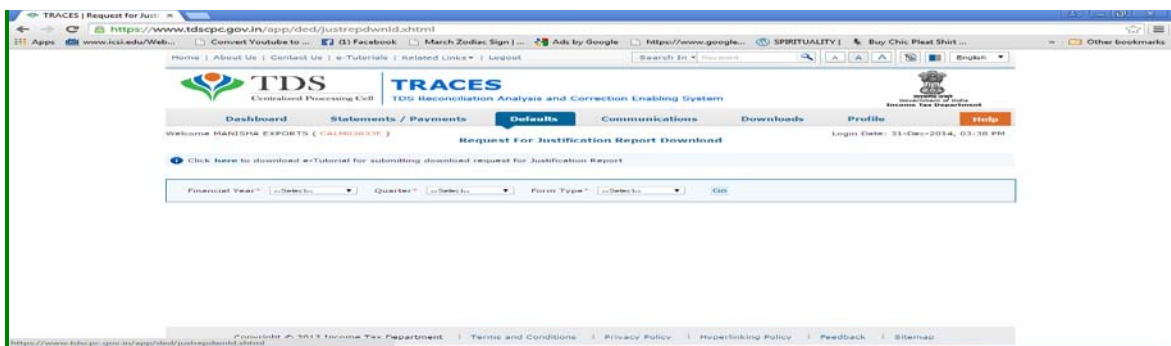


PART-2

How to send Request for Justification Report download?

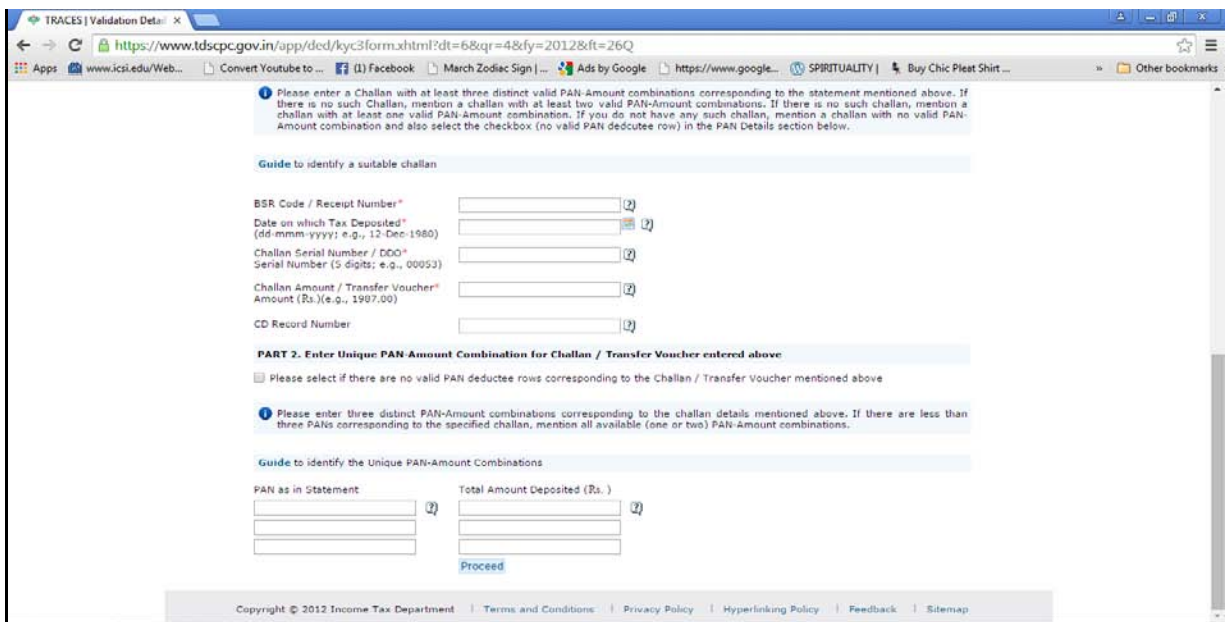
Steps:

- Click in Defaults -> Request for justification report, you can see the below snapshot



The screenshot shows the TRACES portal interface. The header includes the TDS logo and the text 'TRACES TDS Reconciliation Analysis and Correction Enabling System'. The main navigation bar has links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Defaults' link is highlighted. Below the navigation bar, there is a section titled 'Request for Justification Report Download'. It contains a link to download a tutorial and a form with fields for Financial Year, Quarter, and Form Type, followed by an 'OK' button. The footer includes links for Terms and Conditions, Privacy Policy, Hyperlinking Policy, Feedback, and Sitemap.

- After filling the details ,click ok you get the below page....



The screenshot shows the 'Validation Details' page in the TRACES portal. It contains a guide to identify a suitable challan and a form to enter details. The form includes fields for BSR Code / Receipt Number, Date on which Tax Deposited, Challan Serial Number / DOO, Challan Amount / Transfer Voucher Amount, and CD Record Number. Below these fields, there is a section titled 'PART 2. Enter Unique PAN-Amount Combination for Challan / Transfer Voucher entered above'. It includes a checkbox to select if there are no valid PAN deductee rows and a section to enter three distinct PAN-Amount combinations. The form also includes a 'Proceed' button. The footer includes links for Terms and Conditions, Privacy Policy, Hyperlinking Policy, Feedback, and Sitemap.

- Then fill the details which is shown below:
 - i) **Token Number/PRN:** this will get from last acknowledgement slip it may be original or revised slip.
 - ii) **BSR Code/Receipt No**
 - iii) **Date on which tax deposited**
 - iv) **Challan Serial No**
 - v) **Challan Amount/Transfer Amount**
 - vi) **CD Record No**

Take details from
Challan

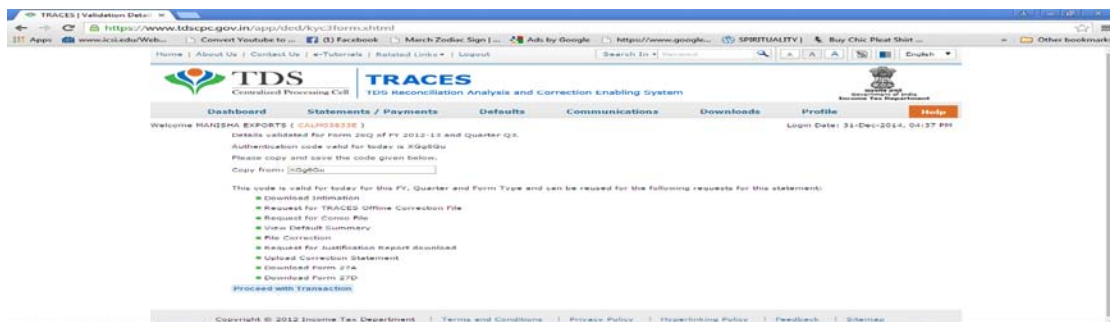
vii) In bottom of the page fill the PAN No. & amount of three deductdees against given above challan details.

Note:

1) If 3 deducttees Pan are not available in given challan then give Pan No. of 2 deducttees, also if 2 deductted Pan are not available then give Pan No. of 1 deducttees.

2) While entering the amount remembered that system will not take if you entered like this -> 500, **Correct is :- 500.00**

- Now click on proceed
- If you entered any details wrong then you get the message & then you check that and proceed.
- You will get this page....



- Click in Proceed with Transaction

- You will get this message

Request for Justification Report has been submitted. Request Number is 21147545. The file will be available in 'Downloads' section.

After submitted we check justification report is available for download or not we learn this in Part 3.