Government of India
Income Tax Department

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

e-Tutorial

Traces PDF Converter V1.1L Light Version

For Downloading Utility Logging In to Traces

Downloading Utility After Logging In (contd.) – Landing Page

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For more details on any screen, click on Help icon

ⓘ Kindly submit the verification code to view the link for downloading the utility

Verification Code

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Fields marked by asterisk are mandatory

PDF Download Utility

Steps to Use Traces PDF Converter V1.1L Light Version

Downloading Traces PDF Converter V1.1L Light Version

- Extract TRACES-PDF-CONVERTERV1.1L.zip file in a folder on your system.

- If WinZIP is not already installed on your system ,download it from www.winzip.com and install it.

- After extraction you will have **Run.bat** file and **TRACES-PDF-ConverterV1.1L.jar** in a same folder.

- To run this Utility, JRE version 1.6 or above is needed. Get the same from www.java.com and install (Steps are given in pages 10 to 22).

Java Installation Steps

Java Installation Steps (contd.)

Setting Java Path in Environment Variable

After successful installation of Java, go to the installation folder. i.e. "C:\Program Files\Java"

Setting Java Path in Environment Variable(contd.)

Browse to bin folder i.e. "C:\Program Files\Java\jre7\bin" and copy the path. This will be used to set the path in Page # 19

Setting Java Path in Environment Variable(contd.)

Click on Computer from Start Menu

Setting Java Path in Environment Variable(contd.)

Setting Java Path in Environment Variable(contd.)

The screen may vary if Windows version is other than 7. Please look for 'Advanced System Settings' option in the screen if it is different then what is shown above.

Setting Java Path in Environment Variable(contd.)
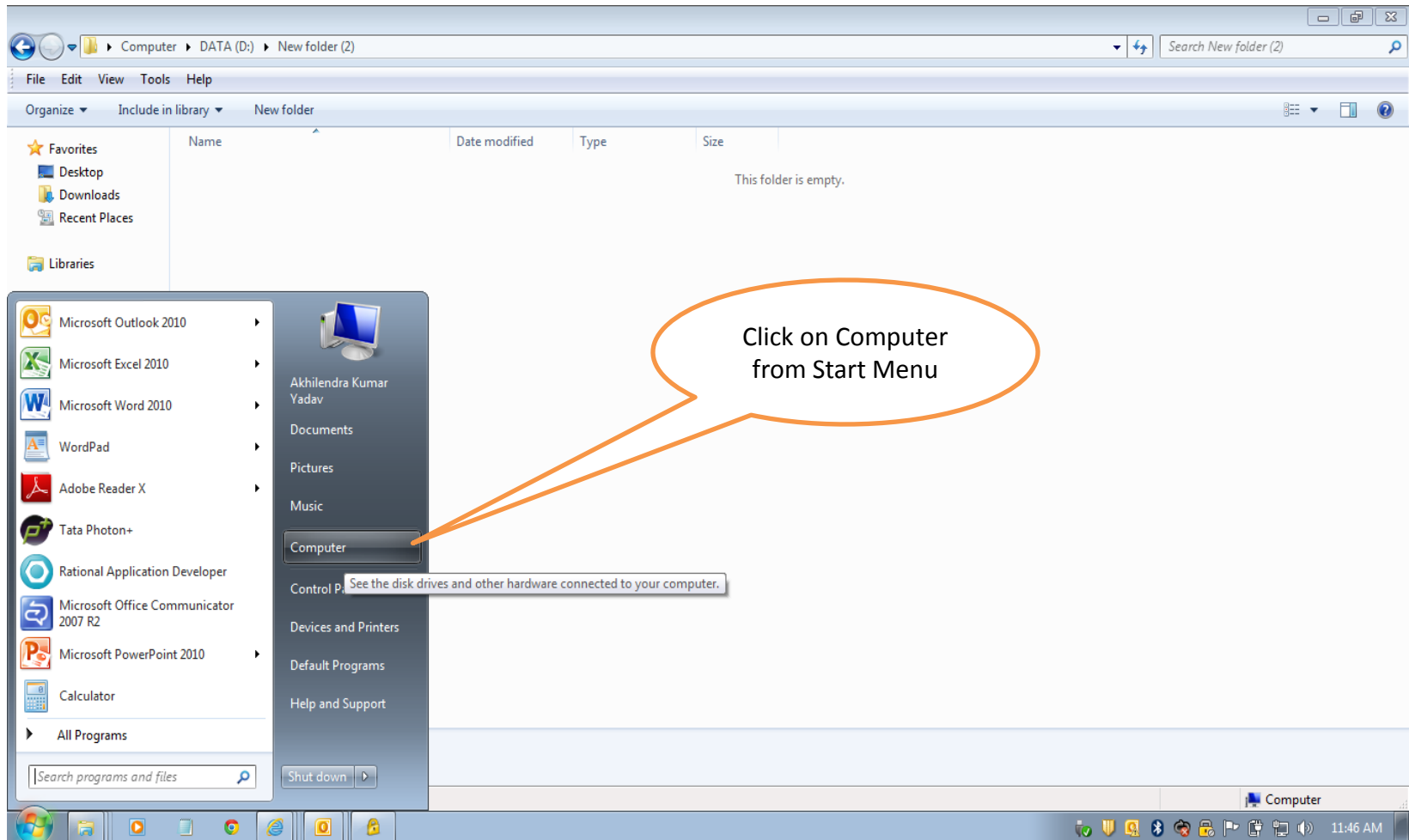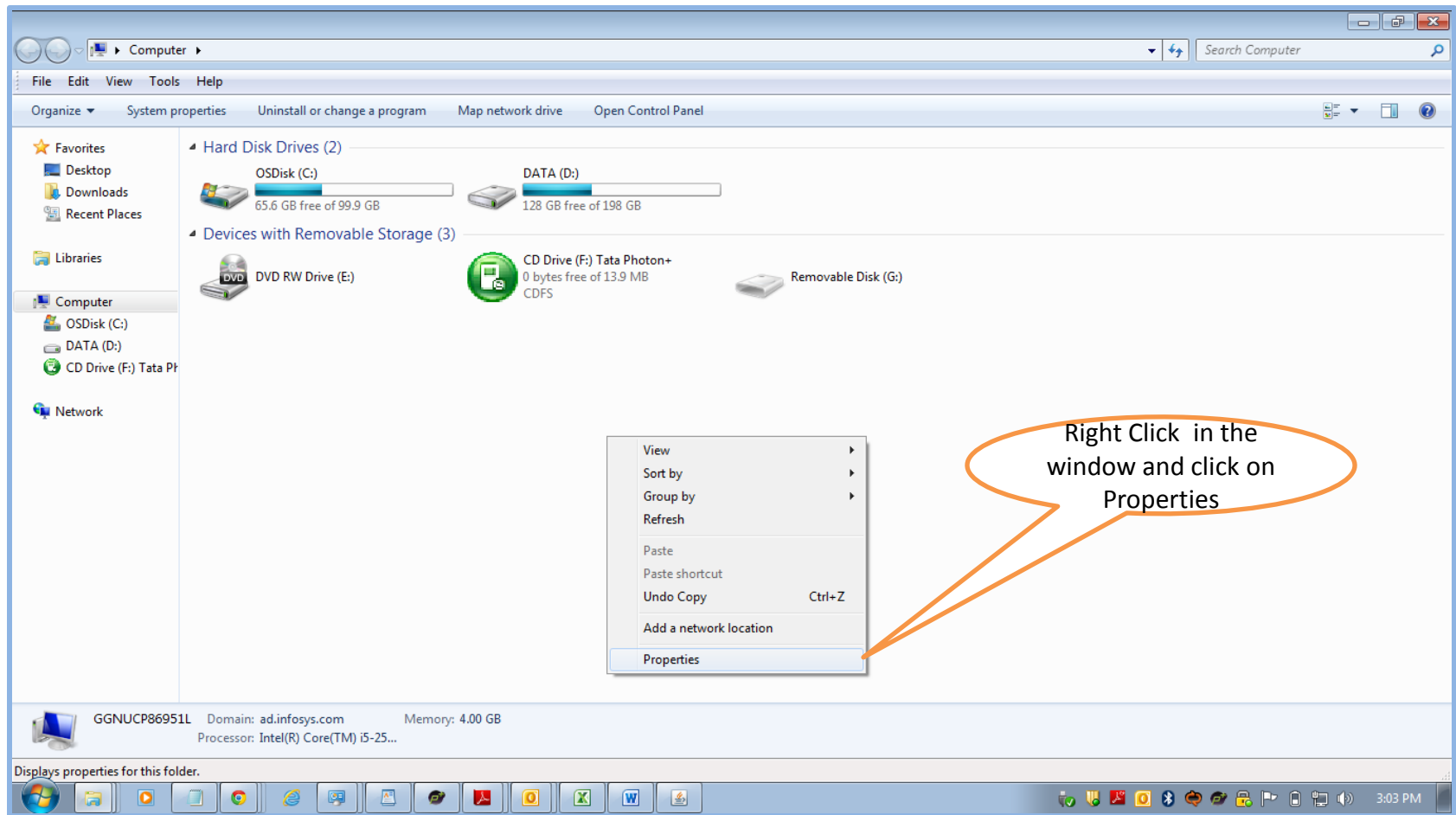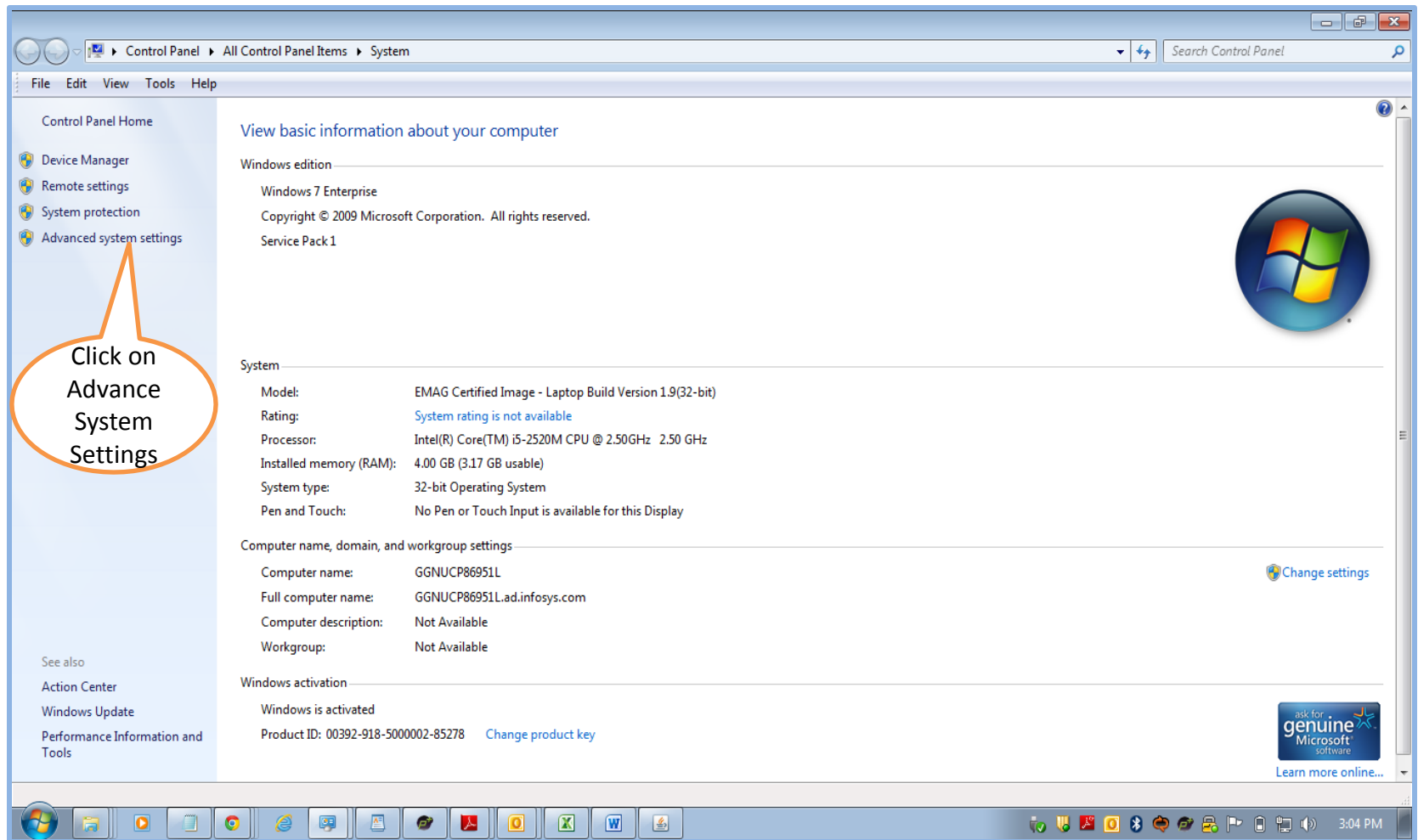
Setting Java Path in Environment Variable(contd.)

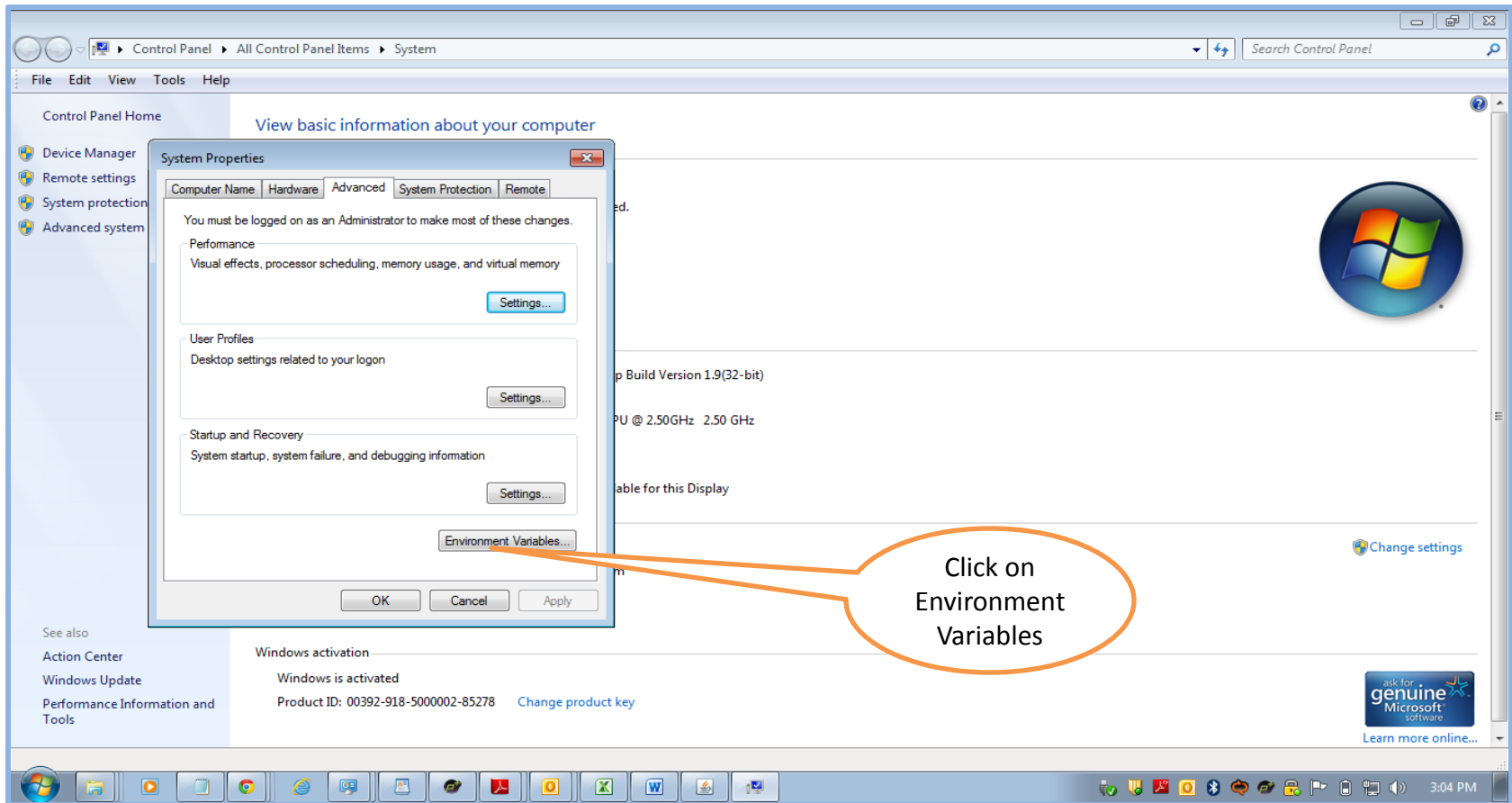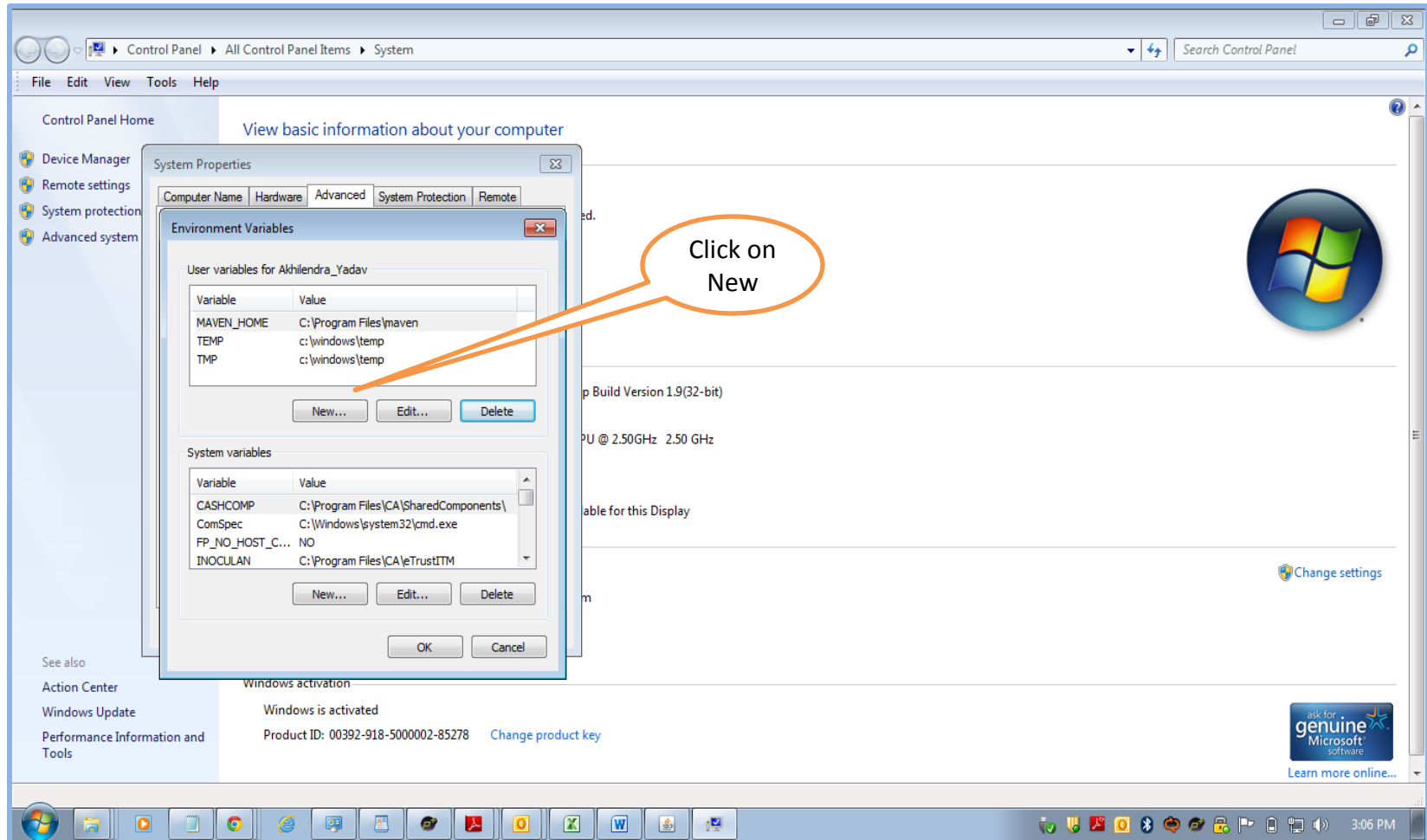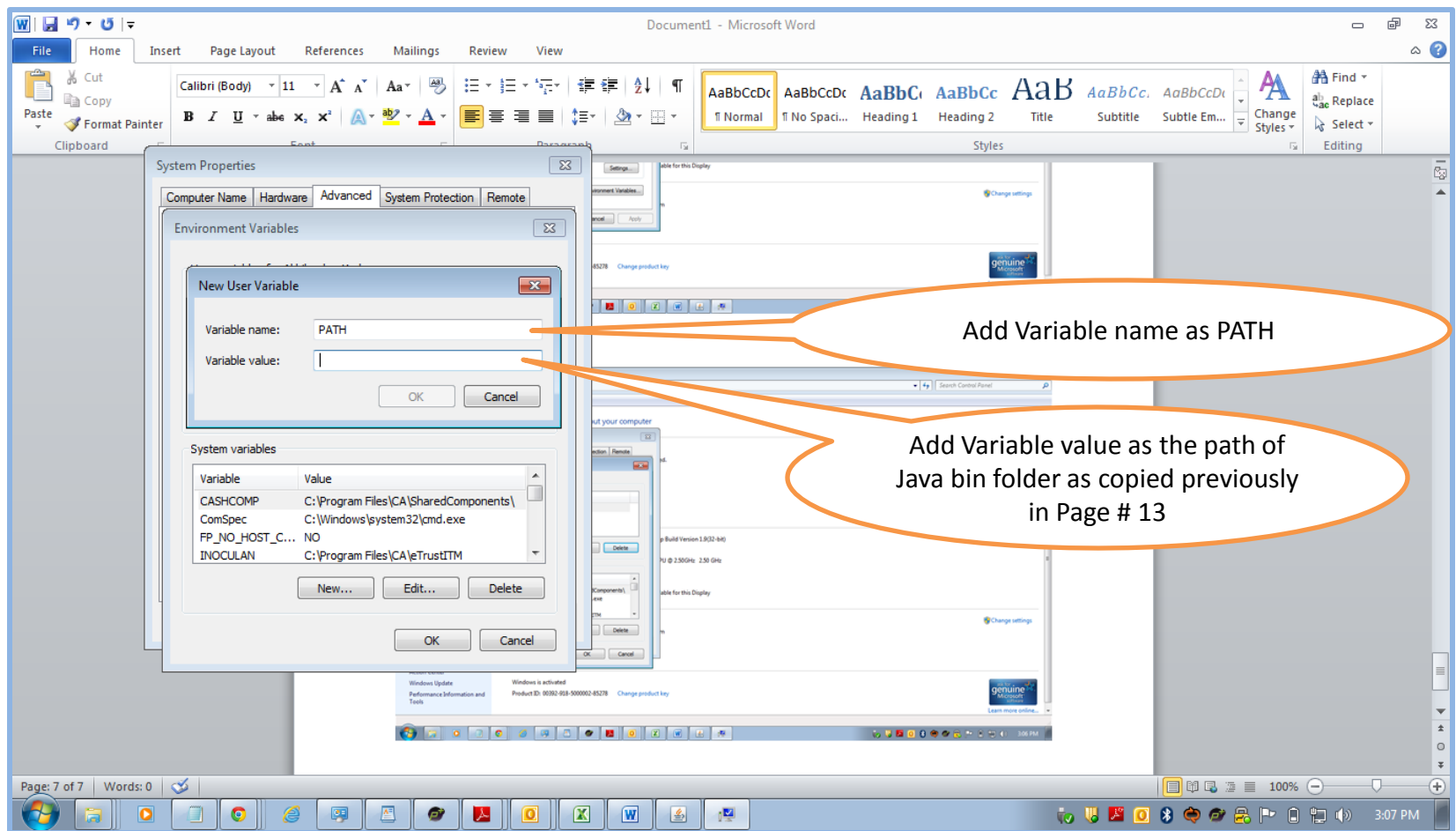# Setting Java Path in Environment Variable(contd.)

Add Variable name as PATH

Add Variable value as the path of Java bin folder as copied previously in Page # 13

Setting Java Path in Environment Variable(contd.)
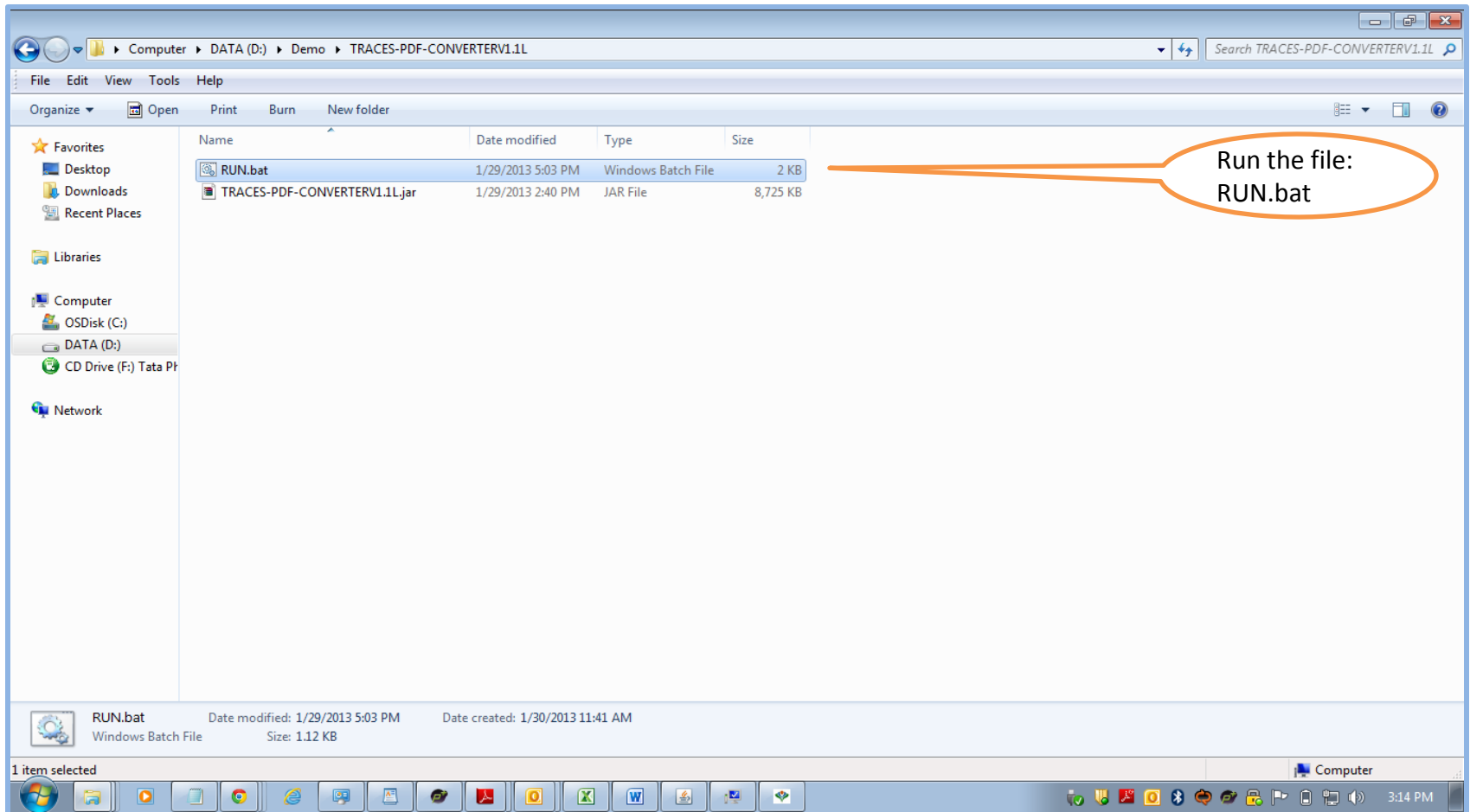

Click on OK

Setting Java Path in Environment Variable(contd.)

Click on OK
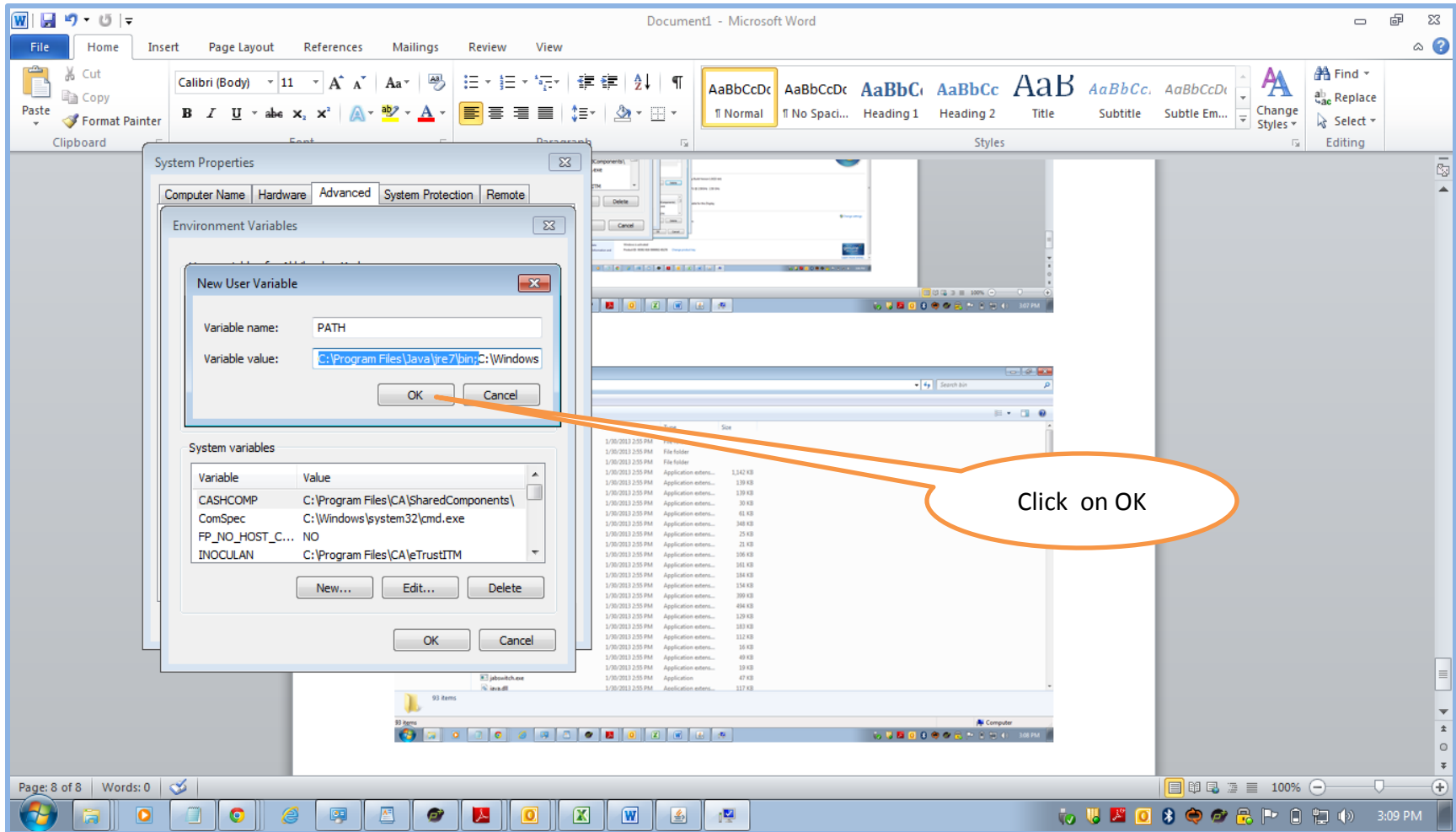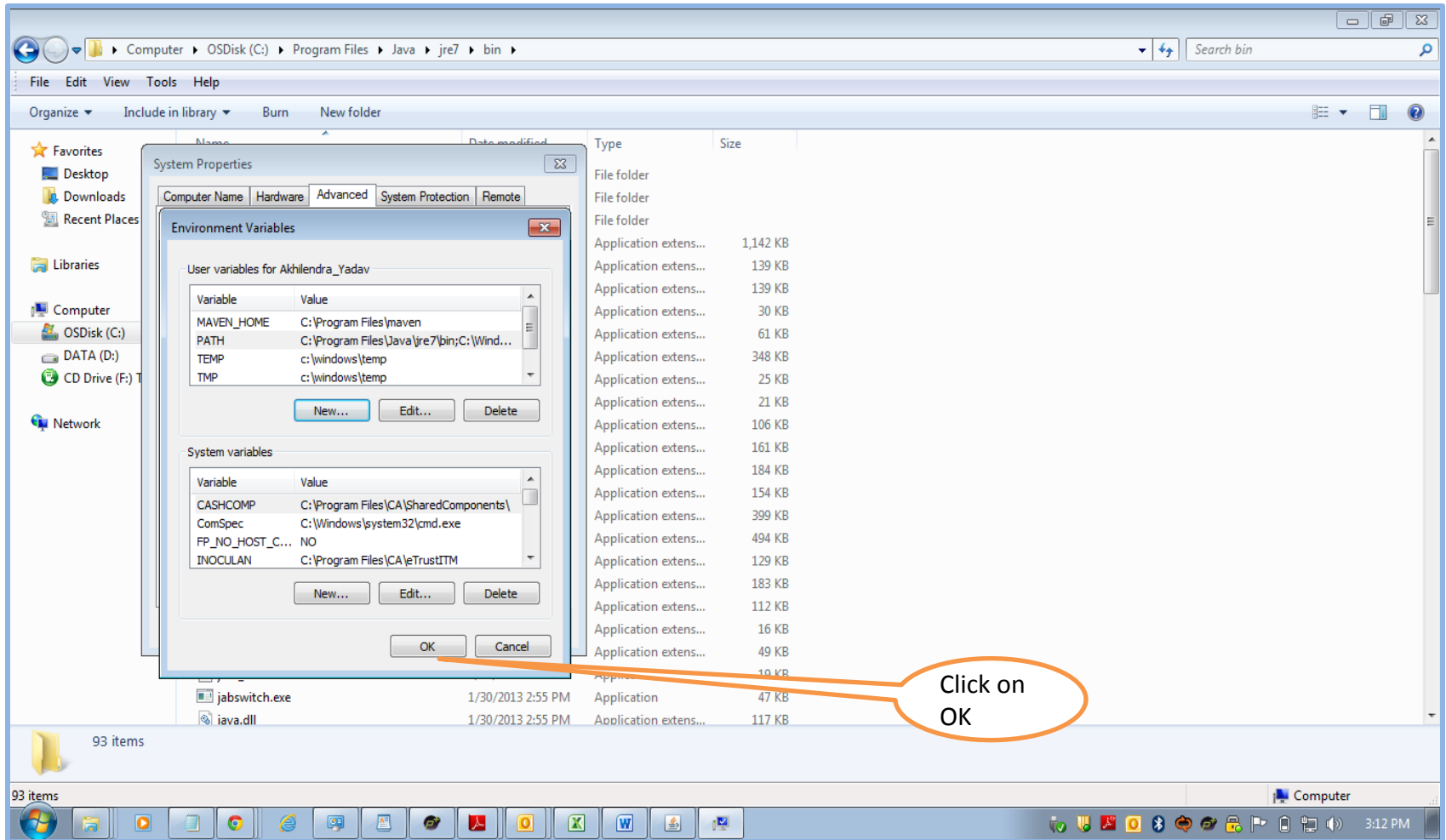
Setting Java Path in Environment Variable(contd.)
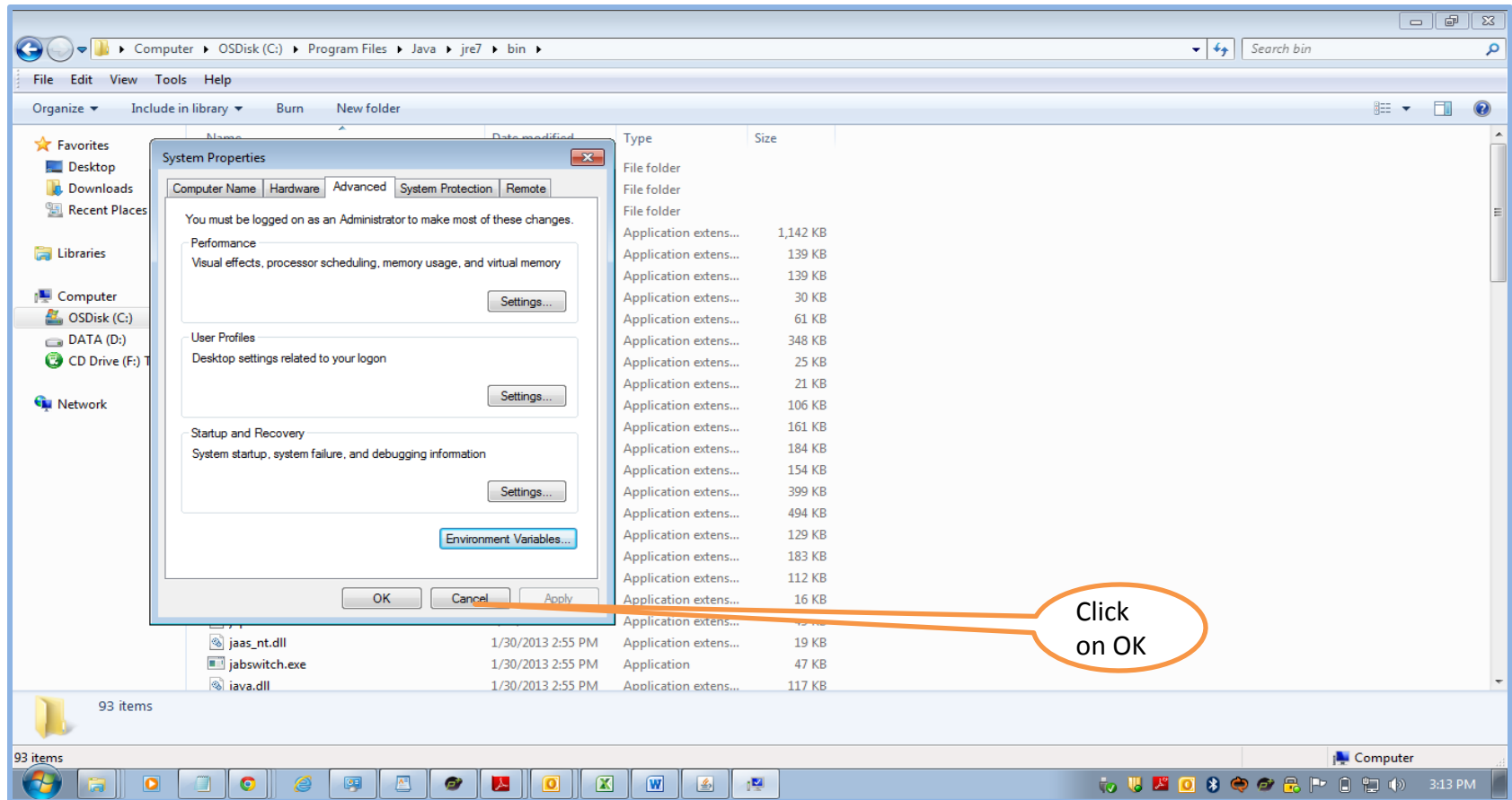
Launching TRACES PDF Converter V1.1L

Run the file:
RUN.bat

Double Click Run.Bat file, which will launch User Interface

Select Form 16 / 16A ZIP file , enter password as your TAN and select destination folder to save PDF files

Select digital certificate to digitally sign the PDF files. This is **not mandatory**.

Certificate details will be displayed here

Click on 'Proceed' to continue with generation of PDF files

PDF Files

- Separate PDF files will be generated for each PAN and will be saved in the destination folder selected by you
- User can opt to manually sign Form 16 / 16A PDFs after printing them