30-Jan-2014	00059	700000.00	0.00	0.00	0.00	0.00	0.00
21-Nov-2013	00287	1394000.00	0.00	0.00	0.00	8000.00	0.00
22-Mar-2014	00409	1199400.00	0.00	0.00	0.00	600.00	0.00

GenText PERSONAL-INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs CHALLAN ANNEXURE-I

READY 90%



Closing late payment by editing existing challan



TRACES Offline Correction Utility



Add Challan and Interest/Levy Closure

AGRS10010A_27EQ_Q4_2013-14.xlsx [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Paste Font Alignment Number Styles Cells Editing

E26 5141096|3/22/2014|00409|-1134670.00

Financial Year: 2013-14 FormType: TAN: AGR Latest Token Number: XXXXXXXX285

Click the Edit Existing Challan button.

Matched Challan	Allowed Correction	Tag
To be matched challan	Edit Existing Challan	Populat

Sr. No.	Update Made for Challan	CD Record Number	Select CIN/BIN for tagging	BSR Code / 24G Receipt No. *	Date on which Tax Deposited	Challan Serial Number / DDO / Transfer Voucher	TDS / TCS (₹)
7		2	select	41XXX90	30-Jan-2014	00059	700000.00
8		6	select	61XXX98	17-Mar-2014	00398	1300000.00
9		9	select	61XXX97	19-Oct-2013	00176	1500000.00
10		10	select	71XXX98	17-Mar-2014	00398	1300000.00
11		11	select	41XXX90	30-Jan-2014	00059	700000.00
12		7	select	31XXX98	21-Nov-2013	00287	1394000.00
13	Add & Vldt	13	916XXXXX/XX/XX/XXXX/XXU-14XXXXX	51XXX96	22-Mar-2014	00409	1199400.00

GenText PERSONAL-INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs CHALLAN ANNEXURE-I

READY



TRACES Offline Correction Utility



Add Challan and Interest/Levy Closure

AGRS10010A_27EQ_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Paste Font Alignment Number Styles Cells Editing

U28

13

Delete Challan

Whether TDS/TCS deposited by book Adjustment? (Yes/No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)	Matched/Un-Matched	Available Balance (₹)	Over Booked (₹)	Validation Error
Yes	800000.00	0.00					
No	87800.00	0.00					
No	3000.00	0.00					
No	0.00	0.00					
Yes	0.00	0.00			80900.00	0.00	
No	0.00	894.00	2000.00	M	1362106.00	0.00	
No		0.00	0.00	T	1134070.00		Sum of TDS / TCS(9), 'Surcharge 'Education Cess'(11), Interest(12) and 'Others'(14) should be equal 'Deposited'(15)

GenText PERSONAL-INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs CHALLAN ANNEXURE-I

READY



TRACES Offline Correction Utility



Add Challan and Interest/Levy Closure

AGRS10010A_27EQ_Q4_2013-14.xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Clipboard Font Alignment Number Styles Cells Editing

G29

Quarter Q4 FormType 27EQ

Original Token Number 7984XXXXXXXXX285 Latest Token Number 4100XXXXXXXXX711

Allowed Correction Tag selected CIN/BIN

Edit Existing Challan Populate

After clicking the Validate button, the correction statement is now ready for interest payment.

CD Record Number	Select CIN/BIN for tagging	ESK Code / 240 Receipt no.	Voucher	TDS / TCS (₹)*	Surcharge (₹)*	Educ
8	select	41XXX98	30-Jan-2014	00059	700000.00	0.00
6	select	61XXX98	17-Mar-2014	00398	1300000.00	0.00
9	select	61XXX97	18-Oct-2013	00176	1500000.00	0.00
10	select	71XXX98	17-Mar-2014	00398	1300000.00	0.00
11	select	41XXX98	30-Jan-2014	00059	700000.00	0.00
7	select	31XXX98	21-Nov-2013	00287	1394000.00	0.00
13	916XXXX/XXXX/XXXX/XXXX-14XXXX	51XXX98	22-Mar-2014	00409	1199400.00	0.00

GenText PERSONAL-INFO T-OLTAS-CHALLANs T-GOLTAS-CHALLANs CHALLAN ANNEXURE-I

READY 90%

Short Deduction Closure



TRACES Offline Correction Utility



Short Deduction Closure

AGRP11490D_26Q_Q4_2013-14.xdsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Clipboard Font Alignment Number Styles Cells Editing

H2 STATEMENT DEDUCTEE DETAILS

Financial Year	2013-14	Quarter	Q4	FormType	26Q
TAN	AGRSXXXX0A	Original Token Number	7904XXXXXXXXX205	Latest Token Number	4100XXXXXXXXX711
Valid PAN allowed for Correction		PAN Applied for OR PAN Not Available		PAN Correction	Valid
Invalid PAN allowed for Correction		Edited or Added Or Pan corrected			

Sr. No.	Serial No as per CHALLAN sheet (C1)	Updation Made for Deductee	CD Record Number	DD Record Number	Deductee Reference Number provided by the deductor *	Deductee Code (01 - Company, 02 - Other than Company) *	Last PAN of the Deductee
D1	D2				5	6	7
43	3					2	PANXXXXXB
44	3					2	PANXXXXXD
45	4					2	ABQXXXXXH
46	4		2	1		2	BFPXXXXXR
47	6		10	3	ED2	1	BKYXXXXXR
48	16		10	4	Annex2	1	BKYXXXXXR

Select the row to be edited.

Help GenText PERSONAL-INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I



TRACES Offline Correction Utility



Short Deduction Closure

AGRP11490D_26Q_Q4_2013-14.xsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Clipboard Font Alignment Number Styles Cells Editing

C60

STATEMENT DEDUCTEE DETAILS

Quarter Q4 FormType 26Q

Original Token Number 7984XXXXXXXX285 Latest Token

Click the Edit Deductee button.

PAN Applied for OR PAN Not Available Edited or Added Or Pan corrected PAN Correction Validate Edit Deductee Add Ded

CD Record Number	DD Record Number	Deductee Reference Number provided by the deductor *	Deductee Code (01- Company, 02- Other than Company) *	Last PAN of the Deductee	PAN of the Deductee *	Name of the Deductee *
4	19		2	PANXXXXXB	PANXXXXLB	MS IMAGES
4	20		2	PANXXXXXD	PANXXXXXD	MS IMAGES
2	7		2	ABQXXXXX4H	ABQXXXXX4H	Added Invalid to Valid for SD
2	1		2	BFPXXXXX1R	BFPXXXXX1R	Invalid to Valid for SD
10	3	ED2	1	BKYXXXXX1R	BKYXXXXX1R	Excess Deduction 2
10	4	Annex2	1	BKYXXXXX1R	BKYXXXXX1R	Annexation 2

Help GenText PERSONAL-INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-1



TRACES Offline Correction Utility



Short Deduction Closure

AGRP11490D_26Q_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Clipboard Font Alignment Number Styles Cells Editing

C60 6

L M N O P Q R S

1

2 TOTAL COUNT OF DEDUCTEES 56

3

4

5

6

7

8

9

10 ductee Delete

11

Section Code *	Date of Payment/Credit [MM/DD/YYYY] *	Amount Paid / Credited (₹) *	Total Tax Deducted (₹) *	Last Total Tax deducted (₹) *	Total Tax deposited (₹) *	Last Total Tax Deposited (₹) *	Date of Deduction [MM/DD/YYYY (must be greater than Date of pymt/credit)]
194	5-Jun-2013	1000000.00	4000.00		3000.00		5-Jun-2013
194	5-Jun-2013	1000000.00	4000.00		3000.00		5-Jun-2013
194	1-Jan-2014	1000000.00	4000.00		3000.00		1-Jan-2014
194	5-Jun-2013	1000000.00	4000.00		3000.00		5-Jun-2013
194A	1-Jan-2014	100000.00	6000.00	6000.00	6000.00	6000.00	1-Jan-2014
194C	1-Jan-2014	175000.00	1000.00	1000.00	1000.00	1000.00	1-Jan-2014

Help GenText PERSONAL-INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I

Edit the Total tax Deducted.



TRACES Offline Correction Utility



Short Deduction Closure

AGRP11490D_26Q_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Clipboard Font Alignment Number Styles Cells Editing

O60 10000

	L	M	N	O	P	Q	R	S
1								
2	TOTAL COUNT OF DEDUCTEES						56	
3								
4								
5								
6								
7								
8								
9								
10	ductee Delete							
11								
12	Section Code *	Date of Payment/Credit [MM/DD/YYYY] *	Amount Paid / Credited (₹) *	Total Tax Deducted (₹) *	Last Total Tax deducted (₹)	Total Tax deposited (₹) *	Last Total Tax Deposited (₹)	Date of Deduction [MM/DD/YYYY] (must be greater than Date of pymt/credit)
13	11	12	13			16	17	
56	194	5-Jun-2013	1000000.00	4000.00	4000.00	3000.00	3000.00	5-Jun-2013
57	194	5-Jun-2013	1000000.00	4000.00	4000.00	3000.00	3000.00	5-Jun-2013
58	194	1-Jan-2014	1000000.00	4000.00	4000.00	3000.00	3000.00	1-Jan-2014
59	194	5-Jun-2013	1000000.00	4000.00	4000.00	3000.00	3000.00	5-Jun-2013
60	194A	1-Jan-2014	100000.00	10000.00	6000.00	6000.00	6000.00	1-Jan-2014
61	194C	1-Jan-2014	75000.00	100.00	100.00	100.00	100.00	1-Jan-2014

Help GenText PERSONAL-INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-I

Edit the Total tax Deposited.



TRACES Offline Correction Utility



Short Deduction Closure

AGRP11490D_26Q_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Team

Clipboard Font Alignment Number Styles Cells Editing

Q60 10000

H I J K L M N

1

2 **STATEMENT DEDUCTEE DETAILS**

3

4 FormType 26Q

5

6 Latest Token Number 4100XXXXXXXX711

7

8

9

10 PAN Correction **Validate** Edit Deductee Add Deductee Delete

11

Deductee Code (01- Company, 02- Other than Company) *	Last PAN of the Deductee	PAN of the Deductee *	Name of the Deductee *	Section Code *	Date of Payment/Credit (MM/DD/YYYY) *	Amount Paid / Credited (₹) *	Total (₹) *
56 2	PANNOAVLB	PANXXXXXLB	MS IMAGES	194	5-Jun-2013	1000000.00	4000.00
57 2	PANINVALID	PANXXXXXID	MS IMAGES	194	5-Jun-2013	1000000.00	4000.00
58 2	ABQPC6604H	ABQXXXXX4H	Added Invalid to Valid for SD	194	1-Jan-2014	1000000.00	4000.00
59 2	BFPBP3995E	BFPXXXXX1R	Invalid to Valid for SD	194	5-Jun-2013	1000000.00	4000.00
60 1	BKYPK2541R	BKYPXXXX1R	Excess Deduction 2	194A	1-Jan-2014	100000.00	10000.00
61 1	BKMPK9673G	BKMPXXXX1R	Excess Deduction 2	194A	1-Jan-2014	76000.00	10000.00

Help GenText PERSONAL-INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-1



TRACES Offline Correction Utility



Short Deduction Closure

AGRP11490D_26Q_Q4_2013-14.xlsm [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Tools

Clipboard Font Alignment Number Styles Cells Editing

Q50 10000

STATEMENT			
Financial Year	2013-14	Quarter	Q4
FormType	26Q		
TAN	AGRSXXXX0A	Original Token Number	7984XXXXXXXX285
Latest Token Number	4100XXXXXXXX711		
Valid PAN allowed for Correction		PAN Applied for OR PAN Not Available	
Invalid PAN allowed for Correction		PAN Correction Validate	

As you can see that the short deduction arising due to wrong rate in deduction is addressed.

Sr. No.	Serial No as per CHALLAN sheet (C1)	Updation Made for Deductee	CD Record Number	DD Record Number	Deductee Reference Number provided by the deductor *	Code (01- Company, 02- Other than Company) *	Last PAN of the Deductee	PAN of Deductee
01	02		3	4	5	6	7	8
56	43		4	19		2	PANXXXXXLB	PANNC
57	44		4	20		2	PANXXXXXID	PANIN
58	45		2	7		2	ABQXXXXXH	ABQPC
59	46		2	1		2	BFPXXXXX1R	BFPPE
60	47		10	3	ED2	1	BKYXXXXX1R	BKYPK
61	48	Updt & Vldt	10	4	Annex2	1	BKYXXXXX1R	BKYPK

Help GenText PERSONAL-INFO T-OLTAS-CHALLANS T-GOLTAS-CHALLANS CHALLAN ANNEXURE-1