



TRACES

TDS Reconciliation Analysis and Correction Enabling System

# e-Tutorial

## OLTAS Challan Correction

# Important Information on OLTAS Challan Correction

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

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

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

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

# Brief Steps for OLTAS Challan Correction

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

## Status of OLTAS Challan Correction Requests:


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

# Login to TRACES


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Home Deductor **Help**

**Login**

User Id\*  ?

Password\*  Password is mandatory

TAN for Deductor / PAN for Tax Payer\*  TAN Enter TAN

Verification Code\*  Click to refresh image

Verification Code is mandatory

**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:**

Click on help ion next to each field for more details

For more details on any screen, click on Help icon

Enter user ID and password

Enter TAN

Enter the text as displayed in Verification Code

# Select - Request for OLTAS Challan Correction

The screenshot displays the TDS TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout), a search bar, and language settings. The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department emblem.

The navigation menu is expanded, showing the following options:

- Dashboard
- Statements / Payments** (selected)
  - Statement Status
  - Challan Status
  - Challan Status for Statement
  - View TDS / TCS Credit
  - PAN Verification
  - Request for Conso File
  - Validate Lower Deduction Certificate u/s 197/195(3)
  - Request for Refund
  - Track Refund Request
  - Declaration for Non - Filing of Statements
  - Declaration To Deposit Lower TDS
  - Request for OLTAS Challan Correction** (highlighted with an orange callout)
  - Track Oltas Challan Correction Request
- Defaults
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- Help

On the left side, there is a 'Quick Links' section with items like Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, and Inbox (New). Below it are 'Register at E-Filing Site' and 'Tax Payer Grievance Tickets'.

On the right side, there is a 'Customer Care' section with contact information: Toll-Free: 1800 103 0344, 0120 4814600, and contactus@tdscpc.gov.in. Below that is a 'User Login Details' section showing TAN / PAN RCHA01654C, IP: 10.16.120.19, and Last logged in on: 12-Aug-2016 at 05:40 PM.




An orange callout bubble points to the 'Request for OLTAS Challan Correction' option in the dropdown menu, with the text: "Click on 'Request for OLTAS Challan Correction'".

# OLTAS Challan Correction- Check List

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### OLTAS Challan Correction - Checklist

Sr. No.	Validations
1	Please ensure that your Assessing Officer is not giving credit of the challan manually for which you are submitting the challan correction from website.
2	Please ensure that there is no Online Challan Correction is in progress through TRACES or challan correction in the TDS/TCS statement through NSDL.
3	Please ensure that no OLTAS challan correction from Assessing Officer is in progress.
4	Please ensure that no refund request should be initiated against OLTAS challan for which you are submitting the challan correction from website.
5	Please ensure that your assessing officer should not use the challan for tagging interest/fees for which you are submitting the challan correction from website.

[Proceed](#)

# Select Category

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Request for OLTAS Challan Correction

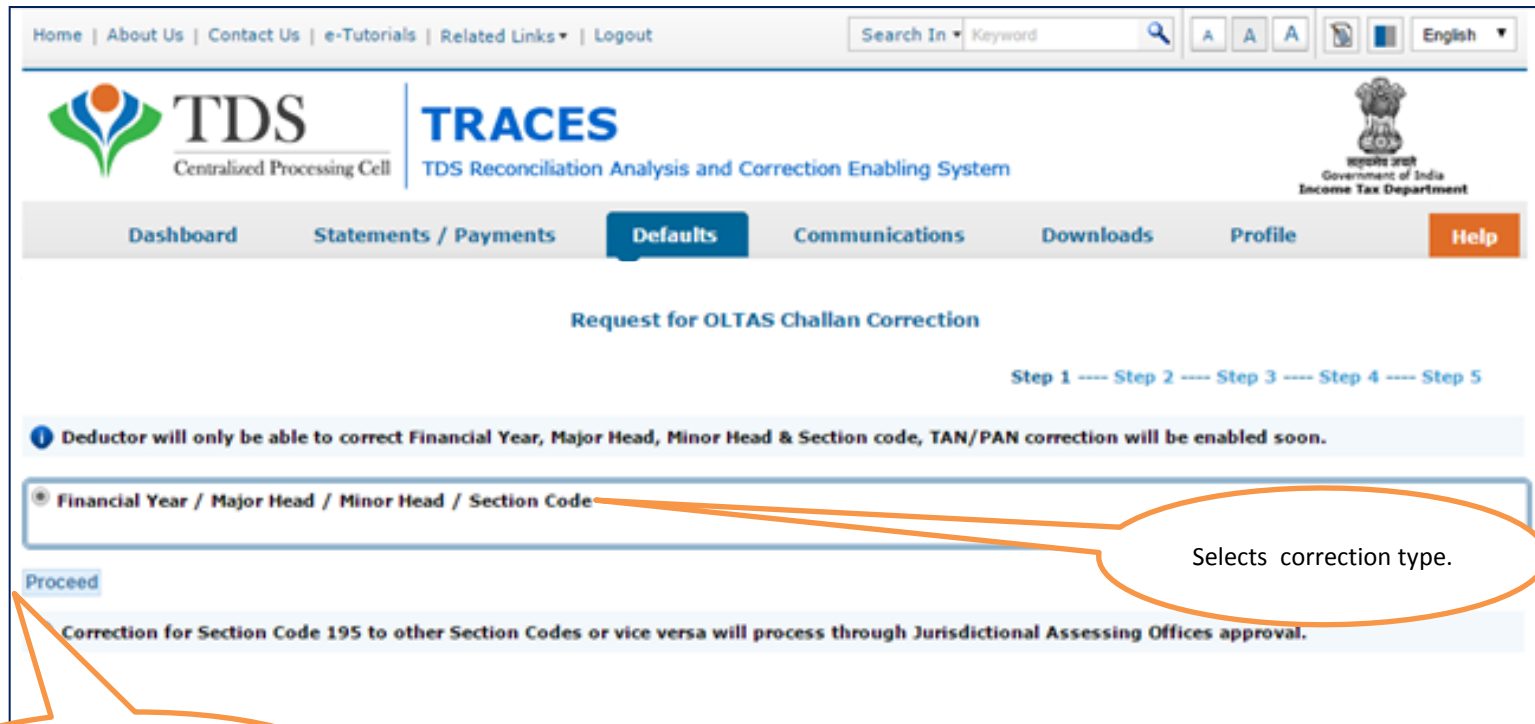
Step 1 ---- Step 2 ---- Step 3 ---- Step 4 ---- Step 5

**i** Deductor will only be able to correct Financial Year, Major Head, Minor Head & Section code, TAN/PAN correction will be enabled soon.

**o** Financial Year / Major Head / Minor Head / Section Code

Proceed

Correction for Section Code 195 to other Section Codes or vice versa will process through Jurisdictional Assessing Offices approval.



Selects correction type.

Click on "Proceed"



# Enter relevant Challan details

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Request for OLTAS Challan Correction

Step 1 --- Step 2 --- Step 3 --- Step 4 --- Step 5

**Enter challan details for which OLTAS correction request is to be submitted**

BSR Code\*  Date Of Deposit\*  Challan Serial Number\*  Challan Amount (Rs.)\*  Go

(e.g., 0001234) (dd-mmm-yyyy; e.g., 12-Dec-1980) (e.g., 00234) (e.g., 1000.00)

Enter Relevant Challan Details .



# TRACES

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## Request for OLTAS Challan Correction

Step 1 ---- Step 2 ---- Step 3 ---- Step 4 ---- Step 5

No data available for the specified search criteria.

In user enter any of the mandatory fields incorrectly then above error message should be displayed.

**i** Enter challan details for which OLTAS correction request is to be submitted

BSR Code\* 1234567

(e.g., 0001234)

Date Of Deposit \* 25-Jul-2009

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

Challan Serial Number\* 12345

(e.g., 00234)

Challan Amount (Rs.)\* 10000.00

(e.g., 1000.00)


Go

# Possible Error message while entering Challan details


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### Request for OLTAS Challan Correction

Step 1 --- Step 2 --- Step 3 --- Step 4 --- Step 5

**BSR Code is mandatory**  
**Date of Deposit is mandatory**  
**Challan Serial Number is mandatory**  
**Challan Amount is mandatory**

**Enter challan details for which OLTAS correction request is to be submitted**

BSR Code* (e.g., 0001234)	Date Of Deposit * (dd-mmm-yyyy; e.g., 12-Dec-1980)	Challan Serial Number* (e.g., 00234)	Challan Amount (Rs. )* (e.g., 1000.00)	<b>Go</b>
------------------------------	---	---	---	-----------

In user doesn't enter any of the mandatory fields and directly clicks on GO then above error message should be displayed.

# Select appropriate Financial Year/ Section Code/ Major Code/ Minor Code

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### Request for OLTAS Challan Correction

Step 1 --- Step 2 --- Step 3 --- Step 4 --- Step 5

BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount(Rs. )
9090909	15-Sep-2014	12121	200000.00

Existing Financial Year	2012-13	New Financial Year	
Existing Section Code	206CG	New Section Code	
Existing Major Head	21	New Major Head	
Existing Minor Head	400	New Minor Head	

**Please enter the new Values.**

Financial Year: --Select--

Section Code: --Select--

Major Head: --Select--

Select Financial Year/ Major Head/ Minor Head/ Section code need to be updated in the Challan

# Click on "Submit" Request

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Request for OLTAS Challan Correction

Step 1 ---- Step 2 ---- **Step 3** ---- Step 4 ---- Step 5

BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount(Rs. )
9090909	15-Sep-2014	12121	200000.00

Existing Financial Year	2012-13	New Financial Year	
Existing Section Code	206CG	New Section Code	
Existing Major Head	21	New Major Head	
Existing Minor Head	400	New Minor Head	

**Please enter the new Values.**

Financial Year  

Section Code  

Major Head  

Minor Head  

[Back](#)   [Submit](#)   [Cancel](#)

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Click on "Submit" to proceed further.

Click on "back" to go back to previous page

# Possible Error message while Submitting the Request

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Request for OLTAS Challan Correction

Step 1 ---- Step 2 ---- Step 3 ---- Step 4 ---- Step 5

Please enter new value for financial year  
Please enter new value for Section code  
Please enter new value for Major Head  
Please enter new value for Minor Head

BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount(Rs. )
9090909	15-Sep-2014	12121	200000.00

Existing Financial Year	2012-13	New Financial Year	
Existing Section Code	206CG	New Section Code	
Existing Major Head	21	New Major Head	
Existing Minor Head	400	New Minor Head	

**Please enter the new Values.**

Financial Year   2012-13   ▾

Section Code   206CG   ▾

Major Head   21   ▾

Minor Head   400   ▾

Back   Submit   Cancel

Error message will appear on the screen in case if User provides existing values instead of new value in the fields mentioned below.

# Click on “Confirm”

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Request for OLTAS Challan Correction

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BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount(Rs. )
9090909	15-Sep-2014	12121	200000.00

Edited Details		Edit	
Existing Financial Year	2012-13	New Financial Year	
Existing Section Code	206CG	New Section Code	194H
Existing Major Head	21	New Major Head	20
Existing Minor Head	400	New Minor Head	200

Please verify the new changes before click on confirm button.

Back Confirm

Please click on “Confirm “ to proceed further.

Click on “back” to go back to previous page

# Authorized Person details appear on the screen click on “Submit”

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### Request for OLTAS Challan Correction

Step 1 --- Step 2 --- Step 3 --- Step 4 --- Step 5

#### Verification Details

I hereby declare that the changes made by me are true and correct

Name of Authorised Person	MAYANK1 DHAYA PATIL
Father's Name of Authorised Person	DHAYA KAMALYA PATIL
Designation of Authorised Person	Damager
Place	MUMBAI
Date	12-Sep-2016

<Back Submit

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Authorised persons details will appear while submitting the OLTAS correction

Click on “submit” to submit the challan correction

Click on “back” to go back to previous page




# Request Number will be generated

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Request submitted successfully with Request Number : 2563. Please track your oltas challan correction request under Statement/Payments tab.

Request Number will be generated which can be Tracked under "Track OLTAS Challan Correction Request"

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# Track OLTAS Correction Request

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text 'Search In Keyword'. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, there is the Government of India logo and the text 'Income Tax Department'. Below the header is a navigation menu with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Statements / Payments' menu is open, showing a list of options. The option 'Track Oltas Challan Correction Request' is highlighted in blue. An orange callout bubble points to this option with the text 'Click on "Track OLTAS Challan Correction Request"'. Below the menu, there is a section for filtering requests by entering a Request Number. A table with columns for Status and Remarks is partially visible, showing rows for Submitted to ITD, Processed, Rejected, and Failed.

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- Request for Refund
- Track Refund Request
- Declaration for Non - Filing of Statements
- Declaration To Deposit Lower TDS
- Request for OLTAS Challan Correction
- Track Oltas Challan Correction Request**

Filter requests by entering

Request Number

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

Click on "Track OLTAS Challan Correction Request"

# View Request Status

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### Track Oltas Challan Correction Request

Filter requests by entering search criteria

Request Number  Date  View All

Request Number  [View Request](#)

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

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Request Status can be Tracked by clicking on Request No/ Date or View All

# Click to View the Changes

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### Track Oltas Challan Correction Request

**Filter requests by entering search criteria**

Request Number    Date    View All

Request Number  [View Request](#)

Correction Request Date	Correction Request ID	BSR Code	Challan Serial Number	Date Of Deposit	Status As On Date	Correction Status	New Fields	Remarks	AO Detail
12-Sep-2016	2563	9090909	12121	15-Sep-2014	12-Sep-2016	Submitted to ITD	<a href="#">View New Values</a>		

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

*View Status of Request and click on "View New Values" to see the updations made*

# OLTAS Correction Process Completed

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### Track Oltas Challan Correction Request

Filter request

Financial Year	Minor Head	Major Head	Section Code	TAN
-	200	20	104H	-

Correction Request Date	Correction Request ID	BSR Code	Challan Serial Number	Date Of Deposit	Status As On Date	Corr Sta	Detail
12-Sep-2016	3503	0000000	12123	15-Sep-2014	12-Sep-2016	Submitted to ITD	

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

Changes made will reflect on the screen.

# THANK YOU

## Notes:

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