



TRACES

TDS Reconciliation Analysis and Correction Enabling System

e-Tutorial

Transaction Based Report (TBR)

Important Points

- A transaction report may be generated from the TRACES site which has the detail of all the transaction entered into by the deductor with the non-resident deductee who are not having PAN.
- Report for FY 2013-14 and onwards can be download from TRACES website.


Login to TRACES

Home | About Us | Contact Us | Help | Related Links | Login

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English

 **TDS**
Centralized Processing Center

TRACES
Transaction Analysis and Correction Enabling System

For more details on any screen, click on Help icon

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Government of India
Income Tax Department


Home Deductor Help

Login

User Id* ? Click on help icon next to each field for more details

Password* Password is mandatory

TAN for Deductor / PAN for Tax Payer* TAN / PAN is mandatory

Verification Code*  Click to refresh image Enter TAN

Enter text as in above image* Verification Code is mandatory

Login

Register as New User Forgot Password? Forgot User Id (D)

For Deductors:

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

For Tax Payers:

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

Common Note:



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


Landing Page

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Welcome EDUCATION, You have logged in on 31-Jan-2013 at 11:42 AM

Quick Links
[My Home](#)
[Challan Status](#)
[Request for Justification Report Download](#)
[Request for NSDL Conso File](#)
[Download Form 16 / 16A](#)

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

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

Customer Care
Toll-Free: 1800 103 0344
 0120 4814600
 contactus@tdscpc.gov.in

User Login Details
TAN / PAN: AGRA10006D
IP: 125.19.234.74
Last logged in on: 04-Feb-2013 at 12:02 PM

Landing page will be displayed

Downloading Report (contd.)

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is on the right. Below the header, a menu bar includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The Downloads menu is open, showing a list of requested downloads: Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry(.csi) File, and View your BIN. The Transaction Based Report is highlighted. A callout bubble points to this option with the text: "Select 'Transaction Based Report' under 'Downloads' menu". Below the menu, the main content area shows a welcome message: "Welcome ORG, You have logged in on 25-Apr-2014 at 03:35 PM". A section titled "Download Transaction Based Report" is visible. Below this, a "Bulk Download" section contains a message: "Transaction Based Report will be generated in case of bulk download. No credit shall be given to taxpayer by Indian Income Tax Department based on this certificate." At the bottom, there is a form with "Financial Year*" and "Quarter*" dropdown menus, both set to "--Select--", and a "Go" button. A callout bubble points to the "Go" button with the text: "After selecting F.Y. and quarter for which transaction based report (TBR) is required, Click on 'Go'". The footer contains copyright information: "Copyright © 2012 Income Tax Department" and links to Terms and Conditions, Privacy Policy, Hyperlinking Policy, Feedback, and Sitemap.

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Welcome ORG, You have logged in on 25-Apr-2014 at 03:35 PM

Download Transaction Based Report

Bulk Download

Transaction Based Report will be generated in case of bulk download. No credit shall be given to taxpayer by Indian Income Tax Department based on this certificate.

Financial Year* --Select-- Quarter* --Select-- Go

Requested Downloads

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

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Welcome ORG, You have logged in on 25-Apr-2014 at 03:35 PM

Details To Be Printed On Transaction Based Report

i Details are populated as per your profile information. Admin User can update details in Profile section

Name of Authorised Person	NIRALI
Father's Name of Authorised Person	VIJAY
Designation of Authorised Person	Clerk
Place	AGRA
Date	25-Apr-2014

[Submit](#) [Cancel](#)

After confirming the details of the authorised person, click on Submit'

If any change is required in the details of authorized person, Admin user can update details in profile section.

Downloading Report - KYC

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Welcome ORG , You have logged in on 25-Apr-2014 at 03:35 PM

Token Number Details of Latest Accepted Statement (Regular Or Correction) for the respective statement

Form Type	27Q
Financial Year	2013-14
Quarter	Q4
Token Number / Provisional Receipt Number (PRN)*	<input type="text"/>

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

Challan Identification Number(CIN) Details/Book Identification Number (BIN) Details

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

BSR Code / Receipt Number*	<input type="text"/>
Date on which Tax Deposited* (dd-mmm-yyyy; e.g., 12-Dec-1980)	<input type="text"/>
Challan Serial Number / DDO* Serial Number (5 digits; e.g., 00053)	<input type="text"/>
Challan Amount / Transfer Voucher* Amount (₹)(e.g., 1987.00)	<input type="text"/>

Enter CIN details for a challan used in the statement or BIN details for a Government deductor

Government deductors must enter BIN details in above fields.

Click on 'Proceed'

Proceed


Request Confirmation

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Welcome ORG, You have logged in on 25-Apr-2014 at 03:46 PM


[Download Request Confirmation](#)


Request Number will be available here


Request for Transaction Based Report has been submitted. Request Number is 256577. The file will be available in 'Downloads' section.

Downloading Report (contd.)


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Income Tax Department

Dashboard

Statements / Payments

Defaults

Communications

Downloads


Profile

Welcome PRAKASH SHAMLAL DEWANI, You have logged in on 03-Oct-2012 at 10:29 PM

Requested Downloads

Form 16

Form 16A



Click on 'Requested Downloads' under 'Downloads' menu to download the TBR

Financial Year* --Select-- ▾

Quarter* --Select-- ▾

Form Type* --Select-- ▾

Go


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

Welcome ROSHANLAL CHAMANLAL CHADHA

Login Date: 02-May-2014, 02:43 PM

Files Requested For Download

Please download and use the latest PDF Generation Utility version 1.1 for Transaction based report

Please select one of the below Search Options

☒ Request Number ☐ Date ☐ View All

Request Number

Option 1 :Select the request number and click on 'Go' to view the specific 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
02-May-2014	256674	2013-14	Q4	27Q	Justification Report	Available	-

HTTP Download Download Manager

Password For Conso File is 'TAN_<Request Number>' (e.g. ABCD12345E_67890). Request Number should be of the request submitted for Conso File
Password For Form 16 / 16A ZIP file is TAN of deductor

Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'

Downloading Report (contd.) : to check the availability of the Transaction based report any of the three search can be used .

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Welcome ROSHANLAL CHAMANLAL CHADHA (MUMR22524F) Login Date: 02-May-2014, 02:43 PM

Files Requested For Download
Please download and use the latest PDF Generation Utility version 1.1 for Transaction based report
Please select one of the below Search Options

☐ Request Number ☒ Date ☐ View All

Request Date From To [Go](#)

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

Option2 :Select the request period and click on 'Go' to view the specific 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
02-May-2014	256674	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256673	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256667	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256666	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256663	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256656	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256653	2013-14	Q4	27Q	Justification Report	Available	-

Page 1 of 1 View 1 - 7 of 7

[HTTP Download](#) [Download Manager](#)

Password For Conso File is 'TAN_<Request Number>' (e.g. ABCD12345E_67890). Request Number should be of the request submitted for Conso File
Password For Form 16 / 16A ZIP file is TAN of deductor

Downloading Report (contd.)

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Welcome ROSHANLAL CHAMANLAL CHADHA (MUMR22524F) Login Date: 02-May-2014, 02:43 PM

Files Requested For Download
Please download and use the latest PDF Generation Utility version 1.1 for Transaction based report
Please select one of the below Search Options

☐ Request Number ☐ Date ☒ View All

Option 3: Click on 'View All' to view all download requests

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
02-May-2014	256674	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256673	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256667	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256666	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256663	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256656	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256653	2013-14	Q4	27Q	Justification Report	Available	-

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[HTTP Download](#) [Download Manager](#)

Password For Conso File is 'TAN_<Request Number>' (e.g. ABCD12345E_67890). Request Number should be of the request submitted for Conso File
Password For Form 16 / 16A ZIP file is TAN of deductor

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Welcome ROSHANLAL CHAMANLAL CHADHA (MUMR22524F) Login Date: 02-May-2014, 02:43 PM

Files Requested For Download

Please download and use the latest PDF Generation Utility version 1.1 for Transaction based report

Please select one of the below Search Options

☐ Request Number ☐ Date ☒ View All

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

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
02-May-2014	256674	2013-14	Q4	27Q	Investment Report	Available	-
02-May-2014	256673	2013-14	Q4			Available	-
02-May-2014	256667	2013-14	Q4			Available	-
02-May-2014	256666	2013-14	Q4			Available	-
01-May-2014	256665	2013-14	Q4		Transaction Report	Available	-
01-May-2014	256664	2013-14	Q4		Report	Available	-
01-May-2014	256663	2013-14	Q4		Reconciliation Report	Available	-

Page 1 of 1 View 1 - 7 of 7

HTTP Download **Download Manager**

Password For Conso File is 'TAN_<Request Number>' (e.g. ABCD12345E_67890). Request Number should be of the request submitted for Conso File
Password For Form 16 / 16A ZIP file is TAN of deductor

Select the request with status as 'Available' for downloading

Once the request is available and selected, both 'HTTP Download' and 'Download Manager' button will active

Downloading Report (contd.)

- **HTTP Download** is useful to download small files. It will directly download file for the user
- **Download Manager** is useful to download large files and where internet bandwidth is slow. This will launch a window, which will download an applet. The Applet is a large file, hence first time download might take time. But for subsequent requests, it should load immediately. User can use this tool to download file. This tool has the ability to resume download in case of failure
- Transaction Based Report (TBR) will be available in Zip file format. To extract this file into PDF format Latest version of Transaction based Report generation utility is required.

1. If the latest version of Transaction based Report PDF generation utility is already downloaded and saved in the system earlier then click the utility. On clicking the utility slide no. 17 will come directly.


2. And If Utility is not Downloaded earlier then follow the below mentioned procedure(contd.)

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

Welcome ROSHANLAL

Login Date: 02-May-2014, 02:43 PM

Files Requested For Download

Please download and use the latest PDF Generation Utility version 1.1 for Transaction based report

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

Please select one of the below Search Options

☒ Request Number ☐ Date ☐ View All

Request Number

Click here to download the Utility


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Welcome ORG R UJALA PUBLICATIONS LIMITED, You have logged in on 25-Apr-2014 at 03:46 PM

Download TRACES Utility

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

Verification Code




 Click to refresh image

Enter text as in above image*

Click on 'Submit'

Fields marked by asterisk are mandatory

Downloading Utility (contd.)



DashboardStatements / PaymentsDefaultsCommunications**Downloads**ProfileHelp

Welcome ORG R UJALA PUBLICATIONS LIMITED, You have logged in on 25-Apr-2014 at 03:46 PM

Download TRACES Utility

You may download the utility using the link provided below

TRACES-PDF-CONVERTER V 1.3 Light Version (Needs JRE1.6 or above - Size ~9 MB)

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

Installation Instruction

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

- [Transaction based Report PDF-CONVERTER V 1.1](#)

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

- [Form 27D PDF-CONVERTER V 1.0](#)

TRACES Justification Report Generation Utility V 2.0 (Needs Excel 2003 or later - Size ~400Kb)

- [TRACES Justification Report Generation Utility V 2.0](#)

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 'JR_<TAN>_<Form Type>_<Quarter>_<FY>', e.g., JR_AAAAA1235A_24Q_Q3_2010-11. This will save the Justification Report as a text file

Click here to
download the
TBR

Generating TBR (contd.)

Password to open the Zip file is TAN.

Transaction Based Report PDF Generation Utility V1.0

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File / Folder Selection

Select Transaction Based Report ZIP file

Password for input file

Save to folder

Soft Token (Digital Signature details)

Select P12 file **OR Select from Certificate Store below**

Certificate Store

Subject	Serial No.	Issuer	Expiration Date
test test test	85ae	e-Mudhra Sub CA for Class ...	9/6/14 12:29 PM
test test test	85ae	e-Mudhra Sub CA for Class ...	9/6/14 12:29 PM
teste test test	85a5	e-Mudhra Sub CA for Class ...	9/5/14 1:03 PM
test AAAPC0439K test	7ef3	e-Mudhra Sub CA for Clas...	9/17/13

Select Zip Files, enter Password as your TAN and select destination folder to save PDF files.


Select digital certificate to digitally sign the PDF files.

Certificate details will be displayed here.

Click on 'Proceed' to continue with generation of PDF files.

Generating TBR (contd.)

Transaction Based Report PDF Generation Utility V1.0

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File / Folder Selection

Select Transaction Based Report ZIP file

Password for input file

Save to folder

Soft Token (Digital Signature details)

Select P12 file

below

Do you want to continue without Digital Signature?


Certificate Store

Subject	Serial No.	Issuer	Expiration Date
test test test	85ae	e-Mudbr	12:29 PM
test test test	85ae		
teste test test	85a5		
test AAAPC0439K test	7ef3		

Click on 'yes' in case user does not have registered digital signatures otherwise 'no'

Generating TBR (contd.)

Transaction Based Report PDF Generation Utility V1.0


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 TDS Reconciliation App

File / Folder Selection

Select Transaction Based Report ZIP file:

Password for input file:

Save to folder:

Soft Token (Digital Signature details)

Select P12 file:

Certificate Store

Subject	Serial No.	Issuer	Expiration Date
test test test	85ae	e-Mudhra Sub CA for Class ...	9/6/14 12:29 PM
test test test	85ae	e-Mudhra Sub CA for Class ...	9/6/14 12:29 PM
teste test test	85a5	e-Mudhra Sub CA for Class ...	9/5/14 1:03 PM
test AAAPC0439K test	7ef3	e-Mudhra Sub CA for Clas...	9/17/13 5:11 PM


Message

Incorrect Password of the file AGRxxxxx3A_TBR_2013-14_Q4_252484.zip
0 PDFs are generated successfully.

Error message will pop up indicating PAN validation mismatch if user selects incorrect digital signature certificate PFX file (not associated with the same PAN) and will not be allowed to proceed.

Generating TBR

Transaction Based Report PDF Generation Utility V1.0

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File / Folder Selection

Select Transaction Based Report ZIP file


Password for input file

Save to folder

Soft Token (Digital Signature details)

Select P12 file

Message

 33 PDFs are generated sucessfully.

Certificate Store

Subject	Serial No.	Issuer
test test test	85ae	e-Mudhra Sub CA for Class ...
test test test	85ae	e-Mudhra Sub CA for Class ... 9/6/...
teste test test	85a5	e-Mudhra Sub CA for Class ... 9/5/14 1:03 PM
test AAAPC0439K test	7ef3	"e-Mudhra Sub CA for Clas... 9/17/13 5:11 PM

PDF creation in progress

Click here to view PDF
format of generated
Transaction Based Report

Transaction Based Report

Report Number: PPPPPHH	TAN of Deductor: AAAAA0000E	CD Record Number: 1	DD Record Number: 1					
Transaction based report in the case of a Non-Resident deductee having No PAN as per 27Q statement								
Name and Address of Deductor		Name of the Deductee						
COMPANY Uttar Pradesh 712-2767831 TPNATP@GMAIL.COM		KAMALKISHOR CHAGANLALJI JHAWAR						
		Deductee Record Number	Challan Record Number					
		1	1					
		Deductee reference number to be provided by the deductor, if any	Deductee code (01 - Company 02 - Other than company)					
		02						
PAN of the Deductor	TAN of the Deductor	PAN of the Deductee						
AABAT0000E	AABAT0000E	PANNOTAVBL						
CIT (TDS)	Assessment Year	Period						
The Commissioner of Income Tax (TDS) 110/25-26, 80 ft road, Ashok nagar, Opp. Sant Paul School , Kanpur - 208001	2014-15	From 01-Jan-2014	To 31-Mar-2014					
Summary of Payment								
Date of payment or credit (dd/mm/yyyy)	Nature of Remittance	Section code	Amount paid or credited	Country to which remittance is made	Unique Acknowledgment of the corresponding Form No. 15 CA, if available			
30-Jun-2014	DIVIDEND	194E	200000.00	IRELAND				
Summary of tax deducted at source in respect of deductee								
Quarter	Receipt Numbers: of original quarterly statements of TDS under sub-section (3) of section 200	Amount of total tax deducted in respect of the Deductee (Rs.)	Date of deduction (dd/mm/yyyy)	Rate at which deducted	Reason for Higher Deduction	Grossing up	Whether the rate of TDS is as per IT Act (a) DTAA (b)	Amount of total tax deposited in respect of the Deductee (Rs.)
Q4	423114000000042	1000.00	30-Mar-2013	5.00	PAN NOT	YES	IT ACT	1000.00
I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT (The deductor to provide payment-wise details of tax deducted and deposited with respect to the deductee)								
Sr. No.	Tax Deposited in respect of Deductee (Rs.)	Book Identification Number (BIN)						
		Receipt Numbers of Form 24G	DDO serial Number in 24G	Date of transfer of Voucher (dd/mm/yyyy)				
Total (Rs.)								
II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN (The deductor to provide payment-wise details of tax deducted and deposited with respect to the deductee)								
Sr. No.	Tax Deposited in respect of Deductee (Rs.)	Challan Identification Number (CIN)						
		BSR Code of the Bank Branch	Date on which tax deposited (dd/mm/yyyy)	Challan Serial Number				
1	1000.00	0220300	01-Feb-2014	31057				

Report Number: PPPPPHH	TAN of Deductor: AANFG066Z	CD Record Number: 1	DD Record Number: 1
Total (Rs.)	1000.00		

Verification	
<p>1. I <u>SOLUNKI</u>, son / daughter of <u>VIJAY</u> working in the capacity of <u>CLERK</u> (designation), do hereby certify that a sum of (Rs.) <u>1000.00</u> [Rupees: <u>One Thousand Only</u>] has been deducted and deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.</p> <p>2. This report shall not enable the deductee to claim the credit of tax deducted and deposited (detailed above) in India as the deductee has not reported his PAN.</p> <p>3. If PAN is obtained and submitted by the deductee, then, a certificate in Form No. 16A will be issued which can be used by the deductee to claim credit of tax deducted and deposited in India as per the provisions of DTAA. The tax authorities in resident country may ascertain from the deductee about such claim, if any.</p>	
Place	AGRA
Date	29-Apr-2014
Designation:	CLERK
Full Name:	SOLUNKI

**** Section Code**

Section Code	Description	Section Code	Description
193	Interest on Securities	195	Other sums payable to a non-resident
194	Dividends	196A	Income in respect of units of non-residents
194A	Interest other than 'Interest on securities'	196B	Payments in respect of units to an offshore fund
194B	Winning from lottery or crossword puzzle	196C	Income from foreign currency bonds or shares of Indian company payable to non-residents
194BB	Winning from horse race	196D	Income of foreign institutional investors from securities
194C	Payments to contractors and sub-contractors	206CA	Collection at source from alcoholic liquor for human consumption
194D	Insurance commission	206CB	Collection at source from timber obtained under forest lease
194E	Payments to non-resident sportsmen or sports associations	206CC	Collection at source from timber obtained by any mode other than a forest lease
194EE	Payments in respect of deposit under National Savings Scheme	206CD	Collection at source from any other forest produce (not being tendu leaves)
194F	Payments on account of repurchase of units by Mutual Fund or Unit Trust of India	206CE	Collection at source from any scrap
194G	Commission, price, etc. on sale of lottery tickets	206CF	Collection at source from contractors or licensee or lease relating to parking lots
194H	Commission or brokerage	206CG	Collection at source from contractors or licensee or lease relating to toll plaza
194I	Rent	206CH	Collection at source from contractors or licensee or lease relating to mine or quarry
194J	Fees for professional or technical services		Collection at source from tendu leaves
194K	Income payable to a resident assessee in respect of units of a specified mutual fund or of the units of the Unit Trust of India		Collection at source from sale of certain Minerals
194L	Payment of commission		Collection at source on cash sale of Bullion and Jewellery
194M			
194N			
194O			

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