



TRACES

TDS Reconciliation Analysis and Correction Enabling System

e-Tutorial

Download Justification Report

Important Notes on Justification Report

- **Meaning** : It is a document which serves as an annexure to the intimation to be sent to the deductor. Intimation will be sent to the deductor through mail/post but a justification report will have to be downloaded from the portal.
- **Purpose** : This document consists of various defaults/errors identified by the Income Tax Department (ITD) while processing the statement filed by deductor during a particular quarter of a financial year. It provides detailed information about the defaults/errors that needs to be rectified by deductor by filing correction statement and payment of the necessary interest/fees/other dues. Deductor can also provide clarification for any of the errors identified.
- The password for opening Justification Report will be JR_TAN_FormType_Quarter_FY, i.e., JR_AAAA11111A_24Q_Q3_2010-11.
- Justification Reports can be downloaded till Financial Year 2007-08. Justification report will not be available if your statement has no defaults.


Login to TRACES

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


Search In Keyword

A A A


English



TDS
Centralized Processing Center



TRACES
Transaction Analysis and Correction Enabling System



सत्यमेव जयते
Government of India
Income Tax Department


Home Deductors Help

Login

User Id*

Password*

TAN for Deductor / PAN for Tax Payer*

Verification Code* 

Enter text as in above image*

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

For more details on any screen, click on Help icon

Click on help icon next to each field for more details

Login to TRACES as a deductor by entering User Id and Password

Password is mandatory

TAN / PAN is mandatory

Enter TAN

Verification Code is mandatory

Enter the text as displayed in Verification Code

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

Downloading Utility After Logging In (contd.) – Landing Page

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

Welcome EDUCATION PVT. LTD. (AAAA12345A) Login Date: 18-Jun-2014, 10:30 AM

Quick Links

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

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 Communication Details

Customer Care

Toll-Free: 1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

User Login Details

TAN / PAN DELF02919A

IP: 125.19.234.74

Last logged in on: 18-Jun-2014 at 10:26 AM

Landing page will be displayed

Select from Menu

The screenshot displays the TDS CPC portal interface. The top navigation bar includes 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Downloads', 'Profile', and 'Help'. The 'Defaults' menu is open, showing options: 'View Default Summary', 'Request for Correction', 'Request for Justification Report Download' (highlighted), 'Track Correction Request', 'View Saved Statements', and 'Corrections Ready For Submission'. A callout bubble points to the highlighted option with the text: 'Under 'Defaults', click on 'Request for Justification Report Download' to place download request'. The main content area shows a 'Welcome to TDS CPC' message and a list of account management options under 'Dashboard view presenting summary of your account', including 'Statements / Payments', 'Downloads', and 'Profile'. The right sidebar contains 'Customer Care' and 'User Login Details' sections.

- Download request for Justification Report for a particular statement can be submitted only when the statement is filed by deductor and processed by TDS CPC

Enter Search Criteria

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) web application. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with a 'Search In' dropdown and a 'Keyword' input field. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo. To the right, the Government of India Income Tax Department logo is visible. Below the header, a navigation menu includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, and Download. A 'Help' button is located on the far right. The main content area shows a welcome message for 'EDUCATION PVT.LTD. (AAAA12345A)' and a 'Request For Justification Report Download' section. A blue box contains an information icon and the text: 'Click here to download e-Tutorial for submitting download request for Justification Report'. At the bottom, there is a form with three dropdown menus: 'Financial Year*' (set to '--Select--'), 'Quarter*' (set to '--Select--'), and 'Form Type*' (set to '--Select--'). A 'Go' button is next to these fields. Two orange callout boxes provide instructions: one points to the 'Help' button with the text 'Click on Help icon for help text for this screen', and the other points to the 'Go' button with the text 'Select Financial Year, Quarter and Form Type for which Justification Report is required and click on 'Go''.

- Validation screen will be presented on click of 'Go'
- Request for Justification Report can be submitted only if:
 - Selected statement has been not filed as paper return

Token Number Details

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome EDUCATION PVT.LTD. (AAAAA12345A) Login Date: 11-Jul-2014, 12:49 PM

Please enter Token Number of Regular Statement Filed for Financial Year, Quarter and Form Type mentioned below
Invalid details in PART 1 and / or PART 2

i Authentication code is generated after you fill in the below details and submit. If you have already today for this statement, please enter and proceed else fill in the details below

Authentication Code

i If you do not have Authentication Code, please fill in the details below

Form Type	26Q
Financial Year	2012-13
Quarter	Q3
Token Number / Provisional Receipt Number (PRN)*	<input type="text"/> ?

PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details

Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the state. **unique PAN-Amount Combination in PART 2 for NIL Challan statement.**

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

Enter Authentication Code if the validation is done earlier and you have the Authentication Code

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

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

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Search In Keyword

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English



TDS
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Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome EDUCATION PVT.LTD. (124424123456)

Login Date: 11-Jul-2014, 12:49 PM

Details validated for Form 26Q of FY 2010-11 and Quarter Q4.
Authentication code valid for today is 4eDRZM
Please copy and save the code given below.

Copy from:

This code is valid for today for this FY, Quarter and Form Type and can be reused for the following requests for this statement:

- Download Intimation
- Request for TRACES Offline Correction File
- Request for NSDL Conso File
- View Default Summary
- File Correction
- Request for Justification Report download
- Upload Correction Statement
- Download Form 27A
- Download Form 27D

Authentication Code will be available here

Request Number Screen

The screenshot displays the TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Help, Related Links, and Logout. A search bar is present with the text 'Search In Keyword' and a magnifying glass icon. To the right of the search bar are three font size adjustment buttons (A, A, A) and a language dropdown menu set to 'English'. Below the navigation bar, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are displayed on the left. The Government of India emblem is on the right. A horizontal menu contains links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. Below the menu, the user is welcomed as 'EDUCATION PVT.LTD. (AAAA12345A)' and the login date is shown as '11-Jul-2014, 12:49 PM'. The main content area features a 'Download Request Confirmation' heading and a message: 'Request for Justification Report has been submitted. Request Number is XXXXX. The file will be available in 'Downloads' section.'

Request Number
will be available
here

Downloading Justification Report

The screenshot shows 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 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 tabs: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Downloads' tab is selected, and a dropdown menu is open, showing 'Requested Downloads' as the first item. Below this, there is a list of items: Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry (.csi) File, and View your BIN. A date and time stamp '02-Jul-2014, 11:16 AM' is visible next to the first item. A callout bubble with an orange border points to the 'Requested Downloads' item in the dropdown menu, containing the text: 'Click on 'Requested Downloads' under 'Downloads''. Below the dropdown menu, there is a message: 'Request for NSDL Conso File has been s...' and a 'Download' button.

- File will be available in 'Requested Downloads'


Downloading Justification Report (contd.)

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Search In Keyword

A A A

English

 **TDS**
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System


समृद्धि नयति
Government of India
Income Tax Department

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

Welcome EDUCATION PVT. LTD. (AAAA12345A)

Login Date: 02-Jul-2014, 11:16 AM

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

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

Downloading Justification Report (contd.)

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Search In Keyword

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

Welcome EDUCATION PVT. LTD. (AAAA12345A) Login Date: 02-Jul-2014, 11:16 AM

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 1 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

If Utility has not downloaded earlier , click here 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 (contd.)

Click on a row to proceed

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status
25-Oct-2012	2244	2008-09	Q2	26Q		

Click on the buttons to download file

Select the file , when status is available

Page 1 of 1 View 1 - 1 of 1

HTTP Download Download Manager

- **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

Downloading Justification Report (contd.)

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Search In: Keyword

English

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**

Welcome EDUCATION PVT.LTD. (AAAA12345A) Login Date: 11-Jul-2012 12:49 PM

Download TRACES Utility

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

Verification Code

6x700 Click to refresh image

Enter text as in above image*

Click on Submit

Enter the text as displayed in Verification Code

Submit

Justification Report Generation Utility

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Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Defaults Downloads Profile Help

Welcome EDUCATION PRIVATE LIMITED, You have logged in on 29-May-2013 at 05:19 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

TRACES Justification Report Generation Utility V 1.0 (needs Excel 97-2003 or above - 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
- Unzip the file using Winzip. Password to unzip is 'JR_<TAN>_<Form Type>_<Quarter>'. 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

Back to Requested Downloads

For more details on any screen, click on Help icon

Click on 'TRACES Justification Report Generation Utility'

Justification Report Generation Utility (contd.)

The screenshot displays the TRACES portal interface. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department emblem. The navigation menu includes Dashboard, Statements / Payments, Defaults, Downloads, Profile, and Help. The main content area shows a list of downloads, with 'TRACES Justification Report Generation Utility' selected. A 'File Download' dialog box is open, showing the file name '...-Justification-Report-Generation-Utility-V1.0.zip', type 'WinRAR.ZIP, 452KB', and source 'files.tdscpc.gov.in'. The dialog has 'Open', 'Save', and 'Cancel' buttons, and a checked option 'Always ask before opening this type of file'. A warning message is visible at the bottom of the dialog. Three callout boxes provide instructions: one pointing to the 'Help' icon, one pointing to the 'Save' button in the dialog, and one pointing to the list of steps for converting the report text file to an Excel file.

For more details on any screen, click on Help icon

Download the zip file and save to local machine

Follow the steps to convert the Justification Report text file into an excel

- If WinZIP is not already installed on your system ,download it from www.winzip.com and install it.

Steps to Use Traces Justification Utility

Justification Utility Steps

TDS CPC, Aaykar Bhawan, Sector - 3, Vaishali, Ghaziabad, U.P. -201010

Generate Justification Report From Text File

Select the downloaded Justification Report text(.txt) file

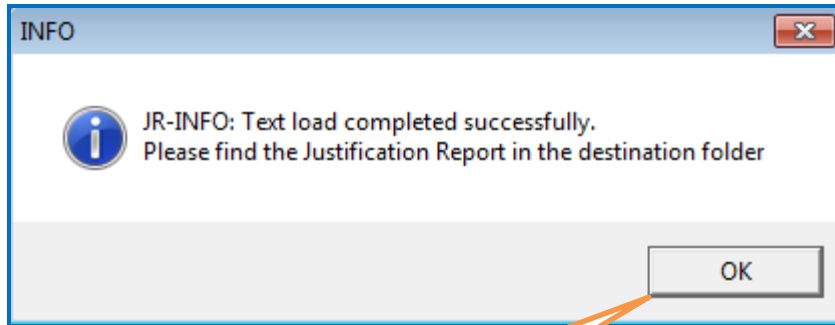
Please click on the Browse button if you want to change the location

Click on 'Generate Report' button

Click on the Browse button to select the downloaded text file

Click on browse button to select a different destination folder

Justification Utility Steps



Click on 'OK'

- Justification Report will be generated and will be saved in the destination folder selected by you