

E-Tutorial

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1. Important Information on Download 197 Certificate

- Only TRACES Registered users can Download 197 Certificate from 2018-19 onwards.
- Deductor can download 197 certificate after received approval from AO.
- Deductor can check their “**Inbox**” option of “**Communication** “ tab to download 197 Certificate.
- Deductor can also view or download 197 Certificate from “**Download 197 Certificate** “option available under “**Downloads**” Menu.

2. Brief Steps for Downloading 197 Certificate(Deductor's Inbox)

Step 1. Login on Traces website .

Step 2. Click on "**Inbox**" Under **Communication Tab**.

Step 3: Select **Category of Communication: 'Certificate U/S 197,206C'** then click on '**Go**' button. Communication detail will be appear on the screen under action required option.

Step 4: Select the row of '**Issuance of Certificate**' then click on '**Download Certificate**' button to download Certificate. User can view Communication Category details after clicking on '**View Details**' button.

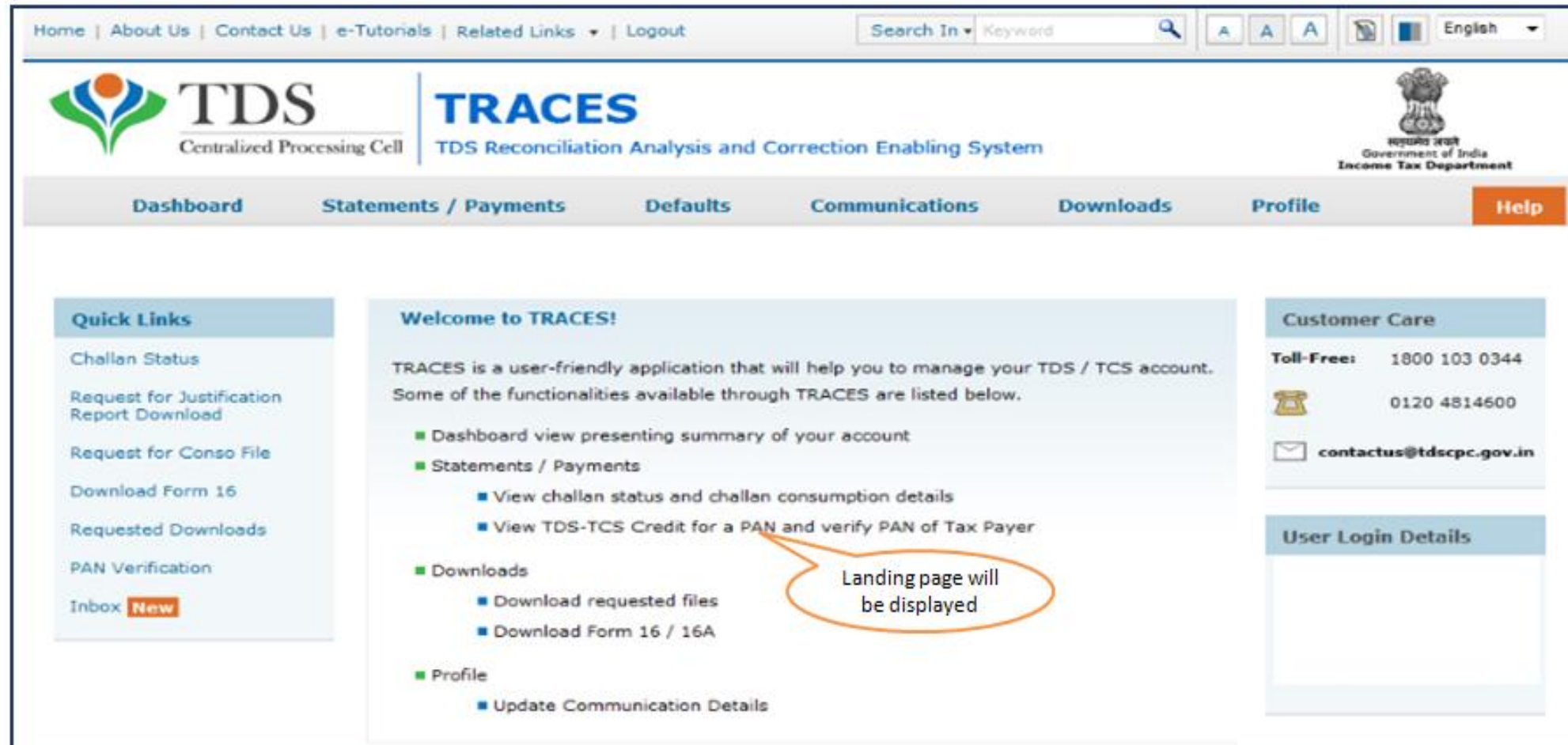
3. Procedure to download 197 Certificate(Deductor's Inbox)

Step 1: Login to TRACES website with your "User ID", "Password", "TAN of the Deductor" and the "Verification Code".

The screenshot shows the TRACES website interface. At the top, there are navigation links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Login. A search bar is present with the text "Search In" and "Keyword". The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, there is a logo for the Government of India, Income Tax Department, and a "Help" button. Below the header, there are tabs for Home, Deductor, Tax Payer, and PAO. A message at the top of the main content area reads: "Please install latest TRACES WebSocket Emulator Setup V2.0 to use Digital Signature function to the address book / contact list of your registered Email Id". The "Login" section has two radio buttons: "Deductor" (selected) and "Taxpayer/PAO". There are four input fields: "User Id**" (containing "abc412348D"), "Password**", "TAN for Deductor**", and "Verification Code**". A CAPTCHA image shows the text "4gb018". Below the CAPTCHA is a "Click to" button. A "Login" button is at the bottom of the form. To the right of the login form is a "For Deductors:" section with instructions and a "Common Note:" section. Several callouts with orange borders point to specific elements: "Click on Deductor Option" points to the "Deductor" radio button; "For more details on any screen, click on Help icon" points to the "Help" button; "Click on help icon (?) next to each field for more details" points to the question mark icons next to the input fields; "Enter user id and password" points to the "User Id" and "Password" fields; "Enter TAN" points to the "TAN for Deductor" field; and "Enter the text as displayed in Verification Code" points to the CAPTCHA input field.

3. Procedure to download 197 Certificate(Deductor's Inbox)

Step 1 (Contd.): Welcome Page



The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) Welcome Page. The page features a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is located in the top right corner. The main header includes the TDS Centralized Processing Cell logo and the TRACES logo, along with the Government of India Income Tax Department emblem. A navigation menu contains links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main content area is divided into three sections: Quick Links, Welcome to TRACES!, and Customer Care. The Quick Links section lists various actions like Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, and Inbox (marked as New). The Welcome to TRACES! section provides a brief introduction and lists functionalities such as Dashboard view, Statements / Payments (including viewing challan status and TDS-TCS credit), Downloads (including downloading requested files and Form 16 / 16A), and Profile (including updating communication details). The Customer Care section provides contact information, including a toll-free number (1800 103 0344), a phone number (0120 4814600), and an email address (contactus@tdscpc.gov.in). A User Login Details section is also visible but empty. A callout box with an orange border and a speech bubble shape points to the 'Downloads' section, stating 'Landing page will be displayed'.

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

English

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

भारत सरकार
Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
 - View challan status and challan consumption details
 - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
 - Download requested files
 - Download Form 16 / 16A
- Profile
 - Update Communication Details

Customer Care

Toll-Free: 1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

User Login Details

Landing page will be displayed

3. Procedure to download 197 Certificate(Deductor's Inbox)

Step 2: Click on 'Inbox' option available under 'Communication' tab.

The screenshot displays the TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is visible in the top right corner. The main navigation tabs are Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Communications' tab is selected, and its dropdown menu is open, showing options: Inbox, Request for Resolution, Resolution Tracking, Declaration for Paperless Intimation, and Notices from Assessing Officer. A callout bubble points to the 'Inbox' option with the text: "Select 'Inbox' Under 'Communication' tab". Another callout bubble points to the 'Help' icon with the text: "For more details on any screen, click on Help icon". The main content area shows a welcome message and a list of functionalities: Dashboard view, Statements / Payments (View challan status, View TDS-TCS Credit), Downloads (Download requested files, Download Form 16 / 16A), and Profile (Update Communication Details). A 'Quick Links' sidebar on the left includes options like Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, Inbox (marked as New), Register at E-Filing Site (marked as New), Request for OLTAS Challan Correction (marked as New), and Tax Payer Grievance Tickets. The right sidebar shows contact information (0120 4814600, contactus@tdscpc.gov.in) and user login details (TAN / PAN: AMRH11073G, IP: 125.19.234.74, Last logged in on: 28-Dec-2016 at 02:08 PM).

3. Procedure to download 197 Certificate(Deductor's Inbox)

Step 3: Select Category of Communication: 'Certificate U/S 197,206C' then click on 'Go' button.

The screenshot shows the TDS TRACES portal interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications (highlighted), Downloads, Profile, and Help. The user's login date is 28-Nov-2018, 03:24 PM.

The 'Inbox' section has a filter area with the following fields:

- Communication Date (dd-mmm-yyyy) From: [] To: []
- Financial Year of Statement: --Select--
- Quarter of Statement: --Select--
- Category of Communication: Certificate U/S 197,206C
- Go button

Below the filter area, there is a table with the following data:

Reference Number	Date	Communication Details		Statement Details		
		Category	Description	Financial Year	Quarter	Form Type
9337	12-Oct-2018	Certificate U/S 197,206C	Cancellation of certificate 1AA1018AFR	2018-19	NA	13
9337	12-Oct-2018	Certificate U/S 197,206C	Issuance of certificate	2018-19	NA	13

Select Category :
Certificate U/S
197,206C

Click here to get the
communication details

3. Procedure to download 197 Certificate (Deductor's Inbox)

Step 3 (Contd.): Communication detail will be appear on the screen under action required option

The screenshot displays the 'Inbox' section of a web application. At the top, there are navigation tabs: Dashboard, Statements / Payments, Defaults, Communications (selected), Downloads, Profile, and Help. The user's login date is 28-Nov-2018, 03:24 PM.

The 'Inbox' section includes a filter area with the following fields:

- Communication Date (dd-mmm-yyyy): From [] To []
- Category of Communication: Certificate U/S 197,206C
- Financial Year of Statement: --Select--
- Quarter of Statement: --Select--
- Go button

Below the filters, there is a section titled 'Action Required' with a table of communication details:

Reference Number	Date	Communication Details		Statement Details		
		Category	Description	Financial Year	Quarter	Form Type
9337	12-Oct-2018	Certificate U/S 197,206C	Cancellation of certificate IAA1018AFR	2018-19	NA	13
9337	12-Oct-2018	Certificate U/S 197,206C	Issuance of certificate	2018-19	NA	13

Below the table, there are buttons for 'View Details' and 'Download Certificate'. A callout bubble points to the 'Issuance of certificate' row with the text: 'Communication detail will be displayed.'

At the bottom, there is a section titled 'General Awareness (No Action Required)' with a table that is currently empty, showing 'Page 1 of 0' and the message 'No data available for the specified search criteria.'

3. Procedure to download 197 Certificate(Deductor's Inbox)

Step 4: Select the row of 'Issuance of Certificate' then click on 'View Details' button to view Communication Category details or 'Download Certificate' to download the certificate.

The screenshot shows the 'Inbox' page with a navigation bar at the top containing 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Downloads', 'Profile', and 'Help'. The 'Communications' tab is active. Below the navigation bar, there is a search filter section with fields for 'Communication Date (dd-mmm-yyyy)', 'From', 'To', 'Category of Communication' (set to 'Certificate U/S 197,206C'), 'Financial Year of Statement', and 'Quarter of Statement'. A 'Go' button is present. Below the search filter, there is a table with the following data:

Reference Number	Date	Category	Description	Financial Year	Quarter	Form Type
9337	12-Oct-2018	Certificate U/S 197,206C	Cancellation of certificate IAA1018AFR	2018-19	NA	13
9337	12-Oct-2018	Certificate U/S 197,206C	Issuance of certificate	2018-19	NA	13

Below the table, there are two buttons: 'View Details' and 'Download Certificate'. A callout points to the 'Download Certificate' button with the text 'Click here to Download Certificate'. Another callout points to the 'Issuance of certificate' row with the text 'Select the row'. A third callout points to the 'View Details' button with the text 'Click here to view Communication Category details'. At the bottom of the page, there is a 'General Awareness' section with a table that is currently empty, showing 'Page 1 of 0' and the message 'No data available for the specified search criteria.'

3. Procedure to download 197 Certificate(Deductor's Inbox)

Step 4 (Contd.): After clicking on 'Download Certificate' button Certificate will be downloaded


Office of Income Tax officer
WARD 31(1)(3), MUMBAI

Certificate No. : ██████████ Date: 21-Jun-17

To,

TAN/PAN : AMRI10007E

Name: INDU XXXX KAPOOR

Address: GOMTI NAGAR GALI TIWARIAN I/S LOHGARH GATE AMRITSAR,
PUNJAB, 120004

The undersigned hereby authorizes you to pay or credit any payment covered under the section mentioned in (column 5 of the table below) of the table below to the extent (as per column 6 of the table below) after deducting income tax at the rate (Excluding Education cess/surcharge as applicable) as per column 7 to or as the case may be, to the account of ROSHAN THOMAS TELLIS (PAN: AILPT1349L). As per details below:

Sr. No. (1)	Certificate Number (2)	PAN (3)	PAN Name (4)	Section (5)	Amount (Rs.) (6)	Certificate Rate (%) (7)	Valid from Date (8)	Valid till date (as per the original certificate) (9)	Valid till (Cancellation Date) (10)

Certificate(s) is/are non-transferable and valid for above TAN/PAN holder for sums which are to be received or receivable, whichever is earlier between the period as per column 8 and 9, unless it is cancelled by undersigned under intimation to you before that date. The above certificate number should be quoted in the quarterly TDS statement for the relevant quarters.

Assessing Officer
WARD 31(1)(3), MUMBAI

*****This is an electronically generated certificate, therefore does not require any signature*****

Note 1: You may verify the available amount against the aforesaid certificate on Traces portal of CPC (TDS) www.tdscpc.gov.in. Please refer to the e-tutorial on www.tdscpc.gov.in.

Note 2: While reporting transaction in TDS statement(s), please quote the above certificate number in appropriate column.

Note 3: Please note that any discrepancy in rate, amount & period of validity between reported transactions & TDS statement for the above particular would attract short deduction defaults against the deductor.

3. Procedure to download 197 Certificate(Deductor's Inbox)

Step 4 (Contd.): After clicking on 'View Details' Communication Category details will appear on the screen

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout) and a search bar. The TDS logo and TRACES logo are prominently displayed. The 'Communications' tab is selected in the navigation menu. Below the navigation, the 'Communication Category Details' section is visible, containing a table with one row of data. A 'View Inbox' button is located at the bottom left of the table. Two callout boxes provide instructions: one pointing to the 'View Inbox' button and another pointing to the 'Message' column of the table.

Reference Number	Communication Details			Message Details
	Category	Description	Subject	Message
9337	Certificate U/S 197,206C	Issuance of certificate	Request Number 9337 for Form-13 Certificate is available for download	Form-13 Certificate of Request Number 9337 submitted by PAN AAFA0001H for the Financial year 2018-19 is available for download. You can download the Certificate from "Downloads" menu

[View Inbox](#) - Click here to go back to the Inbox

Deductor can view 'Request Number' and 'PAN details' here to download certificate from 'Downloads' tab

Note: User can also Download Certificate from 'Downloads' menu

4. Brief Steps for Downloading 197 Certificate (Deductor's Download Menu)

Step 1: Login to TRACES website by entering the “**User ID, Password ,TAN of the Deductor** and the **Verification Code**”.

Landing page will be displayed.

Step 2: Click on “**Download 197/206 Certificate** ” available under “**Downloads**” tab.

Step 3: Enter Financial Year (**mandatory**), Deductee PAN or Request Number . List of available certificate will be displayed.

Step 4: Click on hyperlink ‘**Download / View Certificate**’ to view and download Certificate.

5. Procedure to download 197 Certificate (Deductor's Download Menu)

Step 1: Login to TRACES

Home | About Us | Contact Us | Help | Related Links | Login

Search In Keyword

English

TDS Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department


Home Deductor Help

Login

User Id* ?

Password* Password is mandatory

TAN for Deductor / PAN for Tax Payer* TAN / PAN is mandatory

Verification Code*  Click to refresh image

Enter text as in above image* Verification Code is mandatory

Enter the text as displayed in Verification Code

Login

For Deductors:

- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

For Tax Payers:

- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user

Common Note:

5. Procedure to download 197 Certificate (Deductor's Download Menu)

Step 1 (Contd.) : Landing page will be displayed on Screen.

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

English

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

भारत सरकार
Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
 - View challan status and challan consumption details
 - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
 - Download requested files
 - Download Form 16 / 16A
- Profile
 - Update Communication Details

Customer Care

Toll-Free: 1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

User Login Details

Landing page will be displayed

5. Procedure to download 197 Certificate (Deductor's Download Menu)

Step 2: Select "Download 197,206C Certificate" option available under "Downloads" menu.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top, there are logos for TDS Centralized Processing Cell and the Government of India Income Tax Department. The navigation bar includes 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Downloads', 'Profile', and 'Help'. The 'Downloads' menu is open, showing options like 'Requested Downloads', 'Form 16', 'Form 16A', 'Transaction Based Report', 'Form 27D', 'Download Challan Status Inquiry(-.csi) File', 'View your BIN', and 'Download 197, 206C certificate'. The 'Download 197, 206C certificate' option is highlighted with a blue box. A callout bubble points to this option with the text 'Select "Download 197,206C Certificate"'. On the left, there is a 'Quick Links' section with various options like 'Challan Status', 'Request for Justification Report Download', etc. The main content area has a 'Welcome to TRACES!' message and lists functionalities under 'Dashboard view', 'Statements', 'Downloads', and 'Profile'. On the right, there is a 'User Care' section with contact numbers and a 'User Login Details' section.

5. Procedure to download 197 Certificate (Deductor's Download Menu)

Step 3: Select Financial Year (Mandatory), Enter Deductee PAN or Request Number .

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department emblem. A menu bar contains options: Dashboard, Statements / Payments, Defaults, Communications, Downloads (highlighted), Profile, and Help. The main content area is titled 'Download 197, 206C(9) Certificate'. Below this, an instruction reads: 'Enter values in below fields to download 197/206C(9) certificate'. The form contains three input fields: 'Financial Year' with a dropdown menu showing '--Select--', 'Deductee PAN' with a text box, and 'Request No.' with a text box. A 'Proceed' button is located to the right of the 'Request No.' field. Four callouts are present: 'Select Financial Year' pointing to the dropdown, 'Enter Deductee's PAN' pointing to the PAN text box, 'Enter Request Number' pointing to the Request No. text box, and 'Click Here to proceed further.' pointing to the Proceed button.

5. Procedure to download 197 Certificate (Deductor's Download Menu)

Step 4: Click on hyperlink 'Download / View Certificate' to view and download Certificate

TDS Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department

Dashboard | Statements / Payments | Defaults | Communications | **Downloads** | Profile | Help

Download 197, 206C(9) Certificate

Enter values in below fields to download 197/206C(9) certificate

Financial Year* Deductee PAN Request No. [Proceed](#)

Certificate Number	Section Code	Download/View Certificates
1AF0518574	193	Download/View Certificate
1Ae0518384	194LBC	Download/View Certificate
1AC0518944	194LBC	Download/View Certificate
1AA0618015	194LBB	Download/View Certificate
1AA0618018	194G	Download/View Certificate
1AA0618412	194G	Download/View Certificate
1AK0618648	206CB	Download/View Certificate
1AK0618743	194LBB	Download/View Certificate
1AK0618744	206CB	Download/View Certificate
1AK0618749	206CB	Download/View Certificate

Page 1 of 6 | View 1 - 10 of 55

Click here to Download /View Certificate

6. Sample of 197 Certificate



Office of Income Tax officer

WARD 31(1)(3), MUMBAI

Certificate No. : 1AA0617001

Date: 21-Jun-17

To,

TAN/PAN [REDACTED]

Name: INDU XXXX KAPOOR

Address: GOMTI NAGAR GALI TIWARIAN I/S LOHGARH GATE AMRITSAR,
PUNJAB, 120004

The undersigned hereby authorizes you to pay or credit any payment covered under the section mentioned in (column 5 of the table below) of the table below to the extent (as per column 6 of the table below) after deducting income tax at the rate (Excluding Education cess/surcharge as applicable) as per column 7 to or as the case may be, to the account of ROSHAN THOMAS TELLIS (PAN: AILPT1349L). As per details below:

Sr. No. (1)	Certificate Number (2)	PAN (3)	PAN Name (4)	Section (5)	Amount (Rs.) (6)	Certificate Rate (%) (7)	Valid from Date (8)	Valid till date (as per the original certificate) (9)	Valid till (Cancellation Date) (10)

Certificate(s) is/are non-transferable and valid for above TAN/PAN holder for sums which are to be received or receivable, whichever is earlier between the period as per column 8 and 9, unless it is cancelled by undersigned under intimation to you before that date. The above certificate number should be quoted in the quarterly TDS statement for the relevant quarters.

Assessing Officer

WARD 31(1)(3), MUMBAI

*****This is an electronically generated certificate, therefore does not require any signature*****

Note 1: You may verify the available amount against the aforesaid certificate on Traces portal of CPC (TDS) www.tdscpc.gov.in. Please refer to the e-tutorial on www.tdscpc.gov.in.

Note 2: While reporting transaction in TDS statement(s), please quote the above certificate number in appropriate column.

Note 3: Please note that any discrepancy in rate, amount & period of validity between reported transactions & TDS statement for the above particular would attract short deduction defaults against the deductor.

THANK YOU

Please Note:

- 1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in
- 2) **For any Query** : You can raise your concern on “Request for Resolution” as Online Grievance on TRACES Website.
- 3) **For any query related to website:** You can raise your concern on below mentioned numbers
Toll Free Number - 1800103 0344
Land Line Number - 0120 4814600