



User Manual

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TDSMAN Online

Ver. 1.1

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PDS Infotech Pvt. Ltd.

Table of Contents

1. Disclaimer	6
2. Preface	7
2.1. Audience	8
2.2. Manual Organization	9
2.3. Document Convention	10
2.4. Abbreviation	11
3. Overview	12
3.1. Description of the different TDS / TCS Forms.....	13
3.2. Key Functions of TDSMAN Online – Process Overview	14
3.2.1. Processing of Returns.....	15
3.2.2. Correction of TDS Returns	17
3.3. Getting familiarized with the Action Buttons of TDSMAN-Online	18
3.4. Log In	19
3.5. Dashboard	20
4. Setup	23
4.1. Company.....	25
4.2. Deductee	31
4.3. Employee	34
4.3.1. Company / Deductee / Employee List	37
4.4. Company List	38
4.5. Deductee List	40
4.6. Employee List	43
5. Regular Return	45
5.1. Regular Return – Form 26Q	46
5.2. Add Challan & Deductee	50
5.3. Modify a Challan	53
5.3.1. Delete a Challan	54
5.4. Add Data Using Excel	55
5.4.1. Download Excel Format	57
5.4.1.1. Import Data from Excel	58
5.5. Predict Defaults.....	59
5.6. Generate TDS Return	62
5.7. Download Report	64
5.8. Save Filing Details	65
5.9. Online Filing of Return	66
5.10. Online Challan Verification	76
5.10.1. Verify Challan	77
5.10.2. Import Challan	79

6. Correction Return.....	84
6.1. Upload Conso File.....	85
6.2. Import Data for Correction	86
6.3. Correction Statement	93
7. Reports	94
7.1. Return Details	95
7.2. Return (IT Format)	97
7.3. Challan Details.....	101
7.4. Party / Employee – Details	104
7.5. Party / Employee – Summery	107
7.6. Deductee Wise Query	110
7.7. Challan Wise Query	114
7.8. Correction Statement	116
7.9. Company Details.....	119
7.10. Print Form 16, Part B (TDS Certificate for Employee)	121
8. TRACES Information	126
8.1. Request for TDS / Conso file Online.....	127
8.2. Request Form 16A	129
8.3. Request Form 16	132
8.4. Request For Form 27D.....	135
8.5. Request for Defaults / Justification Report.....	138
8.6. Download requested Files	141
8.7. Download Default Summery	143
8.8. View Statement Status	146
8.9. View Challan Status	148
8.10. View TDS / TCS Credit.....	151
8.11. Validate 197 Certificate	153
8.12. Download PDF Converter Utility to Generate TDS Certificate	155
8.13. Download PDF Converter Utility to Generate TDS Certificate – Part B	156
8.14. Download Justification Report Generation Utility	157
8.15. Download PDF Converter Utility to Generate 27D	158
9. NSDL Information	159
9.1. View BIN Information Online	160
9.2. View / Download Challan Information Online	161
9.3. View Return Status Online	165
9.4. Online Filing of Return	168
10. Utilities	178
10.1. Monthly TDS Calculator (Salary)	179
10.2. Search BSR Code	180
11. Help	181

11.1. FAQ	182
11.2. Video Help	183
12. My Account.....	184
12.1. Buy Plan	185
12.2. Add Credits	188
12.3. Profile Details.....	191
12.4. Change Password	194
12.5. Account Statement	195
12.6. View Tariff.....	197
12.7. Log Out	199
13. Healthy Practices of using TDSMAN Online	200

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2. Preface

TDSMANOnline is a state-of-the-art software solution, enabling the companies / deductors to keep in pace with the ever changing TDS filing procedures by the Income Tax authorities. TDSMAN helps in generation of TDS / TCS return, Correction of the Returns filed earlier (irrespective of the software in which the earlier return was filed) and generation of various reports and certificates.

It adapts to your business regardless of whether it is corporate, banking & insurance, Government bodies or SMEs & individuals.

TDSMAN Online is a versatile and configurable tool that enables return generation of all type of Forms – Form 24Q, Form 26Q, Form 27Q & Form 27EQ in line with the requirements of Income Tax authorities.

2.1. Audience

This manual is intended to assist the users of the TDSMAN Online software.

2.2. Manual Organization

This manual starts with the overview of the complete software including the different forms that are used for filing the TDS / TCS returns. It provides the detailed description of the process for filing of the Returns, Correction of the Returns filed followed by generation of various certificates and reports.

2.3. Document Convention

This guide uses the following formatting conventions:

IF YOU SEE.....	IT MEANS....
boldfaced text	Emphasized subjects
<i>italicized text</i>	The word or set of words are especially emphasized
Blue text	Blue written text indicates mandatory information.
<i>Note:</i>	The following paragraph provides additional information
Tip:	The following paragraph provides suggestive use

Figure 1-1 Document Convention Guide

2.4. Abbreviation

Abbreviation	Full Form
TDS	TAX Deducted at Source
TCS	Tax Collected at Source
TAN	Tax Deduction or Collection Account Number
PAN	Permanent Account Number
DDO	Drawing and Disbursing Officer
CIT	Commissioner of Income Tax
PAO	Pay Account Officer
IT	Income Tax

Figure 1-2 Table of Abbreviation

3. Overview

TDSMAN Online is cloud-based TDS software. It is an Online TDS Return preparation software as per the system specified by TIN-NSDL in line with the requirements of the Income Tax Department, Government of India. The platform enables TDS & TCS return generation for all types of Forms – 24Q, 26Q, 27Q, 27EQ. It saves tax payers from the pain of buying or downloading any software or updating the File Validation Utility (FVU). It works on pay as you go model wherein a user only has to only pay for the each Return generated for filing.

3.1. Description of the different TDS / TCS Forms

The Income Tax Department, Govt. of India, has defined four different types of TDS/TCS Forms. Depending upon your requirement select a particular form under which the return has to be filed.

All these four forms are explained below:

Form 24Q : For filing the returns of salaried employees, Form 24Q has to be selected. In this form the deductions made are under section 192A (Payment done to government employees), section 192B (payment done to non-government employees) or section 192C (payment done to union-government employees).

Form 26Q : For filing of returns of the deductees other than employees residing under domestic territory, Form 26Q has to be selected. This includes payment of contractors, professionals, rent, interests, commission etc.

Form 27Q : For filing of returns of deductees other than employees residing outside the domestic territory, Form 27Q has to be selected.

Form 27EQ : For filing TCS returns, Form 27EQ has to be selected

3.2. Key Functions of TDSMAN Online – Process Overview

3.2.1. Processing of Returns

This is the process by which the company/deductor provides the details of the TDS /TCS to the Income Tax department of India.

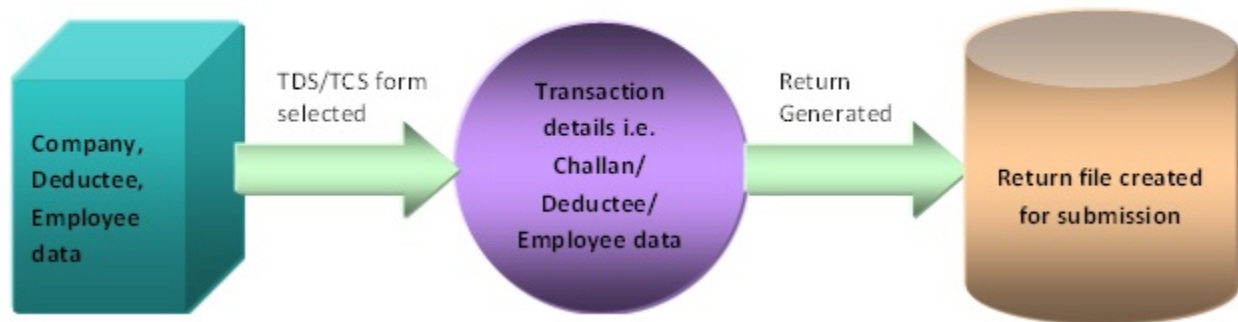
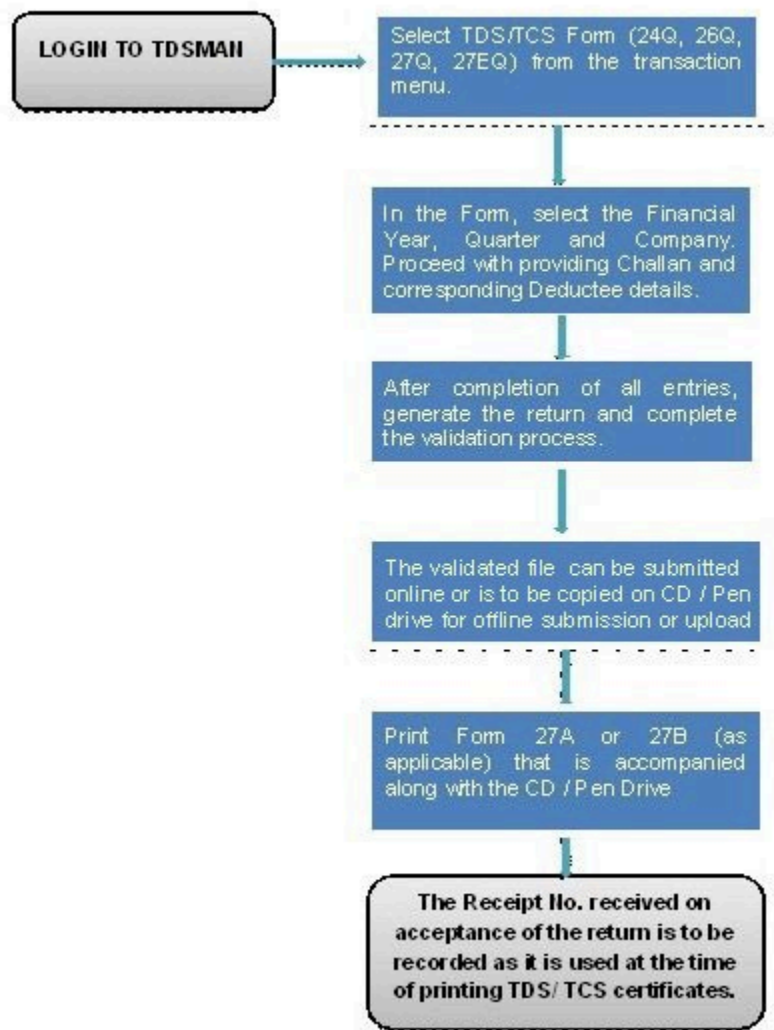


Figure 3-1 Processing of Returns

The details of the different steps involved in generating the returns are given below:-
Process Diagram



Steps of Generating the Return

3.2.2. Correction of TDS Returns

This is the process through which the company/ deductor prepares the corrections of the TDS/TCS details submitted earlier to the Income tax department of India.

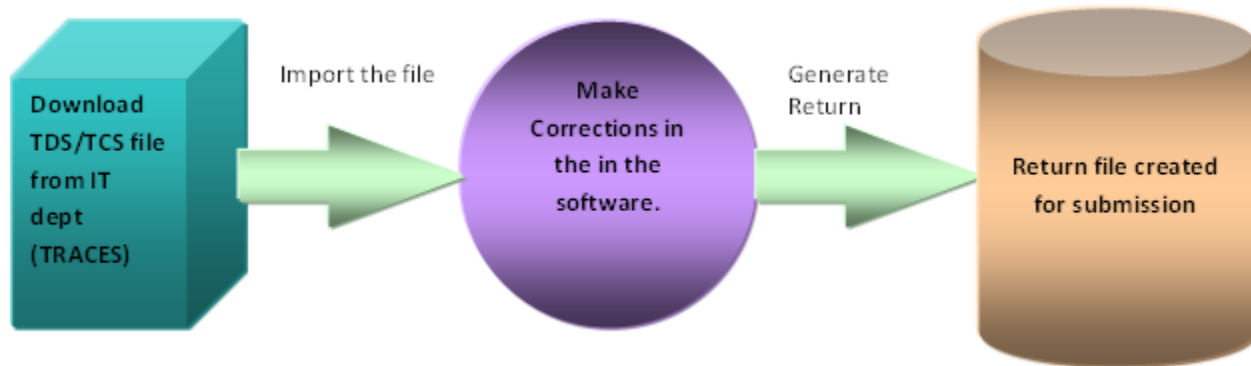


Figure 3-2 Processing of Correction Returns

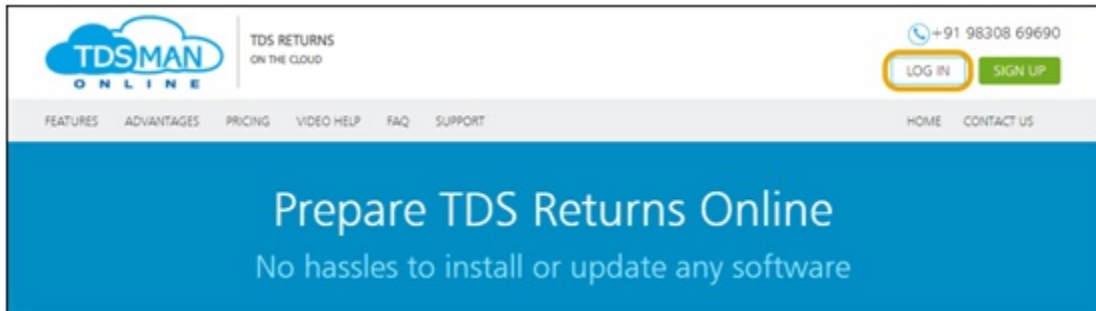
3.3. Getting familiarized with the Action Buttons of TDSMAN-Online

Add	Enables you to create a new record.
Save	Enables you to save data. It could be a new record or a modified record.
Cancel	Enables you to reset the screen. The screen is now ready to accept a new entry.
Edit	Enables you to modify a record. This is to be clicked after selecting a record for modification purposes.
Search	Enables you search records using the search parameter(s). All records will be filtered and only searched records will be displayed.
Restore	Enables you to restore the record that has been marked for deletion. This option is available only in Correction Returns.
Delete	Enables you to delete a record. This button is to be clicked after selecting a record for deletion purposes.
Exit	Enables you to shift the control to the main screen of the software

Action Buttons

3.4. Log In

TDSMAN Online is a cloud based TDS Software. In order to use this software, the user needs to Log into the TDSMAN Online portal. Go to TDSMAN Online website and Click on '**LOG IN**' :



TDSMAN Online – Log In

The following screen will appear :

The screenshot shows the login page of TDSMAN Online. It has a title 'Login to your account'. Below the title are two input fields: the first for email, containing 'xxxxxxx@gmail.com', and the second for password, containing '.....'. To the left of the password field is a lock icon. Below the email field is a link 'Forgot Password?'. To the right of the password field is a green 'Login' button with a yellow border. At the bottom, there is a link 'New to TDSMAN Online? Sign Up'.

TDSMAN Online – Login

Enter the registered **Email ID & Password** .

Click on the **Login** button.

The user will be successfully logged into TDSMAN Online software.

3.5. Dashboard

The dashboard provides a snapshot of all TDS Returns with links, for faster access.

Regular Return **Correction Return** **Create Company**

Returns under Process

Company	Financial year	Quarter	Form	Type
1. AUTISM SOCIETY WEST BENGAL (CALA06011F)	2020-21	Q3	29Q	Regular
2. PDS INFOTECH PRIVATE LMR (CALP08143C)	2020-21	Q3	29Q	Regular
3. PDS INFOTECH PRIVATE LMR (CALP08143C)	2020-21	Q2	29Q	Regular
4. PDS INFOTECH PRIVATE LIMITED (CALP08143C)	2020-21	Q1	29Q	Correction
5. TALUKA PANCHAYAT SINGUR (BRD702745B)	2020-21	Q1	29Q	Regular

Page 1 of 10 Displaying 1 to 5 of 48 records.

Returns ready for Filing

Company	Financial year	Quarter	Form	Type	FVU Date	Filing Details
1. ST THOMAS SCHOOL (CAL500777A)	2020-21	Q1	24Q	Regular	26/09/2020	Update
2. GEBBS HEALTHCARE SOLUTIONS PRIVATE LIMITED (NUN413714B)	2018-19	Q4	24Q	Correction	26/06/2019	Update
3. AUTISM SOCIETY WEST BENGAL (CALA06011F)	2019-20	Q2	27Q	Regular	26/02/2020	Update
4. PDS INFOTECH PRIVATE LMR (CALP08143C)	2017-18	Q4	24Q	Regular	26/12/2018	Update
5. PDS INFOTECH PRIVATE LMR (CALP08143C)	2018-19	Q2	29Q	Regular	26/09/2020	Update

Page 1 of 6 Displaying 1 to 5 of 30 records.

Filed Returns

Company	Financial year	Quarter	Form	Type	Filed Date	Token No
1. KIG KRAFT TECH CONTAINERS PRIVATE LIMITED (CALK05642A)	2017-18	Q2	24Q	Regular	21/12/2017	080429600771723
2. KIG KRAFT TECH CONTAINERS PRIVATE LIMITED (CALK05642A)	2017-18	Q1	27Q	Regular	20/10/2017	0804296007714394

Dashboard

There is a 'Menu Bar' on the dashboard. It comprises of all the features/modules provided by the software, grouped under the various categories. The user can select the required module, available in the relevant category, by clicking at it.

TDSMAN ONLINE TDS RETURNS ON THE CLOUD

Regular Return Correction Return Setup Reports Traces Information NSDL Information Utilities Help

Dashboard

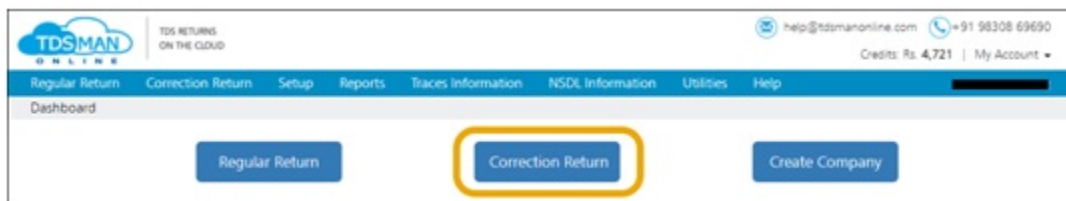
Menu Bar

Regular Return – Click here to prepare Regular Return

Regular Return **Correction Return** **Create Company**

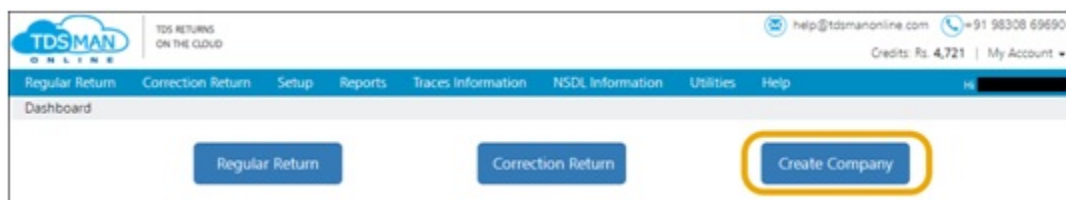
Regular Return - Dashboard

Correction Returns – Click here to prepare Correction Return



Correction Return - Dashboard

Create Company – Click here to create Company



Create Company - Dashboard

Return Under Process – This section lists all Returns that are under process. If the list is long, use the Filter for Quick Search. For direct access to a particular Return, click on the Return under 'Return Under Process' list. It could be either **Regular or Correction**

	Company	Financial year	Quarter	Form	Type
1	AUTISM SOCIETY WEST BENGAL (CALA06011F)	2020-21	Q3	26Q	Regular
2	PDS INFOTECH PRIVATE LIM (CALP08143C)	2020-21	Q3	26Q	Regular
3	PDS INFOTECH PRIVATE LIM (CALP08143C)	2020-21	Q2	26Q	Regular
4	PDS INFOTECH PRIVATE LIMITED (CALP08143C)	2020-21	Q1	26Q	Correction
5	TALUKA PANCHYAT SINGVAD (BRDT02745B)	2020-21	Q1	24Q	Regular

Page 1 of 10 | 5 | Displaying 1 to 5 of 48 records.

Return under process- Dashboard

Returns Ready for Filing – This section lists all the Returns that have been successfully generated and are ready for filing. If the list is long, use the Filter for Quick Search

	Company	Financial year	Quarter	Form	Type	FVU Date	Filing Details
1	ST THOMAS SCHOOL (CALS00777A)	2020-21	Q1	24Q	Regular	29/09/2020	Update
2	GEBBS HEALTHCARE SOLUTIONS PRIVATE LIMITED (MUMG13714B)	2018-19	Q4	24Q	Correction	28/06/2019	Update
3	AUTISM SOCIETY WEST BENGAL (CALA06011F)	2019-20	Q2	27Q	Regular	28/02/2020	Update
4	PDS INFOTECH PRIVATE LIM (CALP08143C)	2017-18	Q4	24Q	Regular	28/12/2018	Update
5	PDS INFOTECH PRIVATE LIM (CALP08143C)	2018-19	Q2	26Q	Regular	26/09/2020	Update

Page 1 of 6 | 5 | Displaying 1 to 5 of 30 records.

Returns ready for filing - Dashboard

FVU Date -Click here

29/09/2020 

to download the ZIP file containing the FVU and Form 27A required for filing.

Update – Once the Return is filed, click here

[Update](#)

to update the relevant filing detail

Filed Returns – This section lists all the Returns that have been filed. If the list is long, use the filter for Quick Search

Filed Returns							
	Company	Financial year	Quarter	Form	Type	Filed Date	Token No
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
1	KIG KRAFT TECH CONTAINERS PRIVATE LIMITED (CALK05642A)	2017-18	Q2	24Q	Regular	21/12/2017	050429600771723
2	KIG KRAFT TECH CONTAINERS PRIVATE LIMITED (CALK05642A)	2017-18	Q1	27Q	Regular	20/10/2017	050429600774394
3	AUTISM SOCIETY WEST BENGAL (CALA06011F)	2017-18	Q4	24Q	Regular	18/04/2018	QSYKZQBF
4	AUTISM SOCIETY WEST BENGAL (CALA06011F)	2017-18	Q4	26Q	Regular	18/04/2018	098279600057015
5	THE EAST INDIA CHARITABLE TRUST (CALE00954C)	2017-18	Q2	26Q	Regular	13/10/2017	013359600645576

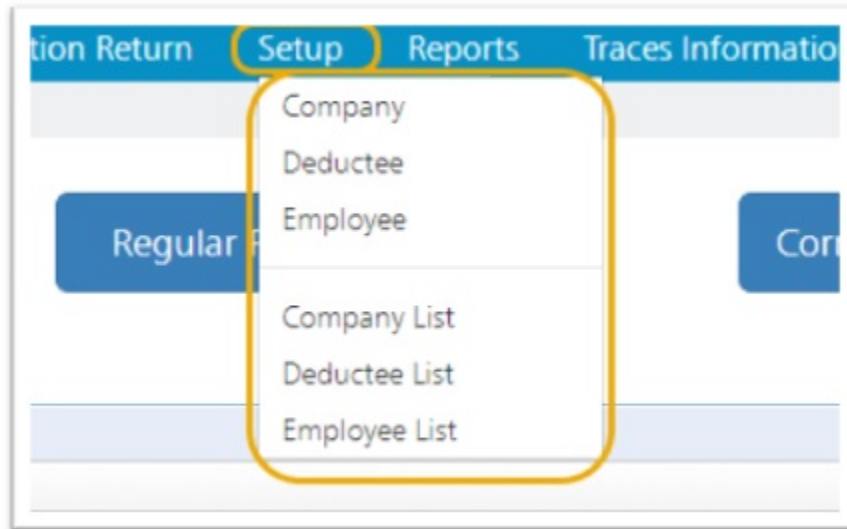
Page 1 of 2 5 Displaying 1 to 5 of 9 records.

Filed Returns - Dashboard

4. Setup

All the master information, which is used across the system, is defined in Setup. The following masters are defined under Setup :

1. **Company**
2. **Deductee**
3. **Employee**



Setup

Company / Deductee / Employee List

The complete list of all the company/ deductee/ employee can be viewed here.

In order to access it, click on **>Setup<** and all the options will be displayed as below:

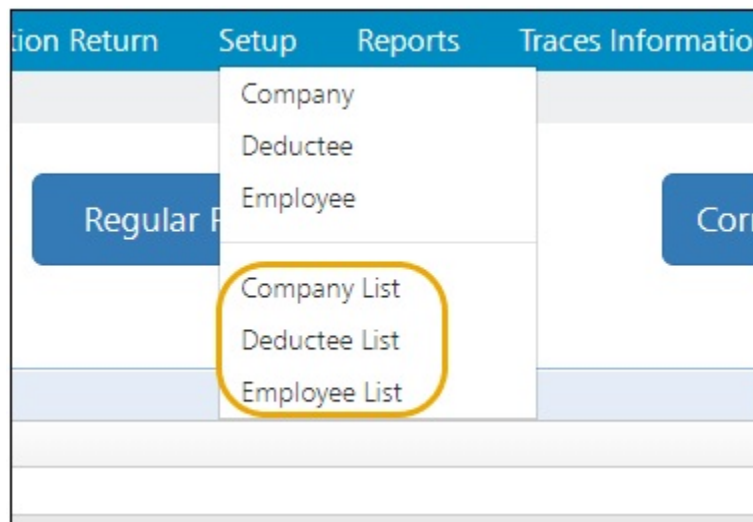


Figure 01- Company/Deductee/Employee List

4.1. Company

In “**Company**” all details of the company, for which the Return has to be generated, is stored. In order to access the company details, click on “Company” under the “Setup” option:-

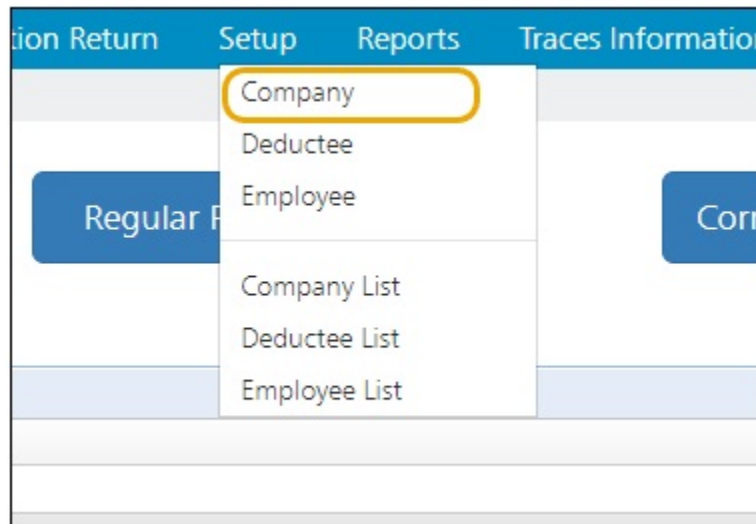
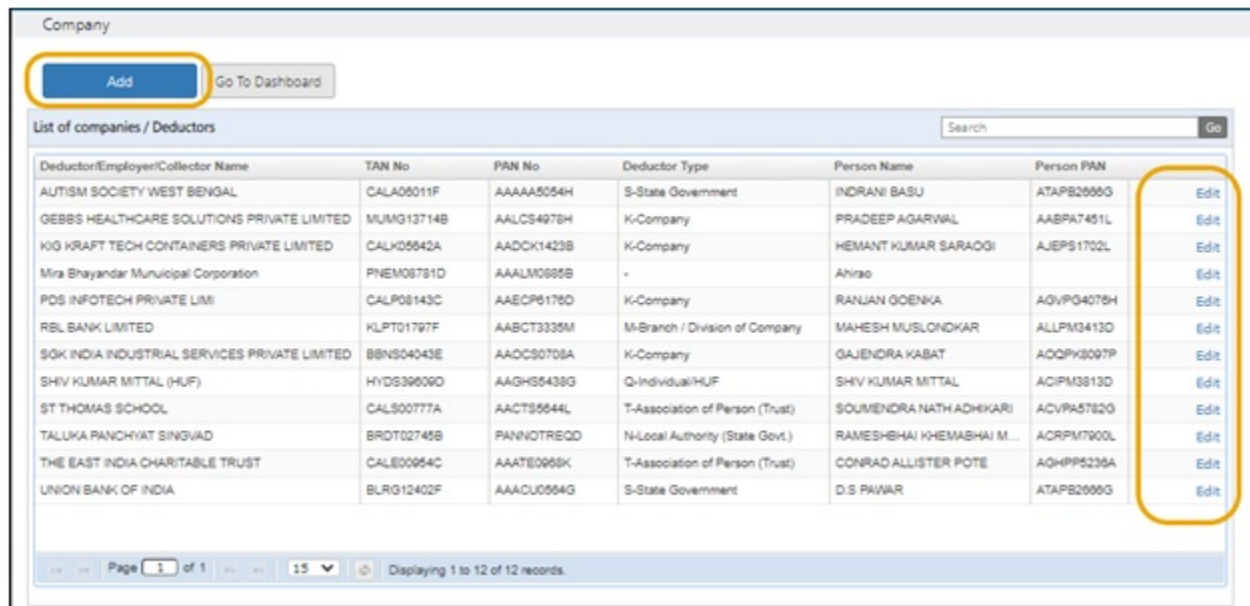


Figure 01- Create Company

The following window is displayed.



Setup-Create Company – 2

The list of all the companies that has already been defined in the TDSMAN Online database is displayed here.

In order to define a new company, click on the “**Add**” button given at the top of the screen.

In order to Edit the existing data, click on the **“EDIT”** Button given at the right side of the screen.

The entire company details screen is displayed and explained below :

Create Company

Company: PDS INFOTECH PRIVATE LIMI

Basic Information

TAN: CALP08143C

PAN: AAECF6176D

GSTIN: 19AAECF6176D129

Branch / Division:

Deductor Type: K - Company

Company Details

Flat / Door / Block: PDS INFOTECH PRIVATE LIMI

Building: THE REGENCY, 4TH FLOOR

Road / Street / Lane: 6, HUNGERFORD STREET

Area / Locality: MINTO PARK

Town / District: KOLKATA

Pin: 700017

State: WEST BENGAL

STD: 033

Phone Number: 22875500

Alternate STD:

Alternate Phone Number:

Email ID: info@pdsinfotech.com

Alternate Email ID:

Figure 03 – Create Company

Responsible Person

Name

RAJAN GOENKA

Designation

DIRECTOR

Father's Name

LATE S. P. GOENKA

Mobile Number

9830086326

PAN

AQVPG4075H

Responsible Person Details

☐ Copy Company Details

Flat / Door / Block

THE REGENCY

Building

THE REGENCY 4TH FLOOR

Road / Street / Lane

6, HUNGERFORD STREET

Area / Locality

MINTO PARK

Town / District

KOLKATA

Pin

700017

State

WEST BENGAL

STD

033

Phone Number

22878800

Alternate STD

Alternate Phone

Email ID

info@pdsinfotech.com

Alternate Email ID

Figure 04 – Create Company

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Page 27 of 200

The screenshot shows a web form titled "Deductee" with a sub-header "Create Deductee". The form includes the following fields:

- Deductee Name: Text input field.
- Deductee PAN: Text input field.
- Deductee Code: Dropdown menu.
- A section header: "The following fields are for Form 27Q exclusively".
- Email ID: Text input field.
- Contact No.: Text input field.
- Address: Text input field.
- Tax Identification Number: Text input field.
- Buttons: "Save" (highlighted with a yellow border) and "Cancel".

Figure 05 – Create Company

In the above screens, there are self-explanatory fields against which the data has to be entered. Further, we can classify the fields into 2 broad following sections:

- a) **Details of Company** : Enter the details of the company such as **Company Name, TAN, PAN, Deductee Type, Address and other govt. details** (if applicable).
- b) **Details of Responsible Person** : Enter the details of the responsible person such as **Name, Father's Name, Mobile No., Address** etc.

Brief description of each field is mentioned below

- **Company Name**

Enter the '**Company**' name

- **Basic Information**

TAN (Mandatory) : Enter the TAN of the company.

PAN : Enter the PAN of the company.

GSTN (Mandatory) : Enter the GSTN.

Branch/Division : Enter the branch name or the division name of the company.

Deductee Type (mandatory) : Select the type of the company from the dropdown list provided.

- **Company Details**

Flat/Door/Block No. (Mandatory) : Enter the Flat/Door/Block No.

Building : Enter the building name.

Road/Street/Lane : Enter the name of the road/street/lane.

Area/Locality : Enter the name of the area/locality.

Town/District : Enter the name of the town/district.

PIN (mandatory) : Enter the Address PIN

State (mandatory) : Enter the name of the state.

STD (mandatory) : Enter the STD code of the company.

Phone (mandatory) : Enter the phone no. of the company.

Alternate STD : Enter any alternative STD No.

Alternate Phone Number : Enter any alternative Phone Number.

E-mail (mandatory) : Enter the E-mail address of the company.

Alternate Email ID : Enter any alternative E-mail ID of the Company

• Responsible Person

Name (mandatory): Enter the name of the responsible person

Designation (mandatory): Enter the designation of the responsible person

Father's Name: Enter the father's name of the responsible person.

Mobile No. (Mandatory): Enter the mobile no. of the responsible person.

PAN (Mandatory): Enter the PAN of the responsible person.

• Responsible Person's Detail

Flat/Door/Block No. (Mandatory) : Enter the Flt/Dr/Block No.

Building : Enter the building name.

Rd/Street/Lane : Enter the name of the road/street/lane.

Area/Locality : Enter the name of the area/locality.

Town/District : Enter the name of the town/district.

PIN (mandatory) : Enter the PIN no.

State (mandatory) : Enter the name of the state.

STD (mandatory) : Enter the STD code

Phone (mandatory) : Enter the phone no.

Alternate STD : Enter any alternative STD No.

Alternate Phone Number : Enter any alternative Phone Number.

E-mail (mandatory) : Enter the E-mail address of the responsible person.

Alternate Email ID : Enter any alternative E-mail ID of the responsible person.

Govt. Deductors

PAO Code (mandatory): Enter the PAO code

PAO Registered Number: Enter the PAO Registration. No.

DDO Code (mandatory): Enter DDO Code.

DDO Registered Number: Enter the DDO Registration No.

State: Enter the ministry state (Applicable for State Government Deductors)

Ministry (mandatory): In the ministry options if 'Other' is selected then enter other ministry.

After entering all the valid data in the sections, click on at the bottom of the page. (Refer to fig-00).

Delete a Company/Deductor

In order to Delete the existing data, click on the **Delete** Button given at the right side of the screen.

Note: The company/deductor cannot be deleted if any Return is made against it.

4.2. Deductee

In the **>Deductee<** option, all details of the deductees are stored. Once the deductee is created in the setup, it will appear in the help window of the transaction module. The user will just need to select the Deductee from the help window to populate the details of the deductee in the required fields.

Note: Whenever a user saves a record of new deductee in transaction module, its master gets automatically created. In order to access deductee, Click on **>Deductee<** under **>Setup<** option as displayed below:

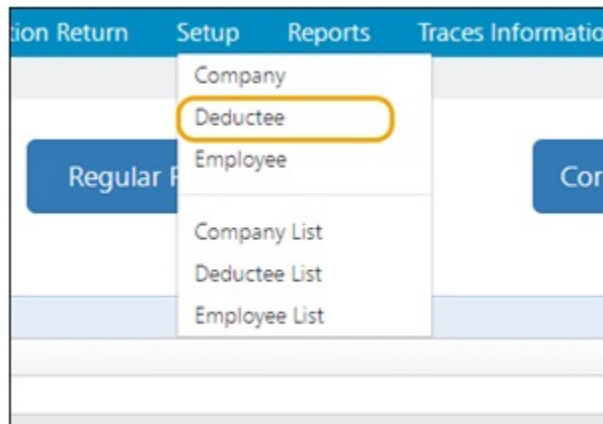
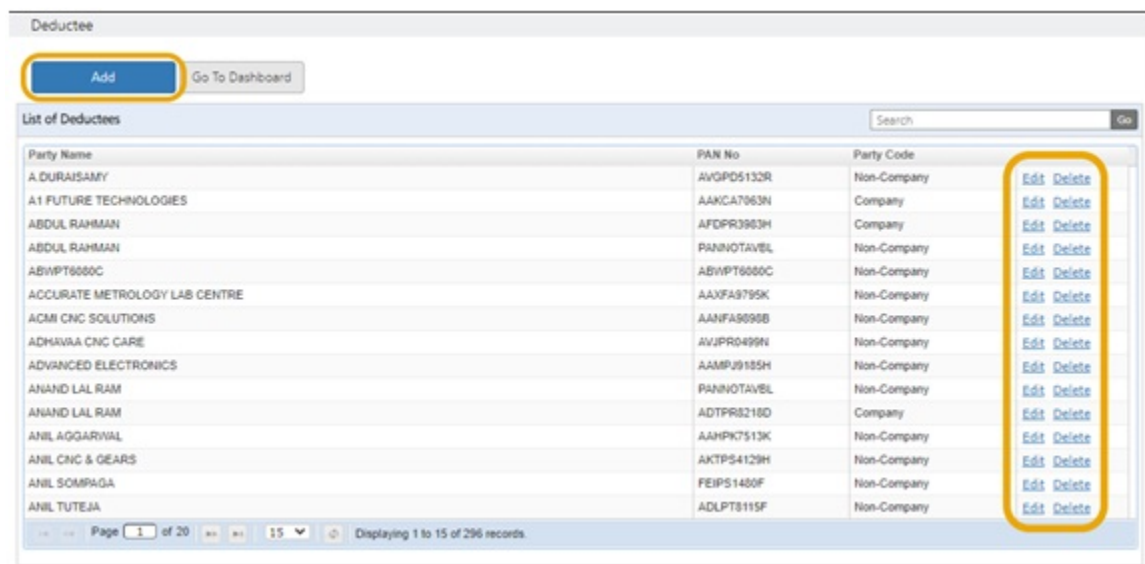


Figure 07 – Deductee

The following window appears :



Deductee -Setup

The list of all the deductees that has already been defined in the TDSMAN database is displayed here.

In order to add a new deductee, click on the **>Add<** button given at the top of the screen.

In order to edit the existing deductee data, click on the **>EDIT<** button given at the right side of the screen.

The entire deductee details screen is displayed and explained below:

The screenshot shows a web interface for creating a deductee. At the top, there's a header 'Deductee'. Below it, a section titled 'Create Deductee' contains several input fields. The first three fields are 'Deductee Name', 'Deductee PAN', and 'Deductee Code'. Below these, a note states 'The following fields are for Form 27Q exclusively'. This is followed by 'Email ID', 'Contact No.', 'Address', and 'Tax Identification Number'. At the bottom right of the form, there are two buttons: 'Save' (highlighted with a yellow border) and 'Cancel'.

Figure 03 – Deductee

The brief description of the fields is shown below:

- **Deductee Name (Mandatory)** – Enter the name of the deductee.
- **Deductee PAN (Mandatory)** – Enter the **PAN** of the deductee. In case the deductee is not having PAN then “**PANNOTAVBL**” meaning PAN not available, has to be entered.
- **Deductee Code (Mandatory)** – It has to be either 01 or 02. If deductee type is Company select 01 else if deductee type is non-company select 02.
- **Email ID** – Enter the e-mail address.
- **Contact Number** – Enter the mobile no.
- **Address** – Enter the address.
- **Tax Identification Number** – Enter your TIN Number

After entering all the required details, click on **>Save<**

Note: Address, Mobile and Email of the deductee is not submitted in the TDS return. This is required only to print the TDS Certificate through the software.

Delete Deductee

In order to **Delete** an existing deductee from the deductee list, click on the **>Delete<** button given at the right side of the screen:-

Non-Company	Edit Delete		
Company	Edit Delete		
Company	Edit Delete		

Edit/Delete Deductee

Note: A deductee cannot be deleted if it has been used to generate any Return.

4.3. Employee

In the **>Employee<** option, all the details of the employee, under a company, are stored. Once the employee is created in the setup, it will appear in the help window of the transaction module of Form 24Q. The user will just need to select the employee from the help window to populate the details of the employee in the required fields.

Note: Whenever a user enters a new employee in the transaction module, its master gets automatically created.

In order to access employee, Click on **>Employee<** under **>Setup<** option as displayed below:

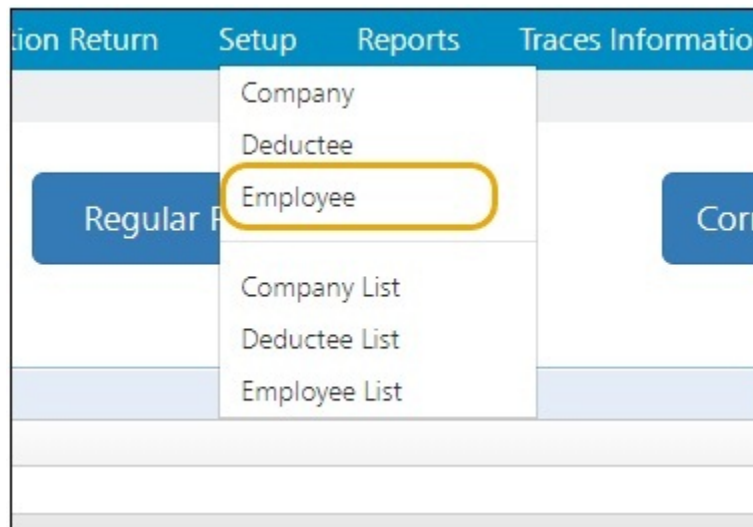


Figure 01 - Employee

The following screen appears:

Employee Name	PAN No	Category	Edit	Delete
AARTI OMPRAKASH TIWARI	AOGPT4379Q	W - Female	Edit	Delete
ABDUL RAHMAN	AFDPR3963H		Edit	Delete
ABHAS MISHRA	AHSPM1256H	G - General	Edit	Delete
ABHISHEK SINGH	FHPPS0159R	G - General	Edit	Delete
ABHISHEK SINGH	EHTPS0040G	G - General	Edit	Delete
ABID A MANSURI	AQOPM2741C	G - General	Edit	Delete
ADITYA R AYYAR	AYOPR4988N	G - General	Edit	Delete
AJAY PRAVINCHANDRA VYAS	AEBPV5464L	G - General	Edit	Delete
AJAYKUMAR N RAIWAL	AIFPR1731A	G - General	Edit	Delete
AJITSINH UKABHAI BARAD	BFTPB0476G	G - General	Edit	Delete
AKHILESH YADAV	AJUPY9874G	G - General	Edit	Delete
AKSHAY KUMAR	AQKPA2431R	G - General	Edit	Delete
AKSHAY JAYSUKHEHAI MODHA	EABPM2231N	G - General	Edit	Delete
ALPESH NATHABHAI KARENA	BESPK3696D	G - General	Edit	Delete
AMIT PRAVINBHAI SUDANI	AXEPS0293C	G - General	Edit	Delete

Page 1 of 40 | 15 | Displaying 1 to 15 of 587 records.

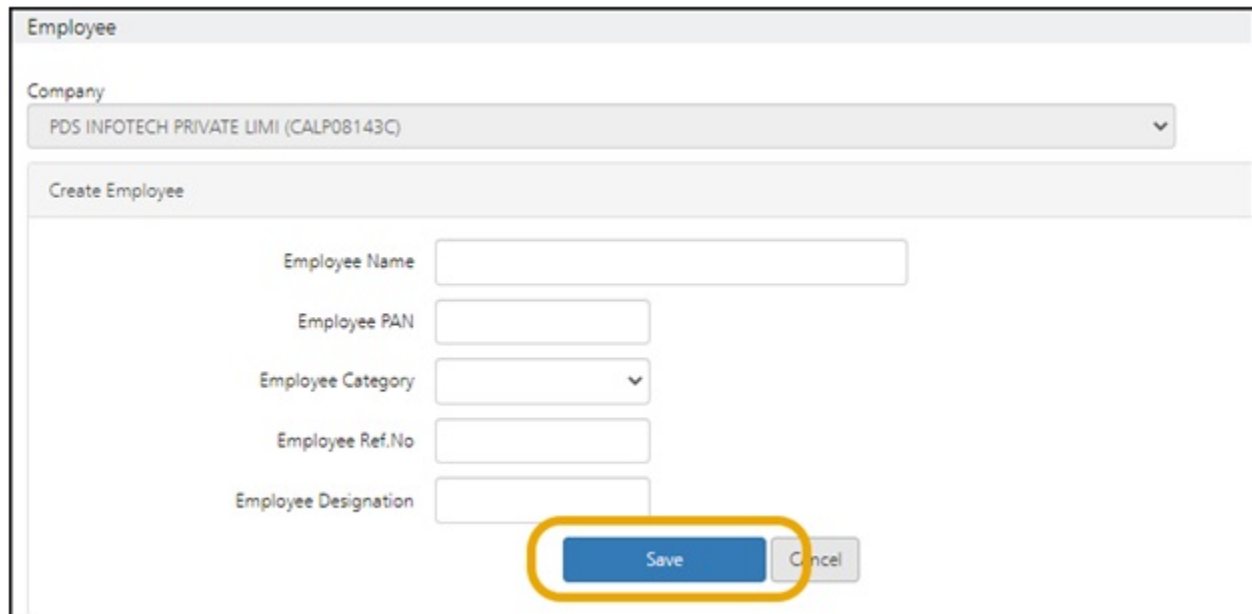
Figure 02 – Employee

The list of all the employees that has already been defined in the TDSMAN database is displayed here.

In order to add a new employee, click on the **>Add<** button given at the top of the screen.

In order to edit the existing employee data, click on the **>EDIT<** Button given at the right side of the screen.

The entire employee details screen is displayed and explained below:

*Figure 04 - Employee*

The above screen shows the following fields of employee information:

Employee Name (mandatory): Enter the name of the employee.

Employee PAN (mandatory): Enter the PAN No. of the employee.

Employee Category (mandatory): Select the category from the dropdown list provided.

Employee Ref. No.: Enter the company's reference no of the employee

Employee Designation: Enter the designation of the employee.

>Delete< an Employee -

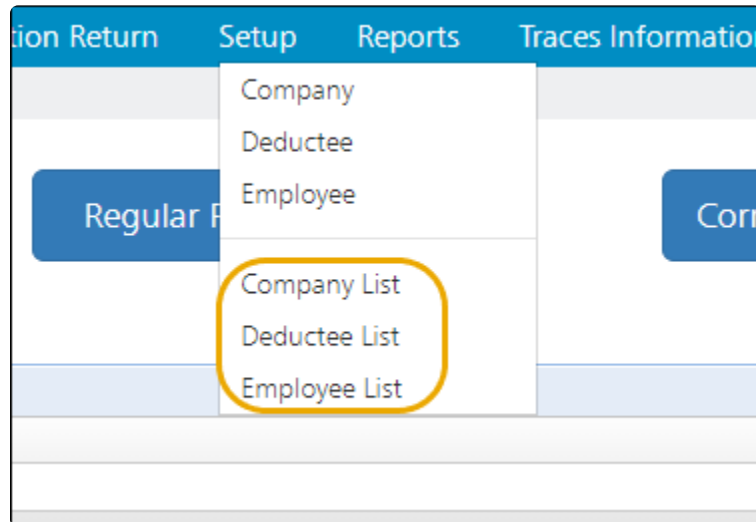
With the help of this option, user can '**Delete**' an existing employee from the List of Employees.

Non-Company	Edit Delete		
Company	Edit Delete		
Company	Edit Delete		

Edit/Delete Employees

4.3.1. Company / Deductee / Employee List

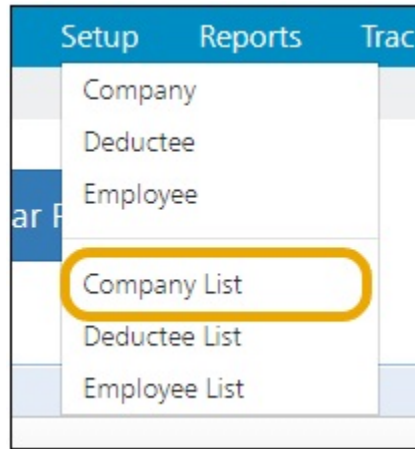
The complete list of all the company/ deductee/ employee can be viewed here.
In order to access it, click on and all the options will be displayed as below:



Company / Deductee / Employee List

4.4. Company List

The list of all the companies created in this software can be viewed by clicking on **>Setup<** and then **>Company List<** :-



Company List – Setup

The following will appear:

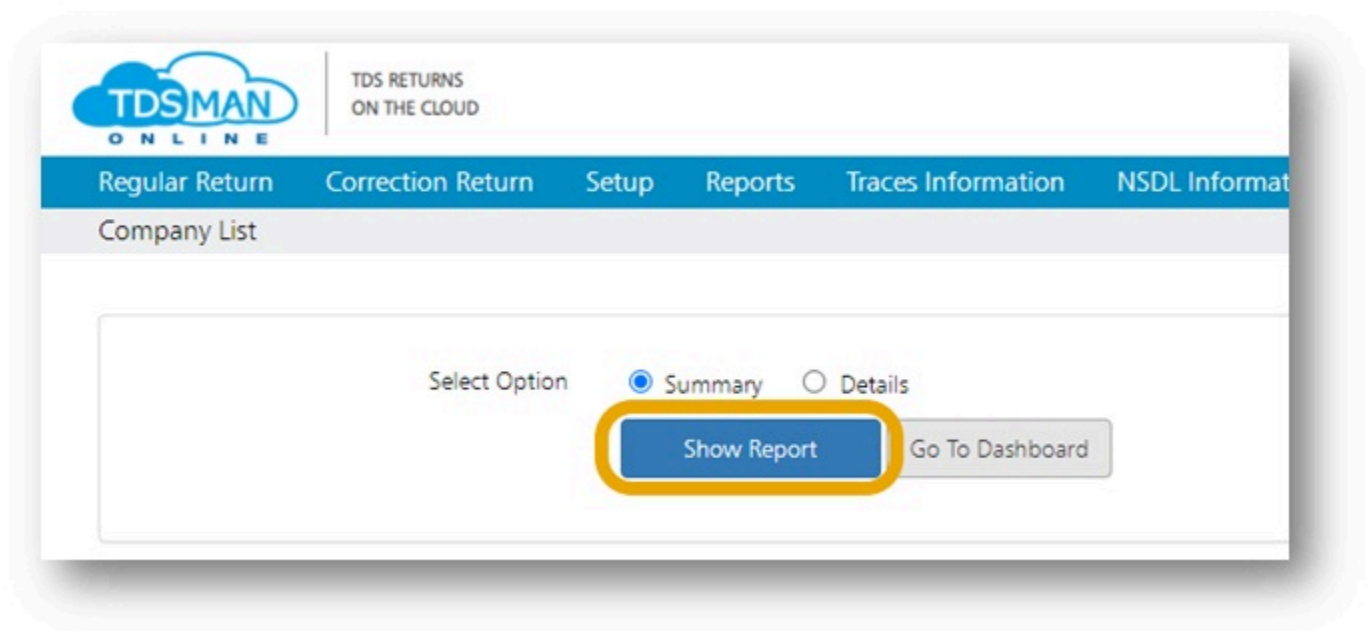


Figure 02 – Company List

The list of companies can displayed in 2 way :

Summary –Select this in order to get the list of companies with minimum information.

Details – Select this in order to get the list of companies with additional information.

Click on, **>Show Report<** . The report will be generated. The following is displayed below:

Company List			
Print Date : 23/03/2021		Page 1 of 1	
Srl No.	TAN	Pan	Company Name
1	CALA06011F	AAAAA5054H	AUTISM SOCIETY WEST BENGAL
2	MUMG13714B	AALCS4978H	GEBBS HEALTHCARE SOLUTIONS PRIVATE LIMITED
3	CALK05642A	AADCK1423B	KIG KRAFT TECH CONTAINERS PRIVATE LIMITED
4	PNEM08781D	AAALM0885B	Mira Bhayandar Municipal Corporation
5	CALP08143C	AAECP6176D	PDS INFOTECH PRIVATE LIM
6	KLPT01797F	AABCT3335M	RBL BANK LIMITED
7	BBNS04043E	AAOCS0708A	SGK INDIA INDUSTRIAL SERVICES PRIVATE LIMITED
8	HYDS39609D	AAGHS5438G	SHIV KUMAR MITTAL (HUF)
9	CALS00777A	AACT55644L	ST THOMAS SCHOOL
10	BRDT02745B	PANNOTREQD	TALUKA PANCHYAT SINGVAD
11	CALE00954C	AAATE0968K	THE EAST INDIA CHARITABLE TRUST
12	SRTT00587G	AABCT1183B	THEMIS MEDICARE LIMITED
13	BLRG12402F	AAACU0554G	UNION BANK OF INDIA

Company List – Summery

Find 1 of 1 100%

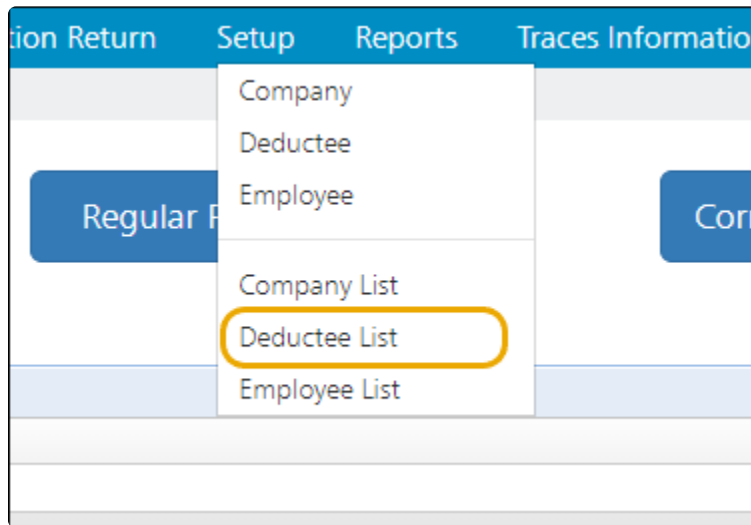
Company List											Page 1 of 1
Srl No.	TAN	Pan	Company Name	Person Name	GSTN No	Email	Phone No	Pr Phone No	Pr Mobile No	AIN No	Category
1	CALA06011F	AAAAA5054H	AUTISM SOCIETY WEST	INDRANI BASU	11CALP15144D1DW	autismsocietywb@gmail.com	033-6458157	033-6458157	9433183803		S
2	MUMG13714B	AALCS4978H	GEBBS HEALTHCARE	PRADEEP AGARWAL		pradeep.agarwal@geb	22-03948730	22-03948730	8879543099		K
3	CALK05642A	AADCK1423B	KIG KRAFT TECH	HEMANT KUMAR		kigkraft@gmail.com	-	-	9830044187		K
4	PNEM08781D	AAALM0885B	Mira Bhayandar Municipal	Akhao		mbrmcho@gmail.com	-228043542	-228043542			
5	CALP08143C	AAECP6176D	PDS INFOTECH PRIVATE LIMI	RANJAN GOENKA	19AAECP6176D129	info@pdsinfotech.com	033-2287550	033-2287550	9830086326		K
6	KLPT01797F	AABCT3335M	RBL BANK LIMITED	MAHESH		MAHESH.MUSLONDK	22-38715444	22-38715444	9833635085		M
7	BBNS04043E	AAOCS0708A	SGK INDIA INDUSTRIAL	GAJENDRA KABAT		accounts@sgkindia.co	674-2458111	674-2458111	9776612333		K
8	HYDS39609D	AAGHS5438G	SHIV KUMAR MITTAL (HUF)	SHIV KUMAR MITTAL		vineshynthetics@yahoo	40-40422181	40-40422181	4042218131		Q
9	CALS00777A	AACT55644L	ST THOMAS SCHOOL	SOURMENDRA NATH		wer@gmail.com	-	-	9830693517		T
10	BRDT02745B	PANNOTREQD	TALUKA PANCHYAT SINGVAD	RAMESH BHAI		murtuzaberniwala@	02673-22445	02673-22445	9998388154		N
11	CALE00954C	AAATE0968K	THE EAST INDIA CHARITABLE	CONRAD ALLISTER		eichertytrust@yahoo.c	033-2282229	033-2282229	9831245677		T
12	SRTT00587G	AABCT1183B	THEMIS MEDICARE LIMITED	MR. TUSHAR DALAL		a@GMAIL.COM	260-2222421	260-2227456	8422633387		K
13	BLRG12402F	AAACU0554G	UNION BANK OF INDIA	D S PAVAR		dspavar@unionbankof-	-	-	9830451464	1015346	S

Company List – Detailed

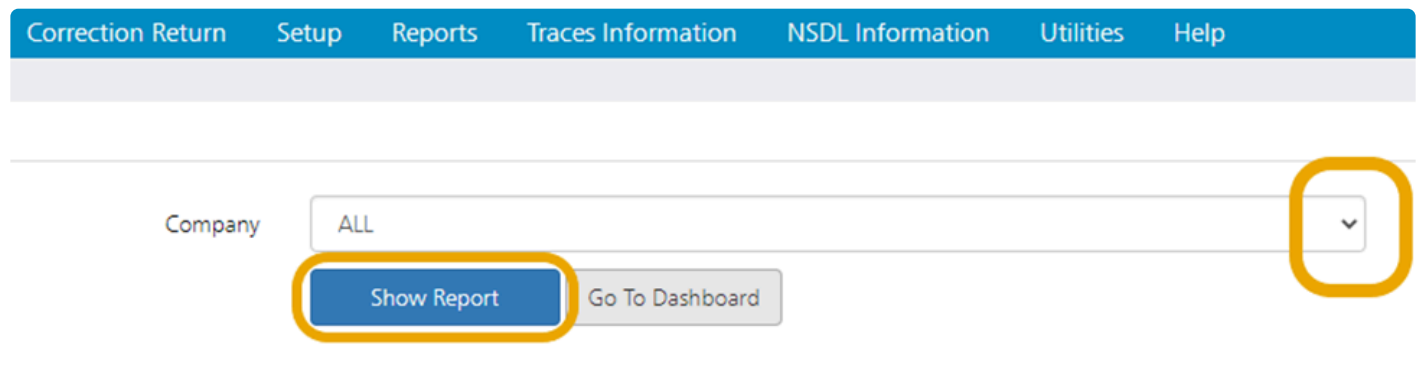
Once the report is generated, user can print, save or export the report.

4.5. Deductee List

The list of all the deductees created in this software can be viewed by clicking on and then :-



The following screen will appear:



The user can select either 'All' or a particular company for which the deductee list is required. Click on , the following report will be generated:-

Deductee List Report

Print Date: 23/03/2021 Page 1 of 22

Sr No	Pin	Deductee Name	Type
1	AVGPD8132R	A DURA/BAMY	NON-COMPANY
2	AAKCA7003N	A1 FUTURE TECHNOLOGIES	COMPANY
3	AFDPR3003H	ABDUL RAHMAN	COMPANY
4	RAVNOTAVBL	ABDUL RAHMAN	NON-COMPANY
5	ABVPT5000C	ABVPT5000C	NON-COMPANY
6	AAVPA2726K	ACCURATE METROLOGY LAB CENTRE	NON-COMPANY
7	AAVPA2002B	ACMI CNC SOLUTIONS	NON-COMPANY
8	AVUPR0400N	ADHAJIA CNC CARE	NON-COMPANY
9	AAVPU9105H	ADVANCED ELECTRONICS	NON-COMPANY
10	RAVNOTAVBL	ANAND LAL RAM	NON-COMPANY
11	ADTPR2100D	ANAND LAL RAM	COMPANY
12	AAHKT510K	ANIL AGGARWAL	NON-COMPANY
13	AKTPB4100H	ANIL CNC & GEARS	NON-COMPANY
14	FEIPB1480F	ANIL SOURAGA	NON-COMPANY

Deductee List Report

Print Date: 23/03/2021 Page 1 of 3

PDS INFOTECH PRIVATE LIM (CALP08143C)
TAN : CALP08143C
Deductee List

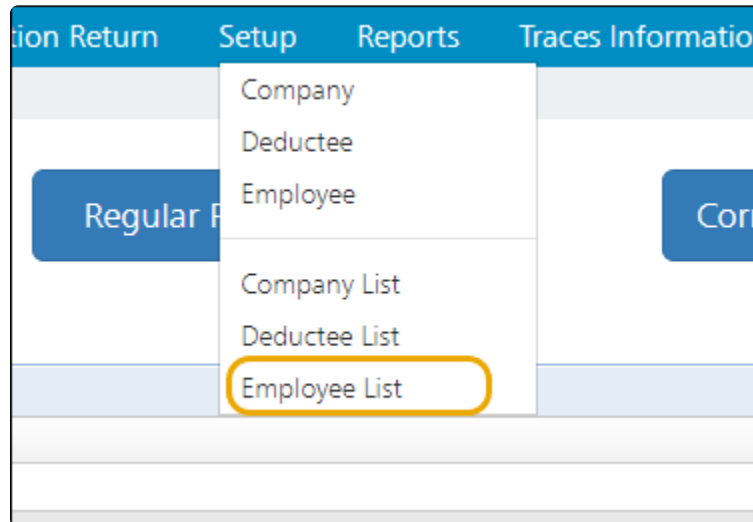
Sr No	Pan	Deductee Name	Type
1	AAKCA7083N	A1 FUTURE TECHNOLOGIES	COMPANY
2	AAHPK7513K	ANIL AGGARWAL	NON-COMPANY
3	ADLPT8115F	ANIL TUTEJA	NON-COMPANY
4	AAIMCA2213N	APRITHI/PLE INFOTEK PRIVATE LTD.	COMPANY
5	AAOPT7349C	ASHOK KUMAR TUTEJA	NON-COMPANY
6	AACHB5757K	BINDY KUMAR SONS	NON-COMPANY
7	AJUPV6330F	CAMPIGN LADDER MARKETING SERVICES	COMPANY
8	AABCC0270B	CHAKRESHVARI EXPORTS PVT. LTD.	COMPANY
9	AAINF01251F	DHARI INTERNATIONALS LLP	COMPANY
10	PABCO9005E	DIADEN TECHNOLOGIES PVT. LTD.	COMPANY
11	AABCO9005E	DIADEN TECHNOLOGIES PVT. LTD.	COMPANY
12	AAAAA1111A	DIADEN TECHNOLOGIES PVT. LTD.	COMPANY
13	AACCG0527D	GOOGLE INDIA PRIVATE LIMITED	COMPANY
14	AADFI9537E	INSTA INFOTECH	COMPANY

Once the report is generated, one can print, save and export the report.

4.6. Employee List

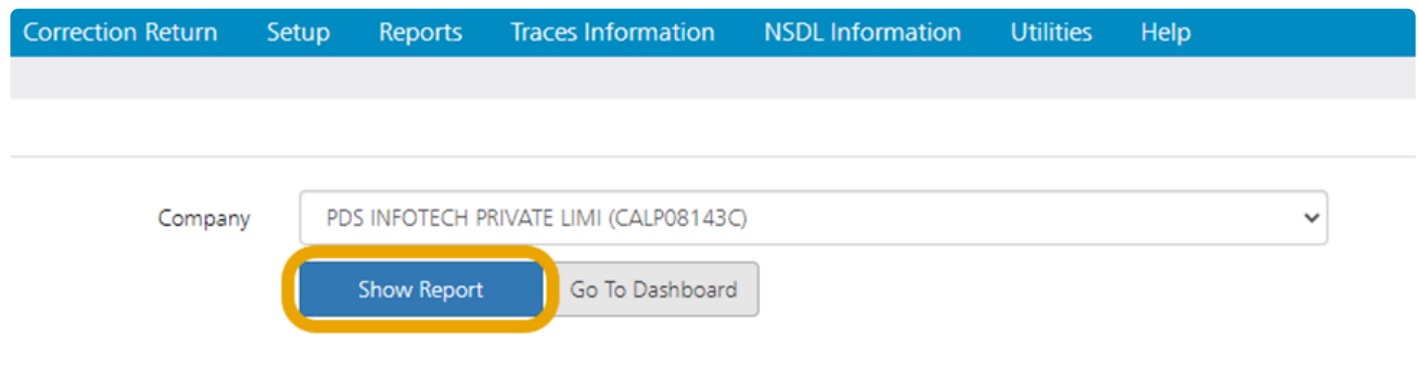
The list of all the employees for a selected company can be viewed through this report.

Click on under :



Employee List

The following screen will get displayed:-



Employee List - Show Report

Company – Select the company for which the employee list has to be generated.

Click on . The following is displayed below:

Employee List Report

Print Date : 23/03/2021

POB INFOTECH PRIVATE LIMIT
TAN : QALP081430
Employee List

Page 1 of 13

Gr1 No	Pan	Employee Name	Category	Ref No.	Designation
1	AQSF74579Q	AARTI CUPRAKASH TIWARI	W - Female		
2	AQDFR3263H	ABDUL RAHMAN	General		
3	AH8PM1255H	ABHAS MISHRA	General		
4	PHFP80159R	ABHISHEK SINGH	General		
5	BHTP8040Q	ABHISHEK SINGH	General		
6	AQCPM0741C	ABD A MANBURI	General		
7	AYQPR4263N	ADITYA R. AYIAR	General		
8	ABEPV5424L	AJAY PRAVINCHANDRA VIYAS	General		
9	AIFFR1731A	AJAY KUMAR N RAJAL	General		
10	BFTP80470G	AJITSINH UKASHAI BARAD	General		
11	AJUPV2674G	AKHILESH YADAV	General		
12	AQKPA2431R	AKSHAY KUMAR	General		
13	BABPM2231N	AKSHAY JAYSHUKHBHAI MODHA	General		
14	BEPK3020D	ALPESH NATHASHAI KARBHA	General		
15	AKEP80222C	AMIT PRAVINBHAI SUDANI	General		
16	AAPPO4037Q	AMIT VAJSHI COEDARA	General		
17	ANDPPT594G	AMITYA RAJUAN RANDA	General		
18	COXPR1265H	AMOL MUKUND RATHOD	General		
19	QIPRM7251H	ANAND HTESHKUMAR MANDALIYA	General		
20	ADTPR8218D	ANAND LAL RAU	General		
21	ABZFJ2433J	ANANT DAVASHANKAR JOSHI	General		
22	AKIIPK3651M	ANIL KUMAR	General		
23	ABOPR8215E	ANIL KUMAR B RANA	General		
24	AQIIPC8310J	ANIL NAGANISHAI CHAUHAN	General		
25	AADPC0712N	ANIL MALDE COEDRA	General		
26	ACBP01124C	ANIL KUMAR G QADHER	General		
27	ABOPR8337Q	ANIMESH SINGH RATHORE	General		
28	AIAPR2175D	ANKUT VASANTTEHAI RATHATHA	General		
29	AKPPQ2265H	ANKURKUMAR H BOOHANI	General		
30	BLJPS3555Q	ANUP SHARMA	General		
31	ABEPL3254D	ARFANA S SHAH	W - Female		
32	BL8PT2152Q	ARPIT TIWARI	General		
33	ADLPS0270S	ARUNKUMAR SINGH	General		
34	ABYPU8110N	ARUNKUMAR N JOSHI	General		
35	ABYPU8111P	ARVINDSINH N JADEJA	General		
36	BOPPC4268L	ASHISH DASHI	General		
37	ARZPJ7023H	ASHISH MANISHANKAR JOSHI	General		
38	BUDPK5000N	ASHUTOSH KAKKAD	General		
39	AQUP81307R	ASHOK G BARODARA	General		
40	AQVPR3135P	ASHOK KRISHNAKANT PATHAK	General		
41	ABINPS2068D	ASHOK KUMAR U BAWANIA	General		
42	AQHPS3035A	ASHWANI KUMAR	General		
43	ACAPD6553B	ATUL T DAVE	General		
44	ADAPU7368L	AVINASH MORE	General		
45	ATEPS2630H	AYUSH KUMAR BISBA	General		
46	DEKPK0218E	AYUSH VJAY KUMAR	General		
47	AQPP72171L	BABULESH TIWARI	General		
48	AQGPS3333B	BACHU V KADACHHA	General		

Employee List - Report

Once the report is generated, one can print, save & export the report.

5. Regular Return

To file the return you will have to select a particular form under which the return will be prepared. Basically there are four forms that can be selected. These four Forms are explained in section 4.1

There are three broad steps required for the preparation of the file for returns. They are as following:

- i. Selection of Parameters for filing the Returns
- ii. Challan and Deductee Entry
- iii. Generation of Returns

We shall discuss in details about all the steps mentioned above, over the subsequent sections.

As Form 26Q is most popularly used, the same is being used to explain the operational procedure.

5.1. Regular Return – Form 26Q

From the Dashboard, select or one of the Returns which is already under process. To file the Regular Return, click on **Regular Return** from the main options menu (Dashboard), or the user can use the shortcut option for **Regular Return** directly from the dashboard, as displayed below: (Shortcut options can only be found in the dashboard only)

The screenshot displays the TDSMAN Online interface. At the top, the logo 'TDSMAN ONLINE' is shown next to the text 'TDS RETURNS ON THE CLOUD'. Below this is a navigation bar with several options: 'Regular Return', 'Correction Return', 'Setup', 'Reports', 'Traces Information', and 'NSDL Information'. The 'Regular Return' option is highlighted with a yellow box. Below the navigation bar is a 'Dashboard' section. In the center of the dashboard, there are two buttons: 'Regular Return' and 'Correction Return'. The 'Regular Return' button is highlighted with a yellow box. Below the dashboard, there is a table titled 'Returns under Process'. The table has a header row with 'Company' and a search bar. Below the header, there are five rows of data, each with a number and a company name followed by a TDS code in parentheses. The data is as follows:

	Company
1	AUTISM SOCIETY WEST BENGAL (CALA06011F)
2	AUTISM SOCIETY WEST BENGAL (CALA06011F)
3	TALUKA PANCHYAT SINGVAD (BRDT02745B)
4	RBL BANK LIMITED (KLPT01797F)
5	AUTISM SOCIETY WEST BENGAL (CALA06011F)

At the bottom of the table, there is a pagination bar showing 'Page 1 of 9', a dropdown menu set to '5', and the text 'Displaying 1 to 5 of 45 records.'

Regular Return - Form 26Q

The following screen appears:


[Regular Return](#) [Correction Return](#) [Setup](#) [Reports](#) [Traces Information](#) [NSDL Information](#) [Utilities](#) [Help](#)

Prepare TDS Return

Company

PDS INFOTECH PRIVATE LIM (CALP08143Q)

FA Year

2022-23

Quarter

Q4

Form No.

26Q

Last Updated on: 15/07/2023

Summary

Challan		Deductee		
Records	Amount	Records	Amount Paid	TDS Deducted
3	2,82,974.00	42	38,14,142.44	2,82,974.00

Proceed

Go To Dashboard

Regular Return - Form 26Q - Step 1

Company – Select the Company for which the return has to be filed..

Financial Year – Select the Financial Year for which the return has to be filed.

Quarter – Select the Quarter for which the return has to be filed.

Form no. – Select the Form No. for which the return has to be filed. In this case, Form 26Q is selected.

click on **Proceed** to go further, as shown below:

Regional Return

Correction Return

Setup

Reports

Access Information

TDS Information

Guides

Help

FINANCE BACK

Prepare TDS Return

PDS INFOTECH PRIVATE LIMITEE (CALP08143C)

FA Year: 2022-23

Quarter: Q4

Form No: 26Q

< Back

Step 1: Add / Modify Entries

Add Challan & Deductee

Add Data Using Excel

Step 2: Check Errors in Return

Predict Defaults

Step 3: Generate Return

Generate TDS Return

Step 4: Download Report

Download

Step 5: Save your Filing Detail

Save Filing Detail

Step 6: Online Filing of Return

Online Filing Return

Step 7: Online Challan Verification

Verify Challans

Import Challans

Regular Return - Form 26Q - Step 2

After proceeding, the above screen will appear. Here, we briefly explain the different steps that are involved in preparing and generating the return.

The screen will show 5 options as displayed above. These options are:

Step 1: Add / Modify Entries – in this option, the user can add new Challan details and deductee data. If the data is already given, the user can also modify the existing Challan & Deductee data in this step. There are two options provided under step 1. The options are:

- **Add Challan & Deductee** – The Challan details & the corresponding deductions are to be manually entered here.
- **Add Data Using Excel** – Apart from manual effort, this whole data can also be imported, through Excel Sheets, using this option.

Step 2: Check Errors in Return – Once the data is in place, it is a healthy practice to check for any possible error, which may lead to error notices from the IT department. Using 'Predict Default' option, the user can check for errors and defaults in the data.

Step 3: Generate return – By clicking on this option, the user can generate the TDS Return in electronic format, which has to be submitted to the IT department.

Step 4: Download Report – This option provides the detailed list of Challans & Deductees for the TDS return as per the manual format of the IT department. This can be printed for record-keeping purposes.

Step 5: Save your Filing Detail – Once the TDS return has been filed, one can update the filing information using this option. This would be useful in case of any correction is required to be made in the future.

Step 6: Online Filing of Return – Once the FVU file is ready, you have the option to file it online.

Step7: Online Challan Verification

- **Verify Challan** – All challans entered in Return, through this option, may be verified with the IT Department's data.
- **Import Challan** – Instead of entering data manually or from the Excel Import, it may directly be imported from the IT Department.

5.2. Add Challan & Deductee

TDS Returns prepared by providing information of tax deposited through payment Challans and corresponding breakup of deduction from the salary of the employees. Make sure that **Company Name**, **Quarter**, **Financial year** & **Form No.** for which the return is being processed, is properly placed and visible in the screen, above of where all the steps are shown(refer to fig- 03 Regular Return).

Click on <"Add Challan & Deductee"> option:

TECH PRIVATE LIM (CALP08143C) FA Year: 2020-21 Quarter: Q2 Form No: 26Q

Step 1: Add / Modify Entries

Add Challan & Deductee Add Data Using Excel

The following screen will be displayed:

Prepare TDS Return - Challan

PDS INFOTECH PRIVATE LIM (CALP08143C) FA Year: 2020-21 Quarter: Q2 Form No: 26Q < Back

Add Challan Record

Date of Payment [410] 25/02/2021

BSR Code [408]

Challan No. [409]

TDS [402] 0

Interest [403] 0

Fee [404] 0

Total [406] 0

Minor Head [411] 200 - TDS paye

☐ Show All Columns

Save Cancel

List of Challans Search Go Advanced Search

Click on "Sl. No." in the grid below to Add / Modify Deductees

Sl. No.	Challan No.	Deposit Date	BSR Code	Tax	Deductee Total	Diff.	
1	28878	08/08/2020	0510308	23978.00	6000.00	17978.00	Edit Delete

Page 1 of 1 15 Displaying 1 to 1 of 1 records.

In this section we concentrate on entering and maintaining all the Challan records, which have to be submitted. On the left section of the screen, Challan details needs to be entered.

As above screen you have to enter the followings:

- **Date of Payment**
- **BSR Code**
- **Challan No.**
- **TDS**

- **Interest (Optional)**
- **Fee (Optional)**
- **Total**
- **Minor Head**

After entering the details, click on **Save** and the records will be saved, and the new challan with new records will be added and displayed in the '**list of Challans**' section. To enter the corresponding detail of employee deductions against each Challan, Click on **SL NO** as displayed below:

Prepare TDS Return - Challan

PDS INFOTECH PRIVATE LIM (CALP08143C) FA Year: 2020-21 Quarter: Q2 Form No: 26Q < Back

Add Challan Record

Date of Payment [410] 25/02/2021

BSR Code [408]

Challan No. [409]

TDS [402] 0

List of Challans Search Go Advanced Search

Click on "SL. No." in the grid below to Add / Modify Deductees

SL. No.	Challan No.	Deposit Date	BSR Code	Tax	Deductee Total	Diff.	
1	26878	08/08/2020	0510308	23976.00	6000.00	17976.00	Edit Delete

After clicking on '**SL No**' The following screen will appear:

Prepare TDS Return - Deductee Details

PDS INFOTECH PRIVATE LIM (CALP08143C) FA Year: 2020-21 Quarter: Q2 Form No: 26Q < Back

Add Deductee Record

Deductee Name[416]

PAN [415]

Code [414] 01-Company

Section [417]

Payment Date [418] DD/MM/YYYY

Deducted Date [422] DD/MM/YYYY

Amount of Payment [419] 0.00

Rate [423] 0.0000 %

Income Tax 0.00

Total [422] 0.00

Tax Deposited [420] 0.00

Remarks [425] Normal

Certificate No. [425]

☐ Show All Columns

Save Cancel

Challan Date: 06/08/2020 | Amount: 23976.00 | No.: 26878 Challan Serial No. 1

Deductees	Income Tax	Surcharge	Cess	Total	Difference
3	6000.00	0.00	0.00	6000.00	17976.00

Deductee Details Search Go Advanced Search

Sl.	PAN No.	Party Name	Section	Amount	Date	Total	Tax Dep.	
1	AKCPT8779R	R K INFOMEDIA	194J(b)	10000.00	08/07/2020	750.00	750.00	Edit Delete
2	ABSF8845A	STRATUS MANAGEM...	194J(b)	50000.00	08/07/2020	3750.00	3750.00	Edit Delete
3	AYHPG9431G	PIYALI GANGULY	194J(b)	20000.00	08/07/2020	1500.00	1500.00	Edit Delete

Page 1 of 1 15 Displaying 1 to 3 of 3 records.

Now provide the Tax deduction details of the employees, corresponding to the selected payment Challan. The following employee details have to be entered: (refer to fig – 06 Regular Return)

- **Employee Name**
- **PAN**
- **Code (Company/Non company)**
- **Section No.**
- **Date of Payment**
- **Amount**
- **Tax Deducted**

The details of the Challan will get displayed in the right section of the screen.

After entering the details, click on **Save** to save the records. (refer to fig – 06 Regular Return). Similarly you can keep adding employees.

5.3. Modify a Challan

In order to modify a challan, select the challan, you need to modify, from the right panel with the help of the mouse. Either **double click** on this entry or click on the **Edit** button. The left panel will display details of the selected entry, which can now be modified and saved again.

Regular Return Correction Return Setup Reports Traces Information NSDL Information Utilities Help Hi Subhankar Basu

Prepare TDS Return - Challan

PDS INFOTECH PRIVATE LIMITED (DELS65039C) FA Year: 2022-23 Quarter: Q2 Form No: 26Q < Back

Add Challan Record

Date of Payment [410] 29/11/2023

BSR Code [408]

Challan No. [409]

TDS [402] 0

Interest [403] 0

Fee [404] 0

Total [406] 0

Minor Head [411] 200 - TDS paye

☐ Show All Columns

Save Cancel

List of Challans Search Go Advanced Search

Click on 'Sl. No.' in the grid below to Add / Modify Deductees

Sl. No.	Challan No.	Deposit Date	BSR Code	Tax	Deductee Total	Diff.	
1	1234	01/07/2022	8987854	3000.00	0.00	3000.00	Edit Delete

Page 1 of 1 15 Displaying 1 to 1 of 1 records.

Edit Challan

Note: When a challan details is shown in modify mode, you will be able to see two additional fields viz. '**Interest (Allocated)**' and '**Others (Allocated)**'. By default the amount entered in interest and others fields are copied to allocated fields as well. The default values can be changed in this modify mode.

5.3.1. Delete a Challan

In order to delete a challan, select the challan you need to delete, from the right panel with the help of the mouse. After selecting the record click on **Delete** button, then after seeking your confirmation, the selected record will be deleted.

The screenshot shows the 'Prepare TDS Return - Challan' interface. The top navigation bar includes links for Regular Return, Correction Return, Setup, Reports, Traces Information, NSDL Information, Utilities, and Help. The user is logged in as 'Hi Subhankar Basu'. The main header displays 'PDS INFOTECH PRIVATE LIMITED (DELS65039C)', 'FA Year: 2022-23', 'Quarter: Q2', and 'Form No: 26Q'. A '< Back' button is present.

On the left, the 'Add Challan Record' panel contains the following fields:

- Date of Payment [410]: 29/11/2023
- BSR Code [408]:
- Challan No. [409]:
- TDS [402]: 0
- Interest [403]: 0
- Fee [404]: 0
- Total [406]: 0
- Minor Head [411]: 200 - TDS paye
- ☐ Show All Columns

At the bottom of this panel are 'Save' and 'Cancel' buttons.

On the right, the 'List of Challans' panel features a search bar and an 'Advanced Search' link. Below the header, a message states: 'Click on "Sl. No." in the grid below to Add / Modify Deductees'. The table below contains one record:

Sl. No.	Challan No.	Deposit Date	BSR Code	Tax	Deductee Total	Diff.	
<u>1</u>	1234	01/07/2022	8987854	3000.00	0.00	3000.00	Edit Delete

The 'Delete' button for the first record is highlighted with a yellow box. At the bottom of the panel, there is a pagination bar showing 'Page 1 of 1', '15' records per page, and 'Displaying 1 to 1 of 1 records'.

Delete challan

Note: Whenever a challan is deleted, then all the deductees present in that challan will also subsequently get deleted.

5.4. Add Data Using Excel

TDS data can be prepared in Excel Sheets and then imported into the system. This would save effort in entering data through formats of the software interface. Click on **Add Data using Excel**:

The following screen will get displayed:

PDS INFOTECH PRIVATE LIMI (CALP08143C)

Challan & Deductee Details upload from Excel

Step 1 of 2:

Import Type:

☒ New / Replace existing data ☐ Add to the existing data

Note! In excel challan serial no. should start from 1

Import Data From Excel Download Excel Format

The user can either add completely new data or replace the existing data with new one, by selecting the option **New / replace existing data**

Import Type:

☒ New / Replace existing data ☐ Add to the existing data

Note! In excel challan serial no. should start from 1

User can also make data addition to the existing data, by selecting the option **Add to the existing data**

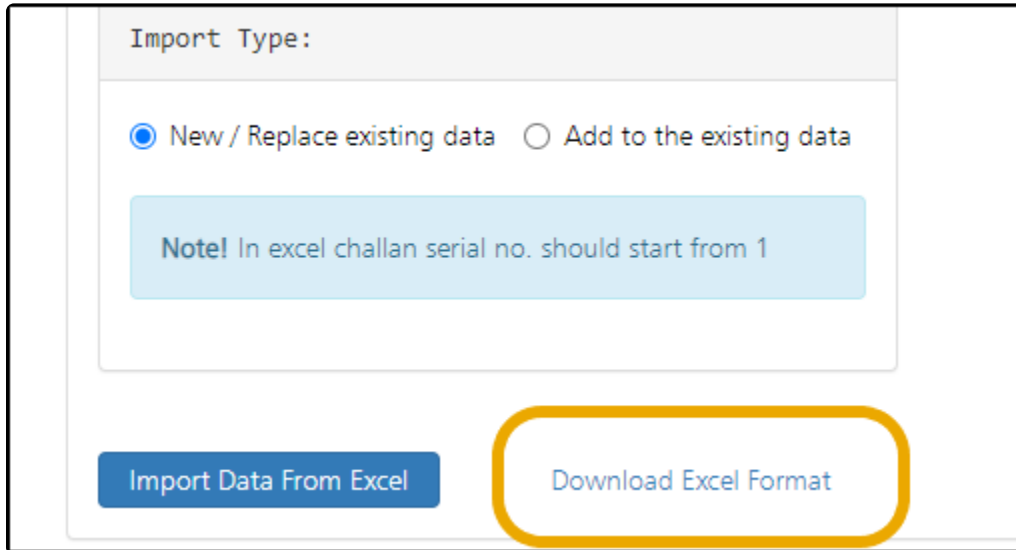
Import Type:

☒ New / Replace existing data ☐ Add to the existing data

Note! In excel challan serial no. should start from 1

5.4.1. Download Excel Format

TDS data needs to be provided in structured Excel format. In case the format is not available, this needs to be downloaded from **Download Excel Format** option.



Import Type:

☒ New / Replace existing data ☐ Add to the existing data

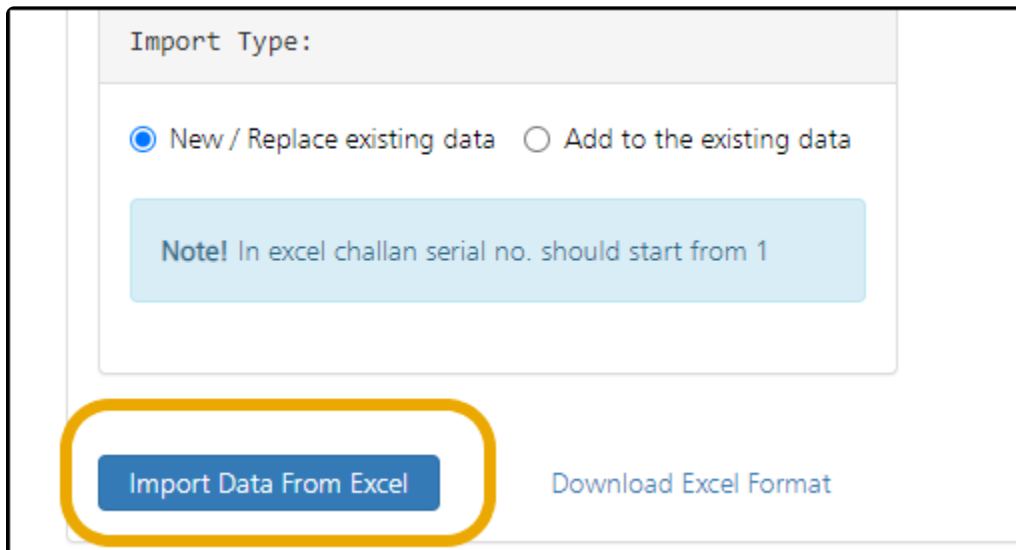
Note! In excel challan serial no. should start from 1

Import Data From Excel Download Excel Format

After downloading the Excel format, the Challan and deductee details have to be entered in the worksheet. It is recommended that after entering the data in the downloaded excel sheet, **'Save'** the data with a different file name so that the original empty excel sheet can be reused for other returns.

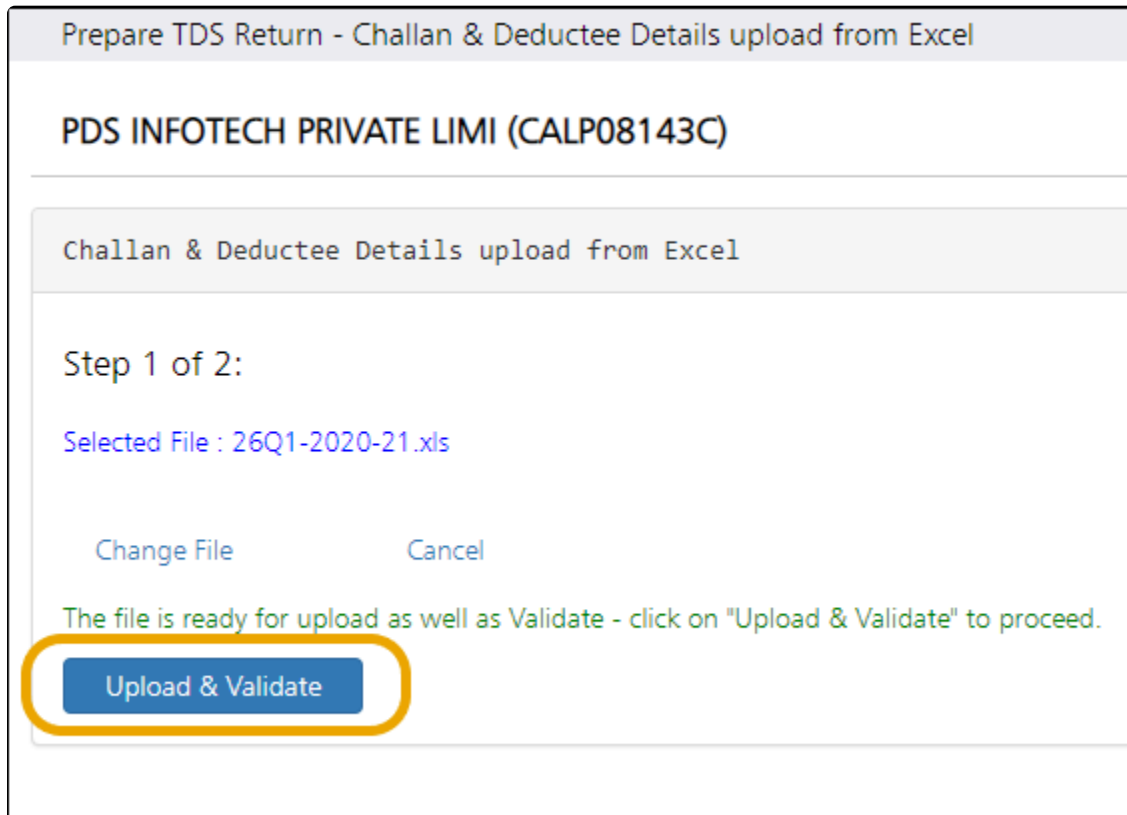
5.4.1.1. Import Data from Excel

To import the data from excel file, Click on '**Import Data from Excel**'.



Regular Return - Import Data

After uploading the Excel Data, click on **Upload & Validate** button to upload the data in the system. (Please ensure proper format of excel file is used, otherwise it will display error) Following is displayed below:



Regular Return - Upload and validate

5.5. Predict Defaults

Each filed TDS Return, is processed by the Income tax department to check for any irregularity or defaults. '**Predict defaults**' is a diagnostic tool to determine the possible errors & defaults in advance for taking corrective measures, before filing TDS Return

i. **Short Deduction** – These are the errors, related to lower tax deduction for a deductee, which is determined on the basis of PAN, Section and remarks.

ii. **Late payment** –Default owing to Late Payment is delayed deposit of TDS to the IT department either through Challans or Book Entry. This error normally attracts interest.


iii. **Late Deduction** – This implies that, the delay in deduction of tax as per the provisions. Typically, this attracts interest based on the date on which, tax was to be deducted and actual date of deduction.

This will also calculate Late Fee for filing the return. Select **Predict Defaults** option



Step 2: Check Errors in Return	Predict Defaults
--------------------------------	------------------

Predict Default

The following screen will appear:



TDS RETURNS
ON THE CLOUD

 help@tdsmanonline.com
 +91 98308 69690

Credits: Rs. 4,721 | My Account

Regular Return | Correction Return | Setup | Reports | Traces Information | NSDL Information | Utilities | Help

Hi RAHUL BANERJEE

Prepare TDS Return - Predict Defaults

PDS INFOTECH PRIVATE LIM (CALP08143C)
FA Year: 2020-21
Quarter: Q3
Form No: 26Q
Back

Return Summary	Total Challan 7	Amount 166554.00	Total Deductee 32	Amount Paid 1050145.00	Total TDS 59657.00
----------------	--------------------	---------------------	----------------------	---------------------------	-----------------------

Short Deduction	Late Payment	Late Deduction	Late Filing	Challan Check
✗	✗	✗	✗	✗
1 nos Total: (₹) 1553.00	2 nos Interest: (₹) 364.69 Interest Paid: (₹) 0.00	1 nos Interest: (₹) 15.00 Interest Paid: (₹) 0.00	Date to be filed DD/MM/YYYY go Penalty: (₹) 0.00	Checked on: 12/03/2021 Total: 7 Ok: 6
View	View	View	View	View

Challan Sl.	Deductee Sl.	PAN	Deductee Name	Amount	TDS Deposited	Deduction Date	Due Date	Deposit Date	Delay in Month	Interest @ 1.5%
6	5	AAHPK7513K	ANIL AGGARWAL	22470.00	1685.00	11/10/2020	07/11/2020	07/12/2020	3	75.83
6	6	AABCC2790B	CHAKRESHWARI EXPORTS P...	85680.00	6419.00	10/10/2020	07/11/2020	07/12/2020	3	288.86

Total Interest (Late Payment : 364.69 + Late Deduction : 15.00) 379.69 Interest amount reported 0.00 Interest payable 379.69

Predict Default

As above screen, by clicking the **View** button, user can see all the possible defaults he made, while generating the return. If any error is visible, the user needs to take corrective actions and update the TDS data accordingly.

Challan Check – For Security reasons, ‘**Captcha**’ code has to be entered while checking the **Challan details** . Then click on **Recheck** to check on possible error in your return.

Following is displayed below:

PDS INFOTECH PRIVATE LIM (CALP08143C) FA Year: 2020-21 Quarter: Q3 Form No: 26Q [Back](#)


Return Summary	Total Challan 7	Amount 166554.00	Total Deductee 32	Amount Paid 1050145.00	Total TDS 59657.00
----------------	--------------------	---------------------	----------------------	---------------------------	-----------------------

Short Deduction	Late Payment	Late Deduction	Late Filing	Challan Check
✗	✗	✗	✗	✕
1 nos Total: (₹) 1553.00	2 nos Interest: (₹) 364.69 Interest Paid: (₹) 0.00	1 nos Interest: (₹) 15.00 Interest Paid: (₹) 0.00	Date to be filed DD/MM/YYYY <input type="text"/> go Penalty: (₹) 0.00	Checked on: 12/03/2021 Total: 7 Ok: 6
View	View	View	View	View

Sl.	Challan No.	Deposit Date	BSR Code	Tax	Deductee Total	Difference	Status
1	51299	04/06/2020	0510308	32930.00	143.00	32787.00	Record Not Found
2	50098	06/07/2020	0510308	21194.00	4288.00	16926.00	Amount Matched
3	12484	27/04/2020	0510308	40000.00	3105.00	36895.00	Amount Matched
4	28878	08/08/2020	0510308	23976.00	3688.00	20288.00	Amount Matched
5	23528	05/11/2020	0510308	14818.00	14818.00	0.00	Amount Matched

Page 1 of 2 5 Displaying 1 to 5 of 7 records.

Total Records: 7 Amount Matched 6 Amount Unmatched 1 Not Verified 0

Captcha Code  [Recheck](#)

Predict Default


In case of first attempt of checking defaults in Challan, **Start verifying** option will be visible instead of **Recheck**

Following is displayed below:

Sl.	Challan No.	Deposit Date	BSR Code	Tax	Deductee Total	Difference	Status
1	54124	13/11/2020	0000144	5000.00	38.00	4962.00	
2	45841	07/11/2020	0000144	5000.00	0.00	5000.00	
3	12457	07/11/2020	0000144	3000.00	0.00	3000.00	
4	54215	07/11/2020	0000144	5000.00	0.00	5000.00	
5	51245	07/11/2020	0000144	2000.00	0.00	2000.00	

Page 1 of 2 5 Displaying 1 to 5 of 7 records.

Total Records: 7 Amount Matched 0 Amount Unmatched 0 Not Verified 7

Captcha Code  [Start Verifying](#)

Predict Default - Challan Check (1st attempt)

5.6. Generate TDS Return

Once the Challan & Deductee details (and also Salary Details in Form 24Q – Q4) have been entered, the user can generate the TDS / TCS Return. Click on the **Generate Return** option:

Step 3: Generate Return

Generate TDS Return

Generate Return

The following screen appears:

Prepare TDS Return - Generate Return

PDS INFOTECH PRIVATE LIM (CALP08143C)

FA Year: 2022-23

Quarter: Q4

Form No: 26Q

< Back

Generate Return

Return Information

Has regular return filed for 26Q earlier?

No

Token No. of previous regular return (26Q) earlier

☒ No change in address

Options for CSI file:

☐ Income Tax Password

☐ Income Tax OTP

☐ Upload CSI Manually

Charges

This return has been last generated on 28/08/2023 at 04:51 PM

Total No. of Deductees / Employees : 42

Cost of TDS Return generation : Rs. 499 ([Help for Rate](#))

Less: Already charged : Rs. 499

Net Cost : Rs. 0

Return Summary

Challan		Deductee		
Nos.	Amount	Nos.	Amount Paid	TDS Deducted
3	2,82,974	42	38,14,142.44	2,82,974

Create TDS Return (FVU file)

Activate Windows

Go to Settings to activate W

Generate TDS Returns

In the above screen, under the '**Return Information**' section, specify the **Token No.** of previously filed return if there is any. Check the box for **No change in address** . In case of any changes in address of the company or the responsible person, the user has to '**Uncheck**' the box and it must be specified.

The process of Generating TDS Return includes validating the Challan data and CSI file, provided by the Income Tax department.

The user needs to provide the CSI file through one of the following options:

- **Income Tax Password**
- **Income Tax OTP**

- **Upload CSI Manually**

Charges will be displayed for generating the TDS return, this cost will be adjusted with the Credit amount or one have to pay the sum amount, before the return can be generated

Click on **Create TDS Return (FVU File)** to generate the return.

Once the return is generated, one can download the **ZIP File** , containing the TDS FVU file. **Form 27A** can also be viewed and printed from here. A copy of ZIP with all the relevant files will also be sent over email. User can make offline submission of the return by taking print out of the FVU file or by using a pen drive as well. User can also submit the return through online, by uploading the FVU file to the **Income Tax portal**.

5.7. Download Report

The user can download the Return report in PDF format, using this option. Following is displayed:



5.8. Save Filing Details

The user can save their Return filing details using this option. Click on '**Save Filing Detail**'

Step 5: Save your Filing Detail

Save Filing Detail

Save Filing Details

Following screen will appear:

Save filing details

Token No.

Date of Filing

DD/MM/YYYY

Receipt No.

|

Save

Save Filing Details

Enter the '**Token No.**' '**Date of Filing**' & '**receipt No.**' * and click on '**Save**'. The details of your generated return will be saved in the system.

5.9. Online Filing of Return

Online Submission of TDS Returns through 'Aadhaar' authentication

The Income Tax Department now also offers a facility to upload the FVU (after achieving in ZIP format) directly through their e-filing facility.

Following are the steps for submission through 'Aadhaar' authentication:

Click on **>Online Filing of Return<** under **>NSDL Information<**

The following screen will appear:

Online Submission of TDS Returns through 'Aadhaar' authentication

The Income Tax Department now also offers a facility to upload the FVU (after achieving in ZIP format) directly through their e-filing facility.
Steps for submission through 'Aadhaar' authentication:

1. Login to the www.incometaxindiaefiling.gov.in for the TAN
2. From the top 'Menu' select 'TDS – Upload TDS'
3. On the form, select the latest FVU version followed by the applicable Financial Year, Form No., Quarter & Upload Type (Regular / Correction)
4. Click on 'Validate' button
5. On successful validation, now 'Upload' the FVU file achieved in ZIP format
6. Proceed with 'Click here to e-Verify'
7. Select the 'Aadhaar' authentication option
8. OTP will be sent to the registered mobile number which needs to be entered
9. Proceed with the other instructions and print the 'Acknowledgement'

For any assistance on e-filing, please contact the helpline of the Income Tax Department.

Important: The original system for submission to the TIN-FC continues to remain same

NSDL Information

In order to proceed, click on **www.incometaxindiaefiling.gov.in** as mentioned above.

This will open the Income Tax Portal in a new window. The following screen will appear:

[Home](#)
[Individual/HUF ▾](#)
[Company ▾](#)
[Non-Company ▾](#)
[Tax Professionals & Others ▾](#)
[Downloads](#)
[Help](#)

* Indicates mandatory fields

Login


Enter your User ID *

Continue >


< Back

Other ways to access your account


Know about your User ID



PAN (Permanent Account Number)
For Individuals (Salaried employee, Senior citizen, Self-employed, NRI)
For Other Than Individuals (Company, Trust, AOP, AJP, BOI, Firm, Local Authority)



Aadhaar Number
For Individuals (Salaried employee, Senior citizen)



Other User ID
For Chartered Accountant, Tax Deductor and Collector, e-Return Intermediary, TIN 2.0 Stakeholders, External Agency, ITDREIN



TaxGenie
Good Afternoon!
 I am **TaxGenie** your **Income Tax As**
 am here to help you with your tax re
 queries.What would you like to do?

NSDL-Online Filing of Return - Step 1


User ID – In order to Log In, enter the **>User ID<** as registered with the department.

Click on **>Continue<**

The following screen will appear:



e-Filing *Anywhere Anytime*
Income Tax Department, Government of India




Login

User ID : **CALP08143C**

Secure Access Message


Login

☒ Please confirm your secure access message 
displayed above *

Enter password for your e-Filing account

Password *

.....|



[Forgot Password?](#)

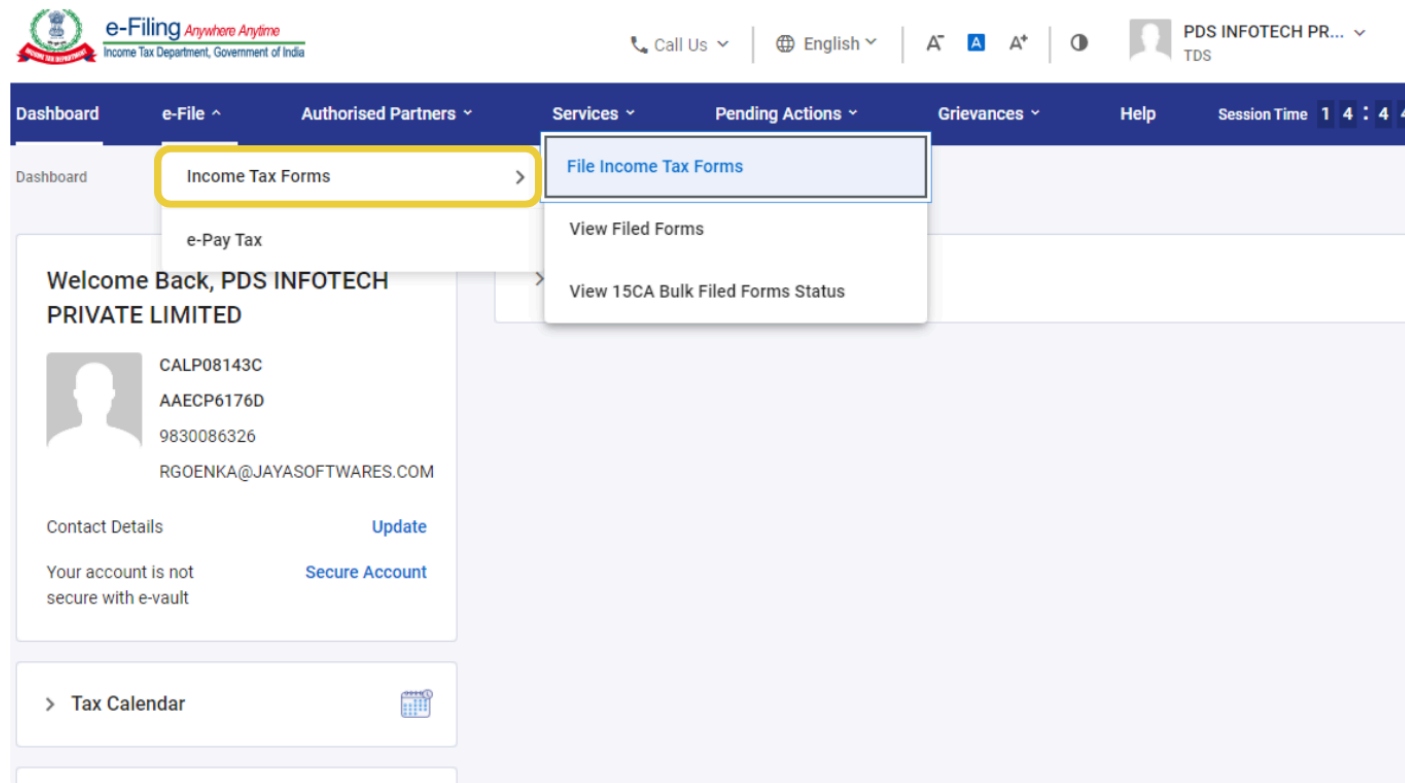
Continue >

TMO- Online Filing of Return - Password

Password – Enter the >**Password**<

Click on >**Continue**<


The following screen will get displayed:



TMO- Online Filing of Return

Select the option **>Services<** from the navigation bar and click on **>File Income Tax Forms<** then click on **>Income Tax Forms<**

The following screen will appear:

**e-Filing** *Anywhere Anytime*
Income Tax Department, Government of India


Call Us English A A* ⓘ

Collection and Recovery of tax (Form 27C) Declaration under sub-section (1A) of section 206C of the Income-tax Act, 1961 to be made by a buyer for obtaining goods without collection of tax	File Now
Appeals (Form 35) Appeal to the Joint Commissioner (Appeals) or the Commissioner of Income-tax (Appeals)	File Now
Vivad Se Vishwas Act, 2020 (Form 4 DTVSV) Intimation of Payment under sub-section (2) of Section 5 of The Direct Tax Vivad Se Vishwas Act, 2020 (3 of 2020)	File Now
VI-The Black Money (Undisclosed Foreign Income and Assets) and Imposition of Tax Act, 2015 (Form 6) Form of declaration of undisclosed asset located outside India under section 59 of the Black Money (Undisclosed Foreign Income and Assets) and Imposition of Tax Act, 2015	File Now
Deduction of tax at source (Form TDS) Quarterly TDS/TCS Return (24Q,26Q,27Q,27EQ)	File Now

TMO- Online Filing of Return

Now select the option **>Deduction of Tax at Source<** and click on **>File Now<**

The following screen will appear:

**e-Filing** *Anywhere Anytime*
Income Tax Department, Government of India

Call Us English A A* ⓘ PDS INFOTECH PR... TDS


Dashboard e-File Authorised Partners Services Pending Actions Grievances Help Session Time 1 3 : 5

Dashboard > Income-tax Forms > Upload TDS/TCS Returns

TDS/TCS Return

[Quarterly TDS/TCS Return (24Q,26Q,27Q,27EQ)]

[< Back](#)[Let's Get Started](#)



Documents list to help you file faster

- Return should be prepared through latest NSDL Return Preparation Utility. To download go to <https://www.tin-nsdl.com/downloads/e-tds/eTDS-download-regular.html>
- Once the file has been prepared as per the NSDL Return Preparation Utility, it should be verified using the File Validation Utility (FVU) provided by NSDL e-Gov. To download latest versions of FVU go to <https://www.tin-nsdl.com/downloads/e-tds/eTDS-download-regular.html>

Instructions

- [General Instructions](#)
- [Things you should know before filing](#)

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Page 70 of 200

TMO- Online Filing of Return

Click on **>Let's Get Started<**

The following screen will appear:

The screenshot shows the TDSMAN Online Filing of Return interface. At the top, there is a header with the PDS Infotech logo, the text "e-Filing Anywhere Anytime", and the "Income Tax Department, Government of India". To the right of the header, there are links for "Call Us", "English", and a user profile icon labeled "PDS INFOTECH PR... TDS". Below the header is a navigation bar with links for "Dashboard", "e-File", "Authorised Partners", "Services", "Pending Actions", "Grievances", and "Help". The "Session Time" is displayed as "1 2 : 0 4".

The main content area is titled "Dashboard > Income-tax Forms > Form TDS". It contains a form for selecting a form and providing details. The form has the following fields:

- Please Select Form ***: A dropdown menu with the selected option "26Q (Other than salary)".
- 26Q (Other than Salary)**: A description box stating "Quarterly statement of deduction of tax under sub-section (3) of section 200 of the Income-tax Act, 1961 in respect of payments other than salary for the quarter ended... (June/September/December/March) ...(Financial year)".
- TAN ***: A text field containing "CALP08143C".
- Select Financial Year and Quarter ***: Two dropdown menus. The first is set to "2022-23" and the second is set to "Q4".
- Upload type ***: Two radio buttons. "Regular" is selected, and "Correction" is unselected.

Online Filing of Return

Upload type *

☒ Regular ☐ Correction

NOTE :
As per Circular No. 9/2023 issued by Central Board of Direct Taxes (CBDT) dated June 28, 2023, due date for submission of Form 26Q, 27Q & 27EQ for Q1 of the financial year 2023-24 has been extended. Please file the form once the new updated utility is made available for filing.

Upload TDS (.zip) File *

R2326Q4.zip x

FVU version (8.1)

Note:
1) If "Proceed to e-Verify" is not getting enabled even after filling all the mandatory details, please check if your profile is completely updated. Basic details, Contact details, key person Details etc need to be updated mandatorilly for the "E-verification" functionality to get enabled.
2) **After filing TDS return, please check processing status of TDS return in "view filed forms" service after two days.** If the TDS return gets rejected for any reason at E-filing/ CPC-TDS, same may be checked then and the TDS return can be filed again.

[< Back](#) [Proceed to e-Verify](#)

TMO- Online Filing of Return

The above screens displays blank fields that need to be entered correctly

>Form< – Select the correct Form number for which the Return needs to be filed

>Quarter< – Select the Quarter

>Upload Type< – Select the upload type (Regular Return / Correction Return)


>Upload TDS< – Upload the FVU file in ZIP format

After uploading the FVU ZIP File, click on **>Proceed to E-verify<**

The following screen will get displayed:

NOTE :
As per Circular No. 9/2023 issued by Central Board of Direct Taxes (CBDT) dated June 28, 2023, due date for submission of Form 26Q, 27Q & 27EQ for Q1 of the financial year 2023-24 has been extended. Please file the form once the new updated utility is made available for filing.

Upload TDS (.zip) File *

 R2326Q4.zip

FVU version (8.1)

Note:
1) If "Proceed to e-Verify" is not getting enabled even after filling all the details, the user is completely updated. Basic details, Contact details, key person Details etc need to be updated mandatorilly for the "E-Verify".
2) **After filing TDS return, please check processing status of TDS.** If the TDS return gets rejected for any reason at E-filing/ CPC-IT, same may be checked then and the TDS return can be filed again.

Confirmation

Are you sure you want to Proceed to e-Verify ?

Yes No

[< Back](#) [Proceed to e-Verify](#)

india.gov.in national portal of india

Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | CoBrowse Help
Last reviewed and updated on : 28-Aug-2023

TMO- Online Filing of Return

In order to proceed to E-verify, click on **>Yes<**

The following screen will appear:

e-Verify

TAN CALP08143C	Verifier's PAN AGVPG4076H	Form No. 26Q	Financial Year 2022-23	Quarter Q4
-------------------	------------------------------	-----------------	---------------------------	---------------

Note: Kindly select appropriate mode of verification as prescribed in rule 12(3) of IT rules.

How do you want to e-verify?

☒ I would like to verify using OTP on mobile number registered with Aadhaar

☐ I would like to verify using Digital Signature Certificate (DSC)

Generate electronic verification code (EVC)

☐ Through Bank Account

☐ Through Demat Account

☐ I already have an Electronic Verification Code (EVC)

☐ I already have an OTP on Mobile number registered with Aadhaar

[< Back](#) [Continue >](#)

TMO- Online Filing of Return

To generate the OTP through Aadhaar, click on **>I would like to verify using OTP on mobile number registered with Aadhaar<**

Click on **>Continue<**

The following screen will get displayed:

The screenshot displays the 'e-Filing Anywhere Anytime' interface for the Income Tax Department, Government of India. The page title is 'How do you want to e-verify?'. There are two radio button options: 'I would like to verify using OTP on mobile number registered with Aadhaar' (selected) and 'I would like to verify using Digital Sign'. Below this is a section 'Generate electronic verification code' with four radio button options: 'Through Bank Account', 'Through Demat Account', 'I already have an Electronic Verification', and 'I already have an OTP on Mobile number registered with Aadhaar'. A modal dialog box is open in the center, titled 'One time password (OTP) will be sent via text message(SMS) to the number registered with Aadhaar.' It contains a checked checkbox 'I agree to validate my Aadhaar Details *' and two buttons: 'Generate Aadhaar OTP' (highlighted with a yellow border) and 'Cancel'. The background page has a '< Back' button on the bottom left and a 'Continue >' button on the bottom right. The footer includes the India.gov.in logo and links for Feedback, Website Policies, Accessibility Statement, Site Map, Browser Support, and CoBrowse Help, with a note 'Last reviewed and updated on : 28-Aug-2023'.

TMO- Online Filing of Return

Click on **>Generate Aadhaar OTP<**

The following screen will get displayed:

The screenshot displays the TDSMAN Online Filing of Return interface. At the top, there is a header with the e-Filing logo and text: "e-Filing Anywhere Anytime Income Tax Department, Government of India". Below the header, a note states: "Note: Kindly select appropriate mode of verification as prescribed in rule 12(3) of IT rules." The main section is titled "How do you want to e-verify?" and contains three radio button options: "I would like to verify using OTP on mobile number registered with Aadhaar" (selected), "I would like to verify using Digital Signature", and "I already have an Electronic Verification Code". Below these options, there is a section titled "Generate electronic verification code" with three radio button options: "Through Bank Account", "Through Demat Account", and "I already have an OTP on Mobile number registered with Aadhaar". A modal window titled "Verify OTP" is overlaid on the main form. It contains the text "Enter the OTP *" followed by six input boxes, the first five of which are empty and the sixth is highlighted. To the right of the input boxes is a small icon of a mobile phone. Below the input boxes, it says "Resend OTP (Available in 00m: 17s)". At the bottom of the modal, there are two buttons: "Validate" (highlighted with a yellow border) and "Cancel". The main form has a "< Back" button at the bottom left and a "Continue >" button at the bottom right.

TMO- Online Filing of Return

The OTP will be sent to your registered mobile number. Enter the OTP and click on **>Validate<**.

Once the validation is done, your FVU File is successfully submitted to the department

5.10. Online Challan Verification

The user can verify the challan online by using this option. It also gives the option to import the challan details.

i. **Verify Challans**

ii. **Import Challans**

Step 7: Online Challan Verification

Verify Challans

Import Challans

Online challan verification

5.10.1. Verify Challan


Step 7: Online Challan Verification

Verify Challans

Import Challans

Verify Challan - 1

Click on '**Verify Challans**' the following screen will get displayed:-

Regular Return	Correction Return	Setup	Reports	Traces Information	NSDL Information	Utilities	Help	Hi RAHUL BANERJEE
Prepare TDS Return - Online Challan Verification Details								
PDS INFOTECH PRIVATE LIM (CALP08143C)				FA Year: 2022-23	Quarter: Q4	Form No: 26Q	Back	
Online Challan Verification								
Traces User ID		<input type="text" value="pdsinfo"/>						
Traces Password		<input type="password" value="*****"/>						
Challans spanning two Financial years will be verified separately.								
<input type="checkbox"/> Verify Challans after 31st March								
Captcha Code		 <input type="text" value="3KGWN"/>						
<input type="button" value="Start Verifying"/>								

Verify Challan - 2

Financial Year – Select the Financial Year for which the Return has to be verified.

Quarter – Select the Quarter for which the Return has to be verified.

Form no. – Select the Form No. for which the Return has to be verified. In this case Form 26Q is selected.
Enter the TRACES login details and password.

Verify Challans after 31st March : – If the challans which have been submitted after 31st March i.e. after the selected FA year, need to be validated then click on this option.

Please note that this option will be available only if Quarter4 is selected.

Enter Captcha Code and click on '**Start Verifying**' to go further, as shown below:

PDS INFOTECH PRIVATE LIM (CALP08143C)

FA Year: 2022-23

Quarter: Q4

Form No: 26Q

< Back

Online Challan Verification

Traces User ID

User ID


Traces Password

Password

Challans spanning two Financial years will be verified separately.

☐ Verify Challans after 31st March

Captcha Code



SL	Challan No	Deposit Date	BSR Code	Amount	Status
1	11460	06-Feb-2023	0510080	50204.00	Amount Matched

Page 1 of 1

100

Displaying 1 to 1 of 1 records.

Verify Challan - 3

All the challans for the selected criteria will get displayed. Each challan's status will get displayed under the head 'Status'. In the above screen the status displayed is 'Amount Matched'

5.10.2. Import Challan

In order to import the challan details directly from TRACES, click on **Import Challans**.

Step 7: Online Challan Verification

Verify Challans

Import Challans

Import Challan -1

The following screen will get displayed:-

Regular ReturnCorrection ReturnSetupReportsTraces InformationNSDL InformationUtilitiesHelpHi RAHUL BANERJEE

Prepare TDS Return - Online Challan Import Details

PDS INFOTECH PRIVATE LIM (CALP08143C)FA Year: 2022-23Quarter: Q4Form No: 26QBack

Online Challan Import


Traces User ID:

Traces Password:

From Date

To Date

Captcha Code



Start Verifying

Step 2 - Enter Challan Amount and Verify

Challan Import - 2

The **TRACES Credentials** have to be entered. Provide **From Date** and **To Date**. Enter the Captcha code and click on '**Start Verifying**'.

All the challans within the given date range will get displayed, as shown below:

Regular Return	Correction Return	Setup	Reports	Traces Information	NSDL Information	Utilities	Help	Hi RAHUL BANERJEE
Prepare TDS Return - Online Challan Import Details								

PDS INFOTECH PRIVATE LIM (CALP08143C)
FA Year: **2023-24**
Quarter: **Q4**
Form No: **26Q**
← Back

Online Challan Import

Traces User ID:

Traces Password:

From Date:

To Date:

Captcha Code:

Start Verifying

Step 2 - Enter Challan Amount and Verify

SL No	Challan No	Deposit Date	BSR Code	Challan Amount	Verification Status
1	39094	08-Jul-2022	0510308		Verify Amount
2	39588	08-Jul-2022	0510308		Verify Amount

Page **1** of 1
5
Displaying 1 to 2 of 2 records.

Step 3 - Only following 'Amount Matched' challan(s) that does not exist can be imported

Challan Import - 3

In order to verify the challans, the user needs to click on **‘Verify Amount’** of the individual challan. The following screen will get displayed:

The screenshot shows a web application interface with a dark blue header containing navigation links: Correction Return, Setup, Reports, Traces Information, NSDL Information, Utilities, and Help. A modal dialog box titled "Challan Details" is open, displaying the following information:

Challan No	39094
Challan Date	06-Jul-2022
BSR Code	0510308
Enter Challan Amount	<input type="text" value="37627"/>

At the bottom right of the dialog, there are two buttons: "Close" and "Verify". The "Verify" button is highlighted with a yellow border. Below the dialog, the main form is partially visible, showing a "Captcha Code" field with a grid of characters "FBC3Y" and a "Start Verifying" button.

Challan Import - 4

The user needs to enter the Challan Amount and click on '**Verify**'. Once the verification is done, the system will display the status of the same, as shown below:

The screenshot shows the same web application interface. The "Challan Details" dialog box is now displaying the message "Challan verified successfully". The "Verify" button is no longer visible, and the "Close" button at the bottom right is highlighted with a yellow border. The background form, including the "Traces Password" field, "From Date" and "To Date" fields, and the "Captcha Code" field, remains visible.

Challan Import - 5

In this case the challan verification is successful. Click on **'Close'**.

Similarly, all the challans can be verified. After successful verification of each challan, the challan(s) can be imported in the TDSMAN software.

Please note, that only the challans which do not exist in the system will get imported.

Click on **'Import Challan'** as shown below:

Step 2 - Enter Challan Amount and Verify

SL No	Challan No	Deposit Date	BSR Code	Challan Amount	Verification Status
1	39094	06-Jul-2022	0510308	37627.00	Amount Matched Verified
2	39588	06-Jul-2022	0510308		Verify Amount

Page 1 of 1 | 5 | Displaying 1 to 2 of 2 records.

Step 3 - Only following 'Amount Matched' challan(s) that does not exist can be imported

SL	Challan No	Deposit Date	BSR Code	Amount	Verification Status	Challan Status
1	39094	06-Jul-2022	0510308	37627.00	Amount Matched	

Page 1 of 1 | 5 | Displaying 1 to 1 of 1 records.

Import Challan

Challan Import - 6

On successful importing of challan, the message for the same will get displayed as shown below:

TDSMAN Online

Challans imported successfully

Close

Traces User ID: pdsinfo

Traces Password:

From Date: DD/MM/YYYY

To Date: DD/MM/YYYY

Captcha Code: 7YR0E

Challan Import - 7

6. Correction Return

The regular return for any Form type that has already been submitted can be corrected using the **'Correction Returns'** module. In Correction Return, User can modify, add or delete existing information as per rules and limitations as specified by the Income Tax Department.

6.1. Upload Conso File

There are two broad steps required for preparing a Correction Return in TDSMAN Online. They are as following:

i. Import of data for correction (Upload Conso File)

ii. Make corrections

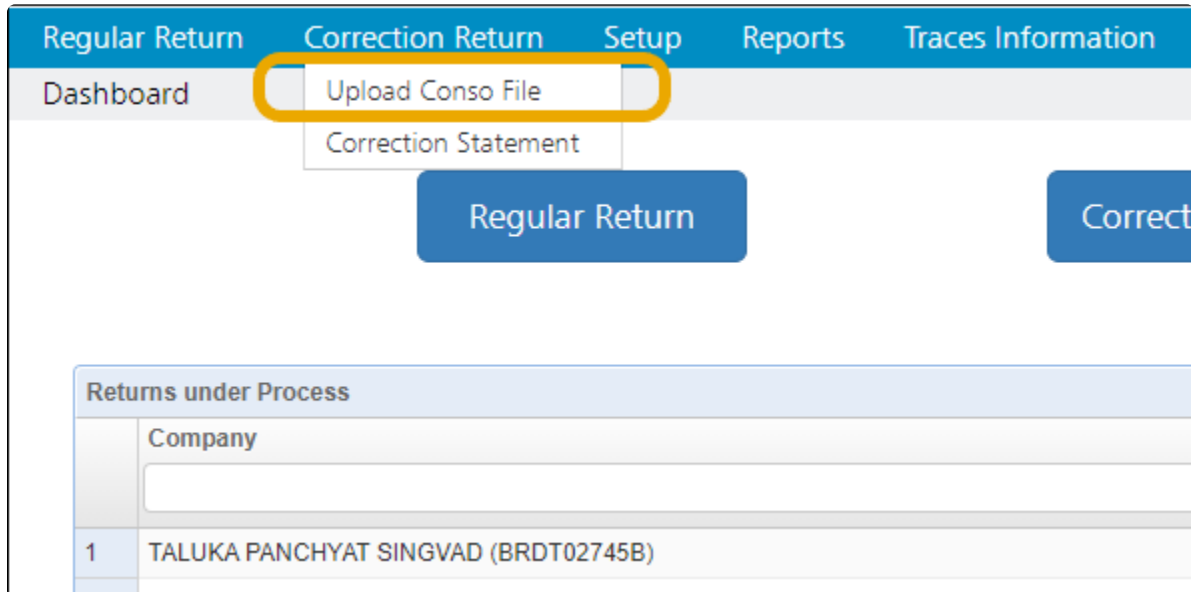
iii. Generate Correction Returns for submission

We shall discuss in details about all the steps mentioned above, over the subsequent sections.

6.2. Import Data for Correction

For making the Correction Return you have to import the file of the last accepted return for the relevant Deductor, Form type, Financial Year & Quarter.

This TDS file can be downloaded from TRACES website after registering your TAN in their website. The URL for the same is www.tdscpc.gov.in. It will have all the details of the latest return that has been uploaded by you. This TDS file will always show your last accepted statement at the Income Tax Department. Click on **Upload Conso File** under '**Correction Returns**' menu from TDSMAN online Dashboard to upload the file in online portal.



Correction Return

The following is displayed below:

The screenshot shows the 'Upload Conso (.TDS) File' form. It has a header 'Upload Conso (.TDS) File'. Below the header, there are four dropdown menus: 'Company' (PDS INFOTECH PRIVATE LIM (CALP08143C)), 'FA Year' (2020-21), 'Quarter' (Q1), and 'Form Name' (26Q). Below these, there is a text field 'Selected File : CALP08143C_202021_26Q_Q1.tds'. Below the text field, there is a green message: 'The File is ready for upload. To click on "Import" to proceed.' Below the message, there are three buttons: 'Import' (highlighted with a yellow circle), 'Cancel', and 'Go To Dashboard'.

Upload Conso File

Select the details of the '**Conso File**' which has to be uploaded

Company: Select the '**Company**', for which the corrections has to be made

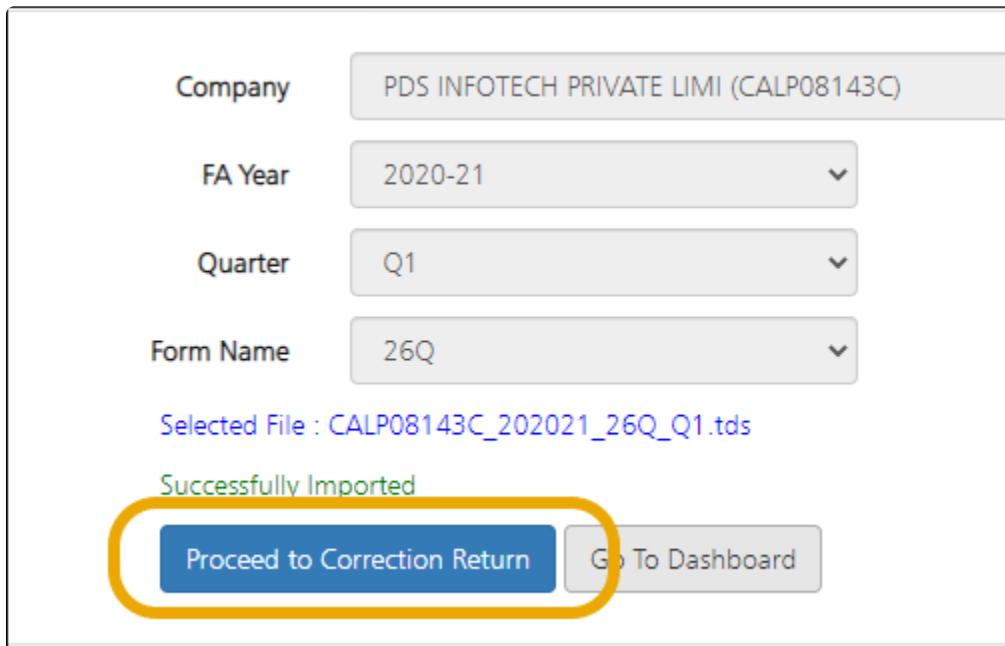
FA Year: Select the '**Financial Year**'

Quarter: Select the '**Quarter**' of which the TDS corrections needs to be made

Form Name: Select the '**Form Name**'

Then choose the Conso file from the system by clicking on . Once the file is uploaded, click on . After uploading the Conso file, click on as shown above.

After importing the file, following will get displayed:



Company	PDS INFOTECH PRIVATE LIMITEED (CALP08143C)
FA Year	2020-21
Quarter	Q1
Form Name	26Q

Selected File : CALP08143C_202021_26Q_Q1.tds

Successfully Imported

[Proceed to Correction Return](#) [Go To Dashboard](#)

Correction Return

When The TDS file is imported to the online portal, click on **Process to Correction Return**. This will take you to the details of the Correction Return.

Following is displayed below:

[Regular Return](#) [Correction Return](#) [Setup](#) [Reports](#) [Traces Information](#) [NSDL Information](#) [Utilities](#) [Help](#)

Correction Statement

Company
PDS INFOTECH PRIVATE LIM (CALP08143Q) ▼

FA Year
2022-23 ▼

Quarter
Q1 ▼

Form No.
26Q ▼

Last Updated on: 01/04/2023

Summary

Challan		Deductee		
Records	Amount	Records	Amount Paid	TDS Deducted
3	66,729.00	30	9,36,979.28	66,728.00

Correction Information

Company details Modification	NO
Changes in existing Challan	0
Changes in existing Deductees (excluding PAN changes)	1
PAN Changes in existing Deductees	0
New Challans Added	0
Deductee Added in new Challans	0

Proceed

Go To Dashboard

TMO - Correction Statement

The desired correction can be made by clicking on **Proceed** as shown above.

Following is displayed below:

Step 1: Add / Modify Entries [Challan & Deductee](#) [Modify Company details](#)

Step 2: Check Errors in Return [Predict Defaults](#)

Step 3: Generate Return [Generate TDS Return](#)

Step 4: Download Report [Download](#)

Step 5: Save your Filing Detail [Save Filing Detail](#)

Step 6: Online Filing of Return [Online Filing Return](#)

correction return

There are six steps, which will lead the user to generate the correction return correspondingly.

Step 1: Add/Modify Entries: In this step user can get access to two options.

Step 1: Add / Modify Entries [Challan & Deductee](#) [Modify Company details](#)

Step - 1

i. **Challan & Deductee** – Using this option, user can modify Challan and Deductee information.

ii. **Modify Company Details** – Using this option, user can edit or modify information regarding the Company.

Step 2: Check Errors in Return – In this step, user can check all the possible errors in the returns using **Predict Default** option and can rectify the errors accordingly.

Step 2: Check Errors in Return [Predict Defaults](#)

Step - 2

Step 3: Generate Correction Return – After making all the necessary corrections in company deductee data and ensuring that there are no defaults, the user is all set to generating correction return. Click on **Generate TDS Return** to proceed.

Step 3: Generate Return[Generate TDS Return](#)*Step - 3*

The following is displayed below:

The screenshot shows the 'Generate Return' screen in the TDSMAN Online application. The top navigation bar includes links for Regular Return, Correction Return, Setup, Reports, Traces Information, NSDL Information, Utilities, and Help. The user is logged in as 'HI RAHUL BANERJEE'. The screen displays the following information:

Regular Return **Correction Return** **Setup** **Reports** **Traces Information** **NSDL Information** **Utilities** **Help** **HI RAHUL BANERJEE**

Correction Statement - Generate Return

PDS INFOTECH PRIVATE LIMI (CALP08143C) **FA Year: 2022-23** **Quarter: Q1** **Form No: 26Q** [Back](#)

Generate Return

Return Information

☒ No change in address

Options for CSI file:

☐ Income Tax Password

☐ Income Tax OTP

☐ Upload CSI Manually

Charges

This return has been last generated on 14/07/2023 at 03:46 PM

Total No. of Deductees / Employees : 1

Cost of TDS Return generation : Rs. 399 (Help for Rate)

Less: Already charged : Rs. 399

Net Cost : Rs. 0

Return Summary

Challan		Deductee		
Nos.	Amount	Nos.	Amount Paid	TDS Deducted
3	66,729	30	9,36,979.28	66,728

Correction Information

Company details Modification **NO**

Changes in existing Challan **0**

Changes in existing Deductees (excluding PAN changes) **1**

PAN Changes in existing Deductees **0**

New Challans Added **0**

Deductee Added in new Challans **0**

[Create TDS Return \(FVU file\)](#)

Generate Correction Return

As above screen shows, The Return summary after making correction is displayed. In case of change in address of company and the responsible person, it has to be specified.

The user needs to provide the CSI file through one of the following options:

- **Income Tax Password**
- **Income Tax OTP**
- **Upload CSI Manually**

Click on **Create TDS Return (FVU File)** to generate the return. Once the return is generated, one can download the **ZIP File**, containing the TDS FVU file. Form 27A can also be viewed and printed from here. A copy of ZIP with all the relevant files will also be sent over email. The charges will be displayed for generating the return, this would be adjusted with the credit balance or the user has to pay the amount before the return can be generated. User can also submit the correction return offline through Aadhaar or DSC by consolidating the ZIP file in pen drive or CD.

Step 4: Download Report – The user can download the Return report in PDF format, using this option

Step 4: Download Report[Download](#)*Step - 4*

Step 5: Save Filing Details – The user can save their Return filing details using this option.

Step 5: Save your Filing Detail[Save Filing Detail](#)*Step - 5*

Click on '**Save Filing Detail**'. Enter the acknowledgement receipt details which are '**Token No.**' '**Date of Filing**' & '**receipt No.**' and click on '**Save**' as displayed below:

Correction Statement - Upload Filing Details

PDS INFOTECH PRIVATE LIMI (CALP08143C)

FA Year: 2020-21

Quarter: Q1

Save filing details

Token No.

Date of Filing

DD/MM/YYYY

Receipt No.

Save

*Save Filing Details - Correction Return***Step 6: Online Filing of Return****Step 6: Online Filing of Return**[Online Filing Return](#)*Online Filing of Return*

The following screen will appear:

TDSMAN
ONLINE

help@tdsmanonline.com +91 98308 69690
Credits: Rs. 1,727 | My Account ▾

Regular Return Correction Return Setup Reports Traces Information NSDL Information Utilities Help Hi RAHUL BANERJEE

Correction Statement - Online Filing Details

PDS INFOTECH PRIVATE LIM (CALP08143C) FA Year: 2022-23 Quarter: Q1 Form No: 26Q < Back

Online Filing Return

Enter password for IncomeTax

.....

Proceed

Online Filing of Return

Financial Year – Select the Financial Year for which the Return has to be filed.

Quarter – Select the Quarter for which the Return has to be filed.

Form no. – Select the Form No. for which the Return has to be filed. In this case Form 26Q is selected.

Enter password for Income Tax – Enter the password for income tax for which the return has to be filed.

Click on **Proceed** to go further, as shown above.

6.3. Correction Statement

7. Reports

TDSMAN has an in-built comprehensive system for printing TDS / TCS certificates and reports. It generates report for on-screen viewing and printing hard copies serving multiple purposes such as record keeping, auditing, filtered queries, etc. The report interface is simple to use with convenient self-explanatory labels for understanding. Most of the reports have the facility for setting filters across multiple Form types, Quarters, Deductees, Sections etc.

Following Reports are available under this section:

TDS RETURNS
ON THE CLOUD

Correction Return Setup **Reports** Traces Information NSDL Information Utilities

Regular Return Correction Return

- Return Details
- Return (IT Format)
- Challan Details
- Party / Employee - Details
- Party / Employee - Summary
- Deductee Wish Query
- Challan Wise Query
- Correction Statement
- Company Details
- Form 16 - Part B

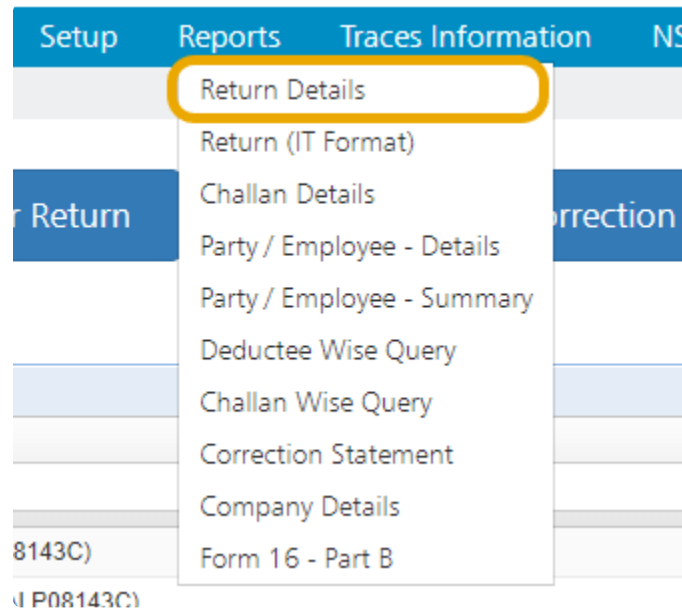
	Financial year	Quarter	Form
ETTY WEST BENGAL (CALA06011F)	2020-21	Q1	26Q
ETTY WEST BENGAL (CALA06011F)	2020-21	Q3	26Q
HYAT SINGVAD (BRDT02745B)	2020-21	Q1	24Q
ITED (KLPT01797F)	2019-20	Q2	26Q
ETTY WEST BENGAL (CALA06011F)	2020-21	Q1	27EQ

1 of 9 5 Displaying 1 to 5 of 45 records.

Reports

7.1. Return Details

The user can view the details of the Return generated for the selected quarter through Return Report. In order to view this report, click on **Reports -> Return Details**



Return Detail

The following screen will appear:

A screenshot of a web form titled 'Return Details'. The form contains several input fields: 'Company' with the value 'PDS INFOTECH PRIVATE LIM (CALP08143C)', 'FA Year' with '2018-19', 'Quarter' with 'Q3', and 'Form' with '26Q'. Below these fields are three radio buttons: 'Company' (selected), 'Challan', and 'Deductee'. At the bottom of the form, there are two buttons: 'Show Report' and 'Go To Dashboard'. The 'Show Report' button is highlighted with a yellow rectangular box.

Return Detail - Show Report

Company Name: Select the Name of the Company for which Return Report needs to be generated

Financial Year: Select the Financial Year for which Return Report has to be generated.

Quarter: Select the Quarter for which Return Report needs to be generated.

Form: Select the Form No for which Return Report has to be generated

In addition, the user can also view the Company, Challan or Deductee details by selecting the relevant radio button. In this case **'Company'** has been selected.

Click on **Show Report**. The details of the Return will get displayed as shown below:

PDS INFOTECH PRIVATE LIMITED
 TAN : QALP081430 PA Year : 2018-19
 Form No. 29Q - Company Details Print Date : 18/02/2021

From : 01/10/2018 To : 31/12/2018

1. Particulars of Deductor

(a) Name : PDS INFOTECH PRIVATE LIMITED
 (b) Address :
 Flat / Door / Block No : PDS INFOTECH PRIVATE LIMITED
 Name of Premises / Building : THE REGENCY, 4TH FLOOR
 Road / Street / Lane : 5, HUNGERFORD STREET
 Area / Locality : WINTO PARK
 Town / District / City : KOLKATA
 State : WEST BENGAL
 Pin Code : 700017
 STD : 033 Phone : 22875800
 Alt. STD : Phone :
 e-Mail : info@pdsinfotech.com
 Alt. e-Mail :
 (c) Tax Deduction Account Number (TAN) : QALP081430
 (d) Permanent Account Number (PAN) : AAEC08178D
 (e) Deductor Type : K - Company
 (f) Has Address changed ? : No

2. Particulars of Responsible Person

(a) Name : RANJAN GOENKA
 (b) Address :
 Flat / Door / Block No : THE REGENCY
 Name of Premises / Building : THE REGENCY, 4TH FLOOR
 Road / Street / Lane : 5, HUNGERFORD STREET
 Area / Locality : WINTO PARK
 Town / District / City : KOLKATA
 Pin Code : 700017
 State : WEST BENGAL
 STD : 033 Phone : 22875800
 Alt. STD : Phone :
 Mobile : 9830080308
 e-Mail : info@pdsinfotech.com
 Alt. e-Mail :
 (c) Father's Name : LATE S. P. GOENKA
 (d) Designation : DIRECTOR
 (e) Has Address changed ? : No

3. Summary

(a) No. of Challan : 3 (c) No. of Deductee Records : 3
 (b) Total Amount : 100544.00 (d) Total TDS / TCS : 2012.00 (e) Tax Deposited : 2012.00

4. Filing Details

(a) Receipt No. : (b) Date of Filing :

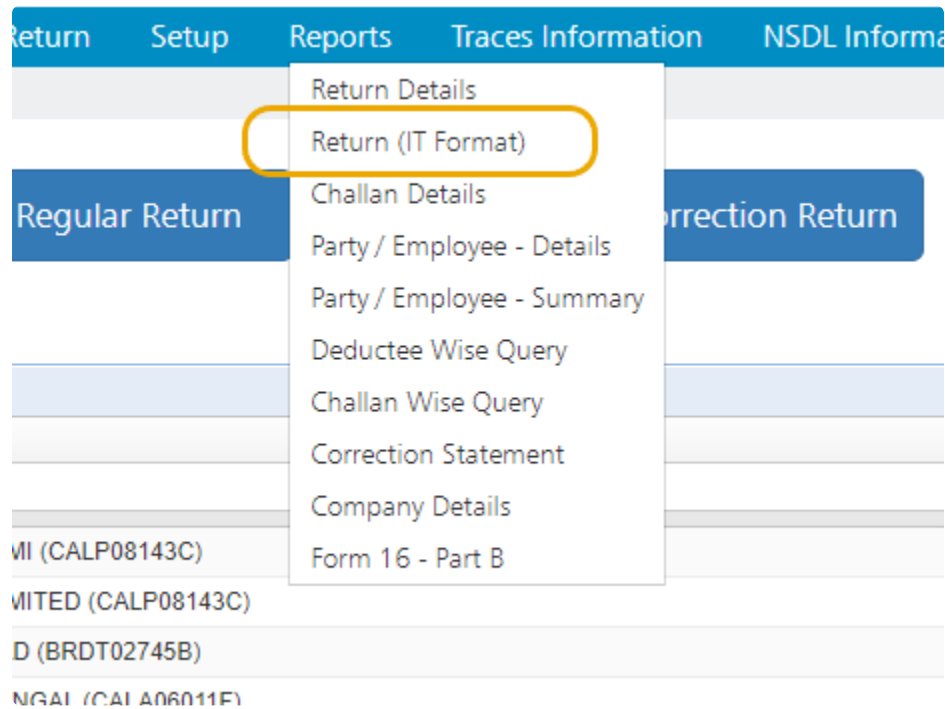
Return Detail - Report

The system gives the option to Print, Save or Export the generated report.

7.2. Return (IT Format)

The user can view the details of the Return generated for the selected quarter through Return Report. This report is designed as per the format provided by the department.

In order to view this report, click on **Reports -> Return (IT Format)** :



Return (IT Format)

The following screen will appear:

A screenshot of the 'Return (IT Format)' report generation screen. It features several input fields: 'Company' with the value 'PDS INFOTECH PRIVATE LIM (CALP08143C)', 'FA Year' with '2020-21', 'Quarter' with 'Q2', and 'Form' with '26Q'. Below these fields are two radio buttons: 'Regular' (selected with a blue dot) and 'Correction'. At the bottom, there are two buttons: 'Show Report' (highlighted with a yellow rounded rectangle) and 'Go To Dashboard'.

Return (IT Format) - Show Report

Company Name: Select the Name of the Company for which Return Report needs to be generated

Financial Year: Select the Financial Year for which Return Report has to be generated entered.

Quarter: Select the Quarter for which Return Report needs to be generated.

Form: Select the Form No for which Return Report has to be generated

In addition, the system also gives the option to view the report for Regular or Correction Return as per requirement. In this case Regular Return has been selected.

Click on **Show Report**. The details of the Return as per the IT format will get displayed as shown below:

Form No.26Q
[See sections 193, 194, 194A, 194B, 194BB, 194C, 194D, 194EE, 194F, 194G, 194H, 194I, 194J, 194LA and rule 31A]
Quarterly statement of deduction of tax under sub-section (3) of section 200 of the Income-tax Act in respect of payments other than salary for the Quarter ended September 2020.

1. (a) Tax Deduction and Collection Account Number (TAN) :	CALP08143C	(d) Has the statement been filed earlier for this quarter (Yes/No) :	No
(b) Permanent Account Number (PAN) [See Note 1] :	AAECP6176D	(e) If answer to (d) is "Yes" then Token No. of original statement :	N.A.
(c) Financial Year :	2020-21	(f) Type of Deductor[See Note 2] :	K - Company
2. Particulars of the Deductor:		3. Particulars of the person responsible for deduction of tax	
(a) Name :	PDS INFOTECH PRIVATE LIM	(a) Name :	RANJAN GOENKA
(b) If Central/State :		(b) PAN of person responsible :	AGVPG4076H
Government Name [See Note 3] :		(c) Address :	
AIN Code of PAQ/TO/CDDO :		Flat No. :	THE REGENCY
(c) Address :		Name of the Premises /Building :	THE REGENCY, 4TH FLOOR
Flat No. :	PDS INFOTECH PRIVATE LIM	Road / Street / Lane :	6, HUNGERFORD STREET
Name of the Premises /Building :	THE REGENCY, 4TH FLOOR	Area / Location :	MINTO PARK
Road / Street / Lane :	6, HUNGERFORD STREET	Town / City / District :	KOLKATA
Area / Location :	MINTO PARK	State :	WEST BENGAL
Town / City / District :	KOLKATA	PIN Code :	700017
State :	WEST BENGAL	Telephone No :	22875500
PIN Code :	700017	Alternate Telephone No [See Note 4] :	
Telephone No. :	22875500	Email :	info@pdsinfotech.com
Alternate Telephone No [See Note 4] :		Alternate email [See Note 4] :	
Email :	info@pdsinfotech.com	Mobile No. :	9830086326
Alternate email [See Note 4] :			

Page 1 of 7

Return (IT Format)- Report - Page 1

Find... 2 of 7

TAN No : CALP08143C Assessment Year : 2021-22 Financial Year : 2020-21 Quarter : Q2 Form No. 28Q

4. Details of tax deducted and paid to the credit of the Central Government :

Sl. No.	TAX	Surcharge	Education Cess	Interest	Fee (See Note 5)	Penalty / Others	Total amount deposited as per Challan / Book Adjustment (402+403+404+405) (See Note 6)	Mode of deposit through Challan (C) / Book Adjustment (B) (See Note 7)	BSR Code / Receipt No of Form No. 24G (See Note 8)	Challan Serial No./ DDO Serial No.24G (See Note 8)	Date on Which amount deposited through Challan / date of transfer voucher (dd/mm/yyyy) (See Note 8)	Minor Head of Challan (See Note 9)
[401]	[402]			[403]	[404]	[405]	[406]	[407]	[408]	[409]	[410]	[411]
1	23976.00						23976.00	C	0510308	26676	06/06/2020	200

5. Details of amount paid and tax deducted thereon from the deductees (See Annexure)

Verification

I, RANJAN GOENKA, hereby certify that all the particulars furnished above are correct and complete.

Place : KOLKATA
Date : 01/03/2021

Signature of the person responsible for deducting tax at source
Name and designation of the person responsible for deducting tax at source
RANJAN GOENKA, DIRECTOR

Notes :

- (1) It is mandatory for non-Government deductors to quote PAN. In case of Government deductors, 'PANNOTREQD' should be mentioned.
- (2) Indicate deductor category as per Annexure 1.
- (3) In case of Central Government, please mention name of Ministry/Department. In case of State Government, please mention name of the State.
- (4) In alternate telephone number and alternate email, please furnish the telephone number and email of a person who can be contacted in the absence of deductor or person responsible for deduction of tax.
- (5) Fee paid under section 234 E for late filing of TDS statement to be mentioned in separate column of 'Fee' (column 404).
- (6) In column 406, Government DDOs to mention the amount remitted by the PAO/CDDO/DTO. Other deductors to write the exact amount deposited through challan.
- (7) In column 308, mention "N". In case of nil challan, do not mention any value.
- (8) Challan / Transfer Voucher (CIN / BIN) particulars, i.e. 406, 409, 410 should be exactly the same as available at Tax Information Network. In case of nil challan, mention last date of the respective quarter for which statement is being filed.
- (9) In column 411, Mention minor head as marked on the challan.
- (10) All the amount columns are mandatory, if not applicable mention as 0.00.

Page 2 of 7

Return (IT Format)- Report - Page 2

Find... 3 of 7

TAN No : CALP08143C Assessment Year : 2021-22 Financial Year : 2020-21 Quarter : Q2 Form No. 26Q

ANNEXURE : DEDUCTEE WISE BREAK UP OF TDS
 (Please use separate Annexure for each line-item in table at Sl. No. 04 of main Form 26Q)
 Details of amount paid/credited during the quarter ended 30/09/2020 (dd/mm/yyyy) and of tax deducted at source

BSR Code of branch/Receipt Number of Form No. 24G	0510308	Name of the Deductor	PDS INFOTECH PRIVATE LIM
Date on which challan deposited/Transfer voucher date (dd/mm/yyyy)	06-09-2020	TAN	CALP08143C
Challan Serial Number / DDO Serial No. of Form No. 24G	26878		
Amount as per Challan	23976.00		
Total tax to be allocated among deductees as in the vertical total of Col. 421	6000.00		
Total interest to be allocated among the deductees mentioned below	0.00		

Sr. No.	Deductee reference number provided by the deductor, if available	Deductee code (01- Company 02- Other than Company)	PAN of the deductee	Name of deductee	Section Code (See Note 1)	Date of payment or credit (dd/mm/yyyy)	Amount paid or credited	Total Tax deducted	Total Tax deposited	Date of deduction (dd/mm/yyyy)	Rate at which deducted	Reason for non deduction/ lower deduction/ Higher Deduction/ Threshold/ Transporter (see note 2)	Number of certificate u/s 197 issued by the Assessing Officer for non deduction/ lower deduction (see note 3)
[412]	[413]	[414]	[415]	[416]	[417]	[418]	[419]	[420]	[421]	[422]	[423]	[424]	[425]
1		01	AKCPT8779R	R K INFOMEDIA	194J(b)	06/07/2020	10000.00	750.00	750.00	06/07/2020	7.50		
2		01	ABSFS6845A	STRATUS MANAGEMENT TECHNOLOGIES	194J(b)	08/07/2020	50000.00	3750.00	3750.00	08/07/2020	7.50		
3		02	AYHFG9431G	PIYALI GANGULY	194J(b)	08/07/2020	20000.00	1500.00	1500.00	08/07/2020	7.50		

Verification

I, RANJAN GOENKA, hereby certify that all the particulars furnished above are correct and complete.

Place : KOLKATA
 Date : 1/3/2021

Signature of the person responsible for deducting tax at source: _____
 Name and designation of the person responsible for deducting tax at source
 RANJAN GOENKA, DIRECTOR

Notes :
 (1) Mention section code as per Annexure 2
 (2) Mention remarks for lower/ no/ higher deduction as per Annexure 3
 (3) Mandatory to mention certificate no. in case of lower or no deduction as per column no. 424

Page 3 of 7

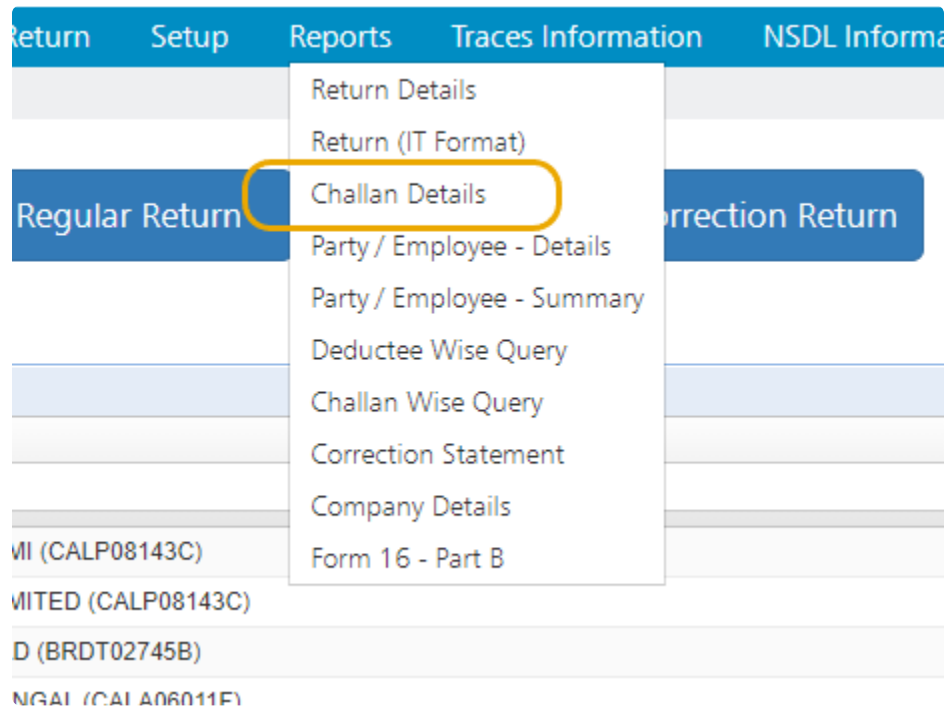
Return (IT Format)- Report - Page 3

The system gives the option to Print, Save or Export the generated report.

7.3. Challan Details

This report provides the list of all the Challan payments made across one or multiple forms and further across one or multiple quarters for the selected financial year.

In order to view this report, click on **Challan Details** option, under **Reports** :



Challan Detail

The following screen will get displayed:

A screenshot of the 'Challan Detail - Show report' screen. At the top is a blue navigation bar with 'Correction Return', 'Setup', 'Reports', 'Traces Information', 'NSDL Information', 'Utilities', and 'Help'. Below this is a form with several filters: 'Company' (a dropdown menu showing 'PDS INFOTECH PRIVATE LIMI (CALP08143C)'), 'FA Year' (a dropdown menu showing '2019-20'), and 'CHALLAN TYPE' (a dropdown menu showing 'ALL'). There is also a 'Sort Order' section with three radio buttons: 'DATE' (selected), 'FORM NO', and 'QUARTER'. At the bottom of the form are two buttons: 'Show Report' (highlighted with a yellow circle) and 'Go To Dashboard'.

Challan Detail - Show report

Company (TAN): Select the Company for which the challan information has to be displayed.

Financial Year: Select the Financial Year for which the challan information has to be displayed.

Challan Type: Select either or any one of the 3-challan type:

i. **Bank Challan**

ii. **Book Entry**

iii. **Nil Challan**

Sort Order: The challan query can be sorted on any of the following parameters:

i. **Date**

ii. **Form No.**

iii. **Quarter**

Click on **Show Report**

The Challan Report will be displayed on the basis of the specifications provided.

The following report will appear:

PDS INFOTECH PRIVATE LIMITED											
TAN : CALP08143C FA Year : 2019-20											
Challan Query Report											
											Page 1 of 1
Form No	Qtr	Date	Sec.	BSR Code/ 24G Rpt.	Challan No./ T. V. No.	TDS	Surcharge	Edu Cess	Interest	Others	Total Amount Remark
26Q	Q1	06/05/2019		0510308	42380	1228900	0.00	0.00	0.00	0.00	1228900
24Q	Q1	06/05/2019		0510308	42731	1050000	0.00	0.00	0.00	0.00	1050000
26Q	Q1	07/06/2019		0510308	11268	2709800	0.00	0.00	0.00	0.00	2709800
24Q	Q1	07/06/2019		0510308	12194	1050000	0.00	0.00	0.00	0.00	1050000
26Q	Q1	03/07/2019		0510308	20542	3915200	0.00	0.00	0.00	0.00	3915200
24Q	Q1	03/07/2019		0510308	20784	1370000	0.00	0.00	0.00	0.00	1370000
Total						11323900	0.00	0.00	0.00	0.00	11323900

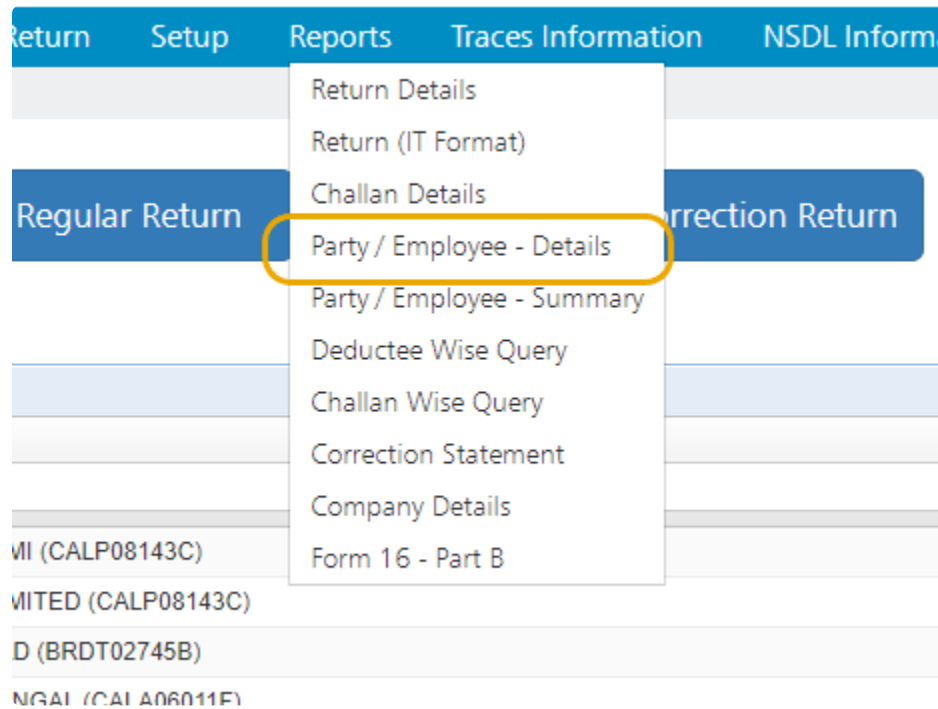
Challan Detail - Report

The system gives the option to Print, Download or Export the report as per requirement.

7.4. Party / Employee – Details

This report provides the details of all the deductions made for Parties / Employees for the specific criteria provided by the user. It could be for a particular Form or across different Forms for any selected financial year.

Click on **Party / Employee Detail** under **Reports**:



Party / Employee - Details

The following screen will appear:

Party Employee Detail

Company: PDS INFOTECH PRIVATE LIM (CALP08143C)

FA Year: 2018-19

Deductee / Employee: DEDUCTEE

Sort Order: ☒ Date wise ☐ Section wise

Select All	Deductee / Employee	PAN No
<input checked="" type="checkbox"/>	A1 FUTURE TECHNOLOGIES	AAKCA7083N
<input checked="" type="checkbox"/>	ANIL AGGARWAL	AAHPK7513K
<input checked="" type="checkbox"/>	BINOY KUMAR SONS	AACHB5767K
<input type="checkbox"/>	CHAKRESHWARI EXPORTS PVT. LTD.	AABCC2790B
<input type="checkbox"/>	DIADEM TECHNOLOGIES PVT. LTD.	AAAAA1111A
<input type="checkbox"/>	DIADEM TECHNOLOGIES PVT. LTD.	AABCD9005E
<input type="checkbox"/>	DIADEM TECHNOLOGIES PVT. LTD.	FABCD9005E
<input type="checkbox"/>	GOOGLE INDIA PRIVATE LIMITED	AACCG0527D
<input type="checkbox"/>	INSTA INFOTECH	AADFI9887E
<input type="checkbox"/>	JHAVERI TECHNOLOGIES	AGBPJ4089K

Page 1 of 2 | 15 | Displaying 1 to 15 of 26 records.

[Show Report](#) [Go To Dashboard](#)

Party / Employee - Details

Company: Select the Company for which the Deductee/Employee information has to be displayed.

Financial Year: Select the Financial Year for which the Deductee/Employee information has to be displayed.

Deductee / Employee: Select either deductee or employee from the dropdown list, for which the information has to be displayed. The system gives the option to select one or multiple Deductee/ Employee.

Sort Order: The Party / Employee Detail can be sorted on any of the following parameters:

i. Date Wise

ii. Section Wise

Click on **“Show Report”**. The report will get generated and displayed as shown below:

PDS INFOTECH PRIVATE LIM									
TAN : CALP081430 FA Year : 2018-19									
Deductee Transactions									
From Date : 01/04/2018 To 31/03/2019									
Page 1 of 1									
BrtNo	Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks
Deductee Name : A1 FUTURE TECHNOLOGIES PAN : AAICAT089N Type : Company									
1	25/05/2018	194J	40,000.00	10.0000	4,000.00	4,000.00	25787	25/05/2018	
2	06/06/2018	194J	40,000.00	10.0000	4,000.00	4,000.00	25811	06/06/2018	
3	04/07/2018	194J	40,000.00	10.0000	4,000.00	4,000.00	50117	05/07/2018	
4	31/07/2018	194J	20,000.00	10.0000	2,000.00	2,000.00	31415	08/08/2018	
5	31/07/2018	194J	20,000.00	10.0000	2,000.00	2,000.00	31415	08/08/2018	
Total			160,000.00		16,000.00	16,000.00			
Deductee Name : ANIL AGGARWAL PAN : AAHPK7512K Type : Non-Company									
1	10/01/2019	194 (B)	21,000.00	10.0000	2,100.00	2,100.00	31415	08/02/2019	
2	05/02/2019	194 (B)	21,000.00	10.0000	2,100.00	2,100.00	41800	05/03/2019	
3	05/03/2019	194 (B)	21,000.00	10.0000	2,100.00	2,100.00	5557	10/04/2019	
Total			63,000.00		6,300.00	6,300.00			
Deductee Name : BINDY KUMAR SONB PAN : AACHB6787K Type : Non-Company									
1	05/05/2018	194J	15,000.00	10.0000	1,500.00	1,500.00	25787	05/05/2018	
2	05/06/2018	194J	15,000.00	10.0000	1,500.00	1,500.00	25811	06/06/2018	
3	03/07/2018	194J	15,000.00	10.0000	1,500.00	1,500.00	50117	05/07/2018	
4	02/08/2018	194J	15,000.00	10.0000	1,500.00	1,500.00	51194	08/08/2018	
5	03/09/2018	194J	20,254.00	10.0000	2,025.40	2,025.40	25731	04/10/2018	
6	10/01/2019	194J	15,000.00	10.0000	1,500.00	1,500.00	31415	08/02/2019	
7	07/02/2019	194J	15,000.00	10.0000	1,500.00	1,500.00	41800	05/03/2019	
8	07/03/2019	194J	15,000.00	10.0000	1,500.00	1,500.00	5557	10/04/2019	
Total			126,254.00		12,625.40	12,625.40			

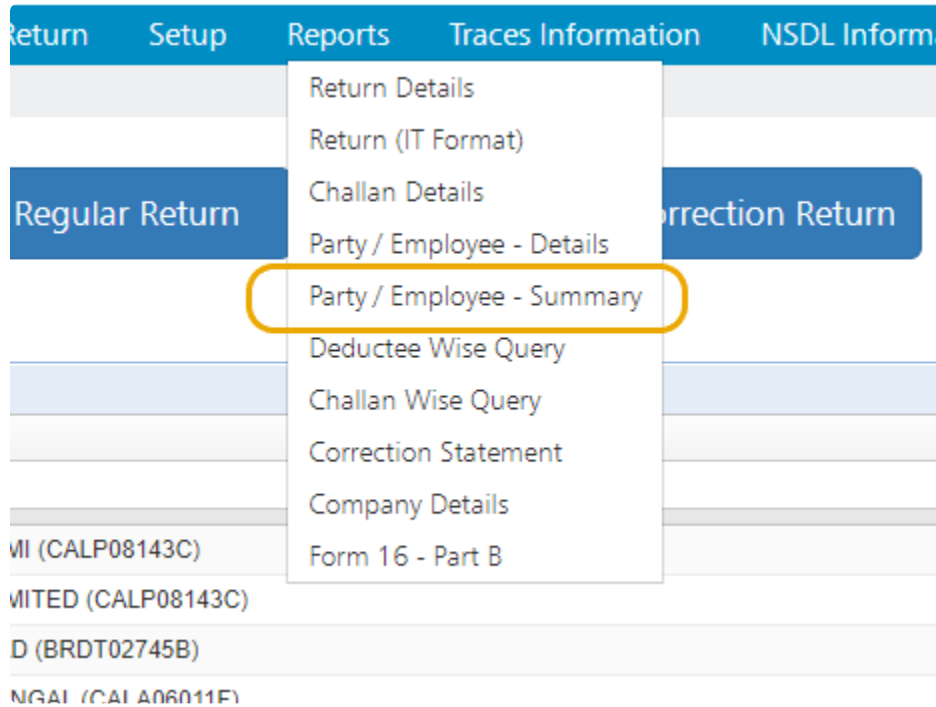
Party / Employee - Details - Report

The system gives the option to Print, Download or Export the report as per requirement.

7.5. Party / Employee – Summery

This report provides the summarized information of all the deductions made for Parties / Employees for the specific criteria provided by the user. It could be for a particular Form or across different Forms for any selected financial year.

Click on **Party / Employee Summary** under **Reports**:



Party / Employee - Summary

Following screen will appear:

Company: PDS INFOTECH PRIVATE LIMI (CALP08143C)

FA Year: 2018-19

Deductee / Employee: DEDUCTEE

Summary Type: ☐ Annual ☐ Quarterly ☒ Monthly

Select All	Deductee / Employee	PAN No
<input type="checkbox"/>	A1 FUTURE TECHNOLOGIES	AAKCA7063N
<input type="checkbox"/>	ANIL AGGARWAL	AAHPK7513K
<input type="checkbox"/>	BINOY KUMAR SONS	AACHB5767K
<input type="checkbox"/>	BINOY KUMAR SONS	AACHB5767K
<input type="checkbox"/>	BINOY KUMAR SONS	AACHB5767K
<input type="checkbox"/>	CHAKRESHWARI EXPORTS PVT. LTD.	AABCC2790B
<input type="checkbox"/>	CHAKRESHWARI EXPORTS PVT. LTD.	AABCC2790B
<input type="checkbox"/>	CHAKRESHWARI EXPORTS PVT. LTD.	AABCC2790B
<input type="checkbox"/>	DIADEM TECHNOLOGIES PVT. LTD.	AABCD9005E
<input type="checkbox"/>	DIADEM TECHNOLOGIES PVT. LTD.	AABCD9005E
<input type="checkbox"/>	DIADEM TECHNOLOGIES PVT. LTD.	AABCD9005E

Page 1 of 4 | 15 | Displaying 1 to 15 of 54 records.

Show Report | Go To Dashboard

Party / Employee - Summary

Company: Select the Company for which the Deductee/Employee transaction summary has to be displayed.

Financial Year: Select the Financial Year for which the Deductee/Employee transaction summary has to be displayed.

Deductee / Employee: Select either deductee or employee from the dropdown list, for which the summary has to be displayed.

Summary Type: Choose the Summary Type. It can be sorted in three of the following parameters:

- i. Annual
- ii. Quarterly
- iii. Monthly

In this case, Monthly Summary is selected:

Select the Deductee or Employees from the Deductee/Employee list, for which the summary have to be displayed, user can either select them individual, multiple or altogether. Then click on **Show Report**.

The report will get generated and displayed as shown below:

PDS INFOTECH PRIVATE LIM

TAN : CALP08143C FA Year : 2018-19

From Date : 01/04/2018 To 31/03/2019

Deductee Transactions - Monthly Summary

Page 1 of 1

PAN	Party Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited
AAKCA7063N	A1 FUTURE TECHNOLOGIES	May' 2018	194J	40,000.00	4,000.00	4,000.00
AAKCA7063N	A1 FUTURE TECHNOLOGIES	Jun' 2018	194J	40,000.00	4,000.00	4,000.00
AAKCA7063N	A1 FUTURE TECHNOLOGIES	Jul' 2018	194J	40,000.00	4,000.00	4,000.00
AAKCA7063N	A1 FUTURE TECHNOLOGIES	Jan' 2019	194J	40,000.00	4,000.00	4,000.00
Total				160,000.00	16,000.00	16,000.00
Grand Total				160,000.00	16,000.00	16,000.00

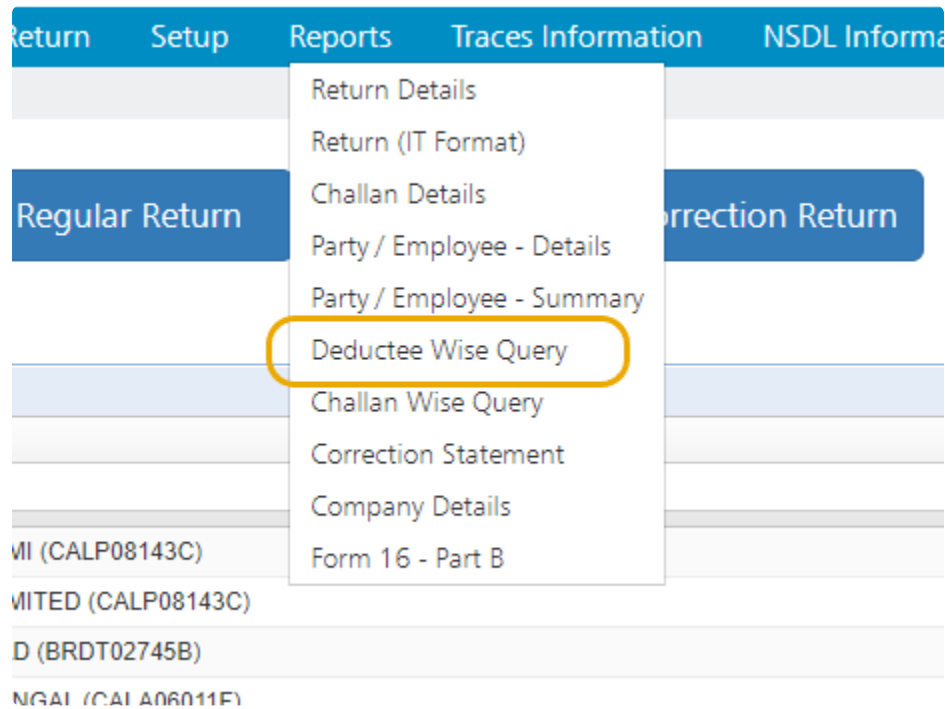
Party / Employee - Summary (Report)

The system gives the option to Print, Download or Export the report as per requirement.

7.6. Deductee Wise Query

The details of the deductee(s) will get displayed on the basis of the criteria provided.

Click on “**Deductee Wise Query**” under “**Reports**”:



Deductee Wise Query

Following screen will appear:

Deductee Wise Query Report

From Date
01/04/2020

To Date
31/03/2021

Company
PDS INFOTECH PRIVATE LIM (CALP08143C)

Party / Employee
PARTY
Form
26Q
Sort Order
Date

Choose Section
194J(b)

Deductee List

Filter Enter your keyword

Deductee Name	Deductee Pan	
PIYALI GANGULY	AYHPG9431G	<input checked="" type="checkbox"/>
R K INFOMEDIA	AKCPT8779R	<input checked="" type="checkbox"/>
STRATUS MANAGEMENT TECHNOLOGI...	ABSF98845A	<input checked="" type="checkbox"/>

Page 1 of 1
15
Displaying 1 to 3 of 3 records.

Amount Paid
All

Tds Amount
All

Cess
All

Show Report
Go To Dashboard

Deductee Wise Query

From Date – To Date: Select the time span for which the report has to be generated.

Company: Select the company for which the report has to be generated.

Deductee/Employee: Select either deductee or employee to filter out a particular type of information.

Choose Section: Select one or multiple section(s) across which the report has to be generated.

Select Forms: Select one or multiple form(s) across which the report has to be generated.

Select Qtrs.: Select one or multiple quarters across which the report is to be generated.

Select 'Amount Paid', '**TDS Amount**' & '**Cess**' – User needs to select one of the following four options mentioned below:

i. **All**

ii. **Greater Than**

iii. **Equal To**

iv. **Less than**

Click on **Show Report**. The following report will get generated as displayed below:

PDS INFOTECH PRIVATE LIMTAN : **CALP08143C** FA Year : **2018-19**

From Date : 01/04/2018 To : 31/03/2019

Employee Wise Query Report

Page 1 of 1

Date	Section	Amount Paid	Cess	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks
Deductee Name : SHREYA SARKAR MAITY				PAN : BWHPS3097P		Category : G - General		
17/02/2019	192B	15000.00	0.00	500.00	500.00	22664	05/11/2018	
Total		15000.00		500.00	500.00			
Deductee Name : RANJAN GOENKA				PAN : AGVPG4076H		Category :		
31/10/2018	192B	80000.00	0.00	10000.00	10000.00	22664	05/11/2018	
Total		80000.00		10000.00	10000.00			

Deductee Wise Query - Monthly report

Find...

1 of 1

PDS INFOTECH PRIVATE LIMI

TAN : CALP08143C FA Year : 2020-21

From Date : 01/04/2020 To : 31/03/2021

Deductee Wise Query Report

Page 1 of 1

Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks
Deductee Name : PIYALI GANGULY PAN : AYHPG9431G Type : Non-Company								
06/07/2020	194J(b)	20000.00	7.50	1500.00	1500.00	26878	06/08/2020	
Total		20000.00		1500.00	1500.00			
Deductee Name : STRATUS MANAGEMENT TECHNOLOGIES ABSFS6845A Type : Company								
06/07/2020	194J(b)	50000.00	7.50	3750.00	3750.00	26878	06/08/2020	
Total		50000.00		3750.00	3750.00			
Deductee Name : R K INFOMEDIA PAN : AKCPT8779R Type : Company								
06/07/2020	194J(b)	10000.00	7.50	750.00	750.00	26878	06/08/2020	
Total		10000.00		750.00	750.00			

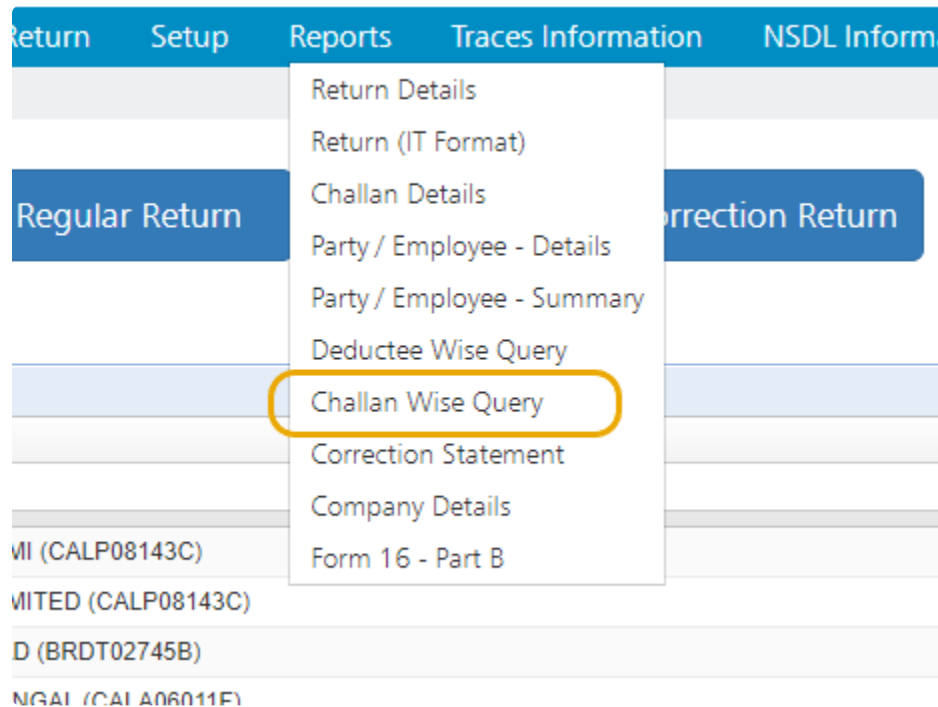
Deductee Wise Query - Annual report

The system gives the option to Print, Download or Export the report as per requirement.

7.7. Challan Wise Query

This query provides advanced filtering functions to extract specific information, as per requirement, from TDS / TCS returns throughout the financial year for a particular deductor. For example, throughout the year one can extract all payments under section* 194J greater than Rs. 1,00,000.*

Click on **Challan Wise Query** under **Reports**:



Challan Wise Query

The Following screen will appear:

A screenshot of the 'Challan Wise Query Report' form. The form contains several input fields: 'Company' (PDS INFOTECH PRIVATE LIM (CALP08143C)), 'FA Year' (2018-19), 'Quarter' (All selected (4)), 'Form' (24Q), 'Challan Type' (Bank Challan), 'Sort Order' (Form No.), 'BSR Code/24G Receipt No' (0510308), and 'Challan Total Amount' (All). At the bottom, there are two buttons: 'Show Report' (highlighted with a yellow circle) and 'Go to Dashboard'.

Company (TAN): Select the company for which the report has to be generated.

FA Year: Select the relevant Financial Year for which the report needs to be generated.

Quarter – Select the relevant quarter for which the report needs has to be generated.

Form – Select the relevant Form.

Challan Type – Select the Challan Type, it could be Bank Challan/Book Entry/Nil Challan.

Sort Order – Select the parameter on the which the report has to be generated.

BSR Code / 24G Receipt No. – Enter the BSR Code, or Form 24G receipt No.(if required)

Challan Total Amount – Select one of the following four Challan amount parameters:

i. All

ii. Greater Than

iii. Equal To

iv. Less than

Click on **Show Report**. The following report will get generated.

CALP08143C 2019-20 Quarter : All Quarter Form : 24Q											
Query Report											
											Page 1 of 1
Form No	Qtr	Date	BSR Code/ 24G Rcpt.	Challan No./ T. V. No.	TDS	Surcharge	Edu Cess	Interest	Others	Total Amount	Remark
24Q	Q3	11/05/2018	0510308	22664	10700.00	0.00	0.00	0.00	0.00	10700.00	***
24Q	Q4	12/06/2018	0510308	26655	10700.00	0.00	0.00	0.00	0.00	10700.00	
Total					21400.00	0.00	0.00	0.00	0.00	21400.00	

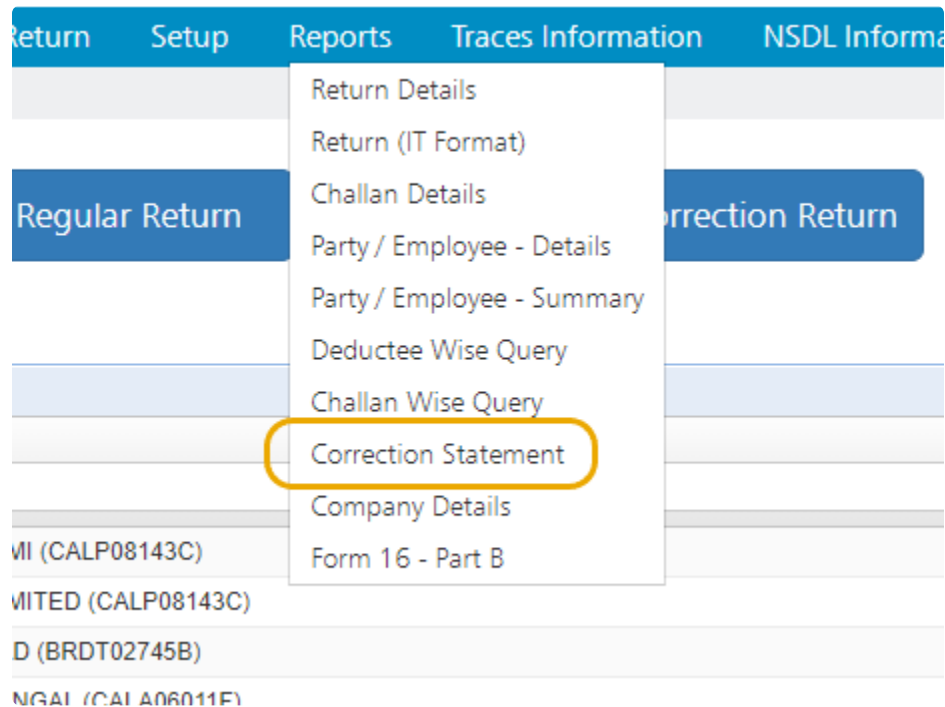
Challan Wise Query - Report

The system gives the option to Print, Download or Export the report as per requirement.

7.8. Correction Statement

The report lists down all the corrections made in the previously filed erroneous Return.

Click on **Correction Statement** under **Reports** menu:



Correction Statement

The following screen will be displayed:

Correction Statement

Show Report

To Dashboard

Description

	FA Year	Form No	Qtr	Company Name
<input checked="" type="radio"/>	2020-21	26Q	Q1	PDS INFOTECH PRIVATE LIM
<input type="radio"/>	2020-21	26Q	Q1	PDS INFOTECH PRIVATE LIM
<input type="radio"/>	2019-20	26Q	Q2	RBL BANK LIMITED
<input type="radio"/>	2019-20	24Q	Q4	SGK INDIA INDUSTRIAL SERVICES PRIVATE LIMITED
<input type="radio"/>	2019-20	24Q	Q4	PDS INFOTECH PRIVATE LIM
<input type="radio"/>	2019-20	26Q	Q3	AUTISM SOCIETY WEST BENGAL
<input type="radio"/>	2019-20	26Q	Q1	PDS INFOTECH PRIVATE LIM
<input type="radio"/>	2018-19	24Q	Q4	ST THOMAS SCHOOL
<input type="radio"/>	2018-19	24Q	Q4	GEBBS HEALTHCARE SOLUTIONS PRIVATE LIMITED
<input type="radio"/>	2018-19	24Q	Q4	SHIV KUMAR MITTAL (HUF)

Correction Statement - Report

Select the required correction statement.

Click on **Show report**.

The following report will get displayed:

PDS INFOTECH PRIVATE LIMITED	
TAN :CALP08143C FA Year :2020-21	
Period :01/04/2020 - 30/06/2020	FORM NO. 26Q- Correction Statement
Print Date : 17/02/2021	
Company Details	
1. Particulars of Deductor (a) Name : PDS INFOTECH PRIVATE LIMITED (b) Address : Flat / Door / Block No : 8, Name of Premises / Building : HUNGERFORD STREET Road / Street / Lane : KOLKATA Area / Locality : THE REGENCY - 4TH FLOOR Town / District / City : PICASSO BITHI State : WEST BENGAL Pin Code : 700017 STD : 33 Phone : 22875500 e-Mail : info@pdsinfotech.com (c) TAN : CALP08143C (d) PAN : AAECF6178D (e) Deductor Type : K - Company (f) Has Address changed ? : No PAO Code : DDO Reg No. : PAO Reg No. : State : DDO Code : Ministry :	2. Particulars of Responsible Person (a) Name : RANJAN GOENKA (b) Address : Flat / Door / Block No : 8, Name of Premises / Building : HUNGERFORD STREET Road / Street / Lane : KOLKATA Area / Locality : THE REGENCY - 4TH FLOOR Town / District / City : PICASSO BITHI Pin Code : 700017 State : WEST BENGAL STD : 33 Phone : 22875500 Mobile : 9830086326 e-Mail : info@pdsinfotech.com (c) Father's Name : (d) Designation : DIRECTOR (e) Has Address changed ? : No
3. Previous Filing Details (a) Previous PRN No. : 770000072835484 (b) Original PRN No. : 770000072835484	
4. Filing Details (a) Receipt No. : (b) Date of Filing :	

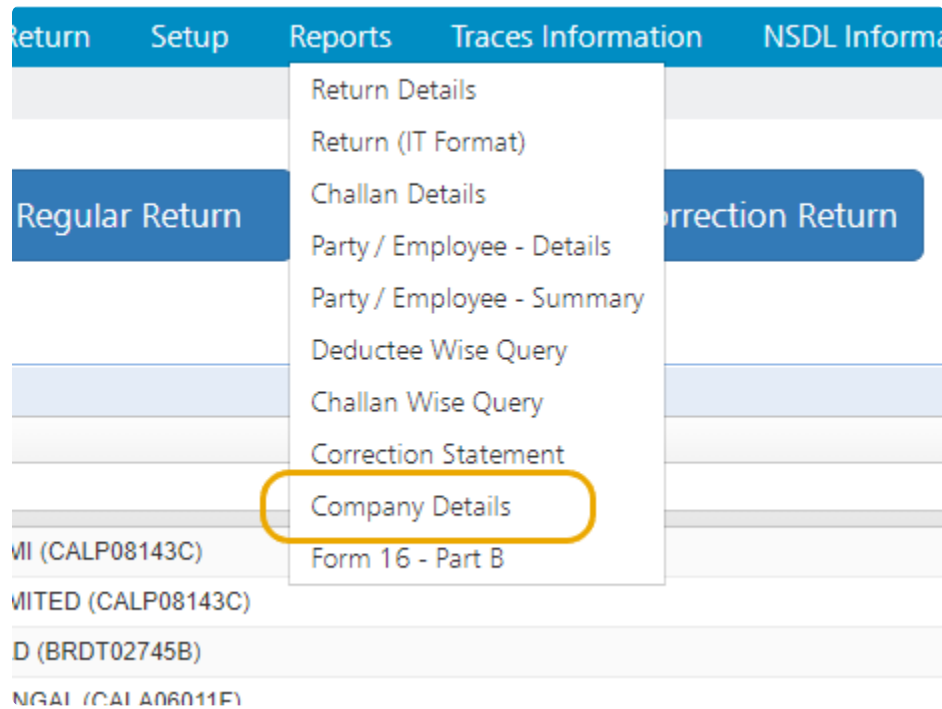
Correction Statement - Report

The system gives the option to Print, Download or Export the report as per requirement.

7.9. Company Details

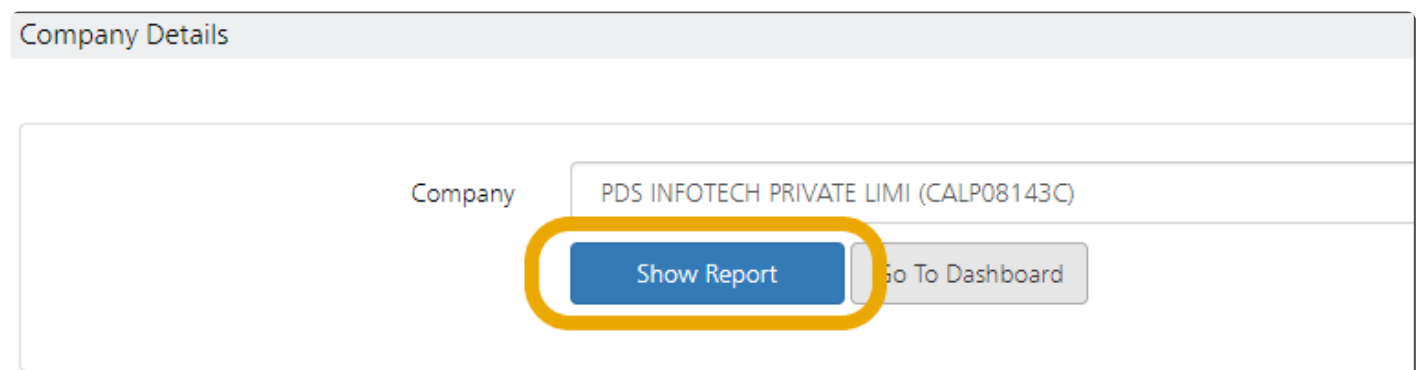
This report provides the details of the company selected.

Click on **Company Details** under **Reports**:



Company Details

The following will be displayed:



Company Details -Show Report

Select the company for which the report needs to be generated.

Click on **Show Report**

The following report will get generated:

PDS INFOTECH PRIVATE LIMI
TAN : CALPS0143C
Company Details

Print Date : 17/02/2021

1. Particulars of Deductor

(a) Name : PDS INFOTECH PRIVATE LIMI

(b) Address :

Flat / Door / Block No : PDS INFOTECH PRIVATE LIMI

Name of Premises / Building : THE REGENCY, 4TH FLOOR

Road / Street / Lane : 4, HUNGERFORD STREET

Area / Locality : WINTO PARK

Town / District / City : KOLKATA

State : WEST BENGAL

Pin Code : 700017

STD : 033 Phone : 22875500

Alt. STD : Phone :

e-Mail : info@pdsinfotech.com

Alt. e-Mail :

(c) Tax Deduction Account Number (TAN) : CALPS0143C

(d) Permanent Account Number (PAN) : AAECPS1780

(e) Deductor Type : K - Company

2. Particulars of Responsible Person

(a) Name : RANJAN GOENKA

(b) Address :

Flat / Door / Block No : THE REGENCY

Name of Premises / Building : THE REGENCY, 4TH FLOOR

Road / Street / Lane : 4, HUNGERFORD STREET

Area / Locality : WINTO PARK

Town / District / City : KOLKATA

Pin Code : 700017

State : WEST BENGAL

STD : 033 Phone : 22875500

Alt. STD : Phone :

Mobile : 9830083325

e-Mail : info@pdsinfotech.com

Alt. e-Mail :

(c) Father's Name : LATE S. P. GOENKA

(d) Designation : DIRECTOR

(e) Permanent Account Number (PAN) : AQWPG4075H

Company Details - Report

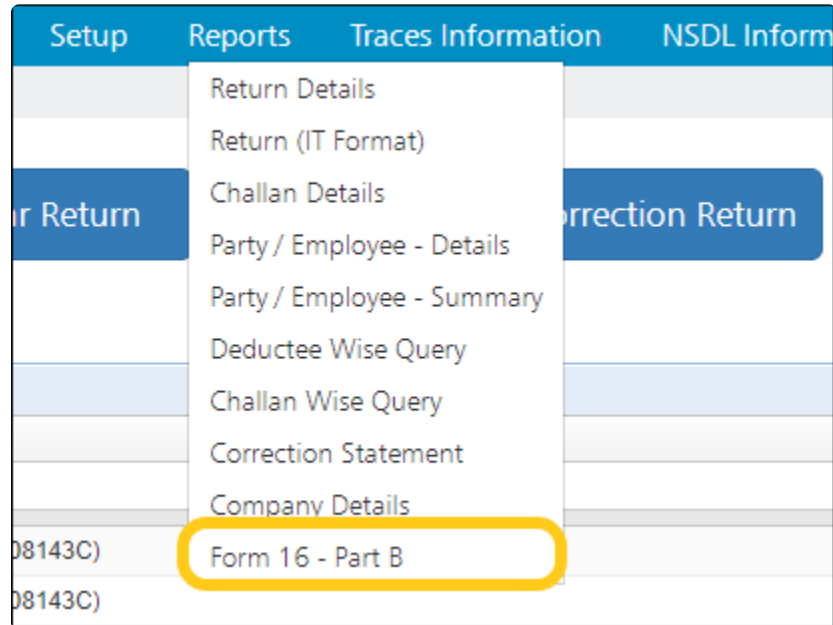
The system gives the option to Print, Download or Export the report as per requirement.

7.10. Print Form 16, Part B (TDS Certificate for Employee)

Form 16, Part B is the TDS Certificate issued to Employees by the Employer. It provides the details of the computation of taxable income and the applicable tax.

One can generate / print Form 16, Part B from the software if the details have been entered (as it is optional).

Click on **Form 16 – Part B** under **Reports** :



Form 16 Part A & Part B

The following screen will get displayed:

 A screenshot of a dialog box titled 'Print Form 16, Part B (TDS Certificate for Employee)'. It contains explanatory text about Form 16, Part B. Below the text are three radio button options: 'Print Form 16, Part B' (selected), 'Generate individual PDF for each Employee', and 'Merge PDF files of Part A & Part B of Form 16'. Each option has a brief description. At the bottom left, there is a 'Proceed' button highlighted with a yellow circle.

Form 16 Part A & Part B

The report can be generated in any of the following 3 formats:

- i. **Print Form 16, Part B**
- ii. **Generate Individual PDF for each Employee**
- iii. **Merge PDF files of Part A & Part B of Form 16**

Each of the 3 formats are individually explained below:

i. Print Form 16, Part B

This will print the certificates for all selected employees.

Select **Print Form 16, Part B**

Click on **Proceed**.

The screen will get displayed:

Print Form 16, Part B (TDS Certificate for Employee)

This will print Form 16, Part B of the TDS Certificate for the selected Employees

Company: PDS INFOTECH PRIVATE LIM (CALP08143C) ▼

FA Year: 2018-19 ▼

Place: KOLKATA

Date: 17/02/2021

To be printed on the Certificate

List of Employee		Search	Go
<input type="checkbox"/> Select All	Employee Name	PAN No	
	Deductee / Employee	PAN No	
<input type="checkbox"/>	D S JHA	AQOPJ2644M	
<input type="checkbox"/>	SHREYA SARKAR MAITY	BWHPS3097P	
<input type="checkbox"/>	SHREYA SARKAR MAITY	GWHP3097P	

Page 1 of 1 | 15 | Displaying 1 to 3 of 3 records.

Show Report | [Go To Dashboard](#)

Form 16 Part A & Part B - show report

Company – Select the Company for which the report needs to be generated

FA Year – Select the Financial Year for which the return needs to be generated

Place – Select the place where the certificate has to be generated.

Date – Select the date when the certificate has to be generated.

List of Employees – Select the employee name for which the certificate has to be generated.

Click on **Show Report**. The following report will get displayed:

FORM NO. 16			
[See rule 51(1)(a)]			
PART B			
Certificate under section 203 of the Income Tax Act, 1961 for Tax deducted at source on Salary			
Name and address of the Employer		Name and Designation of the Employee	
PDS INFOTECH PRIVATE LIM PDS INFOTECH PRIVATE LIM, THE REGENCY, 4TH FLOOR, 5, HUNGERFORD STREET, MINTO PARK, KOLKATA - 700017		D S JHA	
PAN of the Deductor	TAN of the Deductor	PAN of the Employee	
AAECPS178D	CALP08149C	AQGPJ2844H	
CIT(TDS)	Assessment Year	Period	
	2019-20	From	To
		01/04/2018	31/03/2019
Details of Salary paid and any other income and tax deducted			
	Rs.	Rs.	Rs.
1. Gross Salary			
(a) Salary as per provisions contained in sec. 17(1)		0.00	
(b) Value of perquisites u/s 17(2) (as per Form No. 12BA, wherever applicable)		0.00	
(c) Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)		0.00	
(d) Total			0.00
(e) Reported total amount of salary received from other employer(s)			0.00
2. Less: Allowance to the extent exempt u/s 10			
(a) Travel concession or assistance under section 10(5)		0.00	
(b) Death-cum-retirement gratuity under section 10(10)		0.00	
(c) Commuted value of pension under section 10(10A)		0.00	
(d) Cash equivalent of leave salary encashment under section 10(10AA)		0.00	
(e) House rent allowance under section 10(13A)		0.00	
(f) Amount of any other exemption under section 10	0.00		
	0.00		
	0.00		
	0.00		
(g) Total amount of any other exemption under section 10		0.00	
(h) Total amount of exemption claimed under section 10			0.00
[2(a) - 2(b) - 2(c) - 2(d) - 2(e) - 2(f) - 2(g)]			
3. Total amount of salary received from current employer		416000.00	
[1(d) - 2(h)]			
4. Less : Deductions under section 16			
(a) Standard deduction under section 16(a)	30000.00		
(b) Entertainment allowance under section 16(i)	500.00		
(c) Tax on employment under section 16(iii)	100.00		
5. Aggregate of 4(a), 4(b) and 4(c)		30600.00	
6. Income chargeable under the head 'salaries' (3-1(e)-5)			384400.00
7. Add: Any other income reported by the employee under as per section 16C (2B)			
(a) Income (or admissible loss) from house property reported by employee offered for TDS		0.00	
(b) Income under the head other source offered for TDS		0.00	
8. Total amount of other income reported by employee		0.00	
[7(a) + 7(b)]			
9. Gross total income (6 + 8)			384400.00

Processed & Printed from : TDSMANONLINE (www.tdsmanonline.com)

Page 1

Print form 16 part B

ii. Generate individual PDF for each Employee

This will generate separate PDF files of Form 16, Part B for the each of the selected Employee. All the PDF files will be placed in one ZIP file and will automatically be downloaded to the local system.

Select **Generate individual PDF for each Employee**

Click on **Proceed**.

Company
PDS INFOTECH PRIVATE LIM (CALP08143C)

FA Year
2019-20

Place
KOLKATA

Date
17/02/2021

To be printed on the Certificate

List of Employee

☐ Select All
Employee Name
PAN No

	Deductee / Employee	PAN No
<input type="checkbox"/>	AARTI OMPRAKASH TIWARI	AOGPT4879Q
<input type="checkbox"/>	ABHAS MISHRA	AHSPM1256H
<input type="checkbox"/>	ABHISHEK SINGH	FHFPS0159R
<input type="checkbox"/>	ABHISHEK SINGH	EHTPS8040G
<input type="checkbox"/>	ABID A MANSURI	AOQPM2741C
<input type="checkbox"/>	ADITYA R AYYAR	AYQPR4988N
<input type="checkbox"/>	AJAY PRAVINCHANDRA VYAS	AEBPV5464L
<input type="checkbox"/>	AJAYKUMAR N RAWAL	AIFPR1731A
<input type="checkbox"/>	AJITSINH UKABHAI BARAD	BFTPB0476G
<input type="checkbox"/>	AKHILESH YADAV	AIUPY9874G
<input type="checkbox"/>	AKSHAY KUMAR	AQKPA2431R

Page 1 of 30
15
Displaying 1 to 15 of 444 records.

Download PDF
Go To Dashboard

Individual PDF for each Employee – Form 16 Part B – Reports

Company – Select the Company for which the report needs to be generated

FA Year – Select the Financial Year for which the Return needs to be generated

Place – Select the place where the certificate has to be generated.

Date – Select the date when the certificate has to be generated.

List of employees – Select the employee name for which the certificate has to be generated.

Click on **Download Report**. The report will get downloaded in PDF Format.

iii. Merge PDF files of Part A & Part B of Form 16

Part A of Form 16 is to be generated through the TRACES PDF Converter by using the downloaded Certificate file. This module will generate PDF of Part B for each employee and merge it with Part A and store it as one consolidated PDF of Form 16 (Part A & B) in the local system.

Select **Merge PDF files of Part A & Part B of Form 16**

Click on **Proceed**

Company

PDS INFOTECH PRIVATE LIM (CALP08143C)

FA Year

2019-20

Select Folder of PDF files of Part A
(as generated by Converter Utility)

Choose Files

No file chosen

Place

KOLKATA

Date

17/02/2021

To be printed on the Certificate

List of Employee

Search

Go

Select All	Employee Name	PAN No
<input checked="" type="checkbox"/>	AARTI OMPRAKASH TIWARI	AOGPT4879Q
<input checked="" type="checkbox"/>	ABHAS MISHRA	AHSPM1256H
<input type="checkbox"/>	ABHISHEK SINGH	FHFPS0159R
<input type="checkbox"/>	ABHISHEK SINGH	EHTPS8040G
<input type="checkbox"/>	ABID A MANSURI	AOQPM2741C
<input type="checkbox"/>	ADITYA R. AYYAR	AYQPR4988N
<input type="checkbox"/>	AJAY PRAVINCHANDRA VYAS	AEBPV5464L
<input type="checkbox"/>	AJAYKUMAR N RAWAL	AIFPR1731A
<input type="checkbox"/>	AJITSINH UKABHAI BARAD	BFTPB0476G
<input type="checkbox"/>	AKHILESH YADAV	AIUPY9874G
<input type="checkbox"/>	AKSHAY KUMAR	AQKPA2431R

Page

1

of 30

15

Displaying 1 to 15 of 444 records.

Merge Form 16 Part-A & B

Go To Dashboard

Form 16 Merge Part A & Part B - show report

Company – Select the Company for which the report needs to be generated

FA Year – Select the Financial Year for which the return needs to be generated

Choose File – Select Folder of PDF files of Part A (as generated by Converter Utility)

Place – Select the place where the certificate is being generated.

Date – Select the date when the certificate is being generated.

List of employees – Select the employee name(s) for which the certificate is being generated.

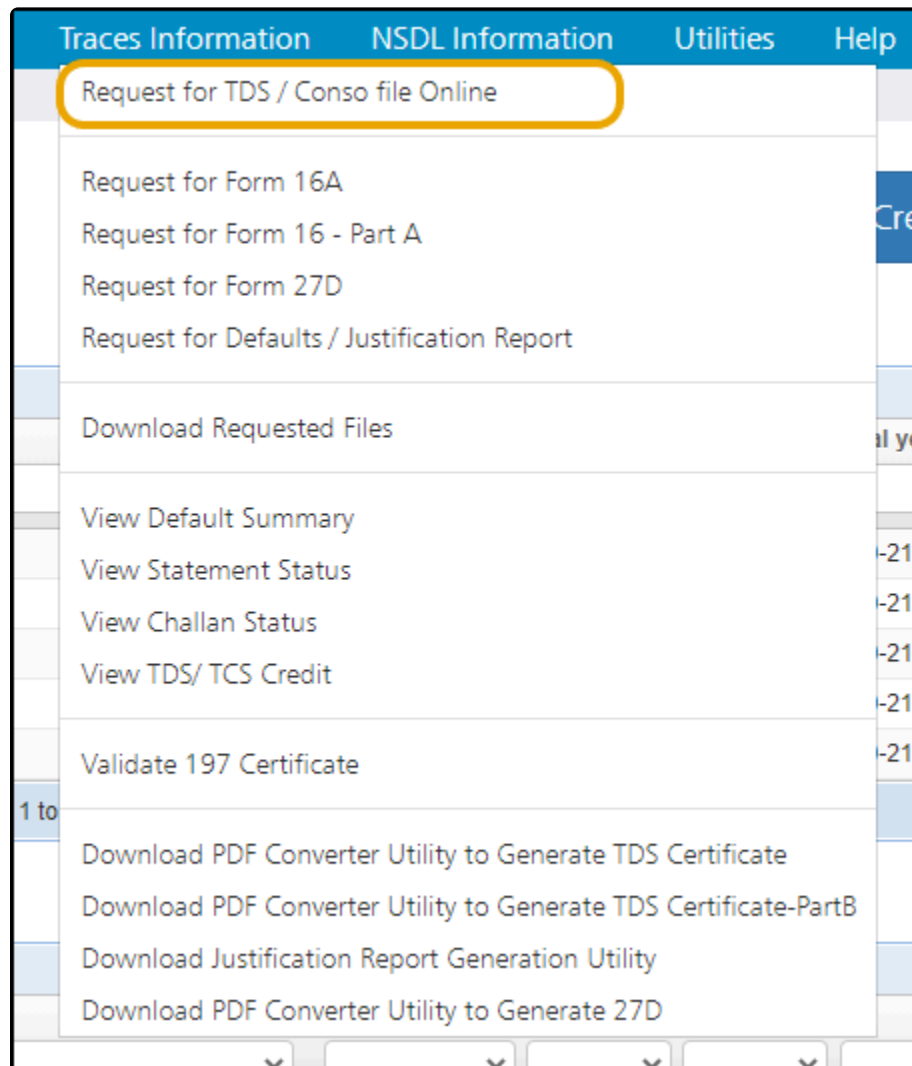
Click on **Merge Form 16 Part A & B**. Once the merging is complete, the consolidated Form 16 is stored in the provided folder.

8. TRACES Information

All the modules related to TRACES are explained here.

8.1. Request for TDS / Conso file Online

This module is used for requesting TDS/Conso file from TRACES. The system allows the user to request for 'Conso file' from TRACES through TDSMAN Online interface. In order to do this, click on **>Request for TDS/Conso file Online<** under **>TRACES Information<**



Request for TDS/Conso File Online

The following screen will appear:

STEP 1

Enter User Details

TAN

TRACES User Id

TRACES Password

Save Password ☒

[Disclaimer!](#)

Select Your Return

FA Year

Form No

Quarter

Request for Consolidated Statement

Step1:

Enter the TRACES login details, after that select FA year, Form No. and Quarter.

Following screen will appear:

STEP 2

Token Number / Provisional Receipt Number (PRN) 7700

☐NIL Challan Statement
 ☐Book Adjustment
 ☐No Valid Pan

Provide any one challan information of that return

CD Record Number

SI No

Challan Serial No./ DDO

26878

BSR Code / Receipt No.

0510308

Date of Tax Deposited

06/08/2020

Challan Amount / Transfer Voucher

23976.00

Provide any three Deductee record's PAN and it's Tax Deudcted

Sl. No.	Deductee PAN	TDS Deducted
1.	AB	3750.00
2.	AY	1500.00
3.	AK	750.00

ADDITIONAL REQUEST

☐Justification Report
 ☐Form 16A

Enter text as in above image

xyeac

Captcha Code

Request

Activate

Go to Set

TRACES - Log In Details

Step 2:

If data is available in the software the above data will be automatically be fetched otherwise it needs to entered manually.

It also gives the option to make additional request for Justification Report and Form 16A or Form 16. Enter the captcha and click on **>Request<** button.

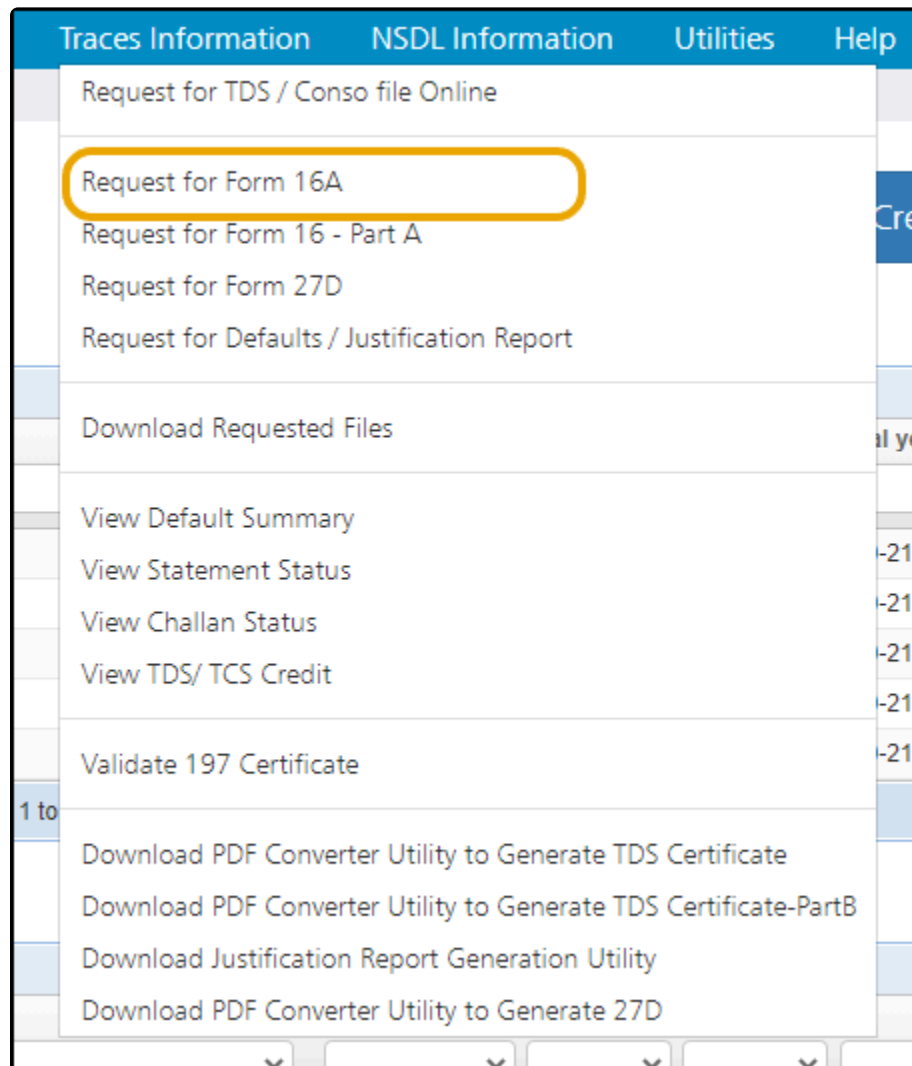
On clicking, a request will get submitted and TRACES will generate a request number against it. Normally, TRACES takes some time to process the request. Once done, the file is made available in the **“DOWNLOAD REQUESTED FILE”** Section

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Page 128 of 200

8.2. Request Form 16A

This module is used for requesting Form 16A from TRACES. The system allows the user to request for 'Form 16A' from TRACES through TDSMAN Online interface. In order to do this, click on **>Request for Form 16A<** under **>TRACES Information<** option



Request for Form 16A

Following screen will appear:

Request for TDS Certificate (Form 16A)

Request for TDS Certificates – Form 16A to TRACES may be done here. This file is read by the TRACES PDF Converter to generate the Form 16A of Deductees in PDF format.

STEP 1

Enter User Details

TAN TRACES User Id TRACES Password Save Password ☒ [Disclaimer!](#)

Select Your Return

FA Year Form No Quarter

Request for Form 16A

Step 1:

Enter the TRACES login details, after that select **FA year**, **Form No.** and **Quarter**.

STEP 2

Token Number /
Provisional Receipt Number (PRN) ☐ NIL Challan Statement ☐ Book Adjustment ☐ No Valid Pan

Provide any one challan information of that return

CD Record Number

Challan Serial No./ DDO

BSR Code / Receipt No.

Date of Tax Deposited

Challan Amount /
Transfer Voucher

Provide any three Deductee record's PAN and it's Tax Deudcted

Sl. No.	Deductee PAN	TDS Deducted
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

ADDITIONAL REQUEST

☐ Conso File ☒ Justification Report



Enter text as in above image

Captcha Code

Request for Form 16

Step 2:

If data is available in the software the above data will be automatically being fetched otherwise it needs to enter manually

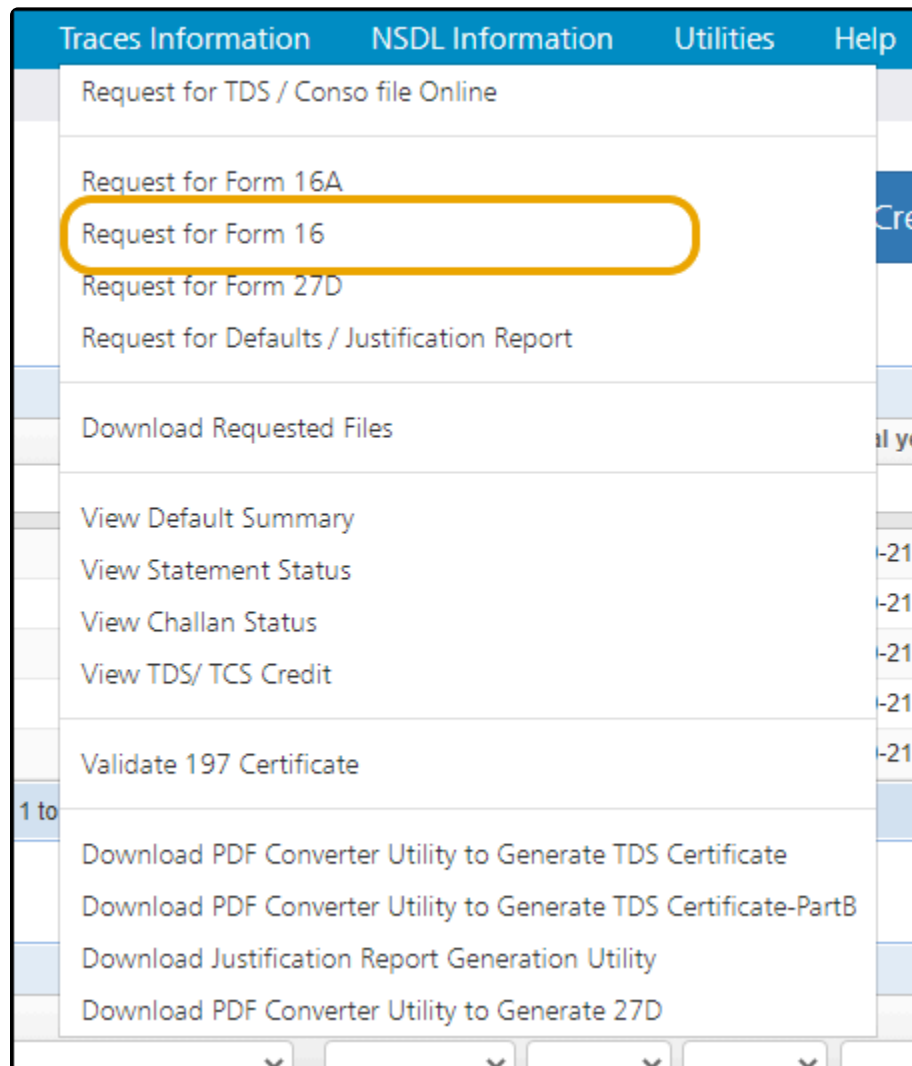
This module also gives the option to make additional request for Conso file and Justification Report. Enter the **Captcha** and click on >Request<

button

On clicking, a request will get submitted and **TRACES** will generate a request number against it. Normally, TRACES takes some time to process the request. Once done, the file is made available in the **“DOWNLOAD REQUESTED FILE”** Section.

8.3. Request Form 16

The system allows the user to request for 'Form 16' from TRACES containing data for generating TDS Certificate through TDSMAN Online interface. In order to do this, click on **>Request for Form 16<** under **>TRACES Information<**



Request for Form 16

Following screen will appear:

STEP 1

Enter User Details

TAN CA [REDACTED] ▼ TRACES User Id [REDACTED] TRACES Password [REDACTED] Save Password ☒ Disclaimer!

Select Your Return

FA Year 2020-21 ▼ Form No 26Q ▼ Quarter Q2 ▼

Request for Form 16

Step 1:

Enter User Details: Enter the Login details of the user i.e. **TAN, TRACES User Id** and **Password**

Select Your Return: Select the details of the Return i.e. Financial Year, Form No. and Quarter for which the form needs to be downloaded.

STEP 2

Token Number / Provisional Receipt Number (PRN) 77 [REDACTED] ☐ NIL Challan Statement ☐ Book Adjustment ☐ No Valid Pan

Provide any one challan information of that return

CD Record Number SI No

Challan Serial No./ DDO 26878

BSR Code / Receipt No. 0510308

Date of Tax Deposited 06/08/2020

Challan Amount / Transfer Voucher 23976.00

Provide any three Deductee record's PAN and it's Tax Deudcted

Sl. No.	Deductee PAN	TDS Deducted
1.	A [REDACTED]	3750.00
2.	A [REDACTED]	1500.00
3.	A [REDACTED]	750.00

ADDITIONAL REQUEST

☐ Conso File ☒ Justification Report

Enter text as in above image

Captcha Code

Request

Request for Form 16

Step 2:

This information will be automatically placed, if available in the Regular Return as recorded in the system. In case it is missing, this needs to be manually entered.

Provisional Receipt No.: Enter Token Number of Regular Return of that quarter

Provide 1 Challan Information of the Return: Enter the Serial Number, Challan Number, BSR Code, Date of Deposit and Tax Deposited of one Challan of the selected Return.

Provide any 3 Deductee Record's PAN and it's Tax Deducted: Enter the PAN and the amount of Tax deducted of any three Deductees from the Challan whose details have been provided.

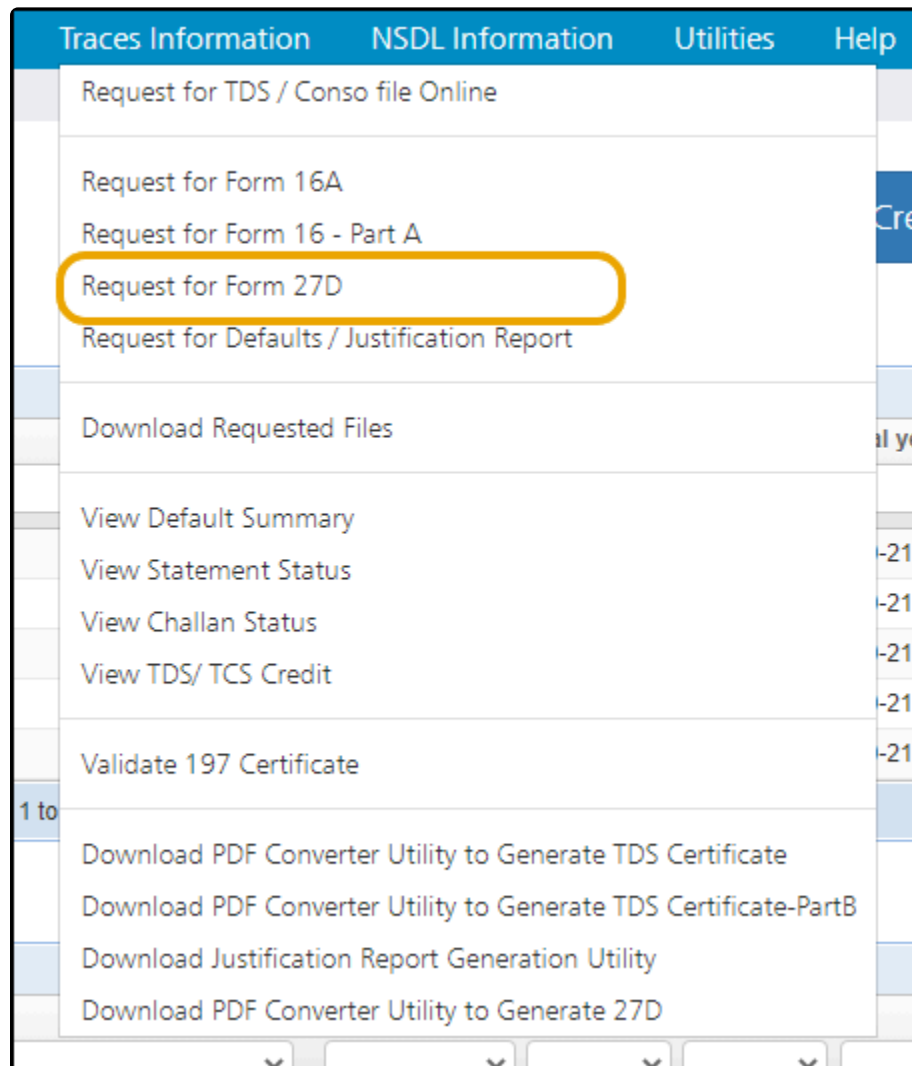
Additional Request: The system also gives the option to make additional file requests for Conso and/or Justification Report for the selected Return.

Enter the text as in above image: Enter the Captcha Code

Request: Click on **>Request<** button. This request will get submitted and TRACES will generate a Request Number against it. Normally, TRACES takes some time to process the request. Once done, the file is made available in the '**Download Requested Files**'.

8.4. Request For Form 27D

This module is used for requesting Form 27D from TRACES. The system allows the user to request for 'Form 27D' from TRACES containing data for generating TCS Certificate through TDSMAN Online interface. In order to do this, click on **>Request for Form 27D<** under **>TRACES Information<**



Request for Form 27D

Following screen will appear:

STEP 1

Enter User Details

TAN TRACES User Id TRACES Password ☒ Save Password [Disclaimer!](#)

Select Your Return

FA Year Form No Quarter

Request for Form 27D

h2.Step 1

Enter the TRACES login details, after that select FA year, Form No. and Quarter.

STEP 2

Token Number / Provisional Receipt Number (PRN) ☐ NIL Challan Statement ☐ Book Adjustment ☐ No Valid Pan

Provide any one challan information of that return

CD Record Number

Challan Serial No./ DDO

BSR Code / Receipt No.

Date of Tax Deposited

Challan Amount / Transfer Voucher

Provide any three Deductee record's PAN and it's Tax Deudcted

Sl. No.	Deductee PAN	TDS Deducted
1.	<input type="text" value="AB-XXXXXX"/>	<input type="text" value="3750.00"/>
2.	<input type="text" value="AY-XXXXXX"/>	<input type="text" value="1500.00"/>
3.	<input type="text" value="AK-XXXXXX"/>	<input type="text" value="750.00"/>

ADDITIONAL REQUEST

☐ Justification Report ☐ Form 16A

Enter text as in above image

[Activate](#)
[Go to Set](#)

Request for Consolidated Statement

Step 2

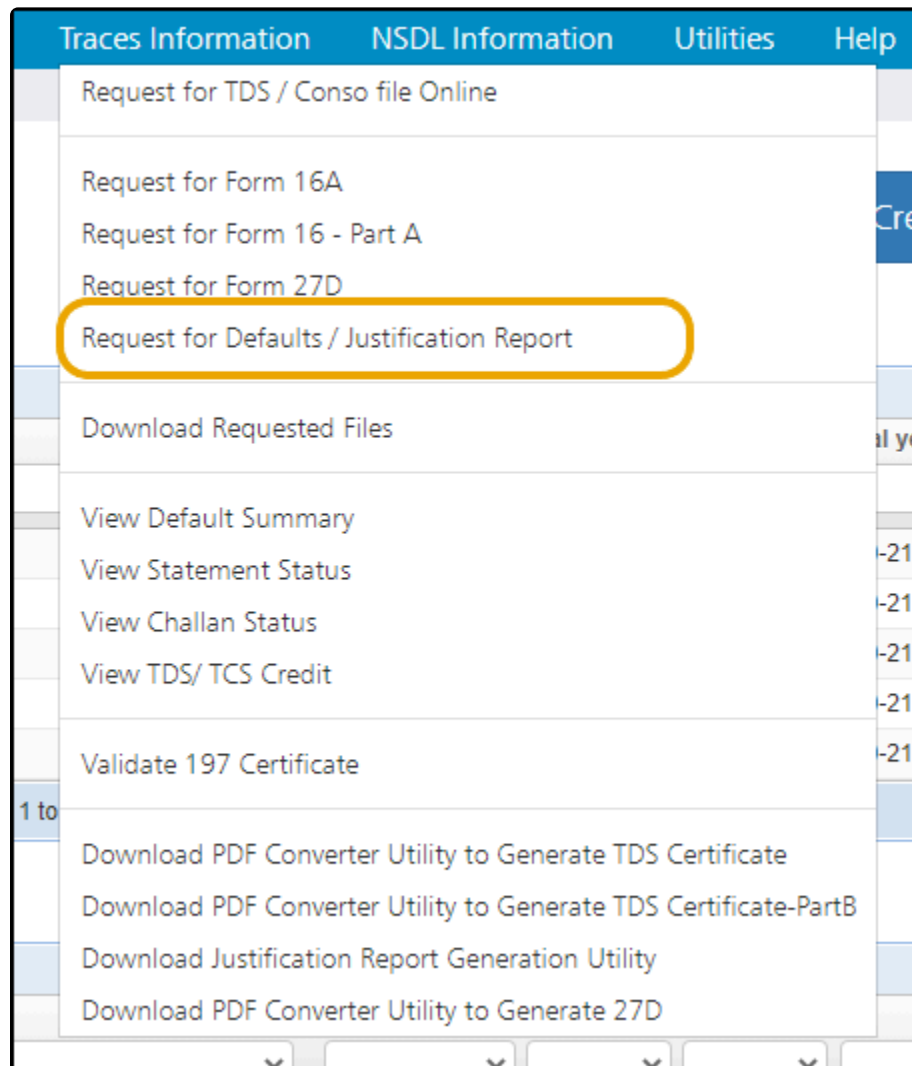
If data is available in the software the above, data will be automatically being fetched. Otherwise, it needs to enter manually.

This module also gives the option to make additional request for Conso file and Justification Report. Enter

the Captcha and click on **>Request<** button.

8.5. Request for Defaults / Justification Report

This module is used for requesting Defaults/Justification report from TRACES. The system allows the user to request for 'Defaults/Justification Report' from TRACES containing data through TDSMAN Online interface. In order to do this, click on >Request for Form 27D< under **>TRACES Information<**



Request for Defaults/Justification Report

Following Screen will appear:

STEP 1

Enter User Details

TAN TRACES User Id TRACES Password Save Password ☒ Disclaimer!

Select Your Return

FA Year Form No Quarter

Request for Form 27D

Step 1

Enter the **TRACES login details**, after that select **FA year**, **Form No.** and **Quarter**.

STEP 2

Token Number / Provisional Receipt Number (PRN) ☐ NIL Challan Statement ☐ Book Adjustment ☐ No Valid Pan

☒ Provide any one challan information of that return

CD Record Number

Challan Serial No./ DDO

BSR Code / Receipt No.

Date of Tax Deposited

Challan Amount / Transfer Voucher

☒ Provide any three Deductee record's PAN and it's Tax Deudcted

Sl. No.	Deductee PAN	TDS Deducted
1.	<input type="text" value="AB-XXXXXX"/>	<input type="text" value="3750.00"/>
2.	<input type="text" value="AY-XXXXXX"/>	<input type="text" value="1500.00"/>
3.	<input type="text" value="AK-XXXXXX"/>	<input type="text" value="750.00"/>

ADDITIONAL REQUEST

☐ Justification Report ☐ Form 16A

Enter text as in above image

Captcha Code

Activate
Go to Set

Request for Consolidated Statement

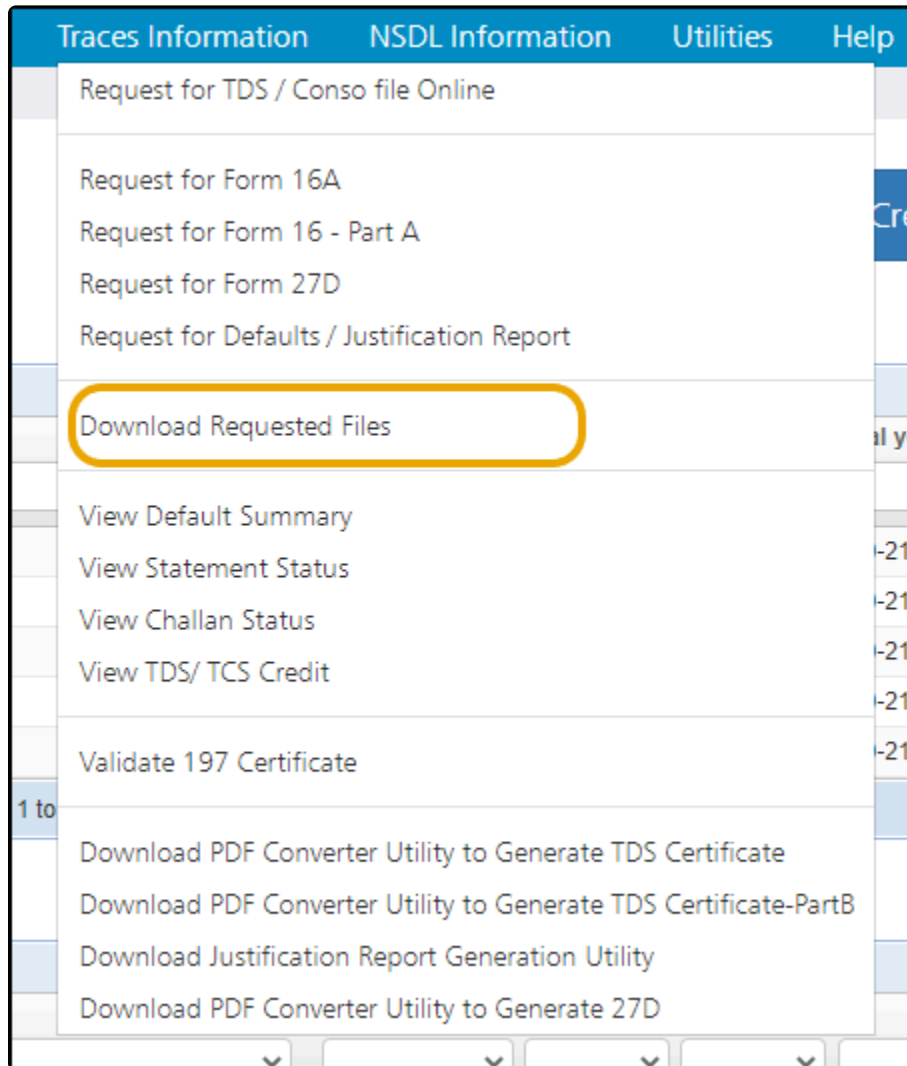
Step 2

If data is available in the software the below data will be automatically being fetched otherwise it needs to entered manually. This module also gives the option to make additional request for Conso file and Form 16A or Form 16. Enter the **Captcha** and click on **>Request<** button. On clicking a request will get submitted and TRACES will

generate a request number against it. Normally, TRACES takes some time to process the request. Once done, the file is made available in the “DOWNLOAD REQUESTED FILE” Section.

8.6. Download requested Files

All the request that are made from serial no. 8.1 to 8.5 will be available for download in this module. In order to do this, click on **>Download Requested File<** under **>TRACES Information<**



Download Requested Files

Following screen will appear:

Requested Download

TRACES processes the Request for different file types, and makes it available for 'Download' in a short while. These available files may be viewed here and also Download it.

User Details


TAN

TRACES User Id

TRACES Password

Save Password ☒

[Disclaimer!](#)



Enter text as in above image

Request Download

All the requests made will be available in the grid, click on **>Download<** button to download and extract the required file

Following is displayed:

Files Requested For Download [Back](#)

	Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks	
1	26-Mar-2021	104812539	2020-21	Q3	26Q/ 27Q	Bulk Form 16A File	Available	-	<input type="button" value="Download"/>

1 <<

Page 1 of 1

>> 1

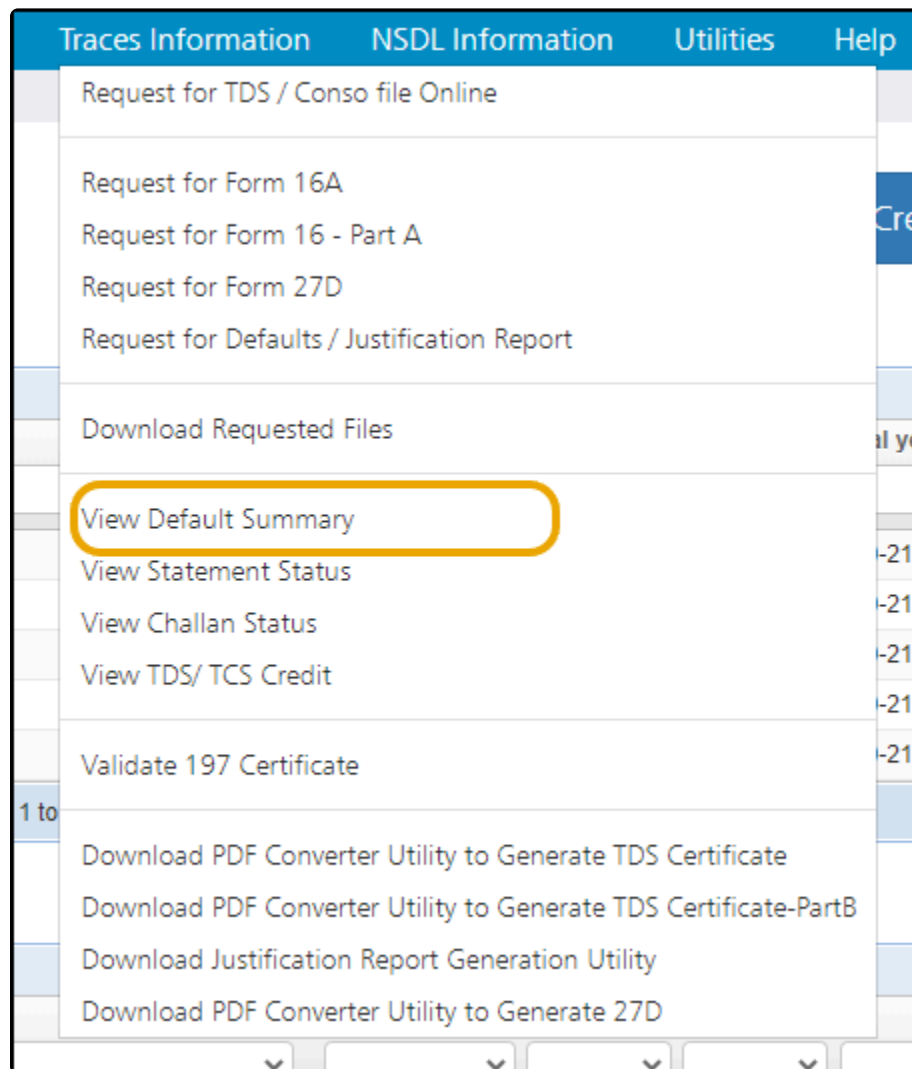
Records per page: 20

Displaying 1 to 1 of 1 items.

Files Requested for Download

8.7. Download Default Summery

This module is used for Viewing Default summary. In order to do this, click on **>View Default Summary<** under **>TRACES Information<**



View Default Summary

For this the user needs to enter the **TRACES login details**,


Following screen will appear:

Default Summary

TRACES provides Default Summary for any particular Return which may be viewed here.

User Details

TAN TRACES User Id TRACES Password [Save Password](#) ☒ [Disclaimer!](#)



Enter text as in above image

[Request](#)

Default Summary

Enter **TAN Number**, **TRACES User ID & Password**. Then click on **>Request<** button

Following screen will appear:

Default Summary

TRACES provides Default Summary for any particular Return which may be viewed here.

Default Summary Details for all FA [Back](#)

FA Year	Quarter	Form Type	Net Payable(Rounded Off)	
1 2013-14	Q4	26Q	140.00	View Details

Page 1 of 1 Records per page: 20 Displaying 1 to 1 of 1 items.

View Default Summary

If there are any defaults in any return then it will show in a grid. On clicking the **>View Details<** button, it will display the detail of defaults and the liability amount.

Following is displayed below:

TRACES provides Default Summary for any particular Return which may be viewed here.

Summary Details

[Back](#)

	Statement	Token Number	Order Passed Date
1	Regular Statement	0133XXXXXXXX0892	26-Apr-2014
2	Latest Processed Correction Statement*	0133XXXXXXXX7211	01-Jun-2014

[1 <](#)
[2 >](#)
Page **1** of 1
 [<<](#)
[>>](#)
Records per page: **20**
[⌂](#)
Displaying 1 to 2 of 2 items.

Count of Correction Statement(s) : 1
 Net Payable (Rounded-Off)(Rs) : 140.00

Default Summary Details

Sr.No.	Type Of Default	Default Amount	Amount Reported As Interest/ Others Claimed in the Statement(Rs.)	Payable(Rs.)
3	3	Interest on Payments Default u/s 201(1A)		
4	3(a)	Interest on Short Payment	0.00	0.00
5	3(b)	Interest on Late Payment	75.00	75.00
6	3(c)	Additional Late Payment interest against the processing of latest correction	63.00	63.00
7	4	Interest on Deduction Default u/s 201(1A)		
8	4(a)	Interest on Short Deduction	0.00	0.00
9	4(b)	Interest on Late Deduction	0.00	0.00
10	4(c)	Additional Late Deduction interest against the processing of latest correction	0.00	0.00
11	5	Late Filing Fee u/s 234E		
12	5(a)	Late Filing Levy	0.00	0.00
13	5(b)	Additional Late Filing levy against the processing of latest correction	0.00	0.00
14	6	Interest u/s 220(2)	0.00	0.00

[1 <](#)
[2 >](#)
Page **1** of 1
 [<<](#)
[>>](#)
Records per page: **20**
[⌂](#)
Displaying 1 to 14 of 14 items.

Total Payable (Rs) : 138.00
 Net Payable (Rounded-Off)(Rs) : 140.00

Summary of PAN Errors

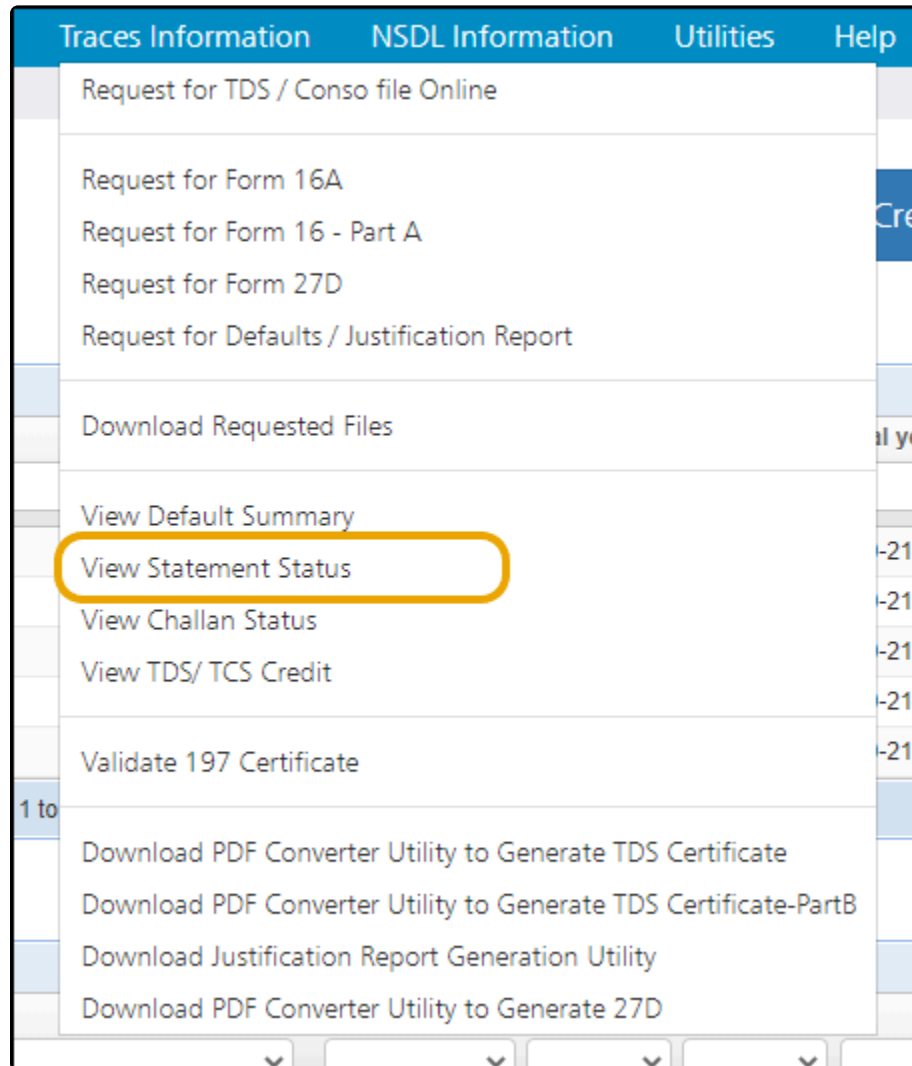
	Deductees Without PAN	Deductees With Invalid PAN
1	0	0

[1 <](#)
[2 >](#)
Page **1** of 1
 [<<](#)
[>>](#)
Records per page: **20**
[⌂](#)
Displaying 1 to 1 of 1 items.

View Default Summary

8.8. View Statement Status

This module is used for viewing the status of the Regular & Correction Return (Statements) as submitted. In order to do this, click on **>View Statement Status<** under **>TRACES Information<** option



View Statement Status


Following screen will appear:

Requested For Status Of Statement Filed

TRACES provides status of the Return in terms of 'With Defaults' or 'Without Defaults' which may be accessed here. It is a good practice to check here after 3-4 days of filing any Return (Regular or Correction).

User Details

TAN TRACES User Id TRACES Password ☒ Save Password [Disclaimer!](#)



Enter text as in above image

View Statement Status

Enter the **TRACES login details** (FA Year, Form No. and Quarter wise) and click on **>Request<** button

Following screen will appear:

Requested For Status Of Statement Filed

TRACES provides status of the Return in terms of 'With Defaults' or 'Without Defaults' which may be accessed here. It is a good practice to check here after 3-4 days of filing any Return (Regular or Correction).

Statement Status [Back](#)

FA Year Form No Quarter

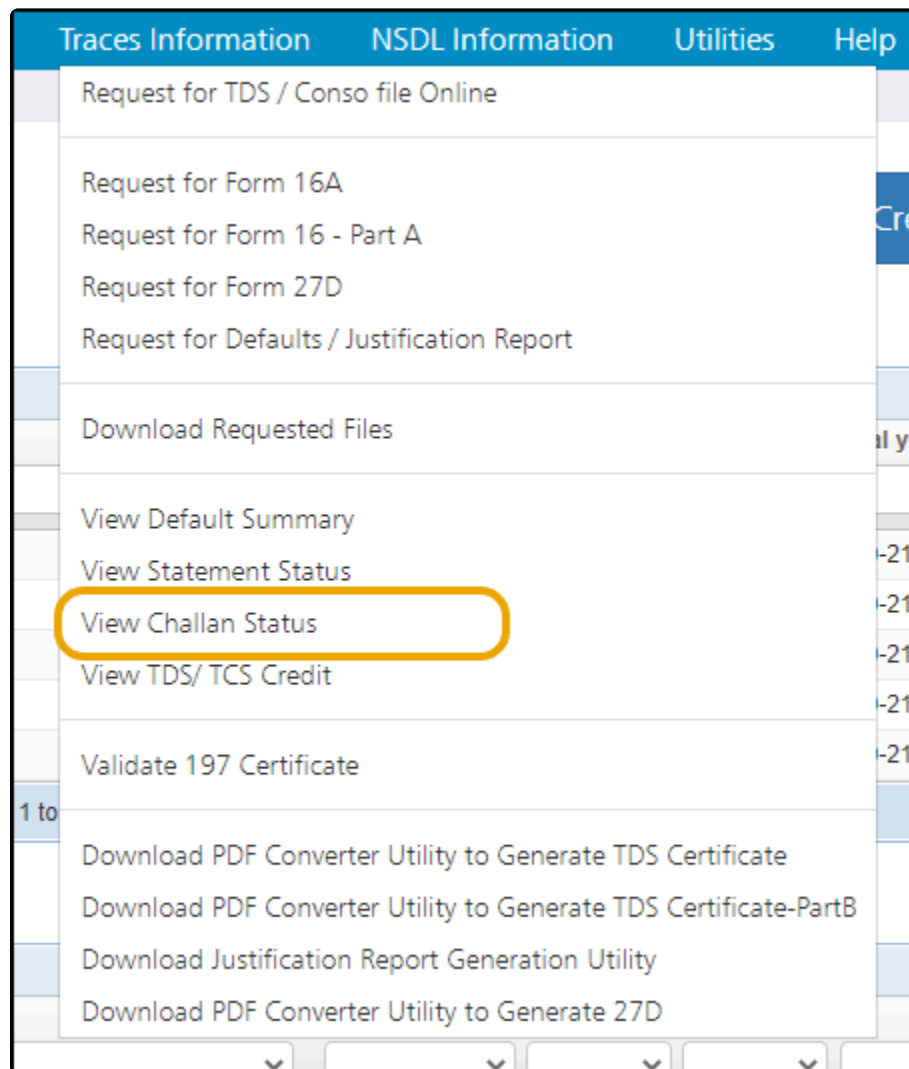
	Token Number	Financial Year	Statement Type	Form Type	Quarter	Date Of Filing	Date Of Processing	Status
1	7700XXXXXX8342	2020-21	Regular	26Q	Q2	17-Oct-2020	20-Oct-2020	Processed Without Defaults

View Statement Status

Select **FY, Form No. &Quarter**. After that, the statement will get displayed.

8.9. View Challan Status

This module is used for Viewing Challan Status. In order to do this, click on **>View Challan Status<** under **>TRACES Information<** :



View Challan Status

The following will be displayed:

Challan Status Query

TRACES provides a facility of viewing the status of each Challan / Book Entry and how it has been consumed / utilized. You may access it from here.

User Details

TAN

CALP08143C

TRACES User Id

pdsinfo

TRACES Password

.....

Save Password ☒ Disclaimer!

886E5

Enter text as in above image

886E5

Request

View Challan Status

Enter the **TAN** Number & **TRACES login details**, and then click on **>Request<** button

After that it will show the Challans within a period. It will show the challan's consumption details. For that Challan Amount must be matched. Select **Challan Deposit Date (From/To)** >Then select Challan Status **(All, Claimed, Unclaimed)** >Then click on **>Go<**

TRACES provides a facility of viewing the status of each Challan / Book Entry and how it has been consumed / utilized. You may access it from here.

[Back](#)

1.) Search For CIN or BIN

☒ CIN ☐ BIN

2.) Select either of the search criteria

☒ Period of Payment ☐ CIN/ BIN Particulars

Challan Deposit Date

From

01/04/2020



To

31/03/2021



Challan Status

All



Go

Challan Details

	Date of Deposit	Challan Serial Number	Challan Status	Challan Amount	
17	06-Jul-2020	50098	Claimed		Match Challan Amount
18	06-Jul-2020	52531	Claimed		Match Challan Amount
19	06-Jun-2020	52038	Claimed		Match Challan Amount
20	06-Jun-2020	51299	Claimed		Match Challan Amount

Page 1 of 2 | Records per page: 20 | Displaying 1 to 20 of 23 items.

Consumption Details

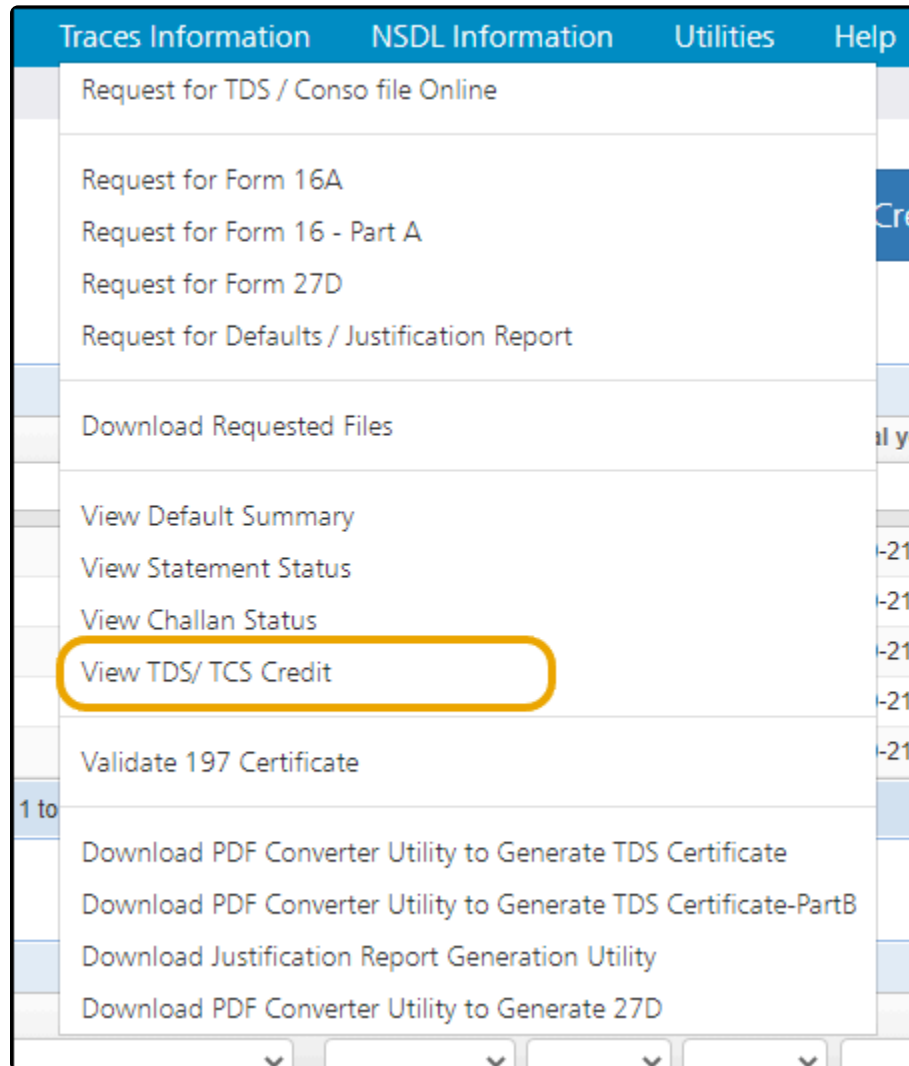
Token Number	Financial Year	Quarter	Form Type	Claimed Amount	Status	Excess Amount Claimed
No rows to display.						

Page 0 of 0 | Records per page: 20

View Challan Status

8.10. View TDS / TCS Credit

This module is used for Viewing Deduction summary for a particular PAN. In order to do this, click on **>View TDS/TCS Credit<** under **>TRACES Information<**



View TDS/TCS Credit

Following screen will appear:

View Deduction Details for Deductee

TRACES provided a facility of viewing the TDS / TCS for any specific PAN (Deductee / Employee / Collectee) pertaining to any Return. You may access it from here.

User Details

TAN TRACES User Id TRACES Password Save Password ☒ Disclaimer!

Enter text as in above image

5C64X

Request

View TDS/TCS Credit

Enter the **TAN *Number & *TRACES** login details, Then click on **>Request<** button.

Following screen will appear:

TRACES provided a facility of viewing the TDS / TCS for any specific PAN (Deductee / Employee / Collectee) pertaining to any Return. You may access it from here.

Back

PAN FA Year Form No Quarter

Statement Detail

TAN: CALP08143C Assessment Year: 2020-21 Token Number of Regular statement: 7700XXXXXX5476

Form Type: 26Q Quarter: Q2 Token Number of Latest Correction Statement: 7700XXXXXX5476

Deductee Details

PAN: ADUPG0859Q Name of Deductee: PROGRESSIVE SOLUTIONS

	Deductee Detail Record Number	Section Code	Rate of Deduction(%)	Transaction Amount	Date Of Transaction	Tax Deducted/ Collected	Date Of Deduction	Tax Deposited	Status Of Booking
1	4	194J	10.00	48680	02-Sep-2019	4868	02-Sep-2019	4868	BOOKED
2	12	194J	10.00	51680	06-Aug-2019	5168	06-Aug-2019	5168	BOOKED
3	9	194J	10.00	49600	09-Jul-2019	4960	09-Jul-2019	4960	BOOKED

Page 1 of 1 Records per page: 20 Displaying 1 to 3 of 3 items.

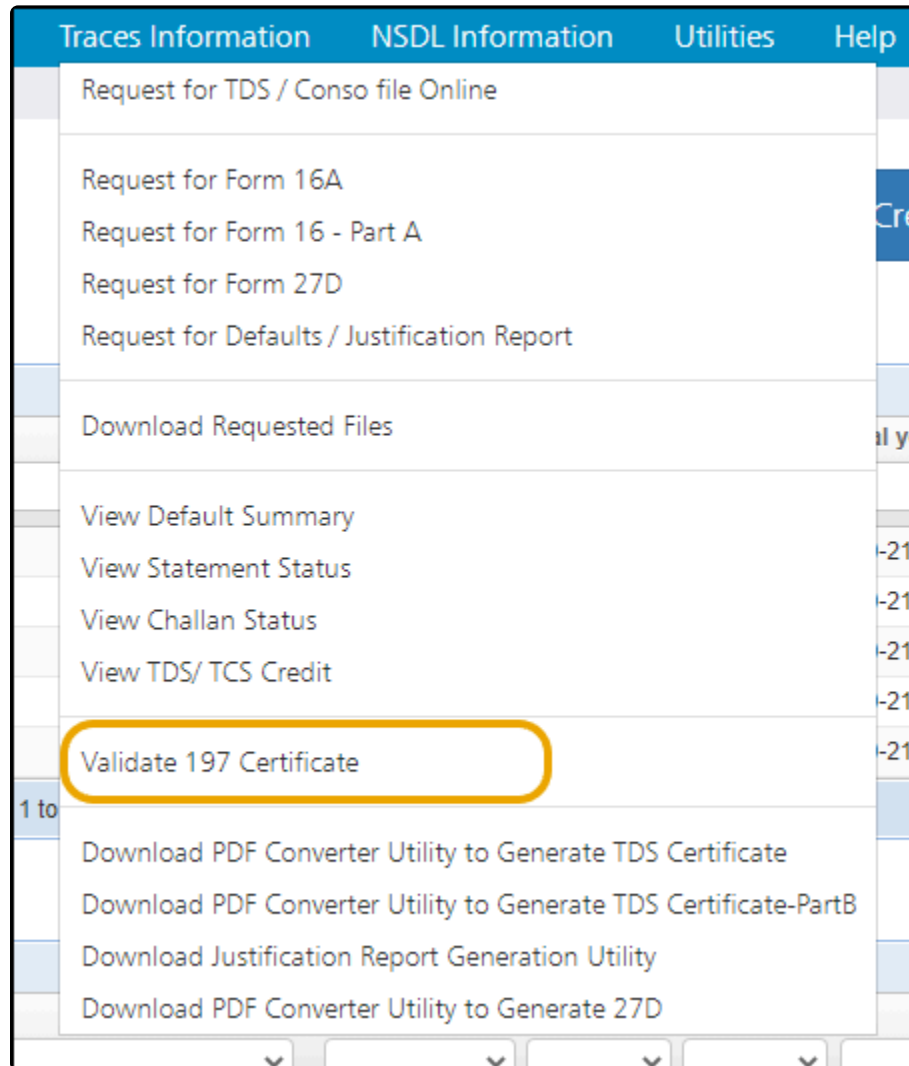
Activate Window Go to Settings to a

View TDS/TCS Credit

After that one needs to enter the **PAN** and select **FA Year**, **Form No.** and **Quarter** and then click on **>Go<** button. It will show the full deduction history for that **PAN** for that **FA Year**.

8.11. Validate 197 Certificate

This module is used for Validating 197 certificates. In order to do this, click on **>Validate 197 Certificates<** under **>TRACES Information<** option:



Validate 197 Certificate

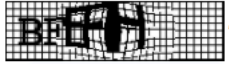
Following screen will appear:

Validate 197 Certificate

TRACES provided a facility of viewing the TDS / TCS for any specific PAN (Deductee / Employee / Collectee) pertaining to any Return. You may access it from here.

User Details

TAN TRACES User Id TRACES Password Save Password ☒ [Disclaimer!](#)



Enter text as in above image

Request

Validate 197 Certificate

Enter the **TAN No. & TRACES login details**, Then click on **>Request<** button.

Following screen will appear:

Validate 197 Certificate

TRACES provided a facility of viewing the TDS / TCS for any specific PAN (Deductee / Employee / Collectee) pertaining to any Return. You may access it from here.

[Back](#)

PAN No. FA Year **Go**

Detail

Sr.No.	Certificate No	Financial Year	PAN of the Deductee	Name of Deductee	Valid From	Valid To	Section Code	Nature of Payment	Rate of TDS as per Certificate	Certificate Limit(Rs.)	Amount Consumed(Rs.)	Date of Issued
1 1	0816AC681B	2016-17	AABCD9005E	DIADEM TECHNOLOGIES P LTD	04-May-2016	31-Mar-2017	194J	Fees for professional / Technical services	2.5	100000	41043	06-May-2016

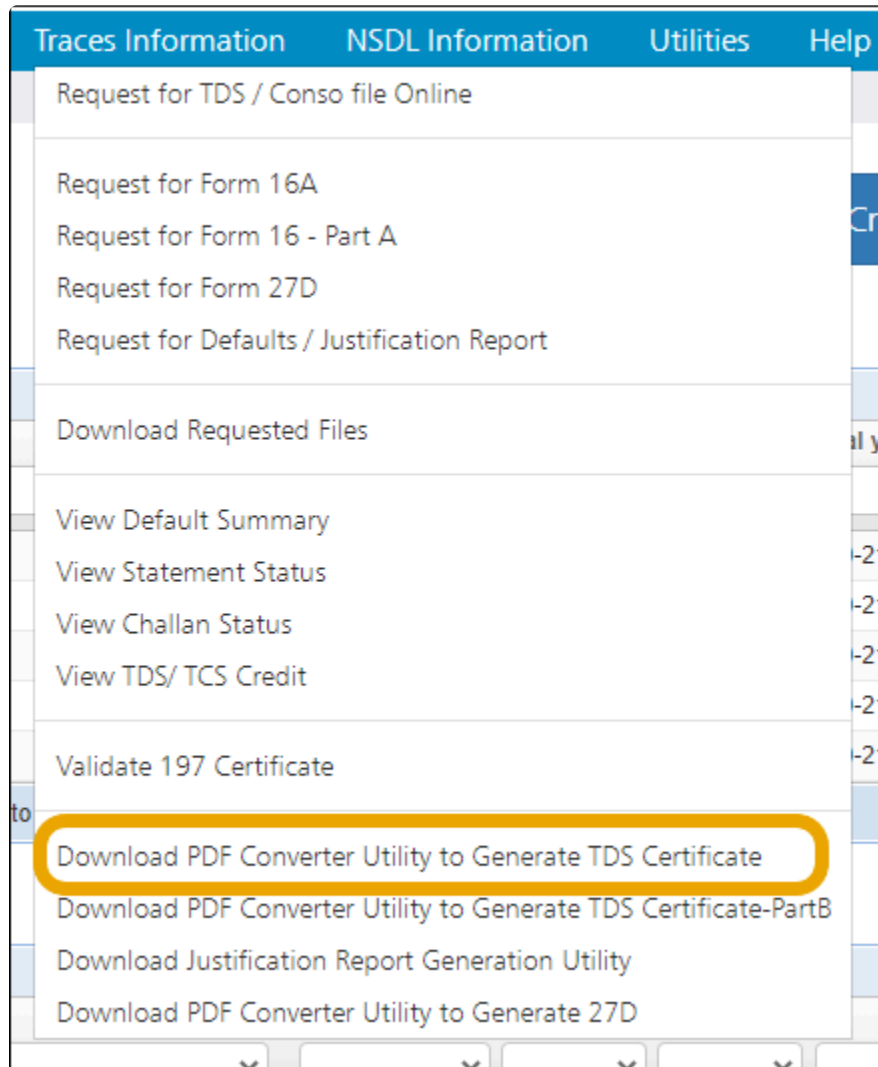
Page 1 of 1 Records per page: 20 Displaying 1 to 1 of 1 items.

Validate 197 Certificate

After that, enter the corresponding **PAN Number** and **FA Year** to validate. Then click on **>Go<** button to execute.

8.12. Download PDF Converter Utility to Generate TDS Certificate

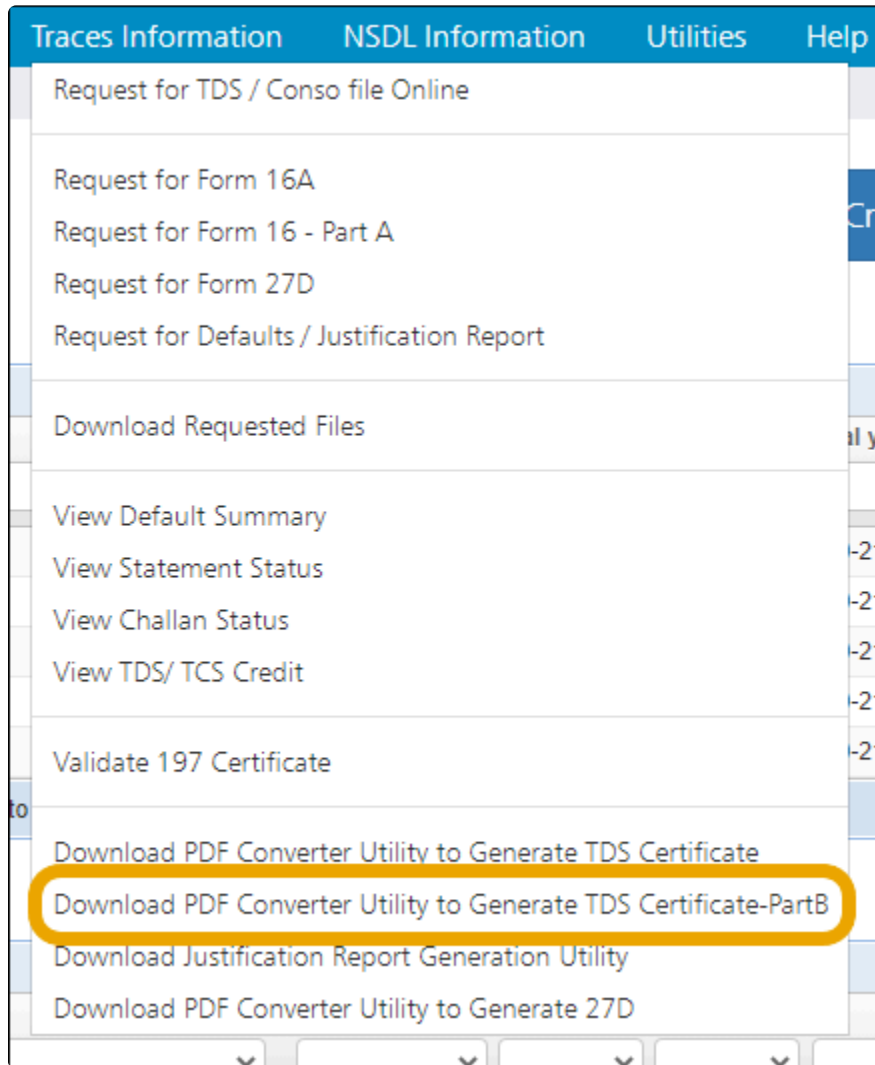
With the help of this module, user can download the PDF Converter Utility directly from TDSMAN Online. Click on **>Download PDF Converter Utility to Generate TDS Certificate<** under ***>TRACES Information** **<*** to download the utility.



Download PDF Converter Utility

8.13. Download PDF Converter Utility to Generate TDS Certificate – Part B

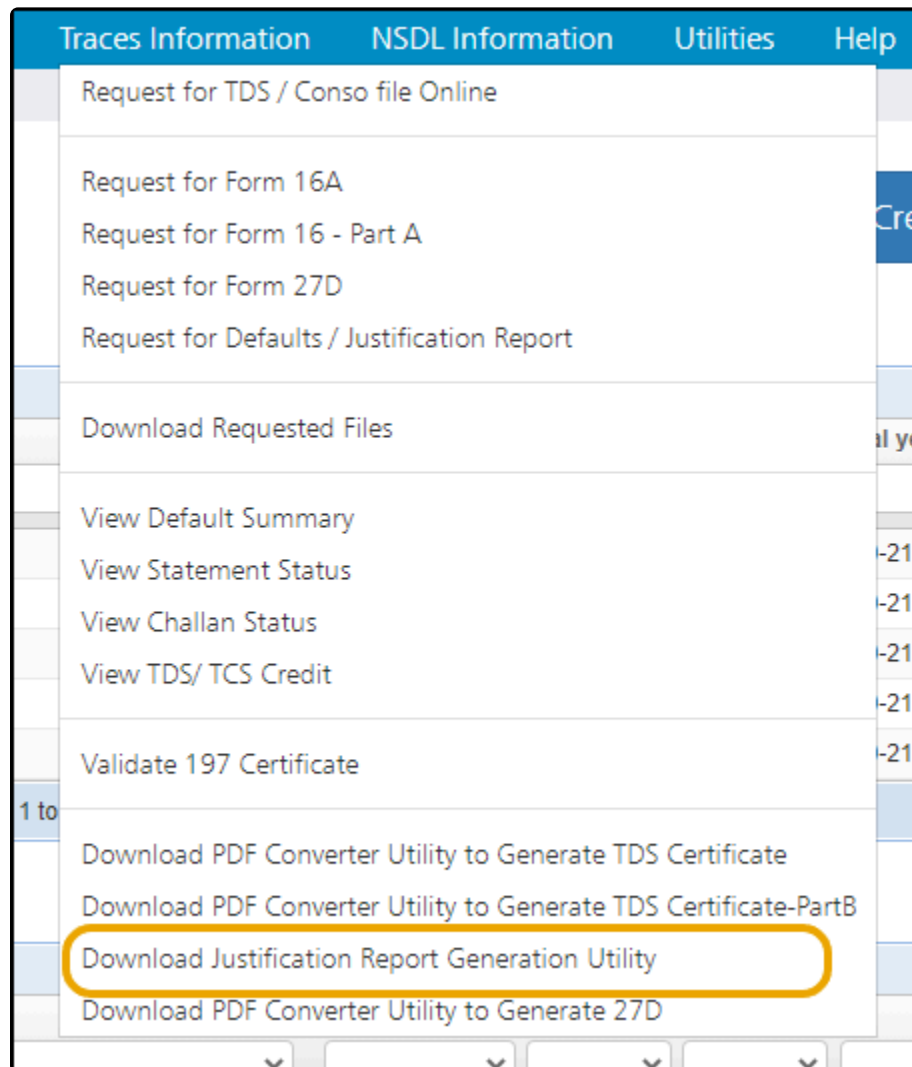
With the help of this module, user can download the PDF Converter Utility for part B of TDS Certificate, directly from TDSMAN Online. Click on **>Download PDF Converter Utility to Generate TDS Certificate – Part B<** under **>TRACES Information<** to download the utility.



Download PDF Converter Utility to Generate TDS Certificate – Part B

8.14. Download Justification Report Generation Utility

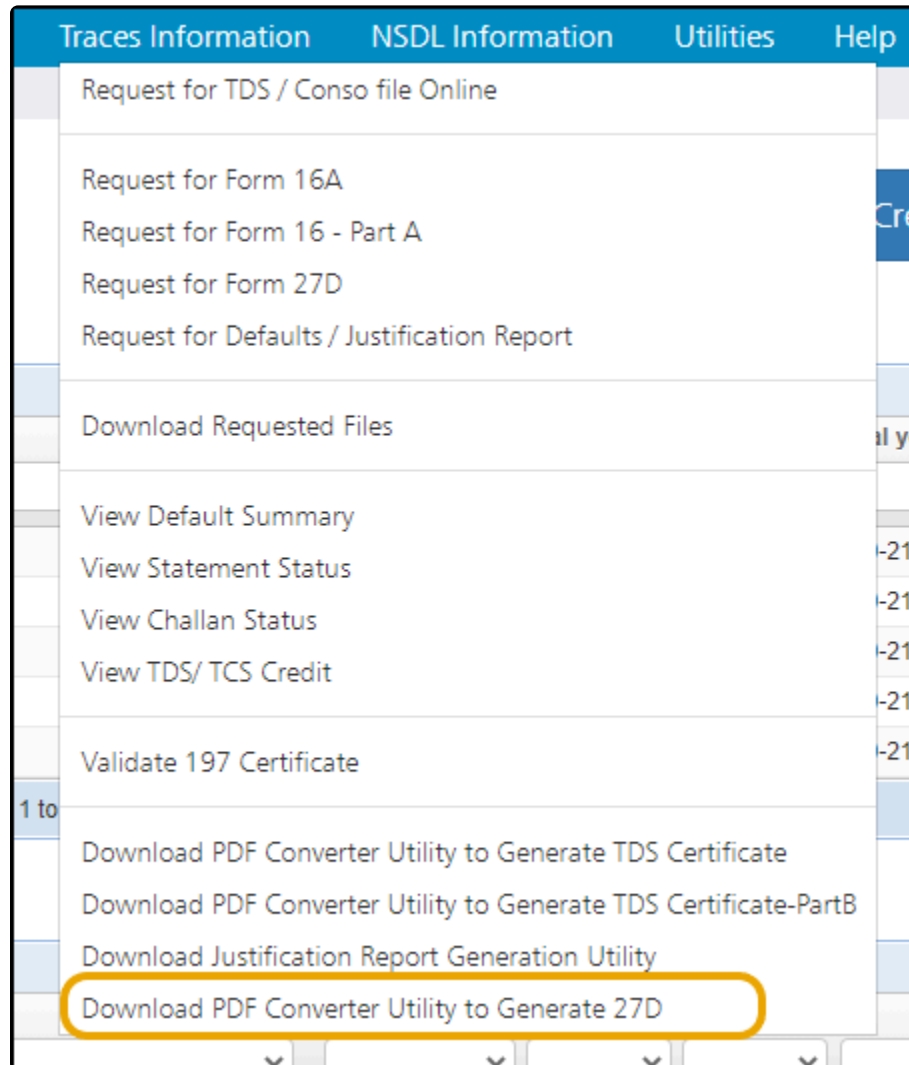
With the help of this module, user can download the utility for generating Justification Report, directly from TDSMAN Online. Click on **>Download Justification Report Generation Utility<** under **>TRACES Information<** to download the utility.



Download Justification Report Generation Utility

8.15. Download PDF Converter Utility to Generate 27D

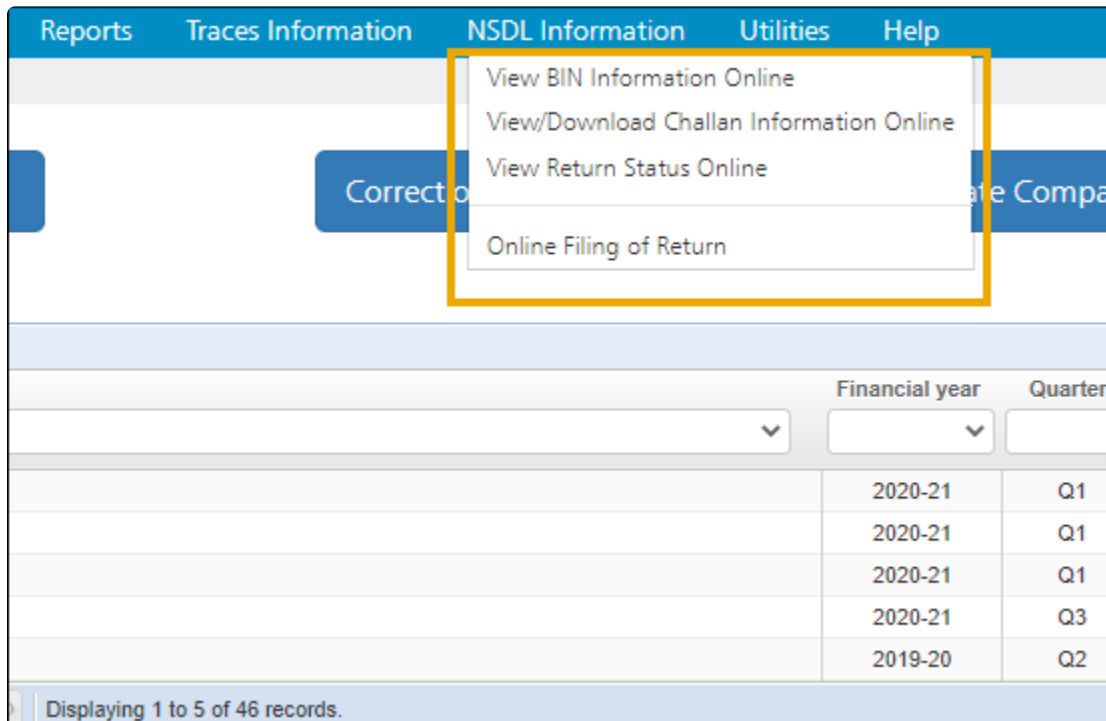
With the help of this module, user can download the PDF Converter Utility to generate 27D, directly from TDSMAN Online. Click on **>Download PDF Converter Utility to Generate 27D<** under **>TRACES Information<** to download the utility.



Download PDF Converter Utility to Generate 27D

9. NSDL Information

In this module, user can get all the Information that is integrated with NSDL. Following is displayed below:



	Financial year	Quarter
	2020-21	Q1
	2020-21	Q1
	2020-21	Q1
	2020-21	Q3
	2019-20	Q2

Displaying 1 to 5 of 46 records.

NSDL Information

9.1. View BIN Information Online

The users can view the BIN details available with the department through NSDL. This is applicable only for Government deductors who use the Book Entry option for making payments. Click on **>View BIN Information Online<** under **>NSDL Information<** menu. This will take you to a web page outside of TDSMAN Online.

The following is displayed below:

Tax Information Network
of Income Tax Department

BIN View

TAN:*
Nature of Payment (Form Type) :*
Accounts Office Identification Number (AIN) : *

Month of Form 24G filed:*

Type the characters you see in the picture.
These characters are case sensitive.*

Month Year
From Select Select
To Select Select

View BIN Details

* Mandatory fields

View BIN Information Online

TAN: Enter: Enter your Tax Account Number

Form Type : Enter Form Type

AIN: Enter AIN

Month-Year : Enter the 'Month' and 'Year' of the **Form 24G** filed.

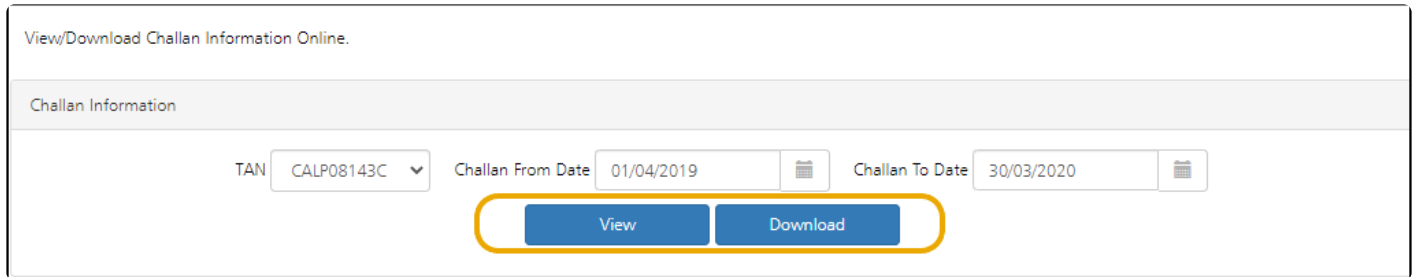
View Bin Details: Click on **>View Bin Details<**. The BIN details will get displayed. One will need to enter the amount against BIN to know the status.

Once done, close this Screen to get back to the TDSMAN Online Dashboard.

9.2. View / Download Challan Information Online

The users can **view/Download** the Challan details available with the department through **NSDL**. In order to do so, click on >View/Download Challan Information Online< under >NSDL Information< menu (Refer to – figure – NSDL information).

The following screen will appear:



The screenshot shows a web form titled "View/Download Challan Information Online." Below the title is a section labeled "Challan Information". It contains three input fields: "TAN" with a dropdown menu showing "CALP08143C", "Challan From Date" with a date field showing "01/04/2019" and a calendar icon, and "Challan To Date" with a date field showing "30/03/2020" and a calendar icon. Below these fields are two blue buttons: "View" and "Download", which are highlighted with a yellow border.

View / Download Challan Information Online

TAN – Select your **Tax Account Number**

Challan from Date – Enter Challan '**From Date**'.

Challan to Date – Enter Challan '**To Date**'.

After entering all the required details, the user can either '**View**' the information or can '**Download**' ***the CSI file. To download the CSI file, click on >Download< button, enter the Captcha code and click on >Continue<.**

Click on >**View**< button to view the Challan Information. This will take you to a web page outside of TDSMAN Online. The screen for '**Challan Status Query for Tax Payers**' will get displayed:

Tax Information Network
of Income Tax Department

OLTAS-Challan Status Inquiry

[Introduction](#) [FAQs](#) [Downloads](#) [Contact Us](#) [Website Policies](#)

For Tax Payers :

For Banks :

Challan Status Enquiry for Tax Payers :

Using this feature, tax payers can track online the status of their challans deposited in banks. This offers two kind of search.

a) CIN based view :

On entering Challan Identification Number (CIN i.e. details such as BSR Code of Collecting Branch, Challan Tender Date & Challan Serial No.) and amount (optional), the tax payer can view the following details:

- BSR Code
- Date of Deposit
- Challan Serial Number
- Major Head Code with description
- TAN/PAN
- Name of Tax Payer
- Received by TIN on (i.e. date of receipt by TIN)
- Confirmation that the amount entered is correct (if amount is entered)

b) TAN based view :

By providing TAN and Challan Tender Date range for a particular financial year, the tax payer can view the following details :

- CIN
- Major Head Code with description
- Minor Head Code
- Nature of Payment

If the tax payer enters the amount against a CIN, the system will confirm whether it matches with the details of amount uploaded by the bank.

Challan Status Enquiry for Banks


OLTAS-Challan Status Query

Click on **“TAN Based View”** and proceed, following screen will appear:

Tax Information Network

of Income Tax Department

Challan Status Query for Tax Payer

Tax Deduction / Collection Account Number (TAN)	<input type="text"/>
Challan Tender Date/Date of Deposit (Period)	From: DD <input type="text"/> MM <input type="text"/> YYYY <input type="text"/> To: DD <input type="text"/> MM <input type="text"/> YYYY <input type="text"/>
 click to refresh image	
* Enter text as in above image <input type="text"/>	
<input type="button" value="View Challan details"/> <input type="button" value="Download Challan file"/>	

Note:

Enter TAN in upper case. E.g MUMMM11111A

View Challan Details:

- On selecting this option challan details for the selected TAN and period can be viewed.

Download Challan Details:

- On selecting this option text file containing challan details for the selected TAN and period can be downloaded.
- This file should be used to verify the challan details mentioned in the Quarterly e-TDS/TCS statement
- For verifying the challan details import the challan file in the File Validation Utility (FVU) along with the text file (Quarterly e-TDS/TCS statement).
- On successful validation of Quarterly e-TDS/TCS statement, FVU will provide the matching statistic for challan details mentioned in the e-TDS/TCS statement.
- Period selected should be within 24 months.

[View Quarterly Statement status](#)

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TAN Based View

The TAN will get automatically displayed:

Date Range: Enter the date range i.e. the 'From Date' and 'To Date'

Captcha Code: Enter the 'Captcha Code'

View Challan Details: Click on 'View Challan Details'.

Enter the amount against the Challans. This should match with the data available with the department.

Confirm Amount: Click on >Confirm Amount<.

If this amount matches with the amount recorded with the department, the system will display 'Amount Matched'

Download Challan File: One has the option to also download the CSI file. If required, click on **>Download Challan File<**.

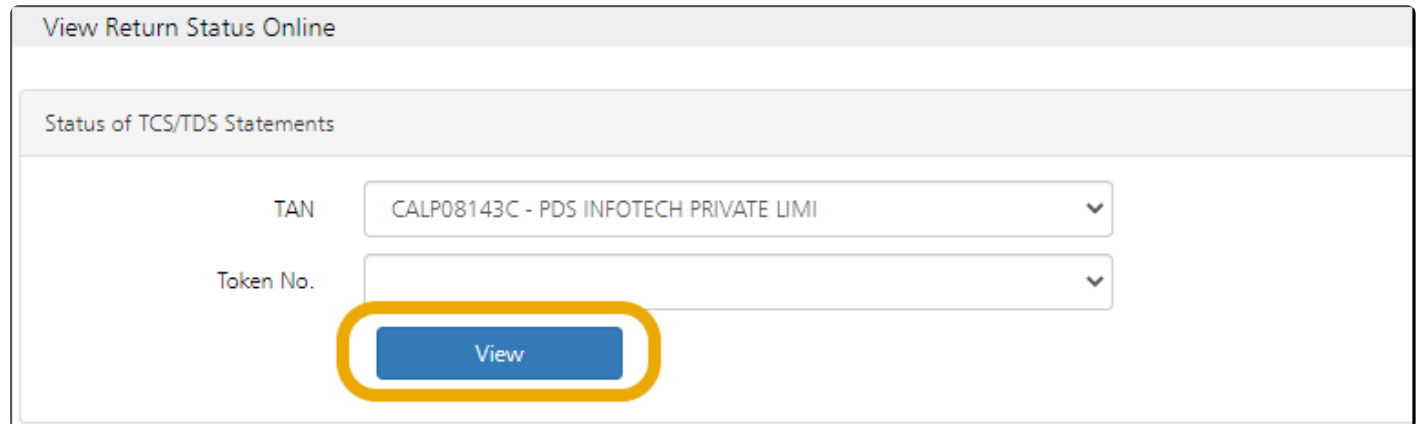
Select a folder in your system, to Save the file and click on **>Save<**.Close this Screen to get back to the TDSMAN Online Dashboard.

9.3. View Return Status Online

The users can view the Status of the Return, which has been filed, through NSDL. The status could either be '**Accepted**' or '**Rejected**'.

In order to do so, click on **>View Return Status Online<** under **>NSDL Information<** menu.

The following screen will appear:



View Return Status Online

Status of TCS/TDS Statements

TAN CALP08143C - PDS INFOTECH PRIVATE LIMI

Token No.

View

View Return Status Online

Company Name – Select the **Company Name**. The company name along with the TAN will get displayed.

Token No. – Enter the Token number.

View – Click on **>View<**

This will take one to a web page outside TDSMAN Online. The screen to view Return Status is displayed:

← → ↻ onlineservices.tin.egov-nsdl.com/TIN/UnAuthorizedView.do?ID=1068688145&TAN=CALP08143C&PRN=7700... 🔍 ☆ 📄

Apps Search and Browse...

of Income Tax Department

e-TDS/TCS

Services / e-TDS/e-TCS / Status of TCS/TDS Statements

Following errors occurred while processing:
Internal server error, please try again.

Status of TCS/TDS Statements

TAN views are available for quarterly statements only (F.Y. 2005-06 onwards)

TAN: *
CALP08143C

Provisional Receipt No. (PRN): *
770000048083821

* Mandatory fields

Security check

FWDHR click to refresh image

Please enter the text shown in the box below

These characters are case sensitive

View Status

View Return Status Online

TAN*–Enter the ***‘TAN’**.

PRN*– Enter the **‘*PRN’**.

Captcha Code – Enter the **‘Captcha Code’**.

View Status – Click on **‘View Status’**.

The Return Status will get displayed (i.e. whether the Return is Accepted or Rejected). Following screen is displayed below:

← → ↻ onlineservices.tin.egov-nsdl.com/TIN/UnauthorizedView.do 🔍 ☆ 📄

Apps Search and Browse...

e-TDS/TCS

Services / e-TDS-e-TCS / Status of TCS/TDS Statements

Status of TCS/TDS Statements

Deductor Details (TAN) as per TAN Master	
TAN	CAUPSE143C
NAME	PDS INFOTECH PRIVATE LIMITED
Address	20 OLD COURT HOUSE STREET KOLKATA 700001

Statement Details	
Token Number (Provisional Receipt Number)	770000040000021
Receipt Number	To be generated
Assessment Year	202001
Form No.	28Q
Quarter	Q1

File Ref No.	Statement Type (Transaction Type)	Provisional Receipt No (PRN)	Provisional Receipt Date	Name & Address as per Statement	Batch No.	Status
62787529	Regular (Original)	770000040000021	21-07-2019	Click Here	1	Accepted at CPC

Home View More (PRNs) View Challen Status Uploaded By Bank

• Provisional Receipt Number: Referred as Token Number w.e FFY 2015-11 and onwards.

View Return Status Online (Web page)

Close this Screen to get back to the TDSMAN Online Dashboard.

9.4. Online Filing of Return

Online Submission of TDS Returns through '**Aadhaar**' authentication

The Income Tax Department now also offers a facility to upload the FVU (after achieving in ZIP format) directly through their e-filing facility.

Following are the steps for submission through 'Aadhaar' authentication:

Click on **>Online Filing of Return<** under **>NSDL Information<**

The following screen will appear:

Online Submission of TDS Returns through 'Aadhaar' authentication

The Income Tax Department now also offers a facility to upload the FVU (after achieving in ZIP format) directly through their e-filing facility.
Steps for submission through 'Aadhaar' authentication:

1. Login to the www.incometaxindiaefiling.gov.in for the TAN
2. From the top 'Menu' select 'TDS – Upload TDS'
3. On the form, select the latest FVU version followed by the applicable Financial Year, Form No., Quarter & Upload Type (Regular / Correction)
4. Click on 'Validate' button
5. On successful validation, now 'Upload' the FVU file achieved in ZIP format
6. Proceed with 'Click here to e-Verify'
7. Select the 'Aadhaar' authentication option
8. OTP will be sent to the registered mobile number which needs to be entered
9. Proceed with the other instructions and print the 'Acknowledgement'


For any assistance on e-filing, please contact the helpline of the Income Tax Department.

Important: The original system for submission to the TIN-FC continues to remain same

NSDL Information

In order to proceed, click on **www.incometaxindiaefiling.gov.in** as mentioned above.

This will open the Income Tax Portal in a new window. The following screen will appear:

**e-Filing** *Anywhere Anytime*
Income Tax Department, Government of India

Call Us | English | A A |

Do not have an account? [Register](#)

HomeIndividual/HUFCompanyNon-CompanyTax Professionals & OthersDownloadsHelp

* Indicates mandatory fields

Login


Enter your User ID *


Continue >


< Back

Other ways to access your account

Know about your User ID

**PAN (Permanent Account Number)**
For Individuals (Salaried employee, Senior citizen, Self-employed, NRI)
For Other Than Individuals (Company, Trust, AOP, AJP, BOI, Firm, Local Authority)

**Aadhaar Number**
For Individuals (Salaried employee, Senior citizen)

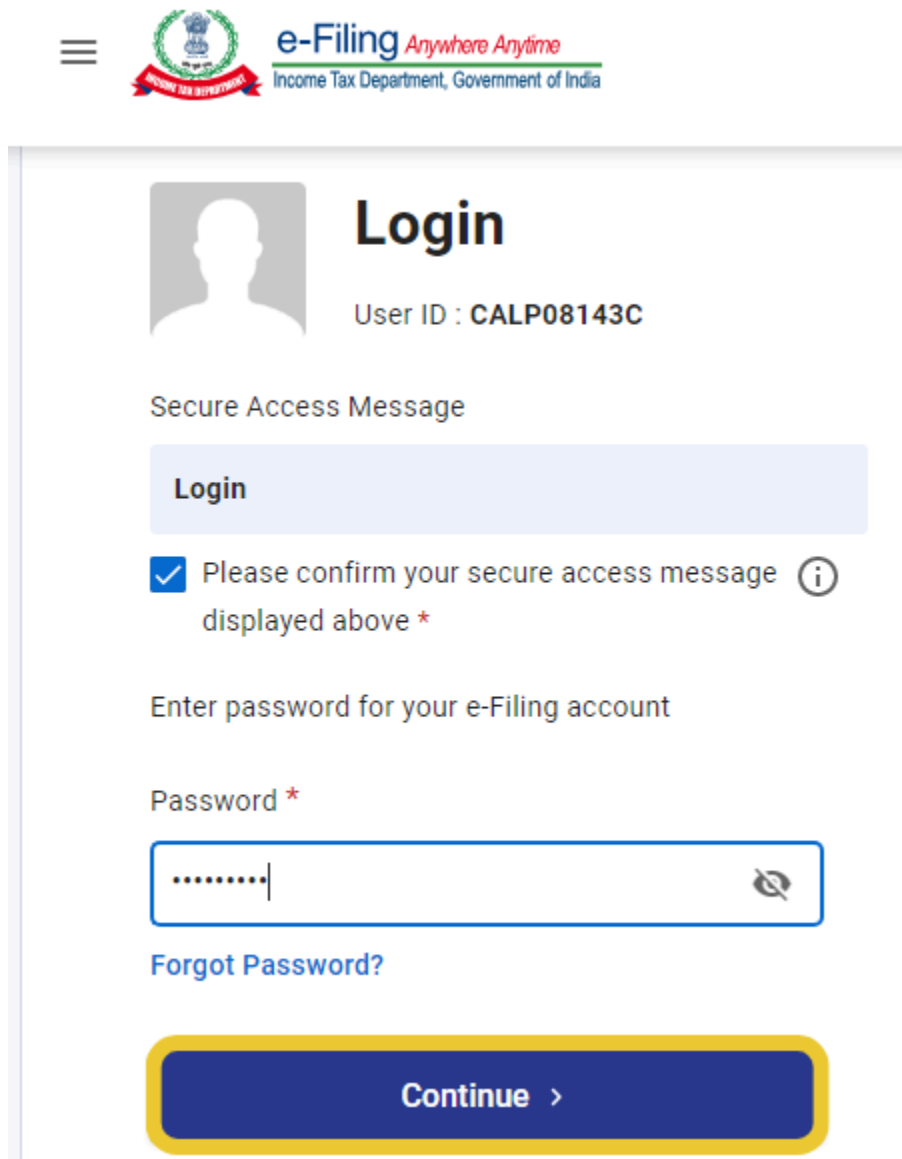
**Other User ID**
For Chartered Accountant, Tax Deductor and Collector, e-Return Intermediary, TIN 2.0 Stakeholders, External Agency, ITDREIN

TaxGenie
Good Afternoon!
I am **TaxGenie** your **Income Tax As**
am here to help you with your tax re
queries.What would you like to do?



NSDL-Online Filing of Return - Step 1


User ID – In order to Log In, enter the **>User ID<** as registered with the department.
Click on **>Continue<**

The following screen will appear:




The image shows the e-Filing login interface. At the top, there is a header with the Indian government emblem, the text 'e-Filing Anywhere Anytime', and 'Income Tax Department, Government of India'. Below this is a login form. It starts with a user ID 'CALP08143C' and a 'Secure Access Message' section containing a 'Login' button. A checkbox is checked with the text 'Please confirm your secure access message displayed above *'. Below this is a password field with a masked password '.....' and a 'Forgot Password?' link. At the bottom is a large blue 'Continue >' button.

  **e-Filing** *Anywhere Anytime*
Income Tax Department, Government of India

 **Login**
User ID : **CALP08143C**


Secure Access Message

Login

☒ Please confirm your secure access message 
displayed above *

Enter password for your e-Filing account

Password *

..... 

[Forgot Password?](#)

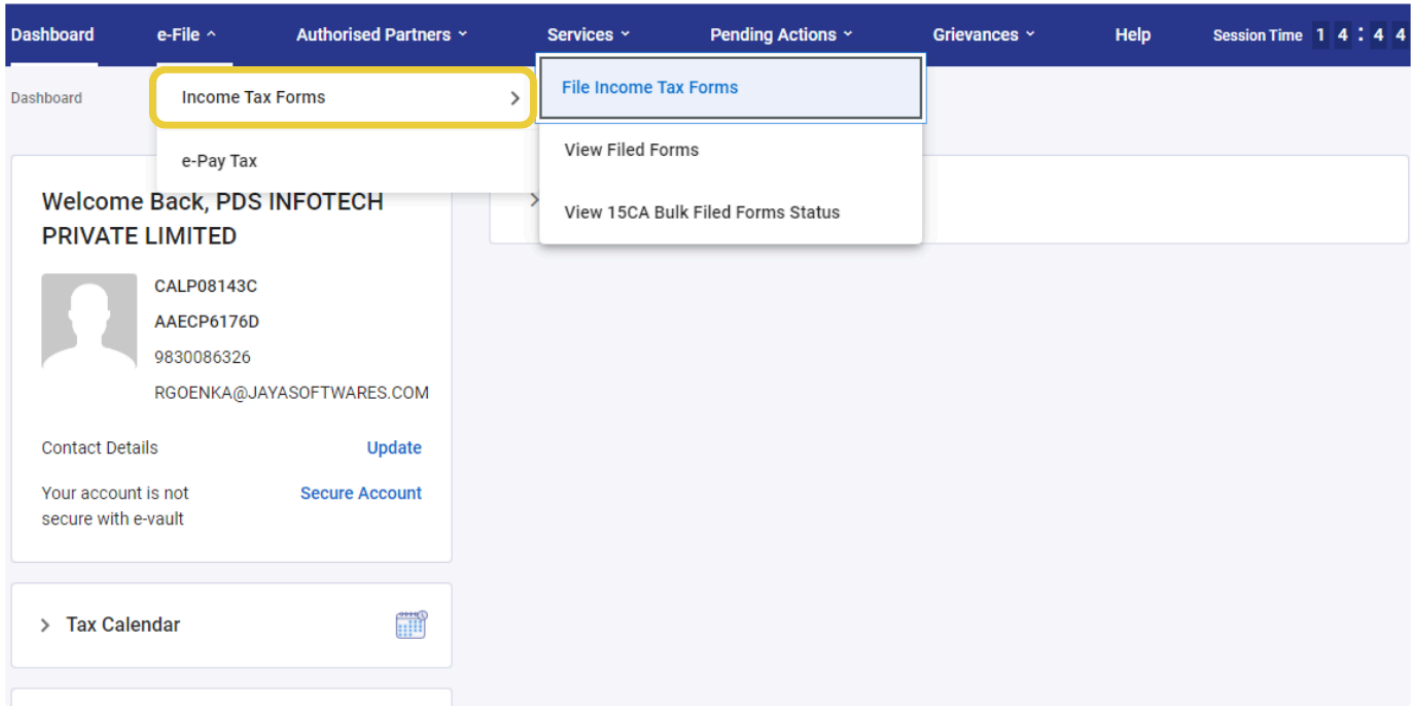
Continue >

TMO- Online Filing of Return - Password

Password – Enter the **>Password<**

Click on **>Continue<**


The following screen will get displayed:






TMO- Online Filing of Return

Select the option **>Services<** from the navigation bar and click on **>File Income Tax Forms<** then click on **>Income Tax Forms<**

The following screen will appear:


e-Filing *Anywhere Anytime*
 Income Tax Department, Government of India


Call Us  | English  | A⁻ A A⁺ | 




Collection and Recovery of tax (Form 27C) Declaration under sub-section (1A) of section 206C of the Income-tax Act, 1961 to be made by a buyer for obtaining goods without collection of tax	File Now
Appeals (Form 35) Appeal to the Joint Commissioner (Appeals) or the Commissioner of Income-tax (Appeals)	File Now
Vivad Se Vishwas Act, 2020 (Form 4 DTVSV) Intimation of Payment under sub-section (2) of Section 5 of The Direct Tax Vivad Se Vishwas Act, 2020 (3 of 2020)	File Now
VI-The Black Money (Undisclosed Foreign Income and Assets) and Imposition of Tax Act, 2015 (Form 6) Form of declaration of undisclosed asset located outside India under section 59 of the Black Money (Undisclosed Foreign Income and Assets) and Imposition of Tax Act, 2015	File Now
Deduction of tax at source (Form TDS) Quarterly TDS/TCS Return (24Q,26Q,27Q,27EQ)	File Now






TMO- Online Filing of Return

Now select the option **>Deduction of Tax at Source<** and click on **>File Now<**

The following screen will appear:


e-Filing *Anywhere Anytime*
 Income Tax Department, Government of India

Call Us  | English  | A⁻ A A⁺ |  PDS INFOTECH PR...
 TDS


Dashboard e-File  Authorised Partners  Services  Pending Actions  Grievances  Help Session Time 1 3 : 5

Dashboard > Income-tax Forms > Upload TDS/TCS Returns

TDS/TCS Return

[Quarterly TDS/TCS Return (24Q,26Q,27Q,27EQ)]

[< Back](#)
[Let's Get Started](#)



Documents list to help you file faster

- Return should be prepared through latest NSDL Return Preparation Utility. To download go to <https://www.tin-nsdl.com/downloads/e-tds/eTDS-download-regular.html>
- Once the file has been prepared as per the NSDL Return Preparation Utility, it should be verified using the File Validation Utility (FVU) provided by NSDL e-Gov. To download latest versions of FVU go to <https://www.tin-nsdl.com/downloads/e-tds/eTDS-download-regular.html>

Instructions

- [General Instructions](#)
- [Things you should know before filing](#)

TMO- Online Filing of Return

Click on **>Let's Get Started<**

The following screen will appear:

Please Select Form *

26Q (Other than salary)

26Q
(Other than Salary)
Quarterly statement of deduction of tax under sub-section (3) of section 200 of the Income-tax Act, 1961 in respect of payments other than salary for the quarter ended... (June/September/December/March) ...(Financial year)

TAN *

CALP08143C

Select Financial Year and Quarter *

2022-23

Q4

Upload type *

☒ Regular ☐ Correction

TMO- Online Filing of Return

Upload type *

☒ Regular ☐ Correction

NOTE :
As per Circular No. 9/2023 issued by Central Board of Direct Taxes (CBDT) dated June 28, 2023, due date for submission of Form 26Q, 27Q & 27EQ for Q1 of the financial year 2023-24 has been extended. Please file the form once the new updated utility is made available for filing.

Upload TDS (.zip) File *

R2326Q4.zip x

FVU version (8.1)

Note:
1) If "Proceed to e-Verify" is not getting enabled even after filling all the mandatory details, please check if your profile is completely updated. Basic details, Contact details, key person Details etc need to be updated mandatorilly for the "E-verification" functionality to get enabled.
2) **After filing TDS return, please check processing status of TDS return in "view filed forms" service after two days.** If the TDS return gets rejected for any reason at E-filing/ CPC-TDS, same may be checked then and the TDS return can be filed again.

[< Back](#) [Proceed to e-Verify](#)

TMO- Online Filing of Return

The above screens displays blank fields that need to be entered correctly

>Form< – Select the correct Form number for which the Return needs to be filed

>Quarter< – Select the Quarter

>Upload Type< – Select the upload type (Regular Return / Correction Return)


>Upload TDS< – Upload the FVU file in ZIP format

After uploading the FVU ZIP File, click on **>Proceed to E-verify<**

The following screen will get displayed:

NOTE :
As per Circular No. 9/2023 issued by Central Board of Direct Taxes (CBDT) dated June 28, 2023, due date for submission of Form 26Q, 27Q & 27EQ for Q1 of the financial year 2023-24 has been extended. Please file the form once the new updated utility is made available for filing.

Upload TDS (.zip) File *

 R2326Q4.zip

FVU version (8.1)

Note:
1) If "Proceed to e-Verify" is not getting enabled even after filling all the details, the user is completely updated. Basic details, Contact details, key person Details etc need to be updated mandatorilly for the "E-Verify".
2) **After filing TDS return, please check processing status of TDS.** If the TDS return gets rejected for any reason at E-filing/ CPC-IT, same may be checked then and the TDS return can be filed again.

Confirmation

Are you sure you want to Proceed to e-Verify ?

Yes No

[< Back](#) [Proceed to e-Verify](#)

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Last reviewed and updated on : 28-Aug-2023

TMO- Online Filing of Return

In order to proceed to E-verify, click on **>Yes<**

The following screen will appear:

e-Verify

TAN CALP08143C	Verifier's PAN AGVPG4076H	Form No. 26Q	Financial Year 2022-23	Quarter Q4
-------------------	------------------------------	-----------------	---------------------------	---------------

Note: Kindly select appropriate mode of verification as prescribed in rule 12(3) of IT rules.

How do you want to e-verify?

☒ I would like to verify using OTP on mobile number registered with Aadhaar

☐ I would like to verify using Digital Signature Certificate (DSC)

Generate electronic verification code (EVC)

☐ Through Bank Account

☐ Through Demat Account

☐ I already have an Electronic Verification Code (EVC)

☐ I already have an OTP on Mobile number registered with Aadhaar

[< Back](#) [Continue >](#)

TMO- Online Filing of Return

To generate the OTP through Aadhaar, click on **>I would like to verify using OTP on mobile number registered with Aadhaar<**

Click on **>Continue<**

The following screen will get displayed:

The screenshot displays the 'e-Filing Anywhere Anytime' interface for the Income Tax Department, Government of India. The page title is 'How do you want to e-verify?'. There are two radio button options: 'I would like to verify using OTP on mobile number registered with Aadhaar' (selected) and 'I would like to verify using Digital Sign'. Below these is a section 'Generate electronic verification code' with four radio button options: 'Through Bank Account', 'Through Demat Account', 'I already have an Electronic Verification', and 'I already have an OTP on Mobile number registered with Aadhaar'. A modal dialog box is open in the center, titled 'One time password (OTP) will be sent via text message(SMS) to the number registered with Aadhaar.' It contains a checked checkbox 'I agree to validate my Aadhaar Details *' and two buttons: 'Generate Aadhaar OTP' (highlighted with a yellow border) and 'Cancel'. At the bottom of the page, there is a 'Back' button on the left and a 'Continue >' button on the right. The footer includes the 'india.gov.in' logo and a link to 'Feedback | Website Policies | Accessibility Statement | Site Map | Browser Support | CoBrowse Help', along with the text 'Last reviewed and updated on : 28-Aug-2023'.

TMO- Online Filing of Return

Click on **>Generate Aadhaar OTP<**

The following screen will get displayed:

The screenshot displays the TDSMAN Online Filing of Return interface. At the top, there is a header with the e-Filing logo and text: "e-Filing Anywhere Anytime Income Tax Department, Government of India". Below the header, a note states: "Note: Kindly select appropriate mode of verification as prescribed in rule 12(3) of IT rules." The main section is titled "How do you want to e-verify?" and contains three radio button options: "I would like to verify using OTP on mobile number registered with Aadhaar" (selected), "I would like to verify using Digital Signature", and "I would like to verify using Aadhaar". Below this, there is a section titled "Generate electronic verification code" with three radio button options: "Through Bank Account", "Through Demat Account", and "I already have an Electronic Verification Code". A "Verify OTP" modal window is open in the center, prompting the user to "Enter the OTP" with a text input field and a "Validate" button. The modal also includes a "Resend OTP (Available in 00m: 17s)" link and a "Cancel" button. At the bottom of the main form, there are "Back" and "Continue" buttons.

TMO- Online Filing of Return

The OTP will be sent to your registered mobile number. Enter the OTP and click on **>Validate<**.

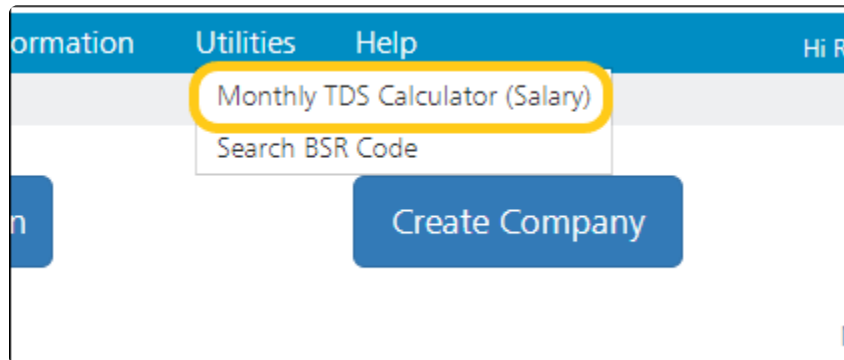
Once the validation is done, your FVU File is successfully submitted to the department

10. Utilities

The various utilities provided in the system to make the system user friendly are explained in this section.

10.1. Monthly TDS Calculator (Salary)

This module is for TAX calculation. The system allows the user to check Monthly TDS Calculator (Salary) through TDSMAN Online interface. In order to do this, click on **Utilities > Monthly TDS Calculator (Salary)** :-



Utility - Monthly TDS Calculator

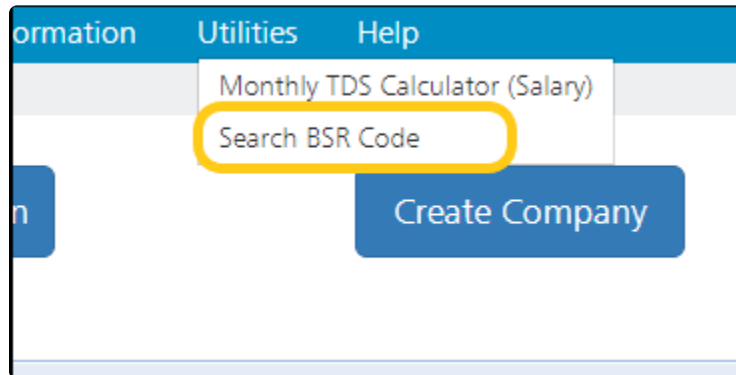
Select **FA Year**, **category** and enter the **income**. There is also an option to enter any eligible deduction if any. It will give the output of **Monthly TDS**.

Create Monthly TDS Calculator Summary	
Select Financial Year	2020-21
Assessment Year :2021-22	
Select Category	G-General
<input checked="" type="checkbox"/> Taxation u/s 115BAC ?	
Total Estimated Income for whole Financial Year (Including Salary and other non-salary income)	1000000
Less: Eligible Deduction	0.00
Total Taxable Income	1000000
Tax Calculation	
Less Tax Credit	0
Income Tax on total Taxable Income	75000
Surcharge	0
Education Cess	3000
Total Tax Liability for the Year	78000
Monthly TDS	0

Monthly TDS calculator - Summary

10.2. Search BSR Code

This module helps to Get the branch details of a Bank from BSR Code. Click on **>Search BSR Code<** Under **>Utility<** option



Search BSR Code

The following will be displayed

Get the branch details of a Bank from BSR Code
Want to check which bank does a BSR code belong to? Use this Search by BSR code feature to double check the BSR code.

BSR Code

Search

Search By BSR Code

Type BSR Code & Click on **>Search<**

11. Help

In this module user can get help regarding TDSMAN online Interface & guidelines to use the platform.

11.1. FAQ

Frequently Asked Questions Regarding TDSMAN Online Interface

TDSMAN Online FAQ Link -> <https://www.tdsmanonline.com/faq.html>

11.2. Video Help

TDSMAN Online Video Tutorials for individual sections

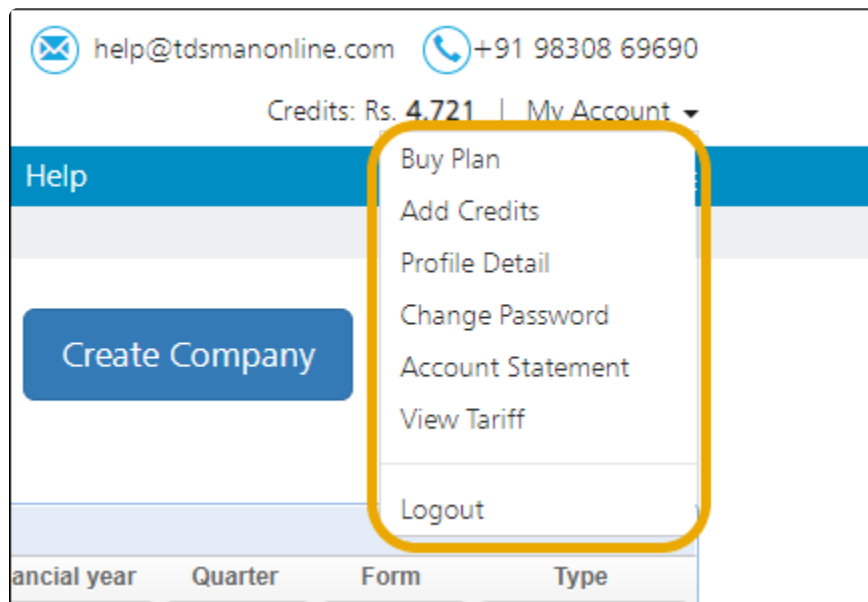
Video Demo Link -> <https://www.tdsmanonline.com/faq-video.html>

12. My Account

TDSMAN Online is a cloud based TDS/TCS Returns preparing and filing software. As it is a software based on online platform, user needs to pay for each return they file. User either can pay for single returns they file, or can buy a package plan by which one can file multiple return against onetime payment & that substantially cuts down the cost per return compared to 'Pay per return' policy. In TDSMAN Online Dashboard, User gets access to a panel called "My Account" where one can manage all their account related information easily. Options included in this section are:

1. Buy Plan
2. Add Credit
3. Profile Details
4. Change password
5. Account Statement
6. View Tariff
7. Log Out

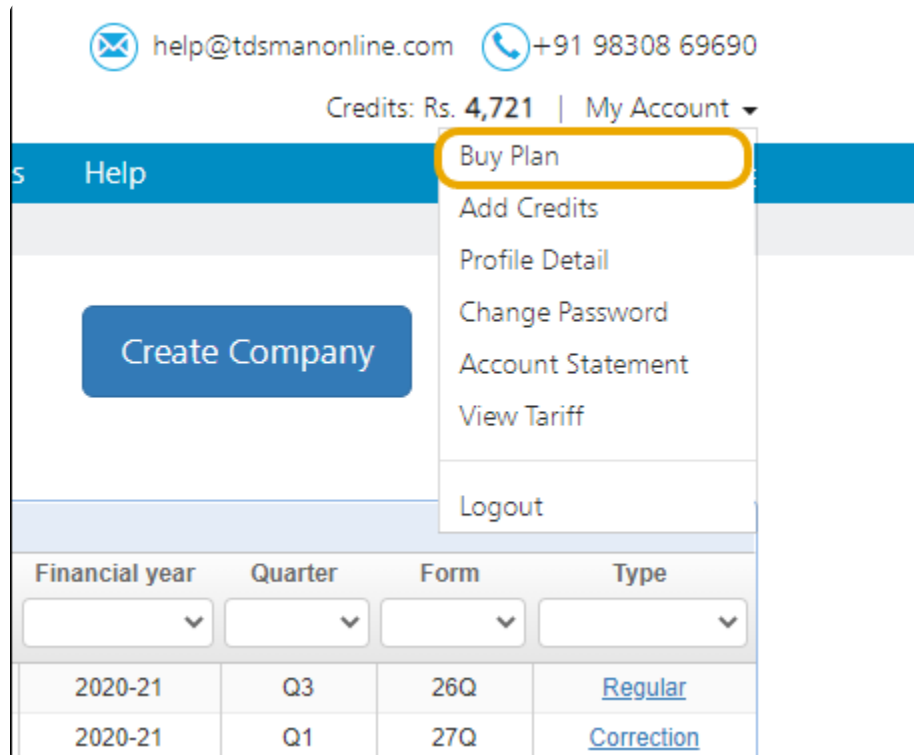
Following is displayed:



My Accounts

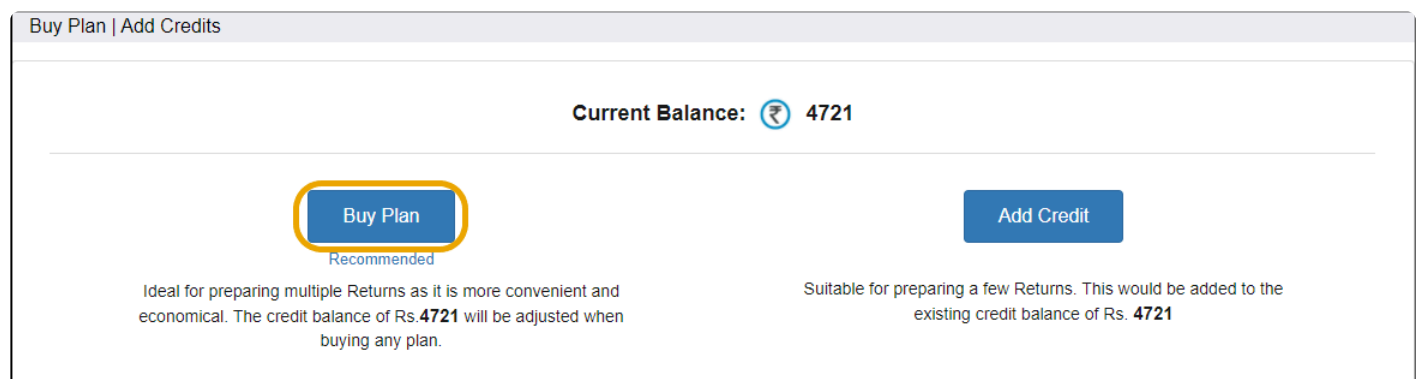
12.1. Buy Plan

In this section, user can buy specific plans containing a particular number of returns. Click on **>Buy Plan<** under **'My Account'** option.



Buy Plan

Following screen will appear:



Buy Plan - My Accounts

Click on **>Buy Plan<** Button. The following screen will appear:


help@tdsmanonline.com +91 98308 69690

Credits: Rs. 1,727 | My Account ▾

Regular Return	Correction Return	Setup	Reports	Traces Information	NSDL Information	Utilities	Help	Hi RAHUL BANERJEE
Buy Plan								

Buy a Plan

This is more convenient and economical

Current Balance : ₹ 1727

Plan Name	No. of Returns	No. of Deductee	Price (Rs.)	Cost / Returns (Rs.)
<input type="radio"/> A-5-250	5	250	1000	200
<input type="radio"/> A-10-1K	10	1000	1750	175
<input type="radio"/> A-25-4K	25	4000	3000	120
<input type="radio"/> A-40-10K	40	10000	4400	110

[Proceed](#)

Notes:

- Validity of each plan is for 365 days.
- The 'No. of Returns' includes both TDS Returns & Correction Statements. The 'No. of Records' is the consolidated sum of all deductee records for all Returns together.
- At any point one can opt for 'Packaged Price' – any credit balance will be adjusted with the cost of package price. Importantly, one cannot opt for package which is priced lower than the credit balance.
- One can move to 'Regular Price' only after fully consuming the number of Returns or Deductees or validity of plan has expired.
- There is provision of 'Top-up' for adding more 'Returns' to the package – this would increase 'Return' count and 'Deductee' count in the same ratio.
- At any time, one can upgrade to higher package, by paying the price difference.

 Activate W
Go to Settings

By Plan - Choose Plan

As displayed above, the user has the option to select any plan from the different plans available in the system. Choose a plan and click on **>Proceed<**.

Following screen will appear:

Credit Amount : Rs. 1000

Billing Details
[Edit](#)

Name : XXXXXXXXXX
Company : PDS INFOTECH
Address : 6

City : KOL
Pin : 700000
State : WEST BENGAL
Mobile Number: 9038XXXXXX
Email ID : rahul.banerjee@pdsinfotech.com
Phone Number :

[Make Payment](#)
[Back](#)

Billing Details

Next, Billing Details will appear. User can edit their billing details by simply clicking on the **>Edit<** Button. Click on **>Make Payment<**.

Following screen appears:

Billing Information

6

70000000000000000000

KOL

WEST BENGAL

India

90000000000000000000

rahul.banerjee@pdsinfotech.com

Notes (Optional)

☐ My Billing and Shipping address are different

Payment Information

Credit Card

Debit Cards

Net Banking

Cash Card

Paytm

Wallet

UPI

EMI Options

Card Number

Please enter card number.

Expiry Date

Month

Year

CVV

576

As per RBI's directive, w.e.f October 01, 2020, any indian debit/credit card not yet used for online e-commerce will be blocked for all online transactions. In case of such failure, please contact your card issuing bank to enable online usage.

☒ Save your cards with CCAvenue Checkout for future payments ?
(Note: We do not store your CVV/CVC number.)

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 1000.00

(Total Amount Payable)

Make Payment

Cancel

ORDER DETAILS

Order #:

TO20210330144300036447

Order Amount

1000.00

Total Amount

INR 1000.00

CC-Avenue

CHECKOUT

Checkout login for registered users only.

Enter Username

Enter Password

[Forgot Password?](#)

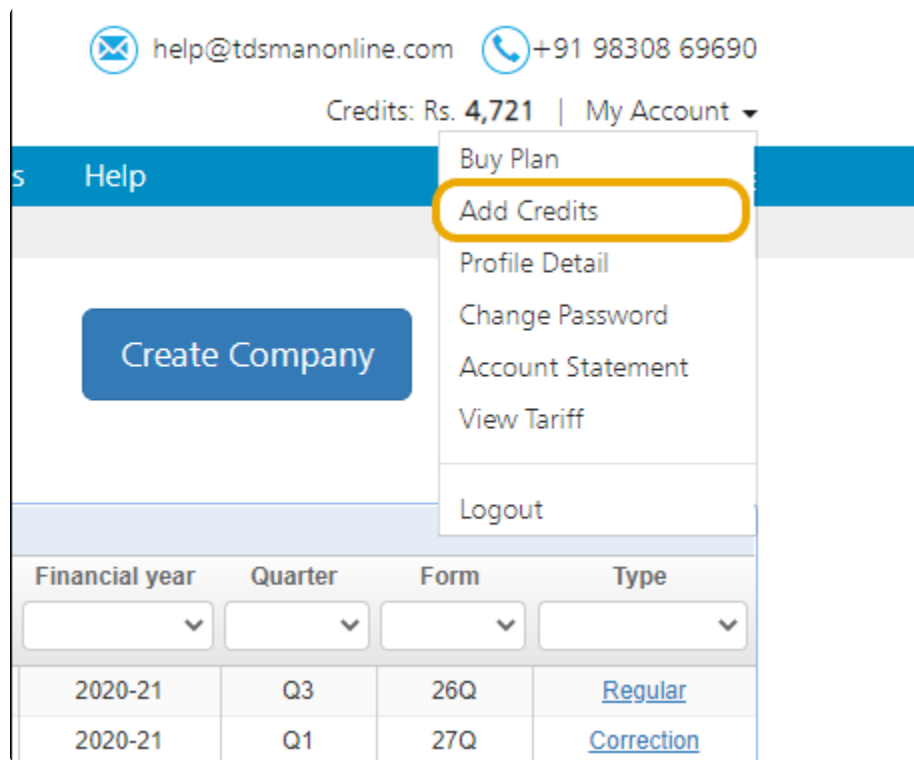
Login

Make payment

Enter the payment related information & choose the payment mode. Click on **>Make Payment<**.The payment will be made and the plan will be purchased for the account.

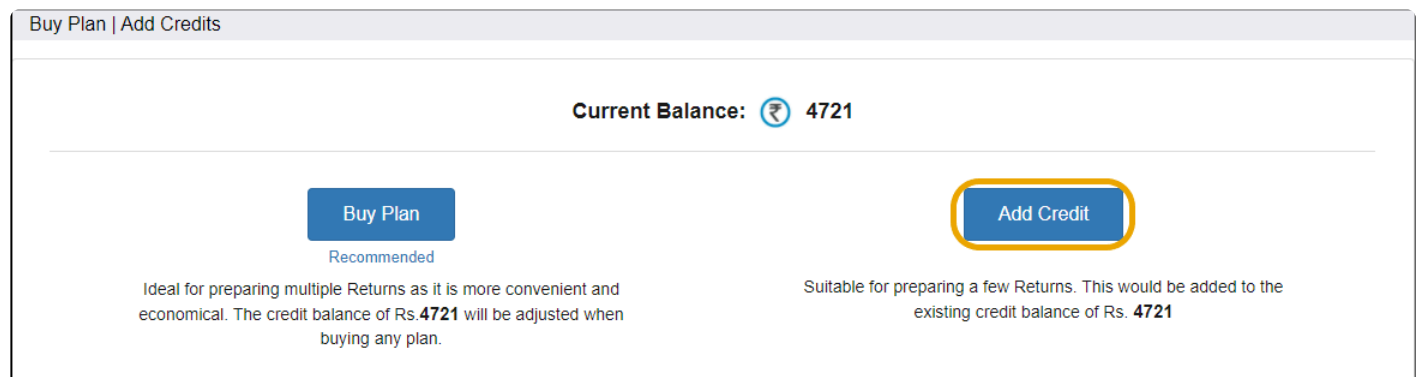
12.2. Add Credits

In this section, user can add balance to their account. Click on **>Add Credit<** under **'My Account'** option:



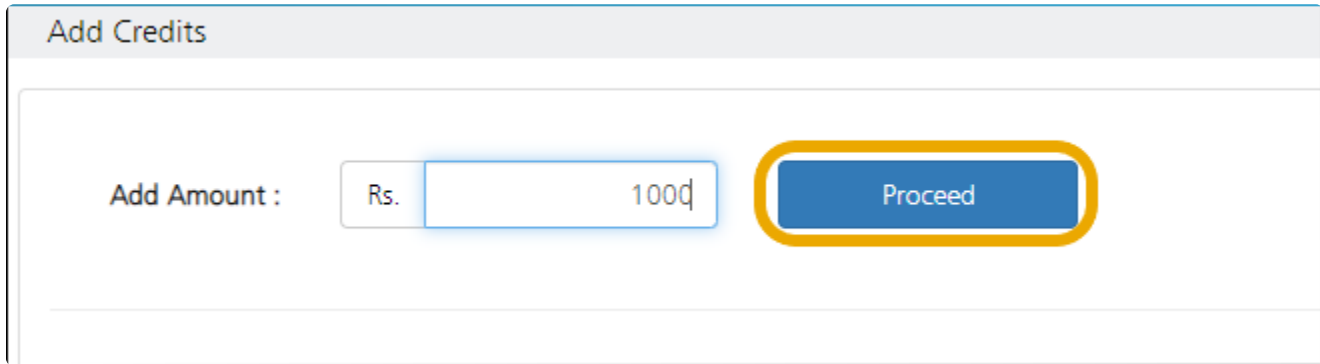
Add Credit - My Account

Following screen will appear:

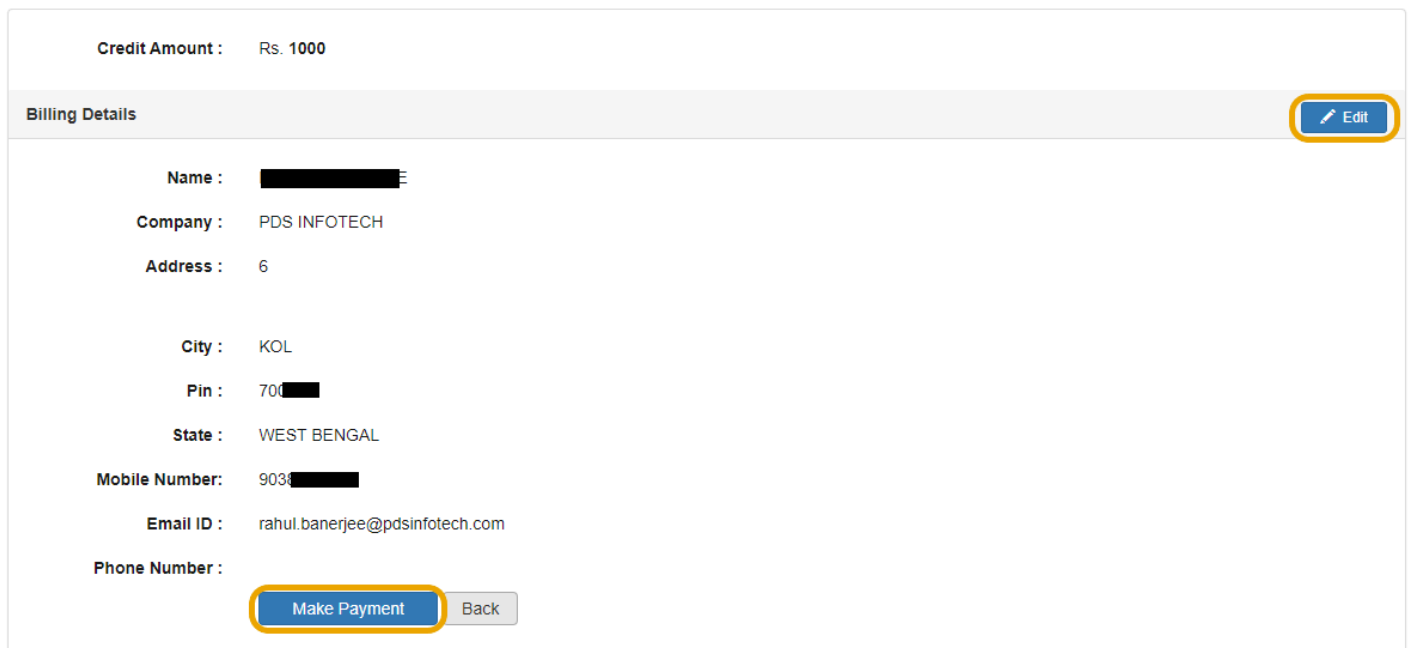


Add Credit

Click on **>Add Credit<** button. Following screen will appear:

*Add Credit - Add Amount*

Add desired amount and click on **>Proceed<**. Following screen will appear:

*Billing Details*

Next, Billing Details will appear. User can edit their billing details by simply clicking on the **>Edit<** Button.

Click on **>Make Payment<**.

Following screen will appear:

Billing Information

6

7000000000

KOL

WEST BENGAL

India

9000000000

rahul.banerjee@pdsinfotech.com

Notes (Optional)

☐ My Billing and Shipping address are different

Payment Information

Credit Card >

Debit Cards

Net Banking

Cash Card


Paytm

Wallet

UPI

EMI Options

Card Number



Please enter card number.

Expiry Date

Month

Year

CVV

576

As per RBI's directive, w.e.f October 01, 2020, any indian debit/credit card not yet used for online e-commerce will be blocked for all online transactions. In case of such failure, please contact your card issuing bank to enable online usage.

☒ Save your cards with CCAvenue Checkout for future payments ?

(Note: We do not store your CVV/CVC number.)

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 1000.00

(Total Amount Payable)

Make Payment

Cancel

ORDER DETAILS

Order #:

TO20210330144300036447

Order Amount

1000.00

Total Amount

INR 1000.00

CC-Avenue

CHECKOUT

Checkout login for registered users only.

Enter Username

Enter Password

[Forgot Password?](#)

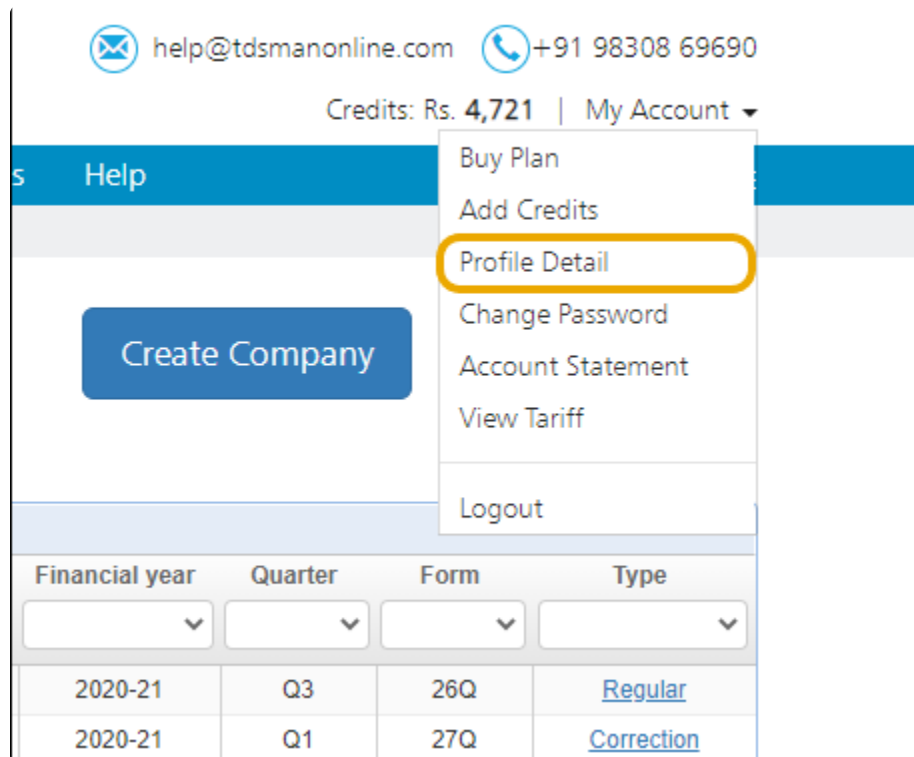
Login

Make payment

After the payment is successfully made, the amount will be added to the credit balance of your account.

12.3. Profile Details

In this module, user can view their account details. Here, the user can modify & update their profile details according to their need. Click on **>Profile Details<** under **'My Account'** option.



Profile Details - My Account

Following screen will appear:

Profile Details

Account Information

Email ID : ██████████

Name : RA ██████████

Company : PDS INFOTECH

Address : 6

City : KOL

Pin : 70 ██████████

State : WEST BENGAL

Mobile Number : 9038 ██████████

Phone Number :

Edit Detail

Go To Dashboard

Edit Detail

In this screen, user can see their account detail. In case of modification, click on **>Edit Detail<**.
Following screen appears:

Profile Details

Account Information

Email ID :

rahul.banerjee@pdsinfotech.com

Name :

Rahul Banerjee

Company :

PDS INFOTECH

Address :

6

ADDRESS LINE 2

City :

KOL

Pin:

700017

State

WEST BENGAL

Mobile Number :

903

Phone Number :

Update Detail

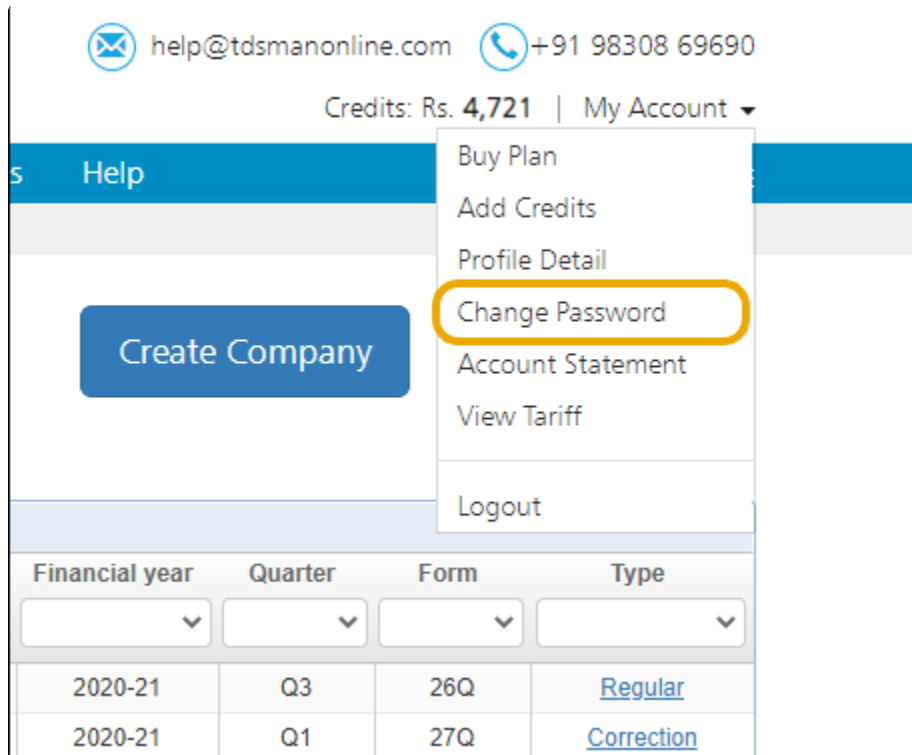
Cancel

Update Details

Make the necessary changes in the fields, and then click on **>Update Detail<**.The changes will be saved and the profile will be accordingly updated.

12.4. Change Password

In this Module, user can change their accounts password. Click on **>Change Password<** under **'My Account'** section.



Change Password

Following screen appears:

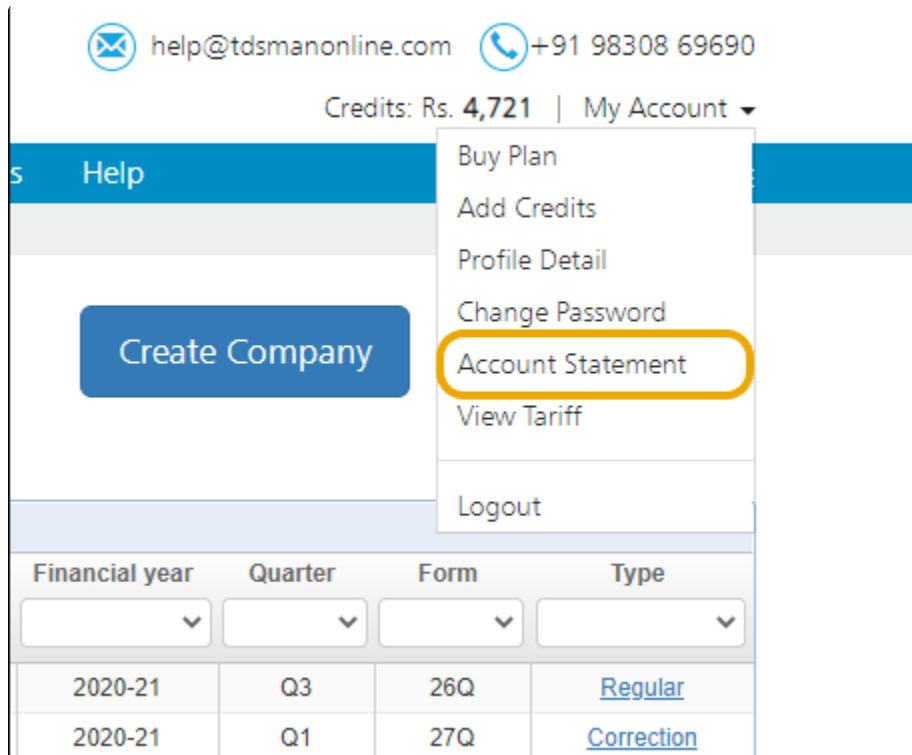
The screenshot shows the 'Change password' form. It has three input fields: 'Old Password :', 'New Password :', and 'Confirm New Password :'. Each field contains a series of dots representing masked text. Below the input fields, there are two buttons: 'Change Password' (highlighted with a yellow border) and 'Go To Dashboard'.

Change Password

Type the old password and enter the new password 2 times in the given sections. It is always recommended to choose a strong password for better security. Click on **>Change Password<** for updation. The password will be accordingly updated.

12.5. Account Statement

In this module, user can view their account activity and transaction summary. Click on **>Account Statement<** under 'My Accounts' option.



Account Statement

Following Screen appears:

Account Statement

From Date: 31/03/2020 To Date: 01/04/2021 [Show Statement](#)

Date	Description	Invoice No.	Reference No.	(+)	(-)	Balance (Rs.)
			*** Opening Balance ***			1317.00
18/07/2020	TDS Ret.(Corr)		(BBNS04043E - 2019-20 - 24Q - Q4) C		399.00	
12/08/2020	TDS Ret.(Corr)		(CALP08143C - 2019-20 - 24Q - Q4) C		399.00	
26/09/2020	TDS Ret. (Reg)		(CALP08143C - 2018-19 - 26Q - Q2) R		200.00	
28/09/2020	TDS Ret. (Reg)		(CAL500777A - 2020-21 - 24Q - Q1) R		299.00	
05/01/2021	Others (+)		for software testing	5000.00		
05/01/2021	TDS Ret. (Reg)		(CALA06011F - 2020-21 - 27EQ - Q3) R		299.00	
			*** Closing Balance ***	5000.00	1596.00	4721.00

[Print Statement](#)

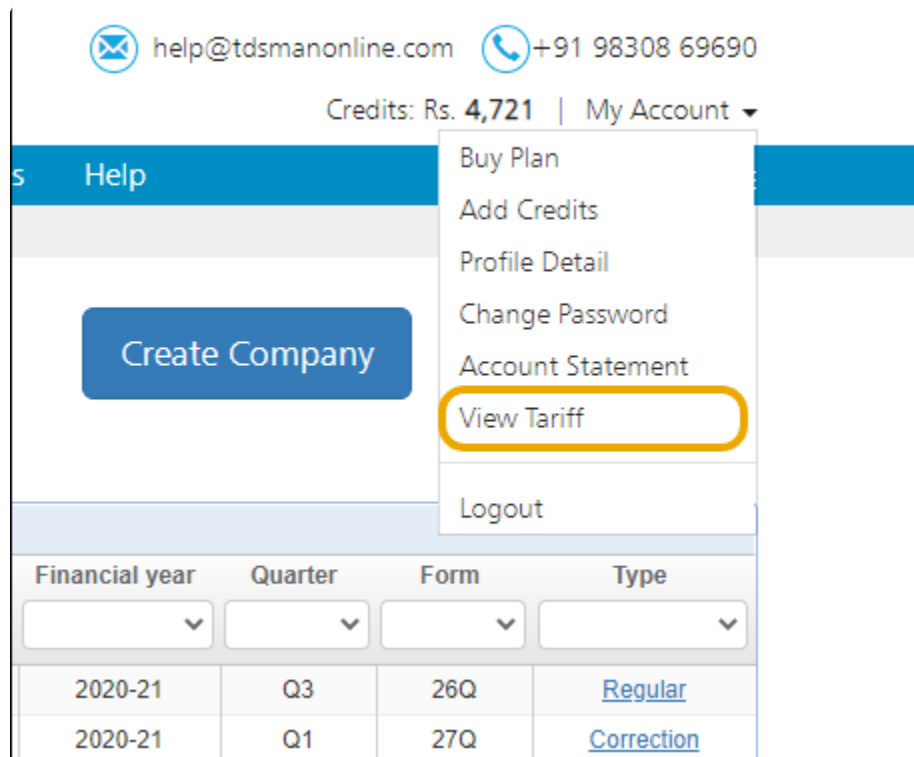
Account Statement

In this screen, the user can view their account activity, such as, the number & type of returns which have been filed. This panel also shows the amount that has been spent in each return & how much balance in total is left. Select the **>From Date<** & **>To Date<** to set a time period, under which you want to see the statement. Click on

The Statement report can be printed by clicking on **>Print Statement<** button.

12.6. View Tariff

Information regarding Regular pricing & Package Plans are provided in this module. Click on **>View Tariff<** under **'My Accounts'**.



View Tariff

Following screen appears:

Regular Price

The cost of each Regular TDS Return or Correction Statement is determined based on the number of Deductee records contained in. The charges for both TDS Returns and Correction Statement is as under:

TDS Returns

No. of Deductee	Price
Upto 25	Rs. 299
26 to 250	Rs. 499
251 to 1000	Rs. 799
1001 to 2500	Rs. 1199
Above 2500	Rs. 1199 + Rs. 150 for every 500 deductee records or part thereof

[Buy Now](#)

TDS Correction Statement

No. of Correction in Deductee Records	Price
Upto 50	Rs. 399
51 to 250	Rs. 699
251 to 1000	Rs. 1099
Above 1000	Rs. 1099 + Rs. 200 for every 500 deductee records or part thereof

[Buy Now](#)

Notes:

You can add balance to your credits from this module. Please add only that value which you intend to consume, as there is no refund policy.

Credits need to be consumed within 12 months of being charged.

Each time a Return is generated, the amount would be charged as per tariff against the available credit balance. In case of balance deficiency, one will need to pay online for the difference before generating the Return.

In case you generate multiple Returns, we recommend to opt for Package Pricing – wherein the cost for Return is much lower.

Package Price

Each package allows multiple TDS Return or Correction Statement at a price which is limited by number of Returns and consolidated number of Deductee Records. Current package plans are as under:

Package Plan

Plan Name	No. of Returns	No. of Deductee	Price
A-5-250	5	250	Rs. 1000
A-10-1K	10	1000	Rs. 1750
A-25-4K	25	4000	Rs. 3750

[Buy Now](#)

Notes:

Validity of each plan is for 365 days.

The 'No. of Returns' includes both TDS Returns & Correction Statements. The 'No. of Records' is the consolidated sum of records for all Returns together.

At any point one can opt for 'Packaged Price' – any credit balance will be adjusted with the cost of package price. Importantly, one cannot opt for package which is priced lower than the credit balance.

One can move to 'Regular Price' only after fully consuming the number of Returns or Deductees or validity of plan has expired.

There is provision of 'Top-up' for adding more 'Returns' to the package – this would increase 'Return' count and 'Deductee' count in the same ratio.

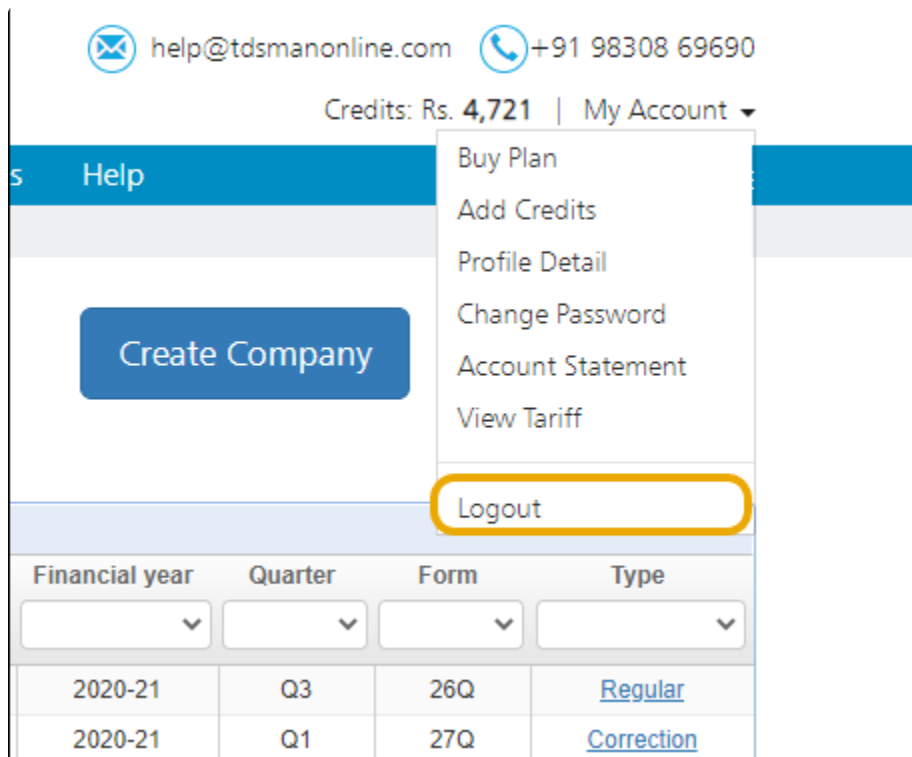
At any time, one can upgrade to higher package, by paying the price difference.

View Tariff

The user can choose Regular Prices or package plans according to their need and make purchase by clicking on **>Buy Now<**.

12.7. Log Out

User can Log Out from TDSMAN Online Dashboard by using this option. Click on **>Logout<** under **'My Accounts'** option.



Log Out - TDSMAN Online

13. Healthy Practices of using TDSMAN Online
