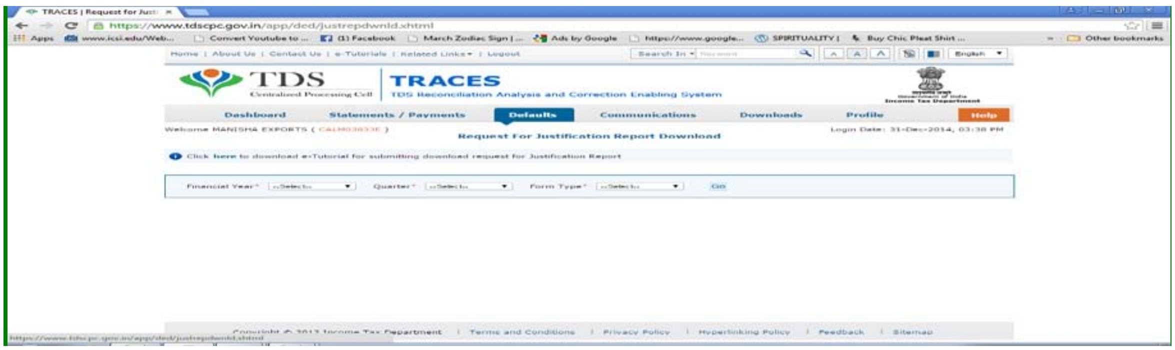
PART-2

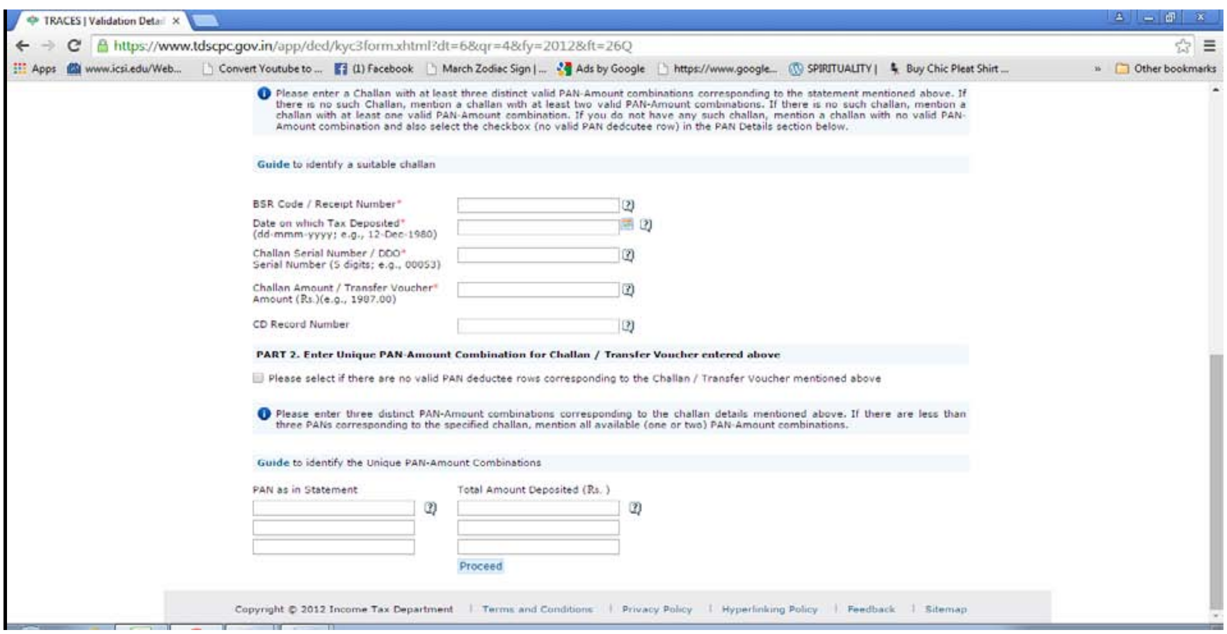
How to send Request for Justification Report download?

Steps:

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



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



- Then fill the details which is shown below:

  i) **<u>Token Number/PRN:</u>** this will get from last acknowledgement slip it may be original or revised slip.

  ii) **<u>BSR Code/Receipt No</u>**

  iii) <u>Date on which tax deposited</u>

  iv) **<u>Challan Serial No</u>**

  v) **<u>Challan Amount/Transfer Amount</u>**

  vi) **<u>CD Record No</u>**

  <u>Take details from Challan</u>

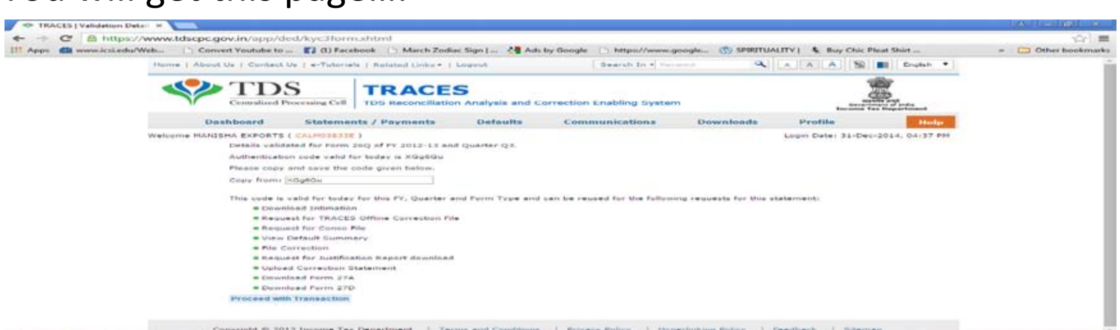
  vii) In bottom of the page fill the PAN No. & amount of three deductdees against given above challan details.

  Note:

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

  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.