Government of India
Income Tax Department

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

e-Tutorial

Conso File download

Login to TRACES

TDS
Centralized Processing Cell

TRACES
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Home   **Deductor**

Click on help ion next to each field for more details

For more details on any screen, click on Help icon

Help

Login

Enter userid and password

User Id*   [   ] ?

Password*   [   ]   Password is mandatory

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

Enter TAN

Verification Code*   yngqp   🔄 Click to refresh image

Enter text as in above image*   [   ]   Verification Code is mandatory

Enter the text as displayed in Verification Code

Login

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:

- For first time login to TRACES, migrated user from TIN must enter the User Id and Password for their TAN Account in TIN

Landing Page

Important Notes

- Conso file is available on TRACES from FY 2007-08.

- The password for opening Conso file will be your TAN_Request Number in capital letters.

- Request for Consolidated File can be submitted only if:
  - Selected statement has been not filed as paper return and
  - Statement (original or correction) should be processed through TDSCPC.

- This file cannot be uploaded on TRACES

Select from Menu

Enter Search Criteria

- Validation screen will be presented on click of 'Go'

Token Number Details

Token Number Details (Contd.)

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

☐ Please select if you have mentioned no challan except NIL challan(s) (Challan(s) with zero challan amount) in the statement. **It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.**

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

Tick in Check Box for NIL Challan

Government deductors having BIN details tick here

ⓘ Please enter a Challan with ... there is no such Challan, m... ...mbinations corresponding to the statement mentioned above. If ...N-Amount combinations. If there is no such challan, mention a challan with at least one valid ... ...not have any such challan, mention a challan with no valid PAN-Amount combination and also select th... ...AN dedcutee row) in the PAN Details section below.

Guide to identify a suitable challan

Click on Guide to select suitable Challan option

BSR Code / Receipt Number*	[_____] ②
Date on which Tax Deposited* (dd-mmm-yyyy; e.g., 12-Dec-1980)	[_____] ▦ ②
Challan Serial Number / DDO* Serial Number (5 digits; e.g., 00053)	[_____] ②
Challan Amount / Transfer Voucher* Amount (₹(e.g., 1987.00)	[_____] ②

Enter CIN details for a challan used in the statement

Tick here if you do not any Valid PAN or No PAN corresponding to above Challan details or no challan details

PART 2. Enter Unique P/ ...er Voucher entered above

☐ Please select if there are ... ...le Challan / Tra...

In case of PAN with zero amount corresponding to aboveNil Challan. Enter PAN with zero amount i.e 0.00

ⓘ Please enter three distinct PAN-Amount combinations corresponding to the challan det... three PANs corresponding to the specified challan, m... ...(one or two) PAN...

Guide to identify the Unique PAN-A...

Click on Guide to select suitable PAN amount Combinations

PAN as in Statement	Total Amount Deducted ... ...lected (₹)
[_____] ②	[_____] ②
[_____]	[_____]
[_____]	[_____]

[Proceed]

PANs entered must be those for which payment has been done using the CIN / BIN entered on this screen

Notes for Validation Screen

- Authentication code is generated when you clear validation details for a statement for certain functionalities such as Download Form 16 / 16A, Download NSDL Conso File, Download Justification Report, etc. Authentication code generated for a particular statement will be valid for the calendar day (i.e., an authentication code generated on 10-Dec-2012 can be used only on 10-Dec-2012 to clear validation details for the same statement. It will not be valid the next day).

- Validation will be bypassed for the same statement within the same session

- Token Number must be of the statement of the FY, Quarter and Form Type displayed on the screen

- CIN details must be entered for the challan which is deposited and mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above

- Transfer Voucher details to be entered for government deductors

- Amount should be entered in two decimal places (e.g., 1234.56)

Notes for Validation Screen

- Maximum of 3 distinct PANs and corresponding amount must be entered

- If there are more than three such combinations in the challan, user can enter any 3

- If there less than three such combinations in the challan, user must enter all (either one or two)

- PAN mentioned must be that for which payment has been done using the challan / Transfer Voucher mentioned on this screen

Authentication Code Screen

Request Number Screen

Request Number Screen

- File will be available in 'Requested Downloads'

Search File to Download

Enter Request Number (Search Option 1) or Request Date (Search Option 2 or option 3 'View All' to view the download request

Search Results

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

Welcome EDUCATION PVT. LTD. (AAAA12345A)

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 332488   Go

Click on a row to select it

ⓘ **Click on a row to proceed and select 'HTTP Download' or 'Download M... ...or the requests with status as 'Available'**

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
02-Jul-2014	332488	2012-13	Q3	26Q	NSDL Conso File	Submitted	

Page 1 of 1   View 1 - 1 of 1

| HTTP Download | Download Manager |

ⓘ 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'

Search Results (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