TDSMAN™

ONLINE

User Manual

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TDSMAN Online Ver. 1.1

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PDS Infotech Pvt. Ltd.

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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.

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2.1. Audience

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

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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.

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2.3. Document Convention

This guide uses the following formatting conventions:

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

Figure 1-1 Document Convention Guide

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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

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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.

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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

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3.2. Key Functions of TDSMAN Online – Process Overview

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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.

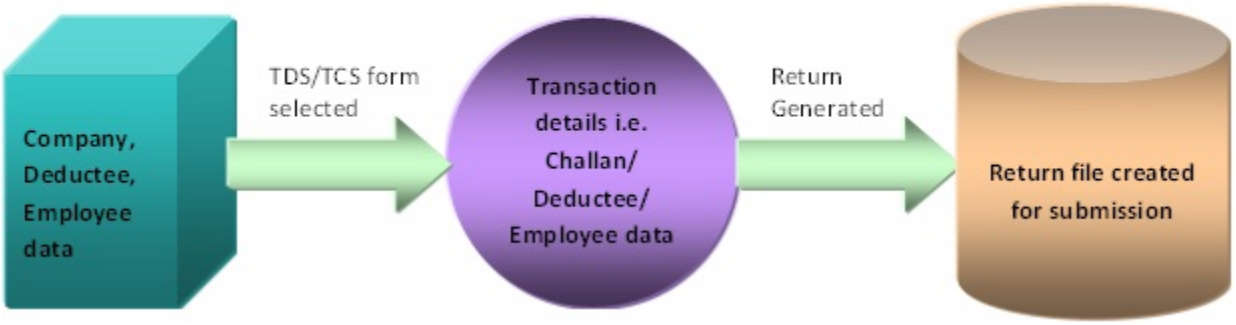
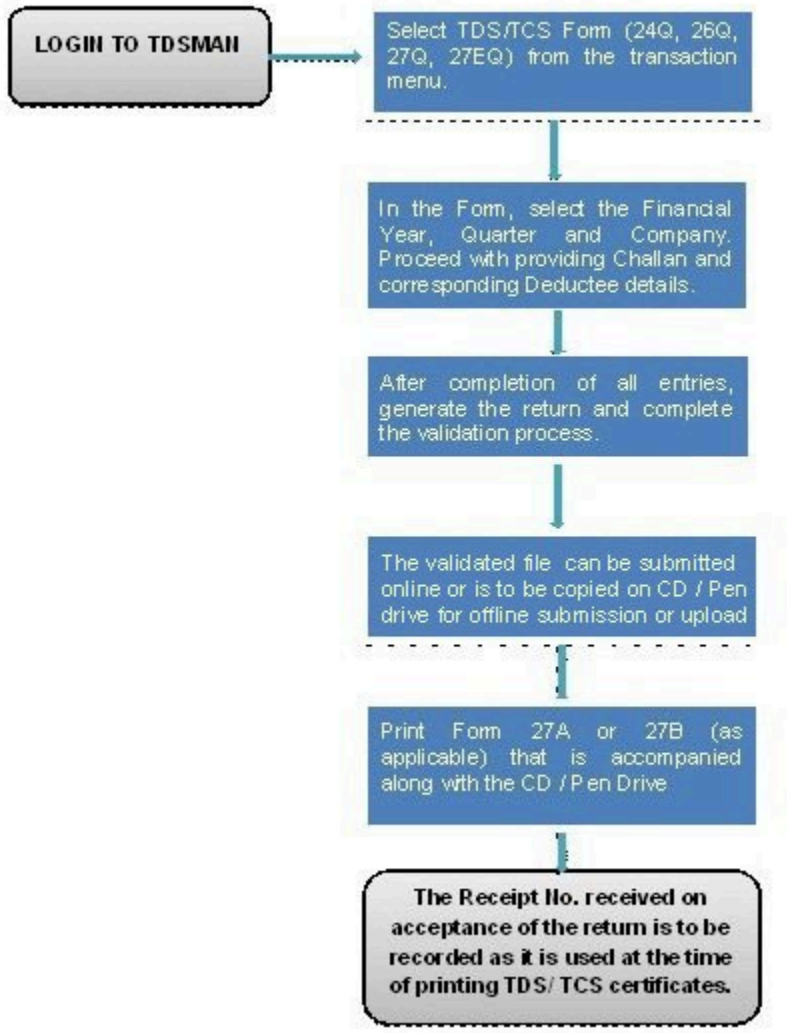


Figure 3-1 Processing of Returns

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.

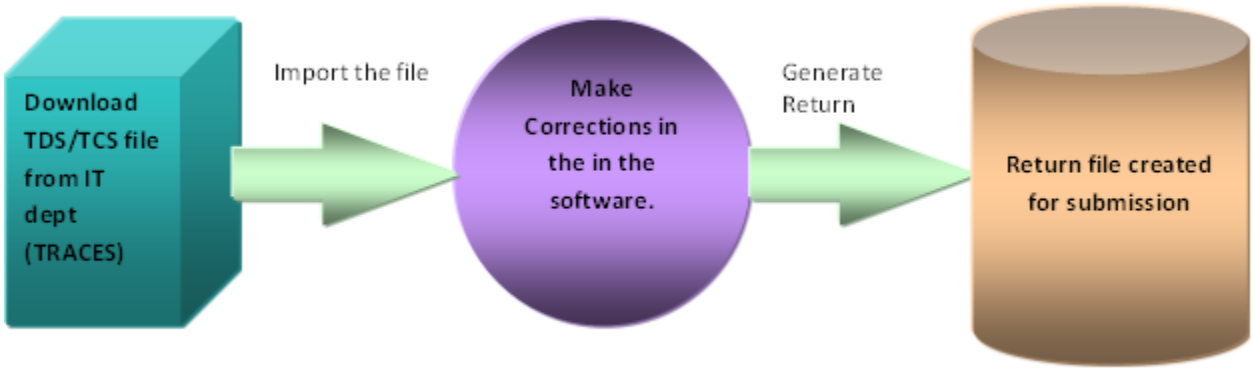


Figure 3-2 Processing of Correction Returns

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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

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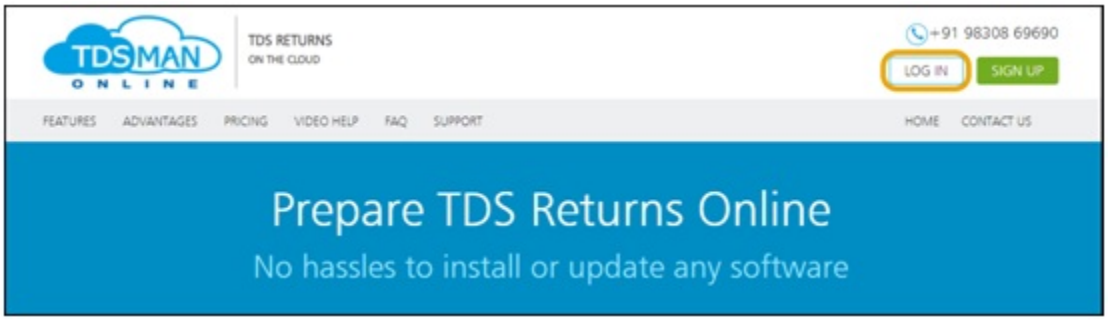
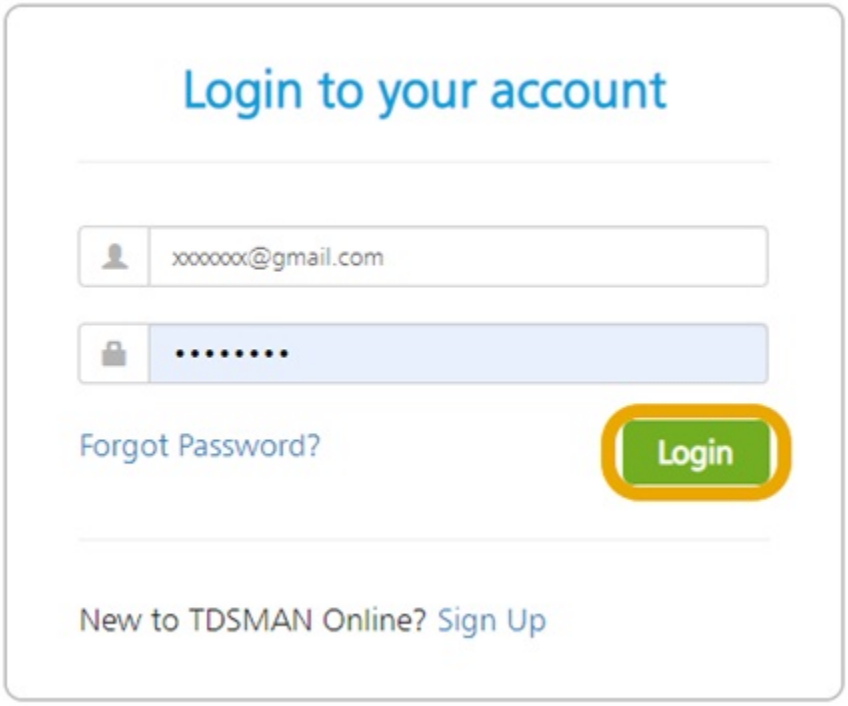
3.4. Log In

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 :



TDSMAN Online – Login

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

Click on the **Login** button.

The user will be successfully logged into TDSMAN Online software.

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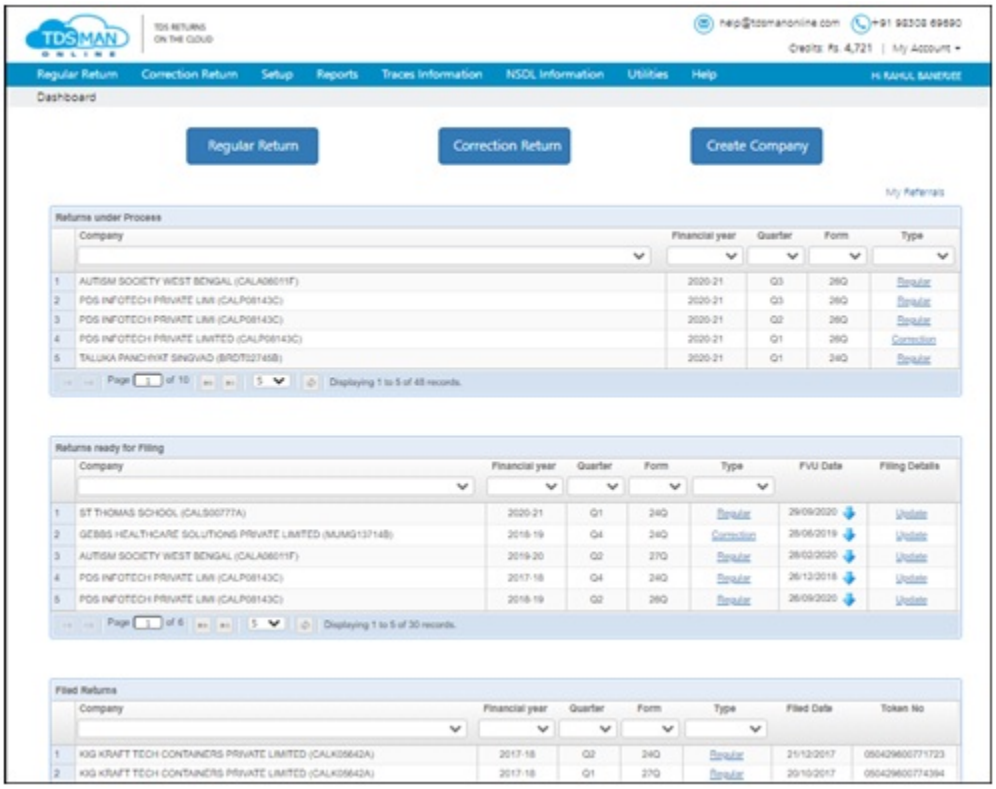
3.5. Dashboard

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

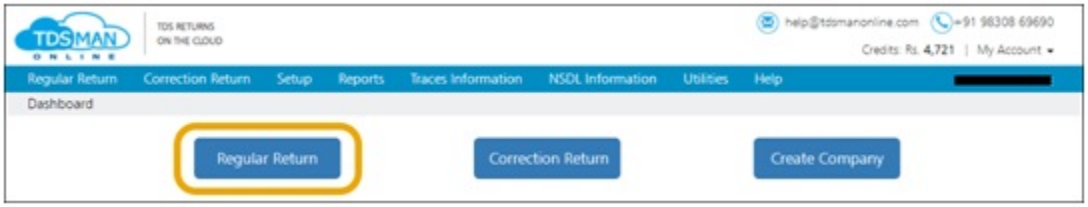


Dashboard

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.

Menu Bar

Regular Return – Click here to prepare Regular Return



Regular Return - Dashboard

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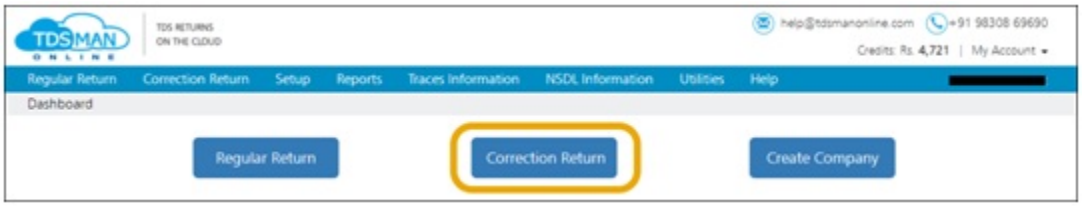
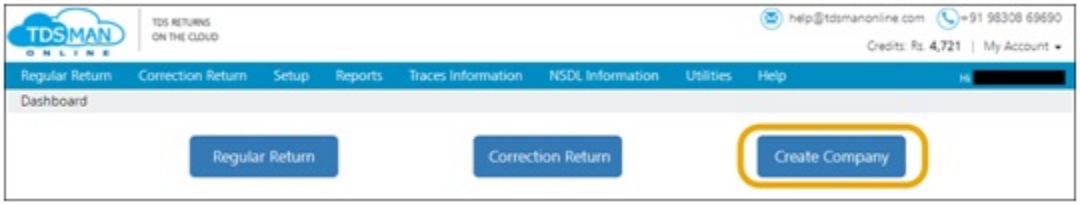
Correction Returns – Click here to prepare Correction Return



Correction Return - Dashboard

Create Company – Click here to create Company

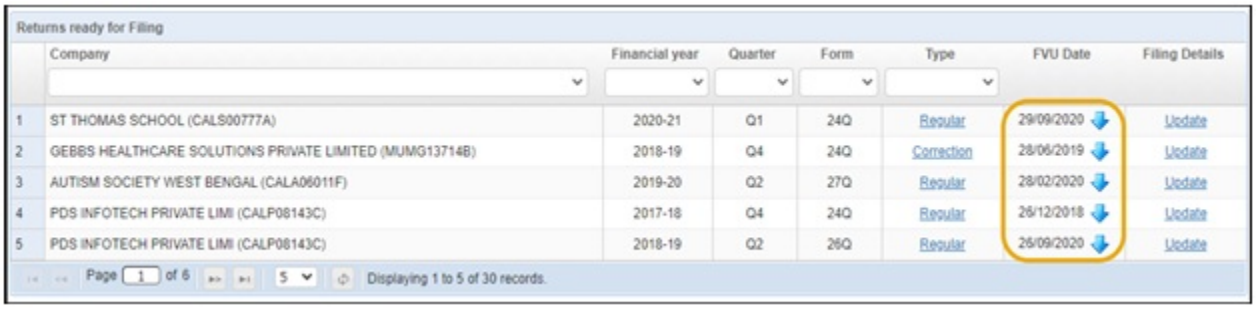


Create Company - Dashboard

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**

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



Returns ready for filing - Dashboard

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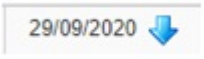
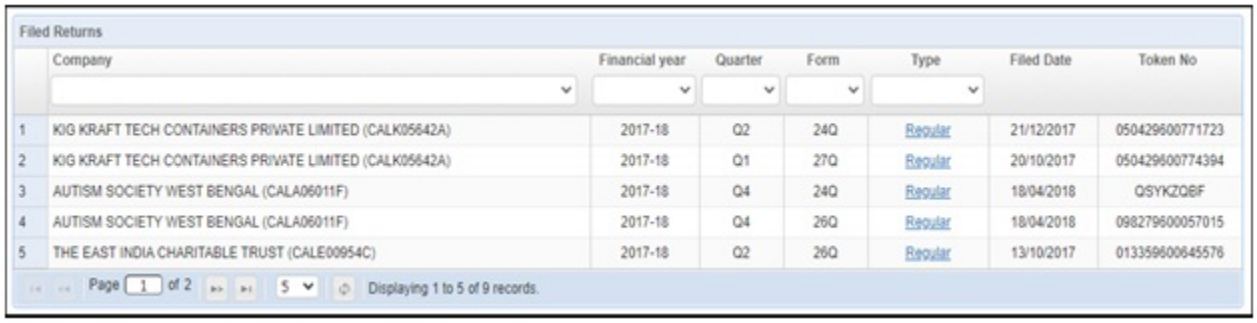
FVU Date -Click here 

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

Update – Once the Return is filed, click here

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
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	QSYKZQ6F
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

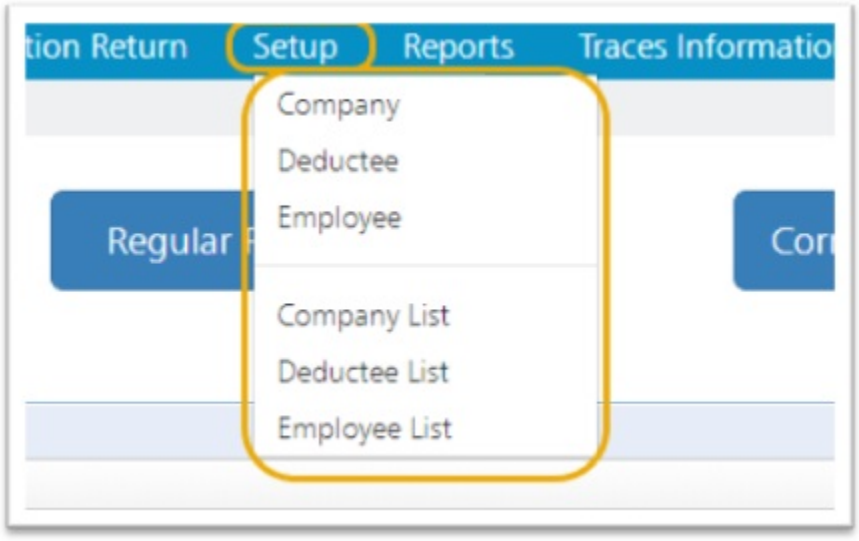
Page 1 of 2 5 Displaying 1 to 5 of 9 records.

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:

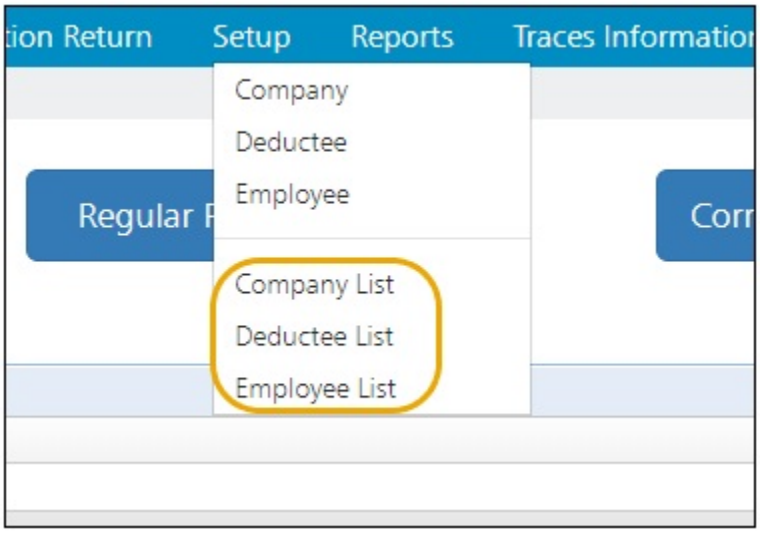


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Figure 01- Company/Deductee/Employee List

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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:-

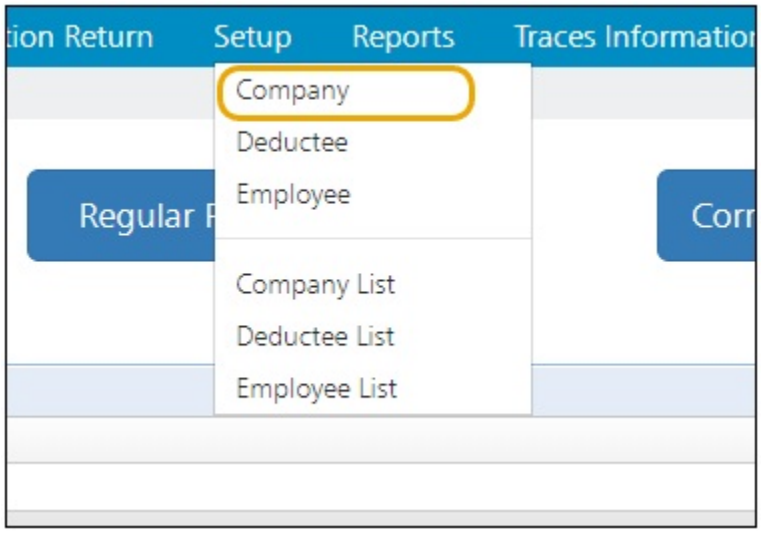
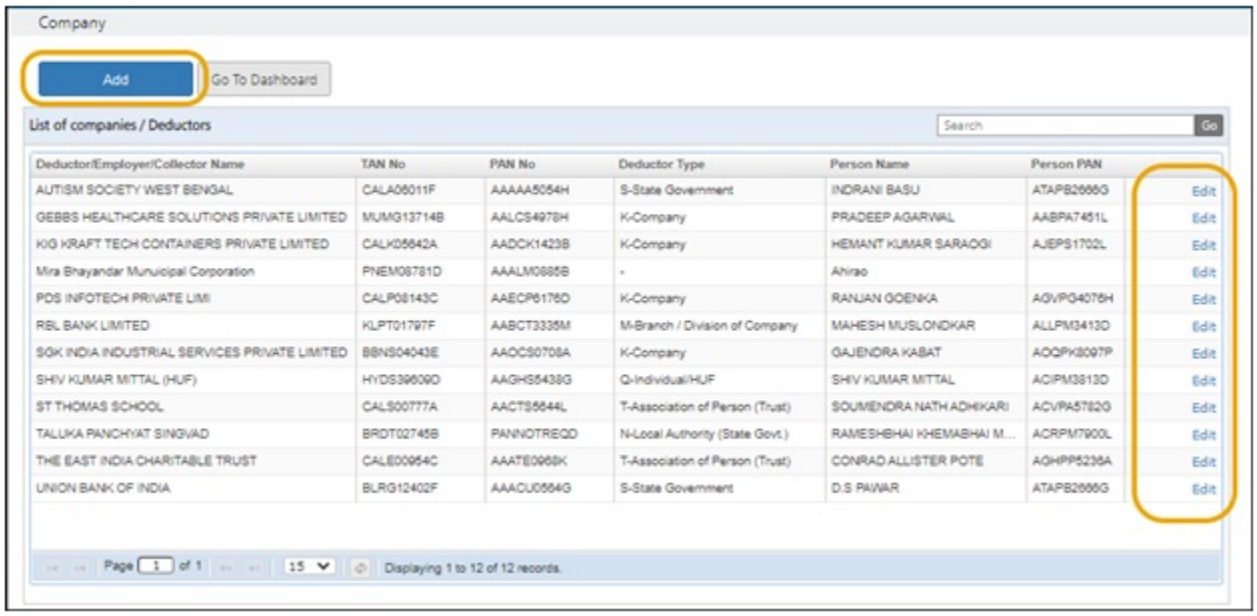


Figure 01- Create Company

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.

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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 :

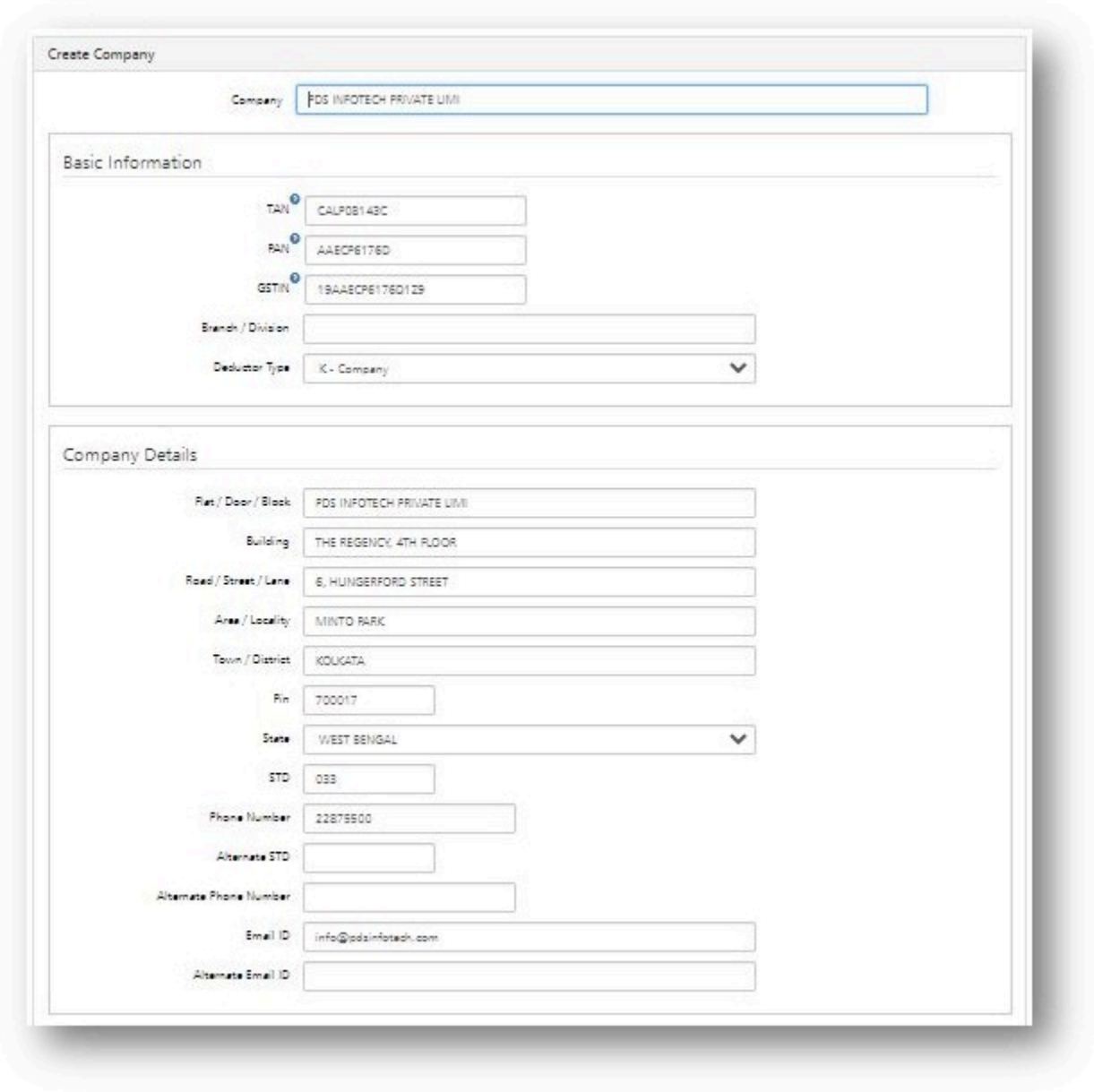

Figure 03 – Create Company

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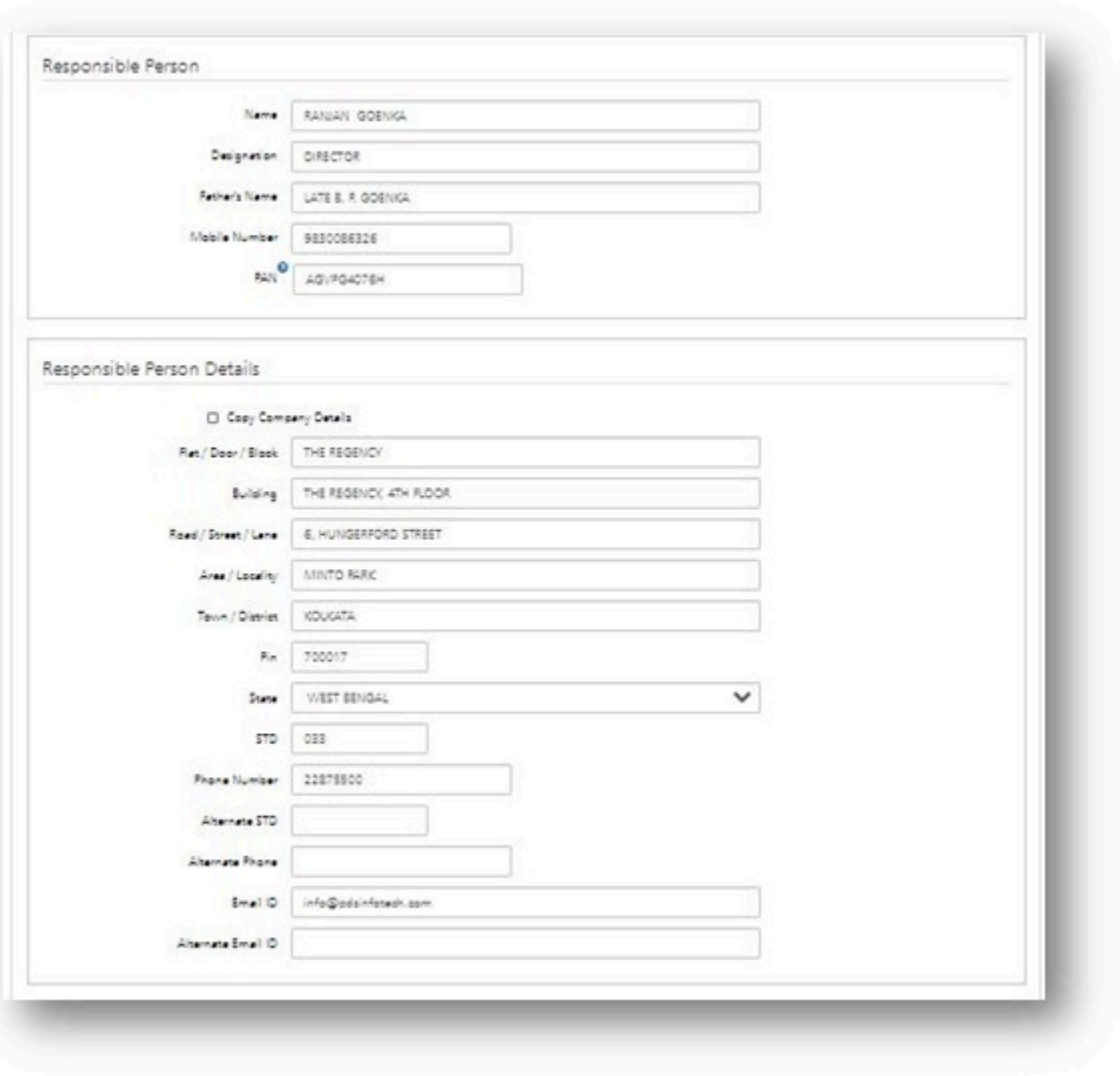

Figure 04 – Create Company

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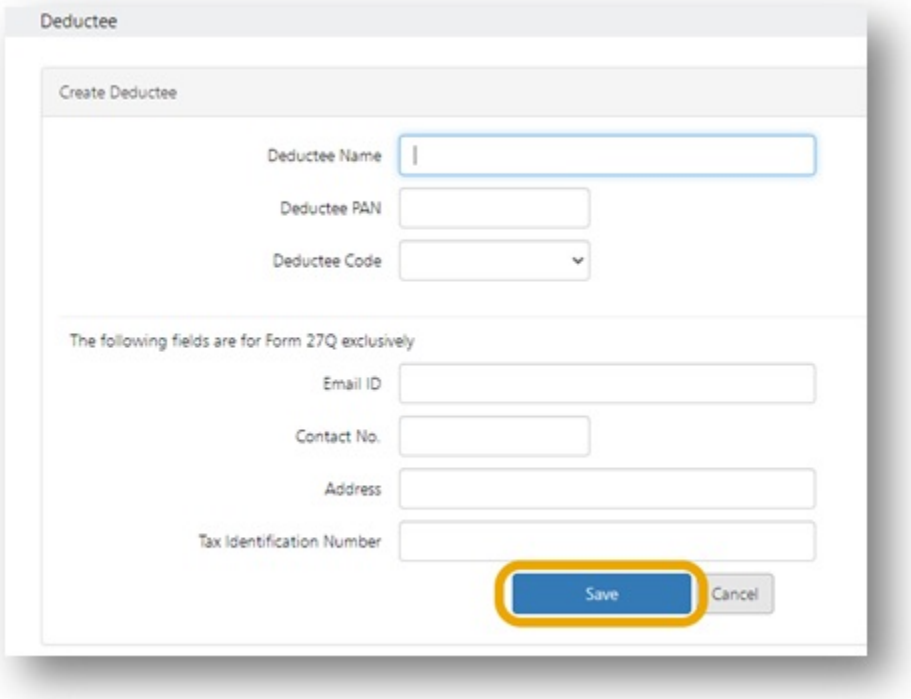

Figure 05 – Create Company

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

• **Company Details**

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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)

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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.

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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:

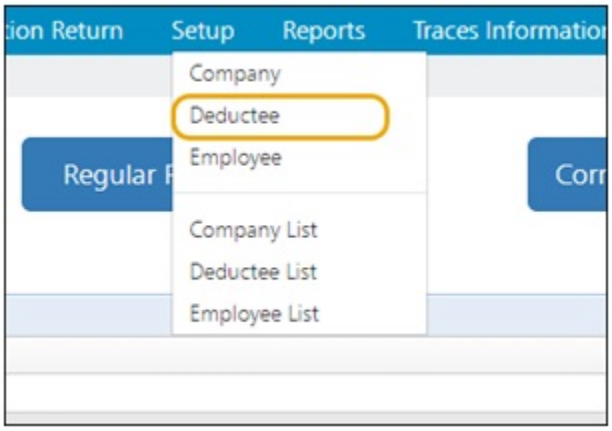
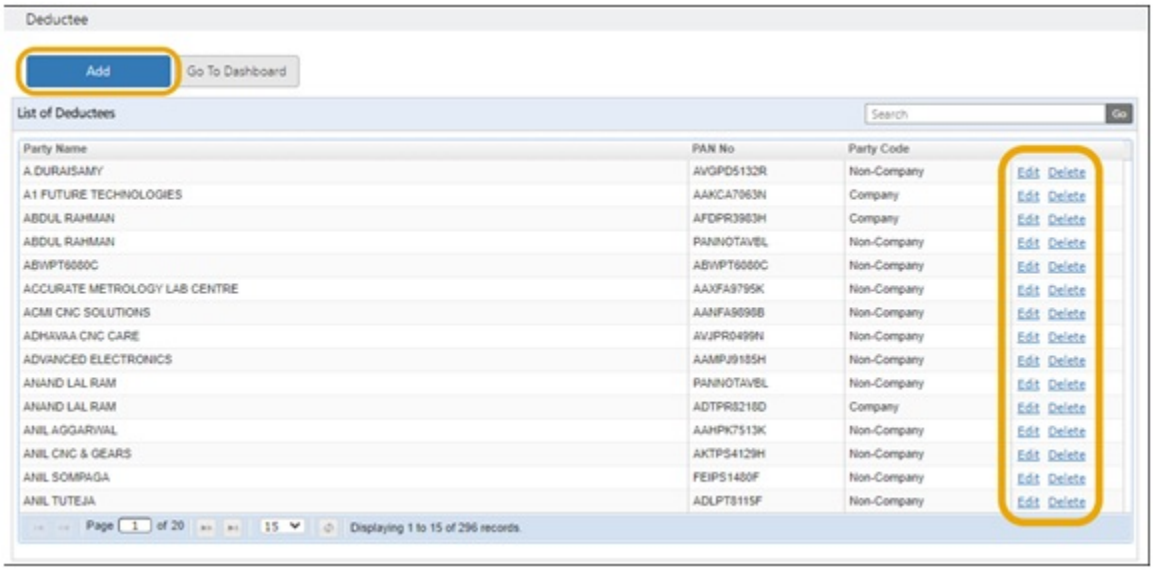


Figure 07 – Deductee

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.

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The entire deductee details screen is displayed and explained below:

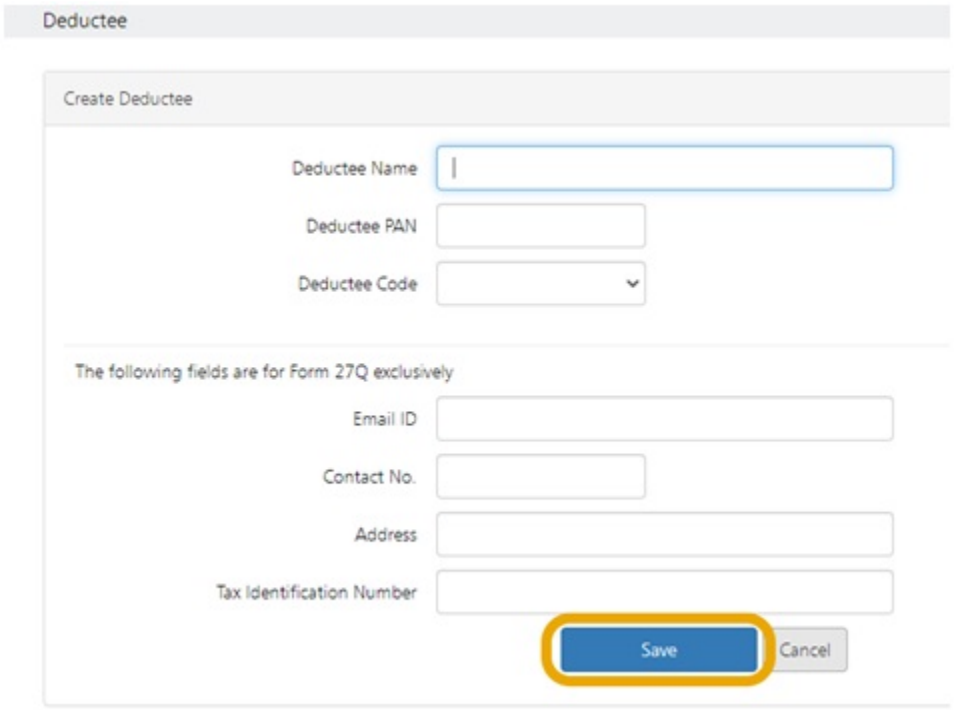

Figure 03 – Deductee

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:-

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Edit/Delete Deductee

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

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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:

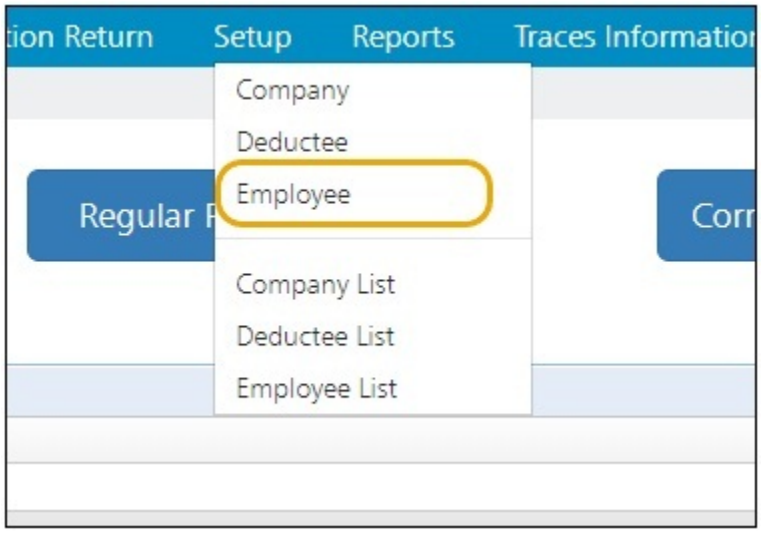

Figure 01 - Employee

The following screen appears:

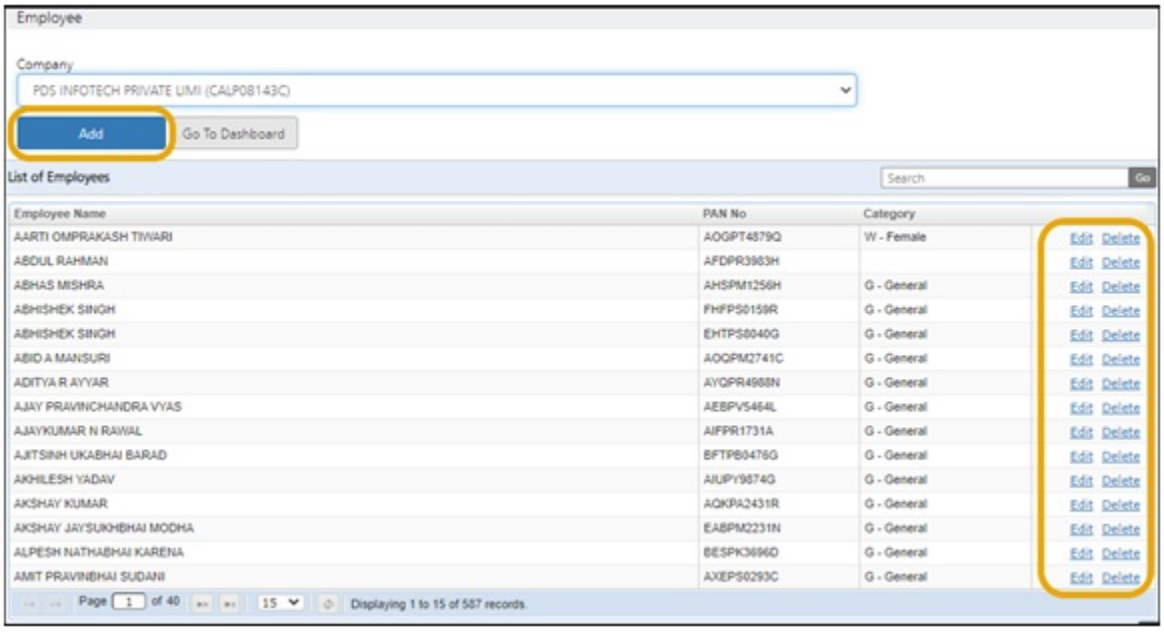

Figure 02 – Employee

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:

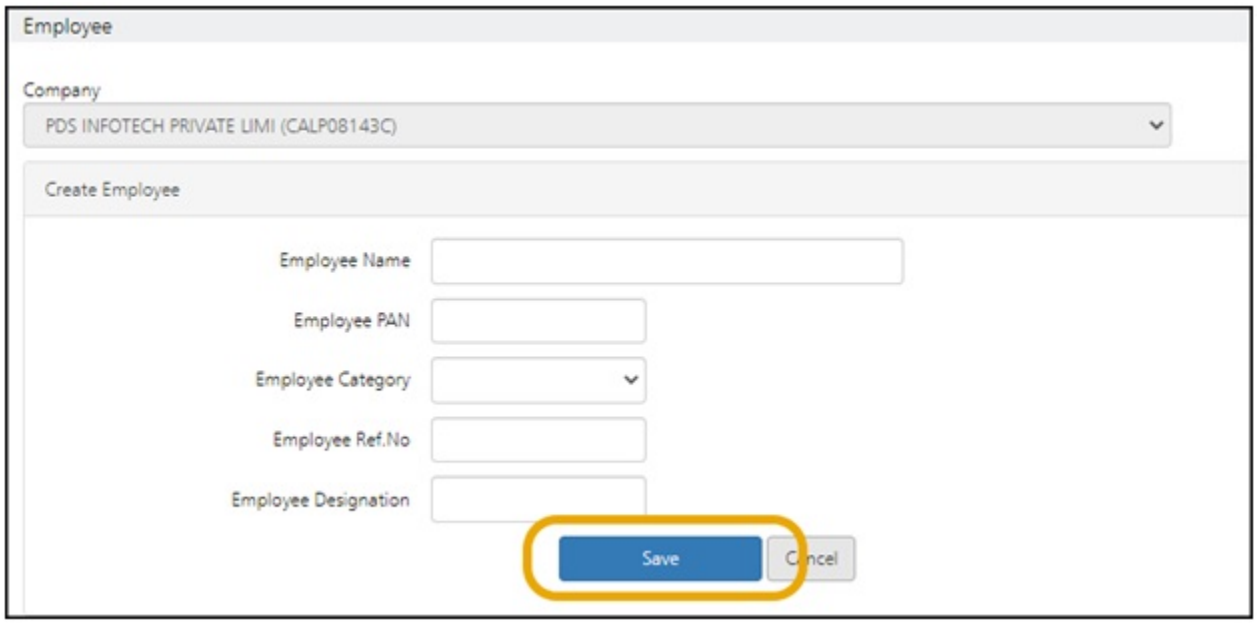

Figure 04 - Employee

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.

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Edit/Delete Employees

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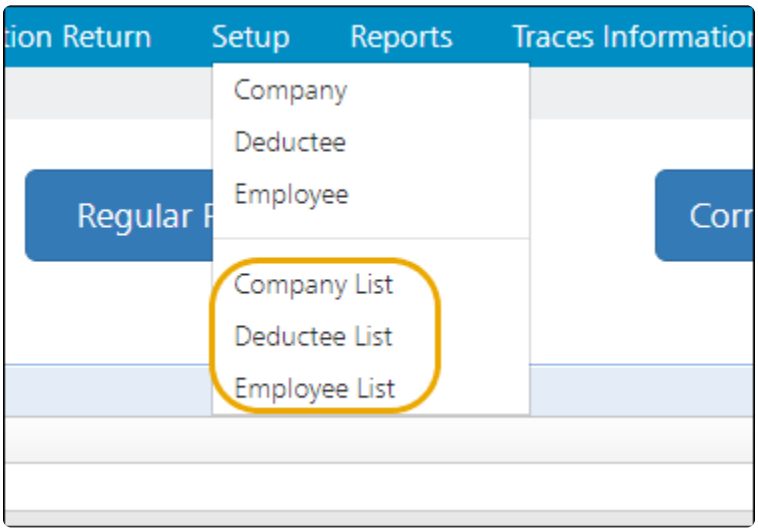
4.3.1. Company / Deductee / Employee List

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

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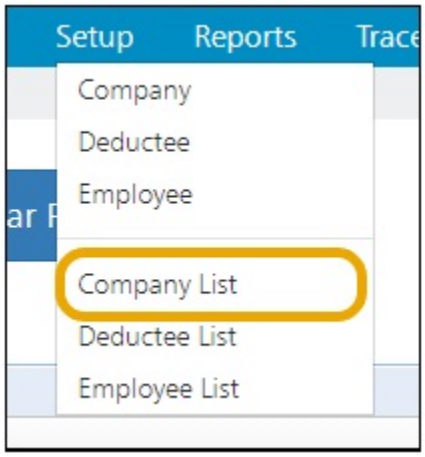
4.4. Company List

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:

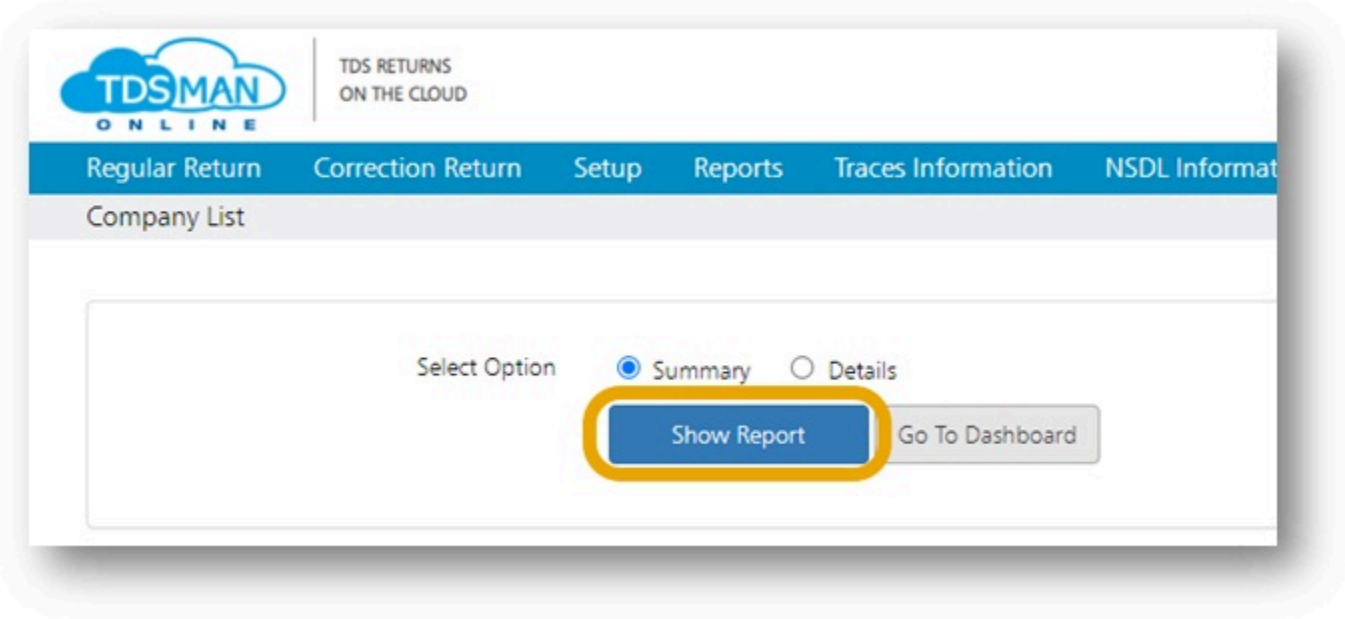


Figure 02 – Company List

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:

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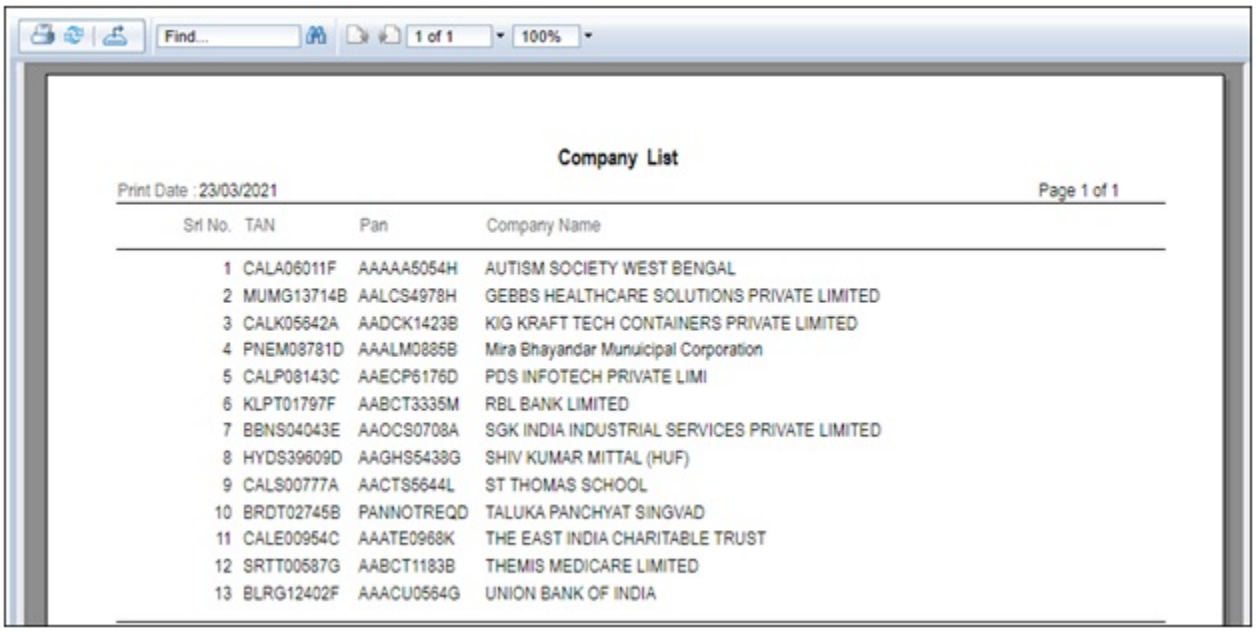
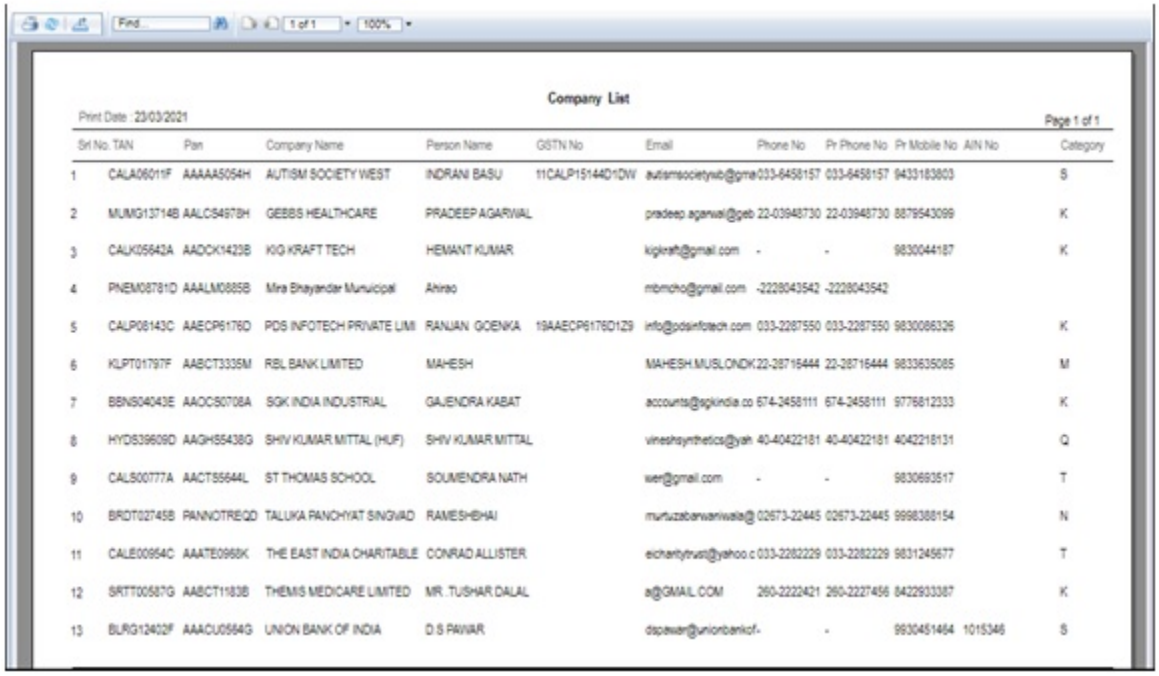


Company List

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 Munuicipal Corporation
5	CALP08143C	AAECP6176D	PDS INFOTECH PRIVATE LIMI
6	KLPT01797F	AABCT3335M	RBL BANK LIMITED
7	BBNS04043E	AAOCS0708A	SGK INDIA INDUSTRIAL SERVICES PRIVATE LIMITED
8	HYDS39609D	AAGHS5438G	SHIV KUMAR MITTAL (HUF)
9	CALS00777A	AACTS5644L	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	AAACU0564G	UNION BANK OF INDIA

Company List – Summery



Company List

Print Date : 23/03/2021 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@gma	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 Munuicipal	Ahirao		mbmcho@gmail.com	-2228043542	-2228043542			
5	CALP08143C	AAECP6176D	PDS INFOTECH PRIVATE LIMI	RANJAN GOENKA	19AAECP6176D1Z9	info@pdsinfotech.com	033-2287550	033-2287550	9830086326		K
6	KLPT01797F	AABCT3335M	RBL BANK LIMITED	MAHESH		MAHESH.MUSLONDK	22-28716444	22-28716444	9833635085		M
7	BBNS04043E	AAOCS0708A	SGK INDIA INDUSTRIAL	GAJENDRA KABAT		accounts@sgkindia.co	674-3458111	674-3458111	9776812333		K
8	HYDS39609D	AAGHS5438G	SHIV KUMAR MITTAL (HUF)	SHIV KUMAR MITTAL		vineshsynthetics@yah	40-40422181	40-40422181	4042218131		Q
9	CALS00777A	AACTS5644L	ST THOMAS SCHOOL	SOUMENDRA NATH		ser@gmail.com	-	-	9830693517		T
10	BRDT02745B	PANNOTREQD	TALUKA PANCHYAT SINGVAD	RAMESHBHAI		murtuzabarwaniwala@	02673-22445	02673-22445	9998388154		N
11	CALE00954C	AAATE0968K	THE EAST INDIA CHARITABLE	CONRAD ALLISTER		eicharitytrust@yahoo.c	033-2282229	033-2282229	9831245677		T
12	SRTT00587G	AABCT1183B	THEMIS MEDICARE LIMITED	MR .TUSHAR DALAL		a@GMAIL.COM	260-2222421	260-2227456	8422933387		K
13	BLRG12402F	AAACU0564G	UNION BANK OF INDIA	D.S PAWAR		dspawar@unionbankof	-	-	9930451464	1015346	S

Company List – Detailed

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

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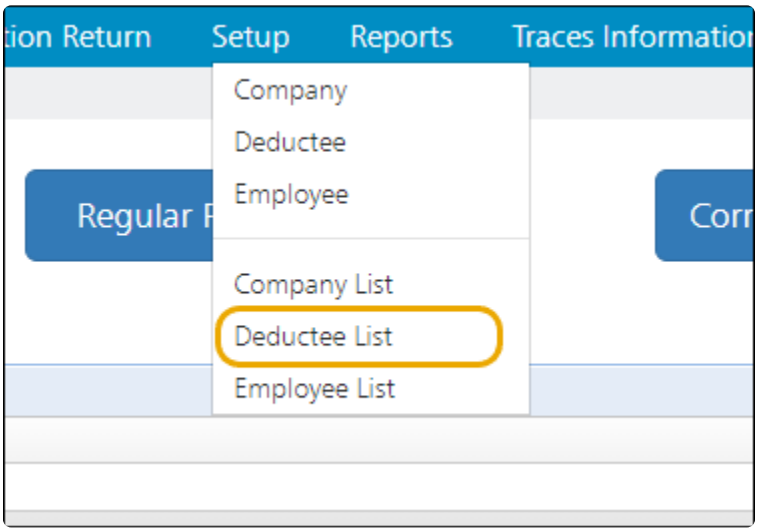
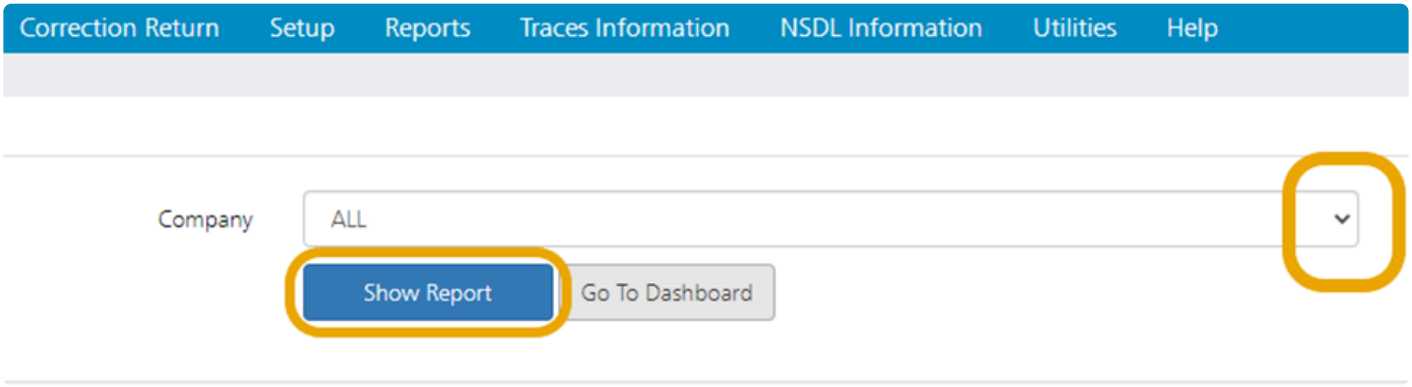
4.5. Deductee List

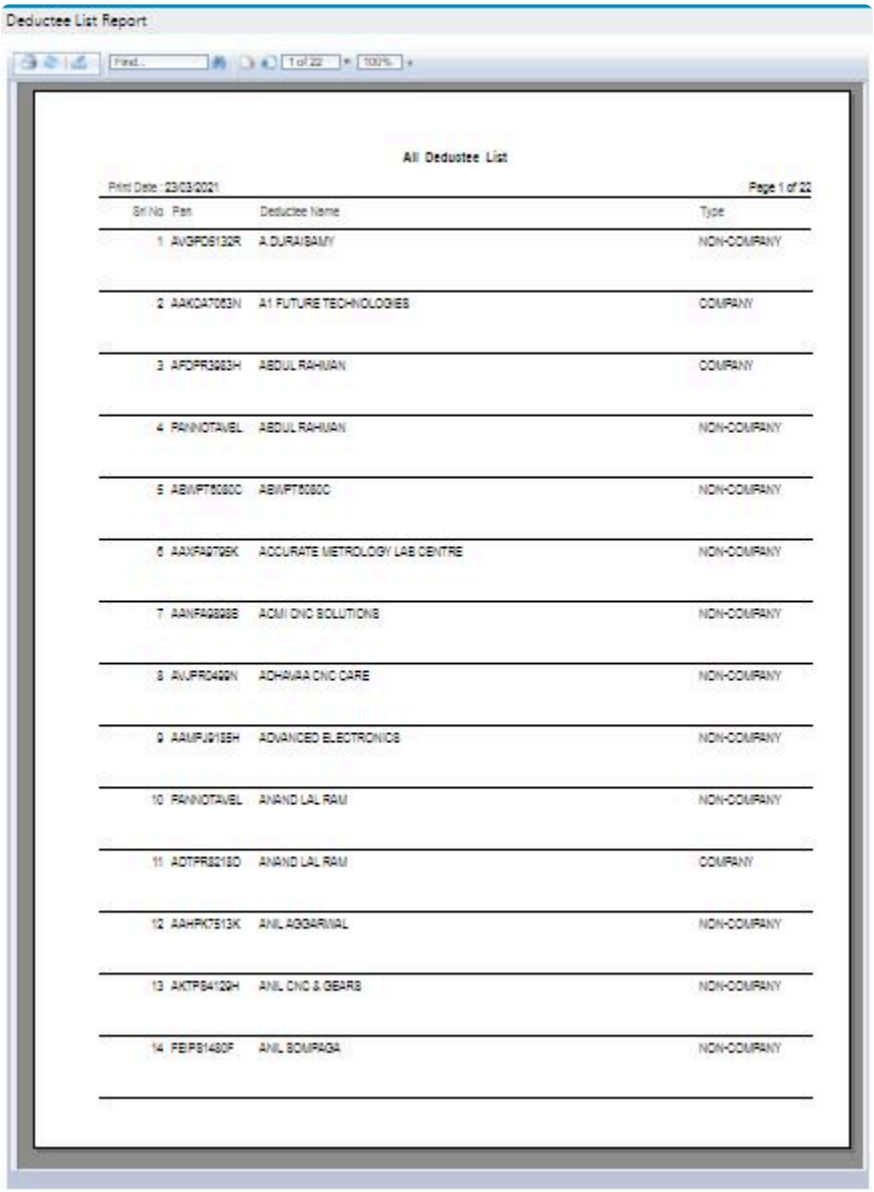
The list of all the deductees created in this software can be viewed by clicking on and then :-



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

All Deductee List

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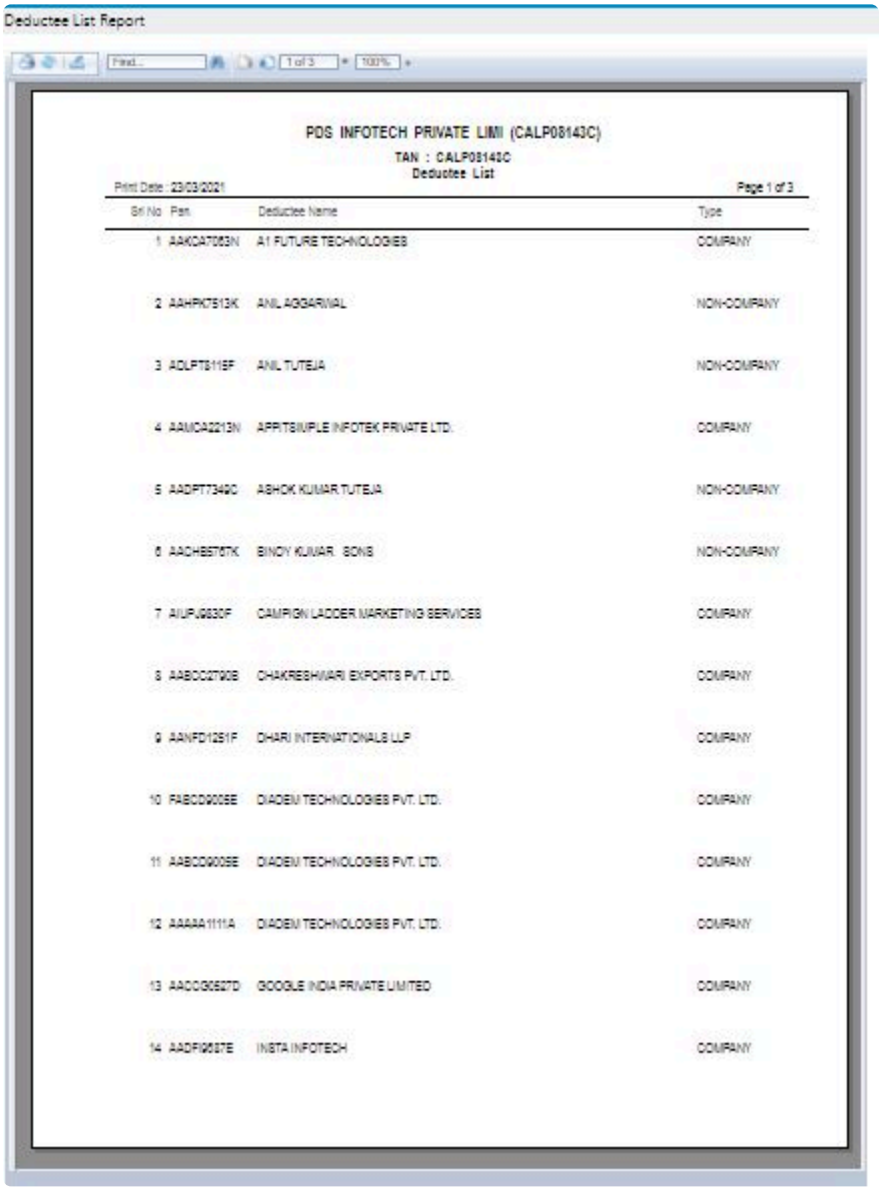
Sr.No	Pan	Deductee Name	Type
1	AVGPD5132R	A.DURAISAMY	NON-COMPANY
2	AAKDA7063N	A1 FUTURE TECHNOLOGIES	COMPANY
3	AFDPR3903H	ABDUL RAHMAN	COMPANY
4	PANNOTAVBL	ABDUL RAHMAN	NON-COMPANY
5	ABMPT6080C	ABMPT6080C	NON-COMPANY
6	AAXFA9706K	ACCURATE METROLOGY LAB CENTRE	NON-COMPANY
7	AANFA8898B	ACMI CNC SOLUTIONS	NON-COMPANY
8	AVJPR0420N	ADHAVAA CNC CARE	NON-COMPANY
9	AAMPJ9185H	ADVANCED ELECTRONICS	NON-COMPANY
10	PANNOTAVBL	ANAND LAL RAM	NON-COMPANY
11	ADTPR8218D	ANAND LAL RAM	COMPANY
12	AAHPK7513K	ANIL AGGARWAL	NON-COMPANY
13	AKTPB4129H	ANIL CNC & GEARS	NON-COMPANY
14	FEIPS1480F	ANIL SOMPAGA	NON-COMPANY



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

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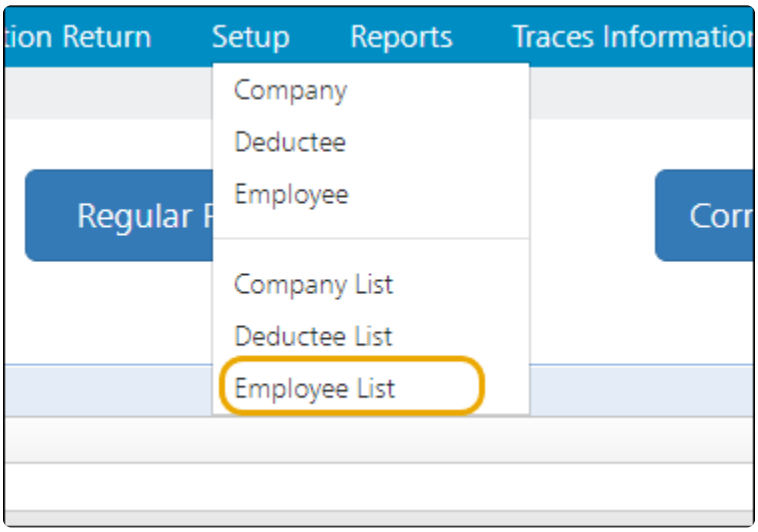
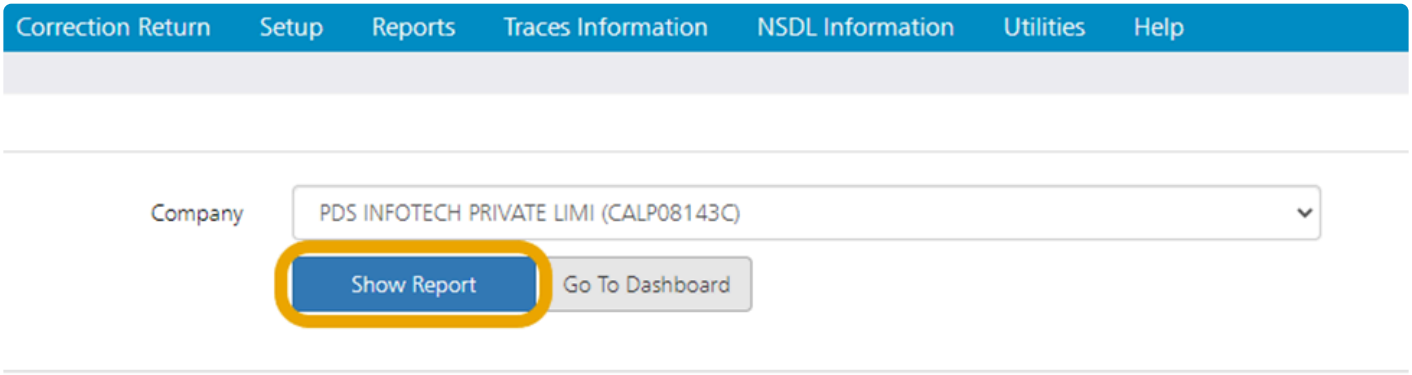
4.6. Employee List

The list of all the employees for a selected company can be viewed though 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:

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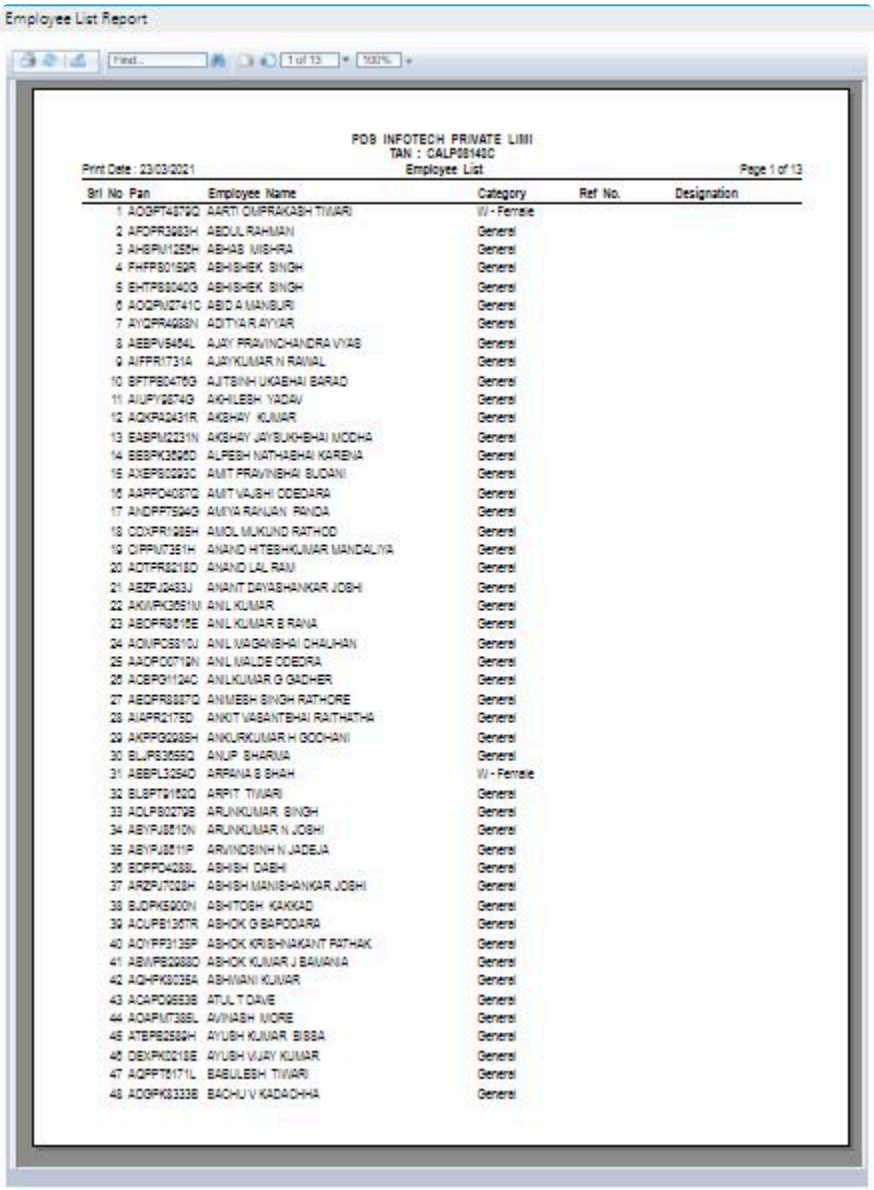
Employee List Report

PDS INFOTECH PRIVATE LIMI
TAN : CALP08140C

Print Date : 23/03/2021 Employee List Page 1 of 13

Srl No	Pan	Employee Name	Category	Ref No.	Designation
1	AOGPT4879Q	AARTI OMPRAKASH TIWARI	W - Female		
2	AFDPR3083H	ABDUL RAHMAN	General		
3	AHBPM1256H	ABHAS MISHRA	General		
4	FHFPS0159R	ABHISHEK SINGH	General		
5	EHTPS0040G	ABHISHEK SINGH	General		
6	AOQPM2741C	ABID A MANSURI	General		
7	AYQPR4988N	ADITYA R AYYAR	General		
8	AEBPV5454L	AJAY PRAVINCHANDRA VYAS	General		
9	AFPPR1731A	AJAYKUMAR N RAWAL	General		
10	BFTPB0476G	AJITSINH UKABHAI BARAD	General		
11	AIUPY2874G	AKHILESH YADAV	General		
12	AQKPA2431R	AKSHAY KUMAR	General		
13	EABPM2231N	AKSHAY JAYSUKHBHAI MODHA	General		
14	BBBPK3696D	ALPESH NATHABHAI KARENA	General		
15	AXEPB0293C	AMIT PRAVINBHAI BUDANI	General		
16	AAPPO4087Q	AMIT VAJSHI ODEDARA	General		
17	ANDPP5943G	AMIYA RANJAN PANDA	General		
18	CDXPR1988H	AMOL MUKUND RATHOD	General		
19	CIPPM7351H	ANAND HITESHKUMAR MANDALIYA	General		
20	AOTPR8218D	ANAND LAL RAM	General		
21	ABZPJ0483J	ANANT DAYABHANKAR JOSHI	General		
22	AKMPK3551M	ANIL KUMAR	General		
23	ABCPR8615E	ANIL KUMAR B RANA	General		
24	AOMPC6810J	ANIL MAGANBHAI CHAUHAN	General		
25	AAOPO0712N	ANIL MALDE ODEDRA	General		
26	ACEPG1124C	ANILKUMAR G GADHER	General		
27	ABCPR8887Q	ANIMESH SINGH RATHORE	General		
28	AIAPR2175D	ANKIT VASANTBHAI RAITHATHA	General		
29	AKPPG0295H	ANKURKUMAR H GODHANI	General		
30	BUJPS3565Q	ANUP BHARMA	General		
31	ABBPL3254D	ARPANA B SHAH	W - Female		
32	BLSPT2152Q	ARPIT TIWARI	General		
33	AOLPB0270B	ARUNKUMAR SINGH	General		
34	ABYPJ8510N	ARUNKUMAR N JOSHI	General		
35	ABYPJ8511P	ARVINDSINH N JADEJA	General		
36	BOPPD4288L	ASHISH DABHI	General		
37	ARZPJ7028H	ASHISH MANISHANKAR JOSHI	General		
38	BJDPK6900N	ASHITOSH KAKKAD	General		
39	AOUPB1367R	ASHOK G BAPODARA	General		
40	AOYPP3136P	ASHOK KRISHNAKANT PATHAK	General		
41	ABWPB2988D	ASHOK KUMAR J BAWANIA	General		
42	AQHPK8036A	ASHWANI KUMAR	General		
43	ACAPD9533B	ATUL T DAVE	General		
44	AQAPM7388L	AVINASH MORE	General		
45	ATEPB2589H	AYUSH KUMAR BISSA	General		
46	DEXPK0218E	AYUSH VIJAY KUMAR	General		
47	AQPPT5171L	BABULESH TIWARI	General		
48	AOGPK8333B	BACHU V KADACHHA	General		

Employee List - Report

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

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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 26Qis most popularly used, the same is being used to explain the operational procedure.

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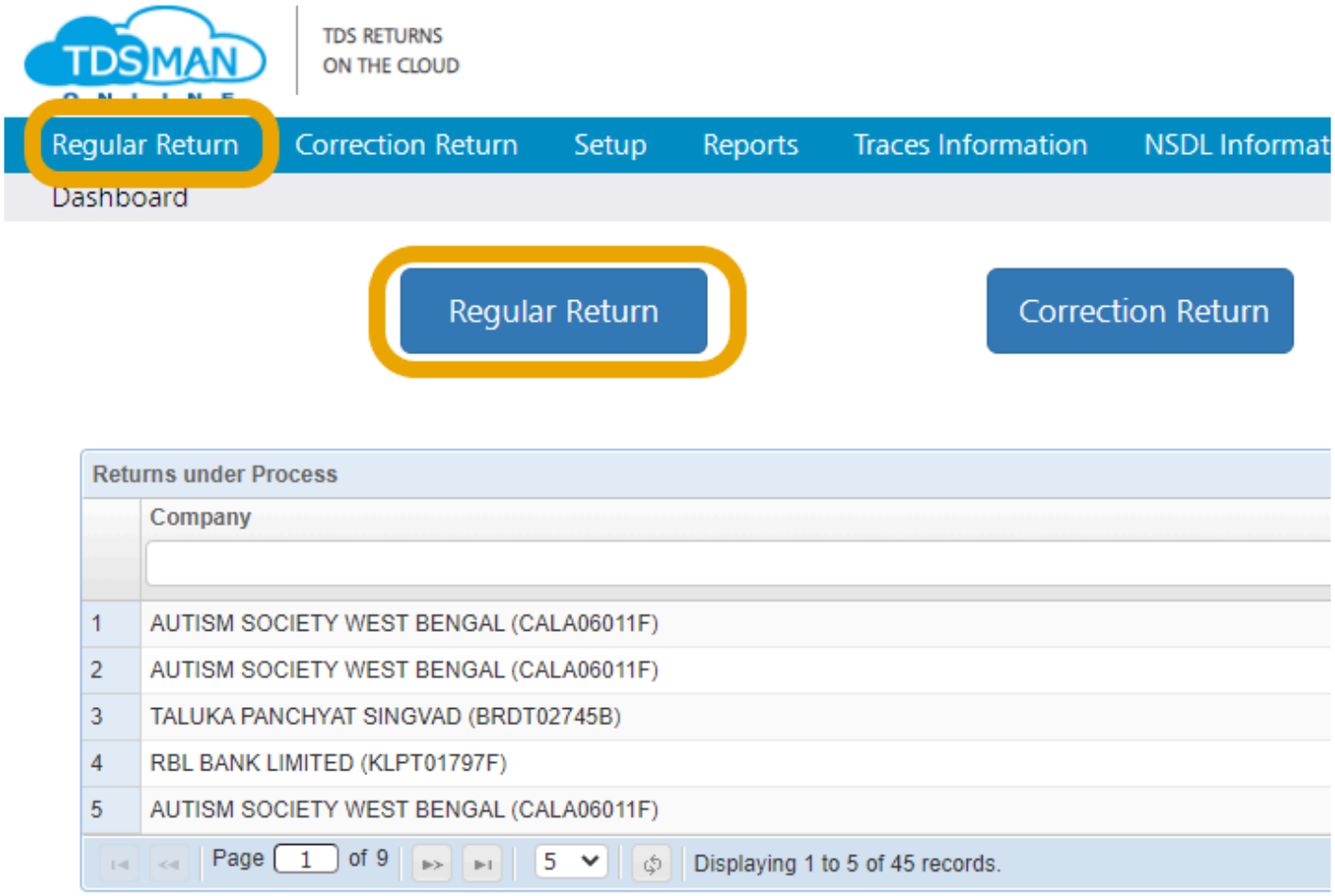
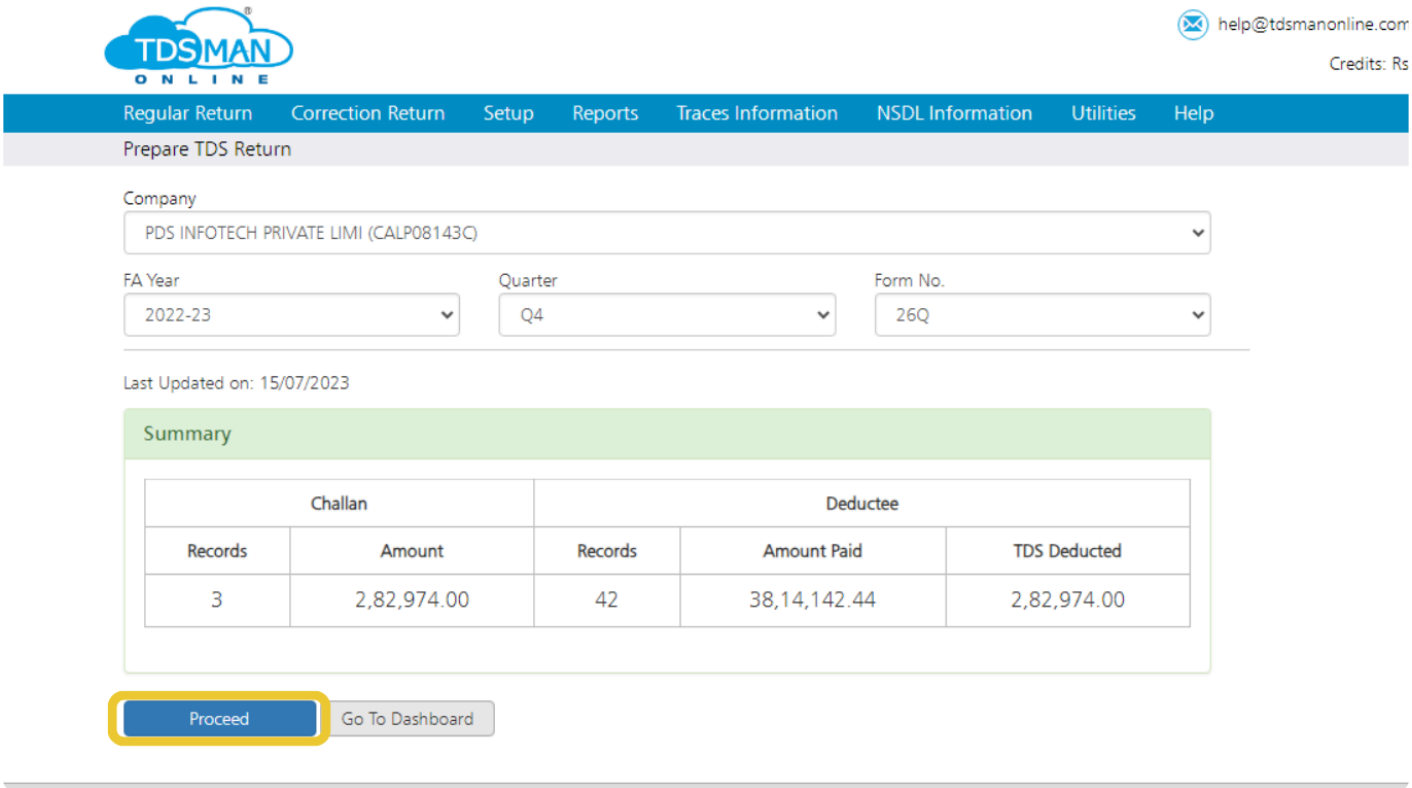
5.1. Regular Return – Form 26Q

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)



Regular Return - Form 26Q

The following screen appears:



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:

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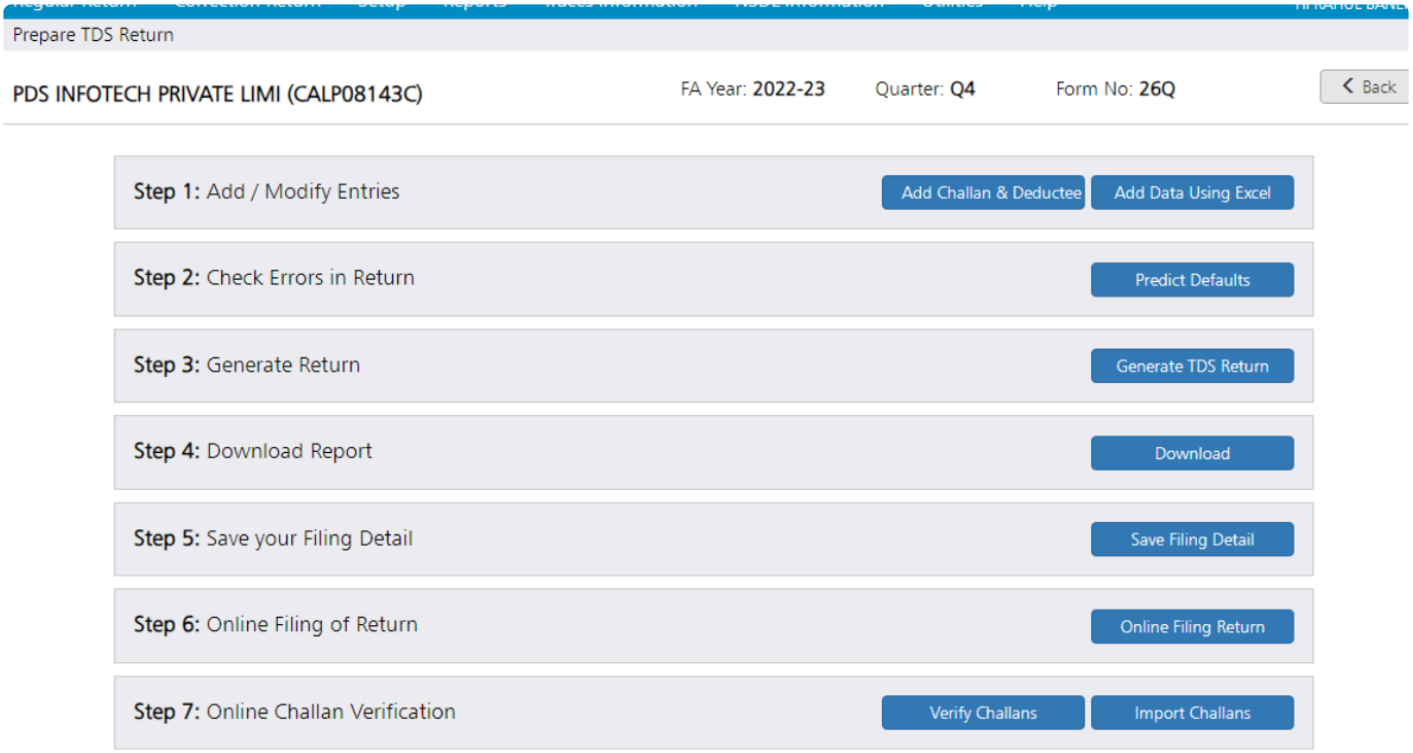

Regular Return - Form 26Q - Step 2

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.

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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.

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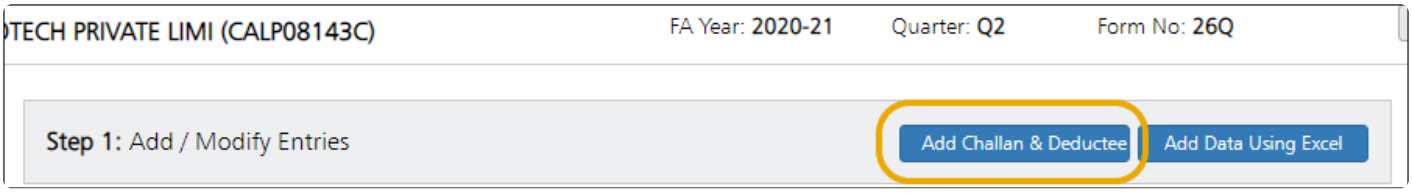
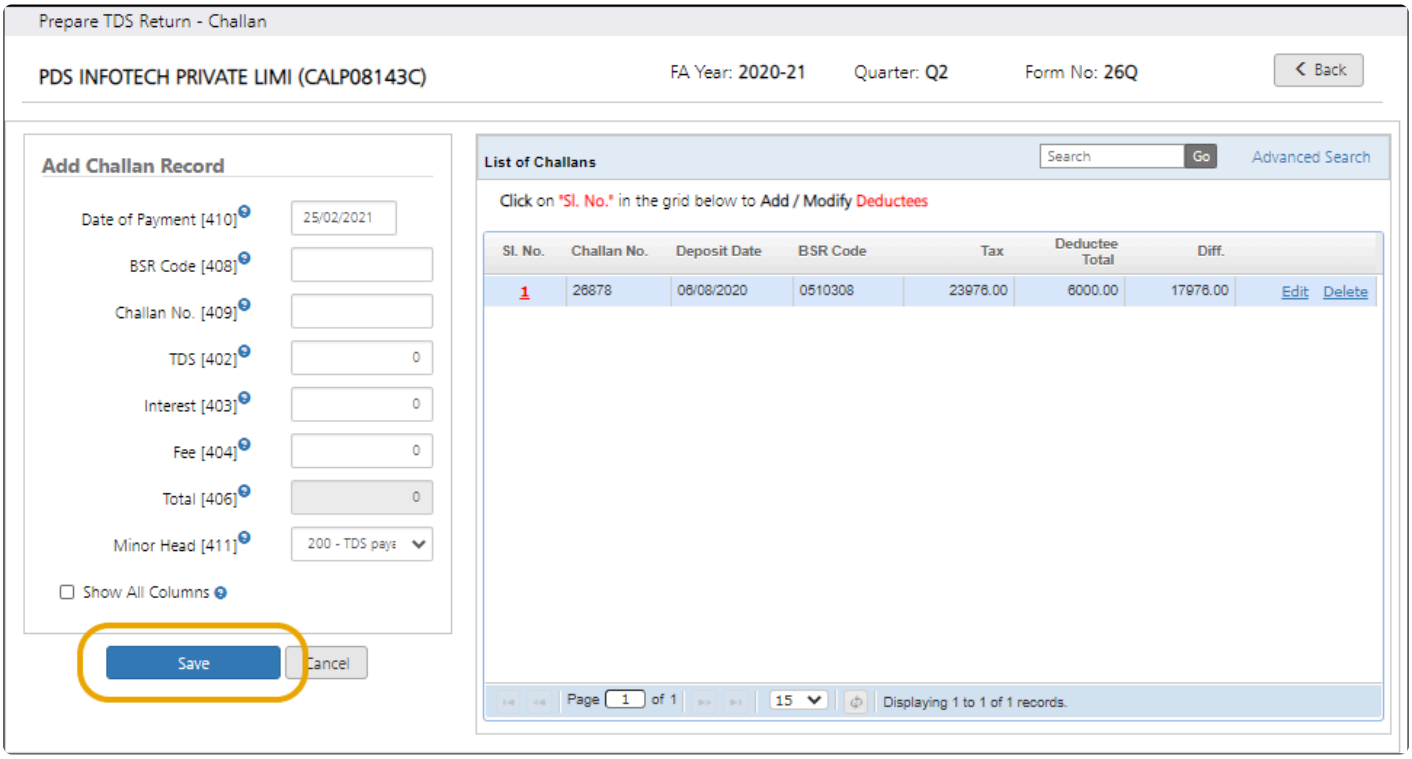
5.2. Add Challan & Deductee

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:



The following screen will be displayed:



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**

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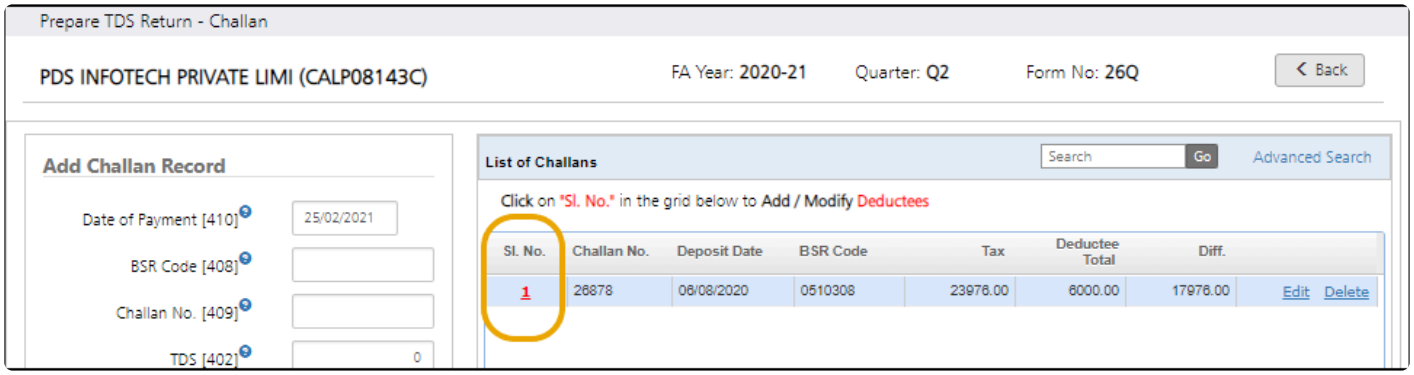
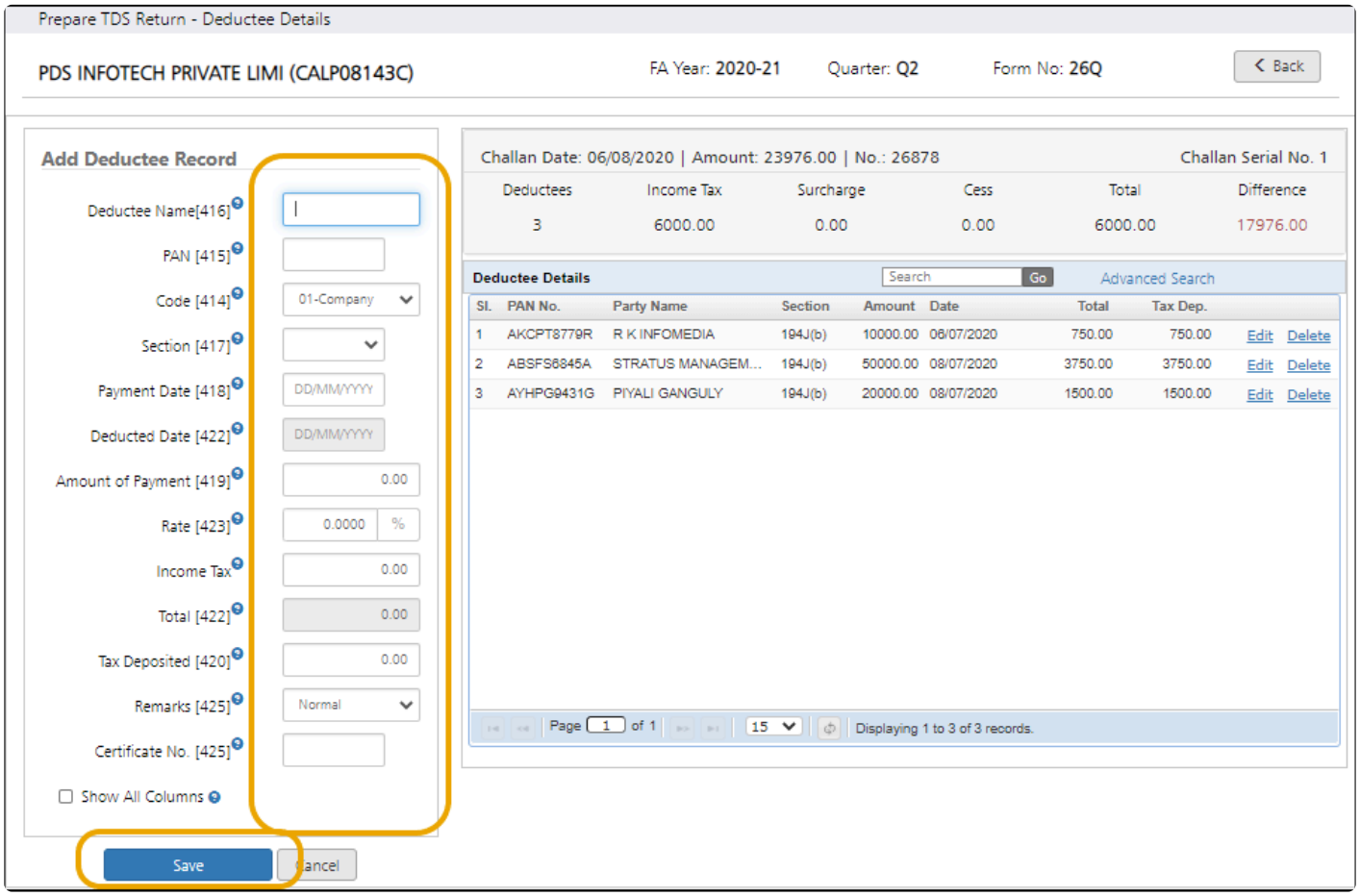
- **Interest (Optional)**
- **Fee (Optional)**
- **Total**
- **Minor Head**

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:



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



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.

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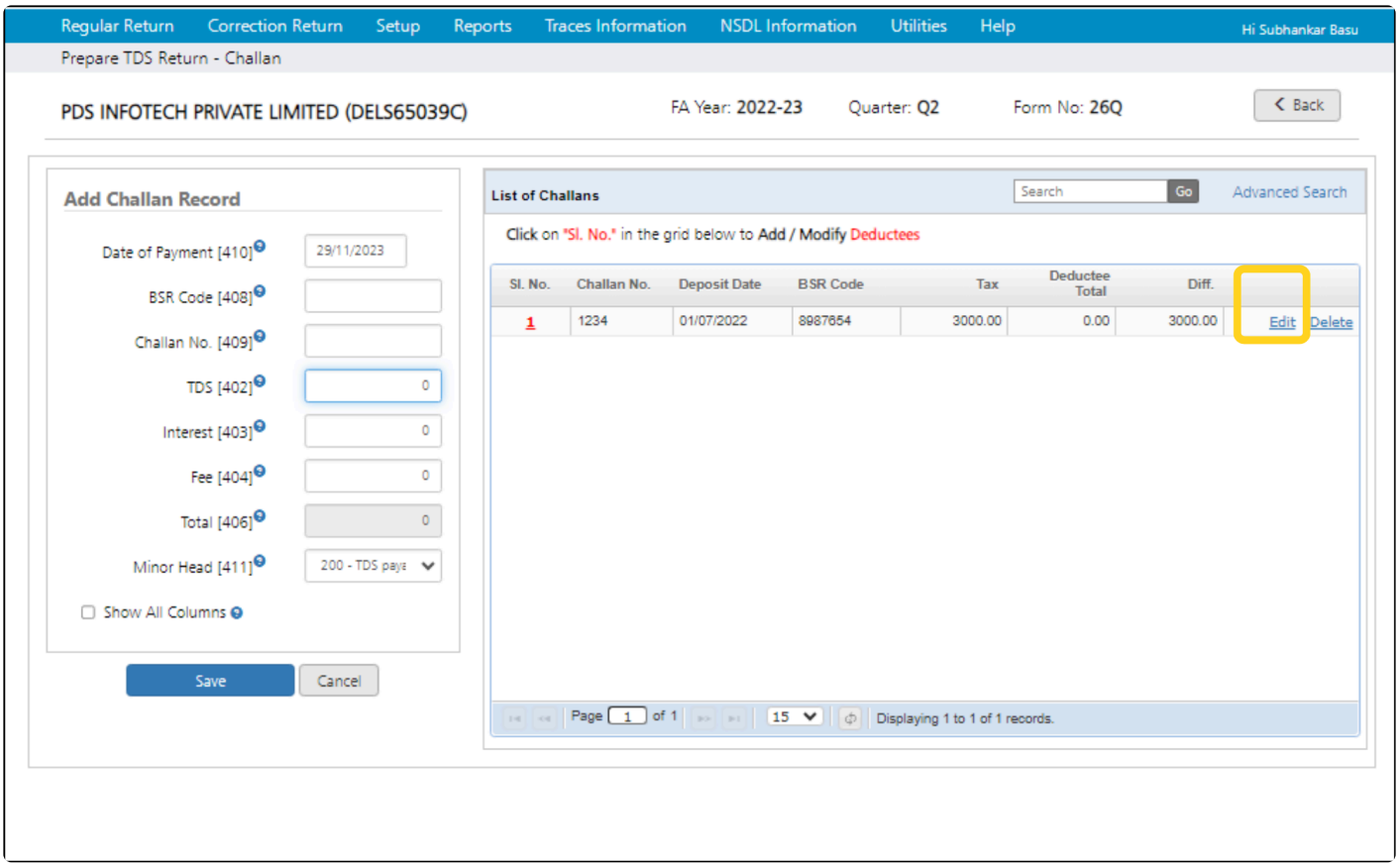
5.3. Modify a Challan

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.



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.

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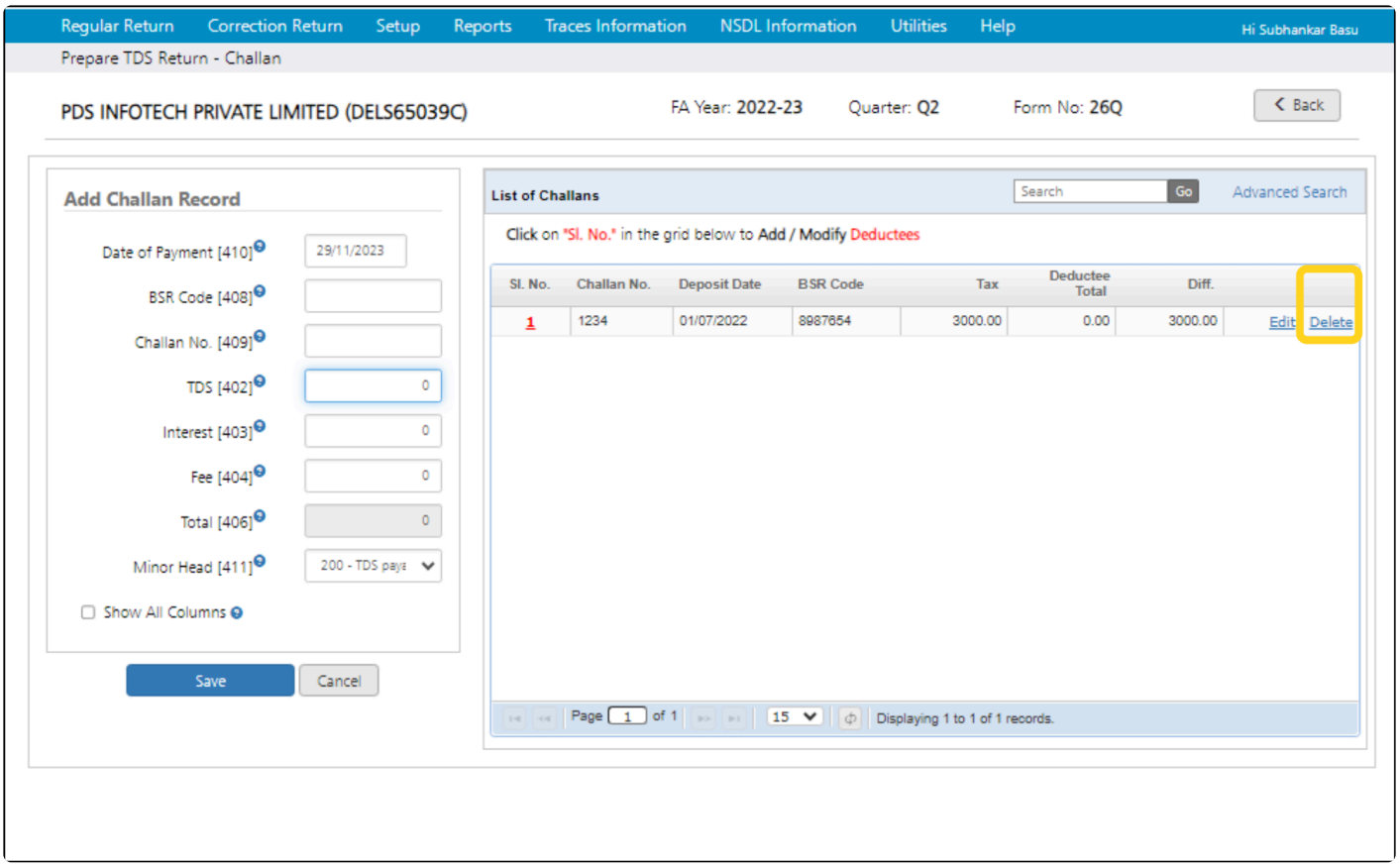
5.3.1. Delete a Challan

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.



Delete challan

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

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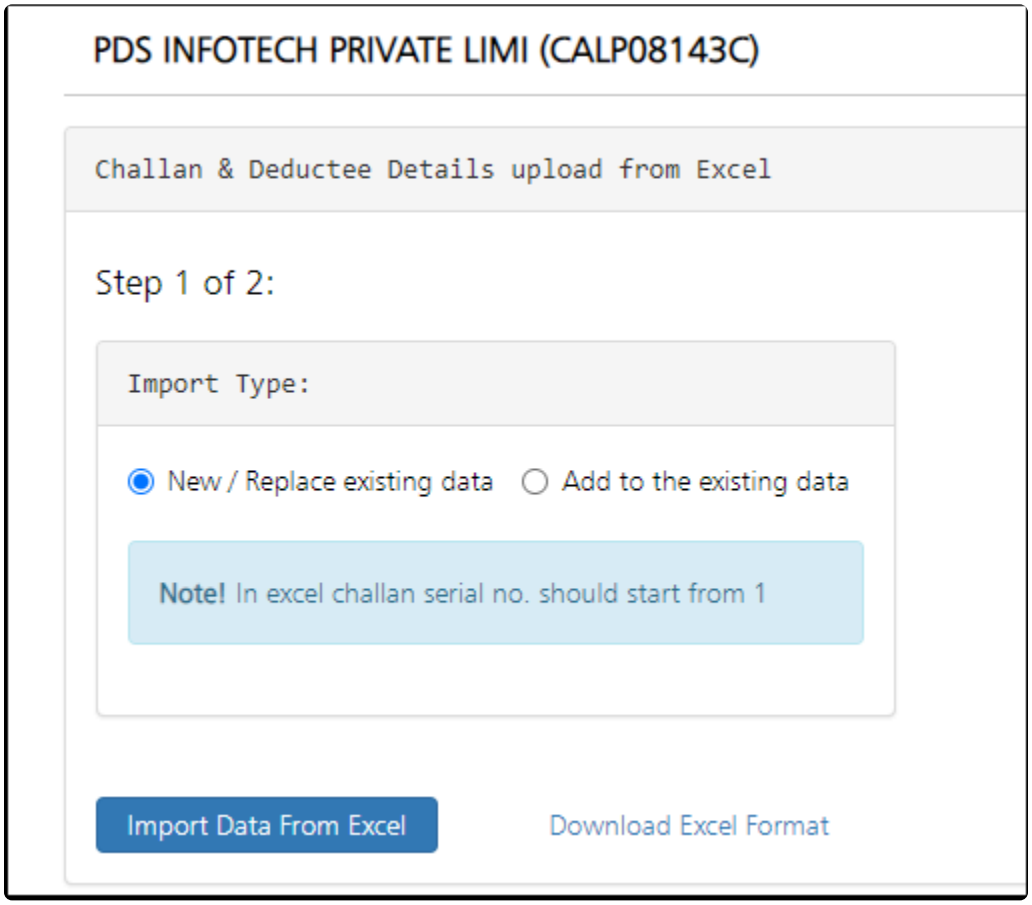
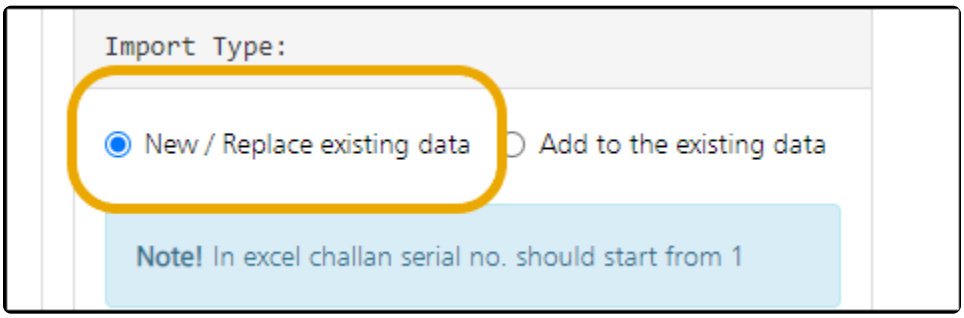
5.4. Add Data Using Excel

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:



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



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

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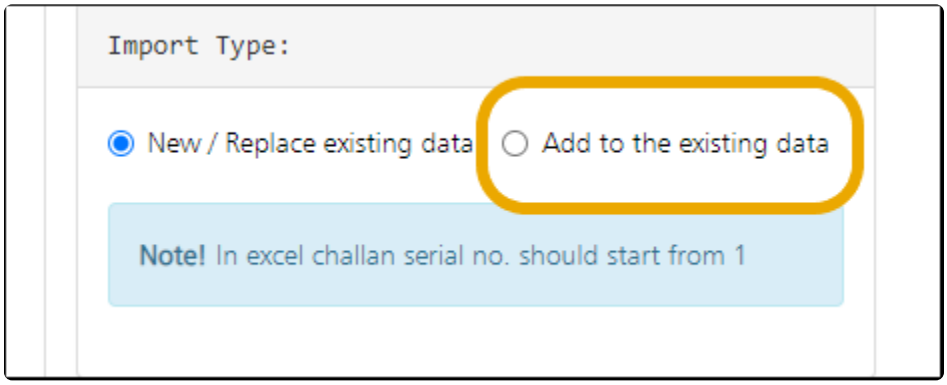
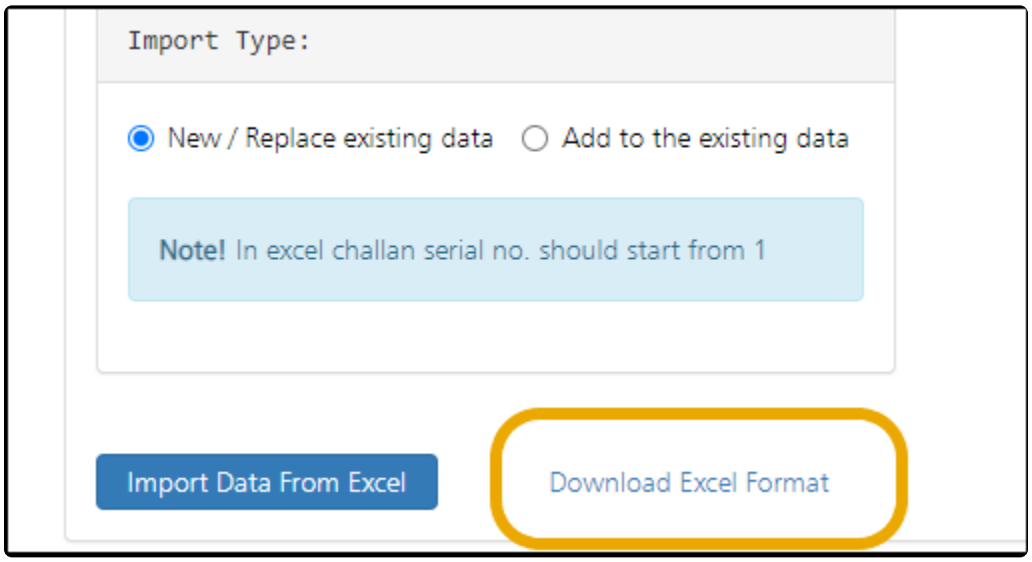

Import Type:
New / Replace existing data
Add to the existing data
Note! In excel challan serial no. should start from 1

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.



After downloading the Excel format, the Challan and deductee details have to 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.

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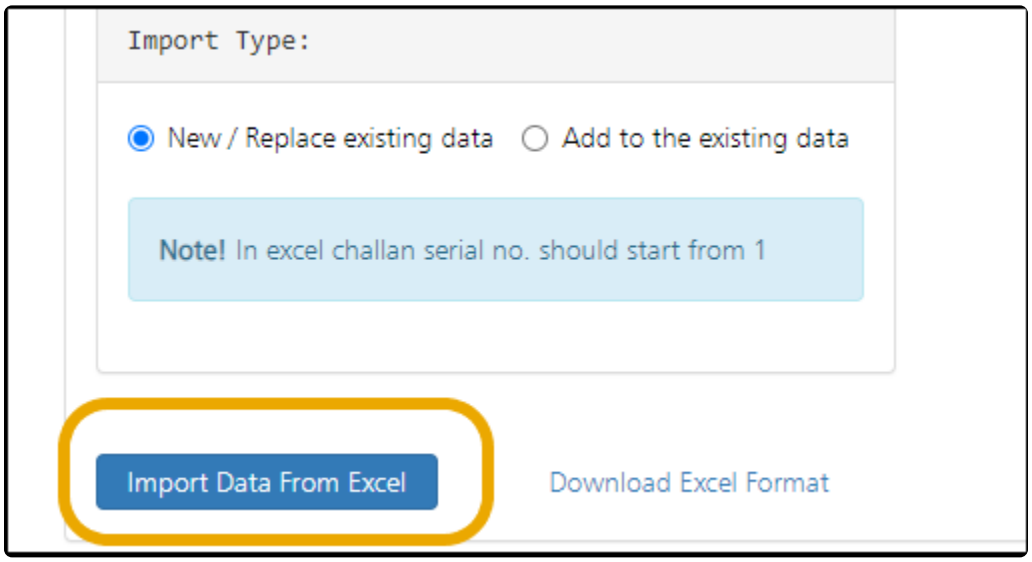
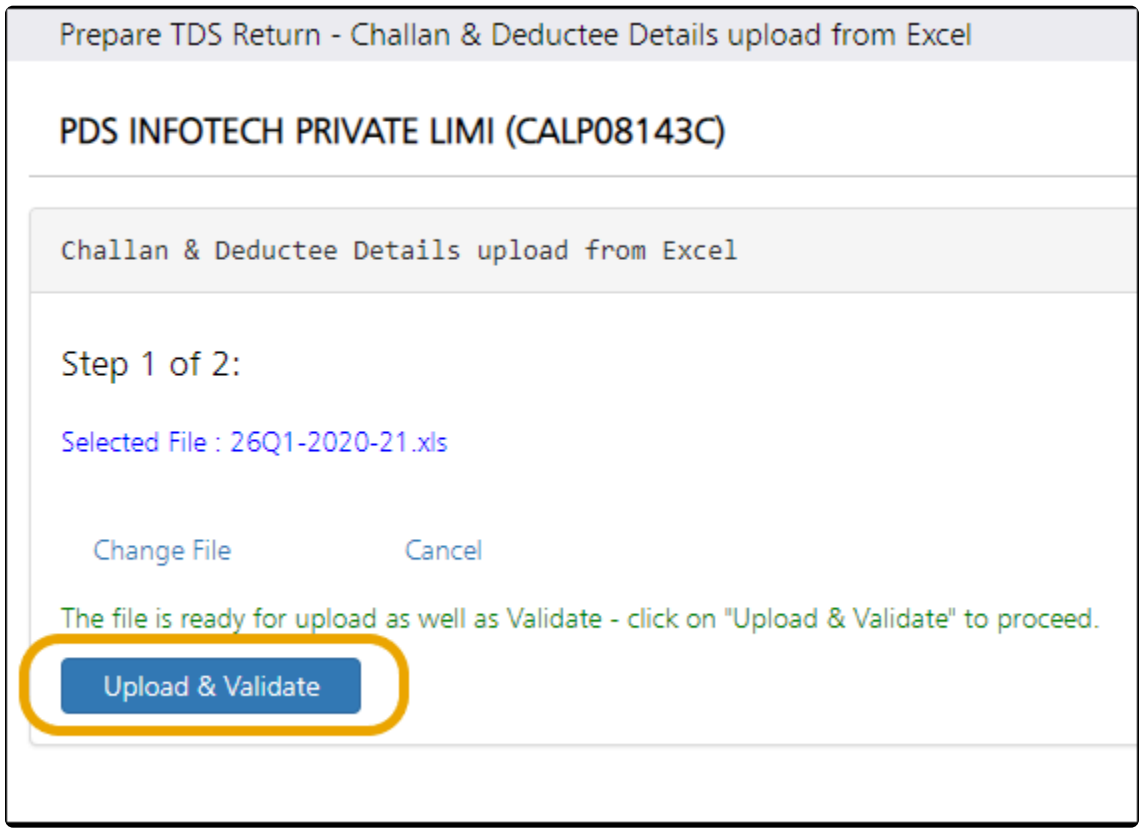
5.4.1.1. Import Data from Excel

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

Predict Default

The following screen will appear:

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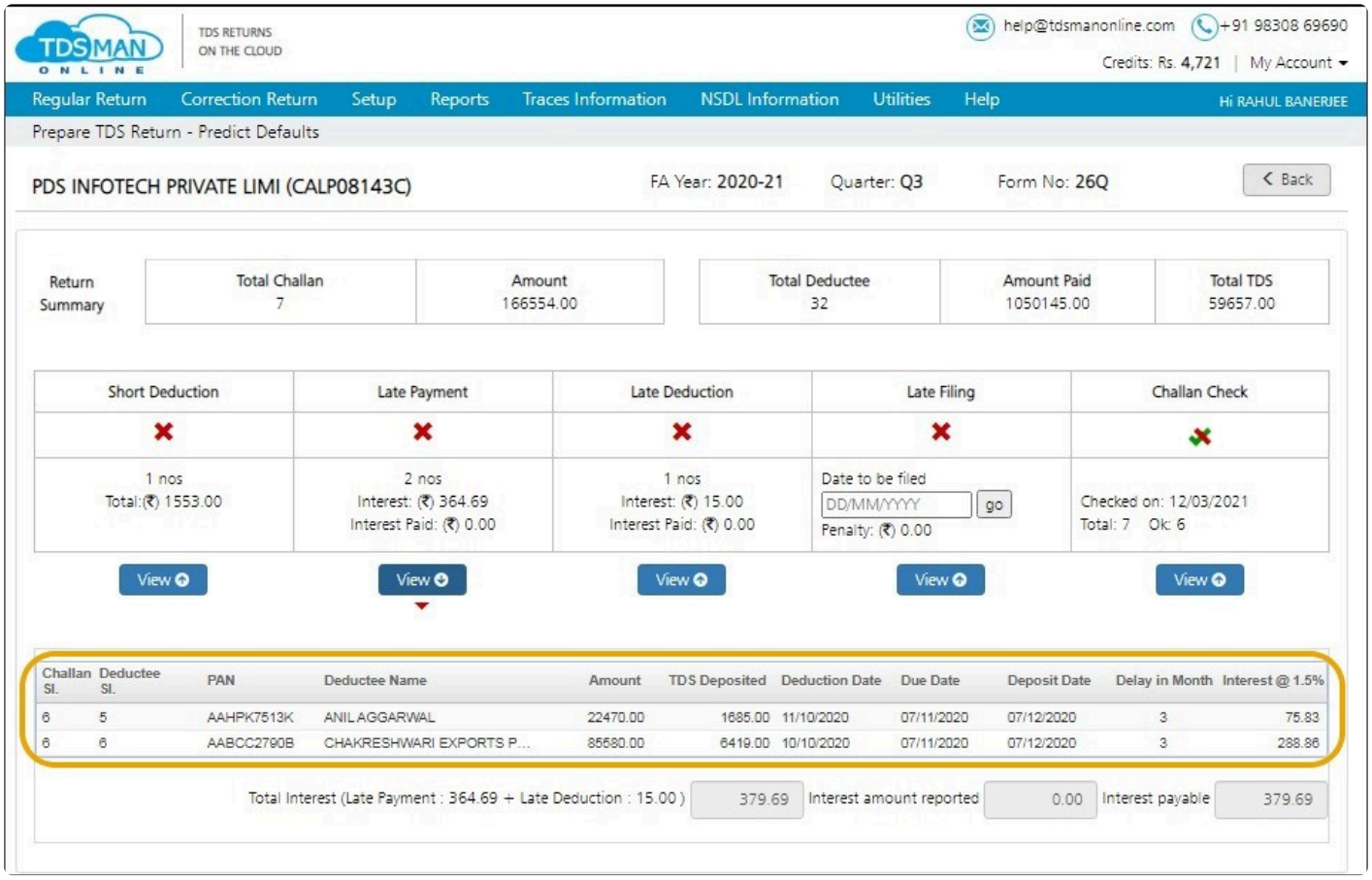

Predict Default

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:

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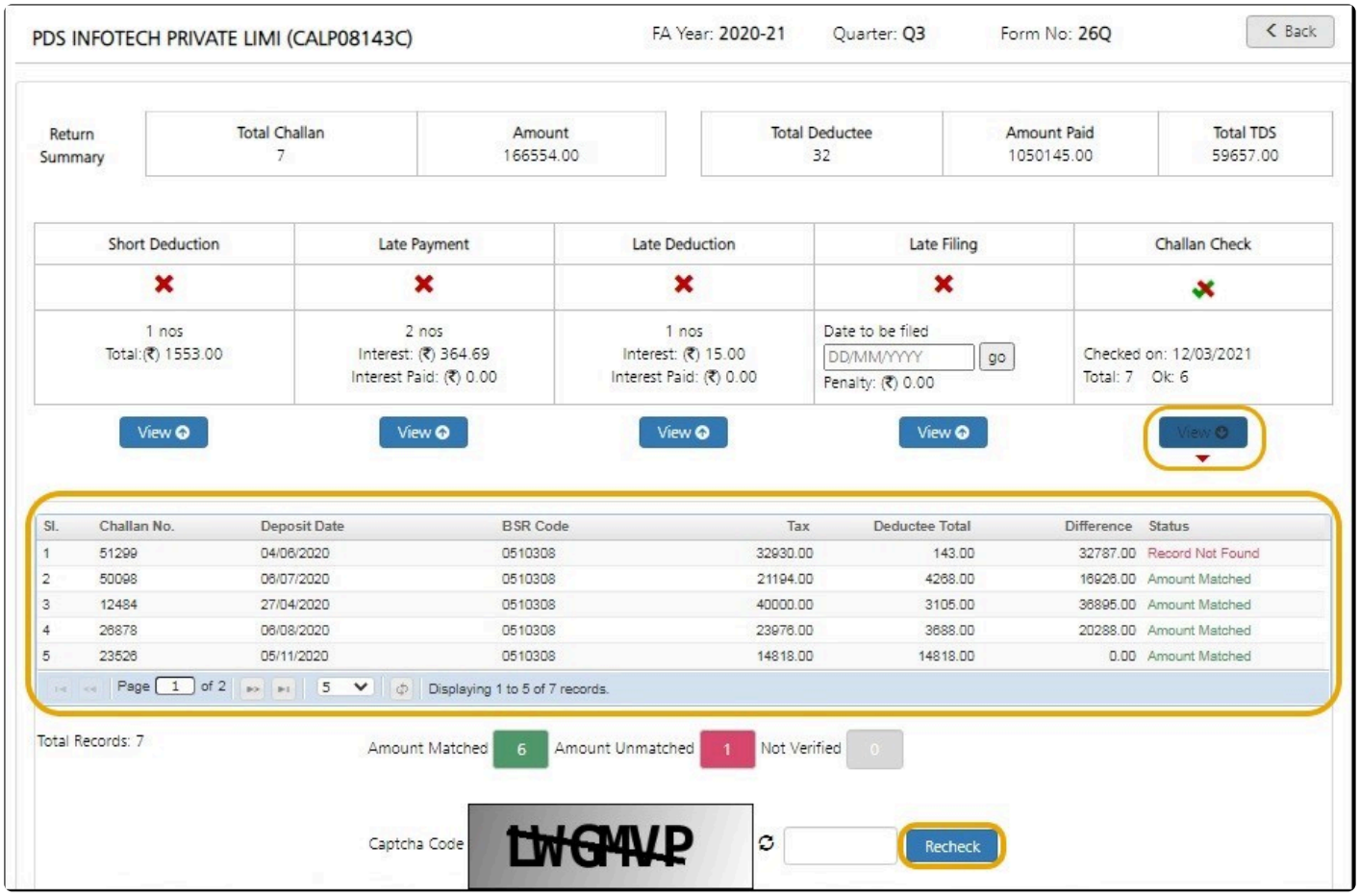
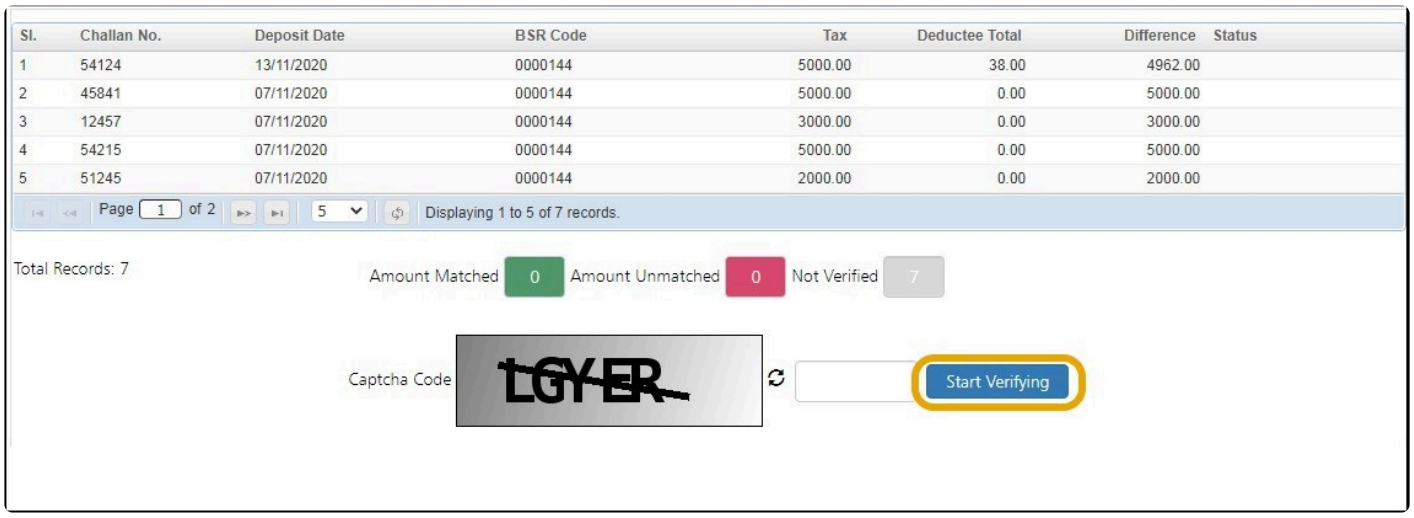


Predict Default

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

Following is displayed below:



Predict Default - Challan Check (1st attempt)

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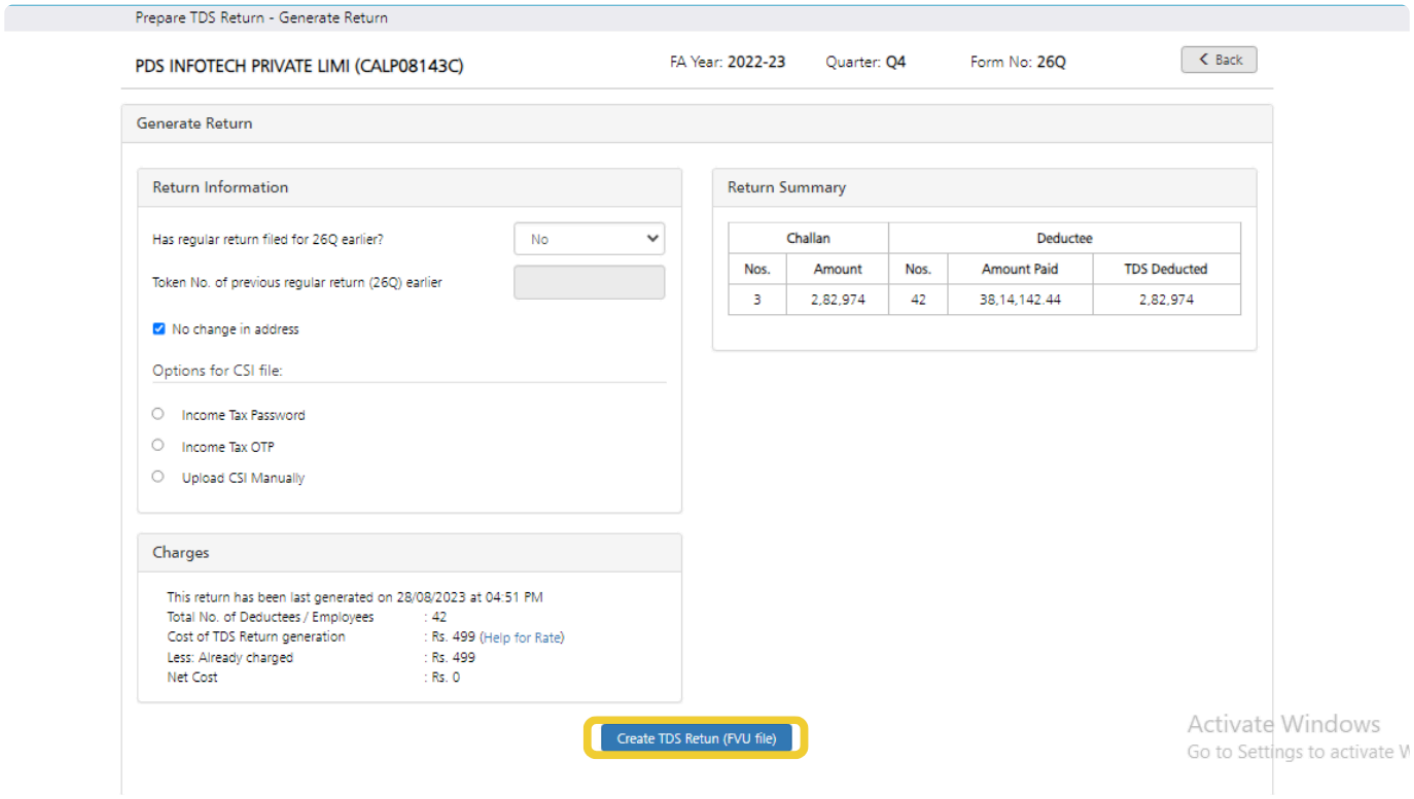
5.6. Generate TDS Return

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:

Generate Return

The following screen appears:



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**

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- **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.**

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5.7. Download Report

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

Download Report

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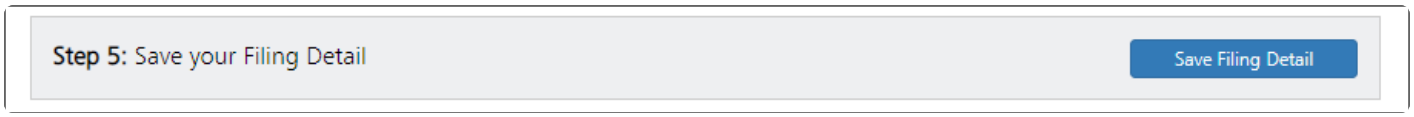
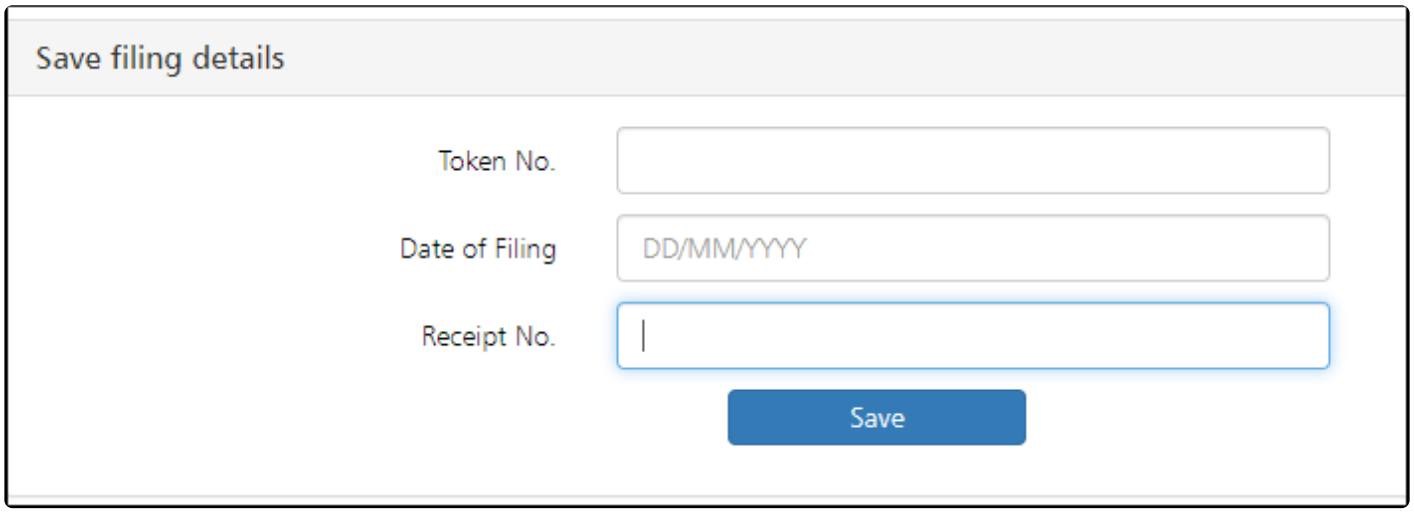
5.8. Save Filing Details

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



Save Filing Details

Following screen will appear:



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.

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5.9. Online Filing of Return

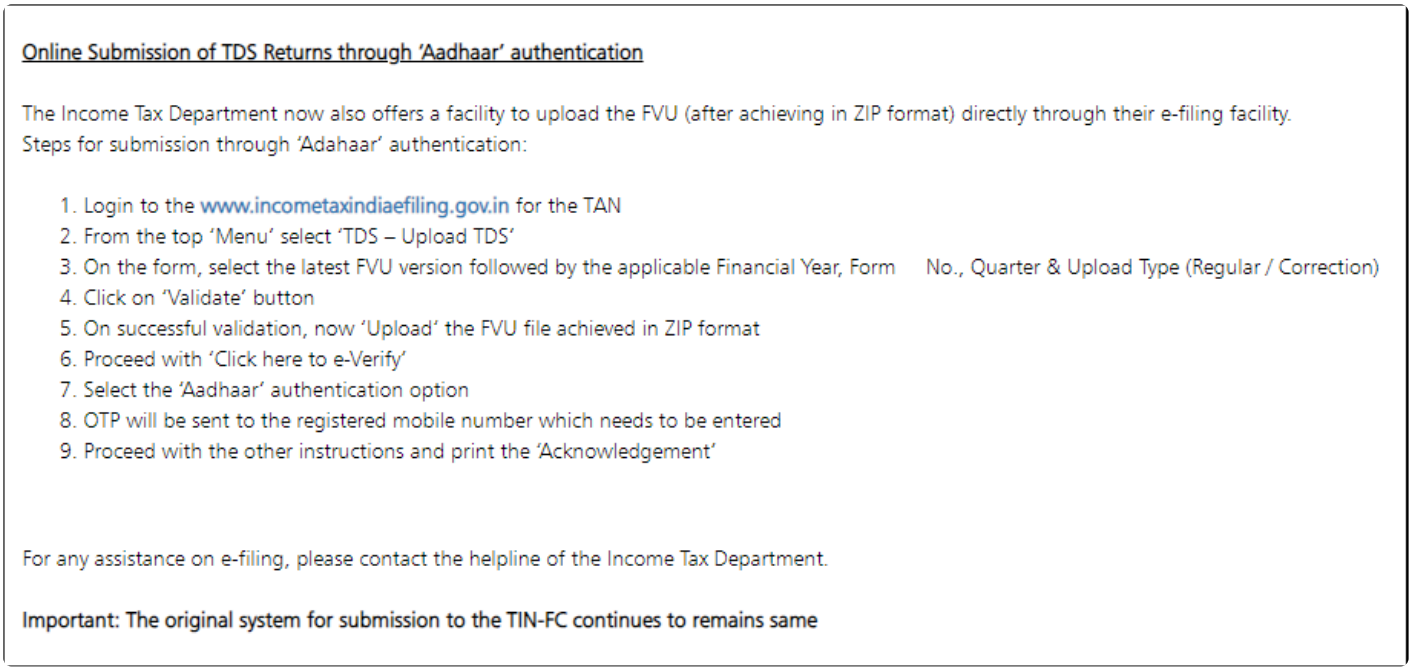
Online Submission of TDS Returns through **'Aadhaar'** authentication

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 'Adahaar' 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 remains same

NSDL Information

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

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

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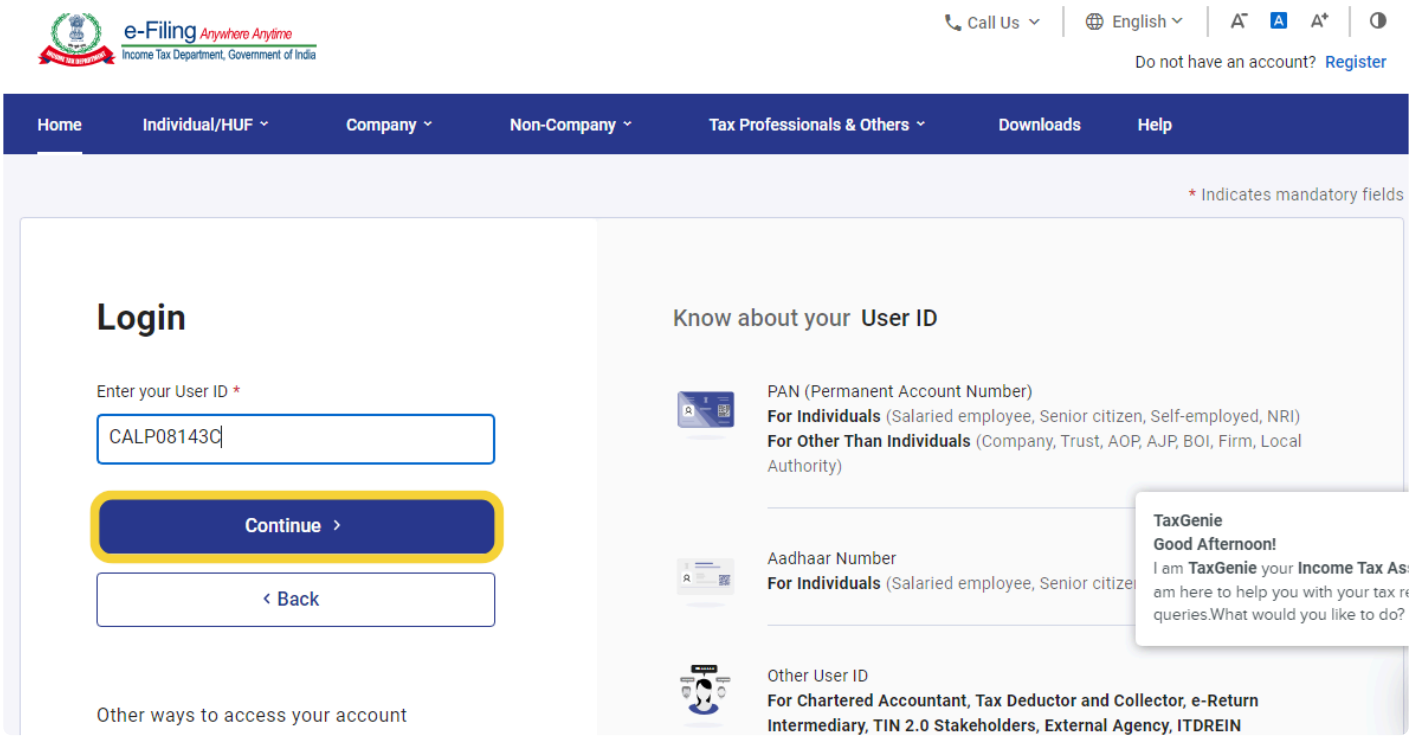

NSDL-Online Filing of Return - Step 1

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

The following screen will appear:

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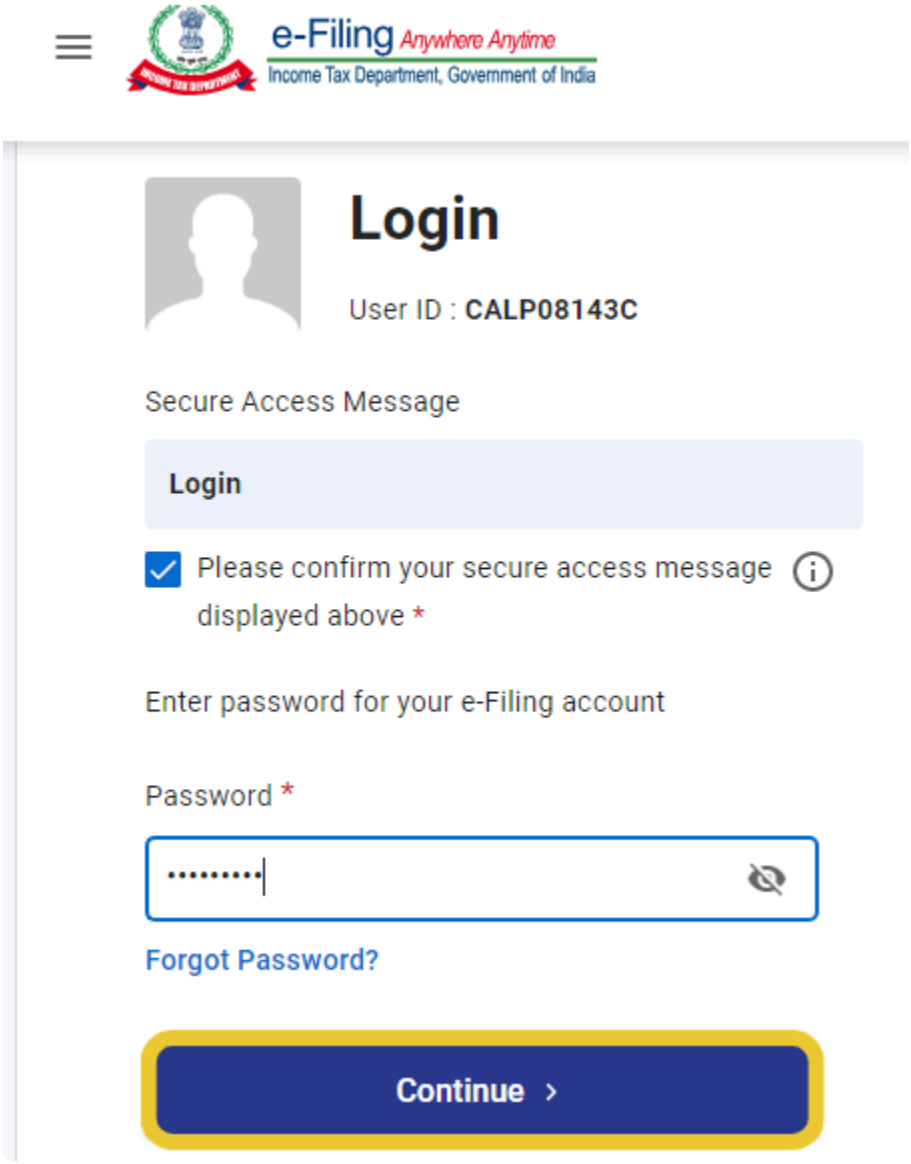

TMO- Online Filing of Return - Password

Password – Enter the **>Password<**

Click on **>Continue<**

The following screen will get displayed:

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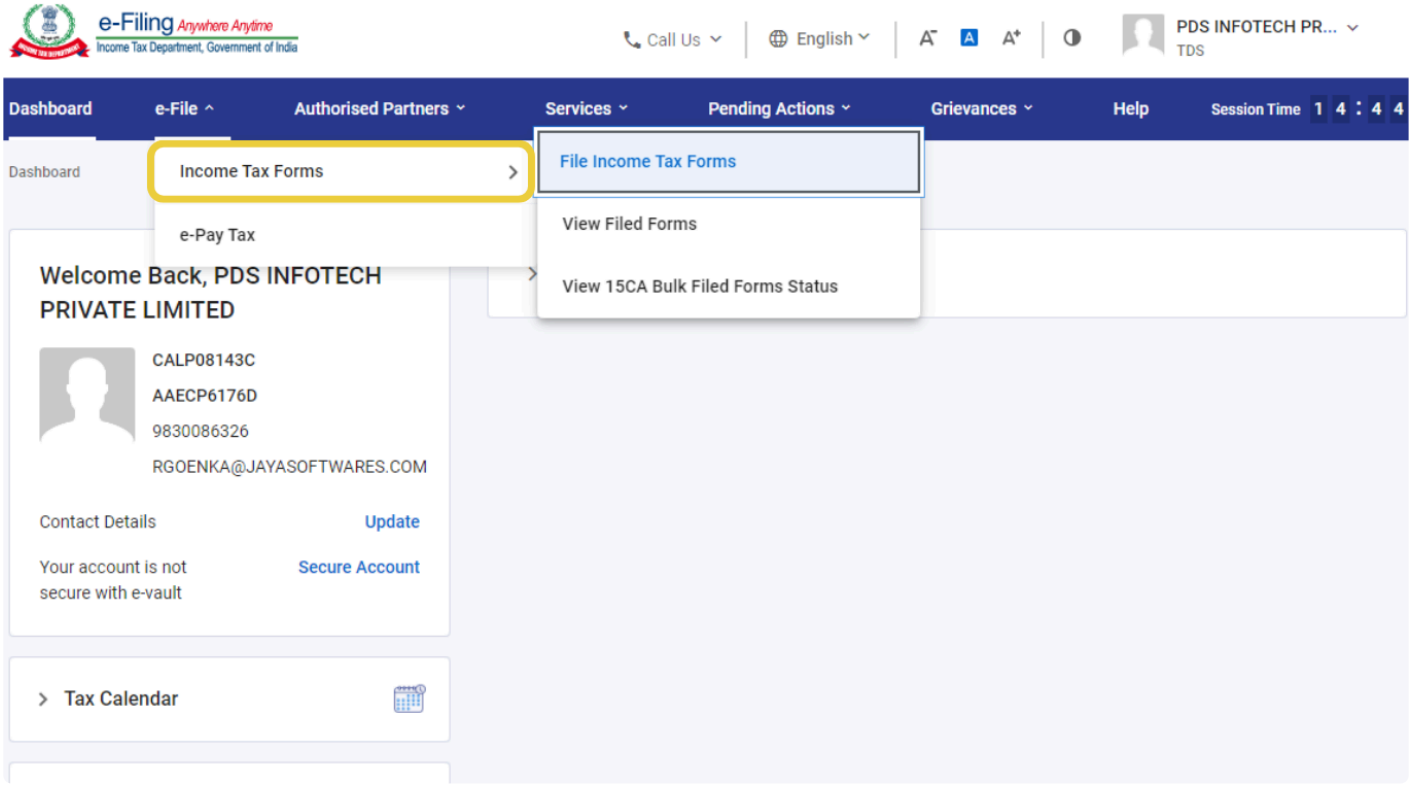

TMO- Online Filing of Return

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:

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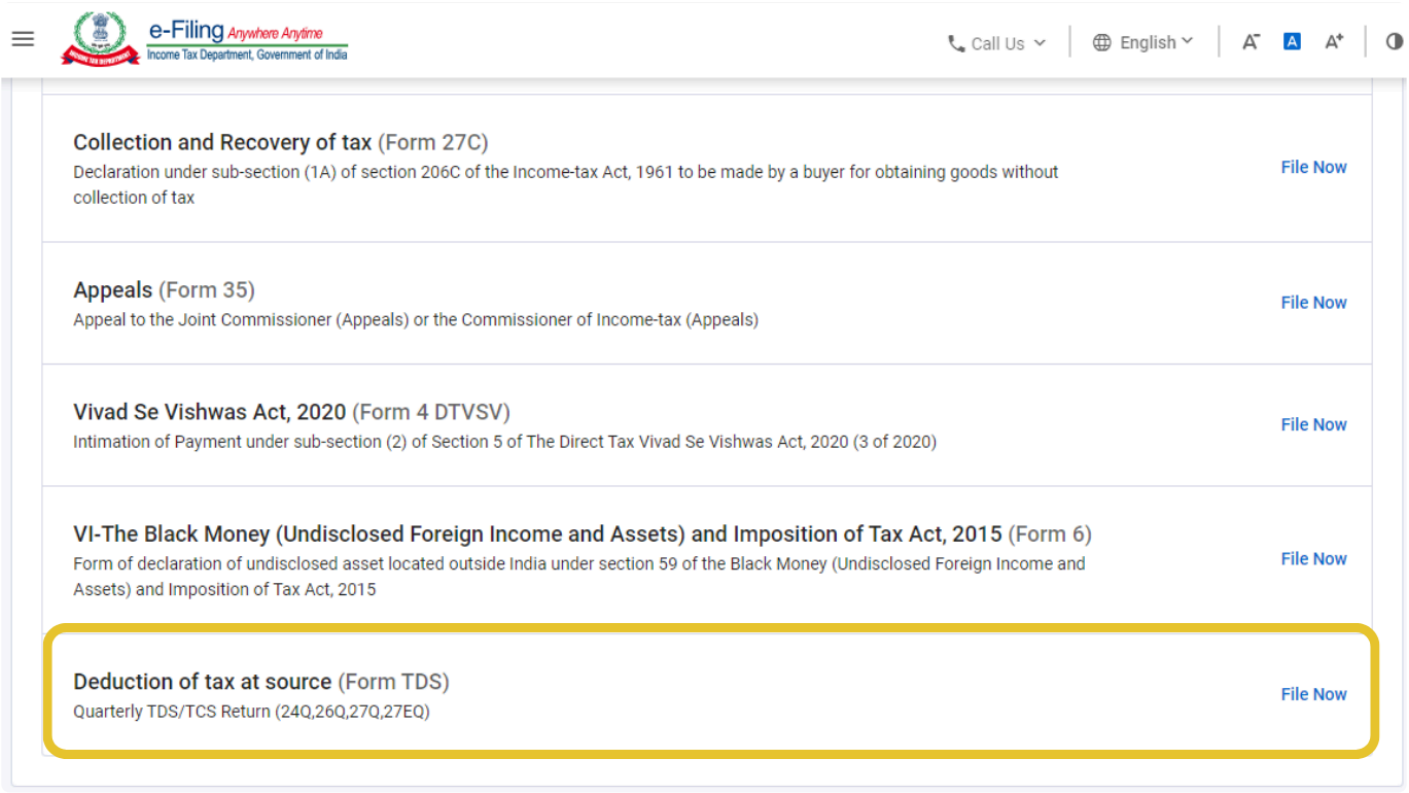
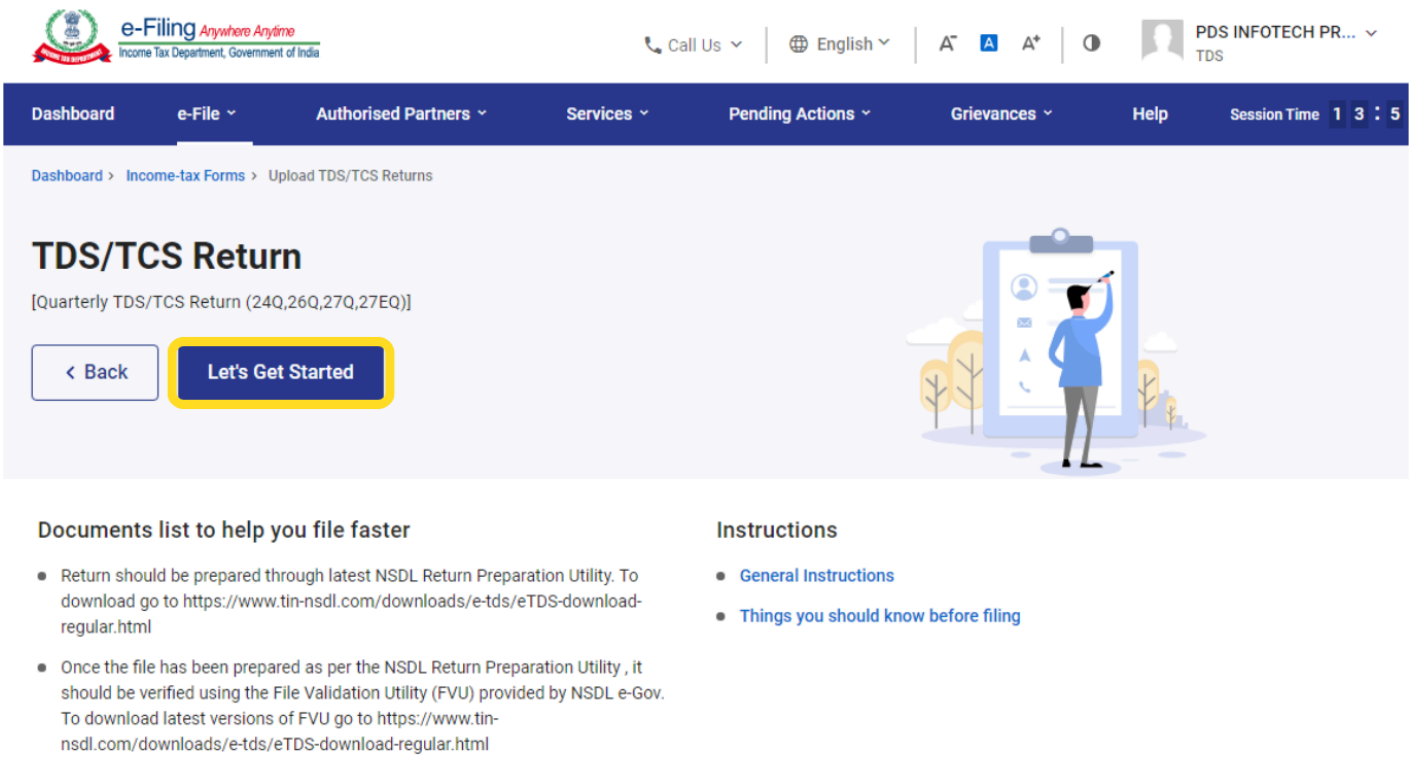


TMO- Online Filing of Return

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

The following screen will appear:



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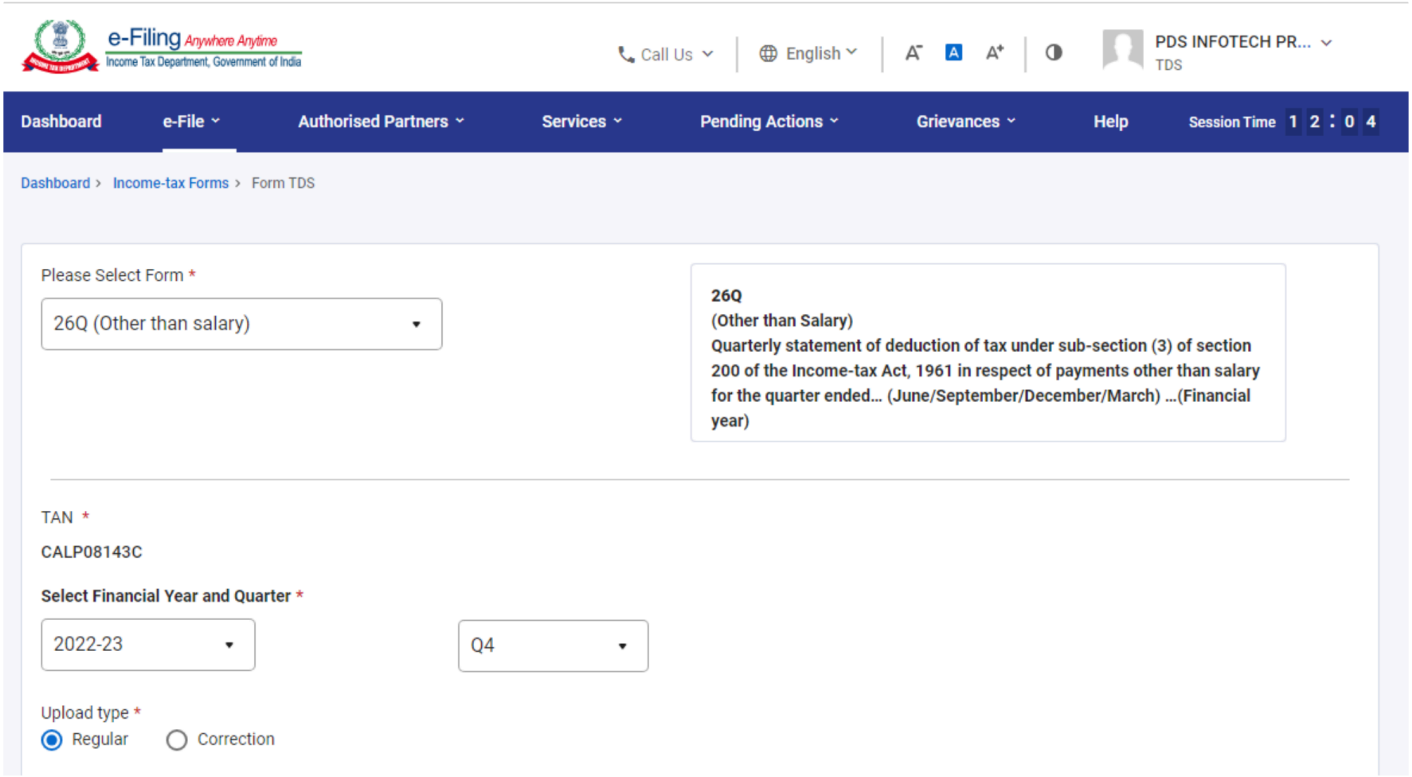
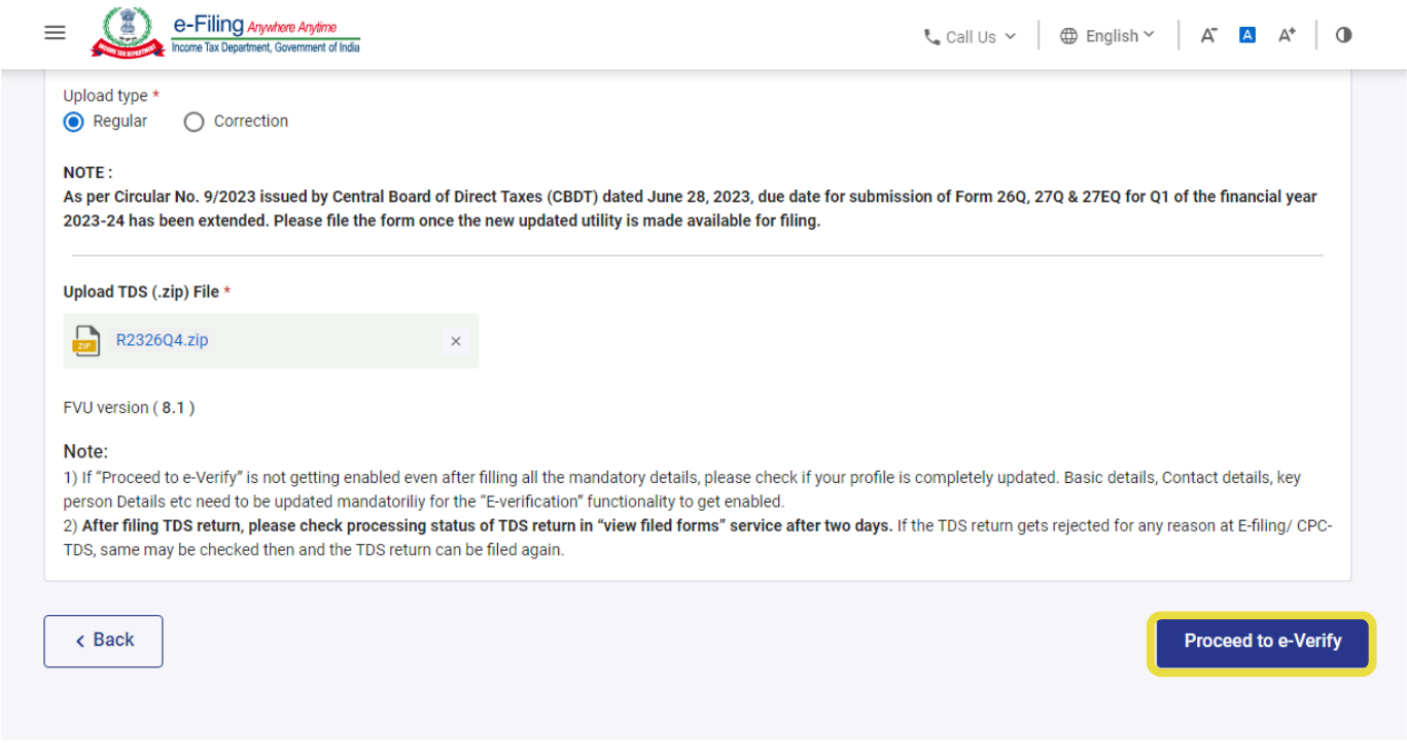
TMO- Online Filing of Return

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

The following screen will appear:



Online Filing of Return



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:

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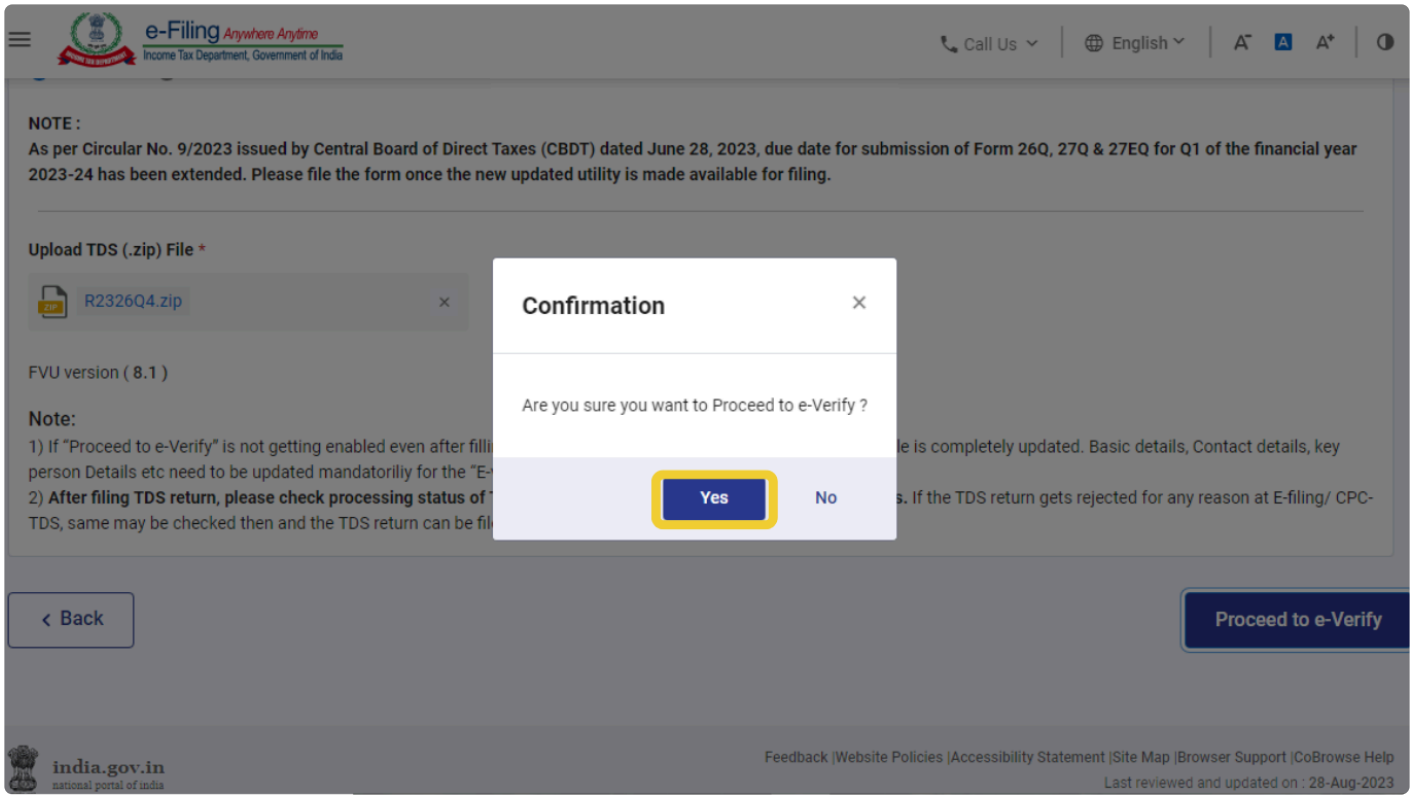
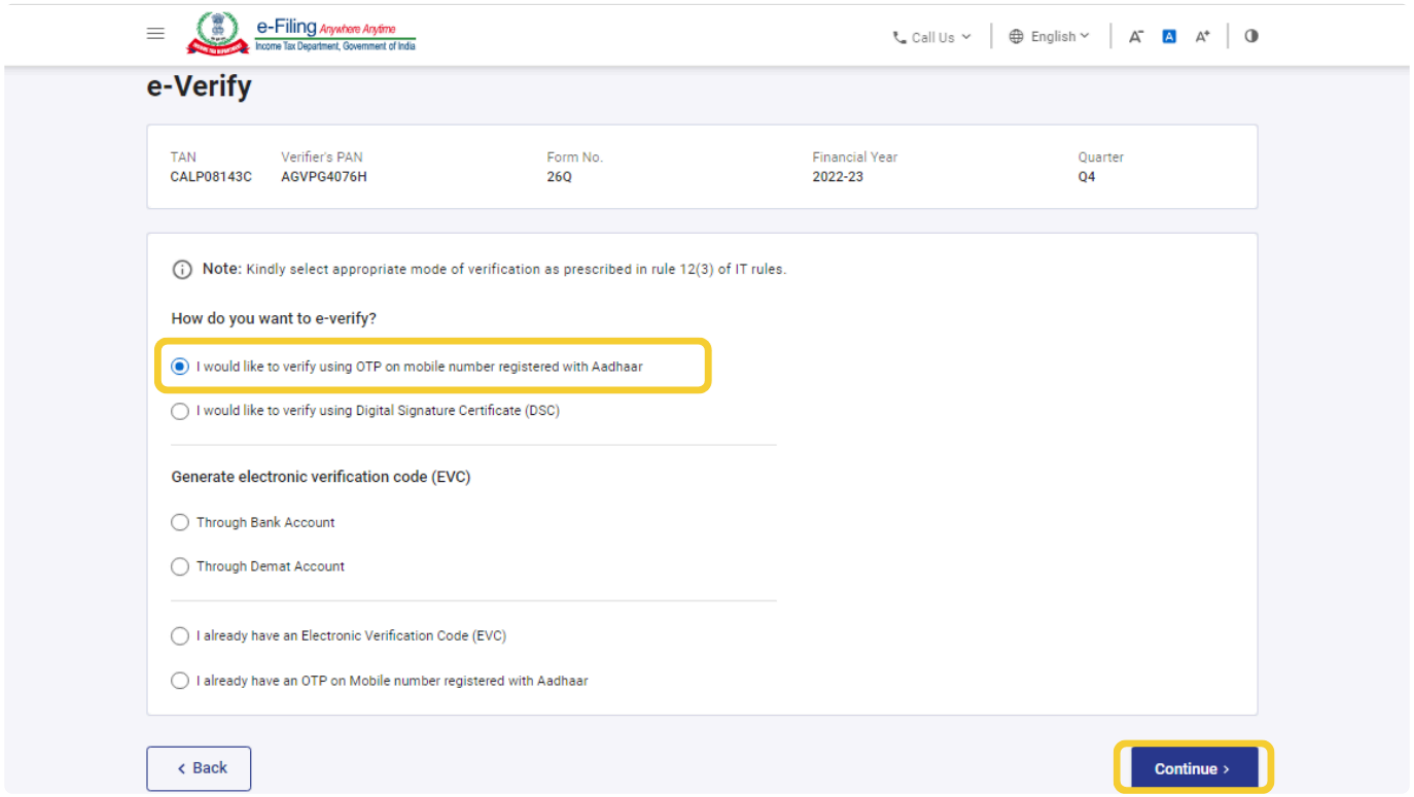


TMO- Online Filing of Return

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

The following screen will appear:

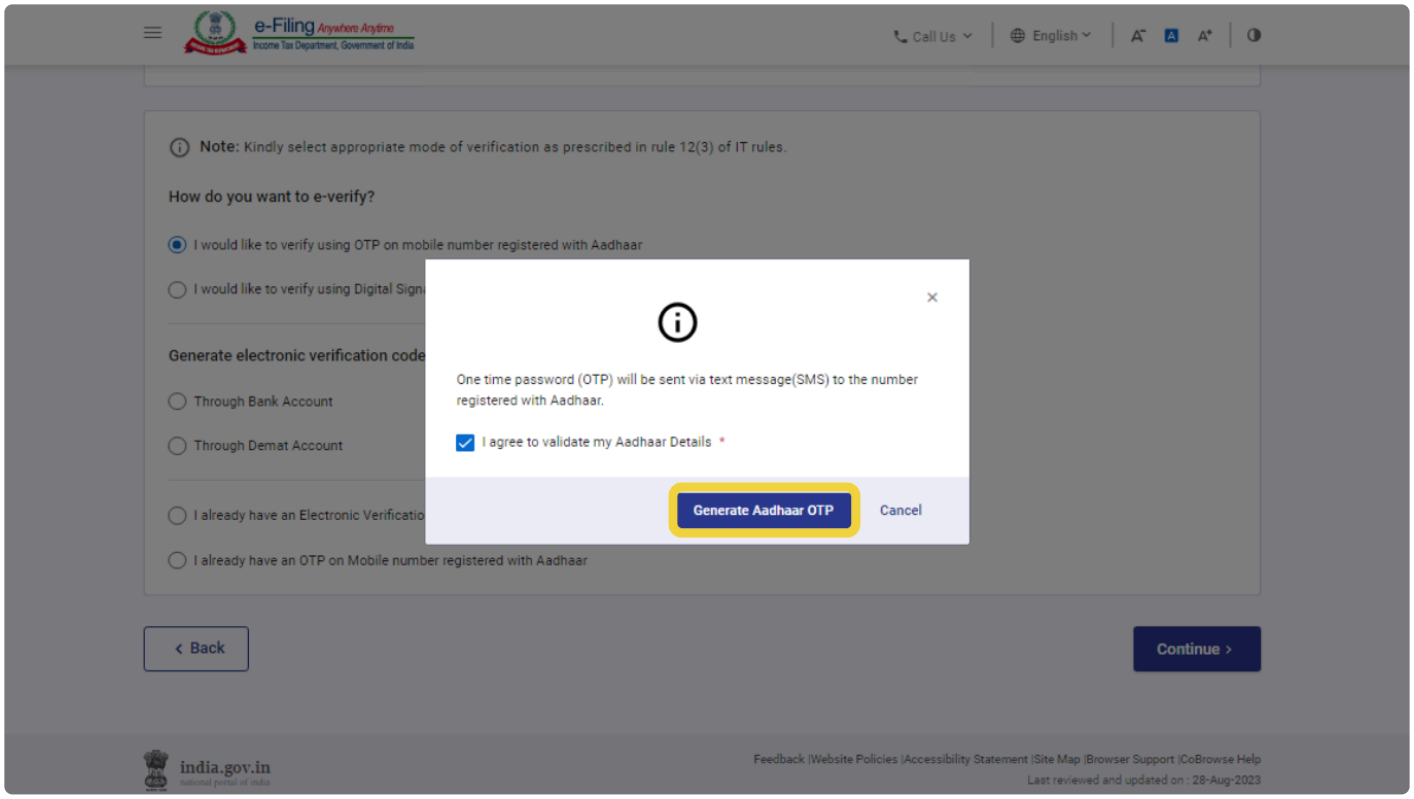


TMO- Online Filing of Return

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

Click on **>Continue<**

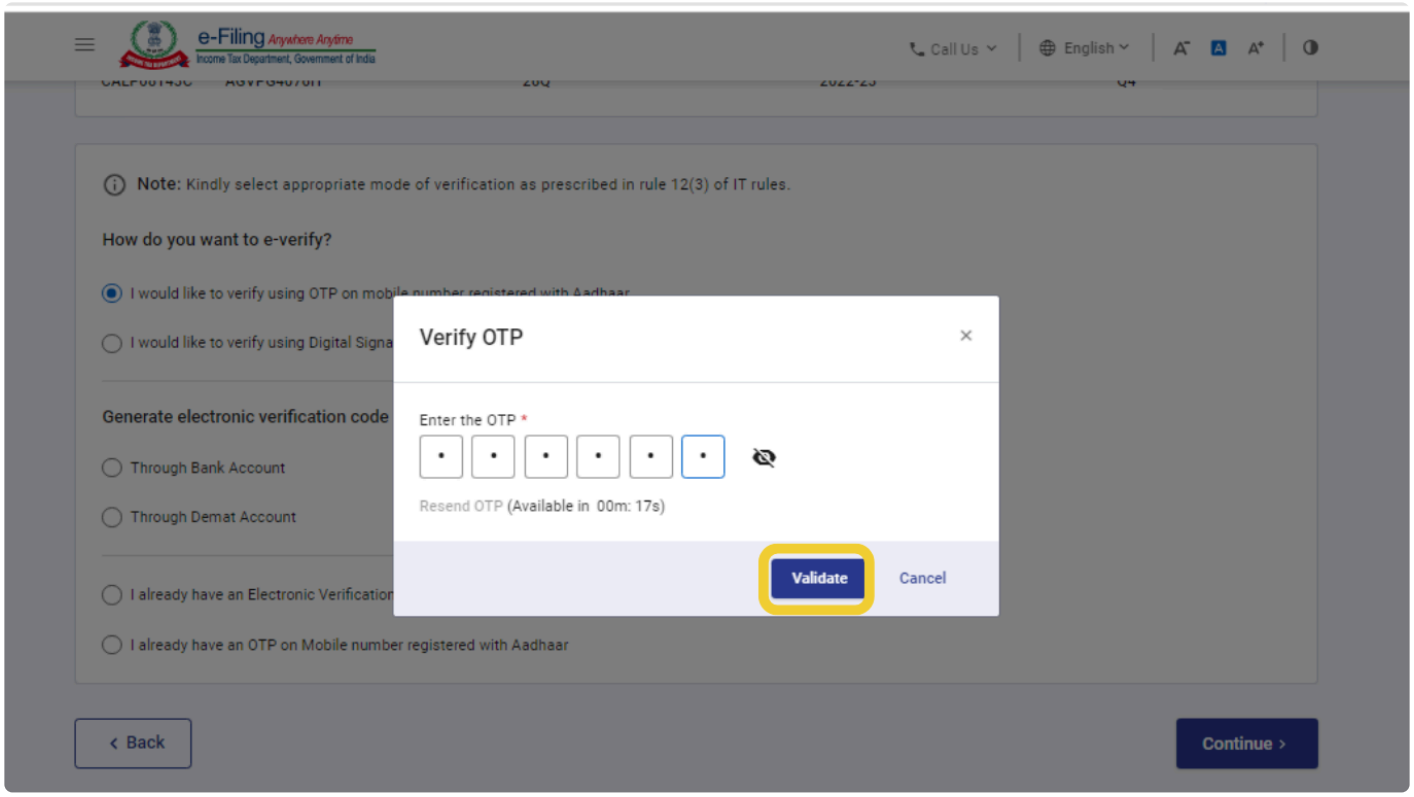
The following screen will get displayed:



TMO- Online Filing of Return

Click on **>Generate Aadhaar OTP<**

The following screen will get displayed:



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

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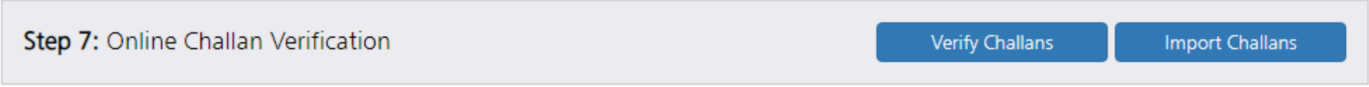
5.10. Online Challan Verification

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**



Online challan verification

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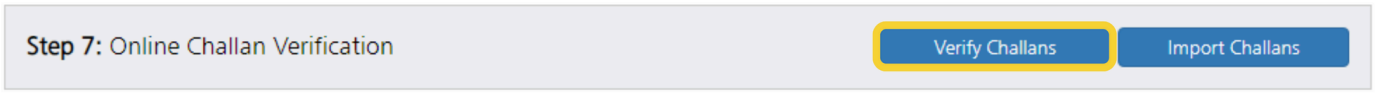
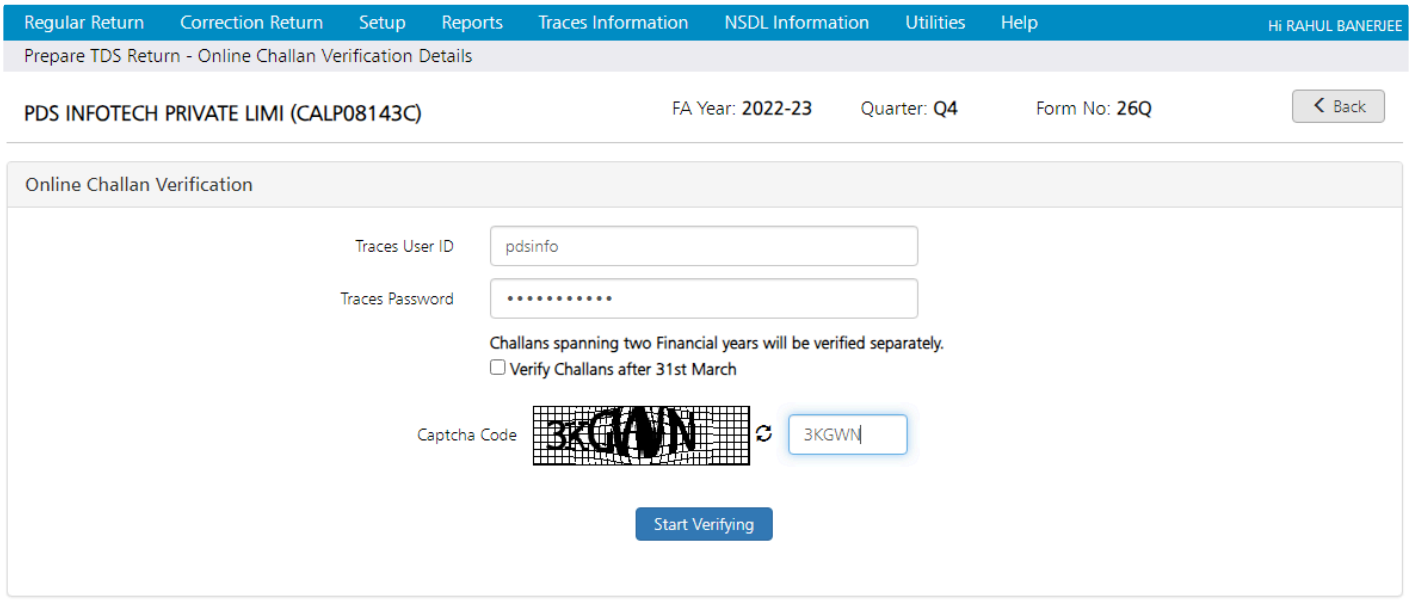
5.10.1. Verify Challan



Verify Challan - 1

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



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:

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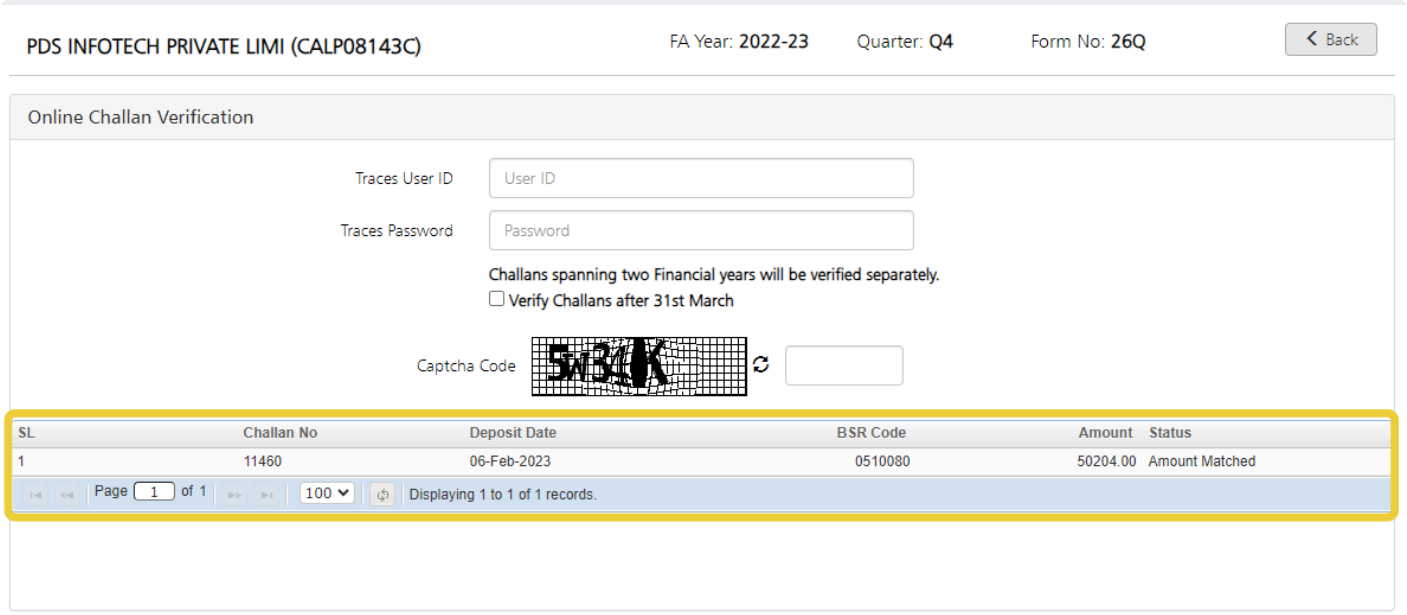

Verify Challan - 3

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'

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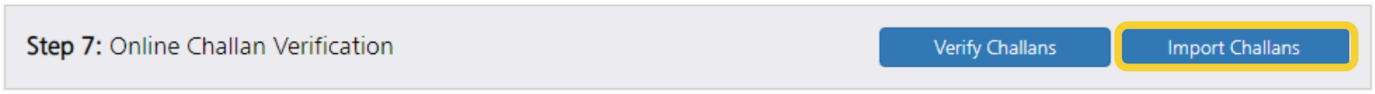
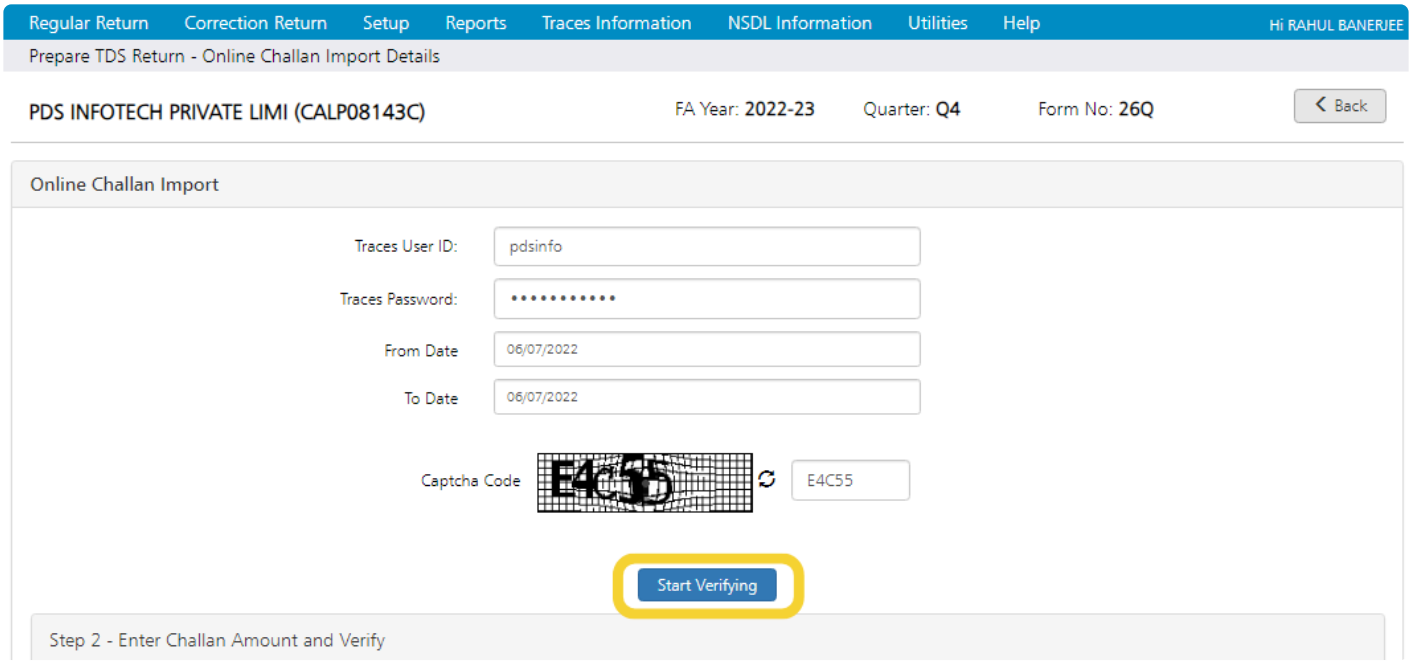
5.10.2. Import Challan

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



Import Challan -1

The following screen will get displayed:-



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:

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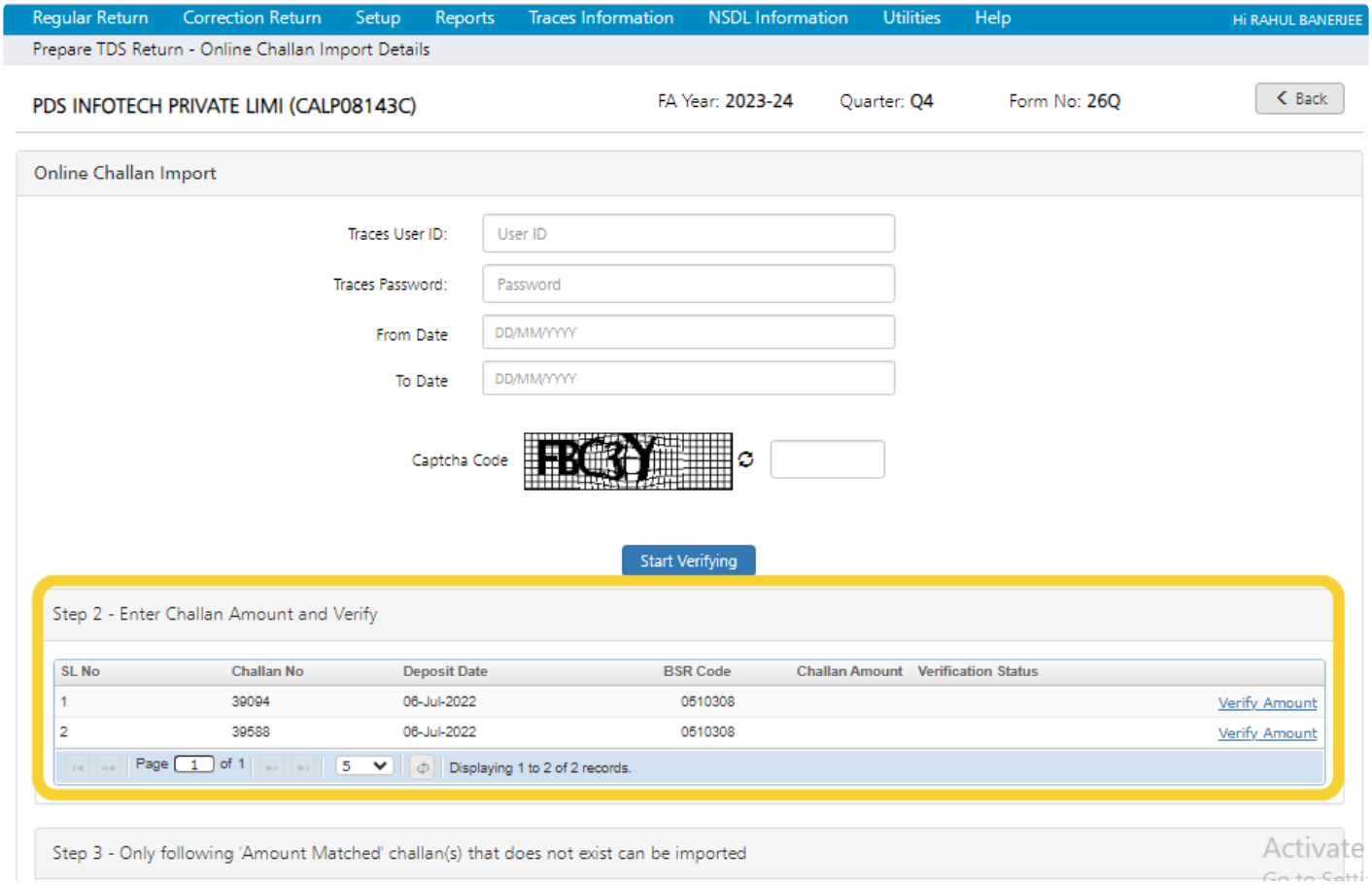
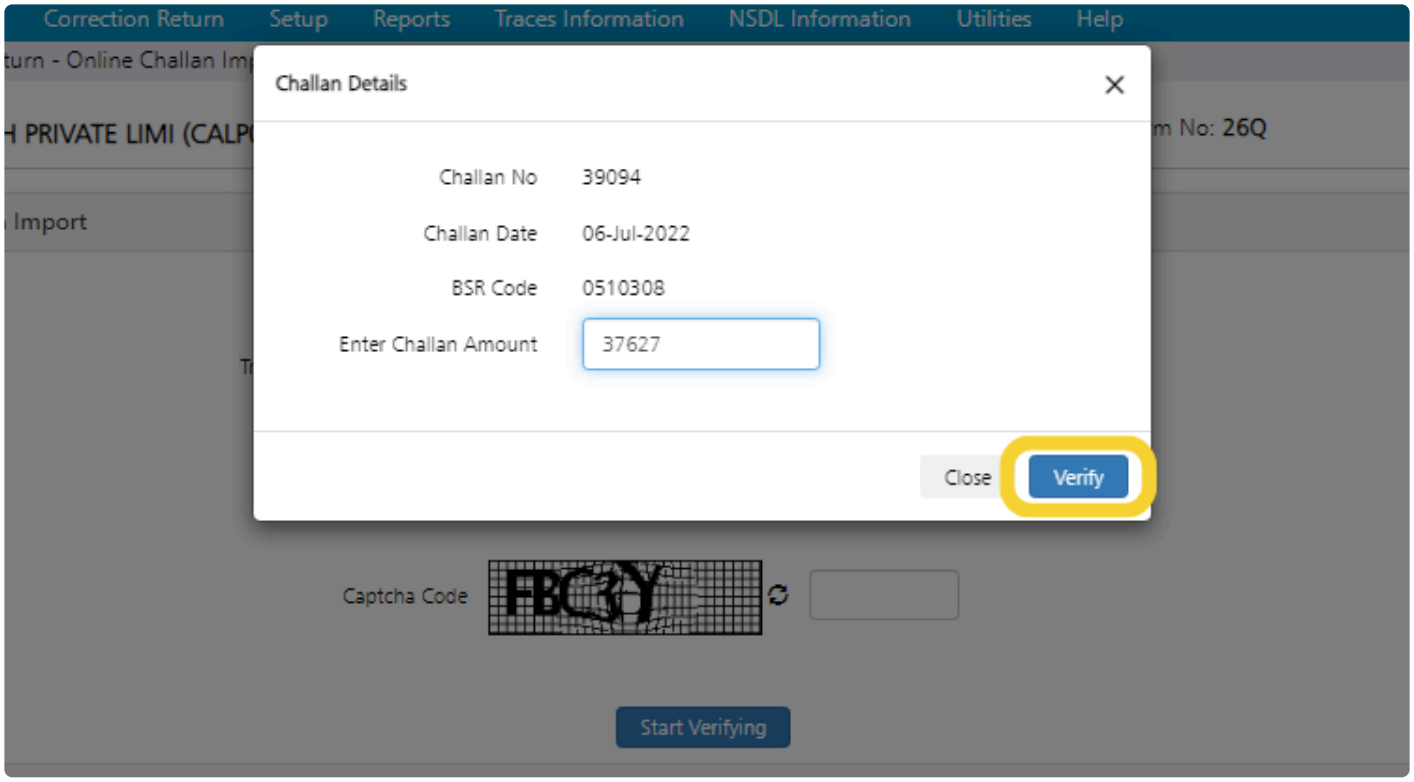


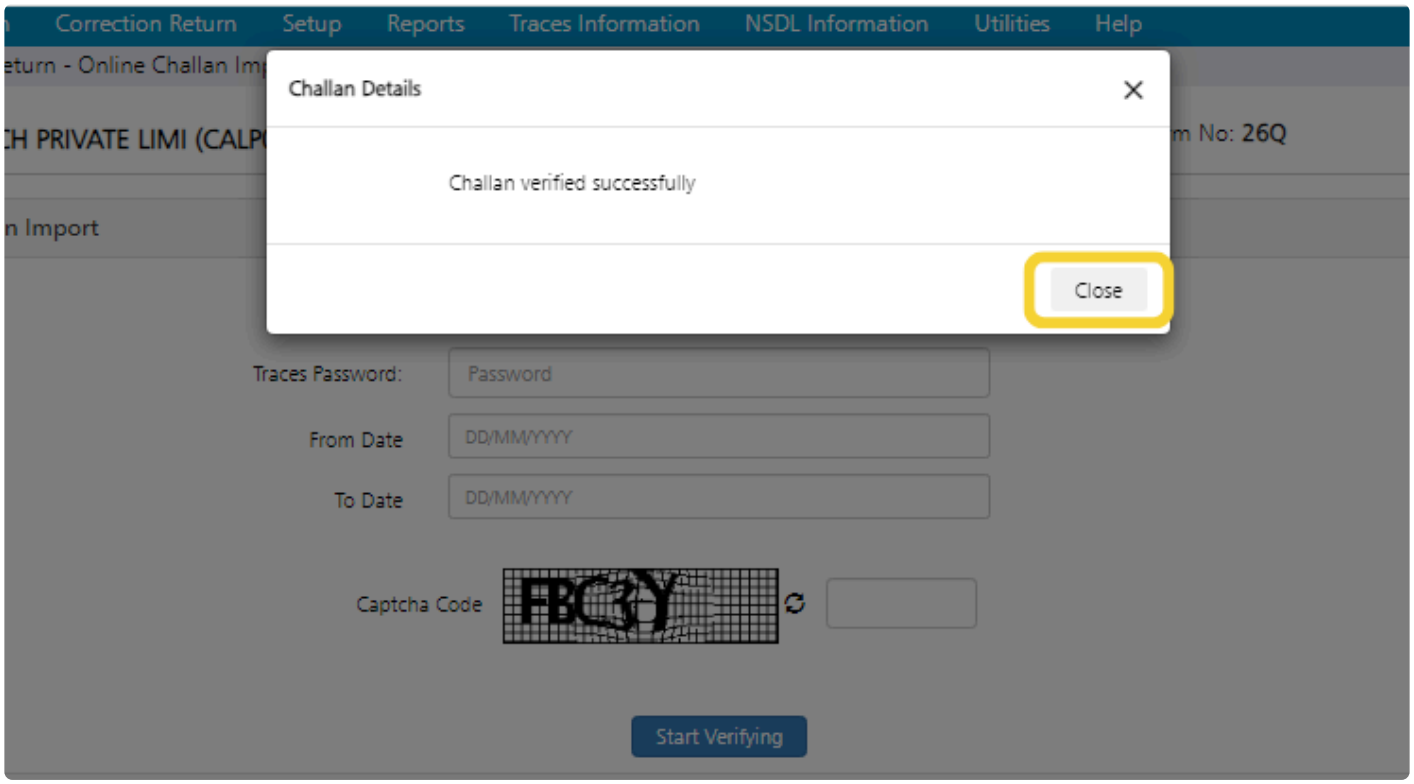
Challan Import - 3

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



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:



Challan Import - 5

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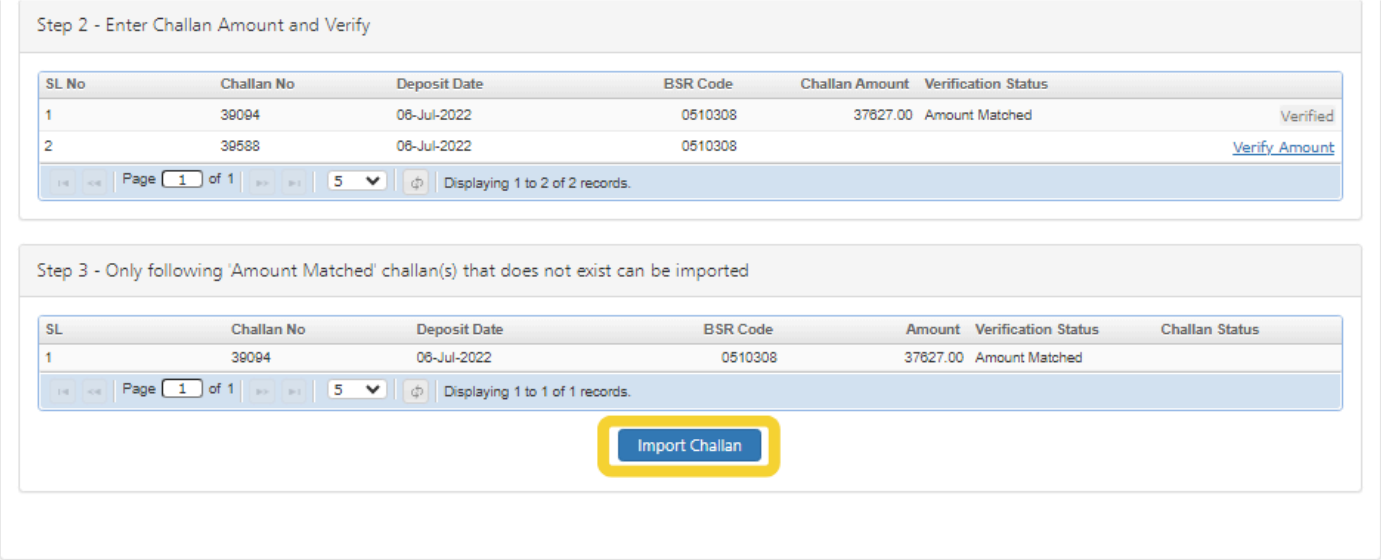
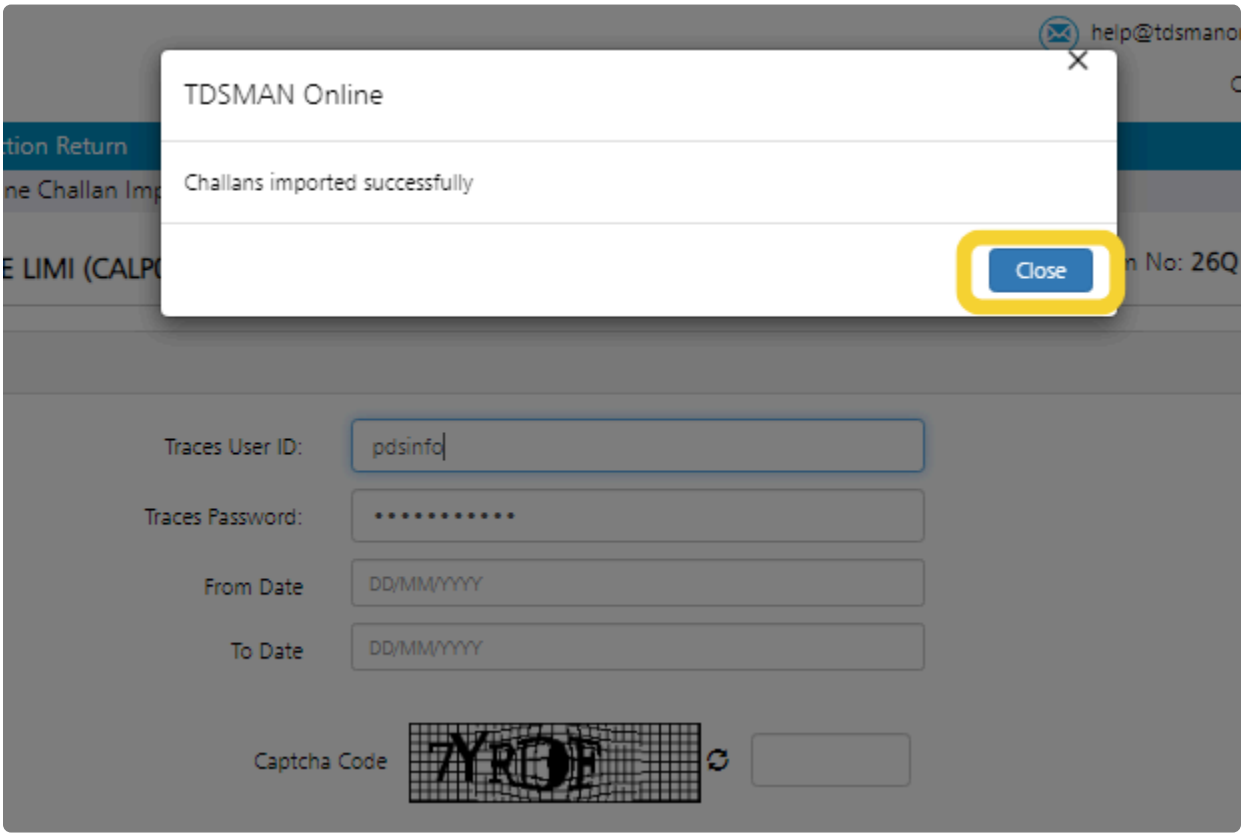
In this case the challan verification is successful. Click on **'Close'**.

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:



Challan Import - 6

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



Challan Import - 7

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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.

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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.

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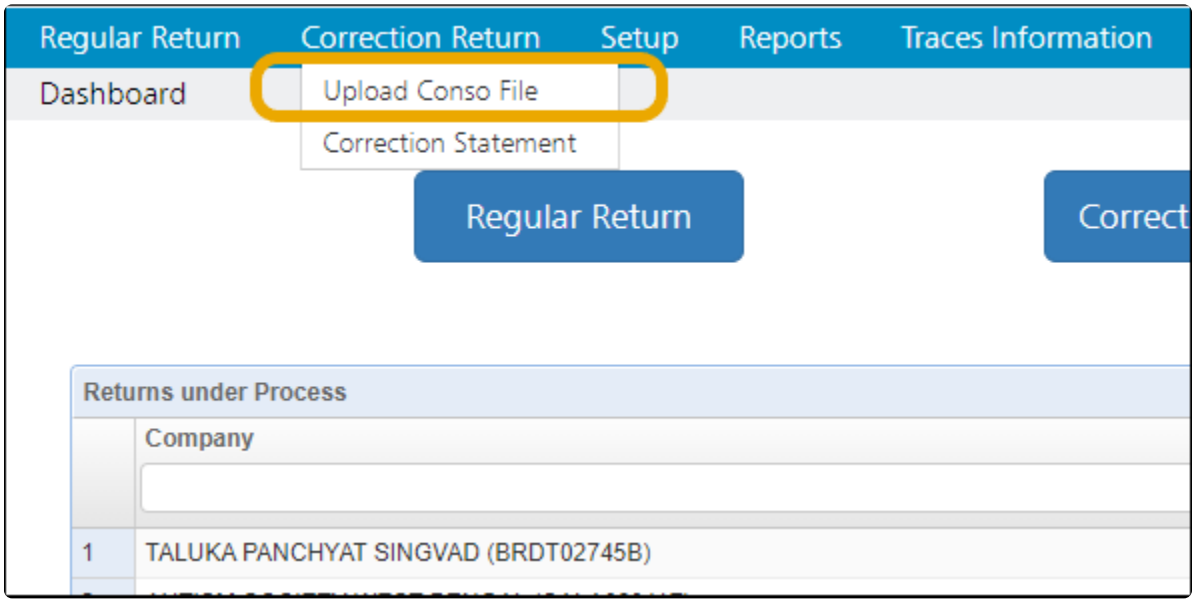
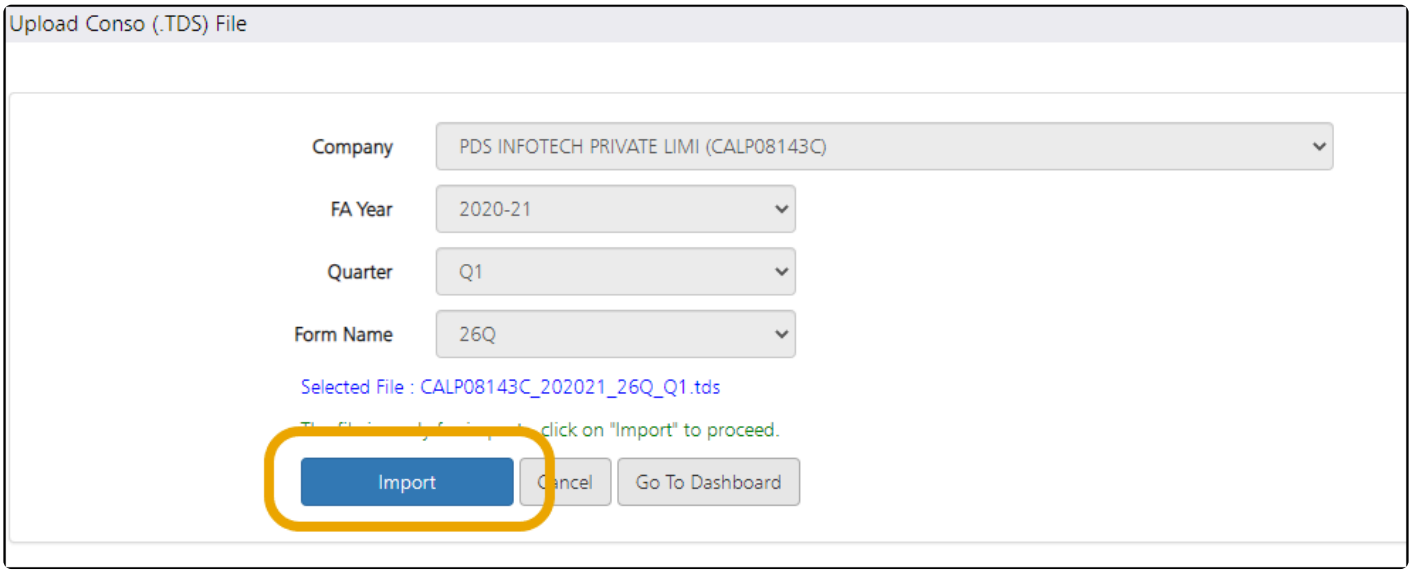
6.2. Import Data for Correction

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:



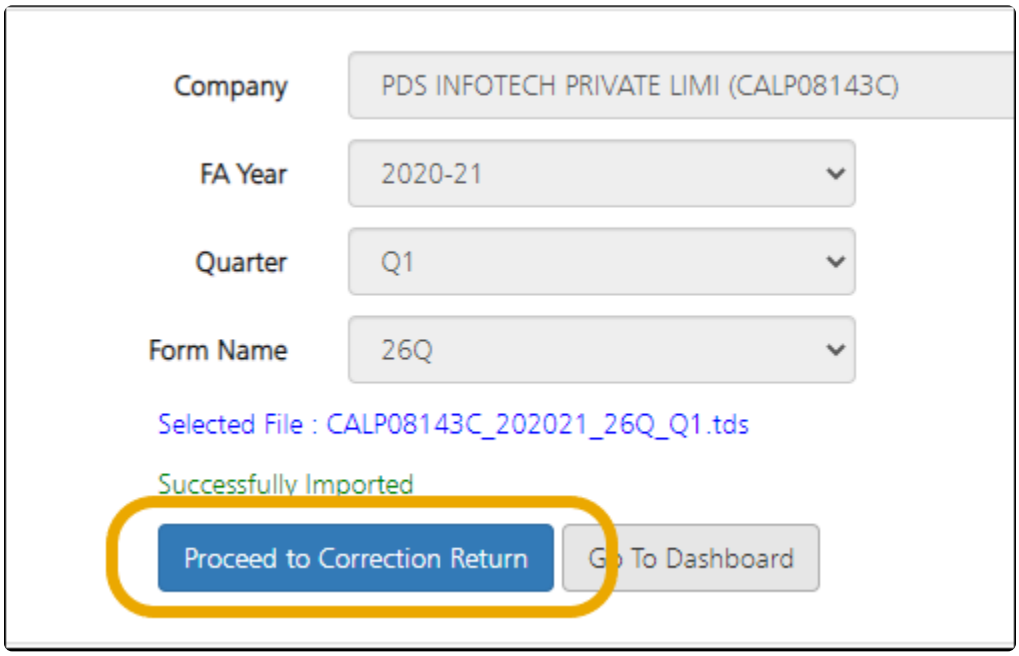
Upload Conso File

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:



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:

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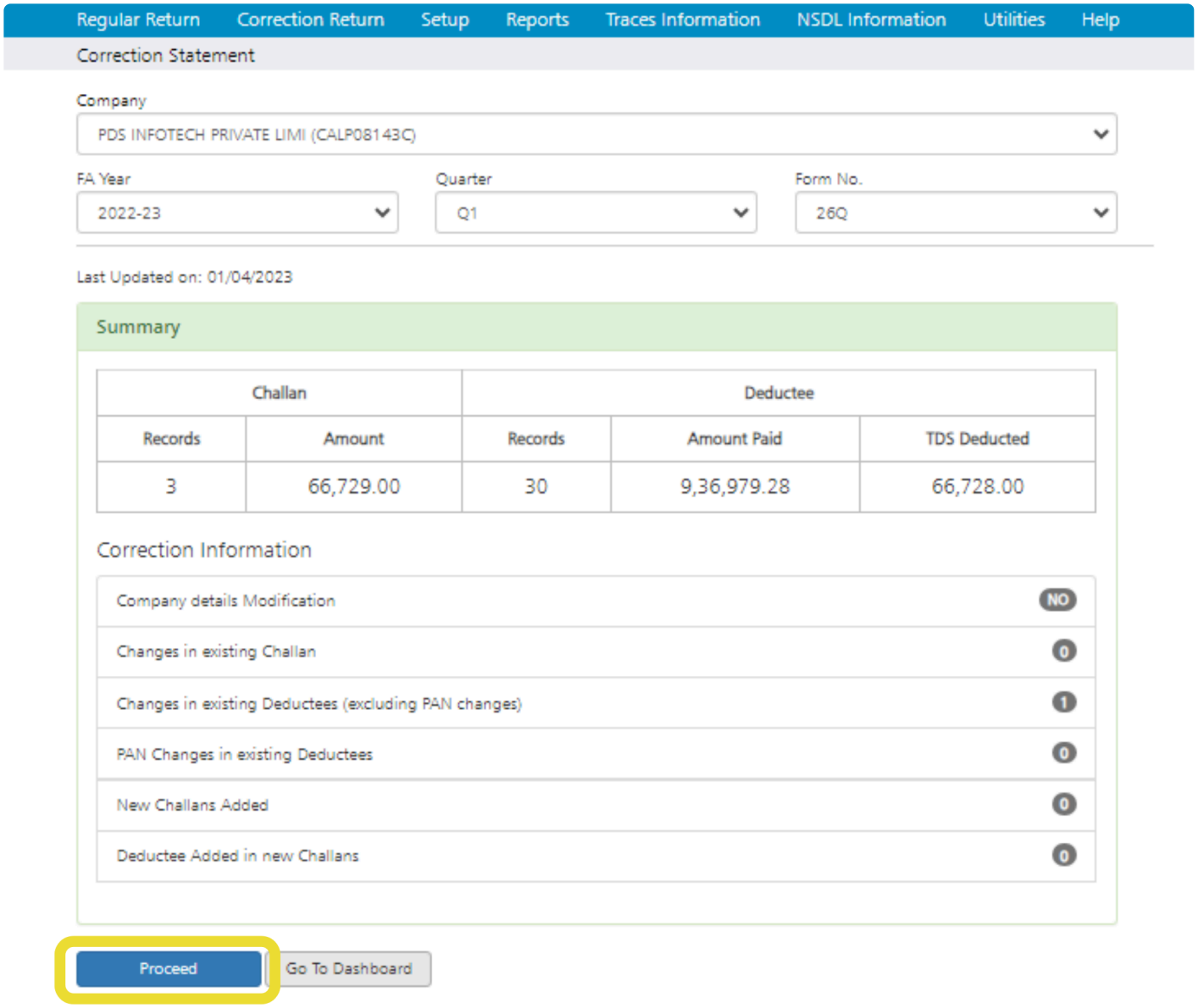

TMO - Correction Statement

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

Following is displayed below:

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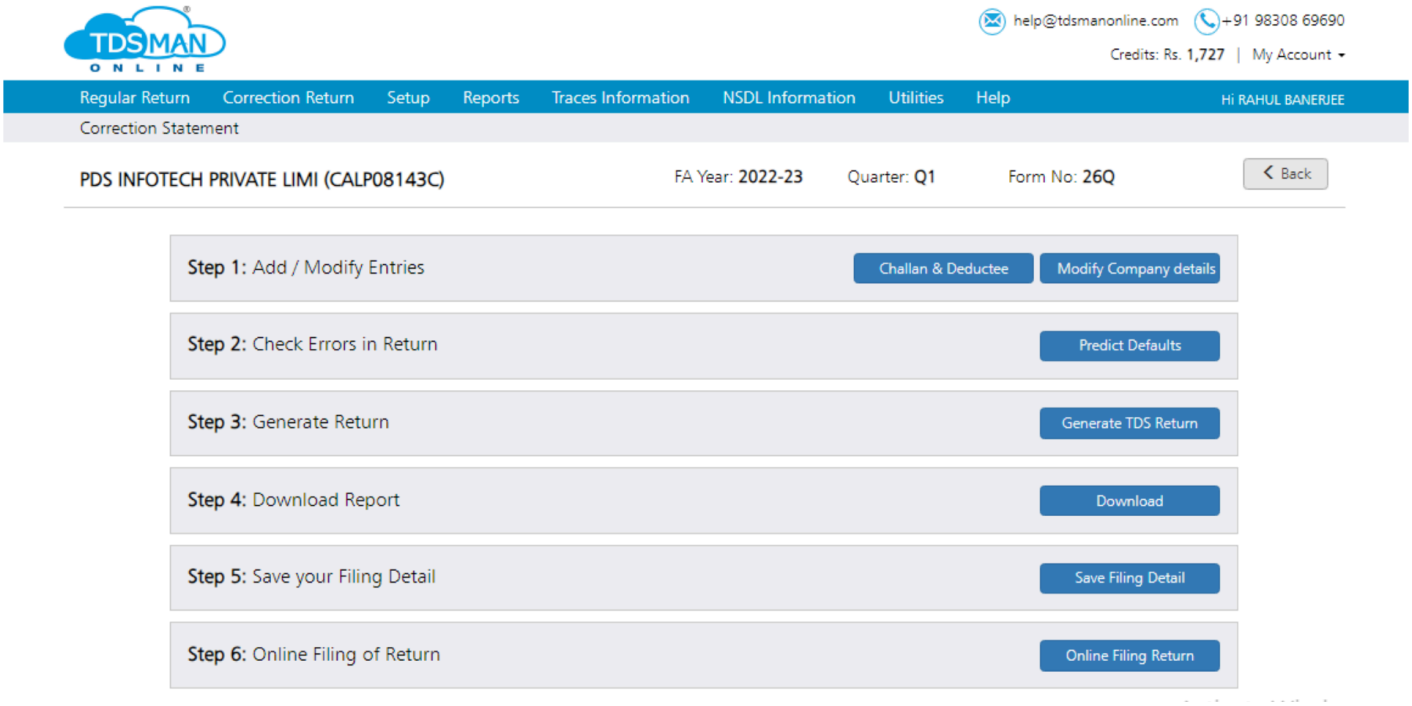
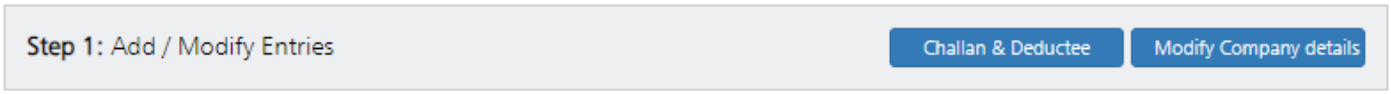


correction return

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

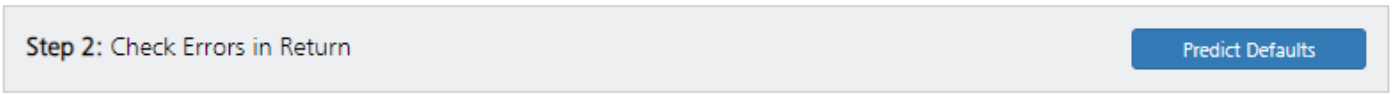
Step 1: Add/Modify Entries: In this step user can get access to two options.



Step - 1

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

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.

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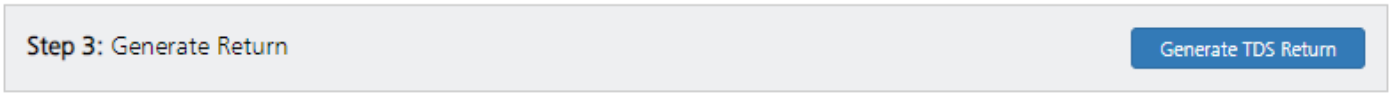
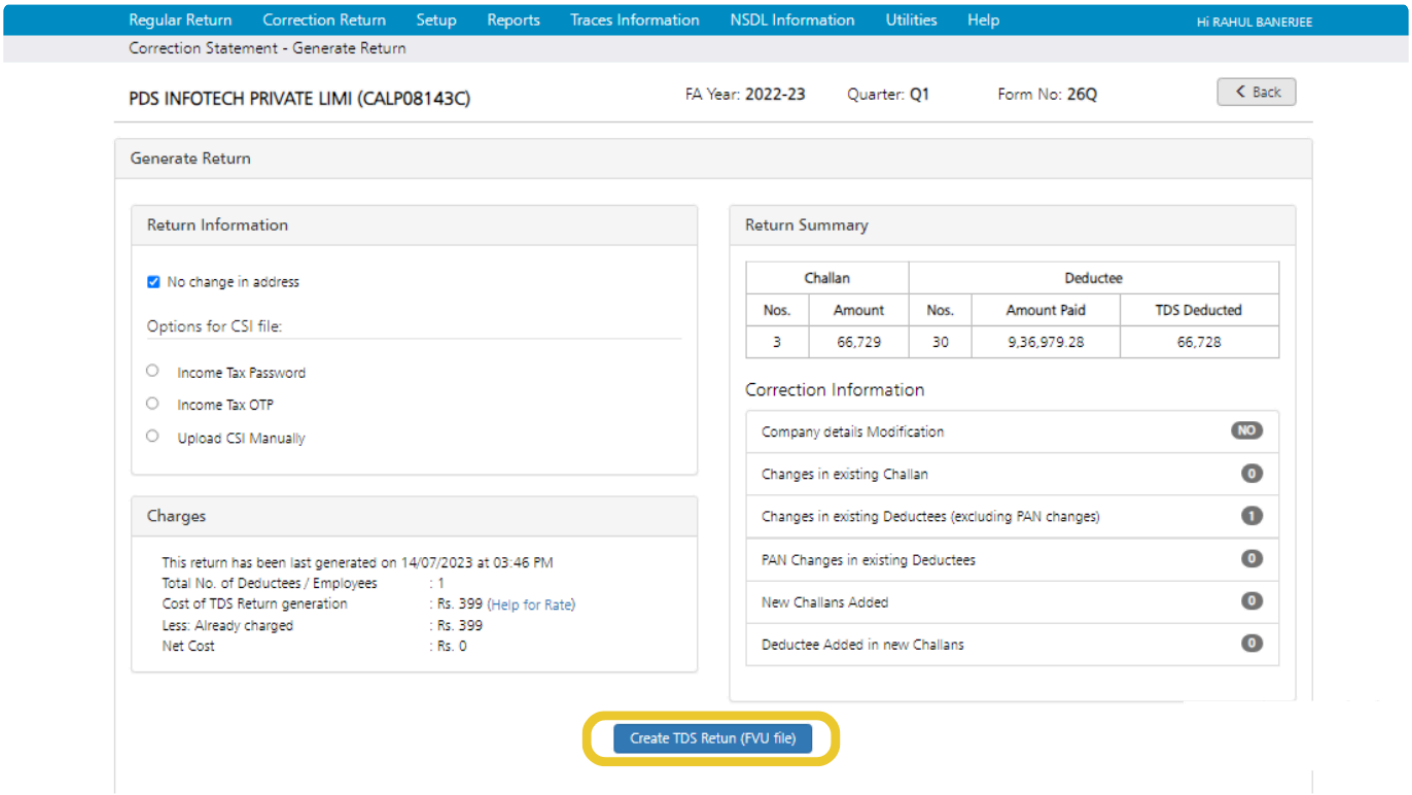


Step - 3

The following is displayed below:



Generate Correction Return

As above screen shows, The Return summery 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 27Acan 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

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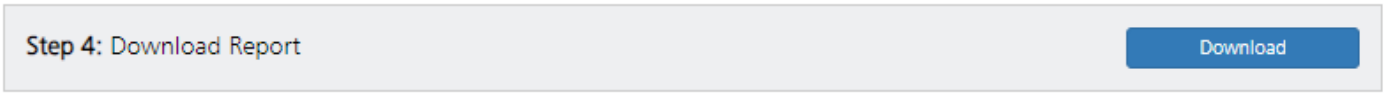
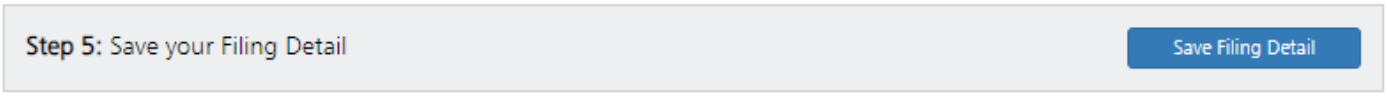


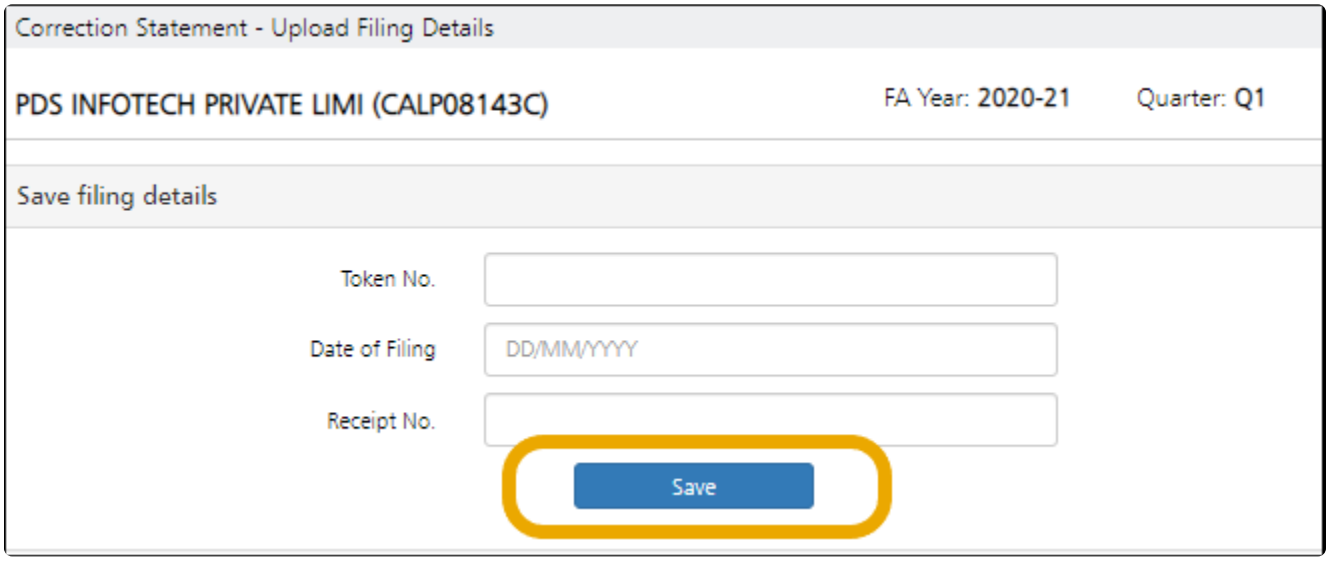
Step - 4

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



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:



Save Filing Details - Correction Return

Step 6: Online Filing of Return

Online Filing of Returrn

The following screen will appear:

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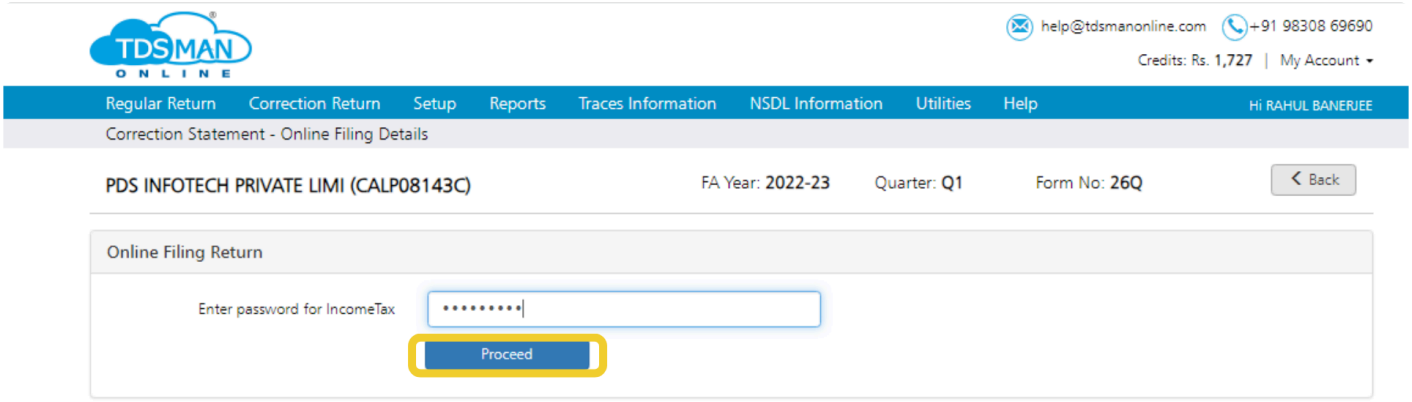

Online Filing of Return

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.

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6.3. Correction Statement

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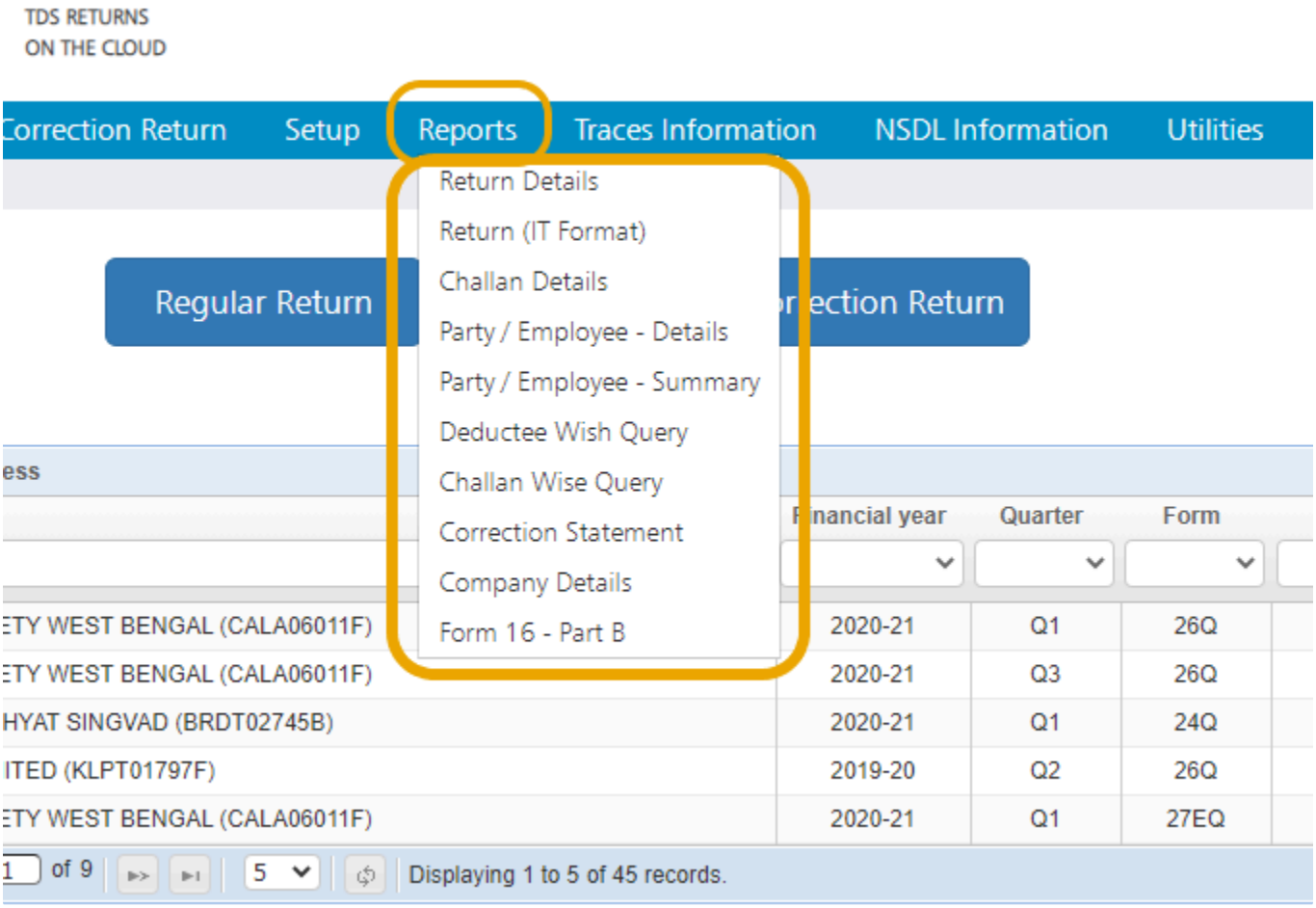
7. Reports

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:



Reports

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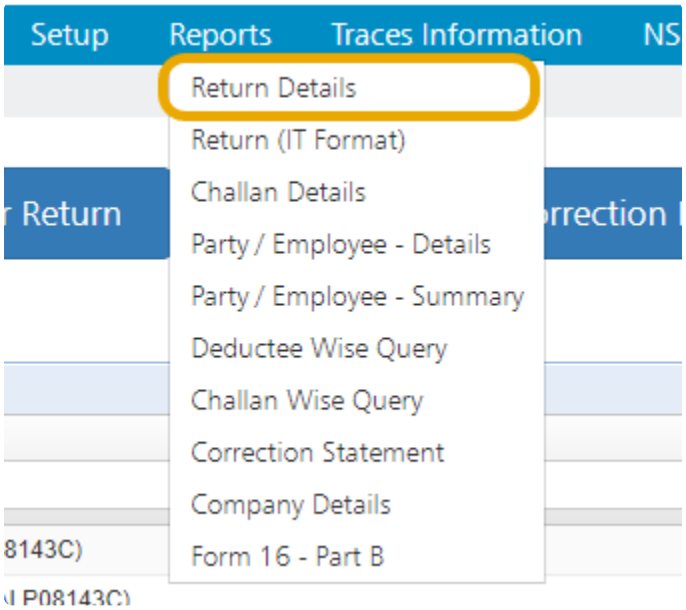
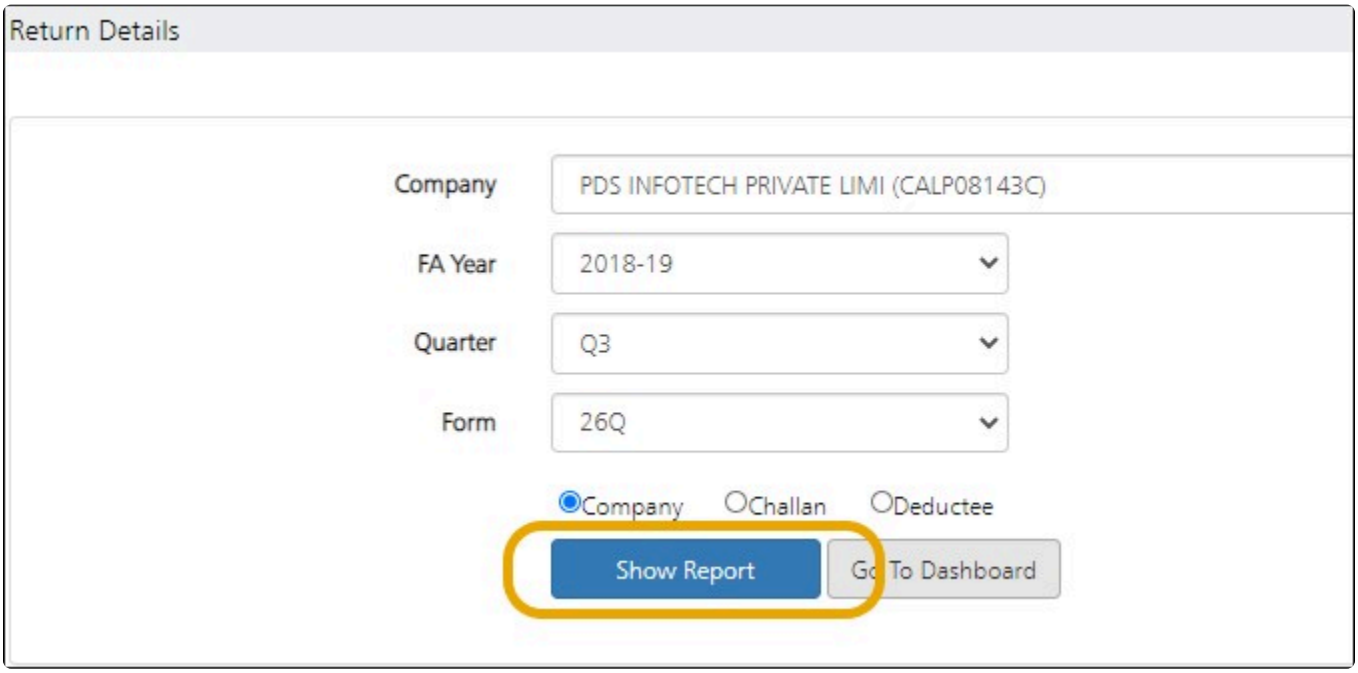
7.1. Return Details

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:



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.

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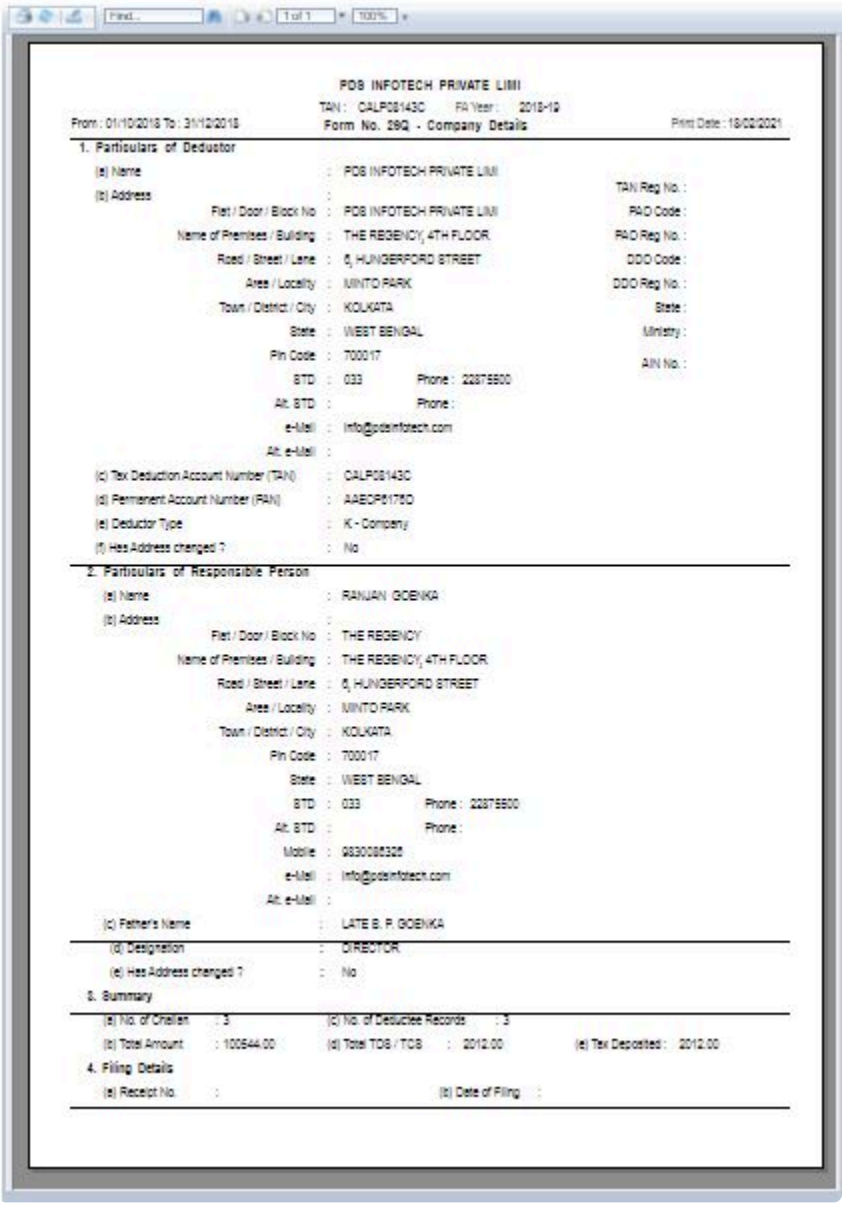
Quarter: Select the Quarter for which Return Report needs to be generated.
Form: Select the Form No for which Return Report has to be generated
In addition, the user can also view the Company, Challan or Deductee details by selecting the relevant radio button. In this case **'Company'** has been selected.
Click on **Show Report**. The details of the Return will get displayed as shown below:



PDS INFOTECH PRIVATE LIMI

TAN : CALP08143C FA Year : 2018-19

From : 01/10/2018 To : 31/12/2018 **Form No. 26Q - Company Details** Print Date : 18/02/2021

1. Particulars of Deductor

(a) Name	: PDS INFOTECH PRIVATE LIMI		
(b) Address	:	TAN Reg No. :	
Flat / Door / Block No	: PDS INFOTECH PRIVATE LIMI	PAO Code :	
Name of Premises / Building	: THE REGENCY, 4TH FLOOR	PAO Reg No. :	
Road / Street / Lane	: 6, HUNGERFORD STREET	DDO Code :	
Area / Locality	: MINTO PARK	DDO Reg No. :	
Town / District / City	: KOLKATA	State :	
State	: WEST BENGAL	Ministry :	
Pin Code	: 700017	AIN No. :	
STD	: 033 Phone : 22875500		
Alt. STD	: Phone :		
e-Mail	: info@pdsinfotech.com		
Alt. e-Mail	:		
(c) Tax Deduction Account Number (TAN)	: CALP08143C		
(d) Permanent Account Number (PAN)	: AAECP5175D		
(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	: 6, HUNGERFORD STREET
Area / Locality	: MINTO PARK
Town / District / City	: KOLKATA
Pin Code	: 700017
State	: WEST BENGAL
STD	: 033 Phone : 22875500
Alt. STD	: Phone :
Mobile	: 9830086326
e-Mail	: info@pdsinfotech.com
Alt. e-Mail	:
(c) Father's Name	: LATE B. 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 :

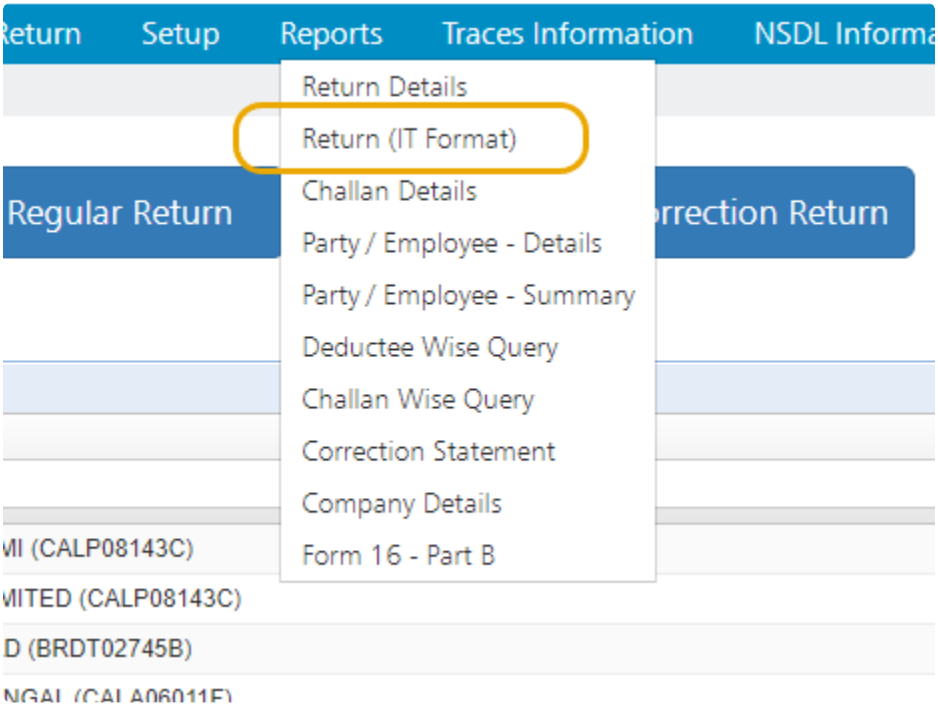
Return Detail - Report

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

7.2. Return (IT Format)

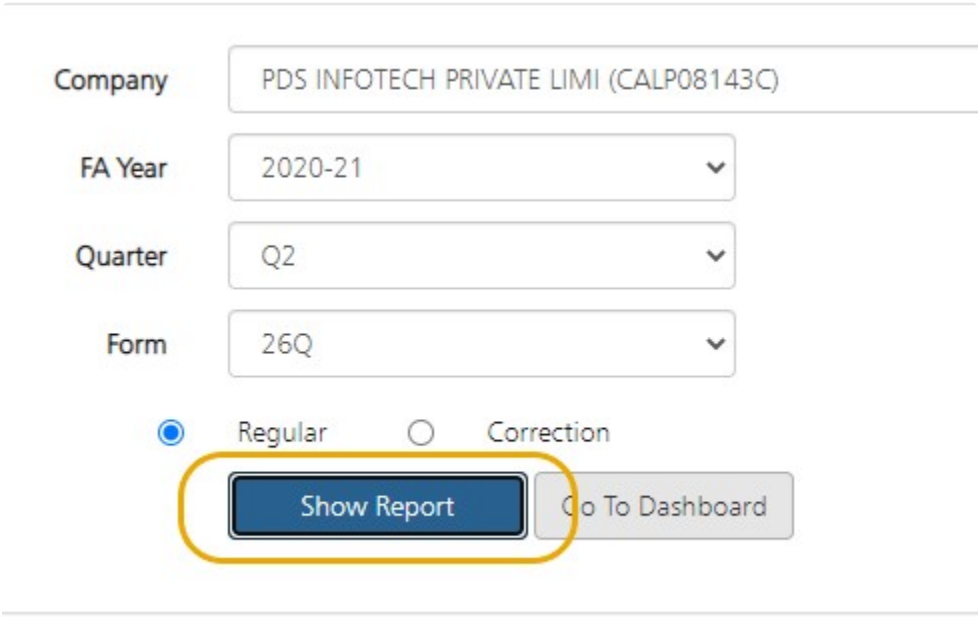
The user can view the details of the Return generated for the selected quarter through Return Report. This report is designed as per the format provided by the department.

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



Return (IT Format)

The following screen will appear:



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Return (IT Format) - Show Report

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

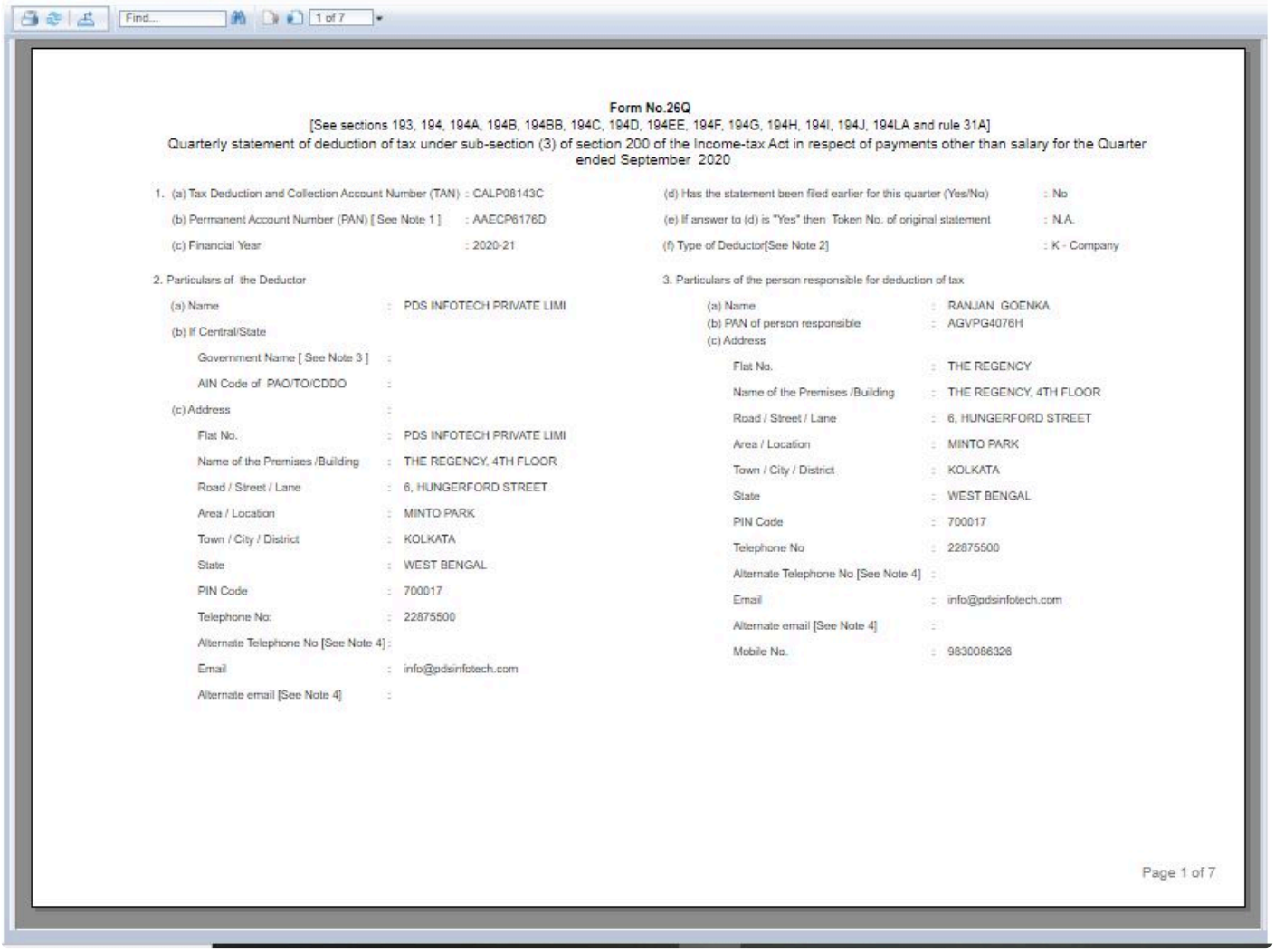
Financial Year: Select the Financial Year for which Return Report has to be generated entered.

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:



Find... 1 of 7

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

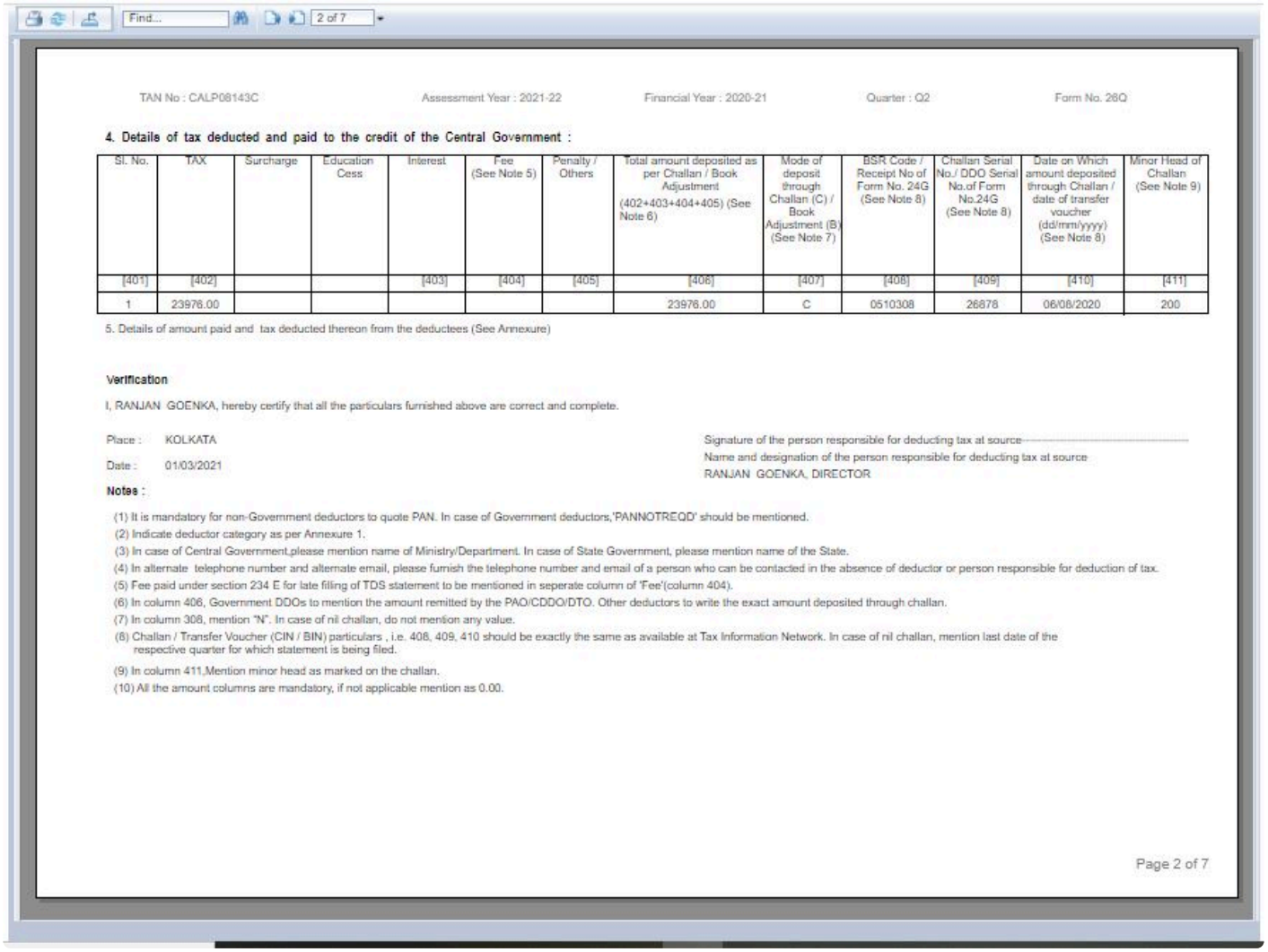
1. (a) Tax Deduction and Collection Account Number (TAN) : CALP08143C
   (b) Permanent Account Number (PAN) [See Note 1] : AAECP6176D
   (c) Financial Year : 2020-21
   (d) Has the statement been filed earlier for this quarter (Yes/No) : No
   (e) If answer to (d) is "Yes" then Token No. of original statement : N.A.
   (f) Type of Deductor[See Note 2] : K - Company

2. Particulars of the Deductor
   (a) Name : PDS INFOTECH PRIVATE LIMI
   (b) If Central/State
   Government Name [See Note 3] :
   AIN Code of PAO/TO/CDDO :
   (c) Address :
   Flat No. : PDS INFOTECH PRIVATE LIMI
   Name of the Premises /Building : THE REGENCY, 4TH FLOOR
   Road / Street / Lane : 6, HUNGERFORD STREET
   Area / Location : MINTO PARK
   Town / City / District : KOLKATA
   State : WEST BENGAL
   PIN Code : 700017
   Telephone No: : 22875500
   Alternate Telephone No [See Note 4] :
   Email : info@pdsinfotech.com
   Alternate email [See Note 4] :

3. Particulars of the person responsible for deduction of tax
   (a) Name : RANJAN GOENKA
   (b) PAN of person responsible : AGVPG4076H
   (c) Address
   Flat No. : THE REGENCY
   Name of the Premises /Building : THE REGENCY, 4TH FLOOR
   Road / Street / Lane : 6, HUNGERFORD STREET
   Area / Location : MINTO PARK
   Town / City / District : KOLKATA
   State : WEST BENGAL
   PIN Code : 700017
   Telephone No : 22875500
   Alternate Telephone No [See Note 4] :
   Email : info@pdsinfotech.com
   Alternate email [See Note 4] :
   Mobile No. : 9830086326

Page 1 of 7

Return (IT Format)- Report - Page 1



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

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.of Form 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	26878	06/08/2020	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

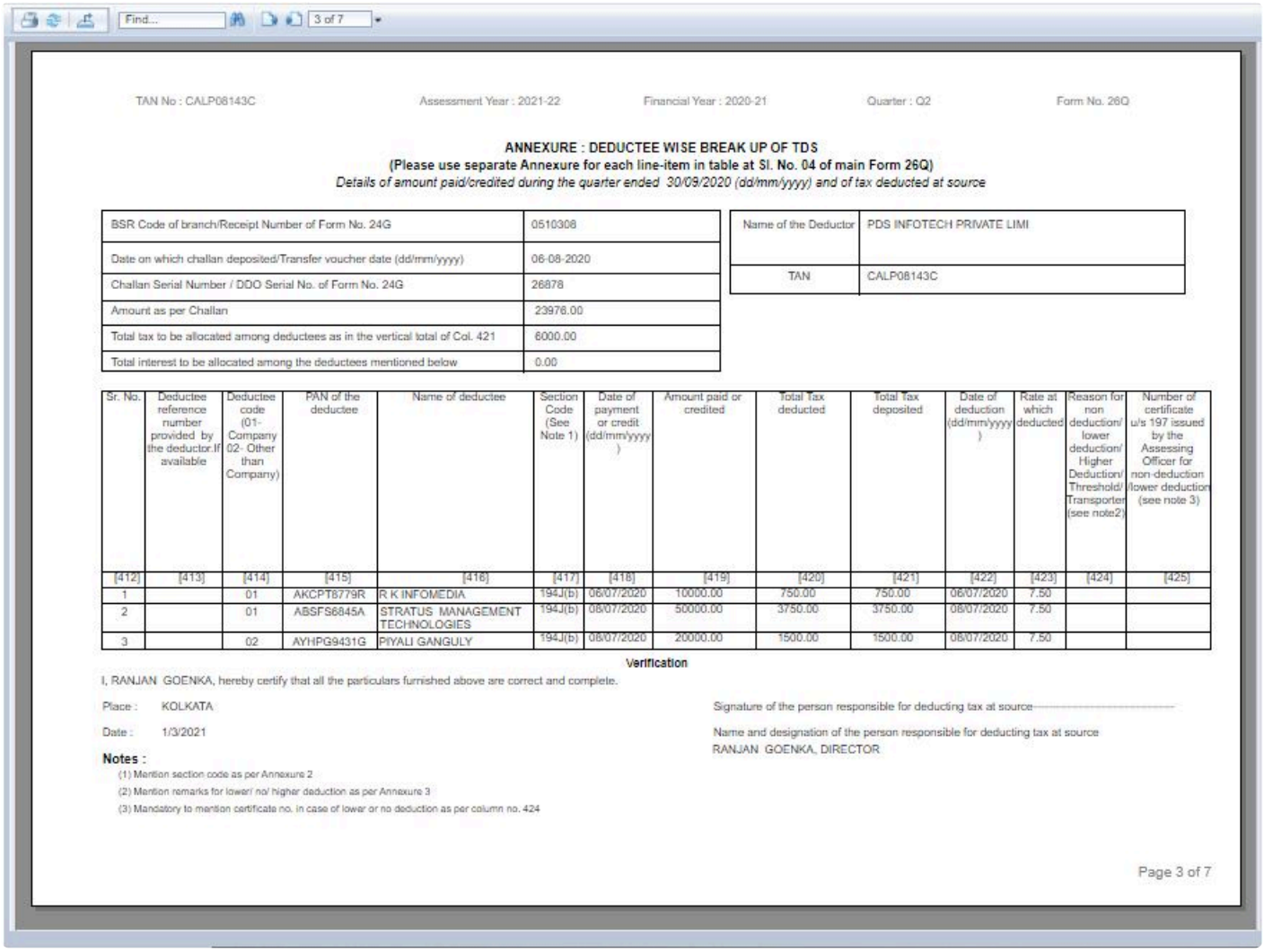
RANJAN GOENKA, DIRECTOR

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 filling of TDS statement to be mentioned in seperate 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. 408, 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



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
Date on which challan deposited/Transfer voucher date (dd/mm/yyyy)	06-08-2020
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

Name of the Deductor	PDS INFOTECH PRIVATE LIMI
TAN	CALP08143C

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 note2)	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	08/07/2020	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	AYHPG9431G	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

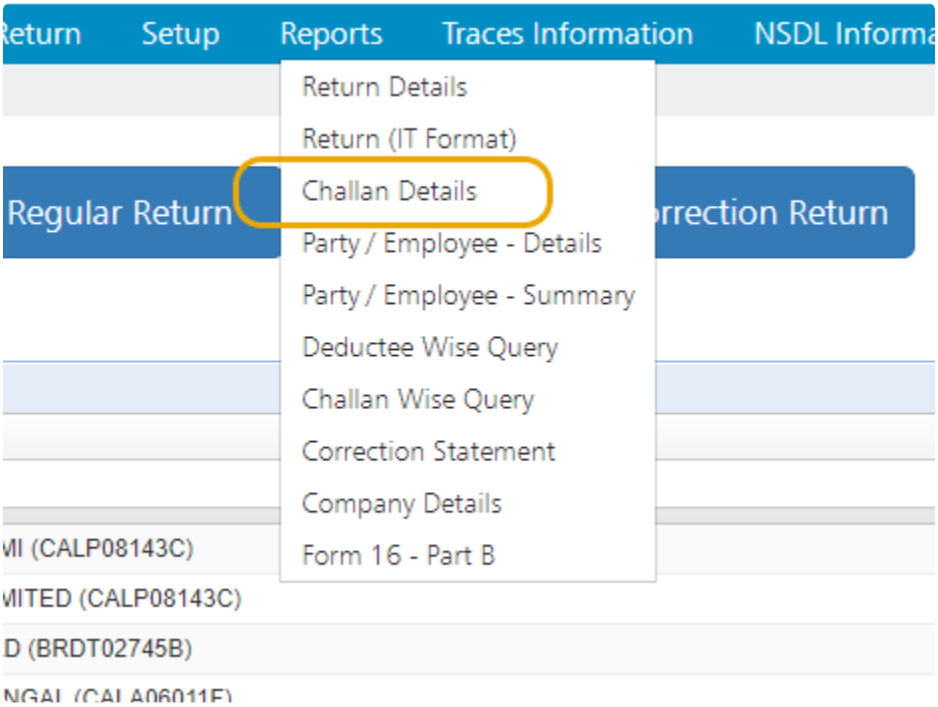
Return (IT Format)- Report - Page 3

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

7.3. Challan Details

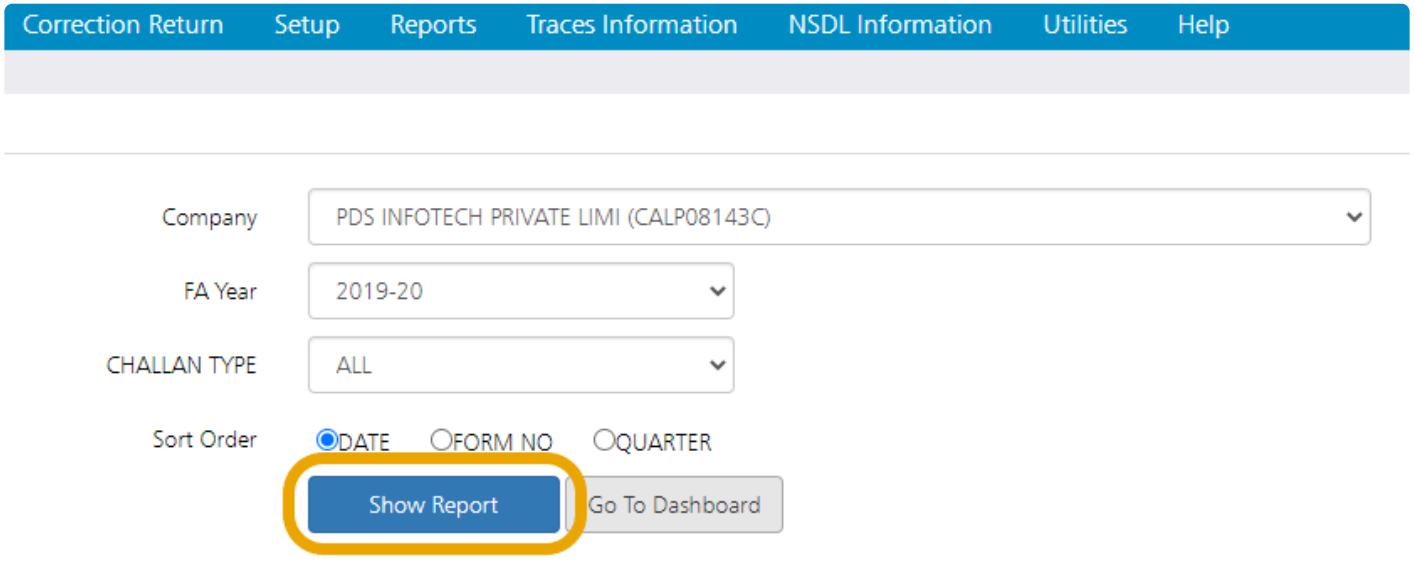
This report provides the list of all the Challan payments made across one or multiple forms and further across one or multiple quarters for the selected financial year.

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



Challan Detail

The following screen will get displayed:



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:

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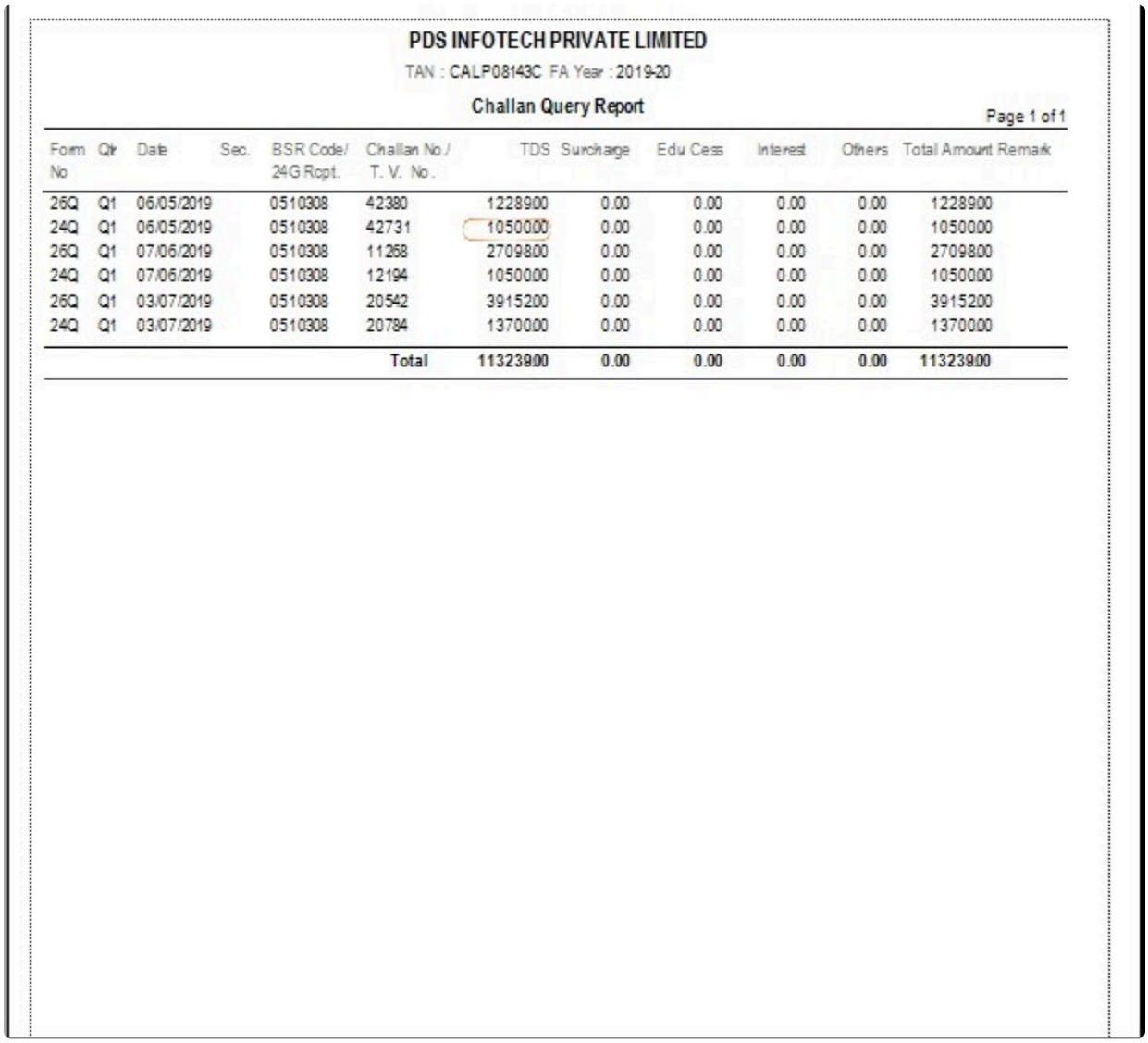

PDS INFOTECH PRIVATE LIMITED

TAN : CALP08143C FA Year : 2019-20

Challan Query Report

Page 1 of 1

Form No	Qtr	Date	Sec.	BSR Code/ 24G Rcpt.	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.

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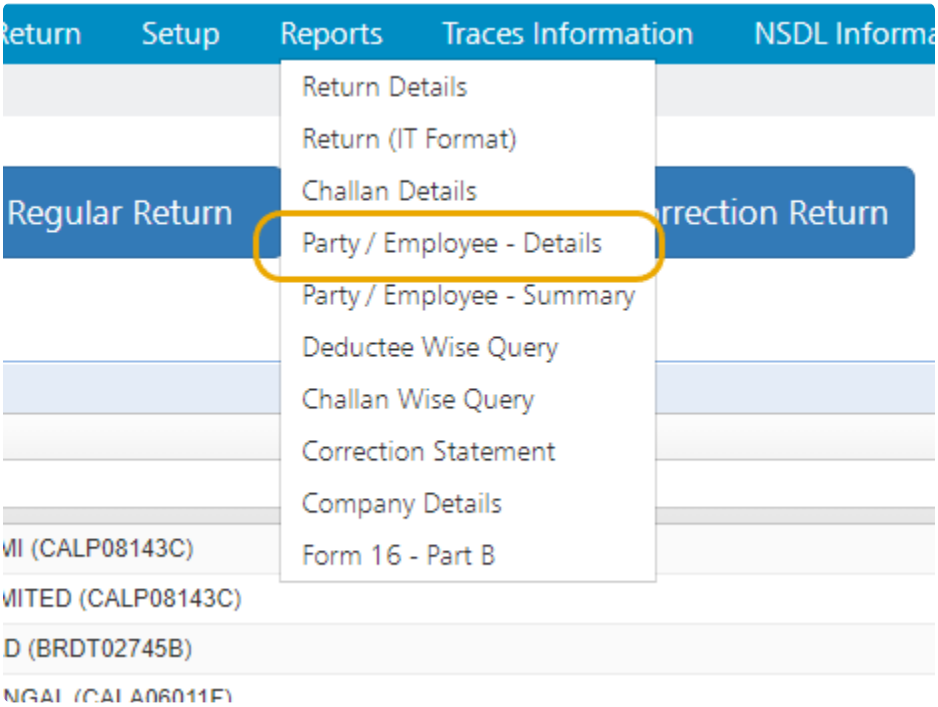
7.4. Party / Employee – Details

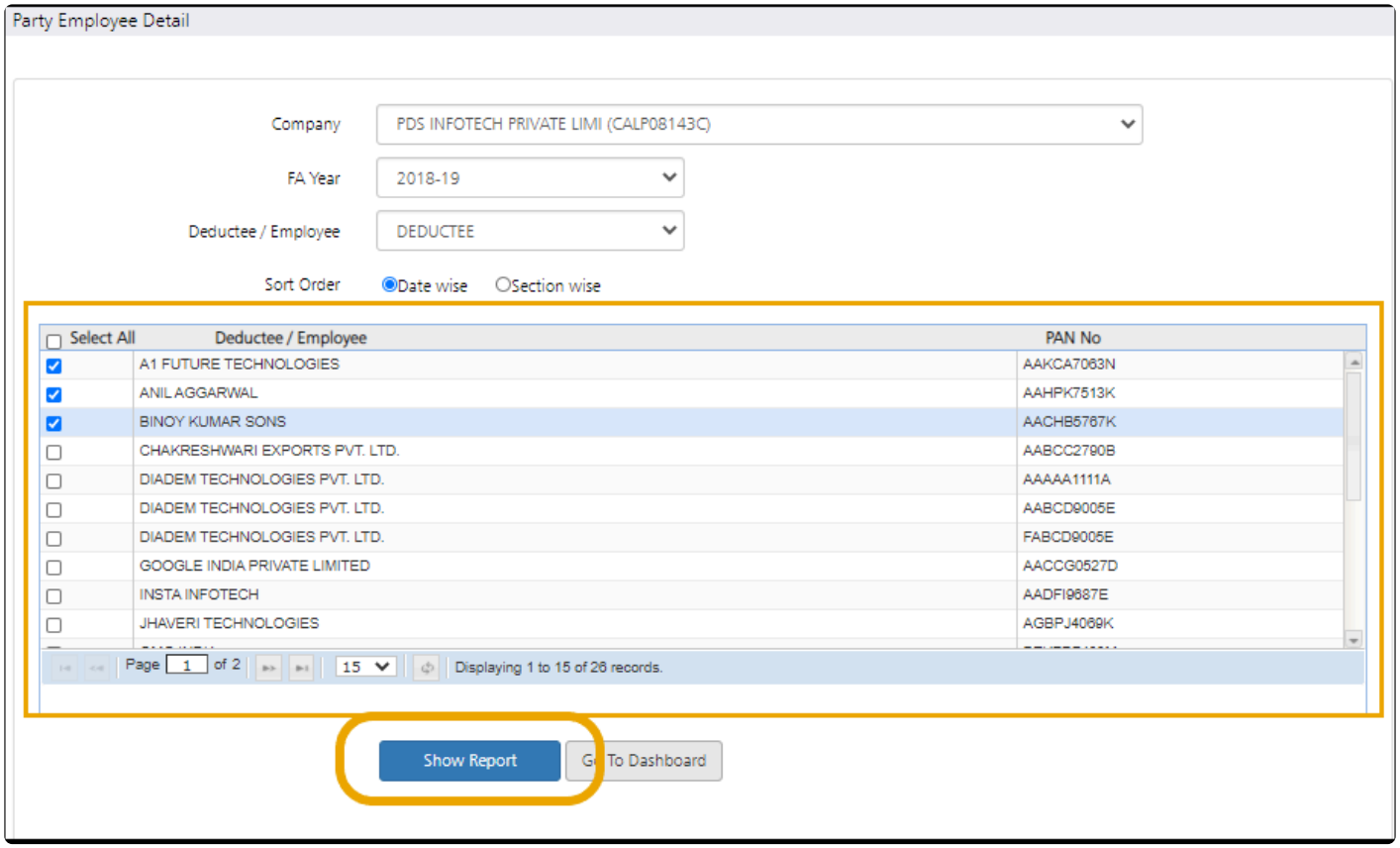
This report provides the details of all the deductions made for Parties / Employees for the specific criteria provided by the user. It could be for a particular Form or across different Forms for any selected financial year.

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



Party / Employee - Details

The following screen will appear:



Party / Employee - 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:

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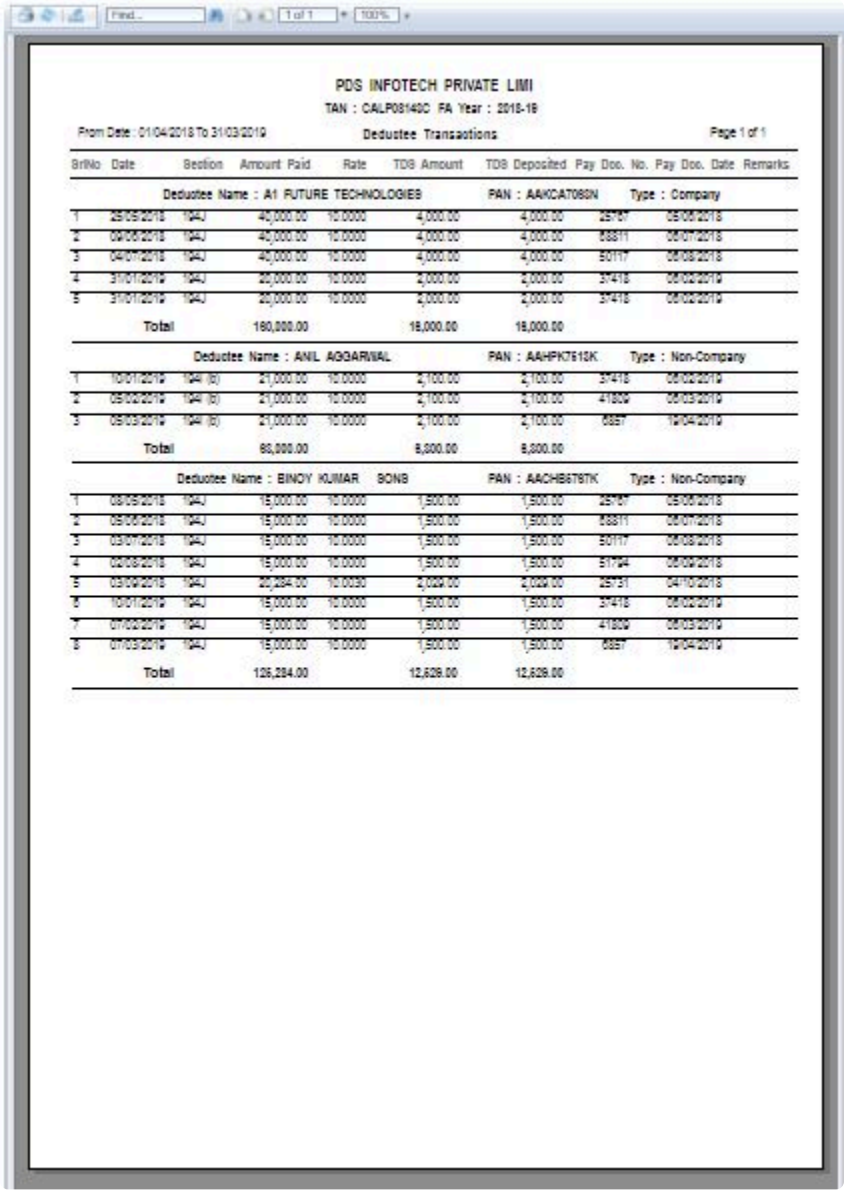

PDS INFOTECH PRIVATE LIMI

TAN : CALP08140C FA Year : 2018-19

From Date : 01/04/2018 To 31/03/2019 Deductee Transactions Page 1 of 1

SrlNo	Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks
Deductee Name : A1 FUTURE TECHNOLOGIES PAN : AAKCA7080N Type : Company									
1	25/05/2018	194J	40,000.00	10.0000	4,000.00	4,000.00	25*67	05/06/2018	
2	09/06/2018	194J	40,000.00	10.0000	4,000.00	4,000.00	53811	06/07/2018	
3	04/07/2018	194J	40,000.00	10.0000	4,000.00	4,000.00	50117	06/08/2018	
4	31/01/2019	194J	20,000.00	10.0000	2,000.00	2,000.00	37415	06/02/2019	
5	31/01/2019	194J	20,000.00	10.0000	2,000.00	2,000.00	37415	06/02/2019	
	Total		160,000.00		16,000.00	16,000.00			
Deductee Name : ANIL AGGARWAL PAN : AAHPK7613K Type : Non-Company									
1	10/01/2019	194I (b)	21,000.00	10.0000	2,100.00	2,100.00	37415	06/02/2019	
2	05/02/2019	194I (b)	21,000.00	10.0000	2,100.00	2,100.00	41809	06/03/2019	
3	09/03/2019	194I (b)	21,000.00	10.0000	2,100.00	2,100.00	6857	19/04/2019	
	Total		63,000.00		6,300.00	6,300.00			
Deductee Name : BINOY KUMAR SONB PAN : AACHB6787K Type : Non-Company									
1	08/05/2018	194J	15,000.00	10.0000	1,500.00	1,500.00	25*67	05/06/2018	
2	09/06/2018	194J	15,000.00	10.0000	1,500.00	1,500.00	53811	06/07/2018	
3	03/07/2018	194J	15,000.00	10.0000	1,500.00	1,500.00	50117	06/08/2018	
4	02/08/2018	194J	15,000.00	10.0000	1,500.00	1,500.00	51*94	06/09/2018	
5	03/09/2018	194J	20,284.00	10.0000	2,028.00	2,028.00	25*31	04/10/2018	
6	10/01/2019	194J	15,000.00	10.0000	1,500.00	1,500.00	37415	06/02/2019	
7	01/02/2019	194J	15,000.00	10.0000	1,500.00	1,500.00	41809	06/03/2019	
8	01/03/2019	194J	15,000.00	10.0000	1,500.00	1,500.00	6857	19/04/2019	
	Total		126,284.00		12,628.00	12,628.00			

Party / Employee - Details - Report

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

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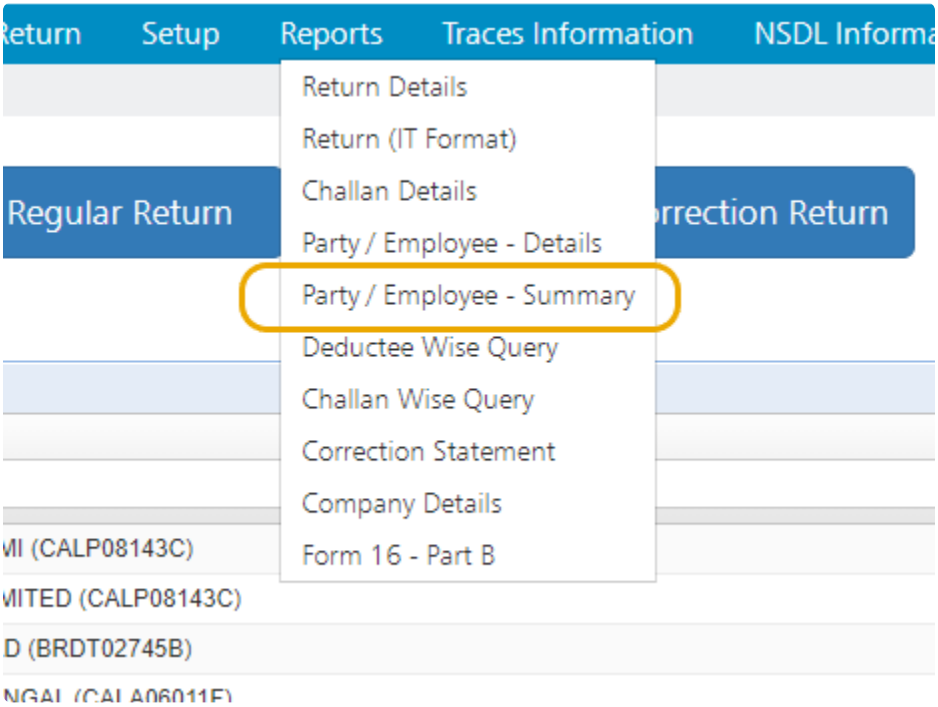
7.5. Party / Employee – Summery

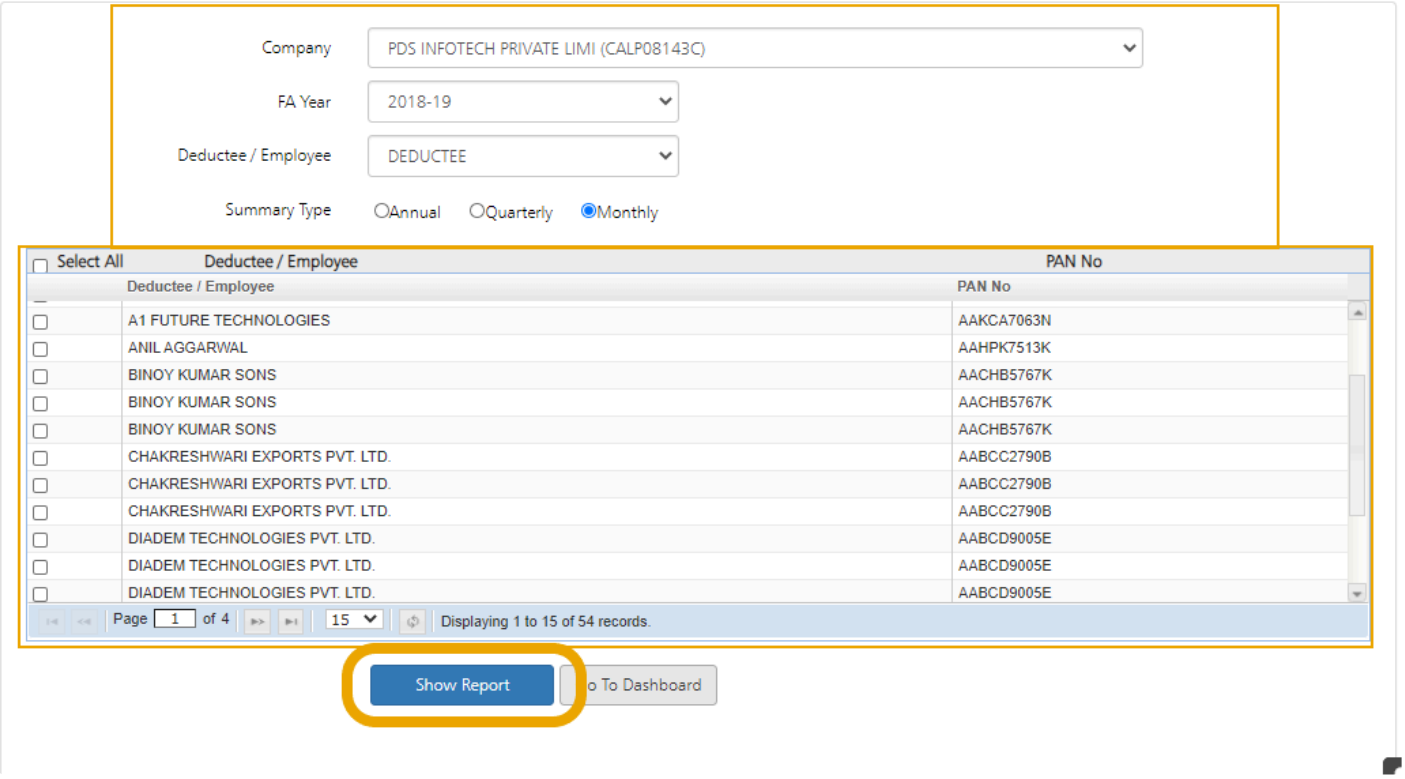
This report provides the summarized information of all the deductions made for Parties / Employees for the specific criteria provided by the user. It could be for a particular Form or across different Forms for any selected financial year.

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



Party / Employee - Summary

Following screen will appear:



Party / Employee - Summary

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

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

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

Summary Type: Choose the Summery 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:

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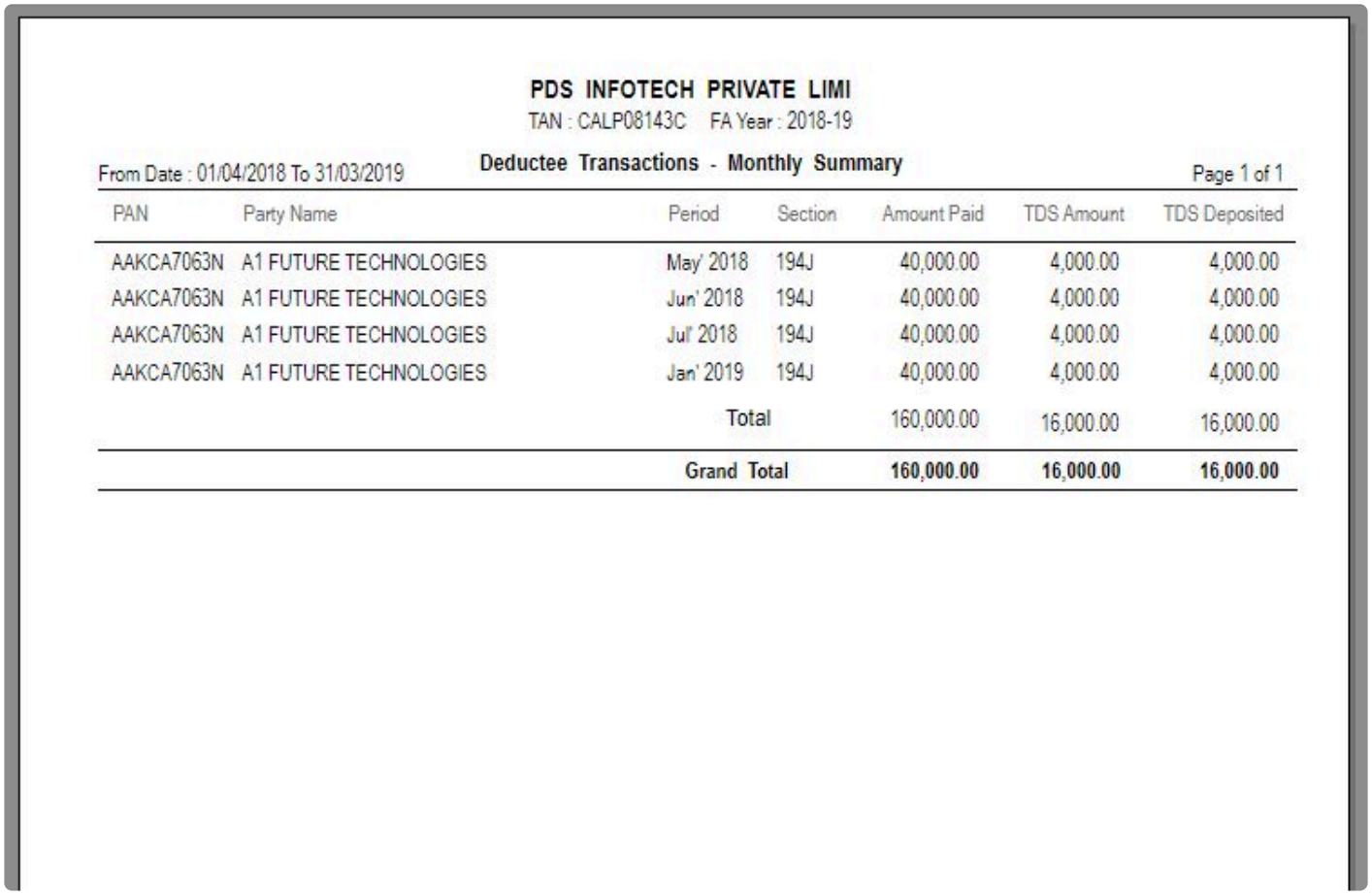

PDS INFOTECH PRIVATE LIMI

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.

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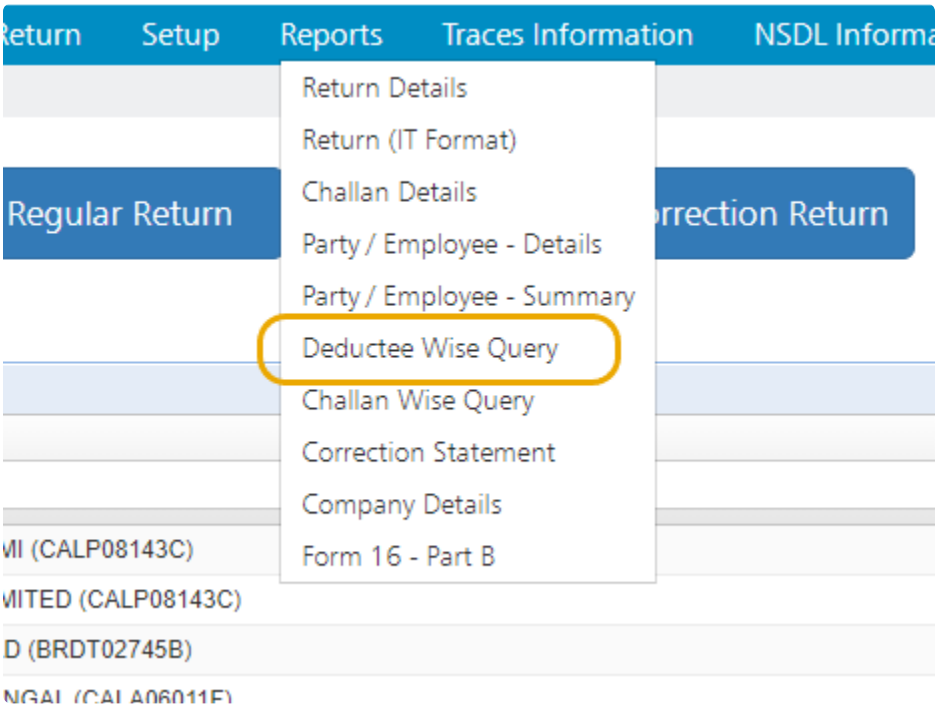
7.6. Deductee Wise Query

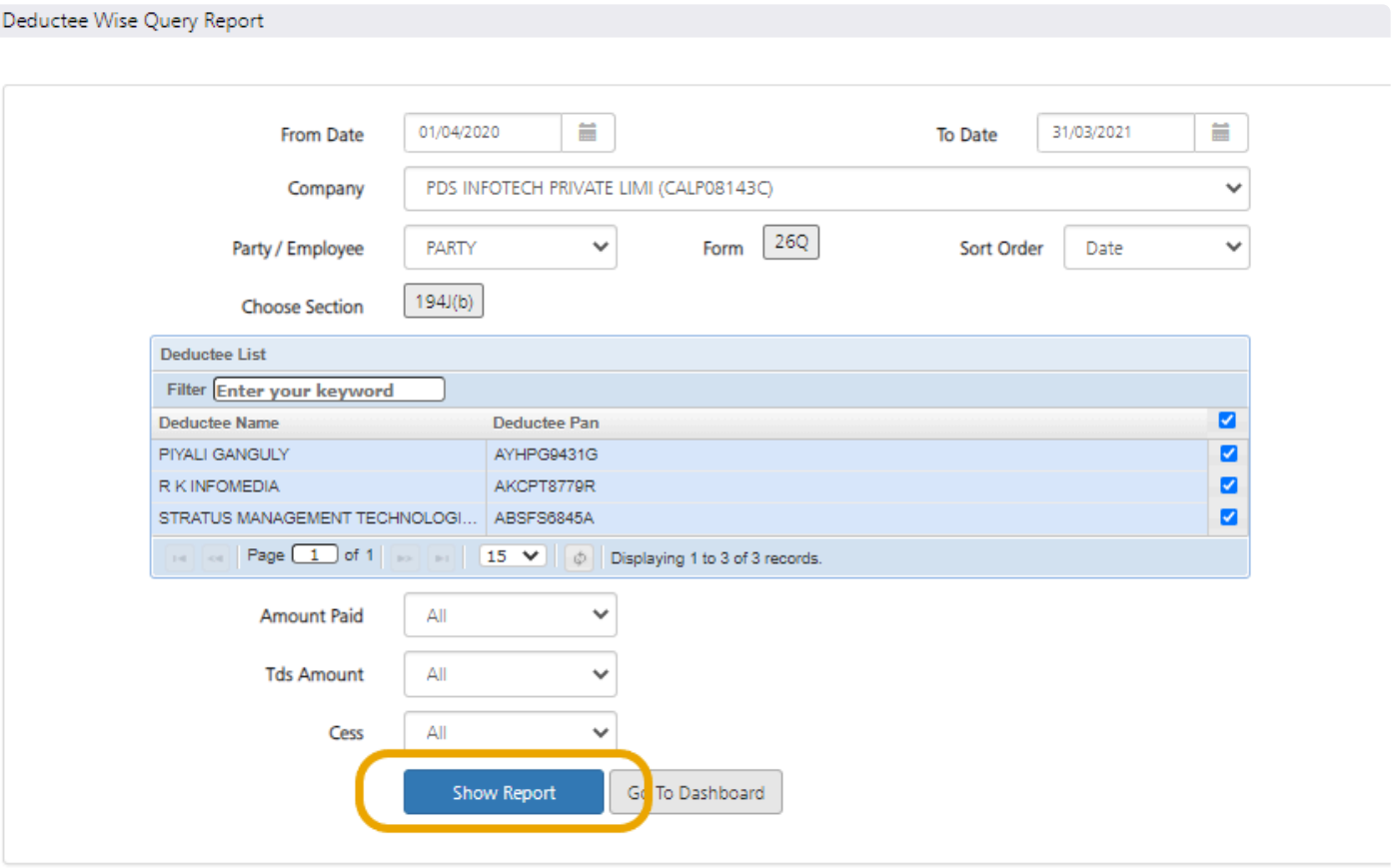
The details of the deductee(s) will get displayed on the basis of the criteria provided.

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



Deductee Wise Query

Following screen will appear:



Deductee Wise Query

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:

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PDS INFOTECH PRIVATE LIMI

TAN : **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

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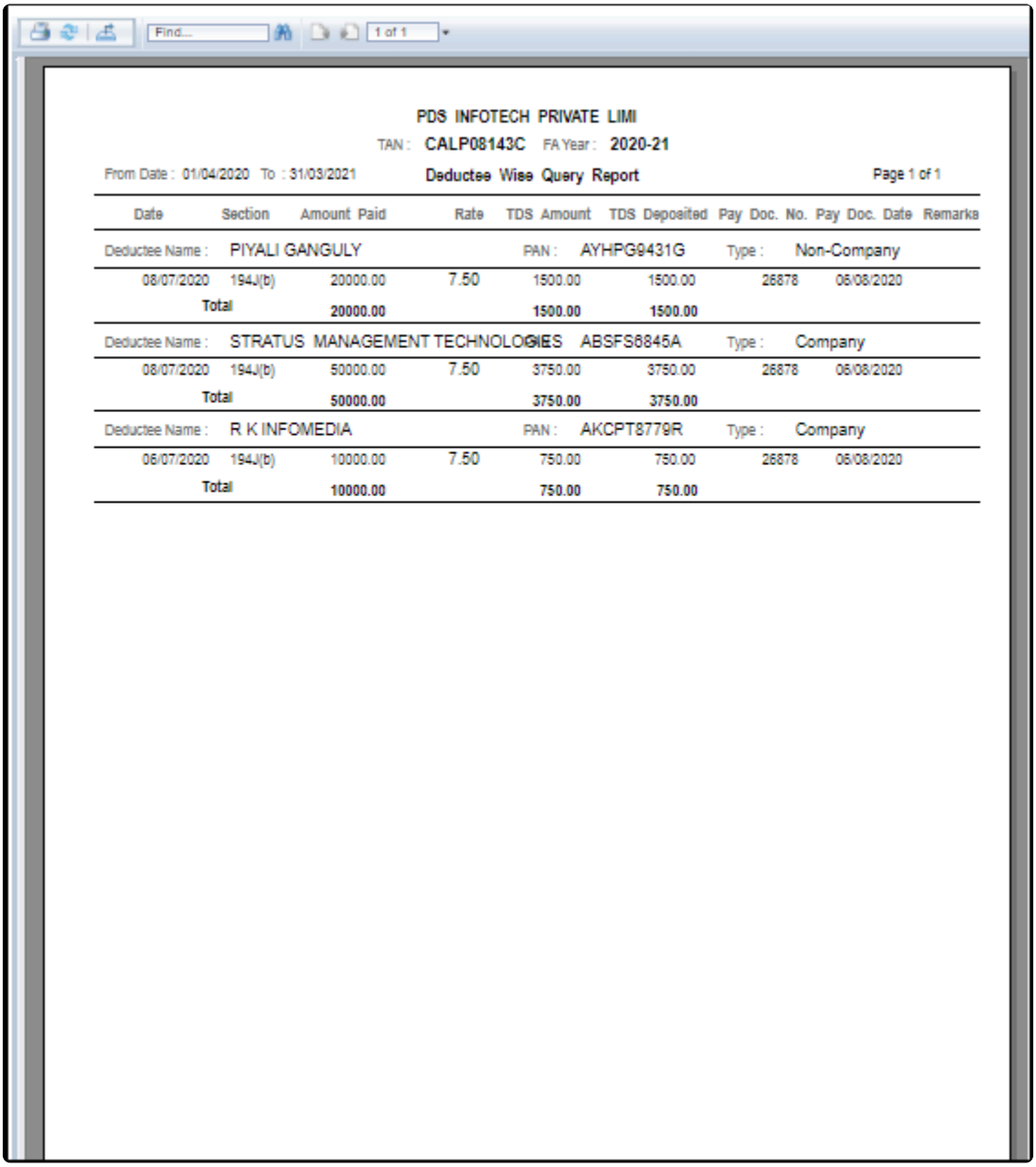

PDS INFOTECH PRIVATE LIMI

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		
08/07/2020	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				PAN : ABSFS6845A		Type : Company		
08/07/2020	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.

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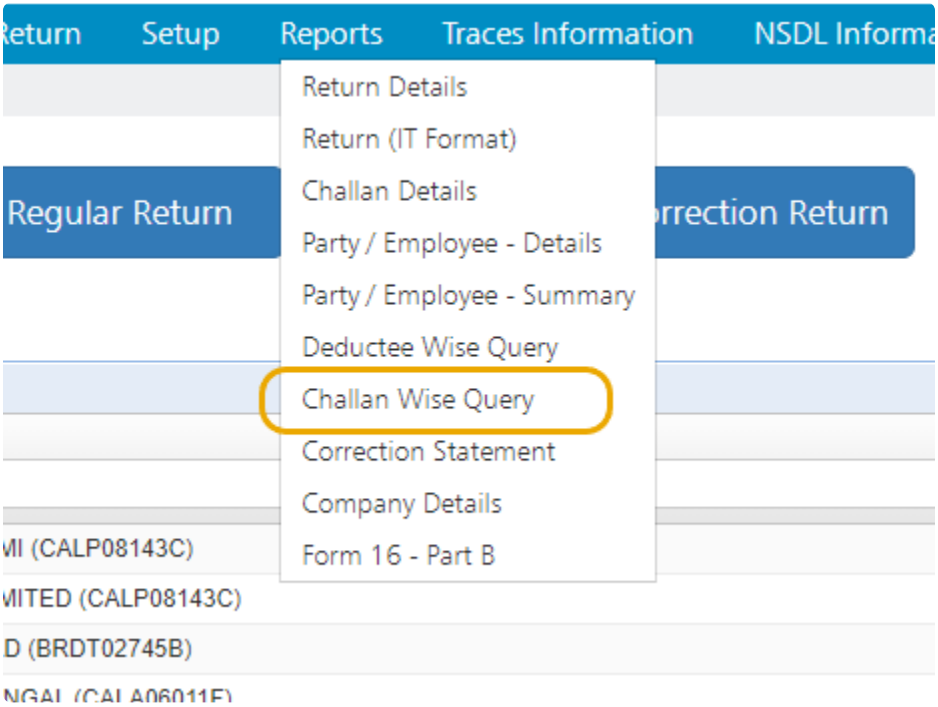
7.7. Challan Wise Query

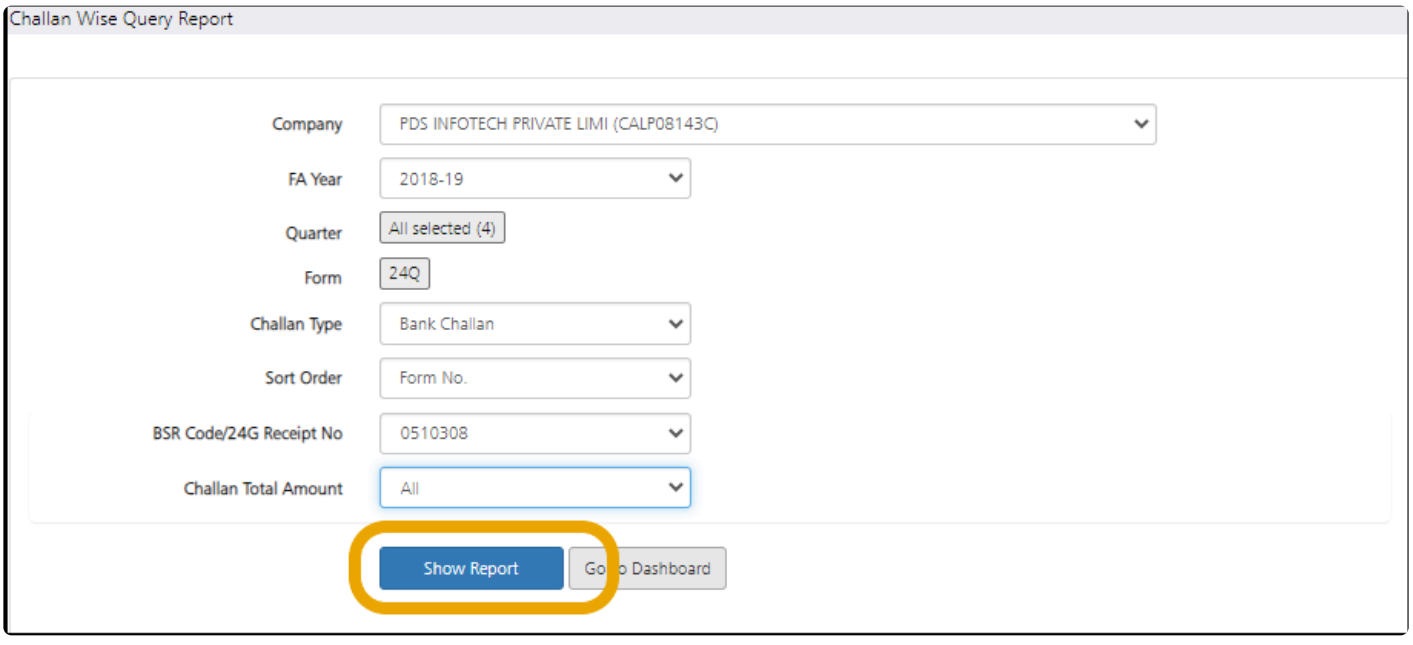
This query provides advanced filtering functions to extract specific information, as per requirement, from TDS / TCS returns throughout the financial year for a particular deductor. For example, throughout the year one can extract all payments under section* 194J greater than Rs. 1,00,000.*

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



Challan Wise Query

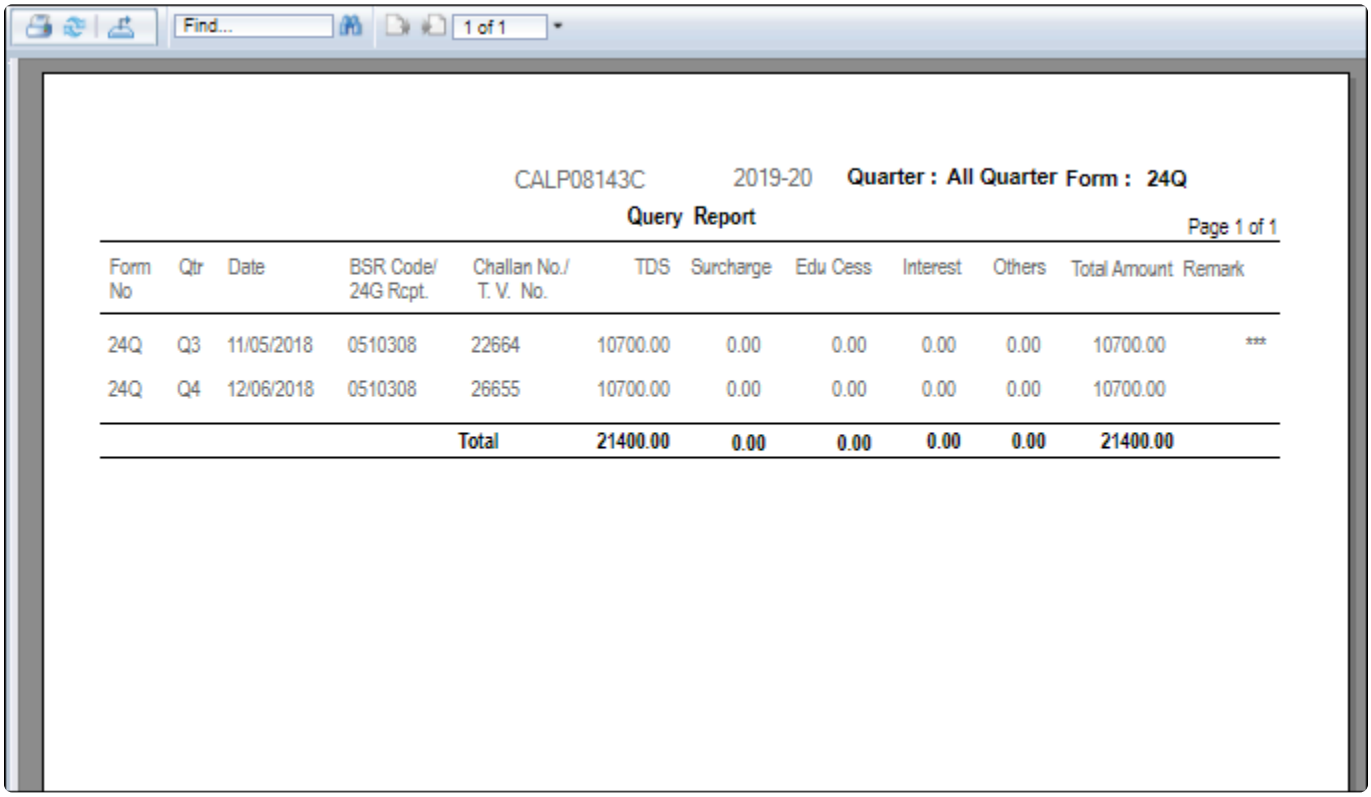
The Following screen will appear:



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.



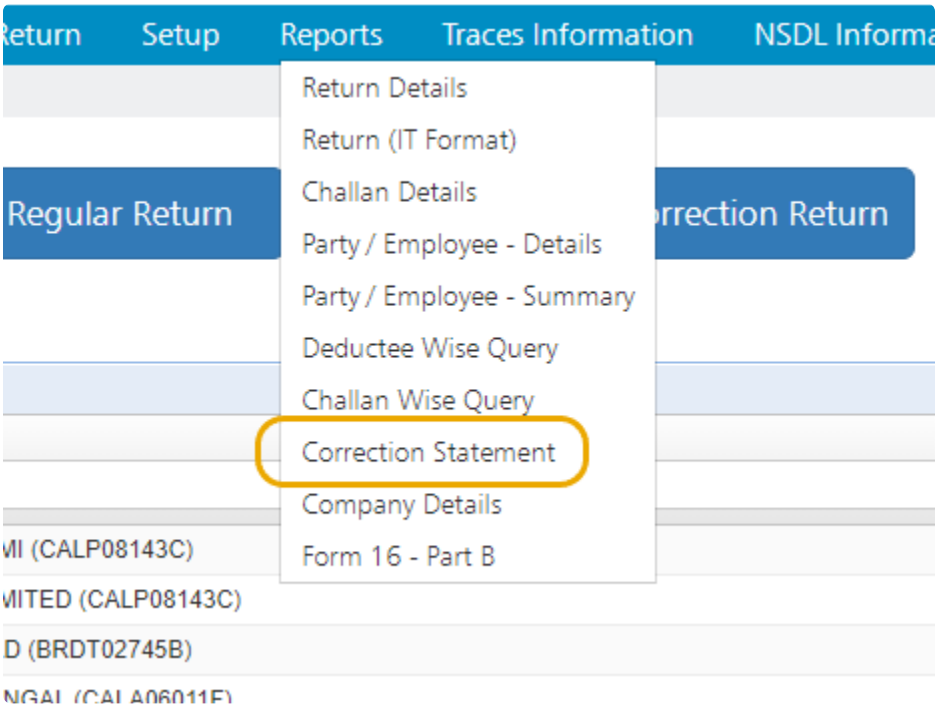
Challan Wise Query - Report

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

7.8. Correction Statement

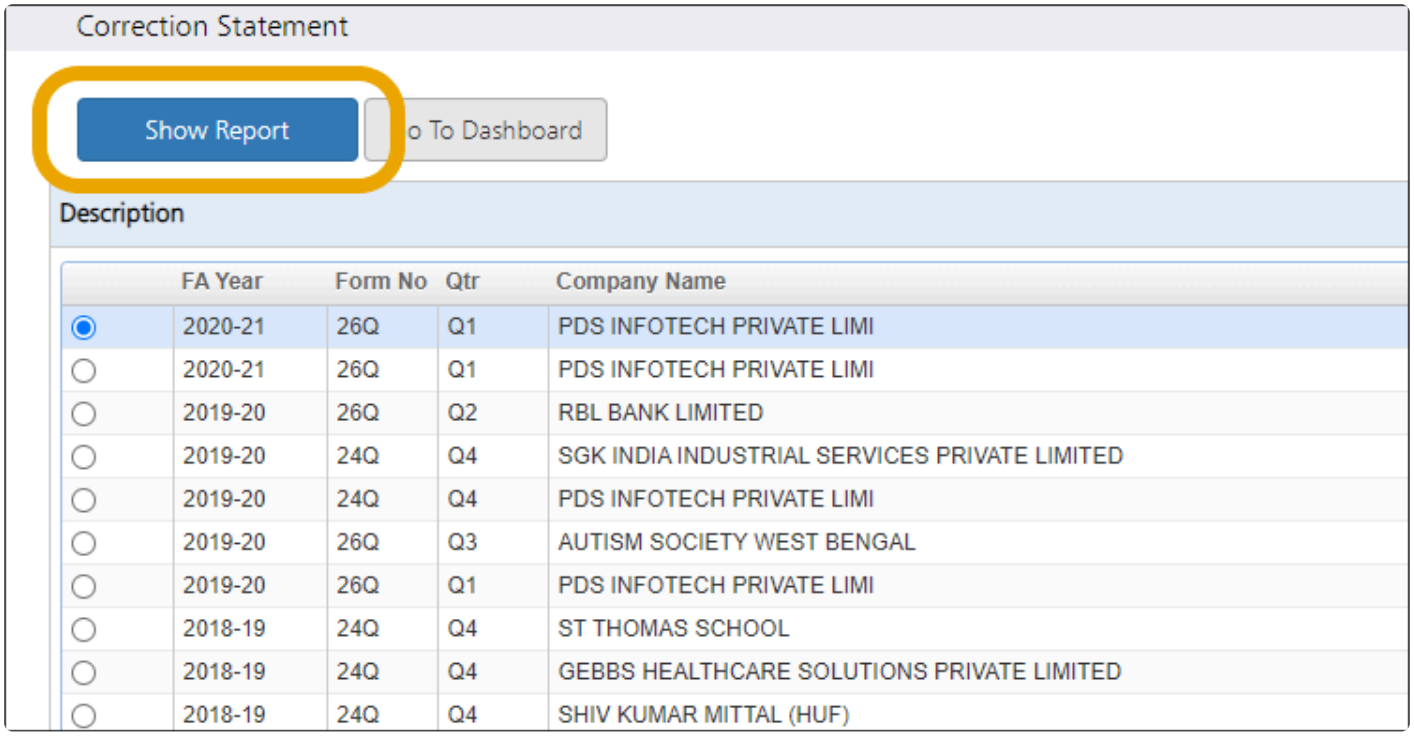
The report lists down all the corrections made in the previously filed erroneous Return.

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



Correction Statement

The following screen will be displayed:



Correction Statement - Report

Select the required correction statement.

Click on **Show report**.

The following report will get displayed:

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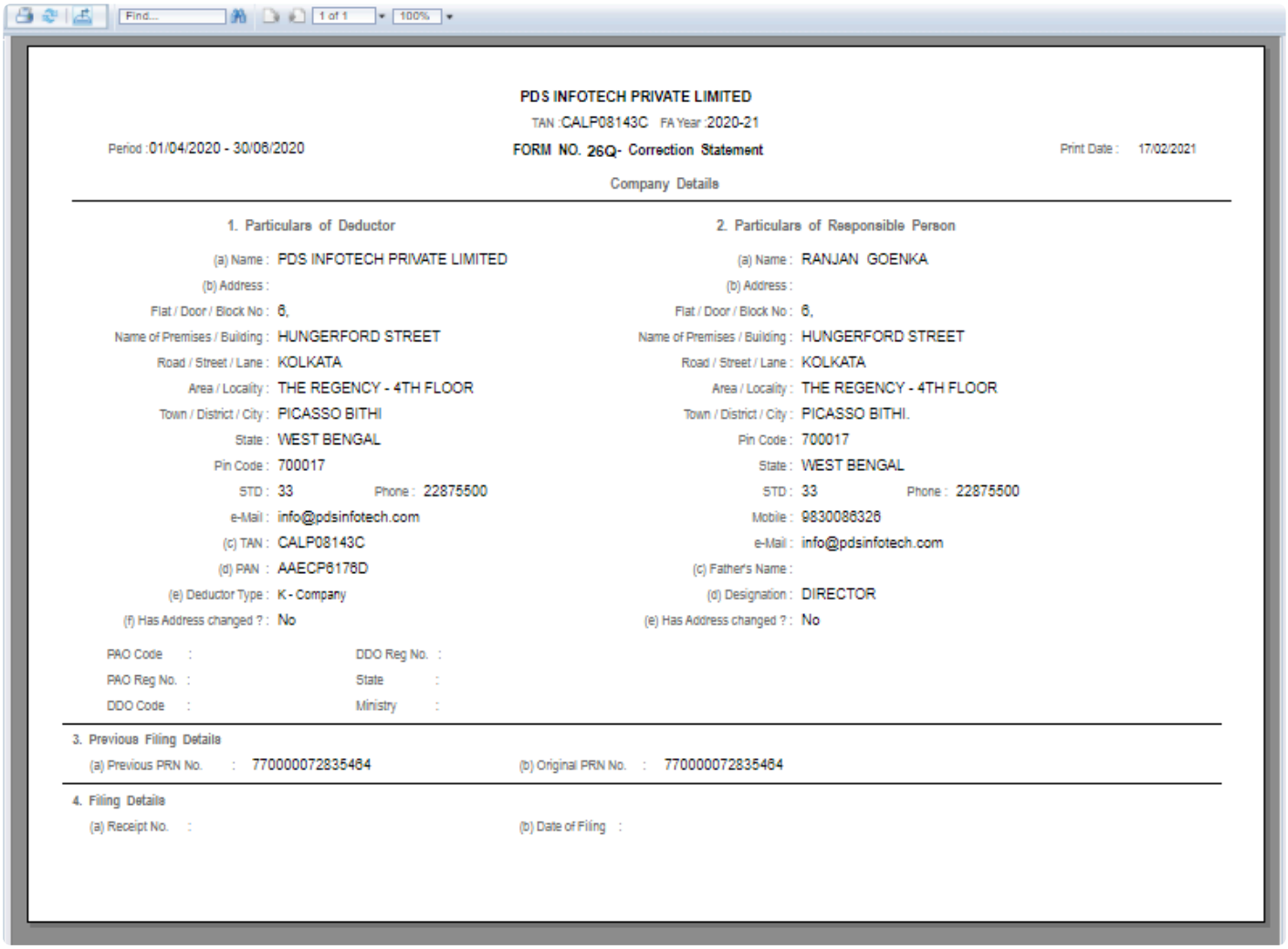

PDS INFOTECH PRIVATE LIMITED

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		2. Particulars of Responsible Person	
(a) Name :	PDS INFOTECH PRIVATE LIMITED	(a) Name :	RANJAN GOENKA
(b) Address :		(b) Address :	
Flat / Door / Block No :	6,	Flat / Door / Block No :	6,
Name of Premises / Building :	HUNGERFORD STREET	Name of Premises / Building :	HUNGERFORD STREET
Road / Street / Lane :	KOLKATA	Road / Street / Lane :	KOLKATA
Area / Locality :	THE REGENCY - 4TH FLOOR	Area / Locality :	THE REGENCY - 4TH FLOOR
Town / District / City :	PICASSO BITHI	Town / District / City :	PICASSO BITHI.
State :	WEST BENGAL	Pin Code :	700017
Pin Code :	700017	State :	WEST BENGAL
STD : 33 Phone :	22875500	STD : 33 Phone :	22875500
e-Mail :	info@pdsinfotech.com	Mobile :	9830086326
(c) TAN :	CALP08143C	e-Mail :	info@pdsinfotech.com
(d) PAN :	AAECP6176D	(c) Father's Name :	
(e) Deductor Type :	K - Company	(d) Designation :	DIRECTOR
(f) Has Address changed ? :	No	(e) Has Address changed ? :	No

PAO Code : DDO Reg No. :

PAO Reg No. : State :

DDO Code : Ministry :

3. Previous Filing Details

(a) Previous PRN No. : 770000072835464 (b) Original PRN No. : 770000072835464

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.

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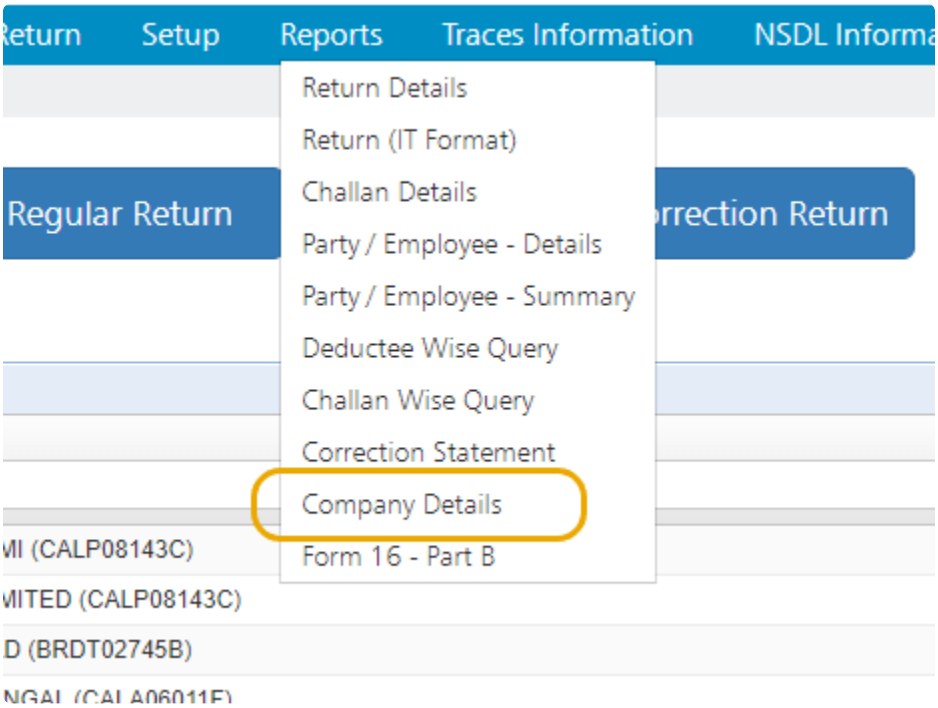
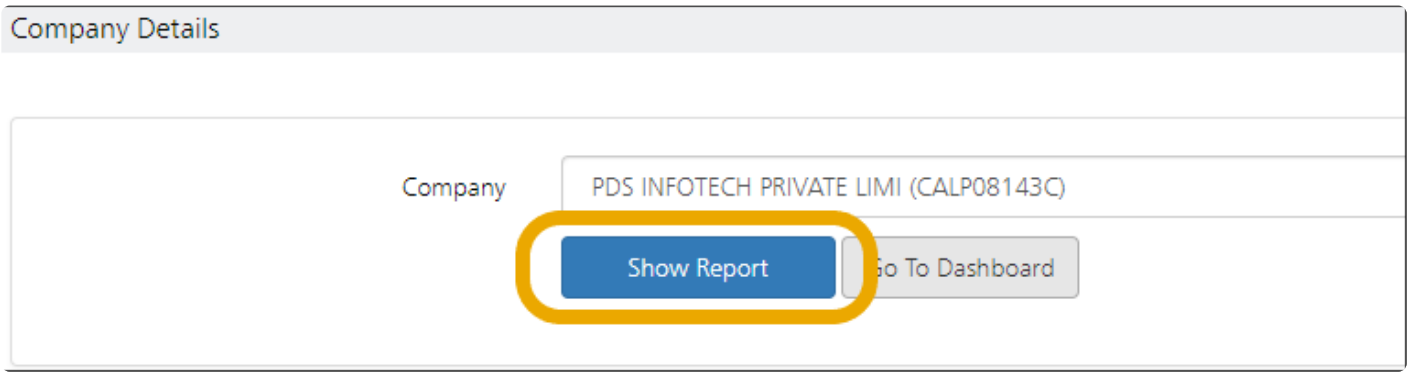
7.9. Company Details

This report provides the details of the company selected.
Click on **Company Details** under **Reports**:



Company Details

The following will be displayed:

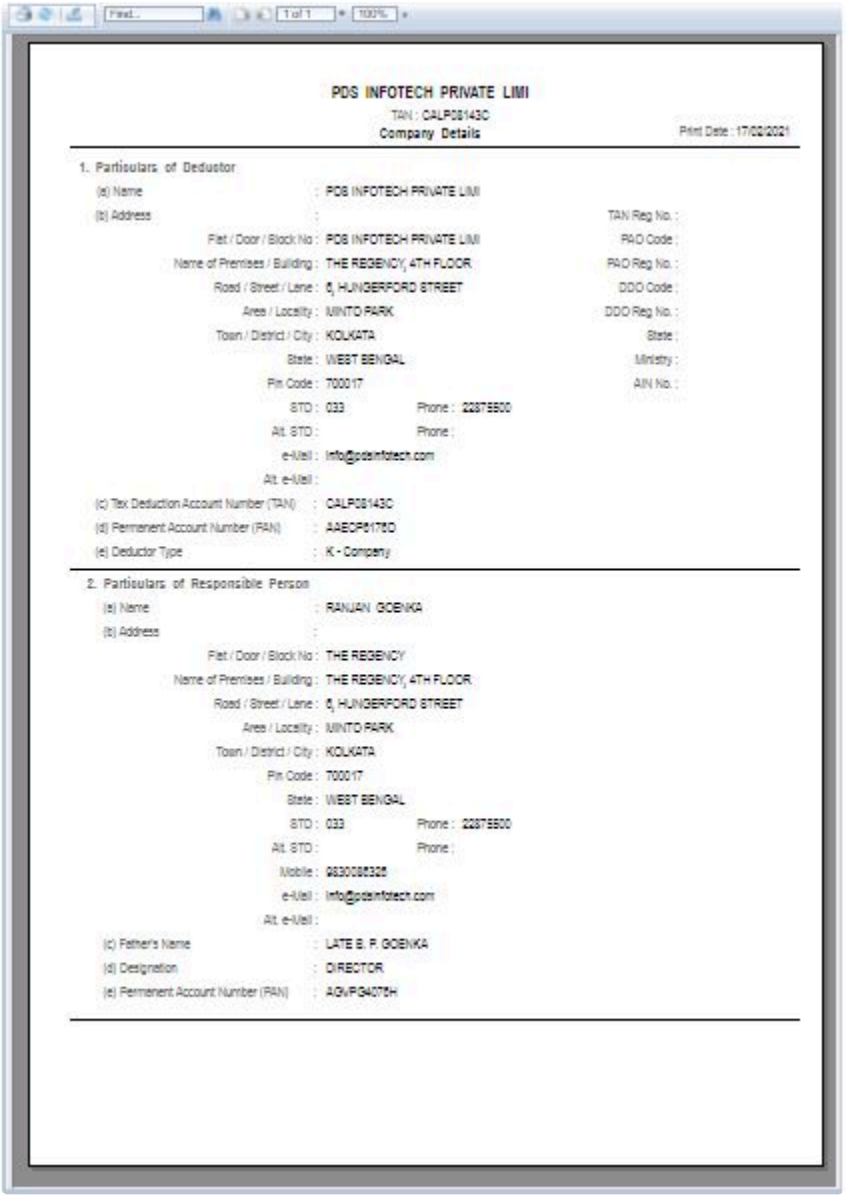


Company Details -Show Report

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 : CALP08143C

Company Details

Print Date : 17/03/2021

1. Particulars of Deductor

(a) Name	: PDS INFOTECH PRIVATE LIMI		
(b) Address	:	TAN Reg No. :	
Flat / Door / Block No	: PDS INFOTECH PRIVATE LIMI	PAO Code :	
Name of Premises / Building	: THE REGENCY, 4TH FLOOR	PAO Reg No. :	
Road / Street / Lane	: 6, HUNGERFORD STREET	DDO Code :	
Area / Locality	: MINTO PARK	DDO Reg No. :	
Town / District / City	: KOLKATA	State :	
State	: WEST BENGAL	Ministry :	
Pin Code	: 700017	AIN No. :	
STD	: 033 Phone : 22875500		
Alt. STD	: Phone :		
e-Mail	: info@pdsinfotech.com		
Alt. e-Mail	:		
(c) Tax Deduction Account Number (TAN)	: CALP08143C		
(d) Permanent Account Number (PAN)	: AAECP5175D		
(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	: 6, HUNGERFORD STREET
Area / Locality	: MINTO PARK
Town / District / City	: KOLKATA
Pin Code	: 700017
State	: WEST BENGAL
STD	: 033 Phone : 22875500
Alt. STD	: Phone :
Mobile	: 9830086305
e-Mail	: info@pdsinfotech.com
Alt. e-Mail	:
(c) Father's Name	: LATE B. P. GOENKA
(d) Designation	: DIRECTOR
(e) Permanent Account Number (PAN)	: AGVPG4075H

Company Details - Report

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

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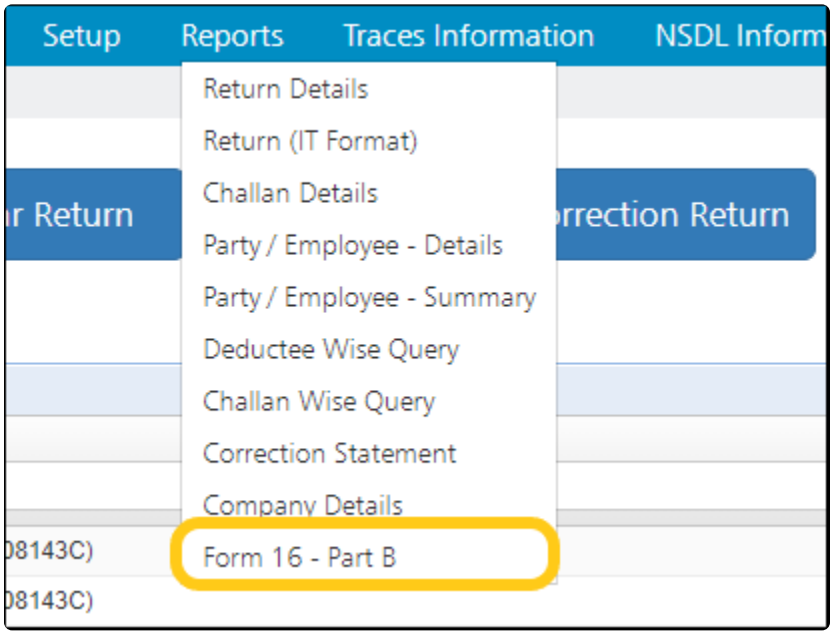
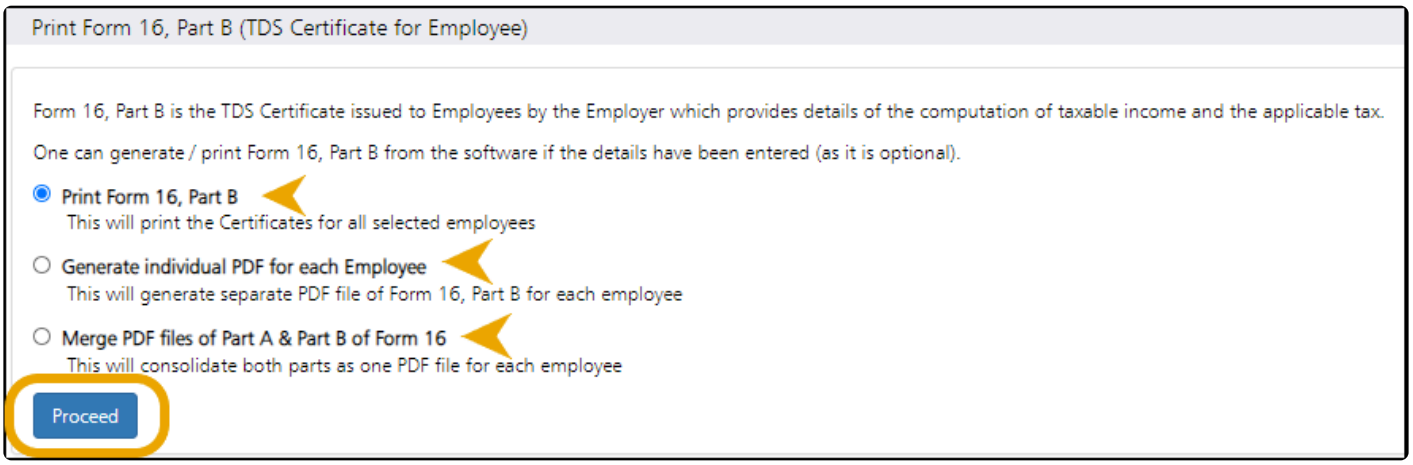
7.10. Print Form 16, Part B (TDS Certificate for Employee)

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:



Form 16 Part A & Part B

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

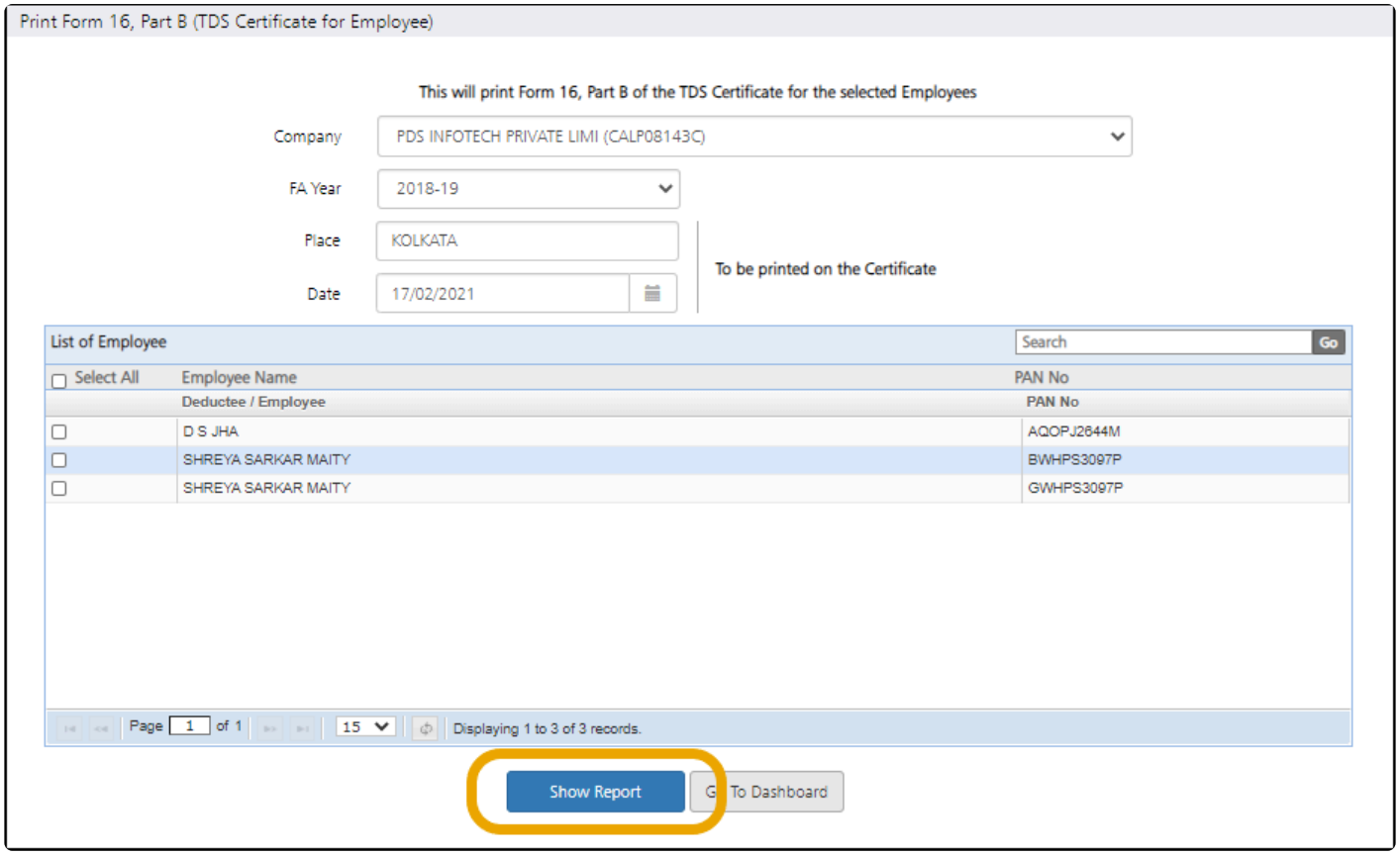
i. Print Form 16, Part B
ii. Generate Individual PDF for each Employee
iii. Merge PDF files of Part A & Part B of Form 16

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:



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.

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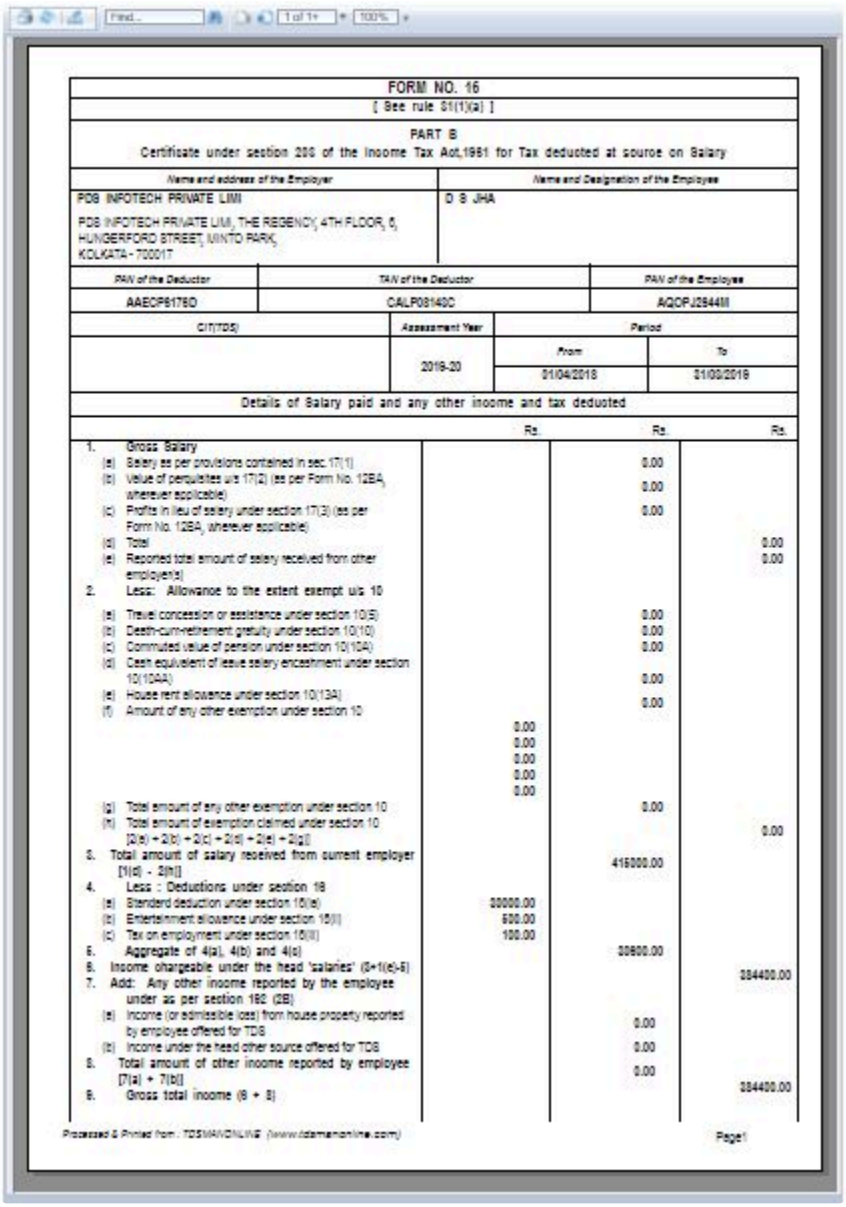
List of Employees – Select the employee name for which the certificate has to be generated.

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



FORM NO. 16

[See rule 31(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 LIMI PDS INFOTECH PRIVATE LIMI, THE REGENCY, 4TH FLOOR, 6, HUNGERFORD STREET, MINTO PARK, KOLKATA - 700017	D S JHA

PAN of the Deductor	TAN of the Deductor	PAN of the Employee
AAECP6176D	CALP08140C	AQOPJ2944M

CIT(TDS)	Assessment Year	Period	
		From	To
	2019-20	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 0.00		
(g) Total amount of any other exemption under section 10		0.00	
(h) Total amount of exemption claimed under section 10 [2(e) + 2(b) + 2(c) + 2(d) + 2(e) + 2(g)]			0.00
3. Total amount of salary received from current employer [1(d) - 2(h)]		416000.00	
4. Less : Deductions under section 16			
(a) Standard deduction under section 16(ia)	50000.00		
(b) Entertainment allowance under section 16(ii)	600.00		
(c) Tax on employment under section 16(iii)	100.00		
5. Aggregate of 4(a), 4(b) and 4(c)		50800.00	
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 192 (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 [7(a) + 7(b)]		0.00	
9. Gross total income (6 + 8)			384400.00

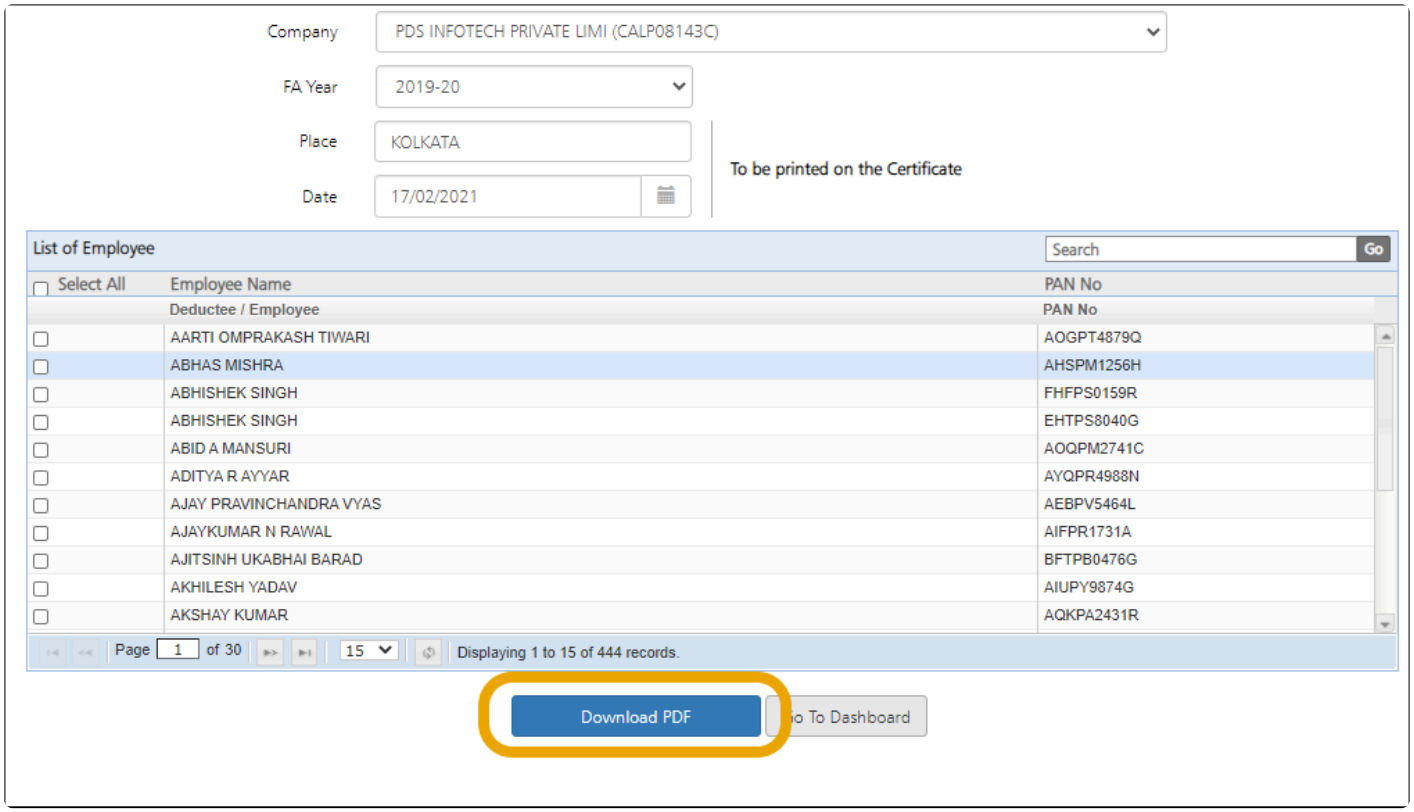
Processed & Printed from : TDSMANONLINE (www.tdsmanonline.com) Page1

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.**



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 Convertor 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**

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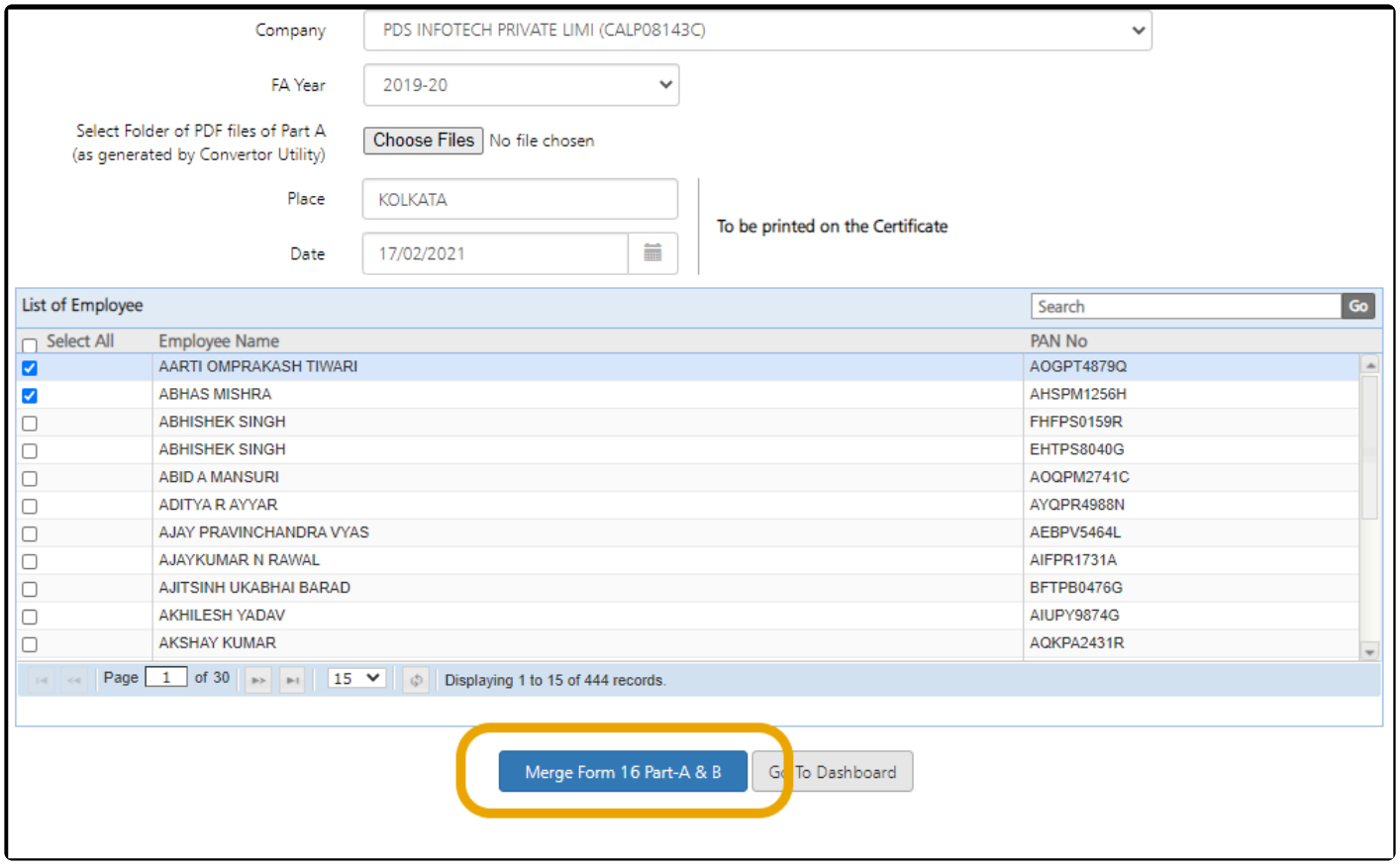

Form 16 Merge Part A & Part B - show report

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 Convertor 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.

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8. TRACES Information

All the modules related to TRACES are explained here.

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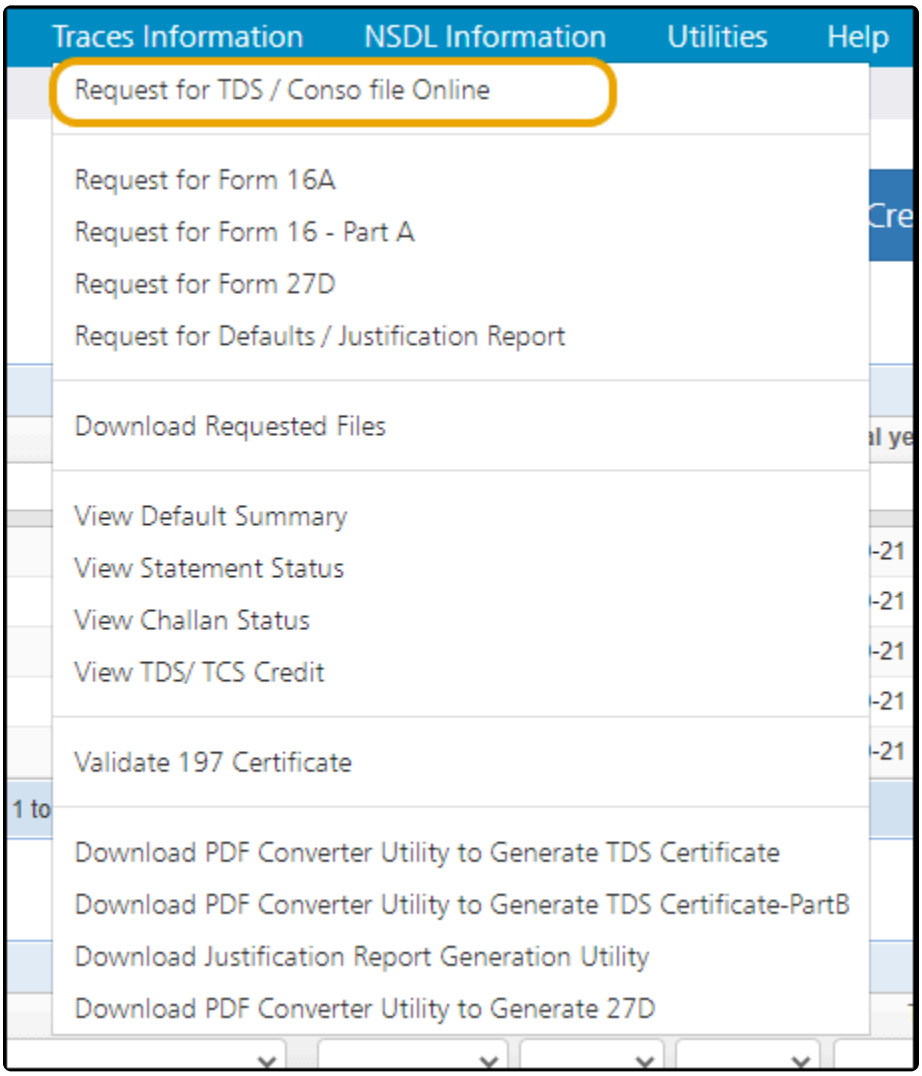
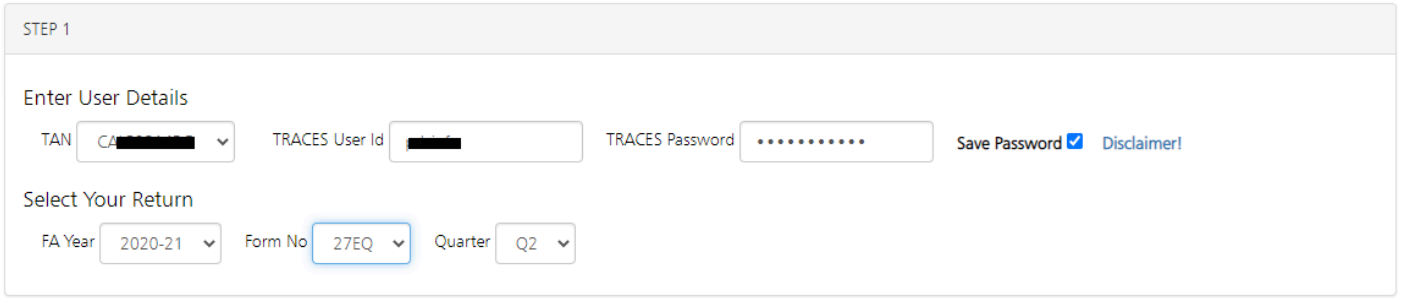
8.1. Request for TDS / Conso file Online

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:



Request for Consolidated Statement

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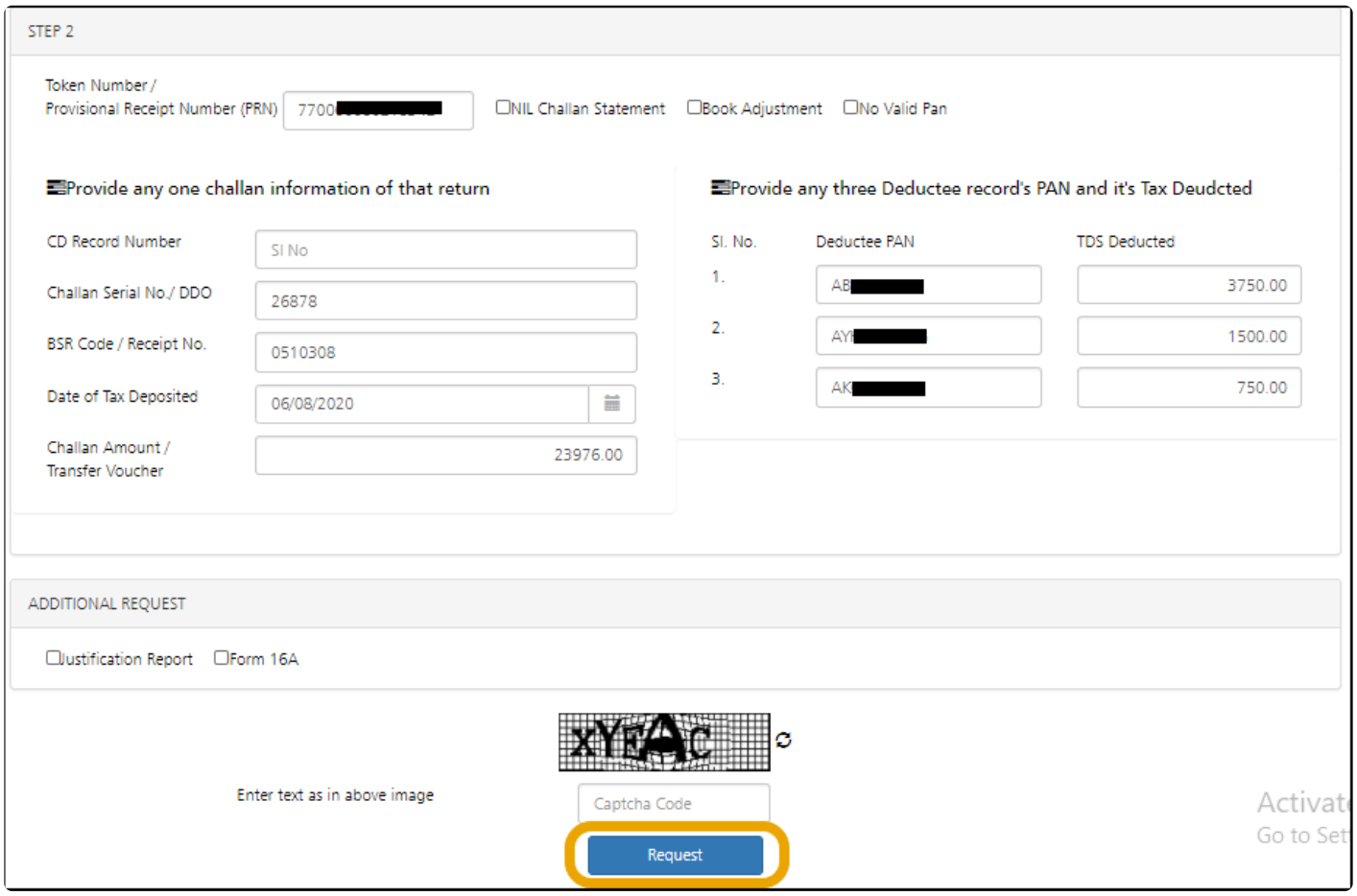
Step1:

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

Following screen will appear:



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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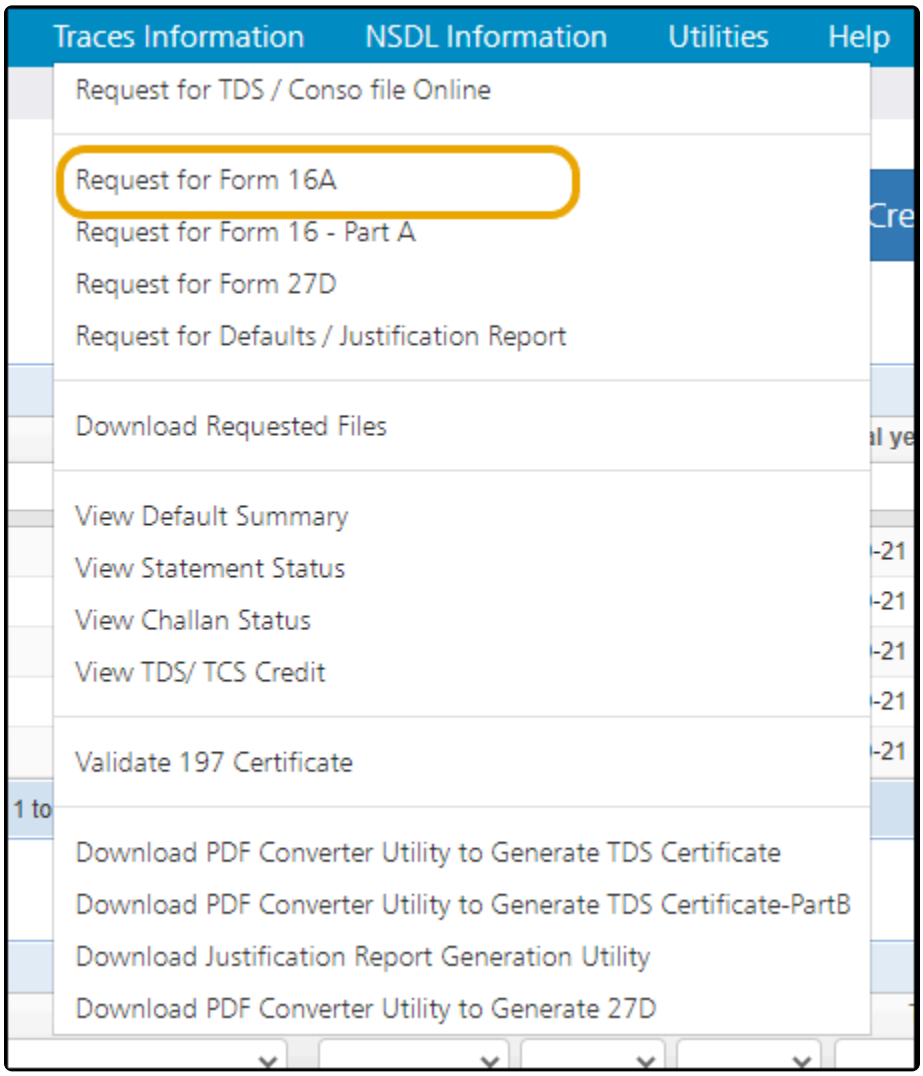
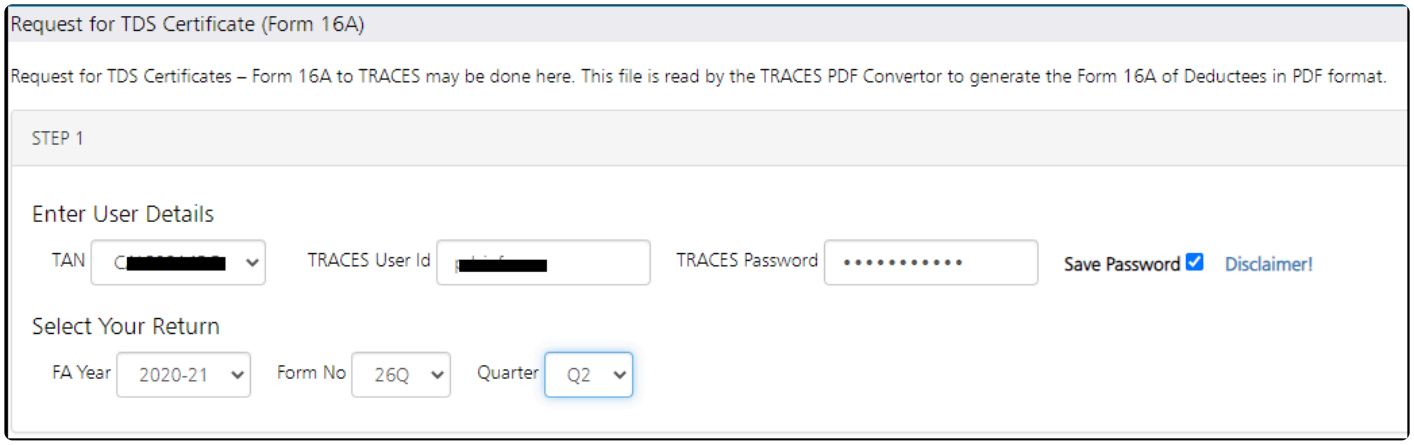
8.2. Request Form 16A

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

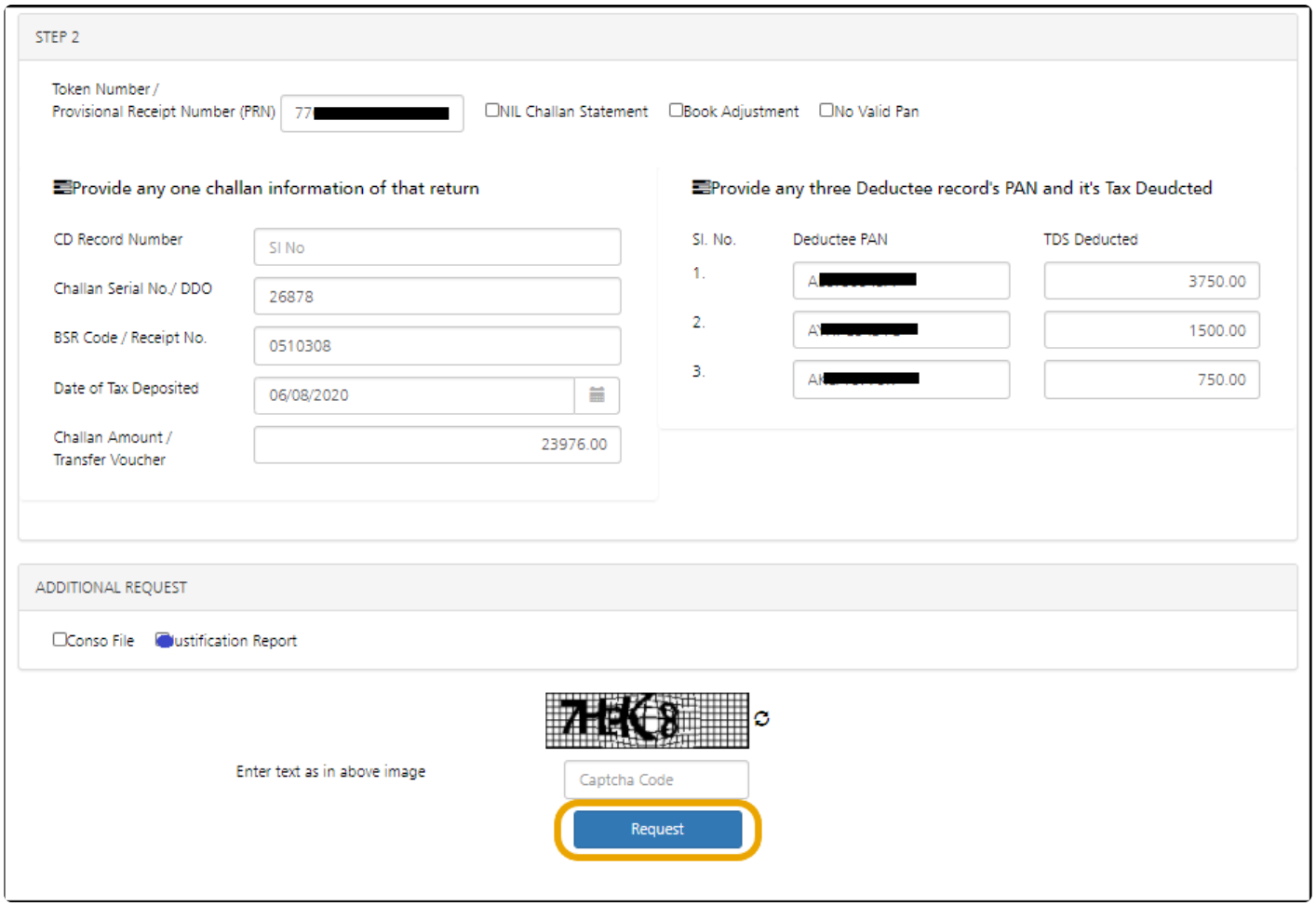
Following screen will appear:



Request for Form 16A

Step 1:

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



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.

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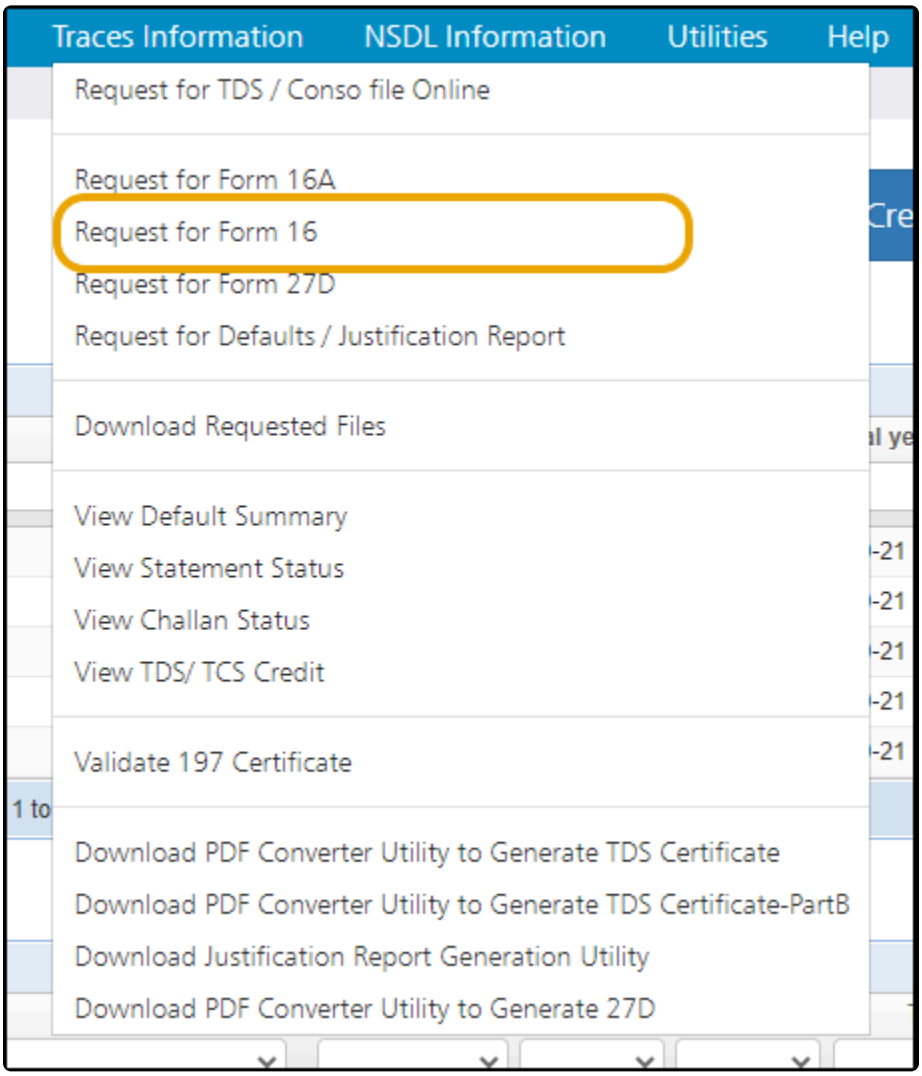
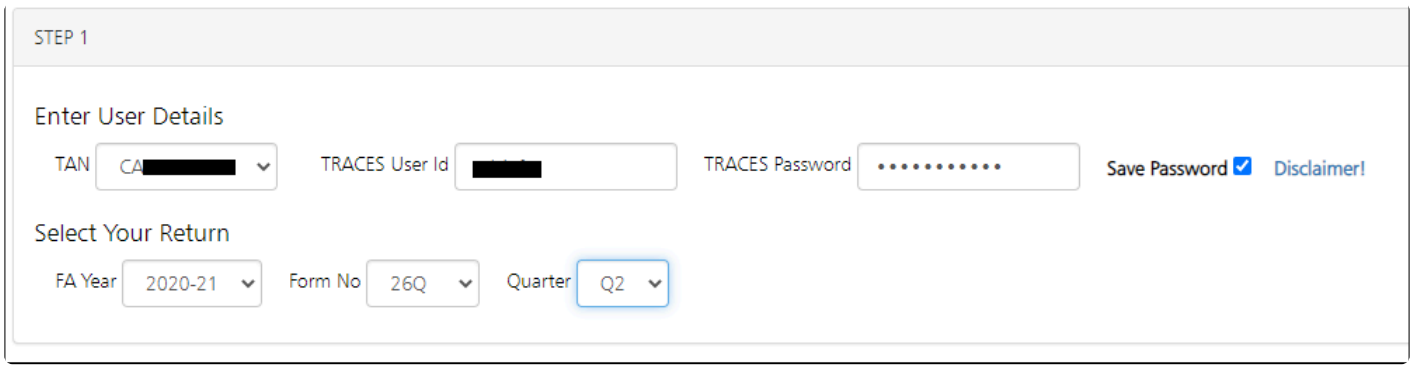
8.3. Request Form 16

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:

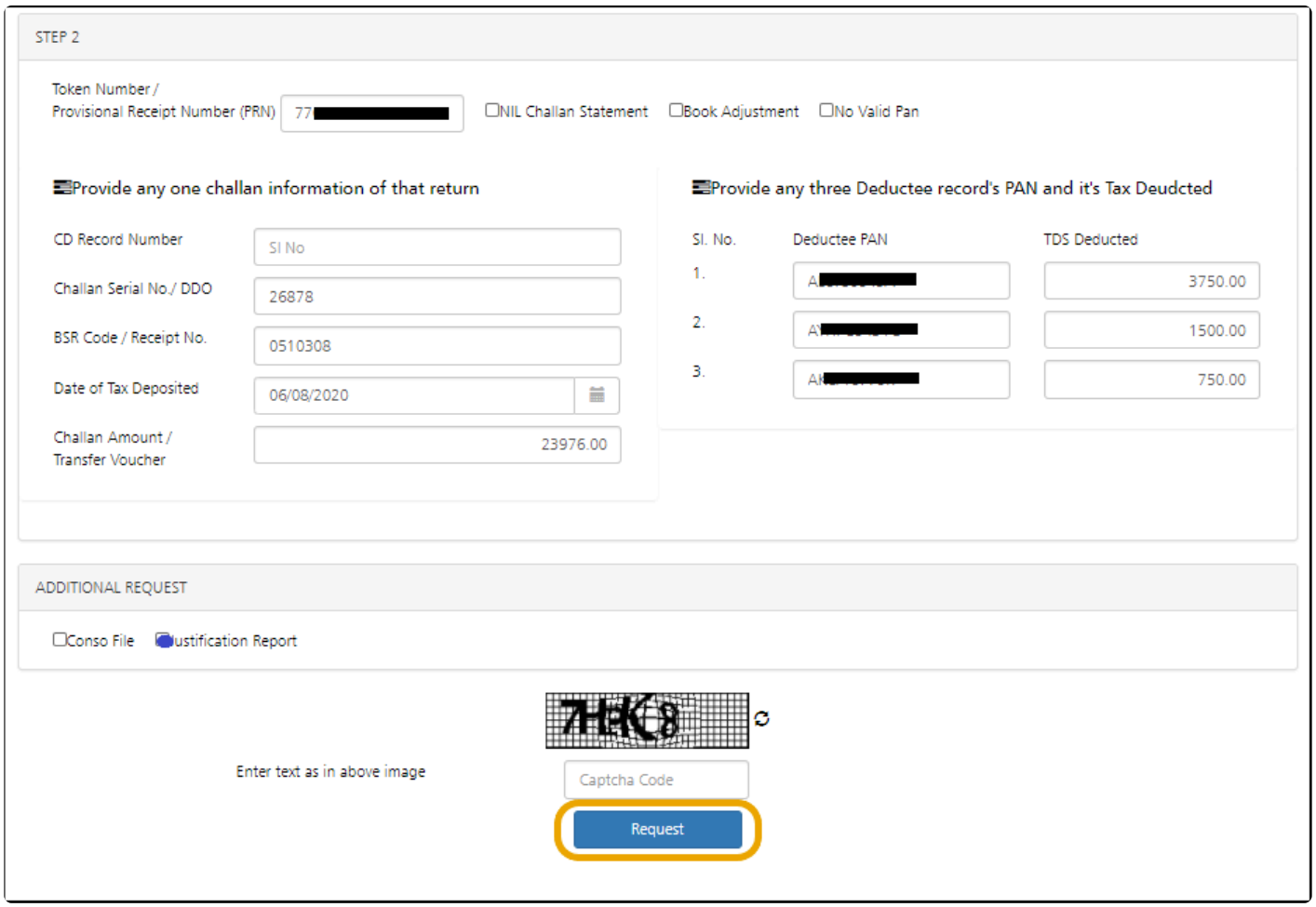


Request for Form 16

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.



Request for Form 16

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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**'.

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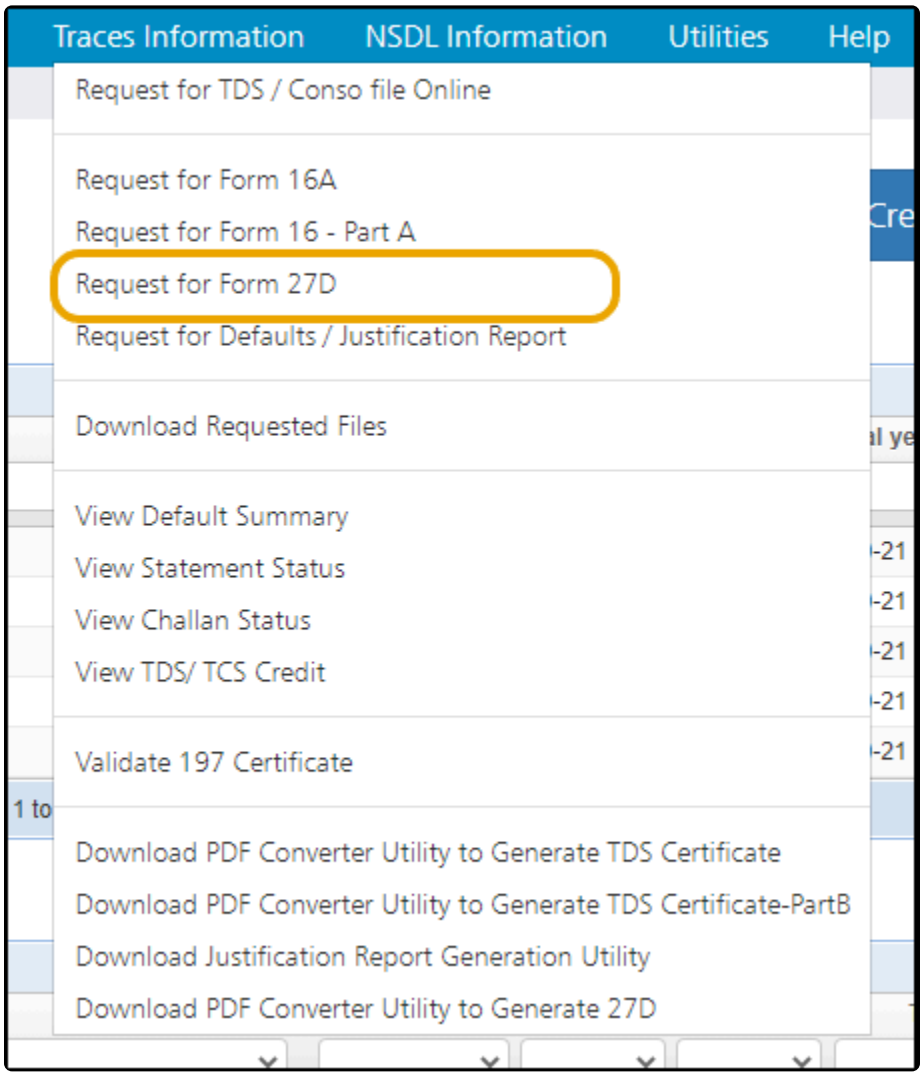
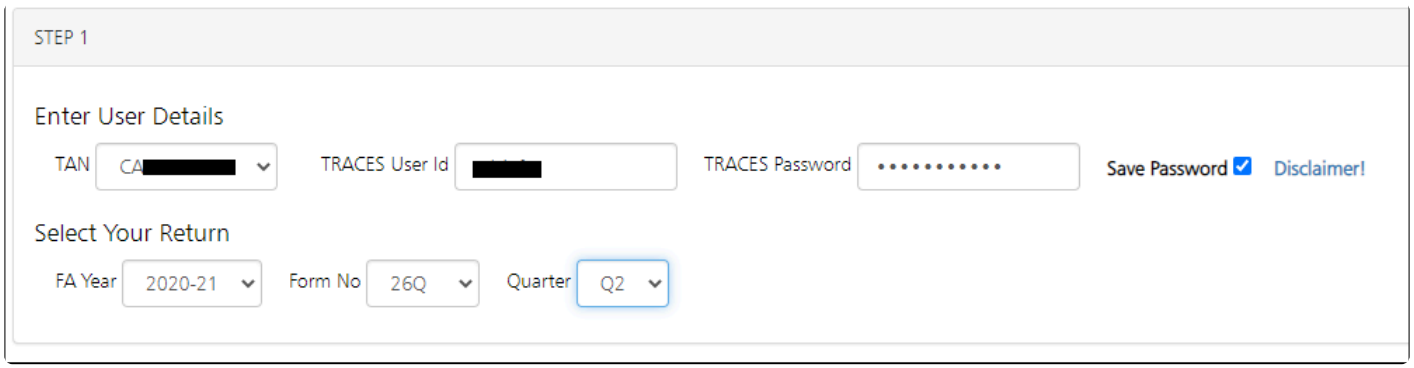
8.4. Request For Form 27D

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

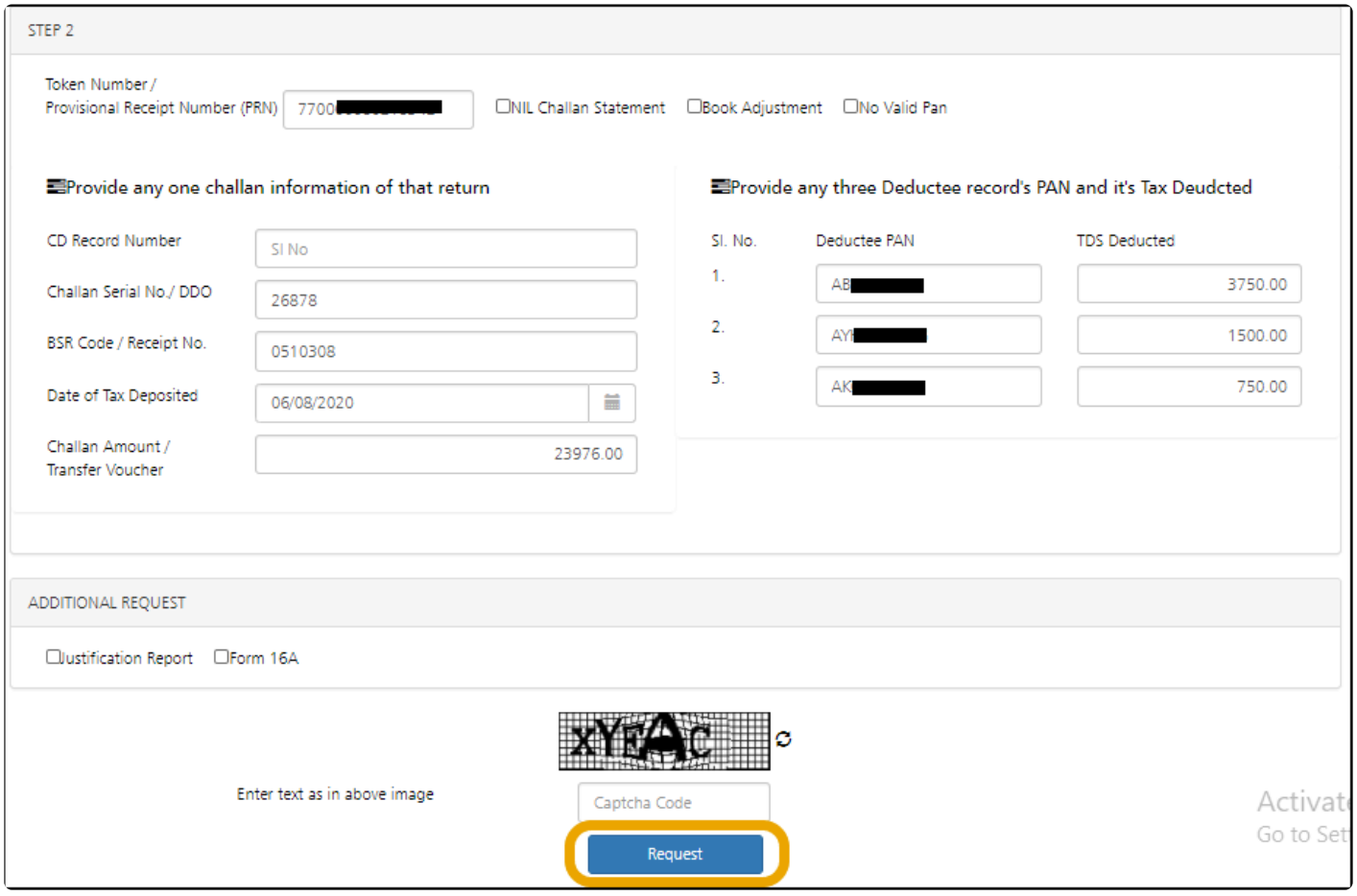
Following screen will appear:



Request for Form 27D

h2.Step 1

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



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.

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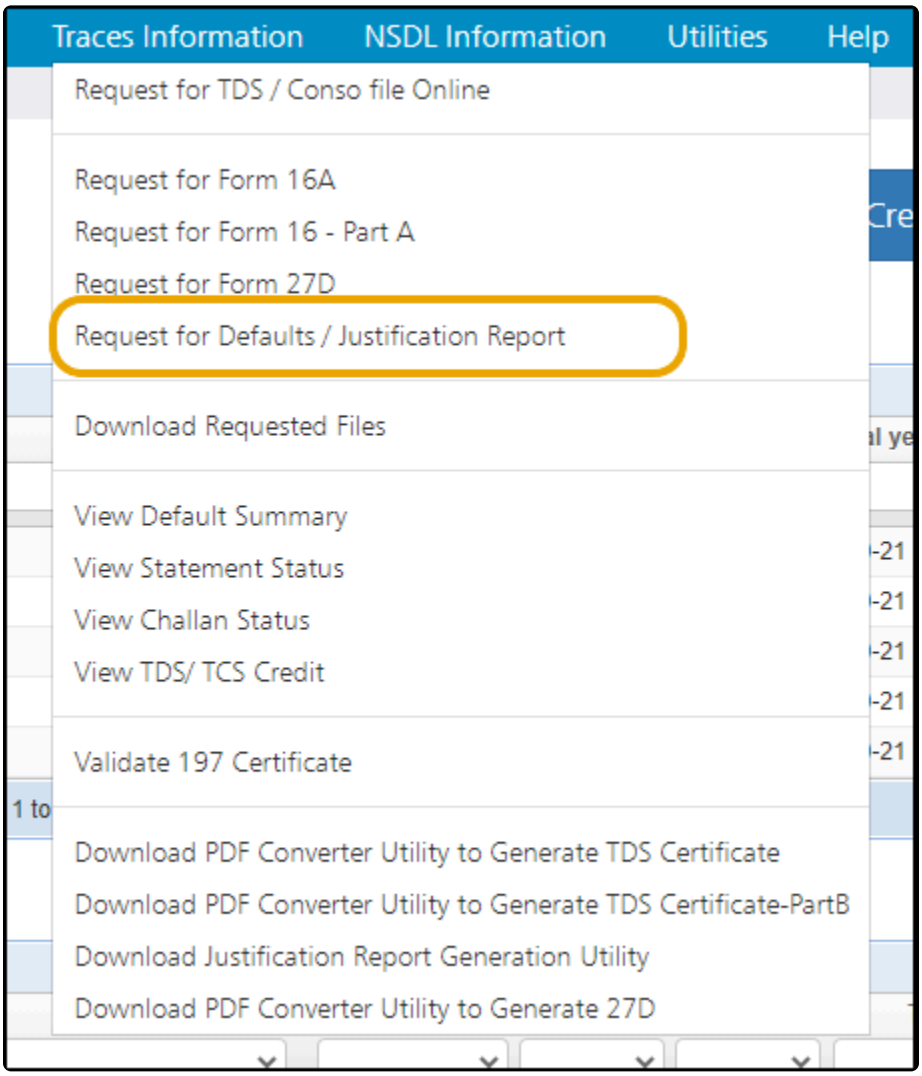
8.5. Request for Defaults / Justification Report

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:

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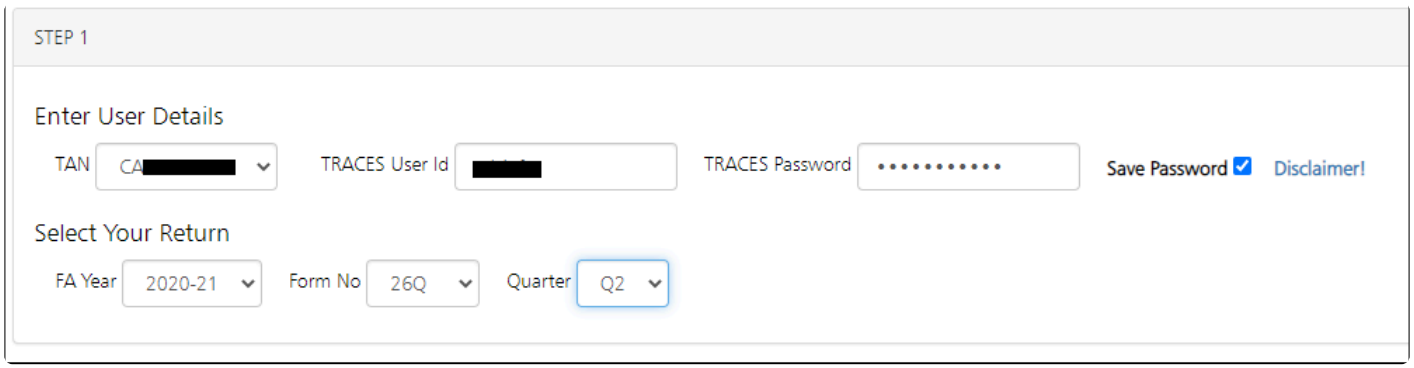
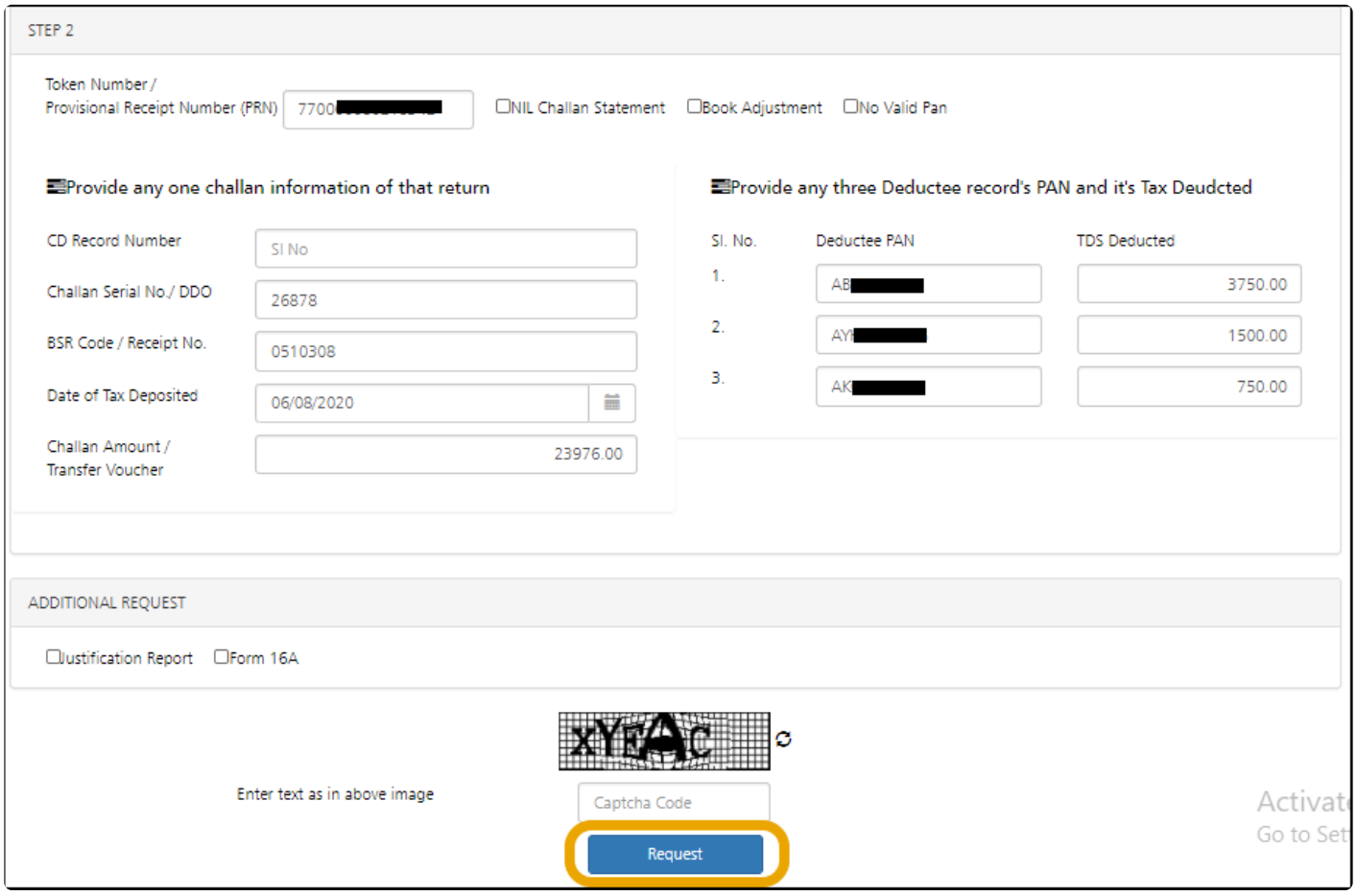


Request for Form 27D

Step 1

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



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

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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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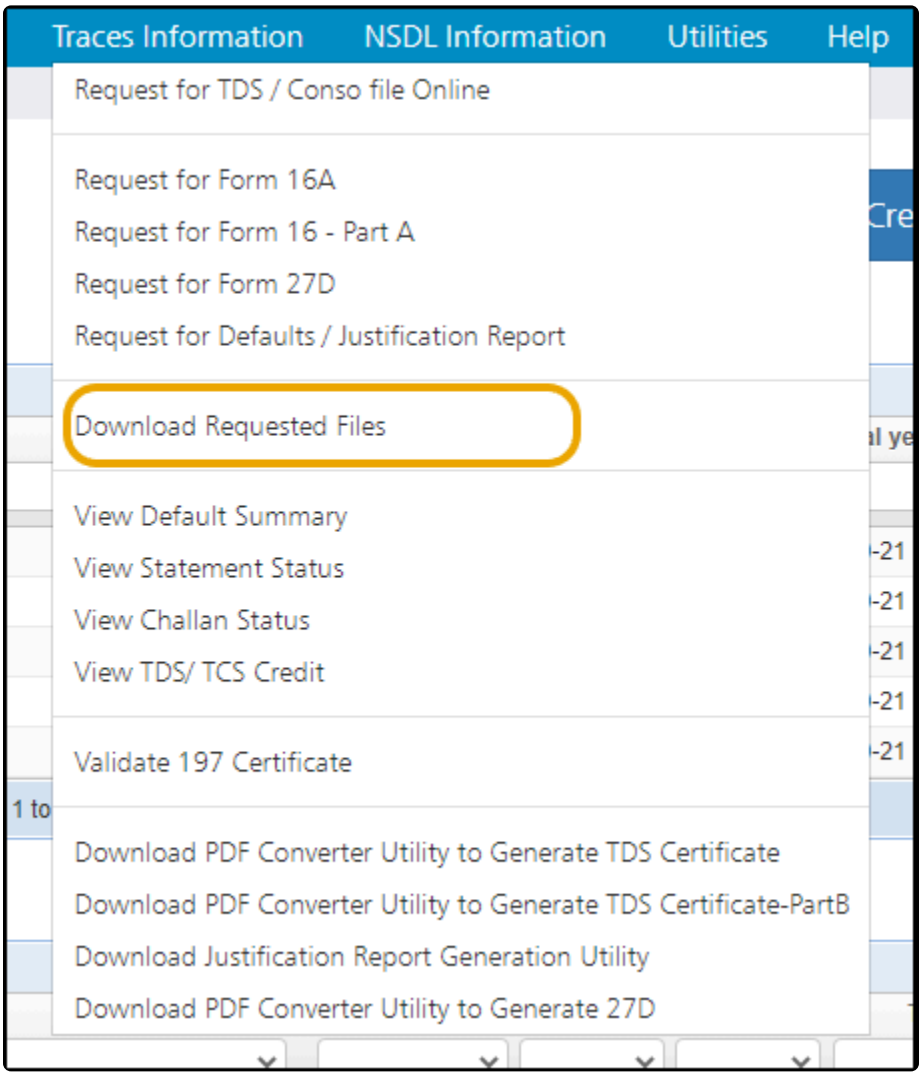
8.6. Download requested Files

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:

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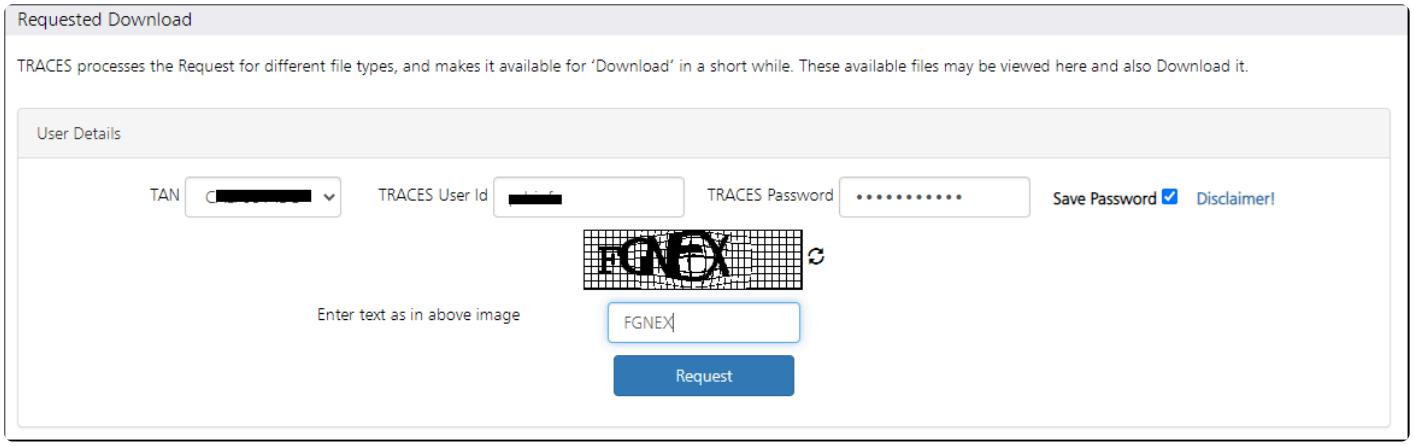
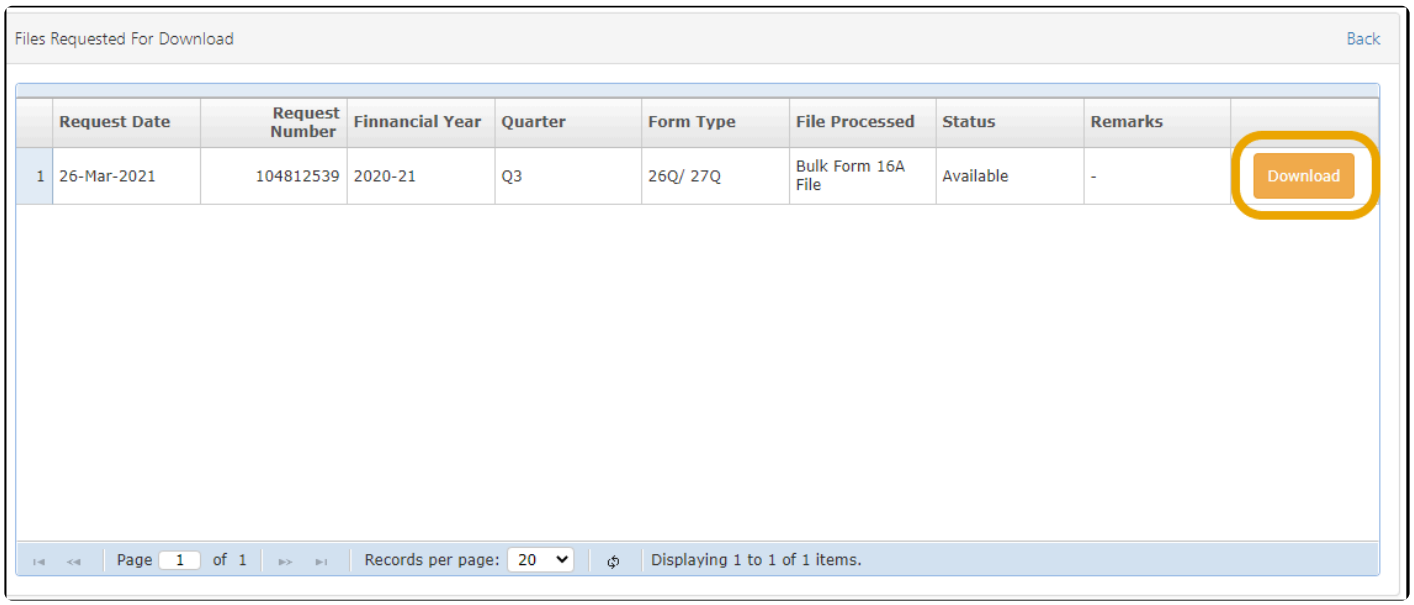


Request Download

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

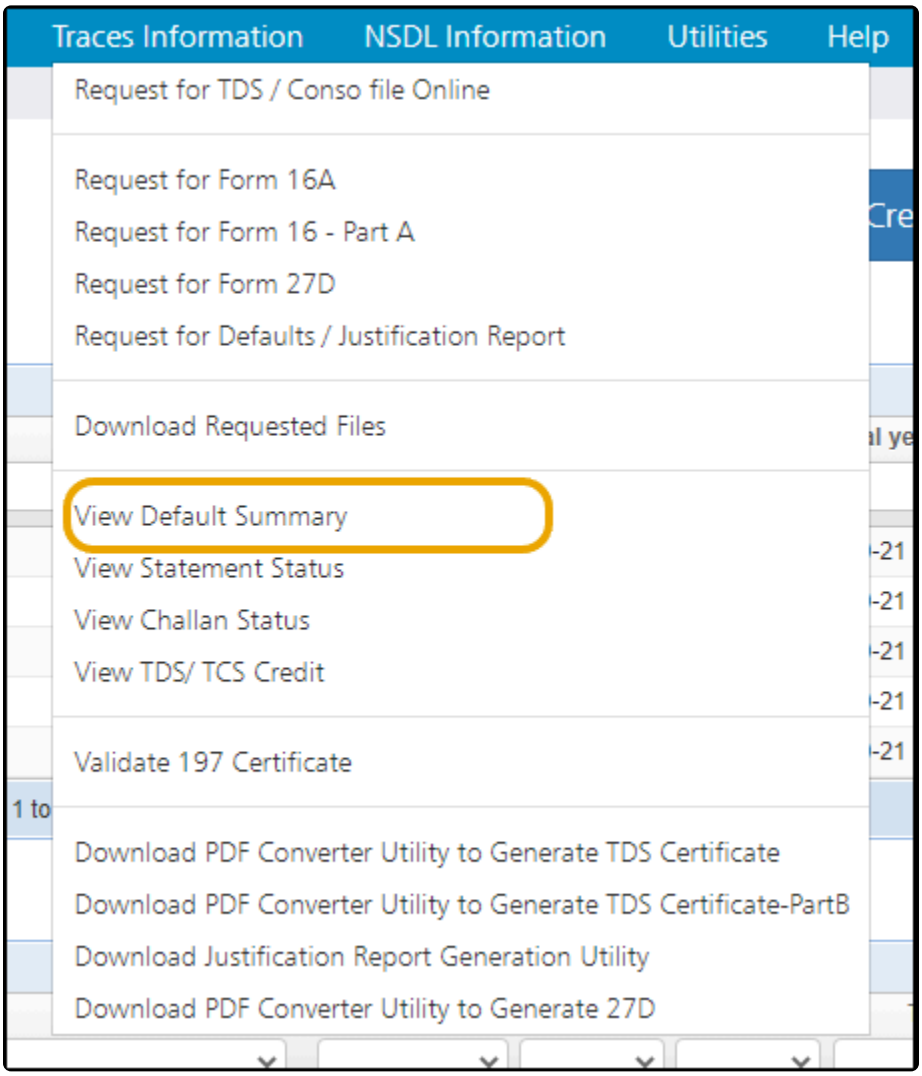
Following is displayed:



Files Requested for Download

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:

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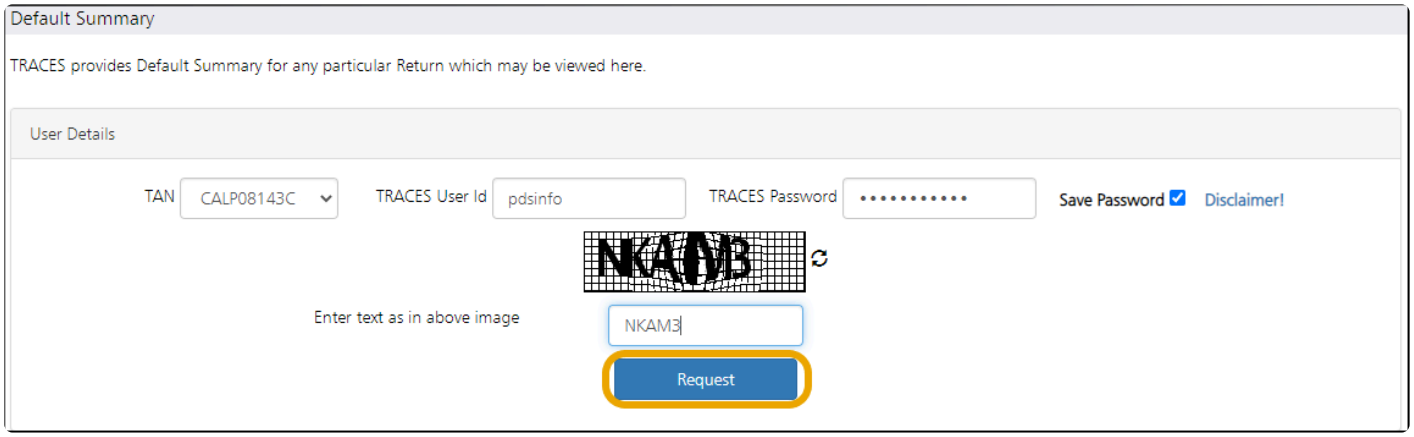
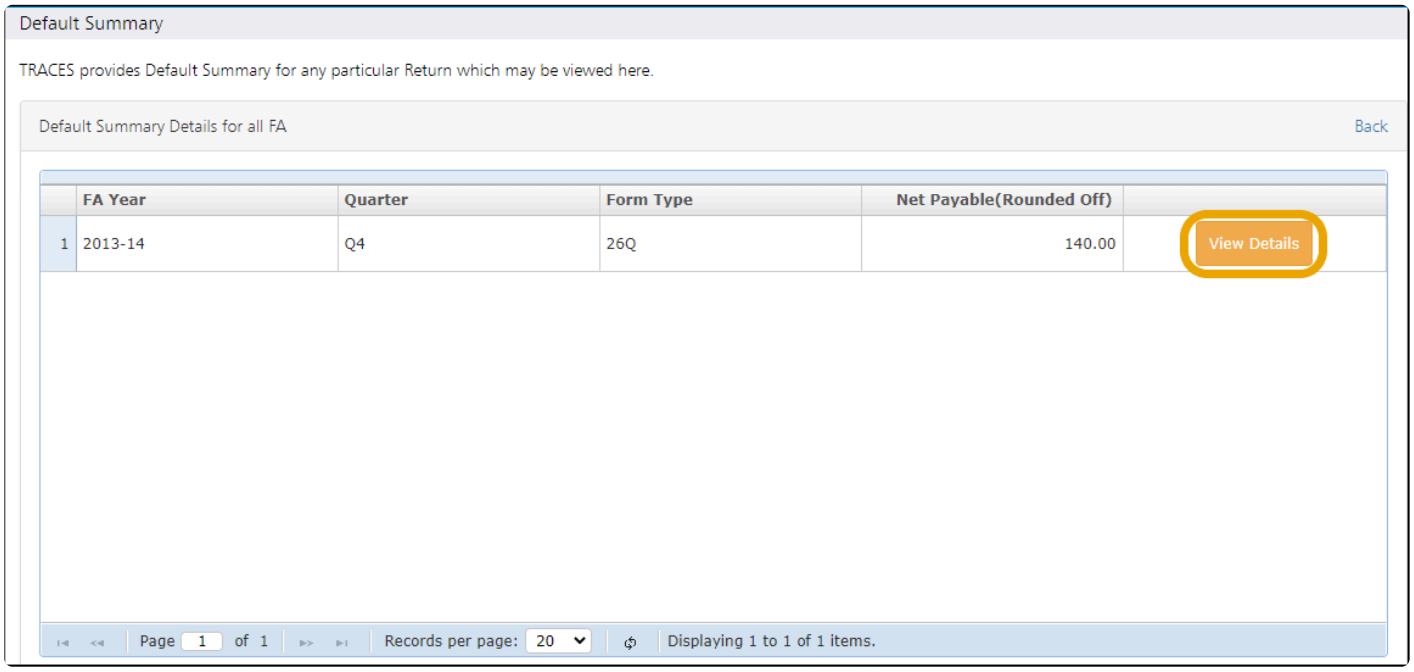


Default Summary

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

Following screen will appear:



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:

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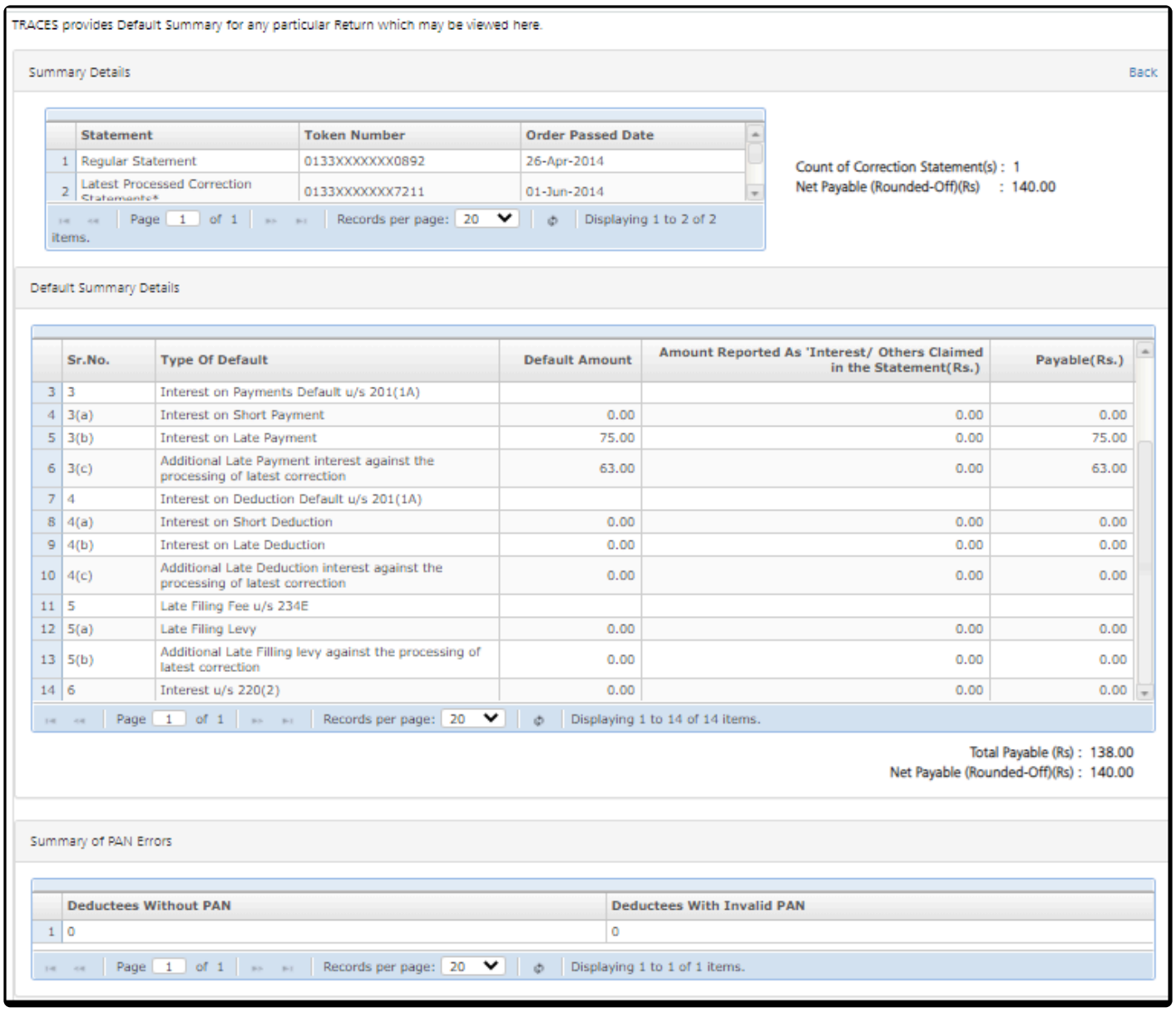

View Default Summary

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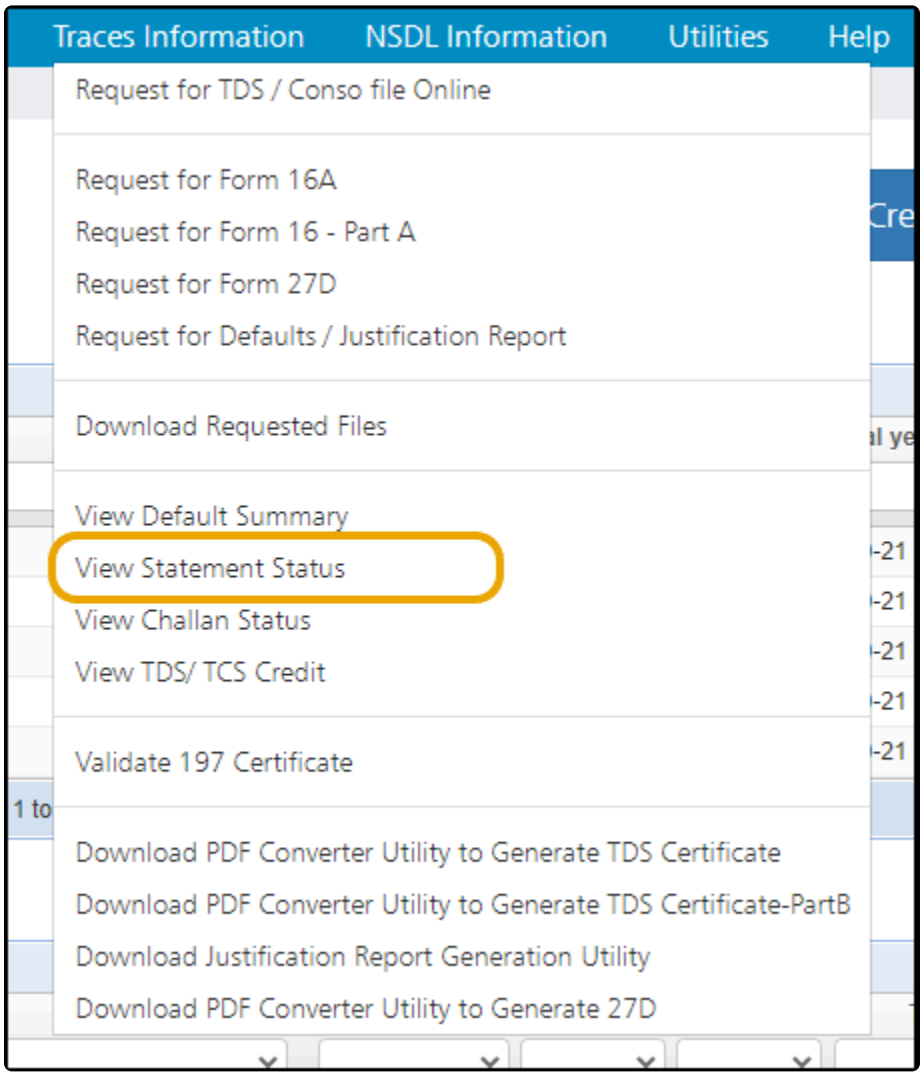
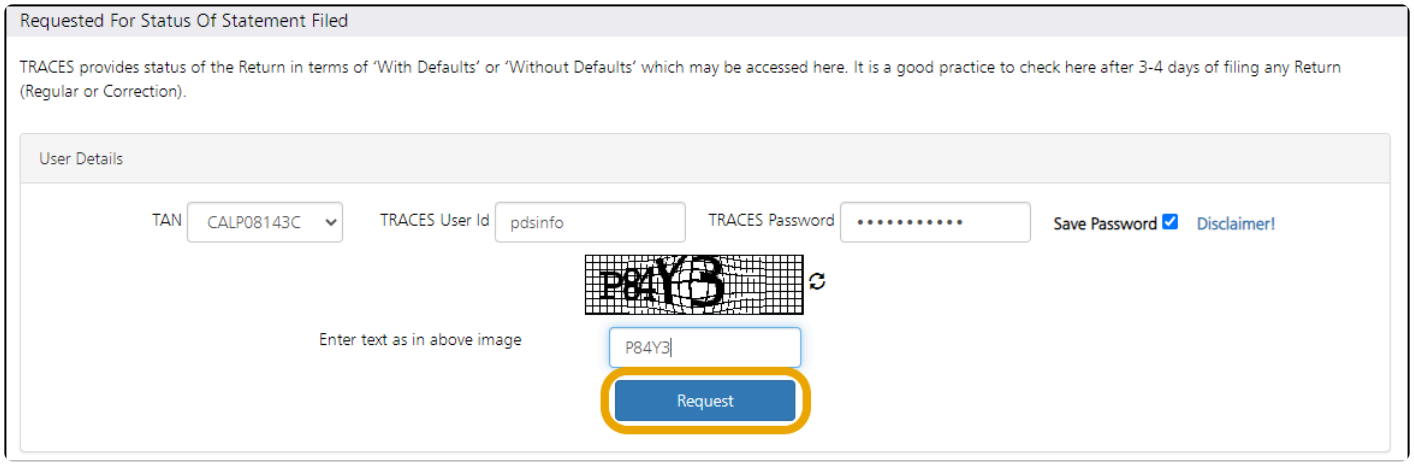
8.8. View Statement Status

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

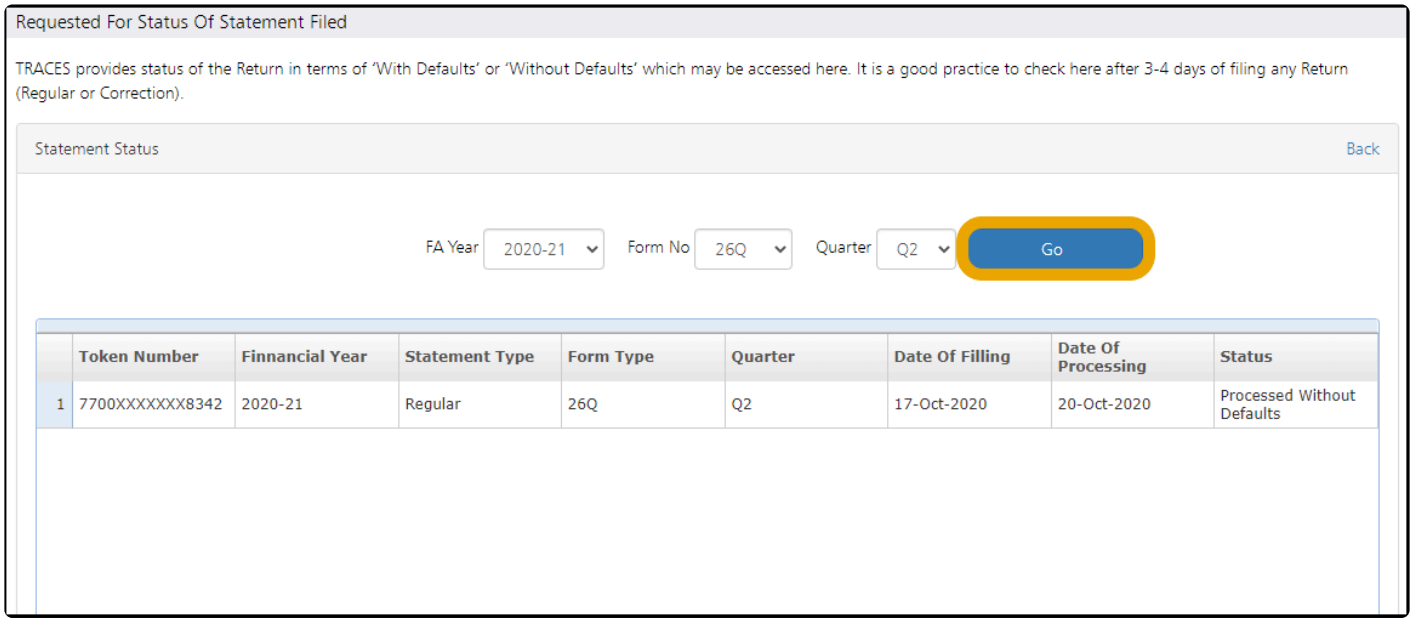
Following screen will appear:



View Statement Status

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

Following screen will appear:



View Statement Status

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

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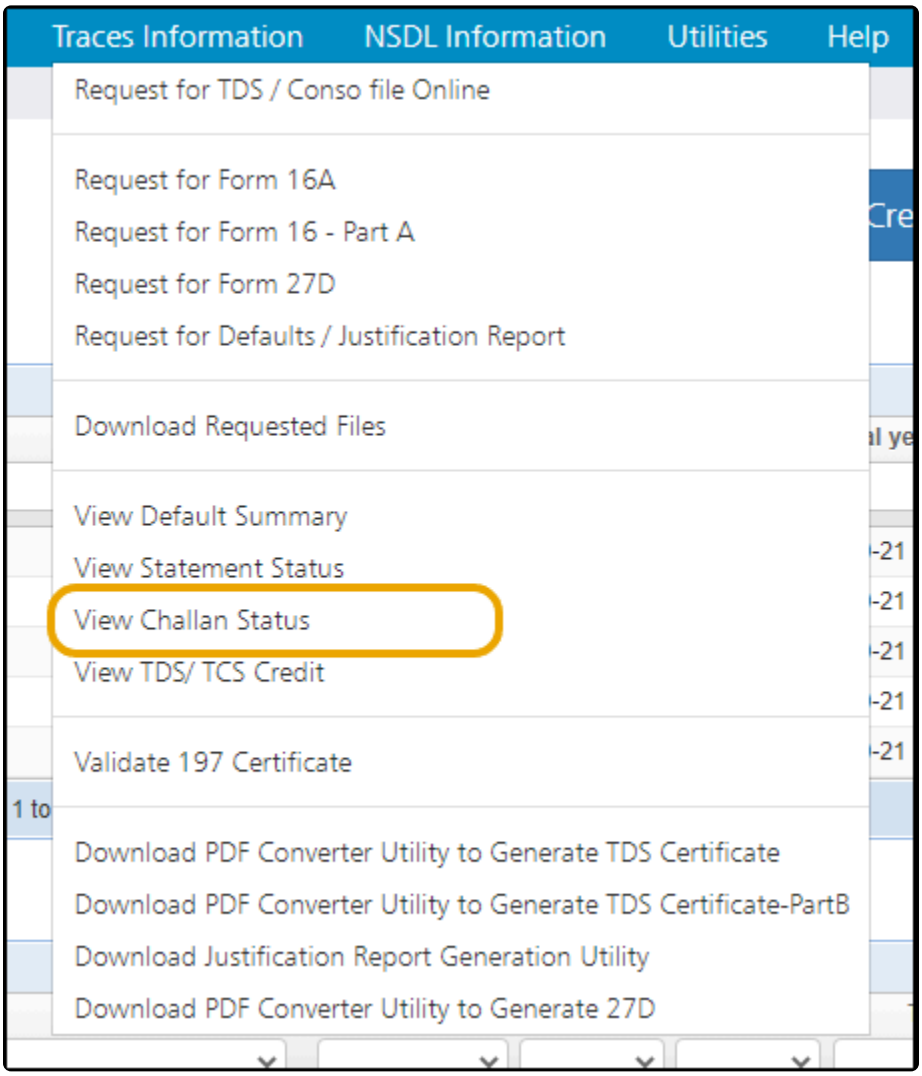
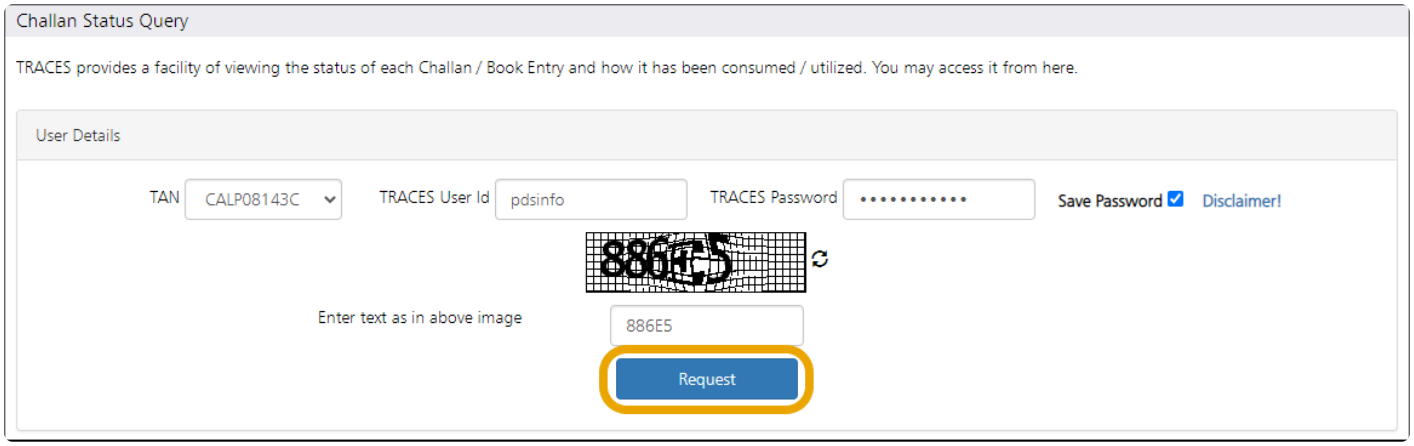
8.9. View Challan Status

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:



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<**

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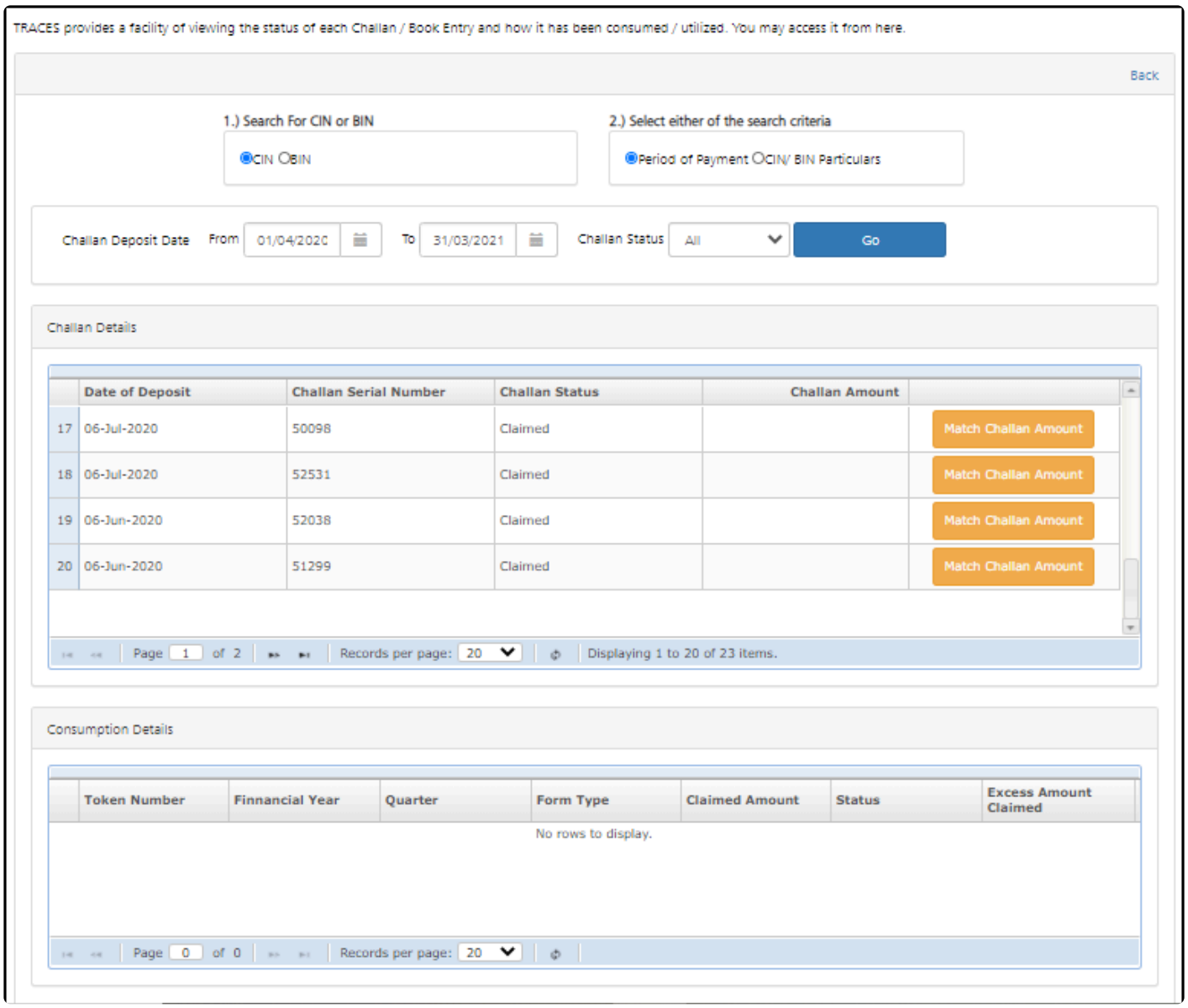

View Challan Status

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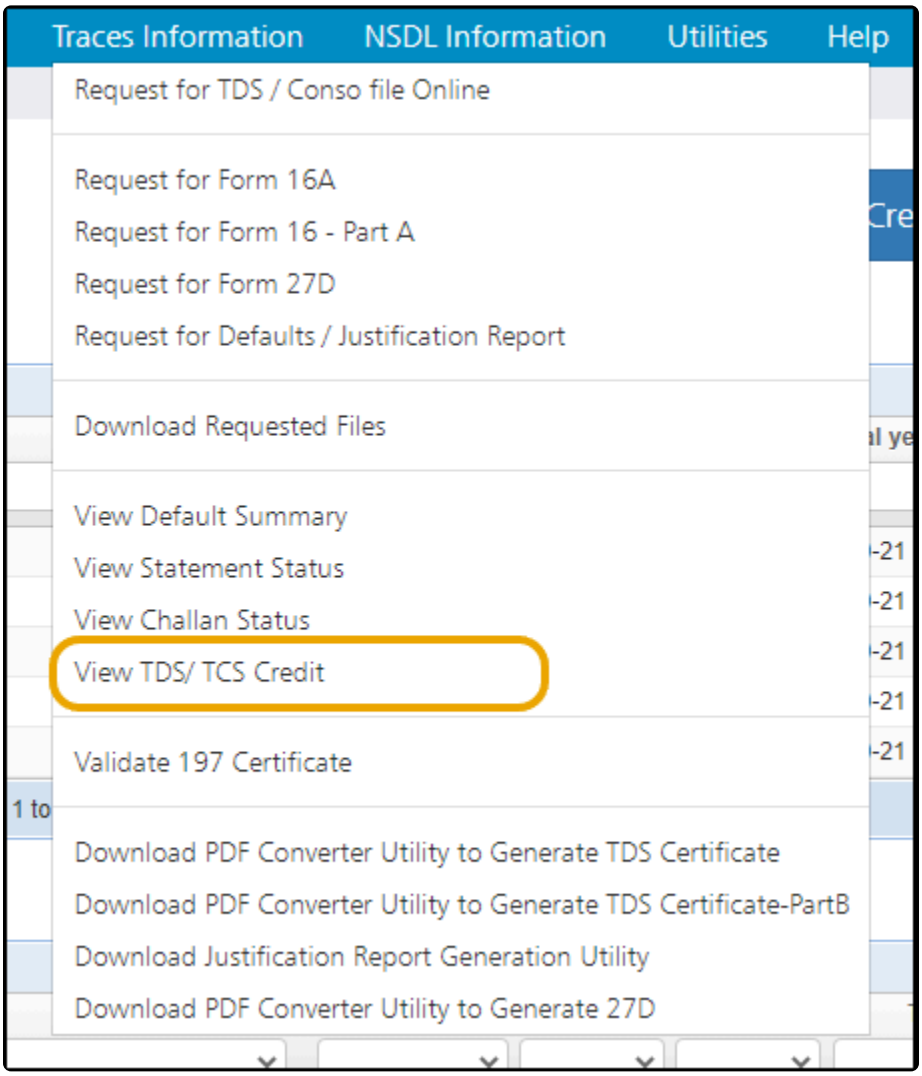
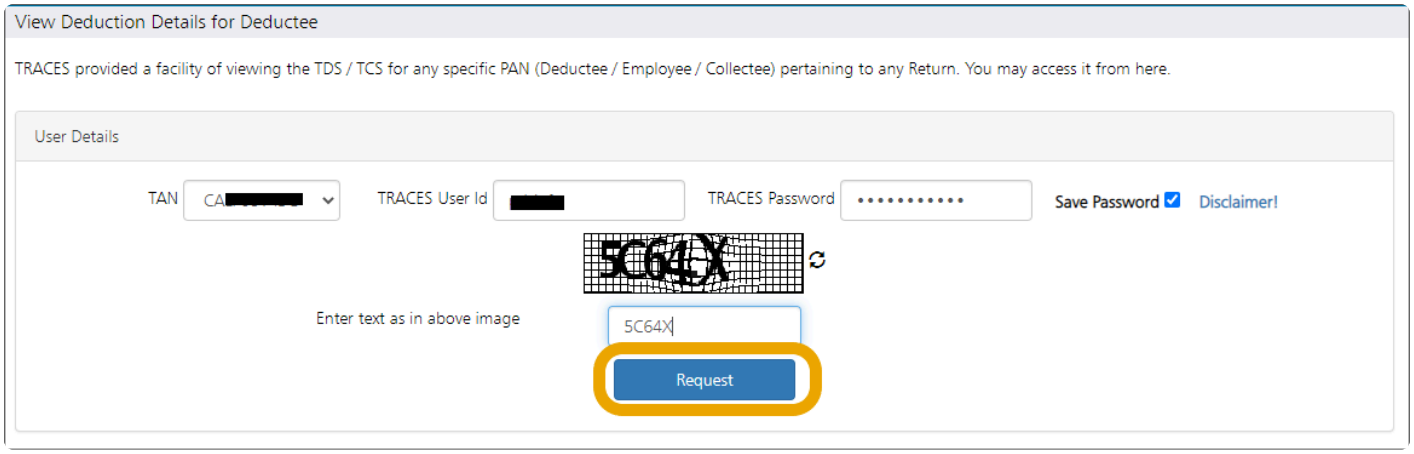
8.10. View TDS / TCS Credit

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

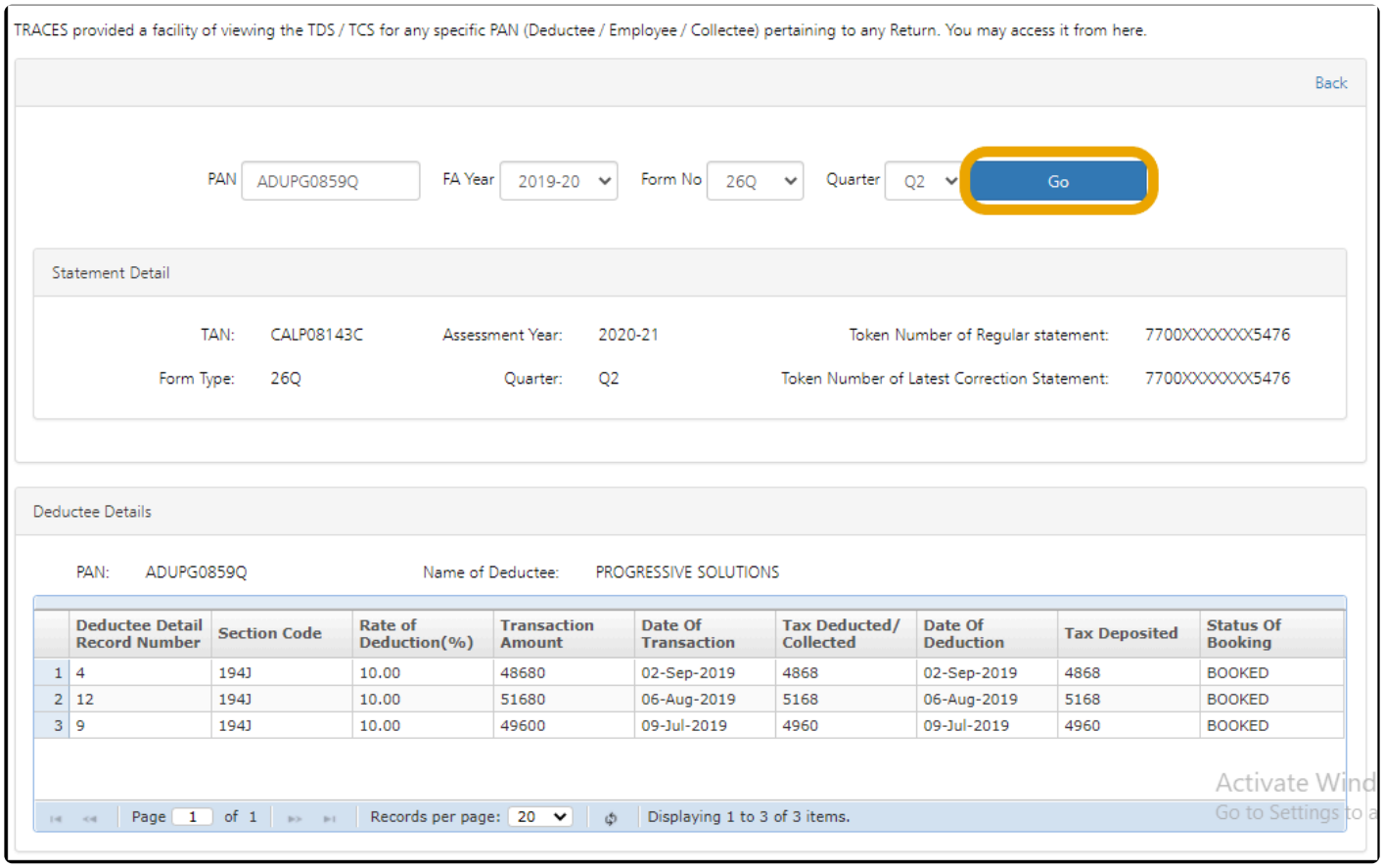
Following screen will appear:



View TDS/TCS Credit

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

Following screen will appear:

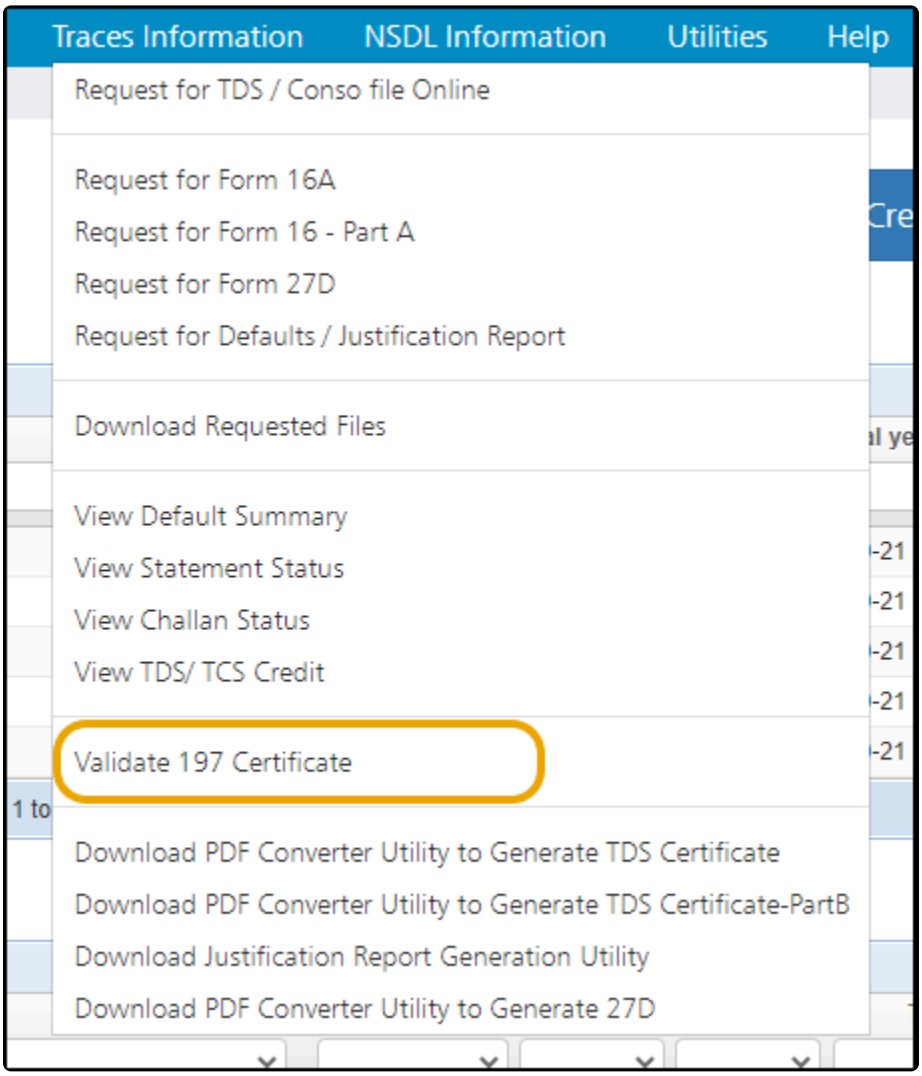


View TDS/TCS Credit

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.**

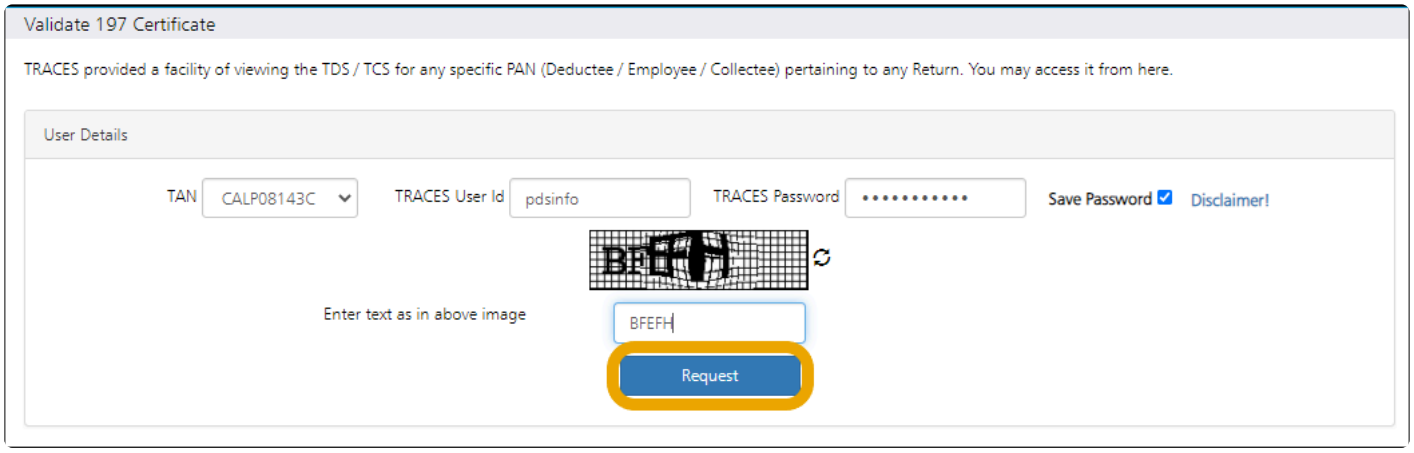
8.11. Validate 197 Certificate

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

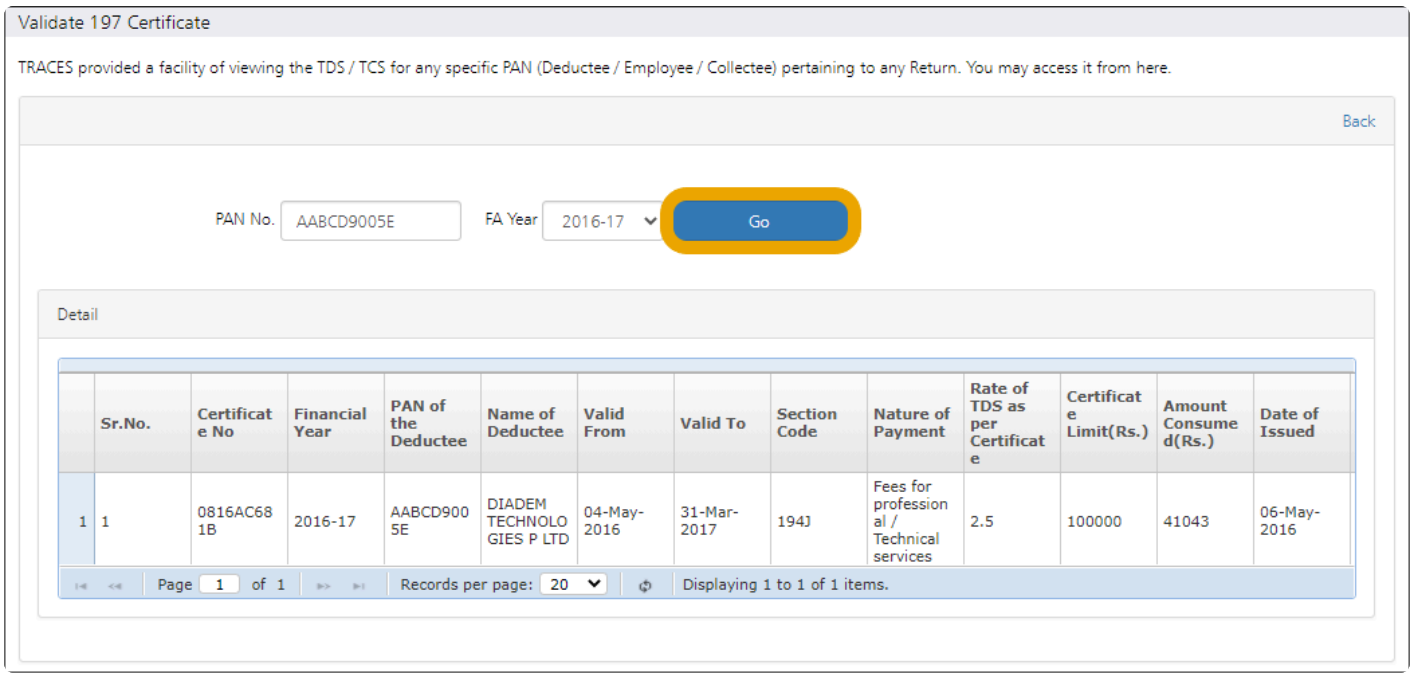
Following screen will appear:



Validate 197 Certificate

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

Following screen will appear:



Validate 197 Certificate

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

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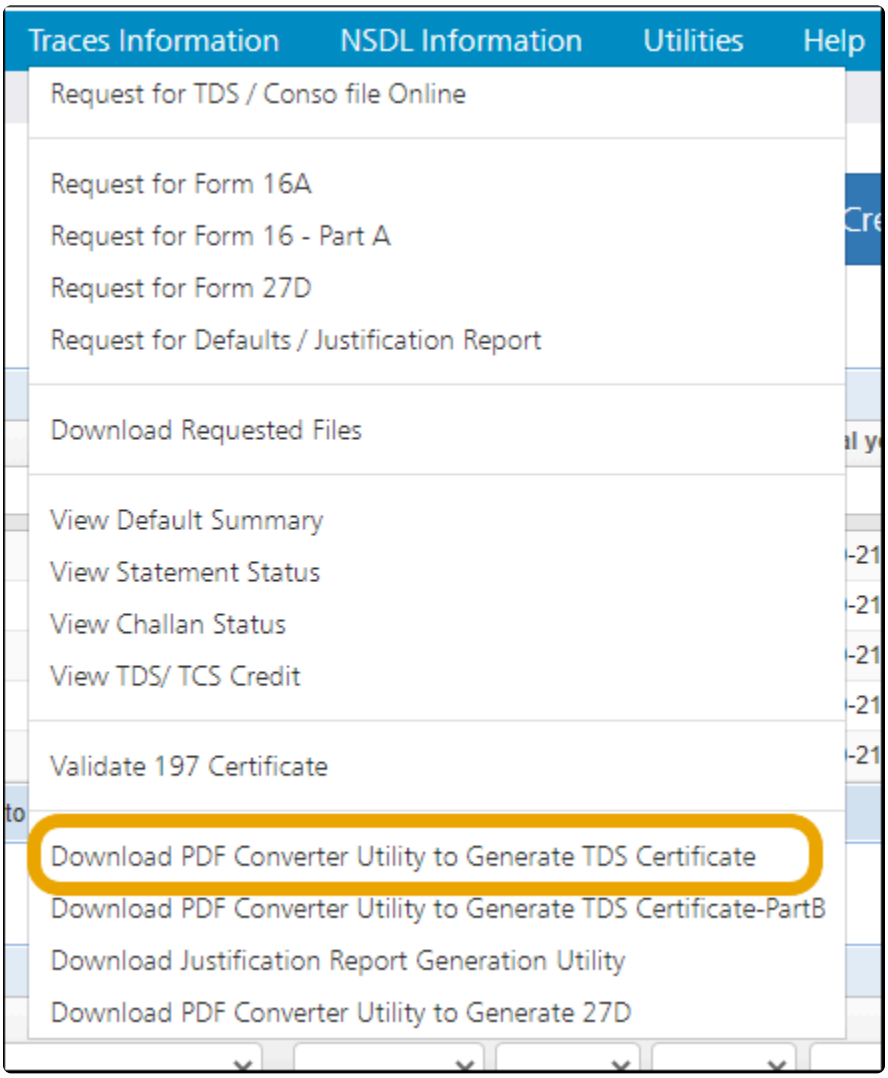
8.12. Download PDF Converter Utility to Generate TDS Certificate

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

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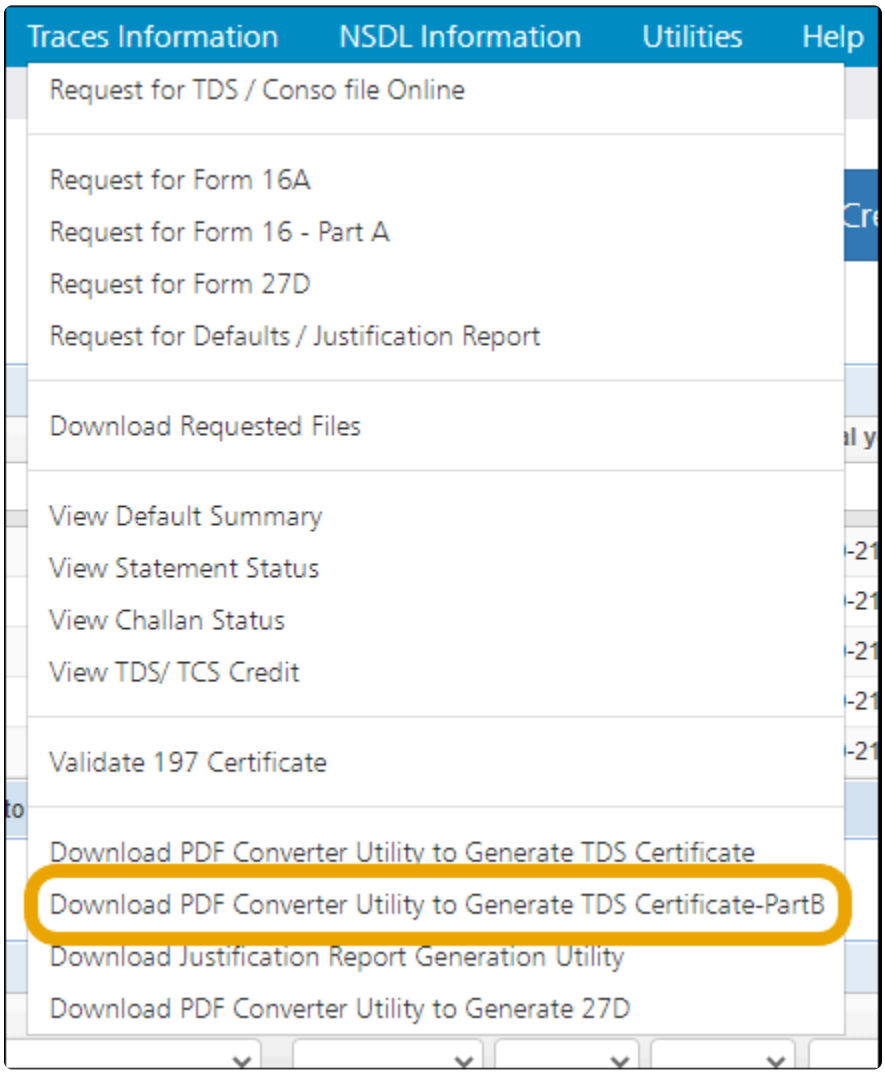
8.13. Download PDF Converter Utility to Generate TDS Certificate – Part B

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

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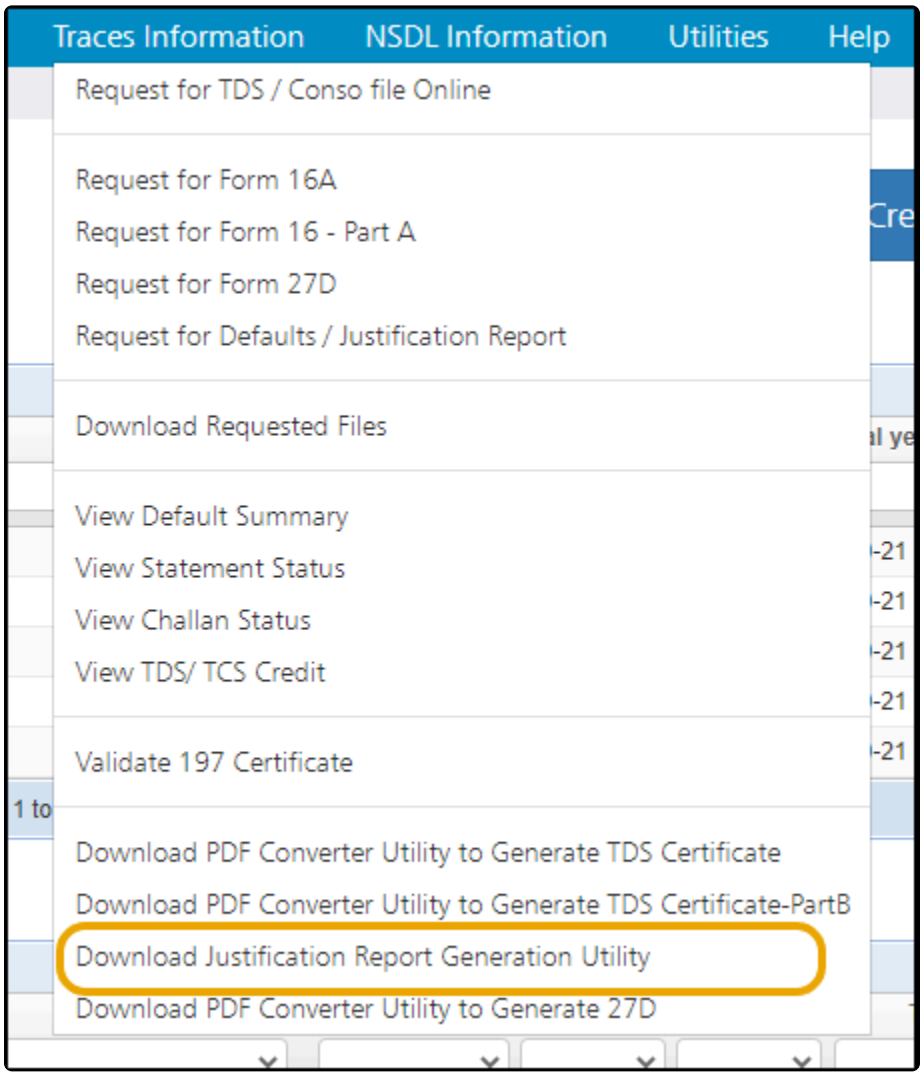
8.14. Download Justification Report Generation Utility

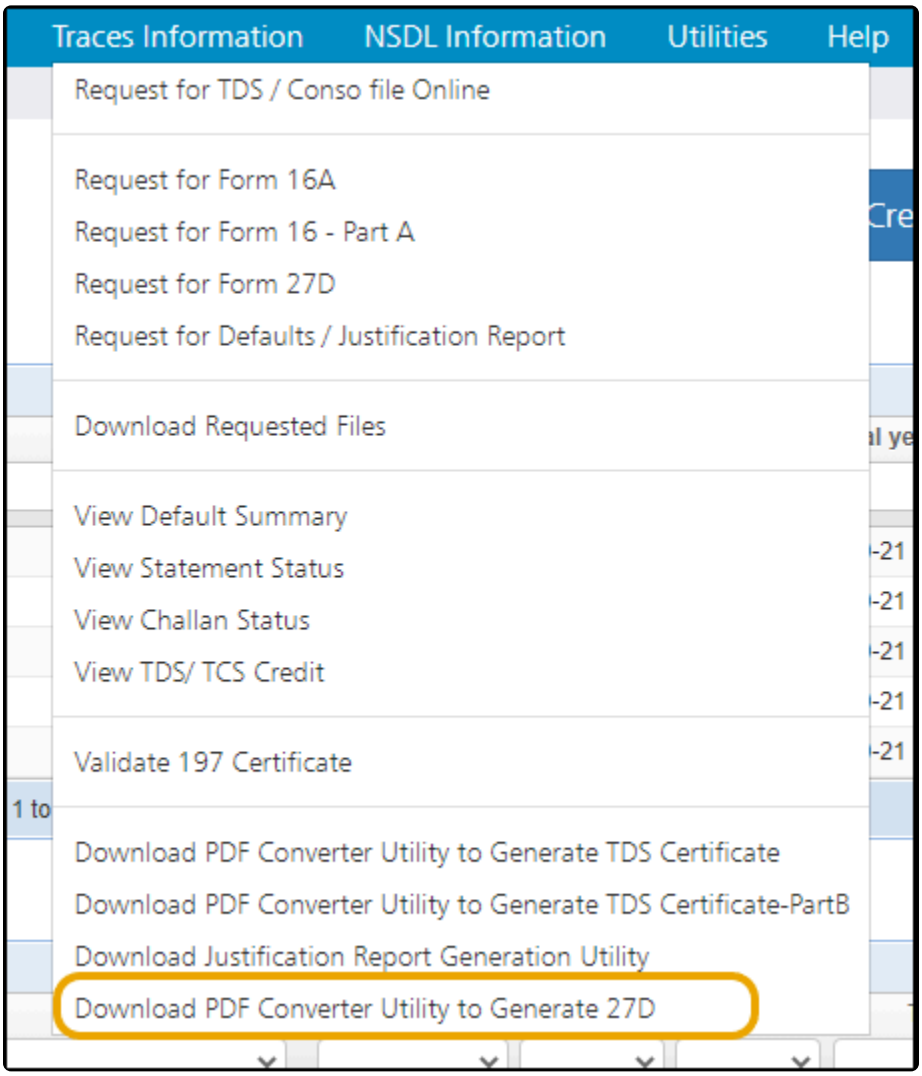
With the help of this module, user can download the utility for generating Justification Report, directly from TDSMAN Online. Click on **>Download Justification Report Generation Utility<** under **>TRACES Information<** to download the utility.



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

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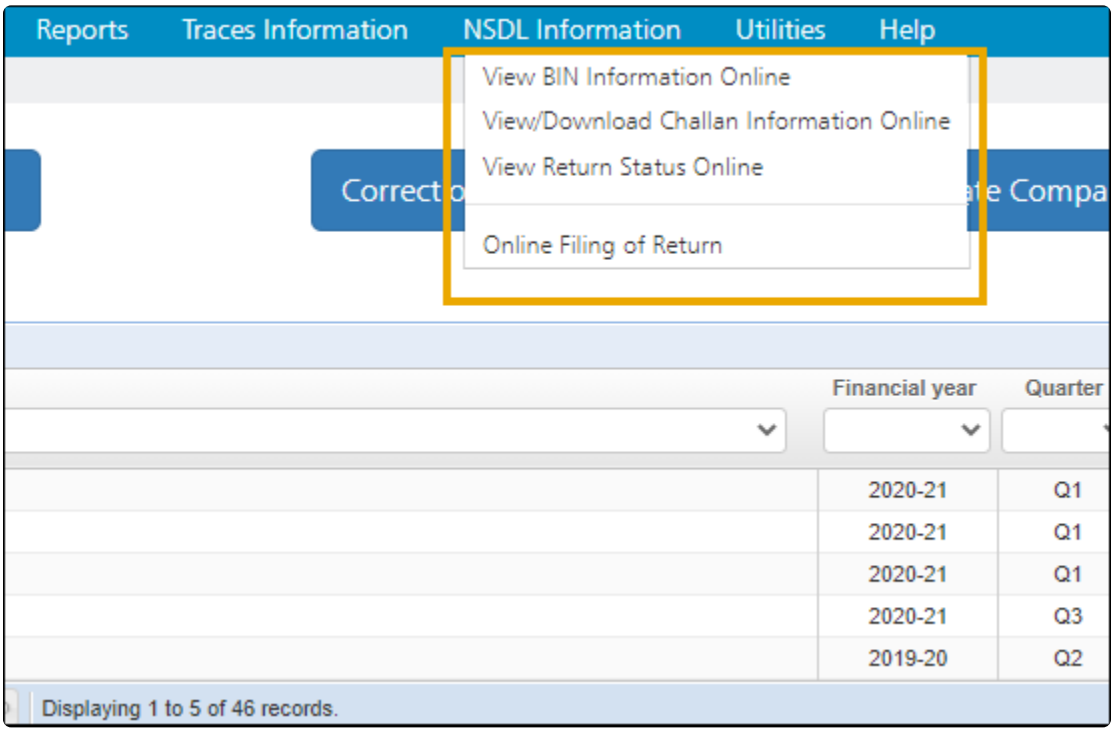
9. NSDL Information

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

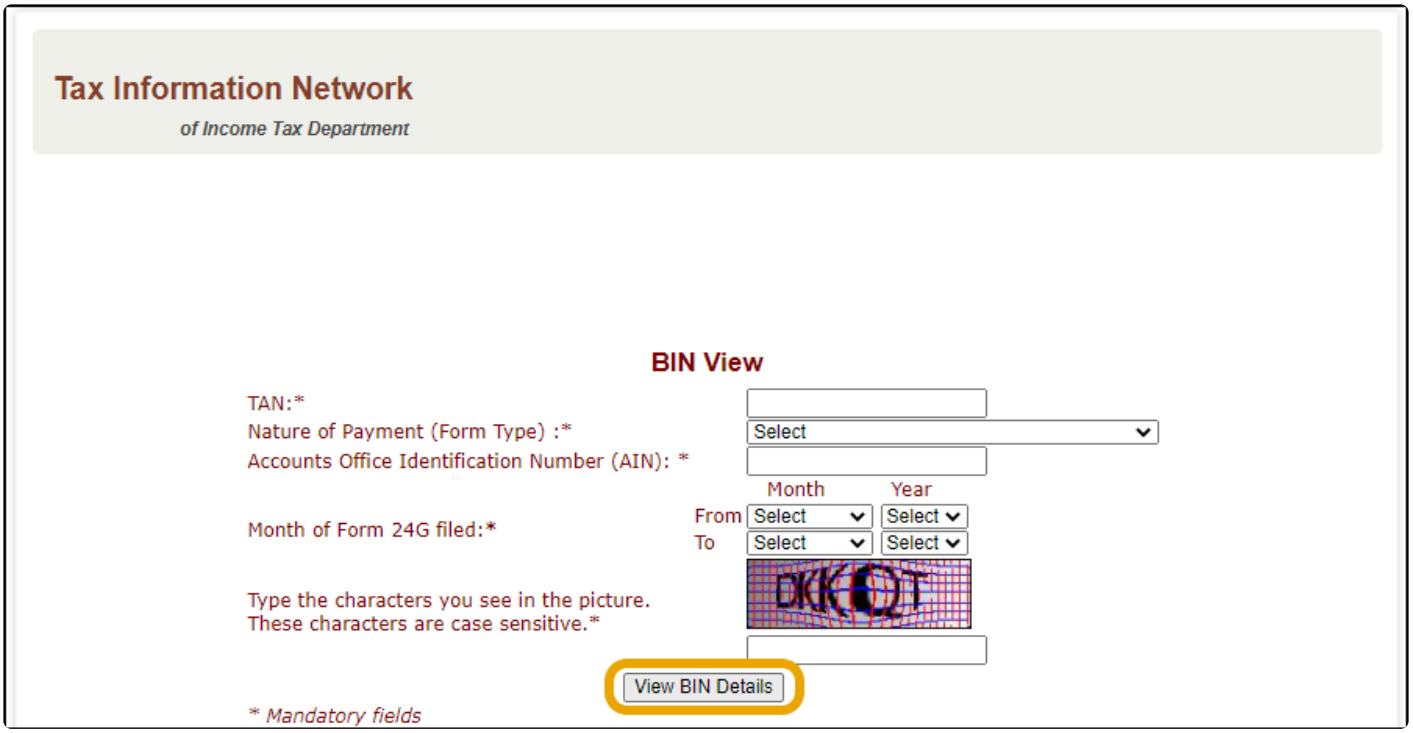


NSDL Information

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:



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.

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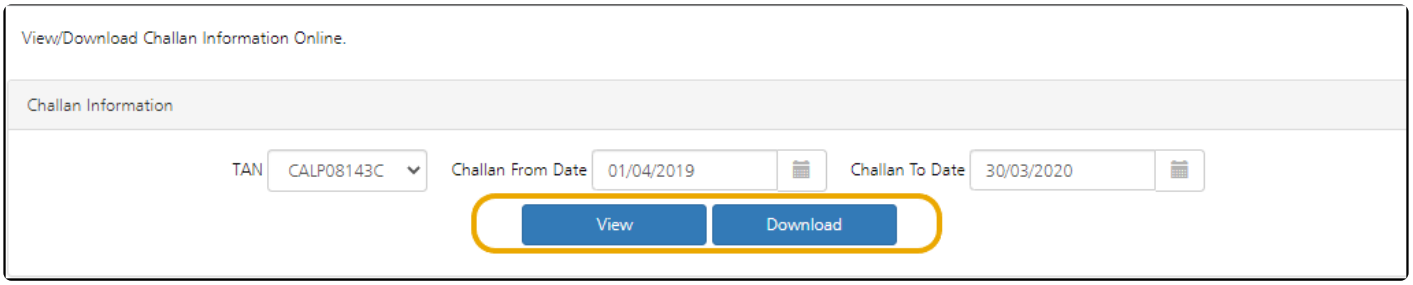
9.2. View / Download Challan Information Online

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:



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:

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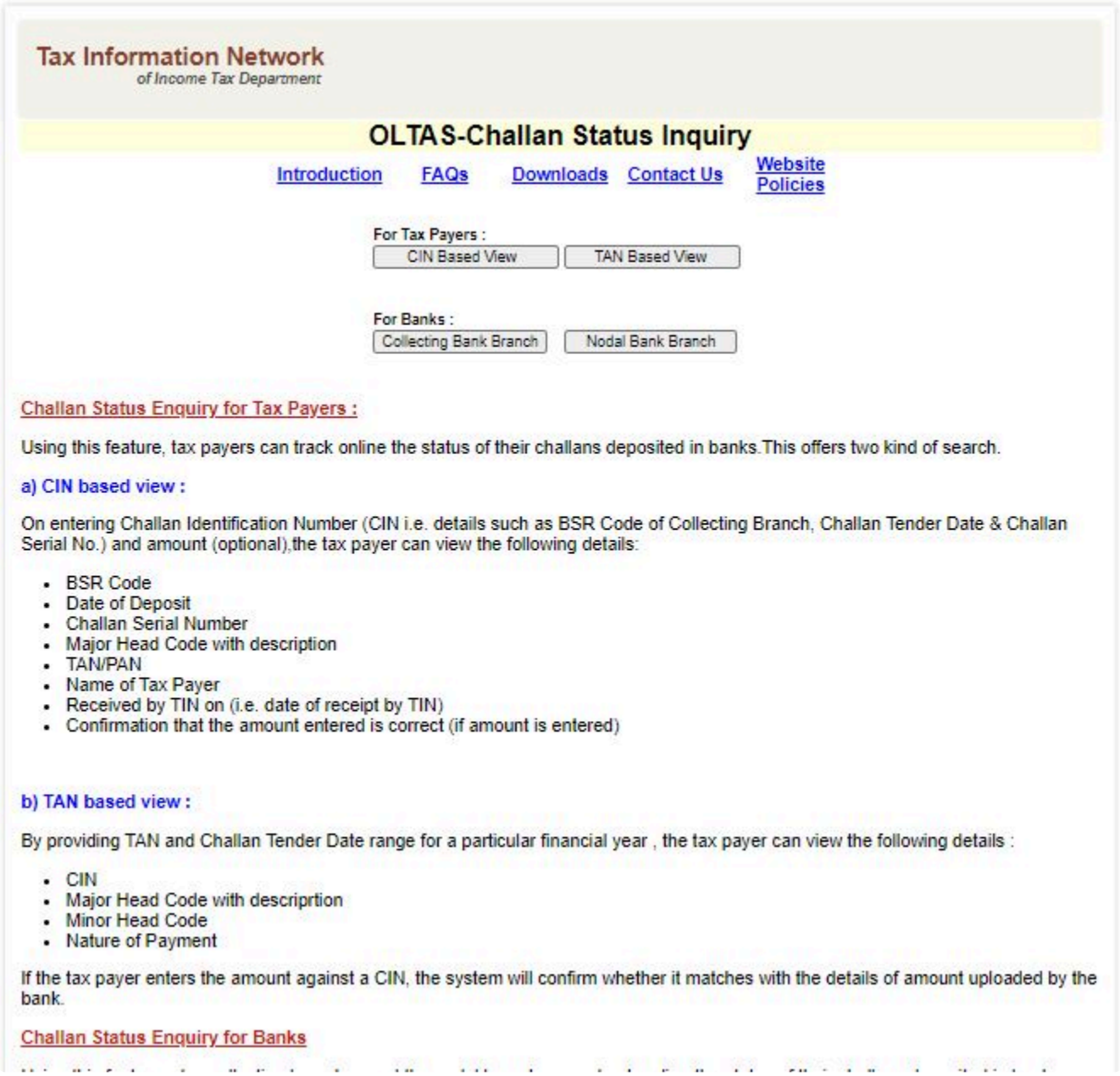
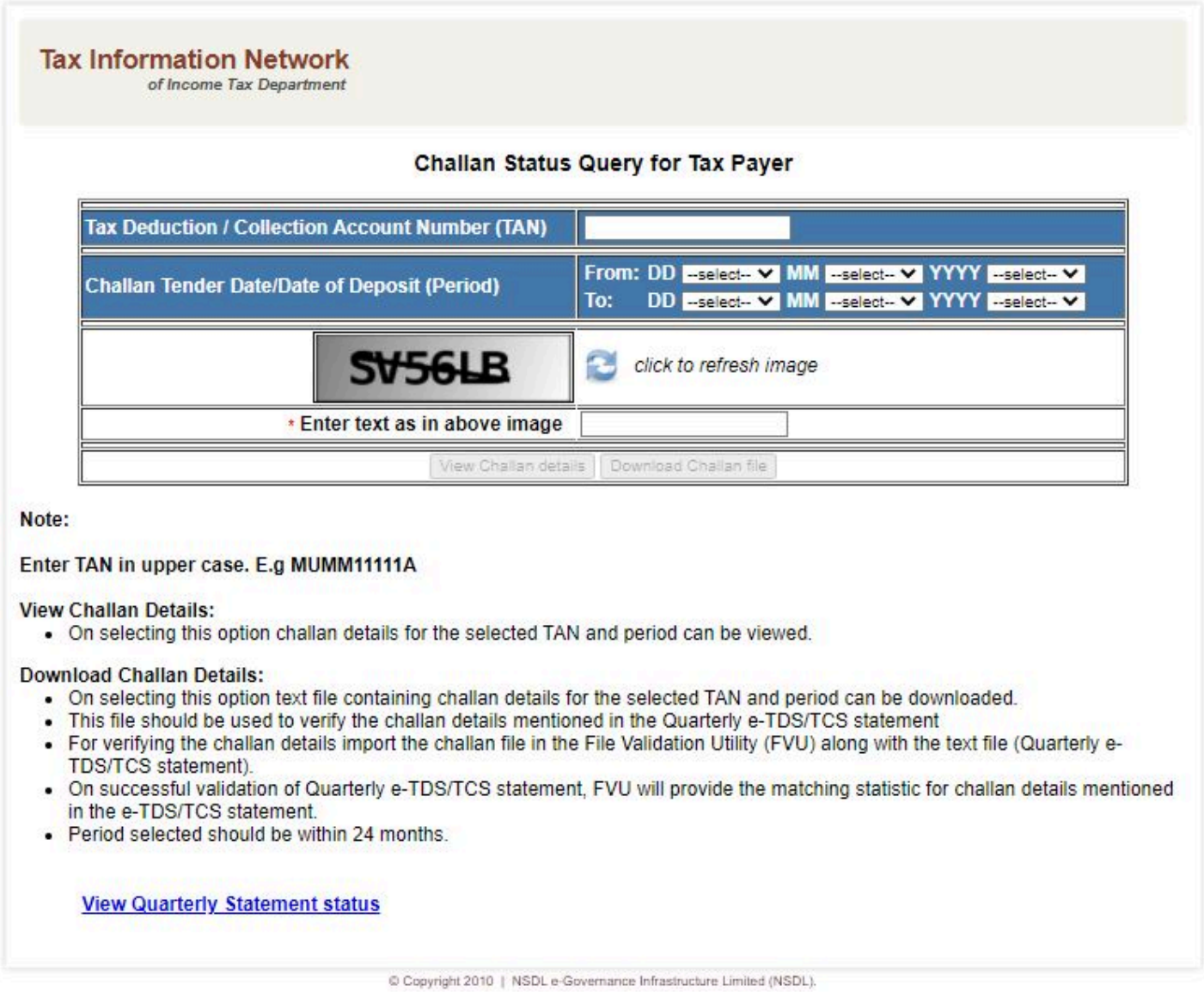


OLTAS-Challan Status Query

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



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.

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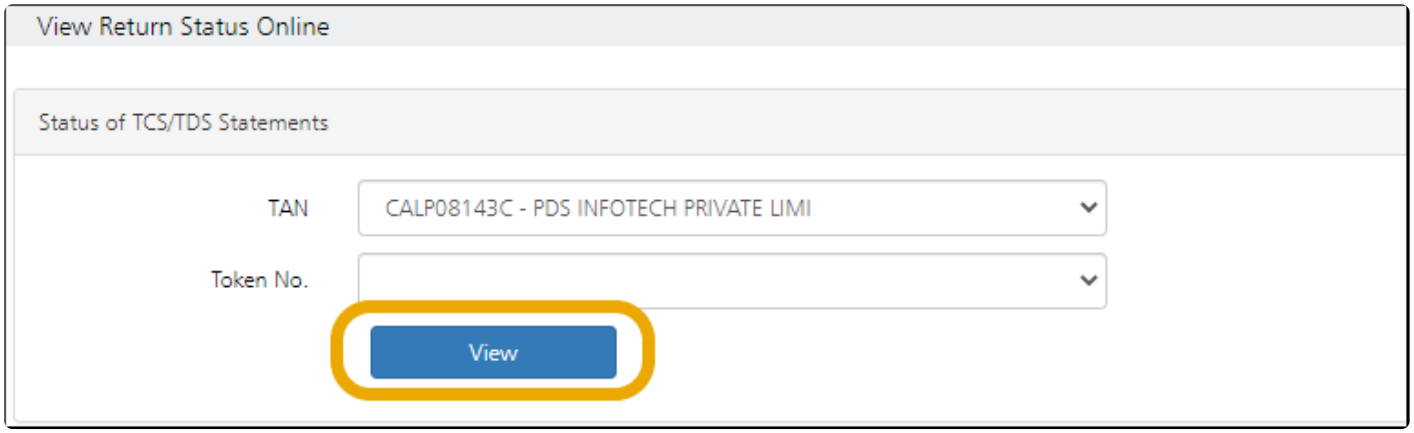
9.3. View Return Status Online

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

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:

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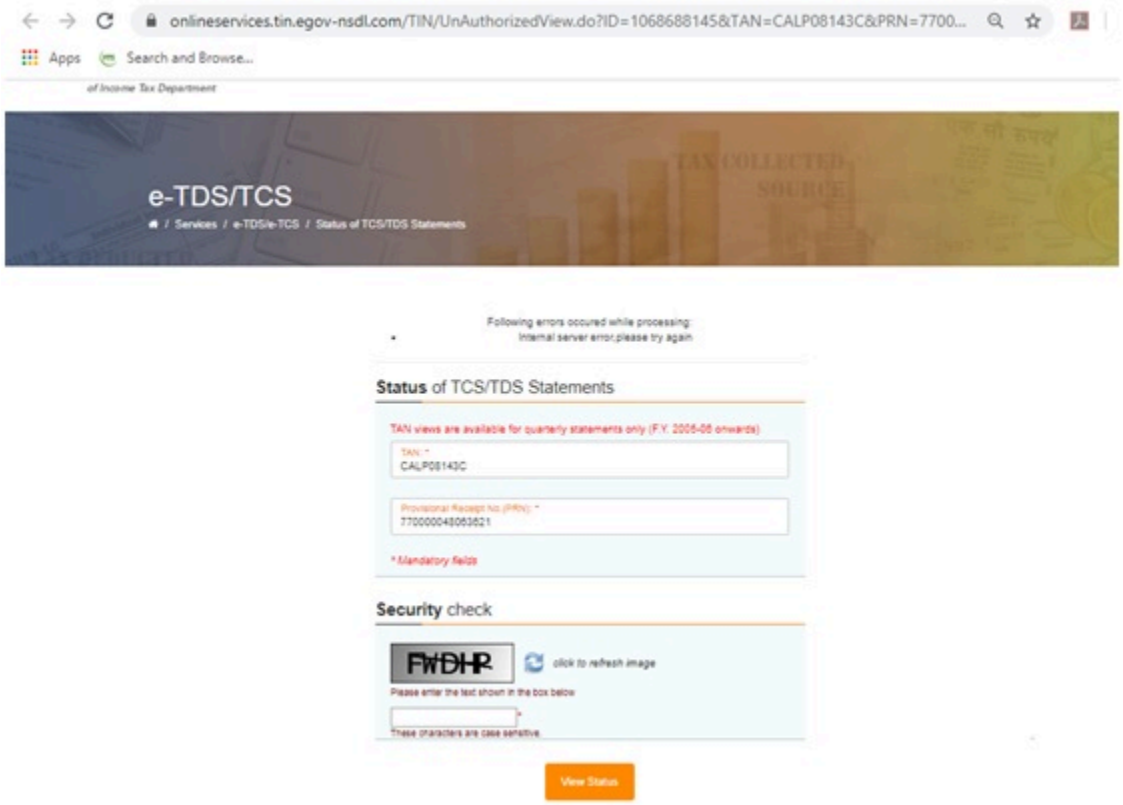

View Return Status Online

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:

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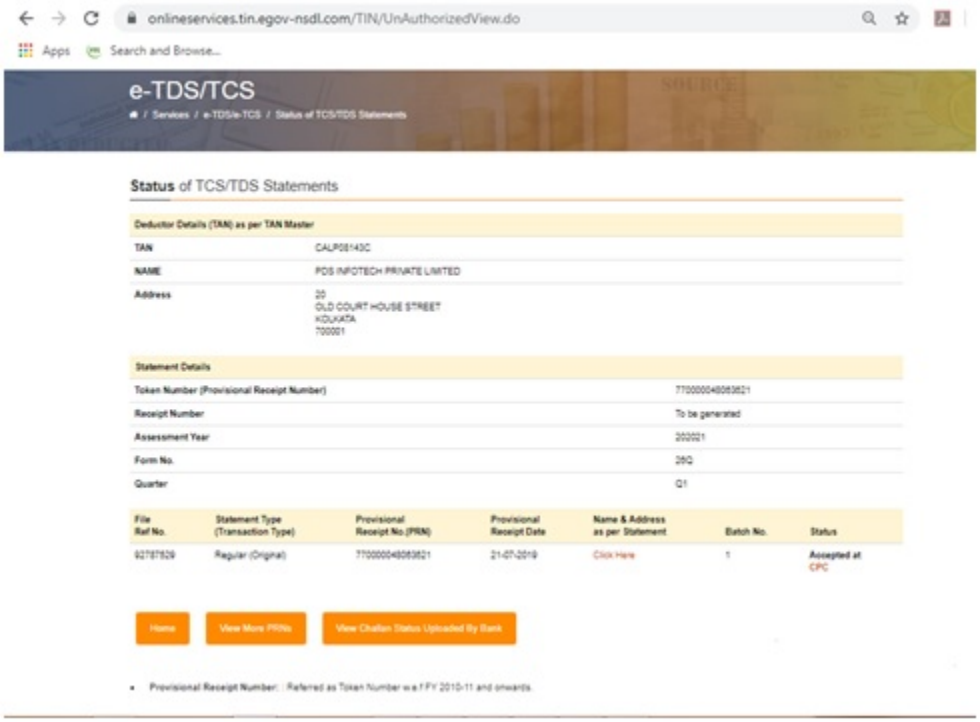

View Return Status Online (Web page)

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

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9.4. Online Filing of Return

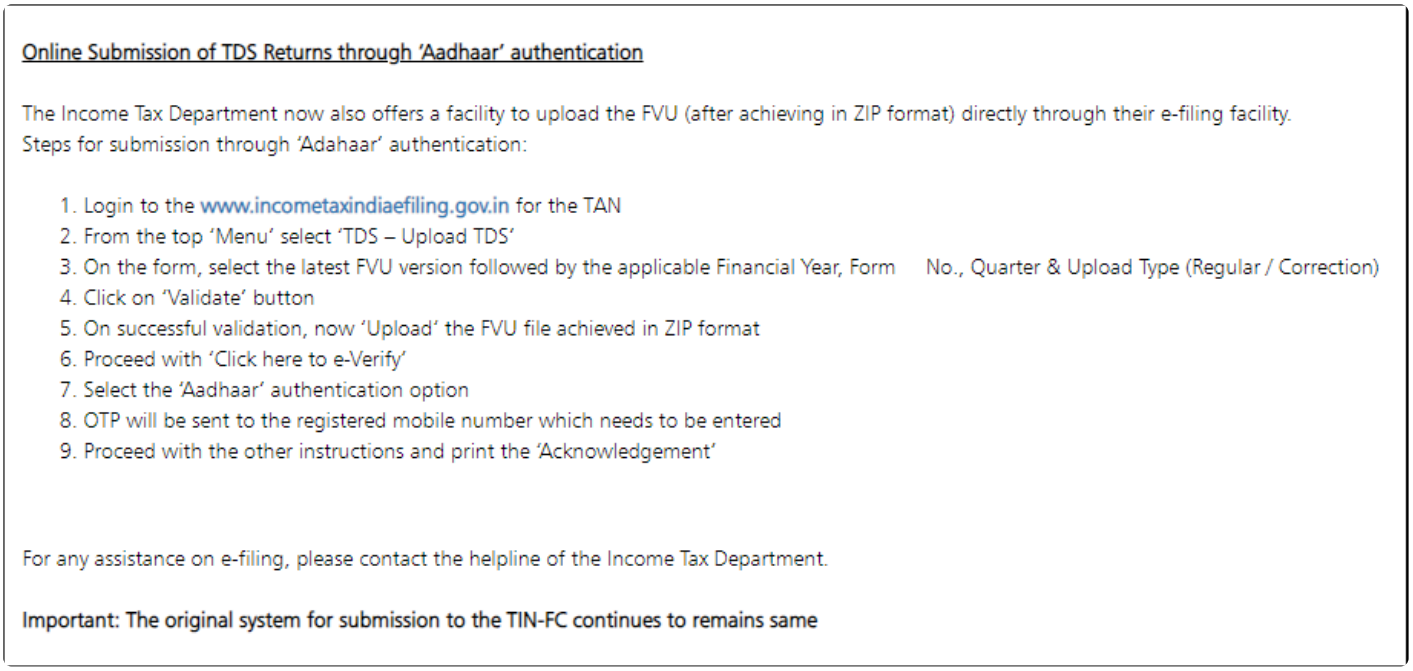
Online Submission of TDS Returns through **'Aadhaar'** authentication

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 'Adahaar' 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 remains same

NSDL Information

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

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

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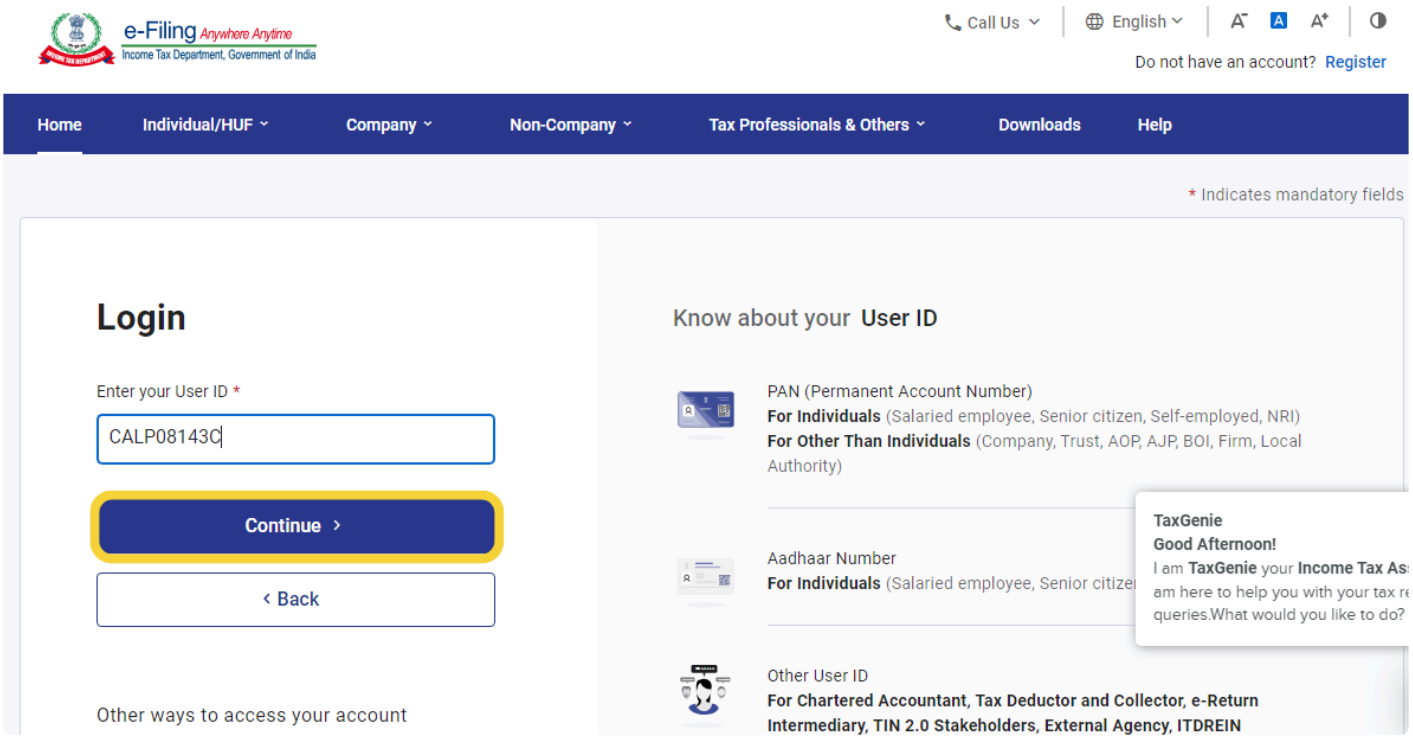

NSDL-Online Filing of Return - Step 1

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

The following screen will appear:

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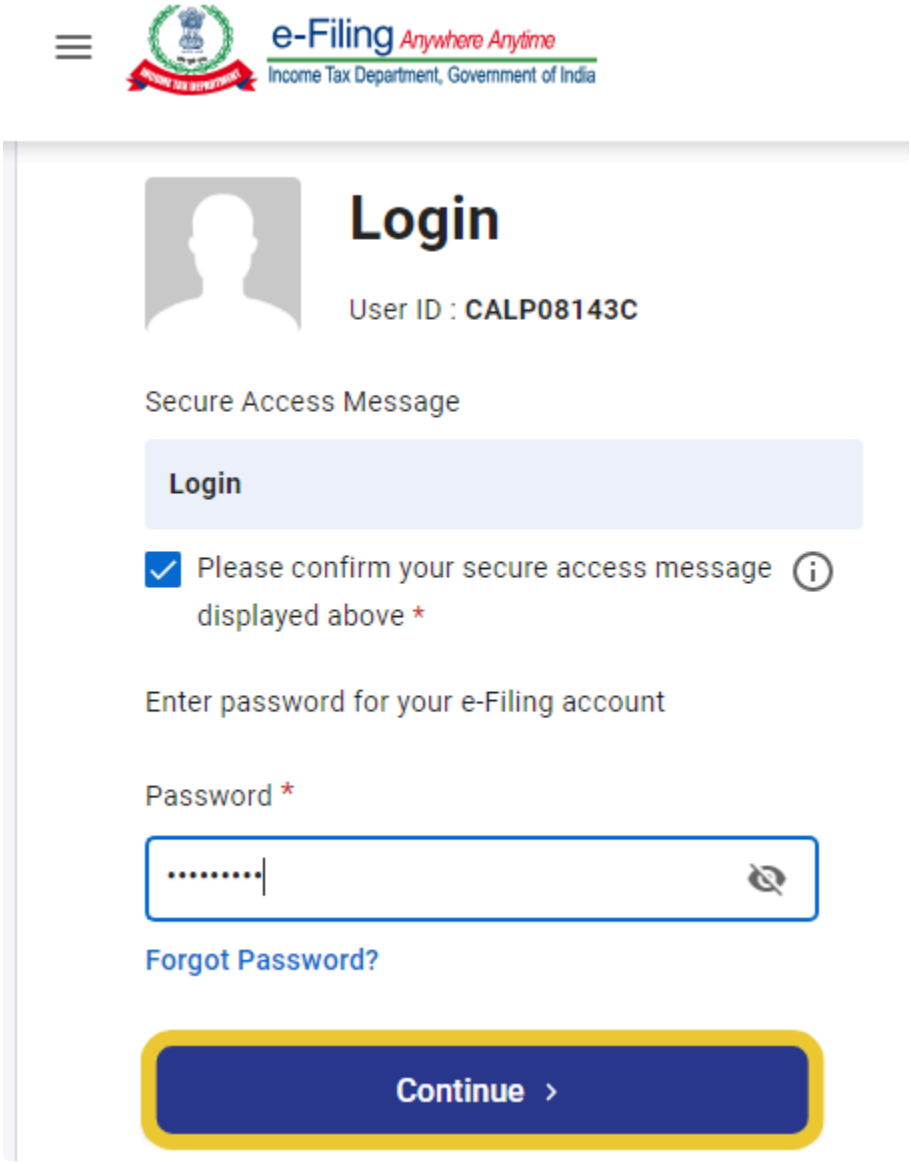

TMO- Online Filing of Return - Password

Password – Enter the **>Password<**

Click on **>Continue<**

The following screen will get displayed:

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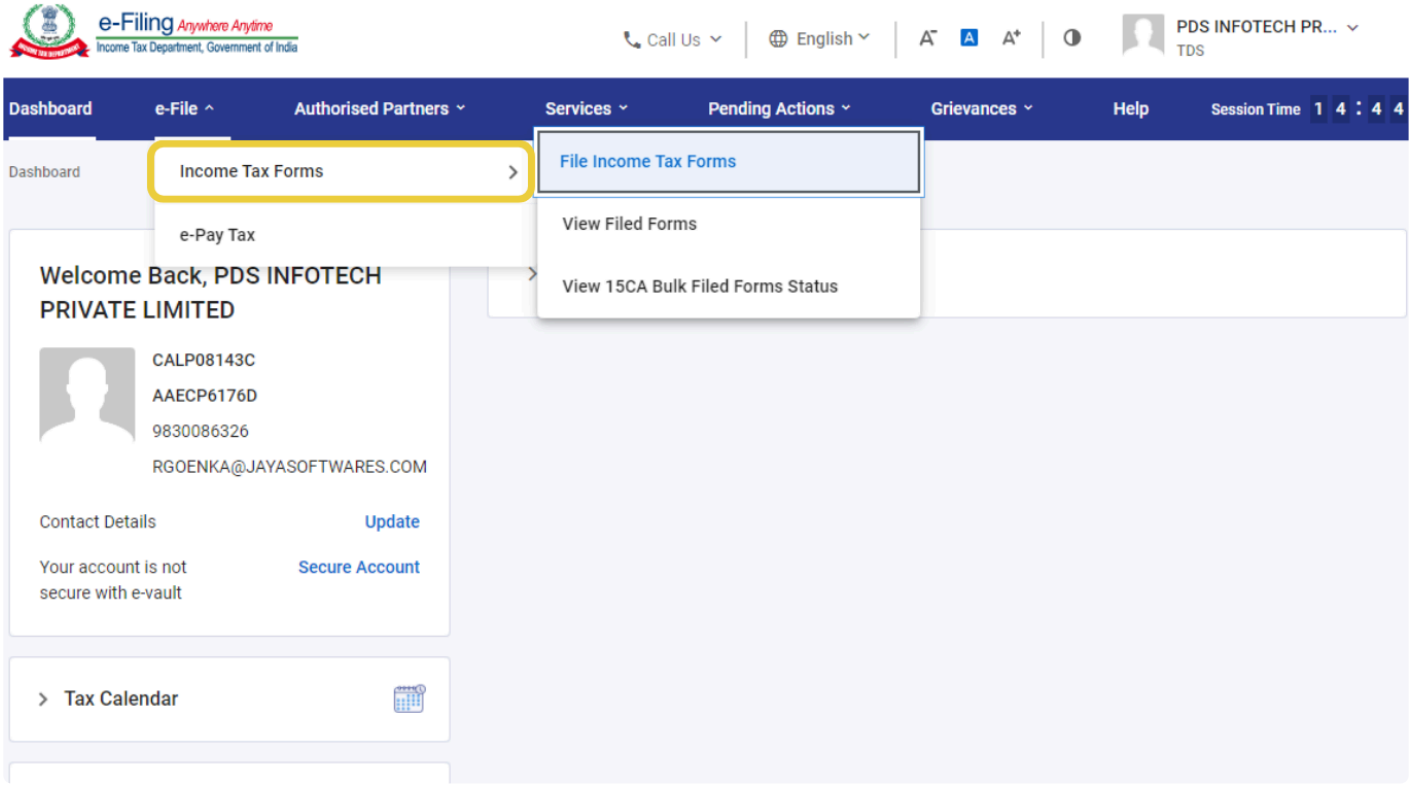

TMO- Online Filing of Return

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:

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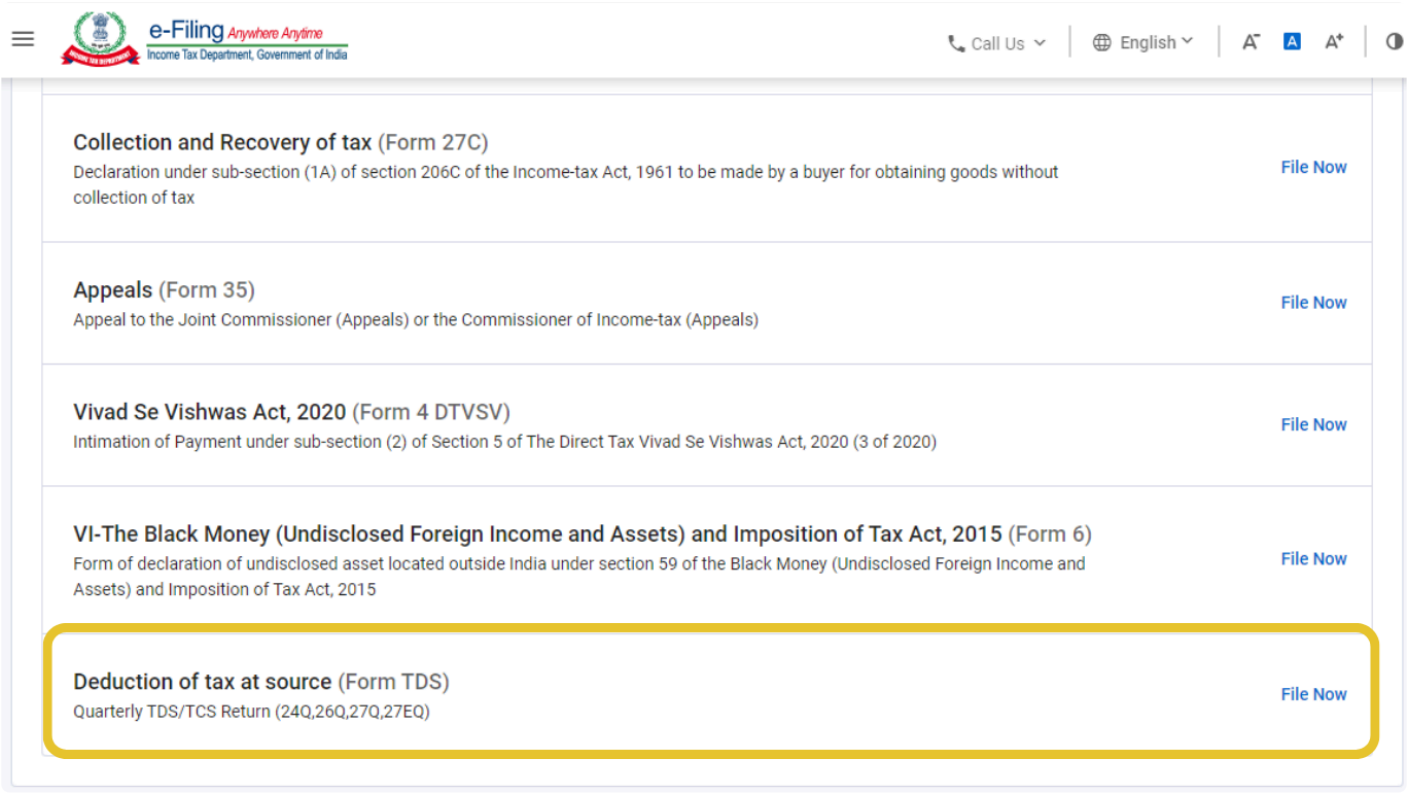
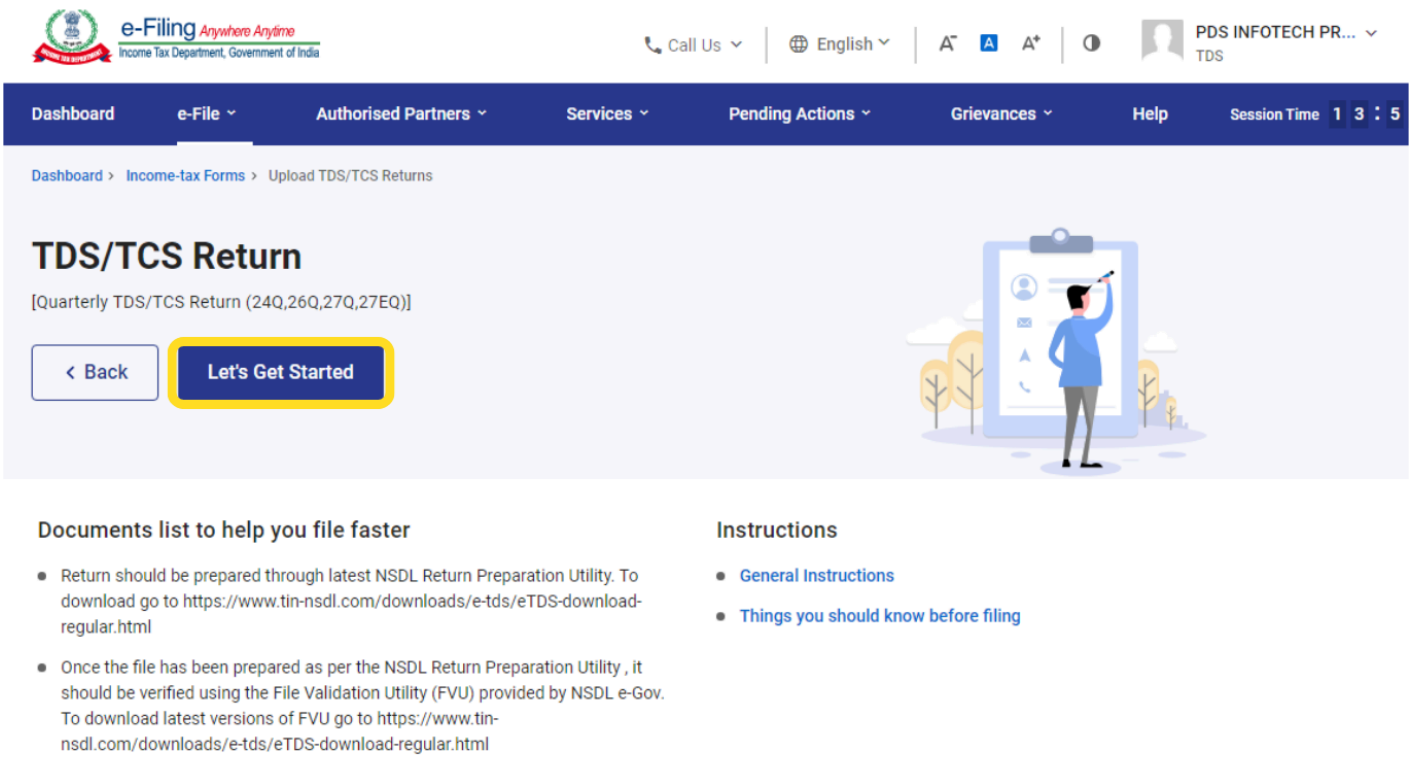


TMO- Online Filing of Return

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

The following screen will appear:



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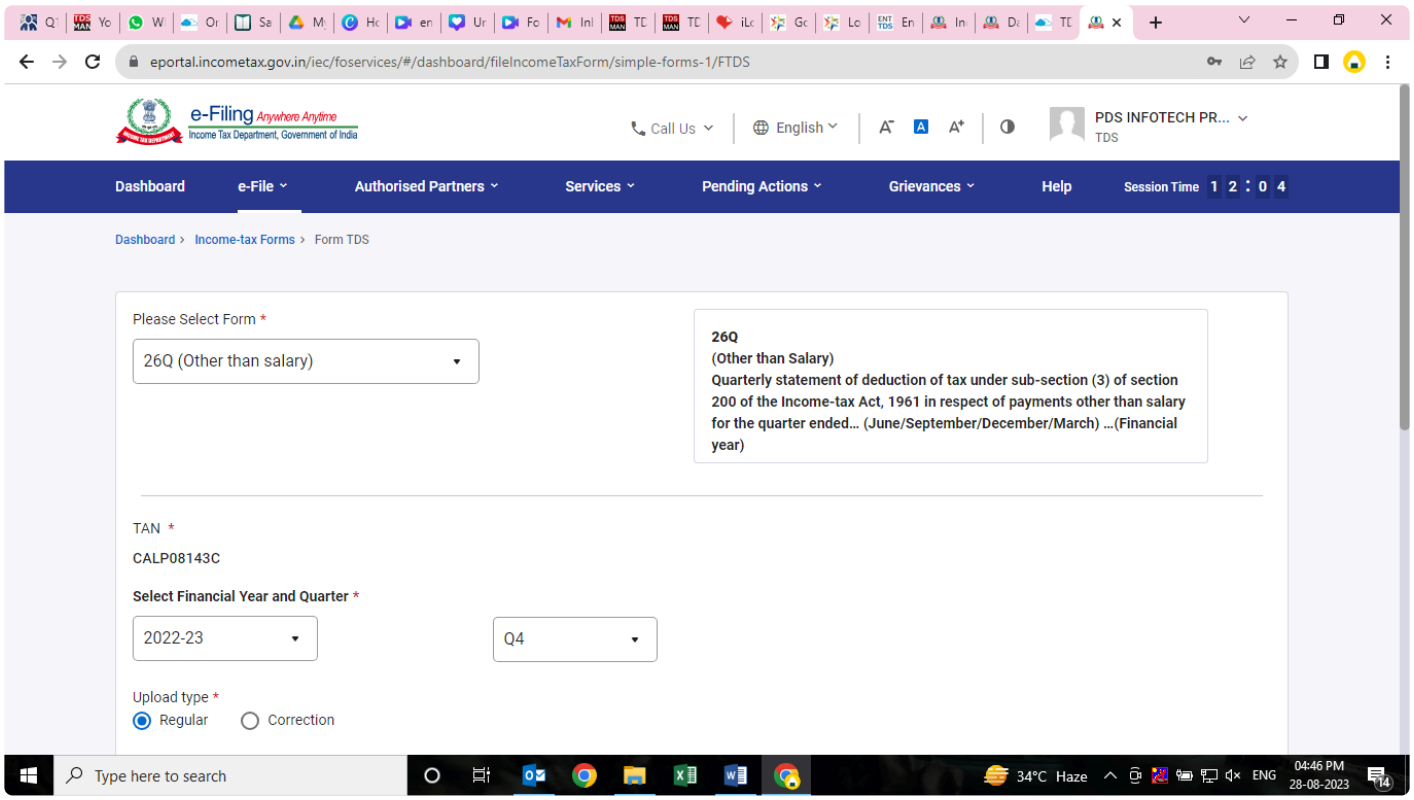
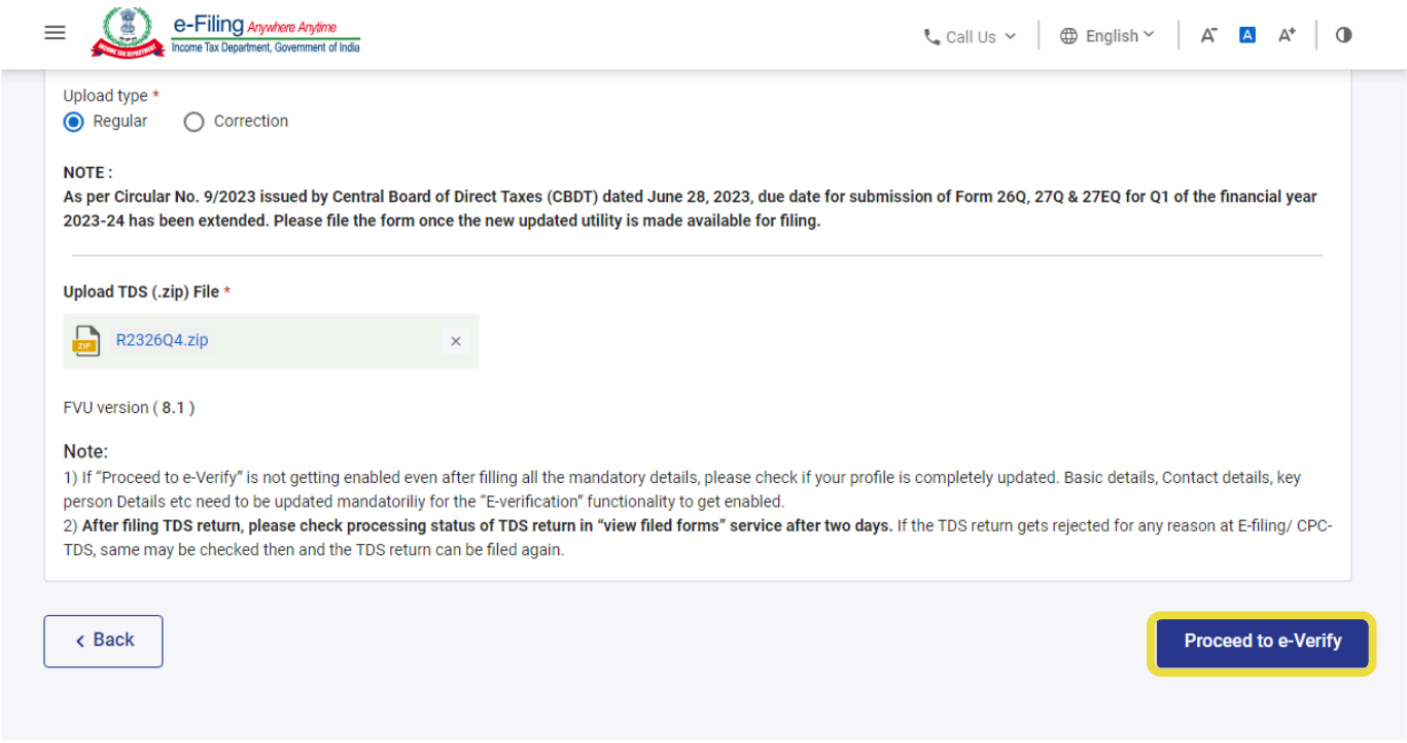
TMO- Online Filing of Return

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

The following screen will appear:



TMO- Online Filing of Return



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:

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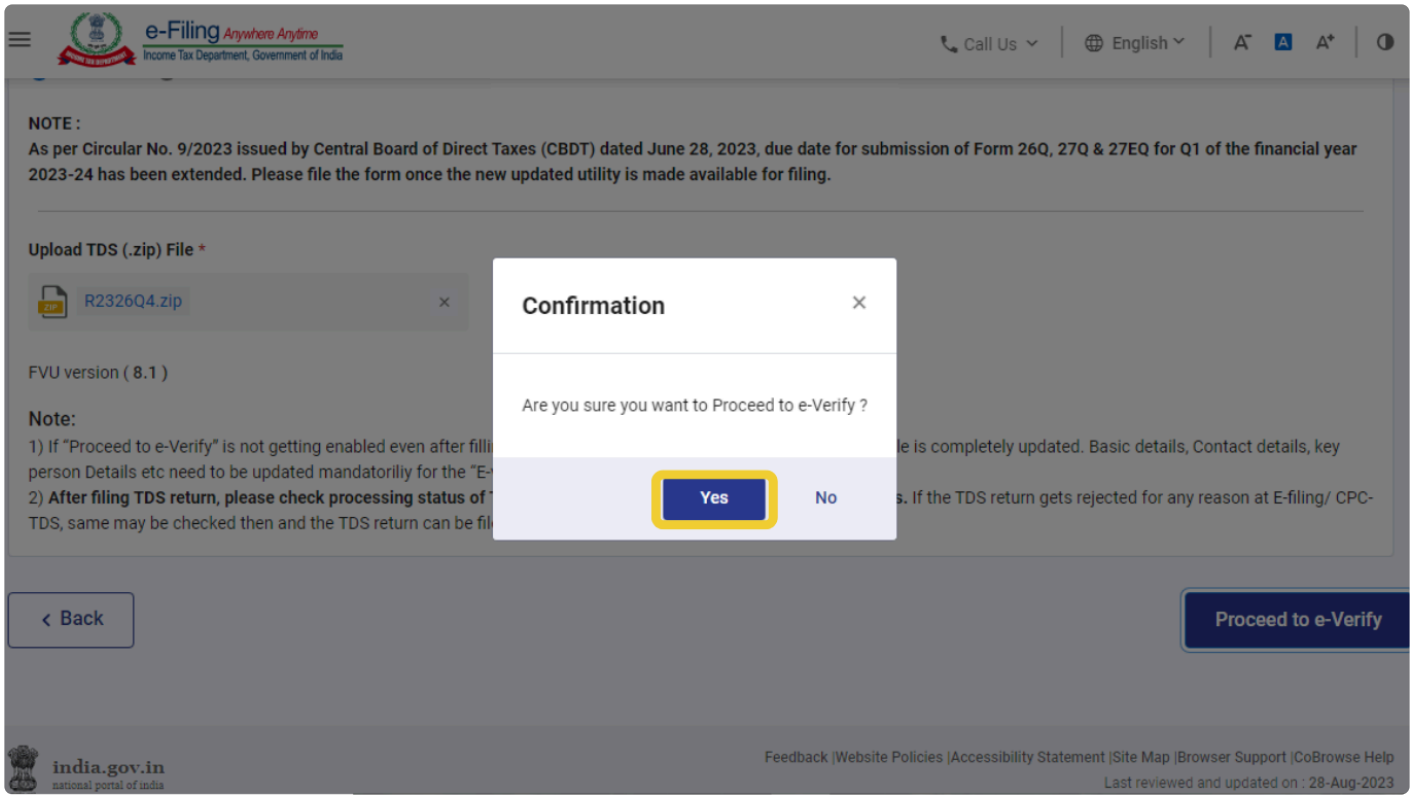
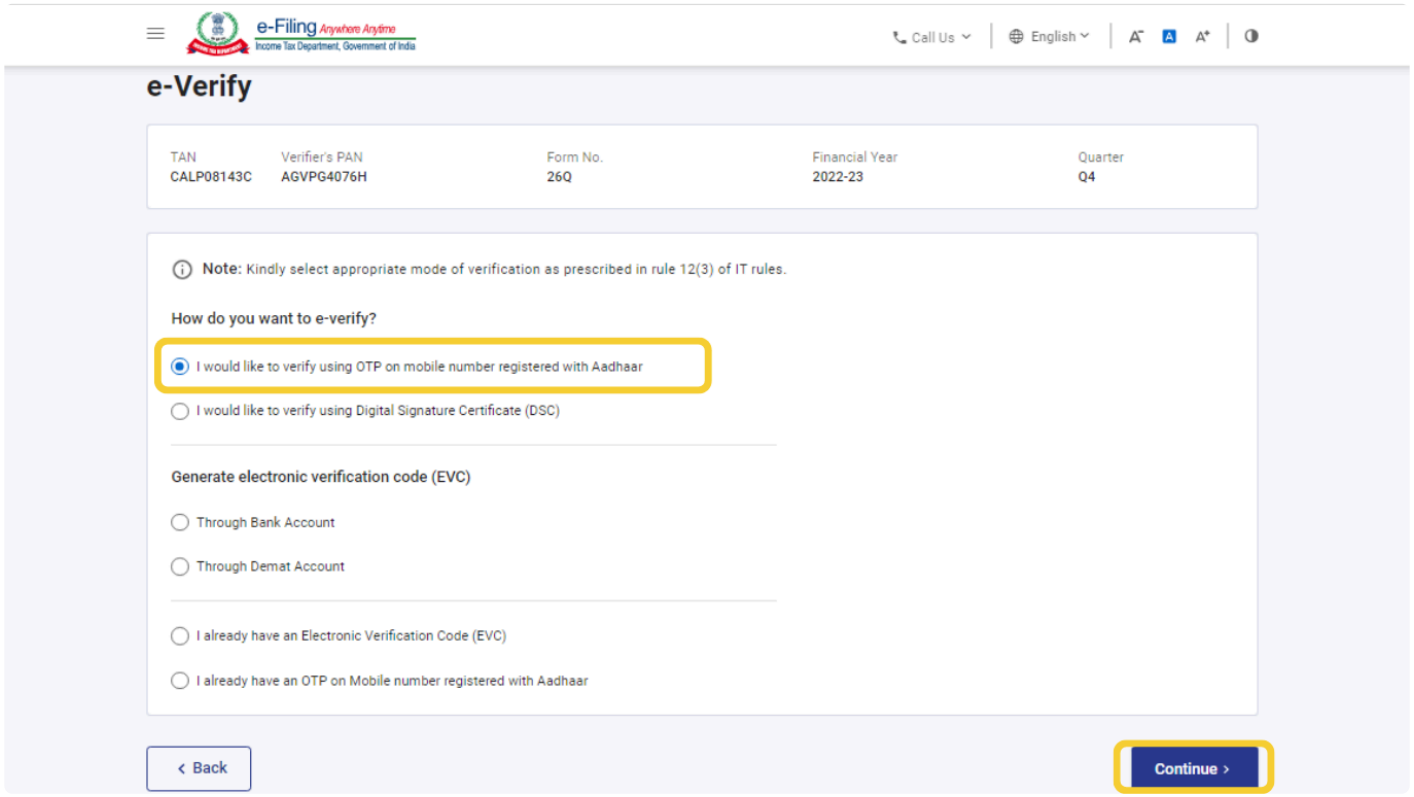


TMO- Online Filing of Return

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

The following screen will appear:

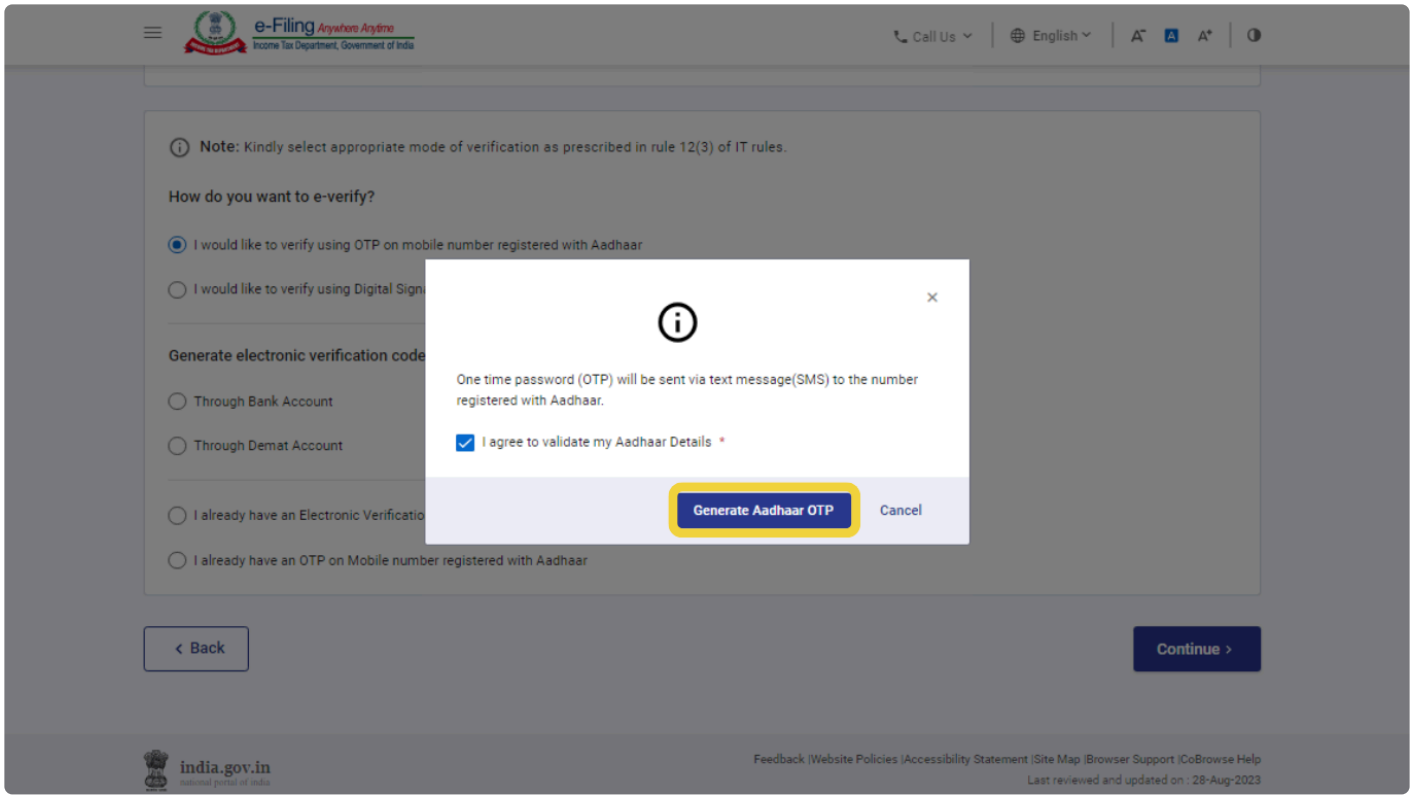


TMO- Online Filing of Return

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

Click on **>Continue<**

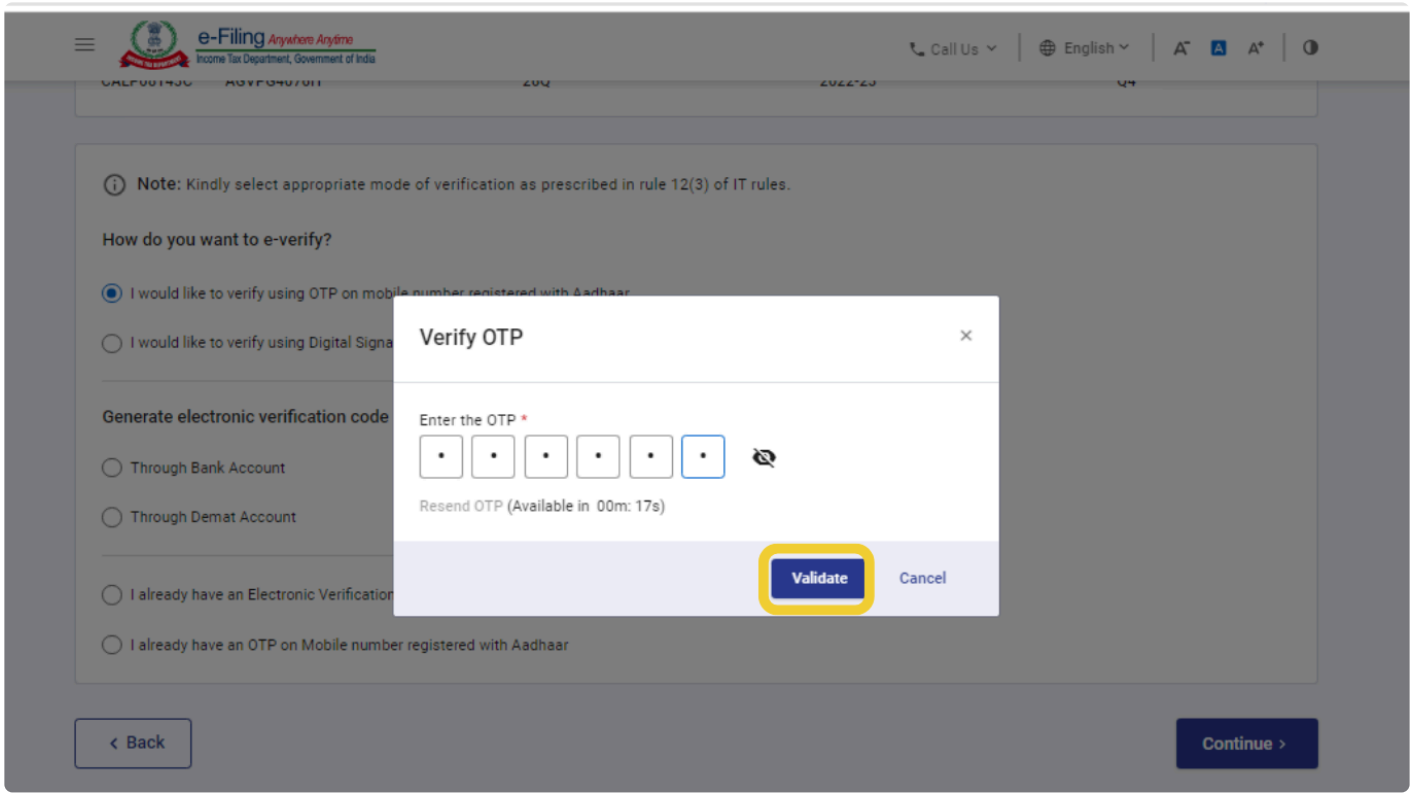
The following screen will get displayed:



TMO- Online Filing of Return

Click on **>Generate Aadhaar OTP<**

The following screen will get displayed:



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

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10. Utilities

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

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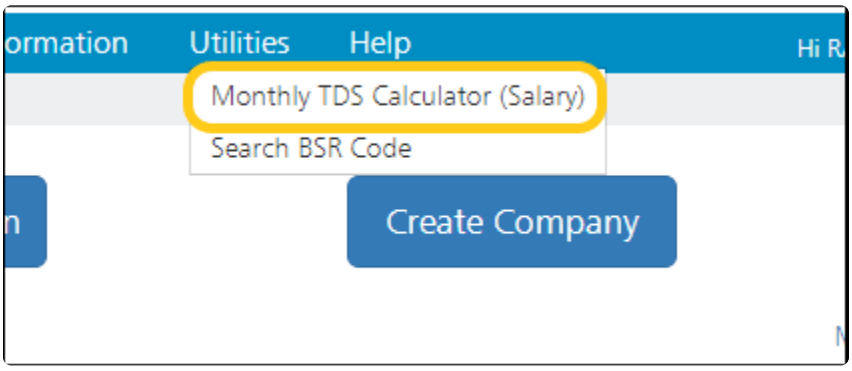
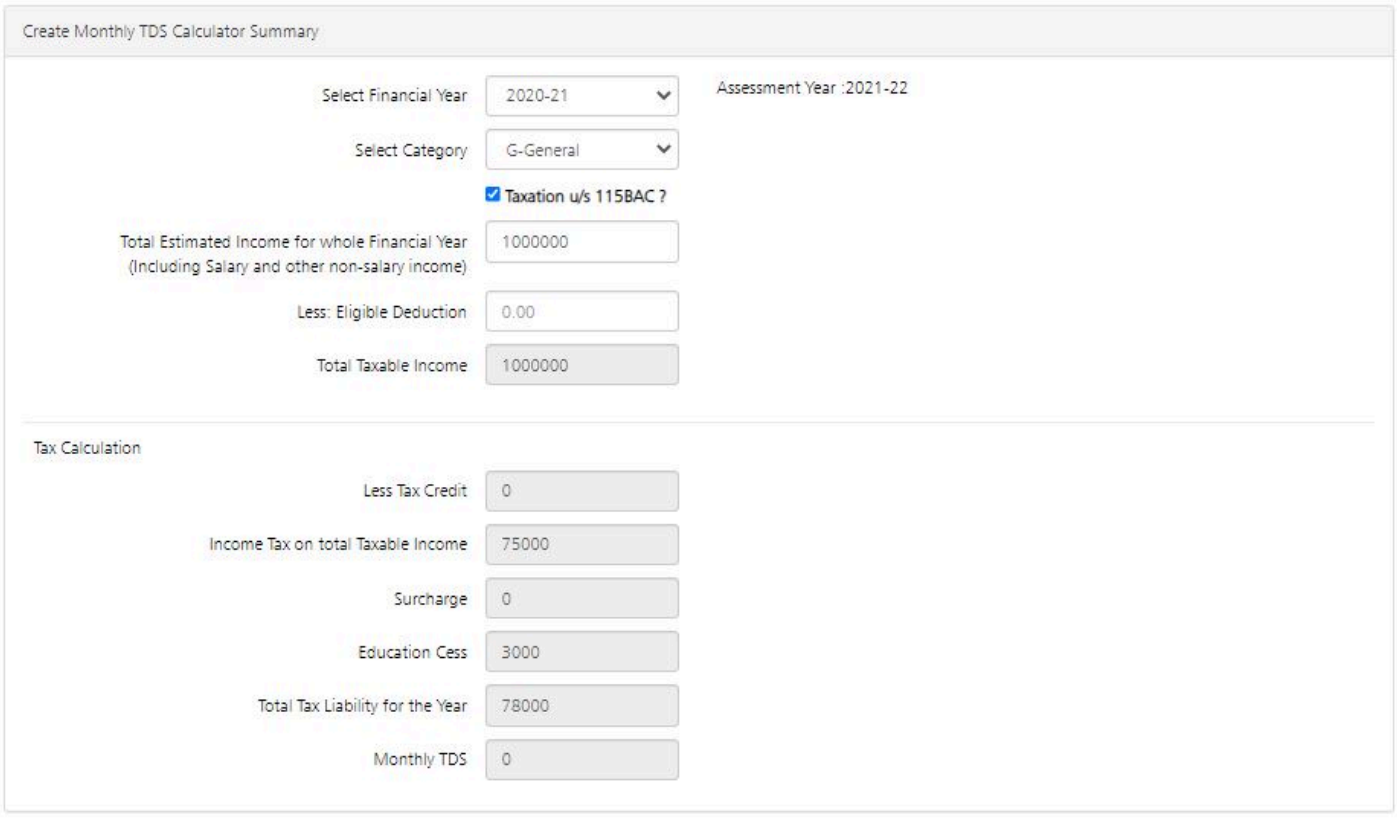
10.1. Monthly TDS Calculator (Salary)

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**.



Monthly TDS calculator - Summary

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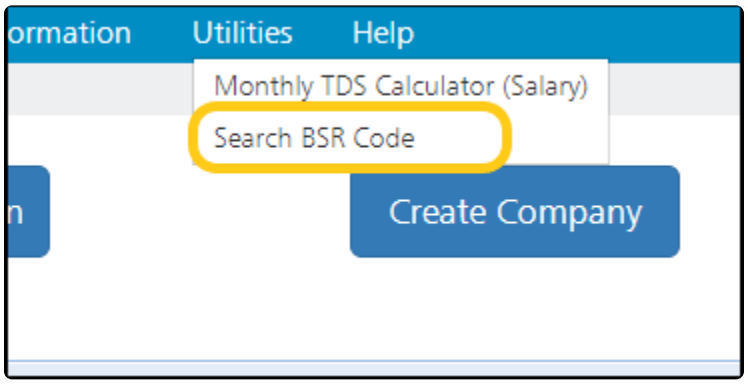
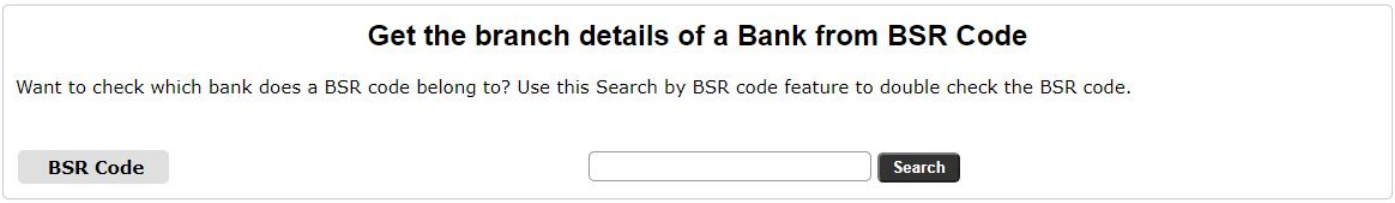
10.2. Search BSR Code

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



Search By BSR Code

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

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11. Help

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

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11.1. FAQ

Frequently Asked Questions Regarding TDSMAN Online Interface

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

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11.2. Video Help

TDSMAN Online Video Tutorials for individual sections

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

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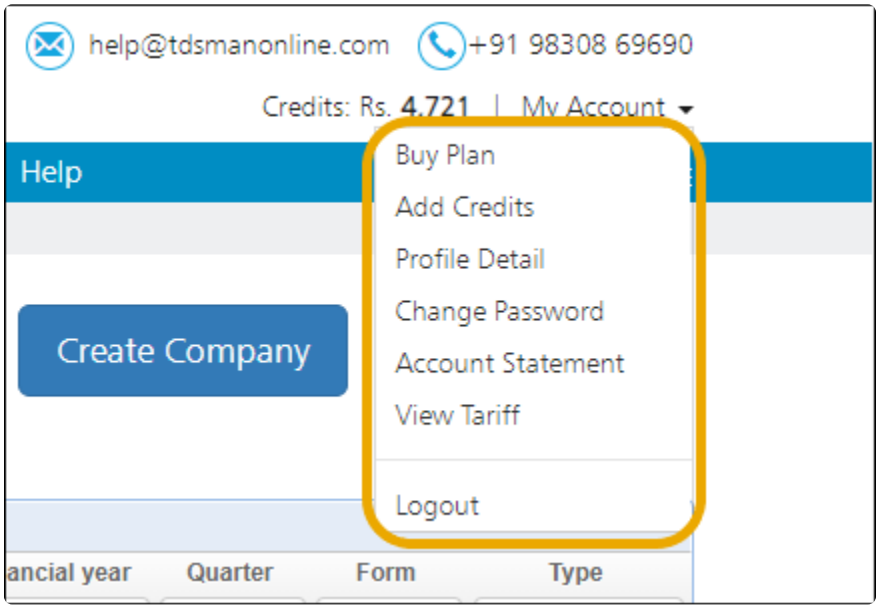
12. My Account

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

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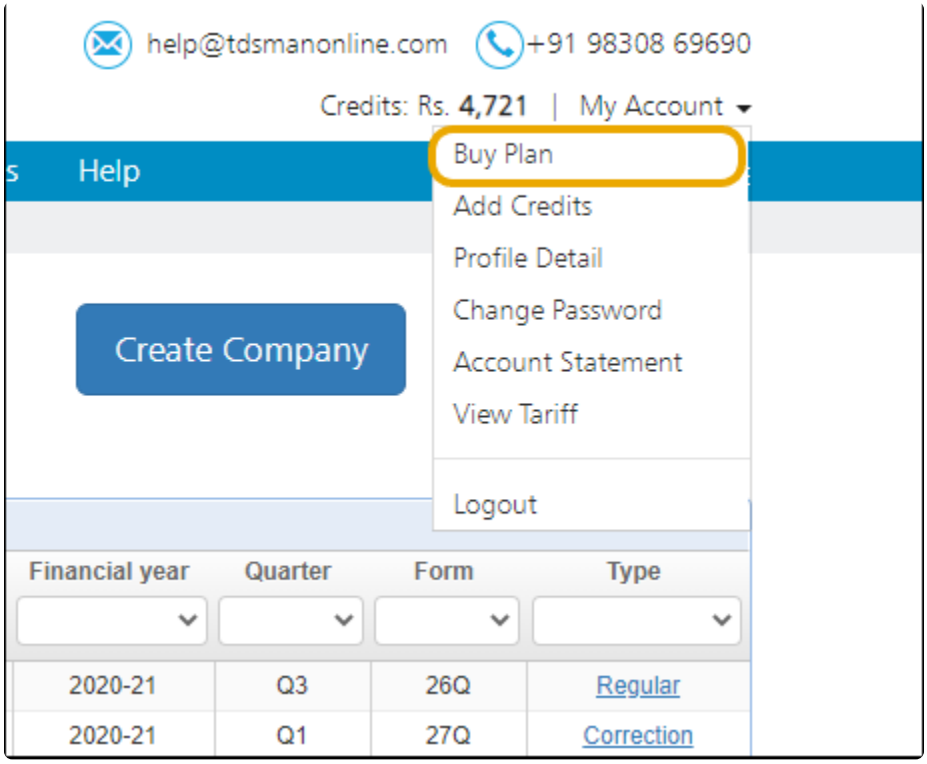
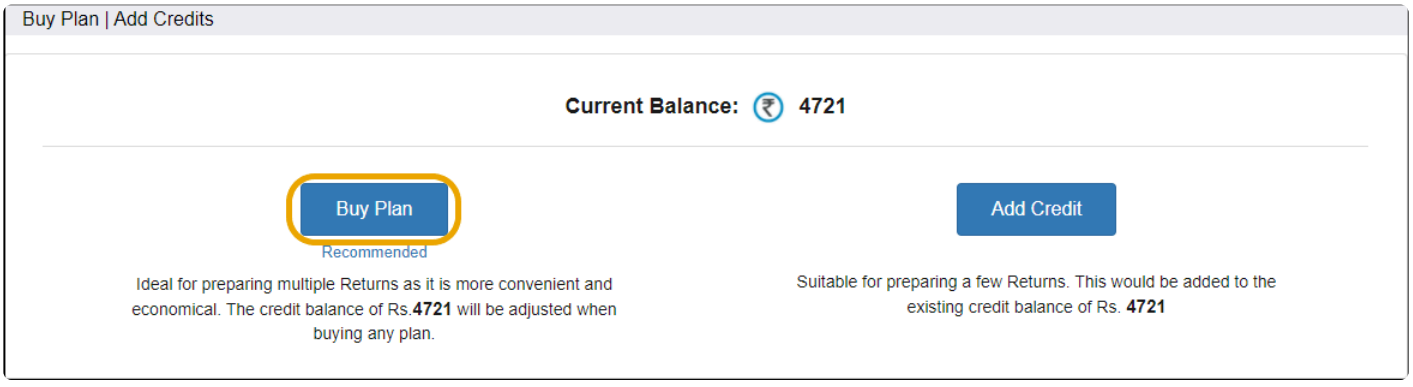
12.1. Buy Plan

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:

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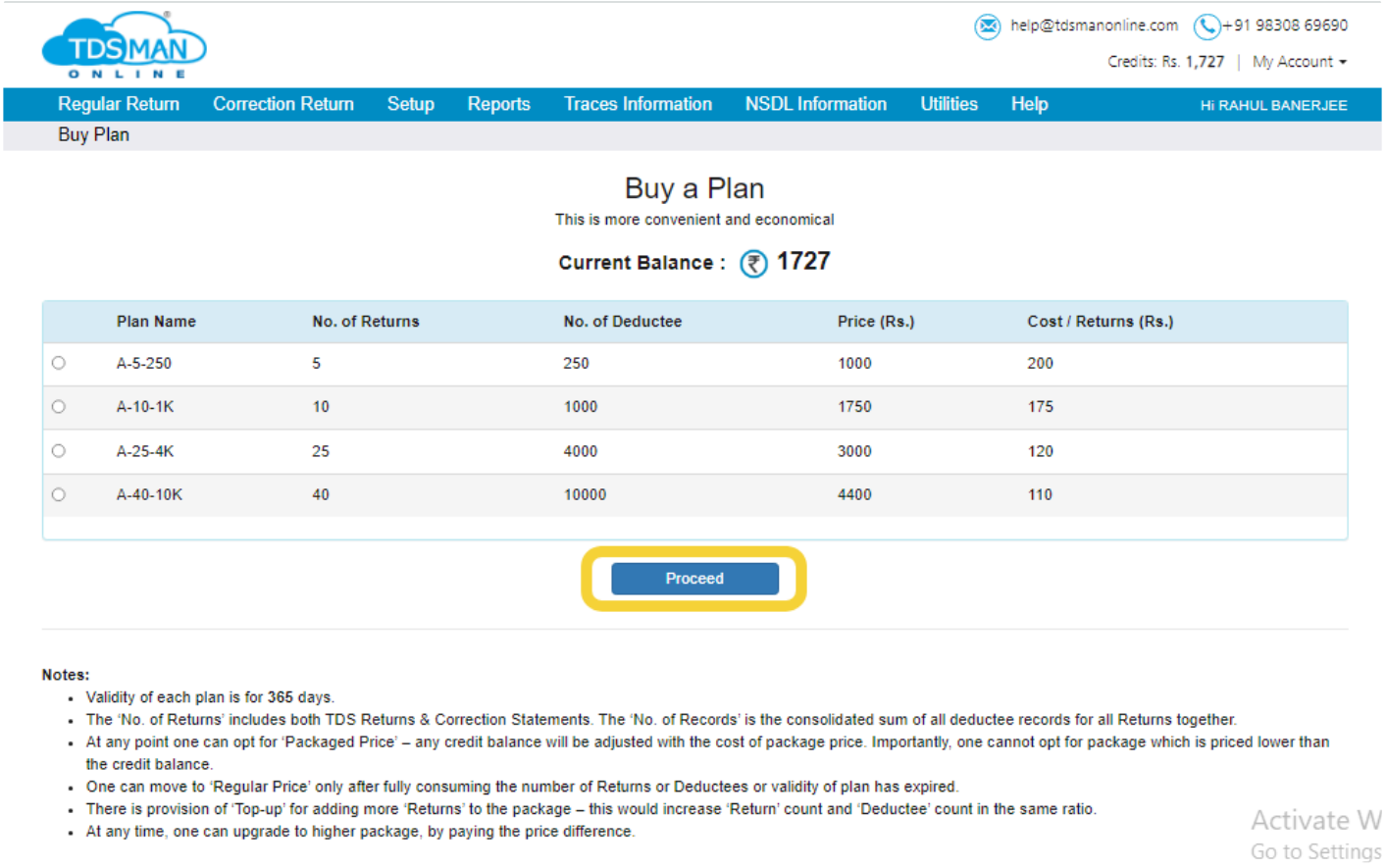
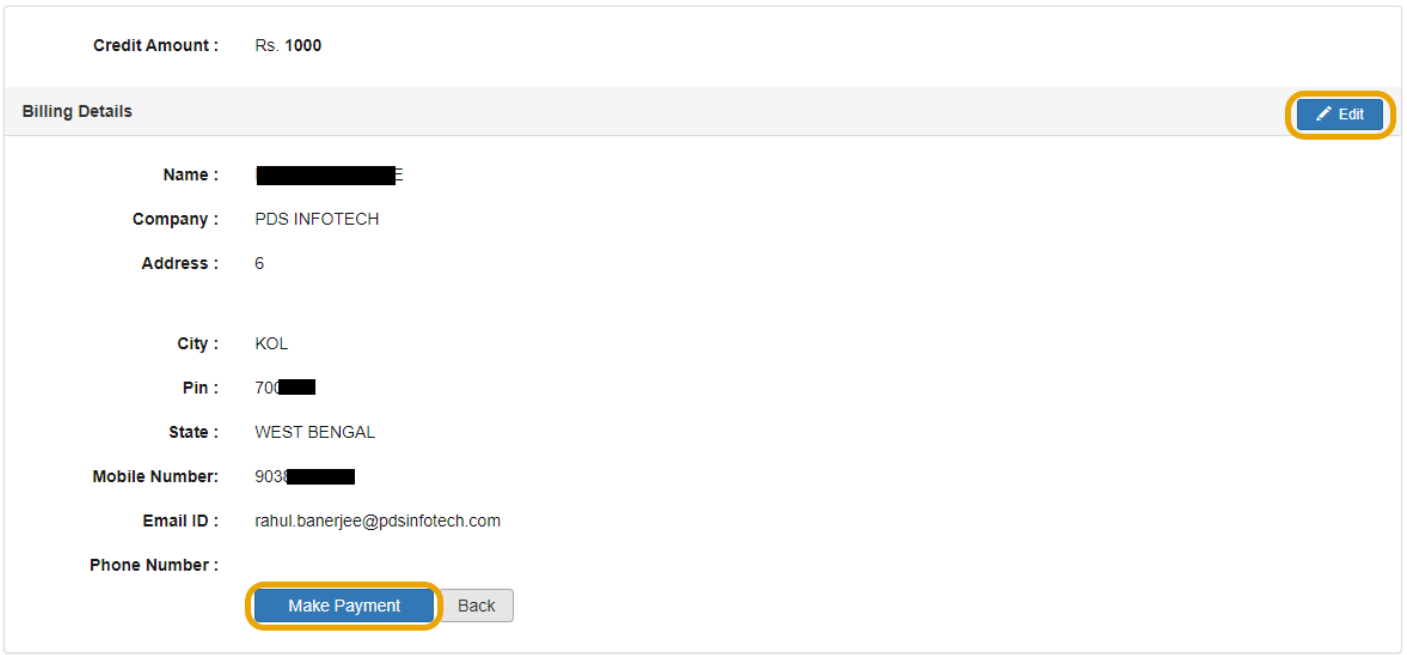


By Plan - Choose Plan

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<**.

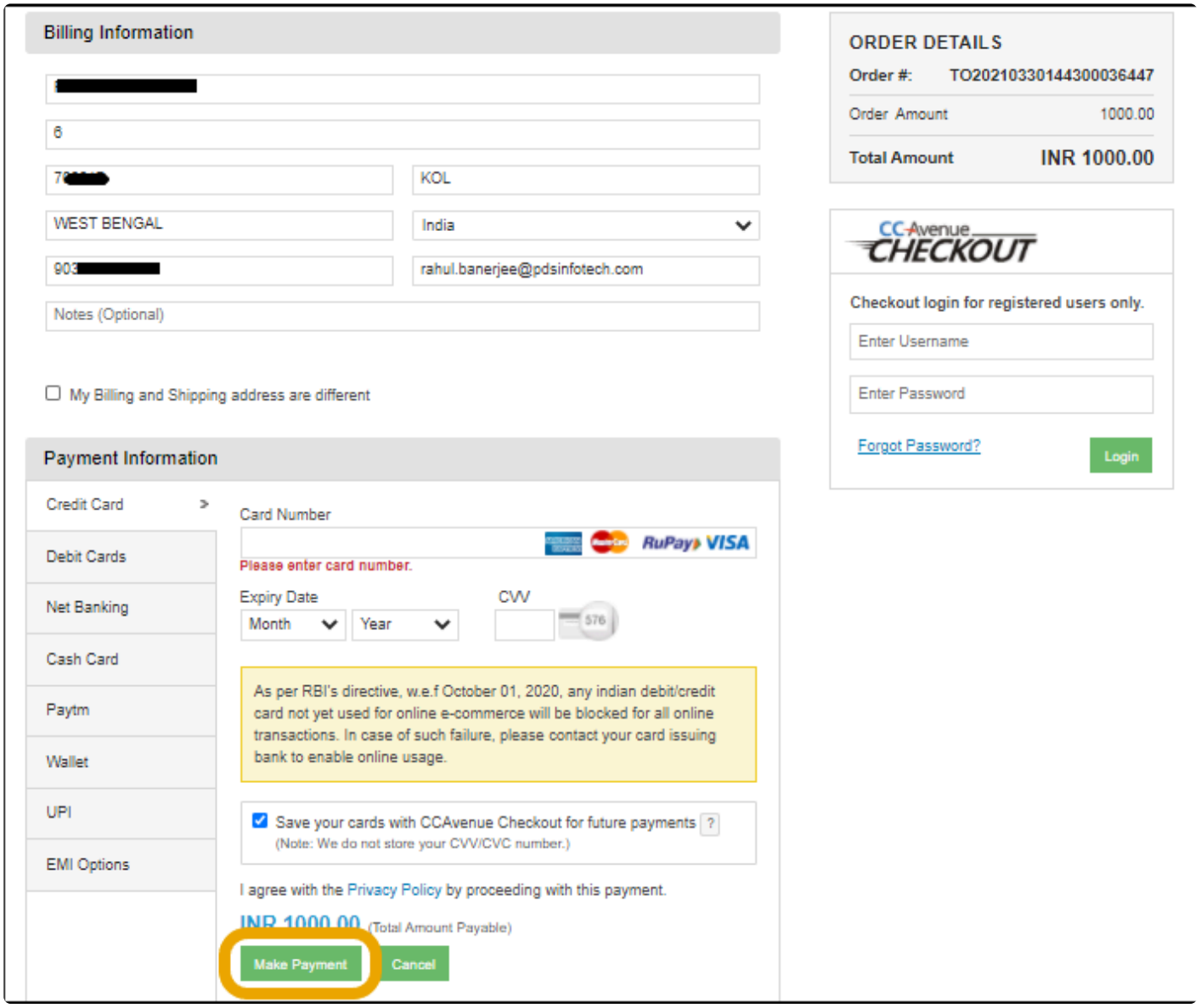
Following screen will appear:



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:



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.

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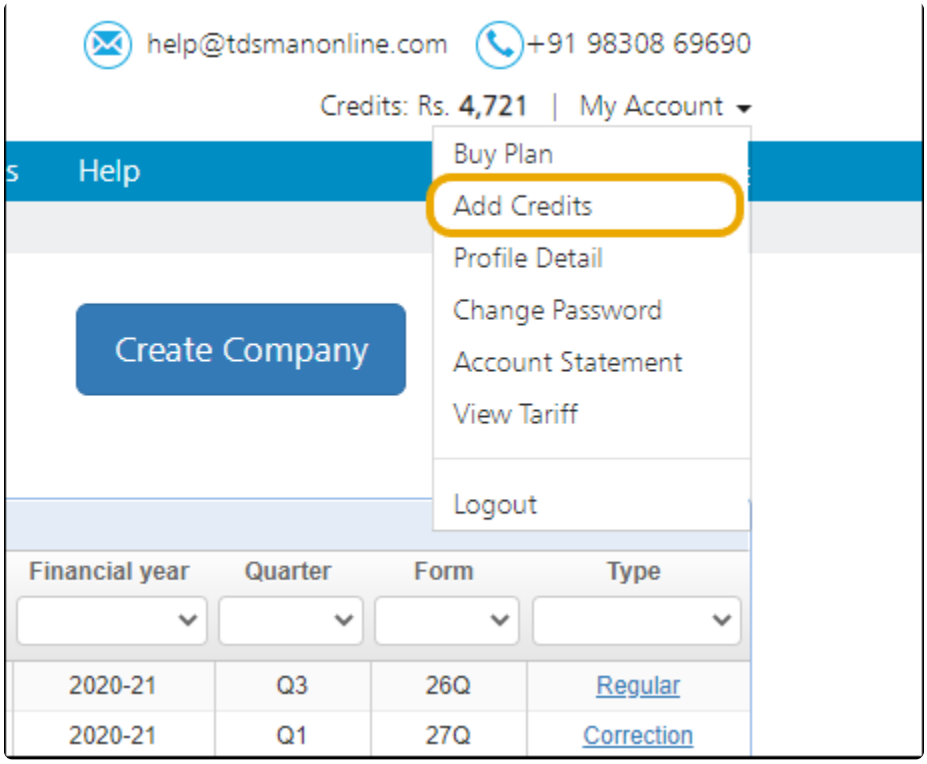
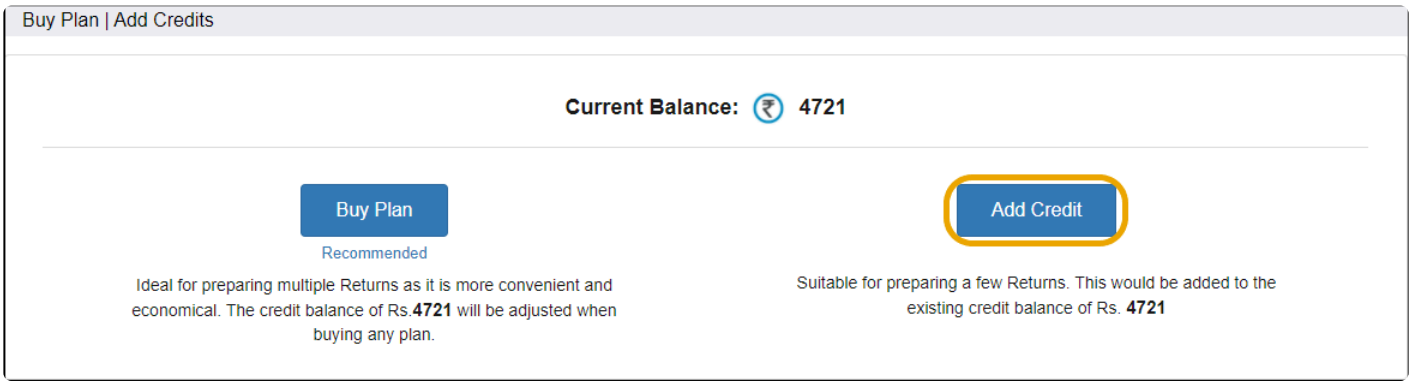
12.2. Add Credits

In this section, user can add balance to their account. Click on **>Add Credit<** under **'My Account'** option:



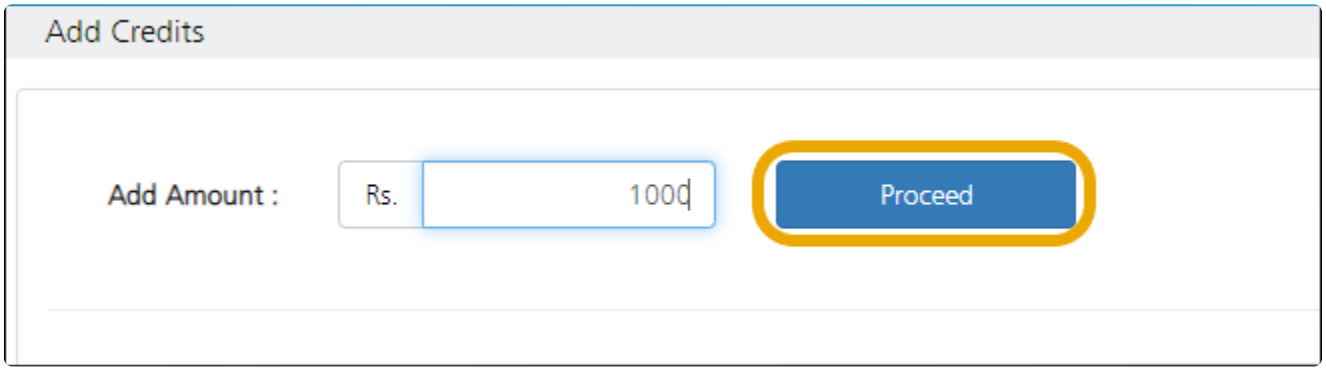
Add Credit - My Account

Following screen will appear:



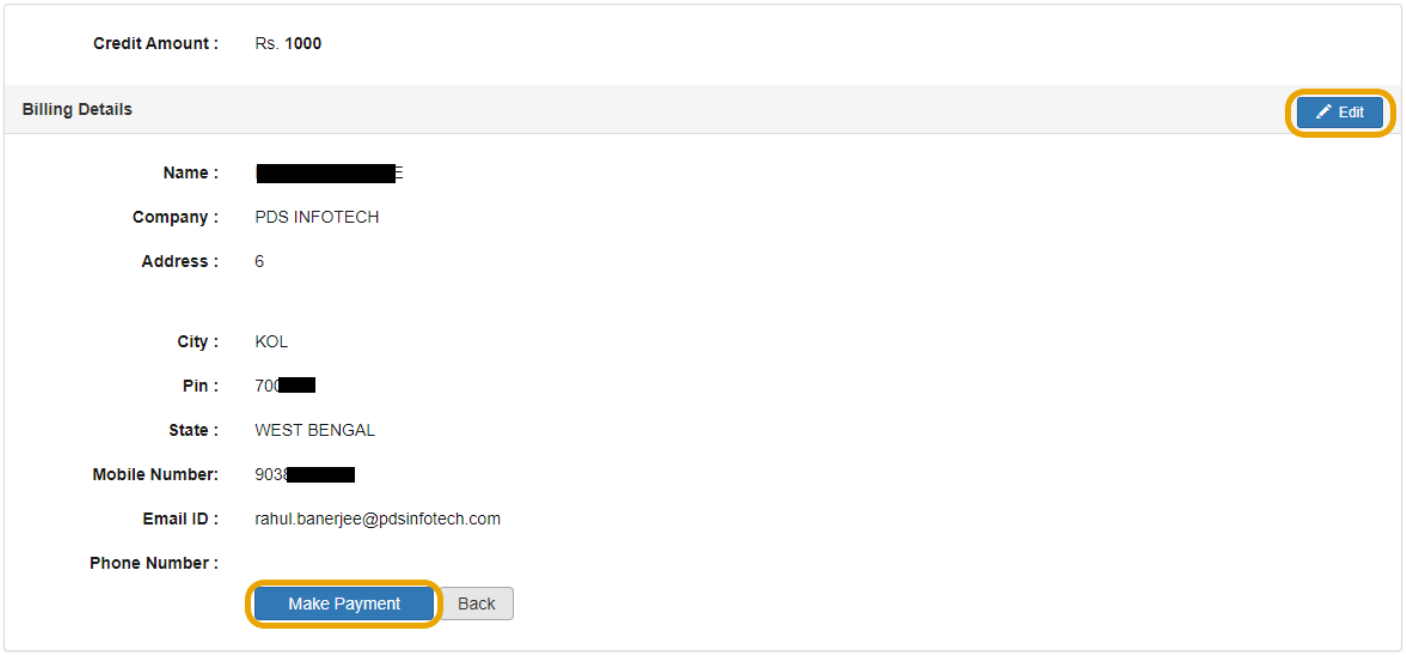
Add Credit

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:

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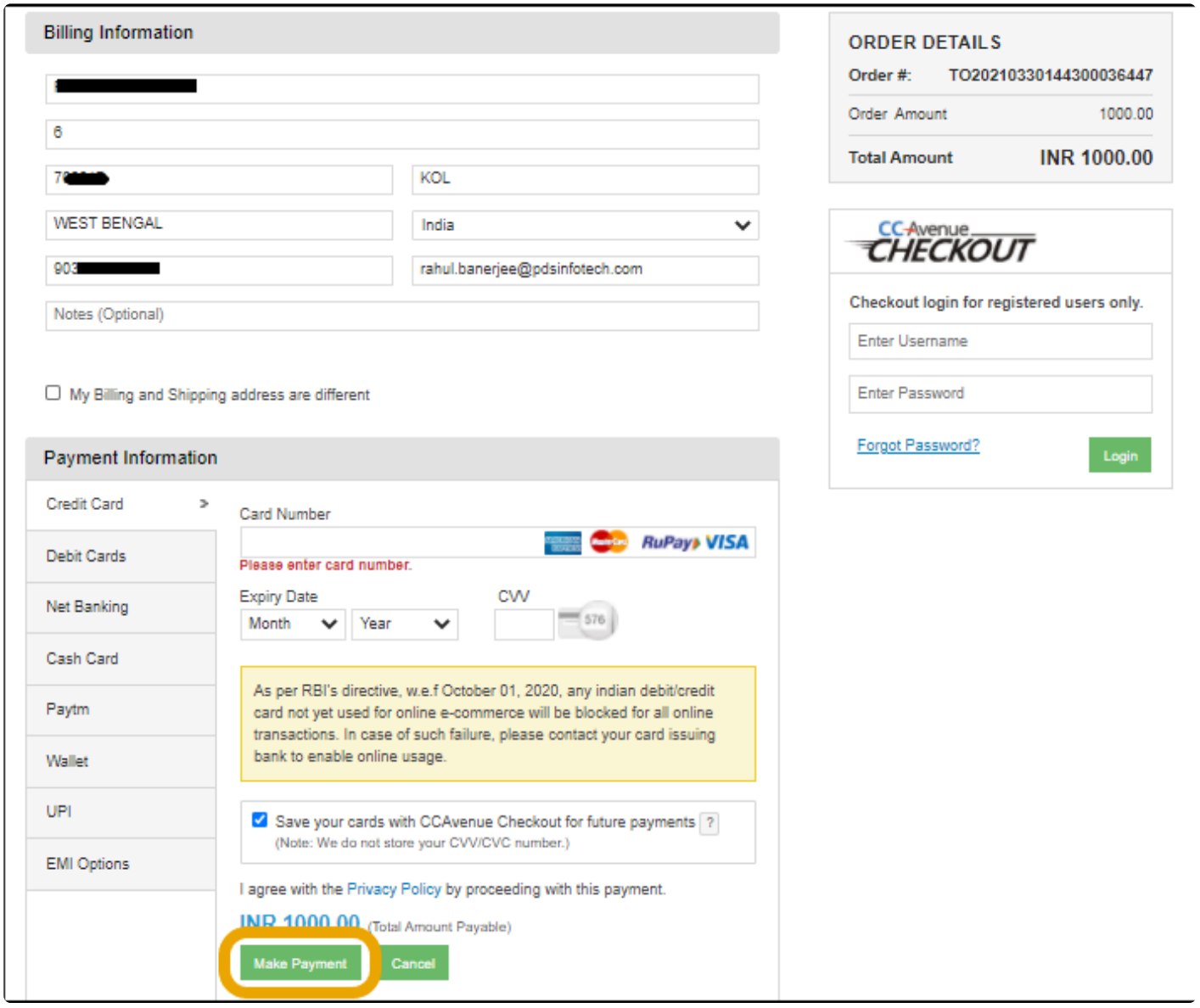

Make payment

After the payment is successfully made, the amount will be added to the credit balance of your account.

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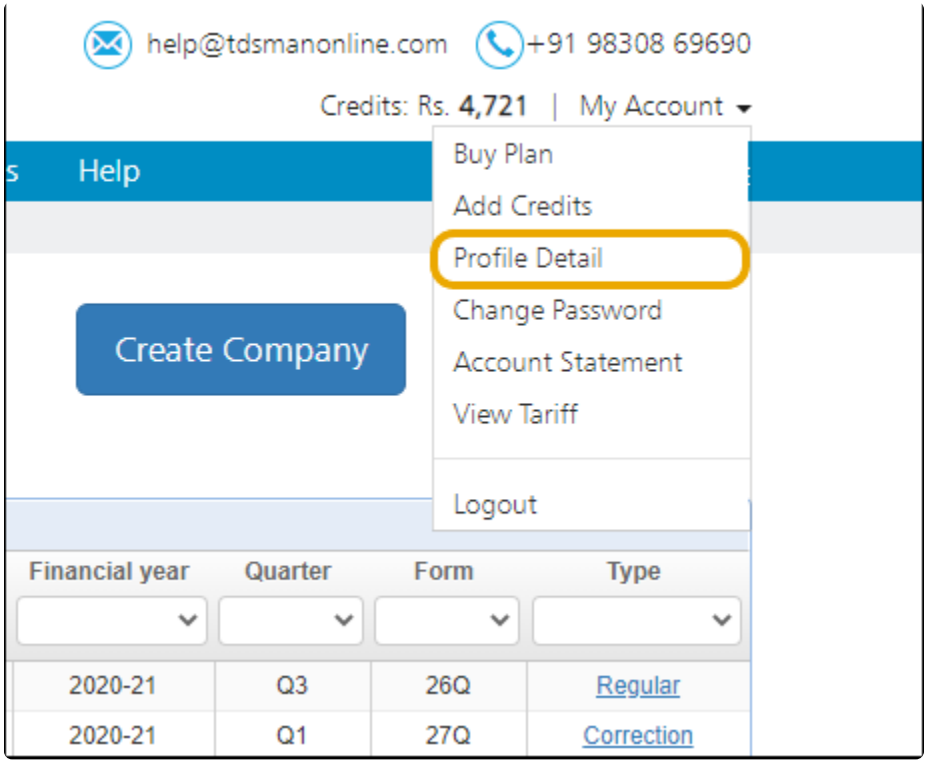
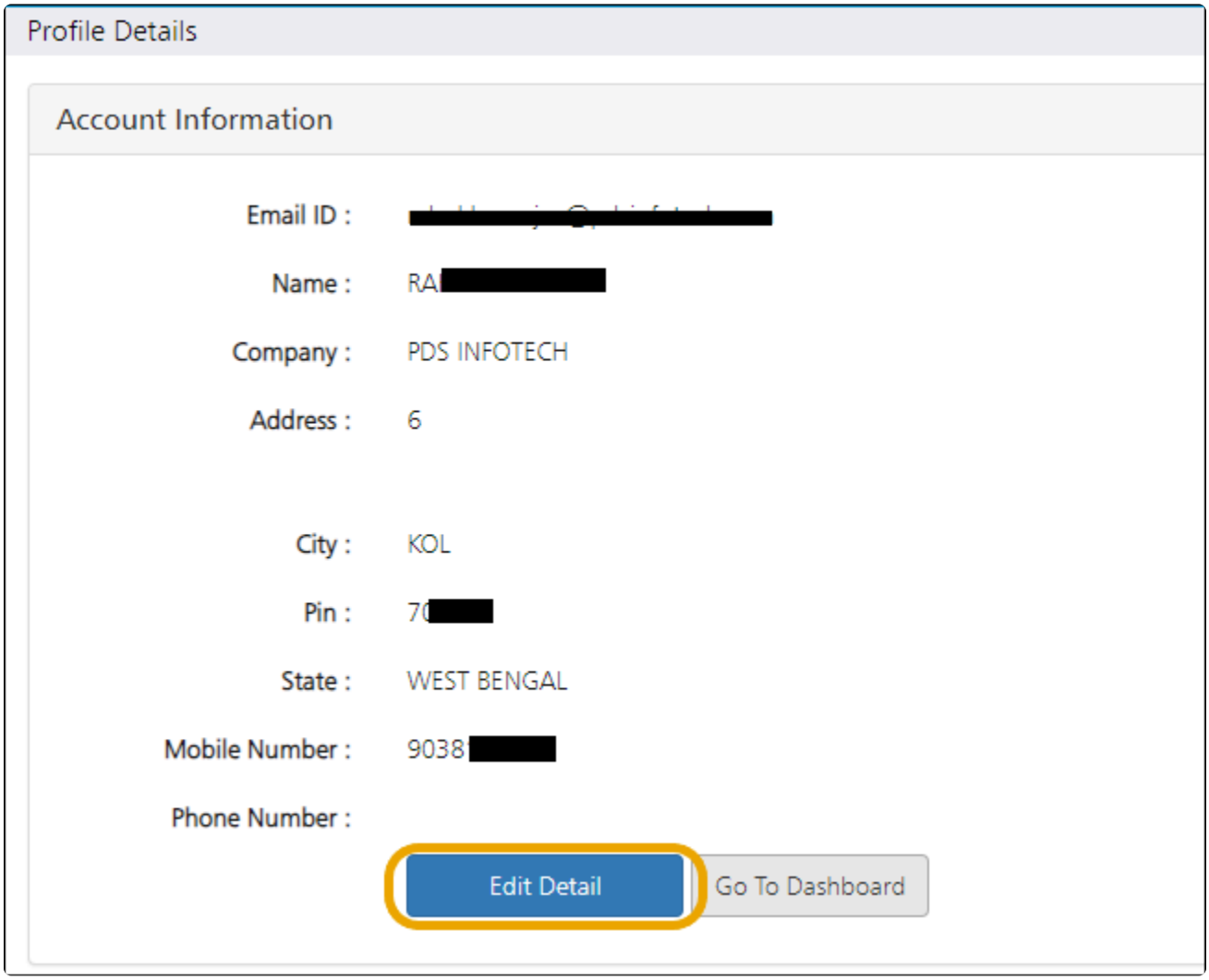
12.3. Profile Details

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.



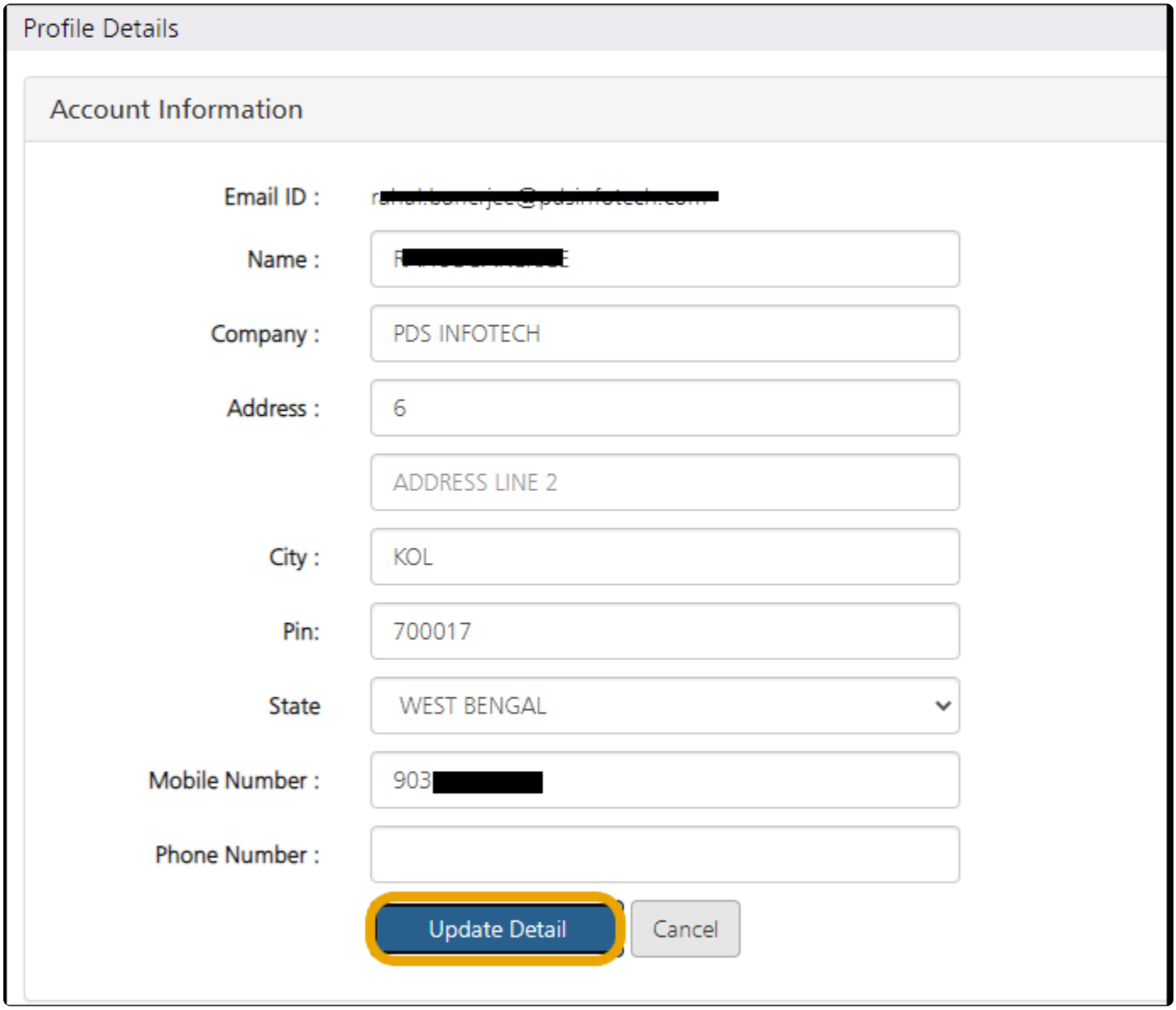
Profile Details - My Account

Following screen will appear:



Edit Detail

In this screen, user can see their account detail. In case of modification, click on **>Edit Detail<**.
Following screen appears:



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.

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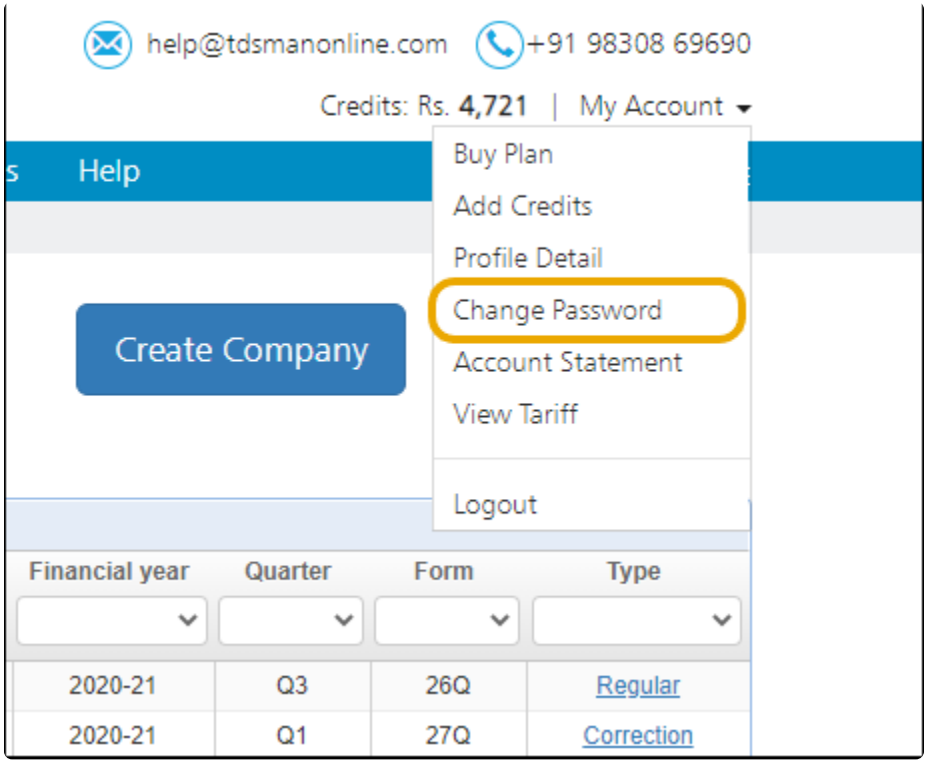
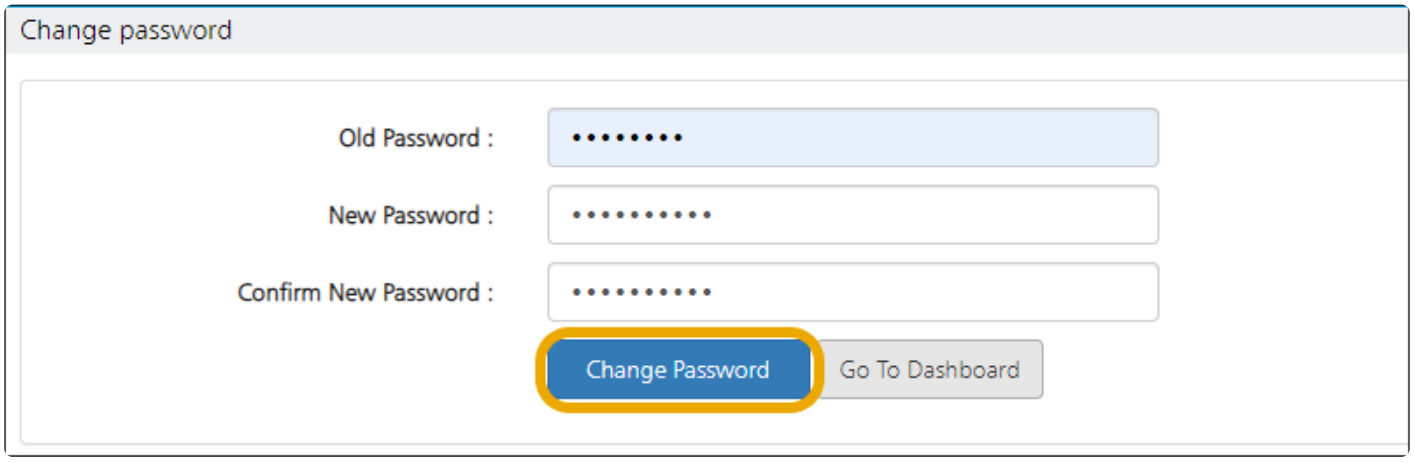
12.4. Change Password

In this Module, user can change their accounts password. Click on **>Change Password<** under **'My Account'** section.



Change Password

Following screen appears:



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.

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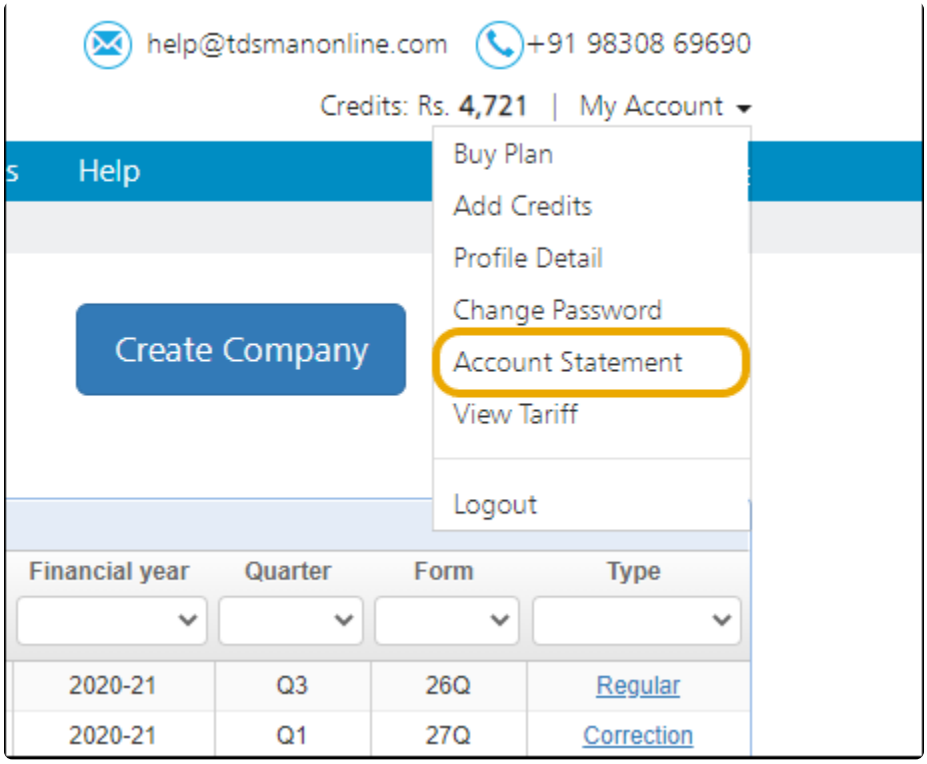
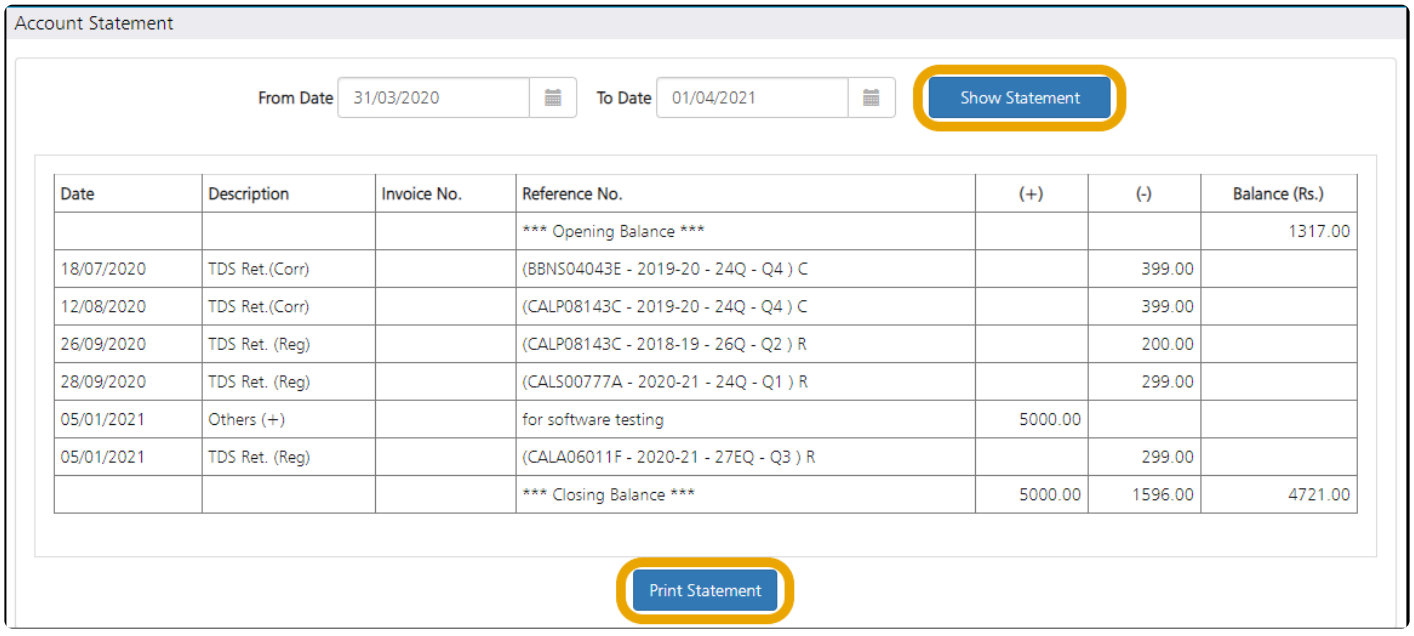
12.5. Account Statement

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:



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)		(CALS00777A - 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

Account Statement

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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.

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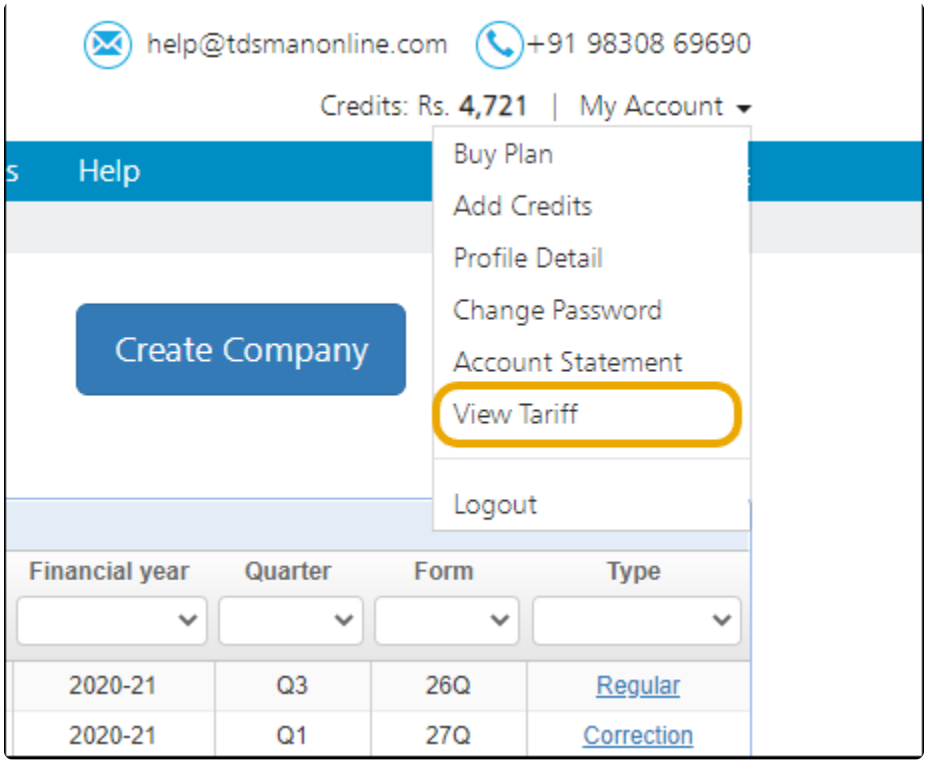
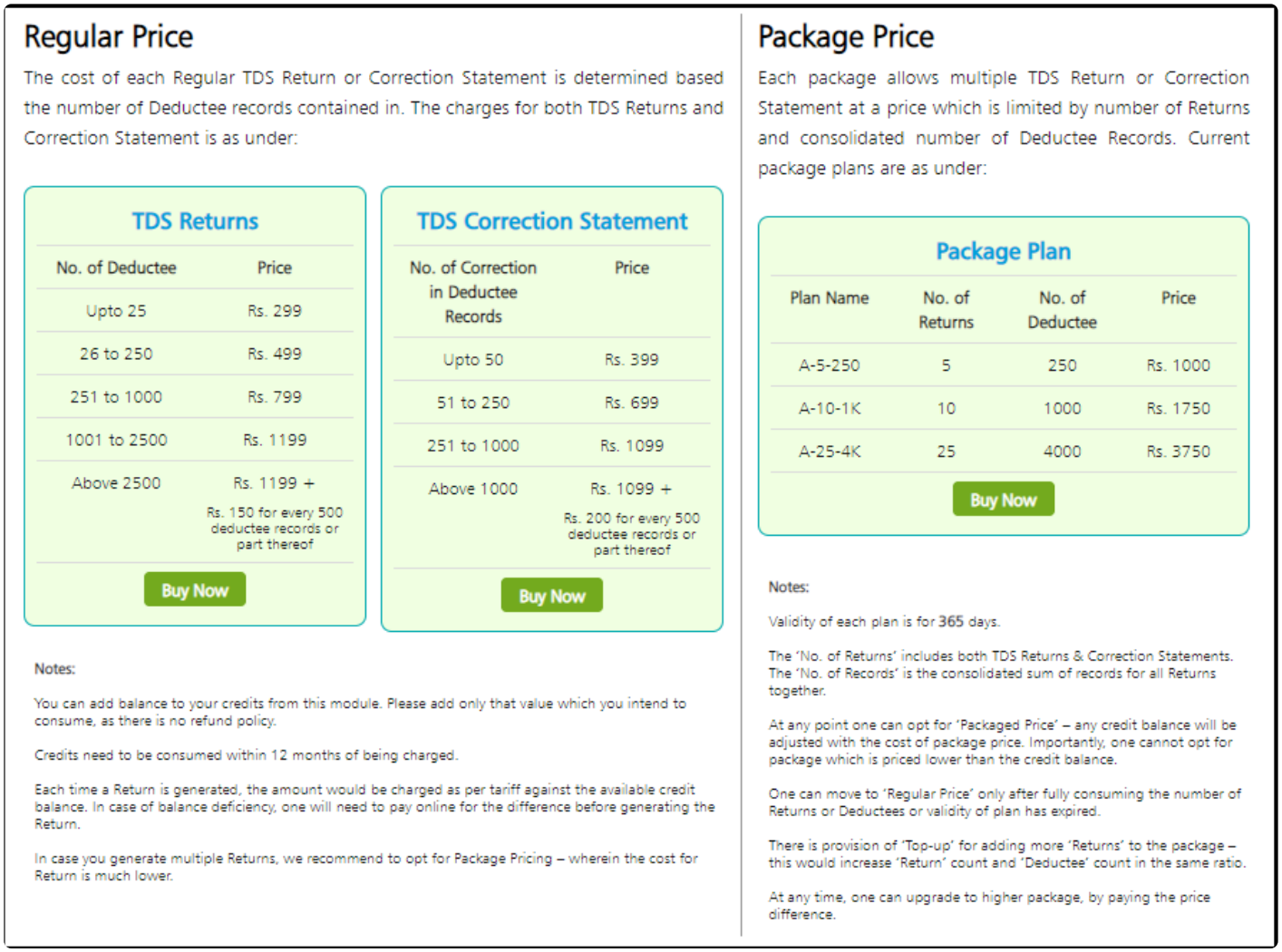
12.6. View Tariff

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 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<**.

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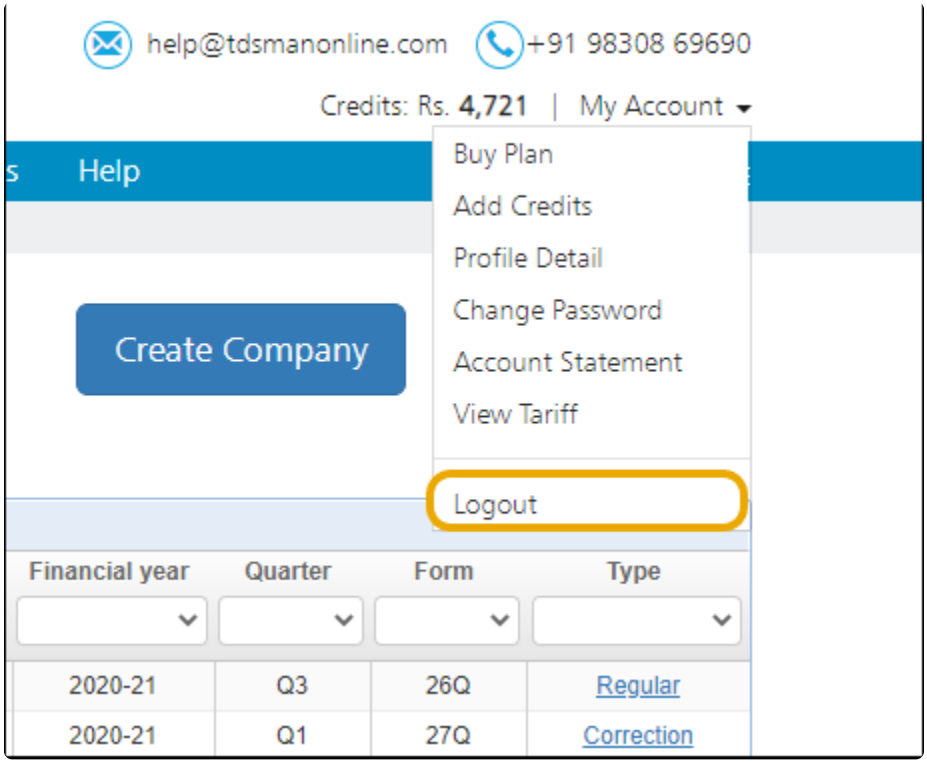
12.7. Log Out

User can Log Out from TDSMAN Online Dashboard by using this option. Click on **>Logout<** under **'My Accounts'** option.



Log Out - TDSMAN Online

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13. Healthy Practices of using TDSMAN Online

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