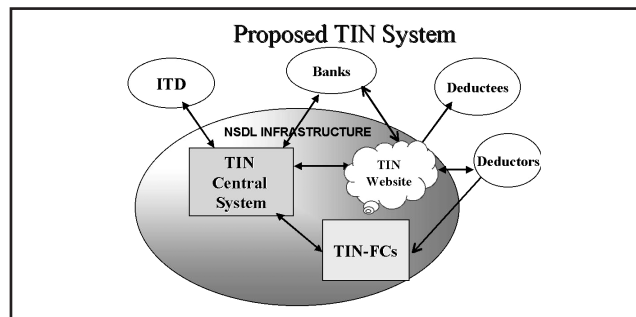


1. INTRODUCTION

NSDL will be the primary agency responsible for the design, implementation and maintenance of TIN as per the requirements of ITD.

Figure 1



On the other hand, the entities depositing the tax vary substantially with respect to their computer skills and hence TIN design provides for establishment of TIN - Facilitation Centres (TIN-FCs) managed by NSDL to help digitisation and upload of e-TDS return information to the TIN central system.

2. TDS RETURN - FORMS AND PERIODICITY

ITD has revised the forms of TDS returns as below:

Form No.	Particulars	Periodicity
Form 24	Annual return of "Salaries" under Section 206 of Income Tax Act, 1961	Annual
Form 26	Annual return of deduction of tax under section 206 of Income Tax Act, 1961 in respect of all payments other than "Salaries"	Annual
Form 27	Statement of deduction of tax from interest, dividend or any other sum payable to certain persons*	Quarterly

* see rule 37A of Income Tax Rules, 1962

These forms are applicable for corporate as well as for non-corporate deductors.

3. SCHEME FOR ELECTRONIC FURNISHING OF TDS RETURN

Deductors furnishing their TDS return in electronic form shall furnish the same to TIN - Facilitation Centres (TIN-FCs) managed by NSDL. Currently TIN-FCs are located in 42 cities across India, which is expected to increase to 107 cities in due course. Deductors furnishing their TDS return in physical form shall furnish the same with their respective Income Tax Offices.

Deductors furnishing returns in electronic form have to furnish a control chart - Form 27A in physical form alongwith CD/floppy containing the e-TDS return. Form 27A is a summary of TDS returns (Form 24, 26 or 27), which contains control totals of 'Amount Paid' and 'Income tax deducted at source'.

4. PREPARATION OF e-TDS RETURN

4.1 Data Structure (File Format) for e-TDS return

The e-TDS return file must be prepared in clean text **ASCII Format with "txt"** as filename extension. Deductor shall prepare each type of e-TDS return file using the relevant file formats.

File formats for salary and non-salary e-TDS return consist of 5 different record types:

- i) **File Header** record is the first line in the e-TDS return file and contains details such as return type (salary/non-salary), TAN of deductor, date of creation of the e-TDS return file, etc.,
- ii) **Batch Header** record contains particulars of deductor, number of challan detail records, number of deductee detail records, number of perquisite detail records etc.,
- iii) **Challan Detail** record contains details of TDS deposited in the bank by deductor e.g. amount of TDS deposited, date of payment, bank where TDS deposited etc.,
- iv) **Deductee Detail** record contains details of the transaction on account of which TDS was deducted from deductee. It includes name, PAN and address of deductee, gross amount paid, TDS deducted etc.,
- v) **Perquisite Detail** record contains the details of the perquisites paid by the employer to an employee. This record type is applicable only in case of salary e-TDS return (Form 24).

4.2 Guidelines for preparation of e-TDS return file in the prescribed data structure (file format)

Before going through following guidelines for preparation of e-TDS return, deductor is advised to go through the file formats mentioned above.

- i) Each record must start on a new line and must end (including last record) with a new line character.
- ii) All character fields must be left justified.
- iii) If CHAR field has less or no data as against the defined length for that field then remaining (in case of less data) or the entire (in case of no data) field has to be filled with right justified blank characters (spaces).
For example if the value of the field "Name of Employer" in batch header record of salary e-TDS return is "XYZ Limited" then it should be mentioned as 'XYZ LIMITED99999999999999999999999999999999' (here '9' indicates space). The fixed field width of this field as per file format is 75).
- iv) All numeric fields must be right justified.
- v) If NUMERIC field has less or no data with reference to defined length, then remaining (in case of less data) or the entire (in case of no data) field has to be filled with left justified zeroes.

For example if the value of the field "Gross Total of TDS as per Challan Annexure" in batch header record of salary e-TDS return is Rs.1234.50 then it should be mentioned as '00000000123450'. The fixed field width of this field as per the file format is 14 (12+2 without decimal point).

- vi) For all fields of type 'Amount', the decimal point will be implicit and need not be mentioned within the file.
For example Rs. 1234.50 will be written as 123450 and Rs. 1234 will be written as 123400.
- vii) If DATE field has no data then the entire field has to be filled with blank characters (spaces).
- viii) The constant values as mentioned in the file format (values of fields viz. 'Record Type', 'Upload Type' etc.) need to be mentioned in BLOCK letters only. i.e. value of field 'Record Type' in case of 'File Header' should be specified as 'FH' and not as 'fh' or Value of field 'File Type' should be mentioned as 'TDS' and not as 'tds'.
- ix) Each line of a record type must contain details pertaining to that particular record type only.
- x) The sequence of the detail records must be in the order mentioned below:
 - File header record
 - Batch header record
 - Challan detail record
 - Deductee detail record
 - Perquisite detail record (applicable in case of salary e-TDS return only – Form 24)

For example if there are 2 challan details, 3 deductee details and 2 perquisite details in a salary e-TDS return file, the file should have the first line as **FILE HEADER**, second line as **BATCH HEADER**, third and fourth line as **CHALLAN DETAIL**, fifth, sixth and seventh as **DEDUCTEE DETAIL** and eighth and ninth lines as **PERQUISITE DETAIL**.

- xi) There should be only one File Header (FH) and only one Batch Header (BH) in a return.
- xii) Each field in a record is in the nature of **FIXED WIDTH** as **mentioned in the file format (i.e. each record is fixed length record)**.
- xiii) Deductor shall mention the seven digit Bank Branch Code in the Bank Branch Code field in the e-TDS return file. Deductor can obtain the same from the bank branch where it has deposited the TDS. It can also find the same using the search facility on the RBI website (www.rbi.org.in) or on <http://tin.nsdl.com>.
- xiv) After preparing e-TDS return file deductor will check the format level accuracy of the e-TDS return file using File Validation Utility (FVU).

5. FILE VALIDATION UTILITY (FVU)

FVU has been developed by NSDL to help deductors ensure that the e-TDS return file they have prepared conforms to the prescribed format. After preparing e-TDS return file deductor may process the same using FVU to ascertain as to whether the file contains any format level error(s). In case the

deductor finds any error it shall rectify the error and pass the file again through the FVU.

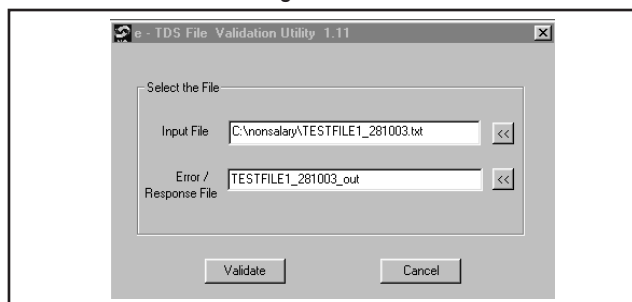
*FVU can be freely downloaded from <http://tin.nsd.com> and is also available with TIN-FCs. It can be executed on any of the Windows platforms mentioned below:
Win 95 / Win 98 / Win 2K Prof. / Win 2 K server / Win NT 4.0 server / Win XP Prof.*

Procedure for validation of e-TDS return file using FVU

The deductor shall perform following steps for validating the e-TDS return file prepared by him:

- To run FVU double click on 'e-TDS File Validation Utility.exe' from the path where the utility has been stored. FVU screen will display two fields - 'Input File' and 'Error/Response File'.
 - By using the browse button on the extreme right of the 'Input File' deductor will select the file to be validated.
- NOTE:** The 'Input File' needs to be a text file i.e. with extension 'txt'.
- After selecting 'Input File' deductor will select path of the 'Error/Response File' by using the browse button on the extreme right of the 'Error/Response File'. In case only the 'Error/Response File' name is provided and not the path, the 'Error/Response File' gets saved in the same path as the 'Input File'.

Figure 2



In figure 2 only the file name has been given as 'TESTFILE1_281003_out', hence the 'Error/Response File' 'TESTFILE1_281003_out' will be saved on the path 'C:\nonsalary\err_res\TESTFILE1_281003_out' by default.

- However if the path is provided, the 'Error/Response File' is saved in that path e.g. 'C:\nonsalary\err_res\TESTFILE1_281003_out'.
If alongwith the 'Error/Response File' name deductor also defines extension of the file as 'txt', then file will get saved as text file. In case no extension is defined, it will get saved as 'prn' extension file.
- Deductor will open the 'Error/Response File' in any text editor to view the errors logged in that file.

In case there are errors in the 'Input File' then the 'Error/Response File' generated will display error codes as shown in Figure 3 below.

Figure 3

TESTFILE1_281003 - Notepad		
File Edit Search Help		
Record Type	Line No	Error Code
BATCH HEADER	2	2016

'Error/Response File' displays separate rows for each error in e-TDS return file. As seen above, 'Error/Response File' contains only one error. The 'Error/Response File' consists of **record type**, **line number** (of e-TDS return file) which contains an error and **error code**.

In this example 'Error/Response File' displays that

- There is an error in Batch Header
- Line no. 2 is Batch Header
- Error code is 2016

Using this information the deductor can identify the problem and rectify the same in the e-TDS return file.

Error code refers to a code assigned to a particular type of error. Each error code has error description and reason for that error.

Here, deductor will refer to corresponding error description to error code 2016, which is 'Invalid name of deductor' and the reason is 'Value not provided'. In this case, deductor will mention correct name of deductor in line no. 2 of e-TDS return file to rectify the file.

- After rectifying the e-TDS return file deductor will pass the corrected file again through the FVU. Deductor will repeat these steps till the e-TDS return file is error free. In case no errors are detected the deductor

shall copy the error free e-TDS return file to a CD/floppy and furnish the CD/floppy to the TIN-FC.

For detailed guidelines, procedures, forms, data structure (file formats), notification, list of TIN-FCs, file validation error code descriptions, FVU, visit <http://tin.nsd.com>

6. FURNISHING OF e-TDS RETURN TO TIN-FC

After preparing and validating the e-TDS return file, deductor shall furnish the same to any TIN-FC. Deductor will ensure that:

- Each e-TDS return file (Form 24, 26 or 27) is in a separate CD/floppy.
- Each e-TDS return file is accompanied by a duly filled and signed (by an authorised signatory) Form 27A in physical form.
- Each e-TDS return file is in one CD/floppy, it should not span across multiple floppies.
- In case the size of an e-TDS return file exceeds the capacity of one floppy then it is furnished in a CD. It should be noted that in case e-TDS return file is in compressed form it should be compressed using Winzip 8.1 or ZipltFast 3.0 compression utility only to ensure quick and smooth acceptance of the file.
- Label is affixed on each CD/floppy mentioning deductor TAN and name, Form no. (24, 26 or 27) and period to which return pertains.
- There is no overwriting / striking on Form 27A. If there is any, then the same should be ratified by an authorised signatory.
- No bank challan, copy of TDS certificate is to be furnished alongwith e-TDS return file. In case of Form 26 and 27, deductor need not furnish physical copies of certificates of no deduction or concessional deduction of TDS received from deductees. In case of Form 24 deductor shall furnish physical copies of certificates of no deduction or concessional deduction of TDS, if any, received from deductees.
- e-TDS return file contains TAN of deductor. In case different branches of a deductor furnish separate e-TDS return, they should do so quoting respective TANs allotted to them by ITD.
- In case deductor furnishes revised e-TDS on account of any rectification or after incorporating missing PAN(s) details, it shall mention the same on the top right hand corner of Form 27A and furnish the entire e-TDS return and not only the amendments. Deductor shall furnish the revised e-TDS return at the same TIN-FC branch where it had furnished the original e-TDS return. Deductor will furnish a xerox copy of the original Provisional Receipt issued earlier for the original e-TDS return alongwith the revised e-TDS return.
- CD/floppy is virus free.

TAN

Under Section 203A of the Income Tax Act, 1961, it is mandatory to quote TAX DEDUCTION ACCOUNT NUMBER (TAN) on all TDS returns. Accordingly, corporate deductors furnishing e-TDS returns are required to quote their TAN in the e-TDS return file.

Since last few years ITD has revised the format of TAN. It is a countrywide unique 10 digit alphanumeric code. All new applicants have been issued reformat TAN. TANs issued in old format have been reformat.

To facilitate deductors find their new TAN, ITD has now introduced a search facility on its website (www.incometaxindia.gov.in). Deductors are advised to find the new TAN from this site before it is incorporated in their e-TDS return file.

Deductors are also advised to bring either of the following to avoid inconvenience at the time of furnishing e-TDS returns arising due to variation in the way the TAN is quoted:

--screenprint of new TAN from ITD website

-- copy of TAN allotment letter of ITD

In case deductors do not have a reformat TAN they shall apply for one by submitting a duly filled and signed Form 49B alongwith their e-TDS return to the TIN-FCs. In such cases deductors shall write "TANAPPLIED" in the TAN field in the e-TDS return file.

TAN application charges are Rs.50/- plus service tax payable with every Form 49B submitted.

7. ACCEPTANCE OF e-TDS RETURN FILE BY TIN-FC

After deductor furnishes the e-TDS return file to TIN-FC, TIN-FC will carry out validations to verify the correctness of the e-TDS return file. If file is not furnished as prescribed above, TIN-FC will issue a Non-Acceptance Memo to the deductor to carry out necessary corrections. No fee will be charged for the e-TDS returns that are not accepted.

In case e-TDS return file is complete in all aspects TIN-FC will accept the file and issue a Provisional Receipt, which is deemed to be proof of e-TDS return furnished by deductor.

Deductor will pay upload fee alongwith service tax (as applicable - 8% at present) by demand draft or cash to the TIN-FC for every accepted e-TDS return file.

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BE - 274, Salt Lake, Behind Bidhanagar
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Shell Transource Limited
Behind MT C, Upper Jail Road., Opp Dr KAR's
Homeopathic Clinic, Shillong - 793001
Tel.: 0364 2228062 (M) 9863063665

SHIMLA

Alankit Assignments Ltd
Nitya Niketan building, Near Navratan Guest
House, Chhota Shimla, Shimla - 170001
Tel.: 0177 2622588 / 9418001500

SRINAGAR

Alankit Assignments Ltd
304, Baba Building, Poloview Residency
Road, Srinagar - 180001
Tel.: 0194 27470349,
Fax: 2458415

SURAT

Integrated Enterprises (I) Limited
C/18, I Floor, Belgium Chambers,
Next to City Union Bank Ltd.,
Main Ring Road, Surat - 395003
Tel.: 0261 22410815, 22454535

Karvy Consultants Limited
M/7, Empire State Building, Ring Road,
Nr Udhana Darwaja, Surat - 395002
Tel.: 0261 8357356 / 8351976 / 8369928

Shell Transource Limited
304, Ruchita Apts., Beside Bank of Baorda,
Athugar Streets, Nanpura, Surat - 395001
Tel.: 0261 9824148088 / 9824148087 /
2462004 / 2463506 / 5533013/4

THANE

Shell Transource Limited
102, Mayurpankh, Agiary Lane, Opp. HDFC
Insurance Jambhali Naka, Thane - 400601
Tel.: 022 25431037/ 25394053 / 9820695159

TRIVANDRUM

Integrated Enterprises (I) Limited
T.C.25/2683, Ambuja Vilasam Road,
Opp. P.R.S.Court, Trivandrum - 695001
Tel.: 0471 22461593, 22478225

Karvy Consultants Limited
2nd Floor, Akshaya Towers,
Sasthamangalam Near Hundai Showroom,
Above Jet Airways, Trivandrum - 695010
Tel.: 0471 2725987, 2725989 - 991

Shell Transource Limited
TC 15/1661, 1st fl, Mascrene Mundiyanal,
Mascrene Lane, Behind R.T.Office,
Vazhuthacaud, Trivandrum - 695014
Tel.: 0471 2323760/3101712/9847131075
Fax: 0471-2323760

VISAKHAPATNAM

Integrated Enterprises (I) Limited
TC-1, 3rd Floor, Dwaraka Palace, Main Road,
Dwaraka Nagar, Visakhapatnam - 530016
Tel.: 0891 22513606, 22747020

Karvy Consultants Limited
47-14-4, Eswar Paradise, Dwaraka Nagar
Main Road, Visakhapatnam - 530016
Tel.: 0891 2752915 to 18

Shell Transource Limited
Flat No. 101 & 102, Sri Nilaya Complex,
47-3-18, 5th Lane, Dwarakanagar
Visakhapatnam - 530016
Tel.: 0891 9849116118 / 2746118/2540415,
Fax: 2702487