

Steps to download and install Form No. 137 Preparation Utility

1. Form No. 137 Preparation Utility can be downloaded from TIN website at the following locations:
 - a) Services → Form No. 137 → Protean Form No. 137 Preparation Utility (Version 1.9)
 - b) Downloads → Form No. 137 → Protean FORM NO. 137 Preparation Utility (Version 1.8)
2. On download, file with name “Form No. 137 RPU_1.9.zip” will be saved at the desired location.
3. For installing the Form No. 137 Preparation Utility, double click on the file downloaded (Form No. 137 RPU_1.9.zip) from the TIN website.
4. On double clicking, a window will be displayed for extracting the contents of the exe file. Default location for extracting the files will be C drive (see Figure 1.1 below).
5. Files can also be extracted in any other location (other than C drive). In that case, define the appropriate path by clicking the ‘Browse’ button where the files are to be extracted.

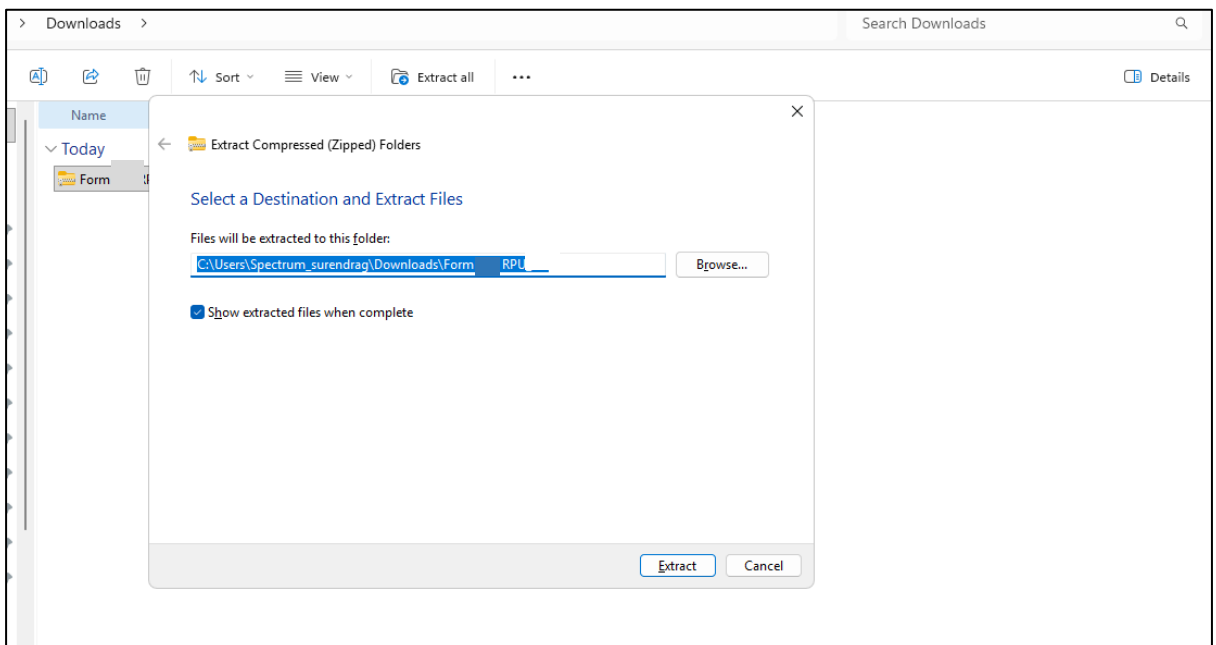


Figure 1.1

6. Click on “Unzip” to extract the Form No. 137 Preparation Utility.
7. Right click upon zip file and extract the same under desired path as below in Figure 1.2.

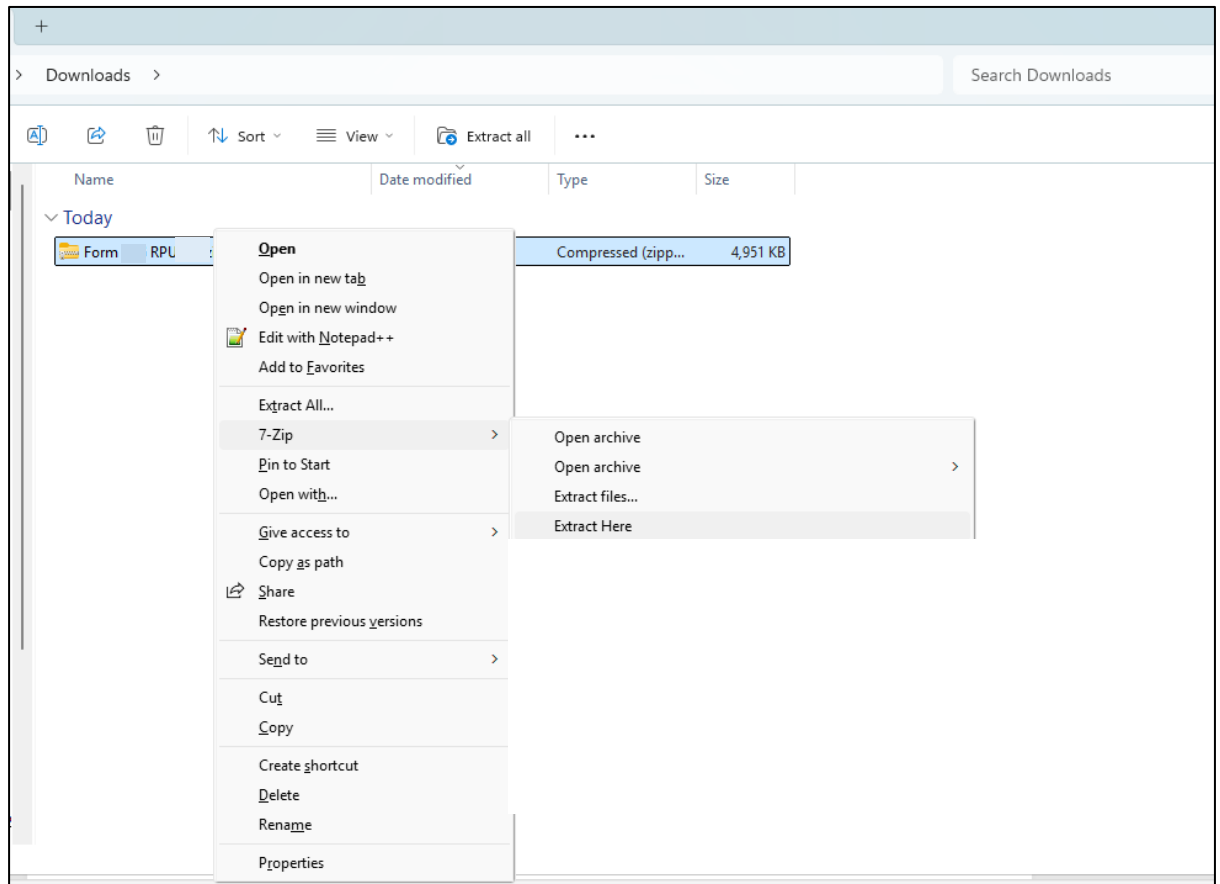


Figure 1.2

8. A folder named ‘Form No. 137 RPU’ will be created which will contains various support files along with ‘Form No. 137_GRP_1.9.jar’ file as mentioned below in Figure 1.3















Name	Date modified	Type	Size
∨ A long time ago			
 _grpu.bat	19-05-2021 18:46	Windows Batch File	1 KB
 137_GRPU_1.9.jar	20-05-2021 03:50	Executable Jar File	673 KB
 iFVU.jar	20-05-2021 02:50	Executable Jar File	602 KB
 barbecue-1.5.jar	22-07-2020 17:21	Executable Jar File	89 KB
 barbecue-1.5_2.jar	20-01-2021 15:26	Executable Jar File	89 KB
 bcprov-jdk14-141.jar	22-07-2020 17:21	Executable Jar File	1,584 KB
 j2ee.jar	20-01-2021 15:26	Executable Jar File	455 KB
 log4j.jar	22-07-2020 17:21	Executable Jar File	345 KB
 log4j-1.2.8.jar	22-07-2020 17:21	Executable Jar File	345 KB
 miglayout15-swing.jar	20-01-2021 15:26	Executable Jar File	81 KB
 pd4ml.jar	22-07-2020 17:21	Executable Jar File	335 KB
 ss_css2.jar	22-07-2020 17:21	Executable Jar File	140 KB
 ss_css2_2.jar	20-01-2021 15:26	Executable Jar File	140 KB
 Steps to install_Form No. 137 Preparation Utility.pdf	18-12-2019 18:07	Adobe Acrobat Document	616 KB

Figure 1.3

- To open the Form No. 137 Preparation Utility, double click on the file “Form No. 137_GRPU_1.9.jar” available in the folder (highlighted in above image) and the RPU will open as in Figure 1.4 below.

Protean Monthly Form No. **137** (for FY 2026–27 onwards) and Form 24G (for FY 2005-06 to FY 2025-26) Return Preparation Utility (RPU)

Select type of Statement to be prepared.

Original

Correction

[Click to Continue](#)

Figure 1.4

10. Step to prepare Monthly Statement by using Form No. 137 Preparation Utility: a) Select 'Original' from the options available on RPU. Refer Figure 1.5 b) Press 'click to continue' to start preparation of statement. Refer Figure 1.5

Protean Monthly Form No. 137 (for FY 2026-27 onwards) and Form 24G (for FY 2005-06 to FY 2025-26) Return Preparation Utility (RPU)

Select type of Statement to be prepared.

Original

Correction

[Click to Continue](#)

Figure 1.5

11. Filers must put all the relevant information in 'Statement Details' tab Refer Figure 1.6

File Edit Help

Statement Details **DDO Details**

Particulars of Statement

Type of Statement: Type Of Correction:

Receipt No. of Original Statement: Receipt No. of Previous Statement:

Accounts Office Identification Number (AIN) *:

Financial Year *:

Month *:

Details of Accounts Office

Accounts Office Name *:

Address Line 1 *: City *:

Address Line 2: State/UT *:

Address Line 3: Pin Code *:

Address Line 4: STD Code *: Phone No. *:

Email ID *:

Account Office Registration Number:

Account Officer Category *: Name of State *:

Ministry/ Department name: Sub-Ministry name:

Sub-Ministry name (Others):

Note : fields marked in (*) are Mandatory

Create File Add Rows Delete a Row Back

Figure 1.6

12. After filling complete 'Statement Details', Filers must put all the relevant information in 'DDO Details' tab Refer Figure 1.7

File Edit Help

Statement Details DDO Details

Serial No.	TAN * (2)	Name *(3)	DDO registration no. (5)	DDO code (7)
1				
2				DDO code length 20 digits
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Note : fields marked in (*) are Mandatory

Create File Add Rows Delete a Row Back

Figure 1.7

13. Filers must click on 'Create File' button (as shown below) which is available at the bottom of the RPU page to create .txt file and .FVU file of Form No. 137 statement. As shown in Figure 1.8



Figure 1.8

14. RPU software will prompt user to choose location where FVU file is to be created. As shown in Figure 1.9 Please select desired location on your machine.

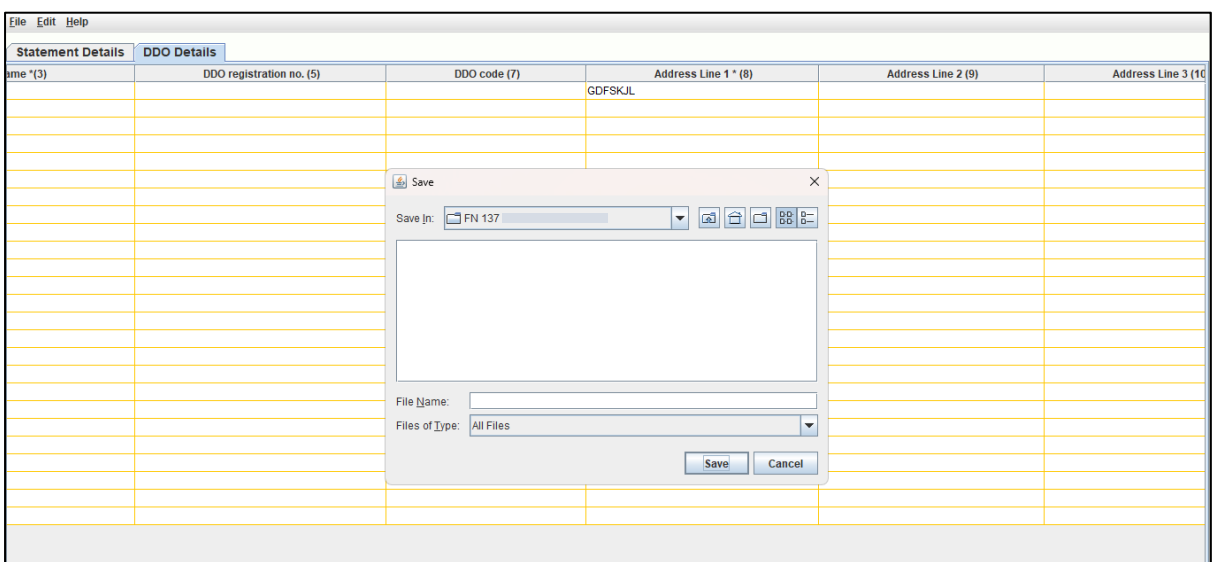


Figure 1.9

15. Once filer assigned path then message of successful file creation and the path of files saved will get displayed on the screen as shown in Figure 2.0

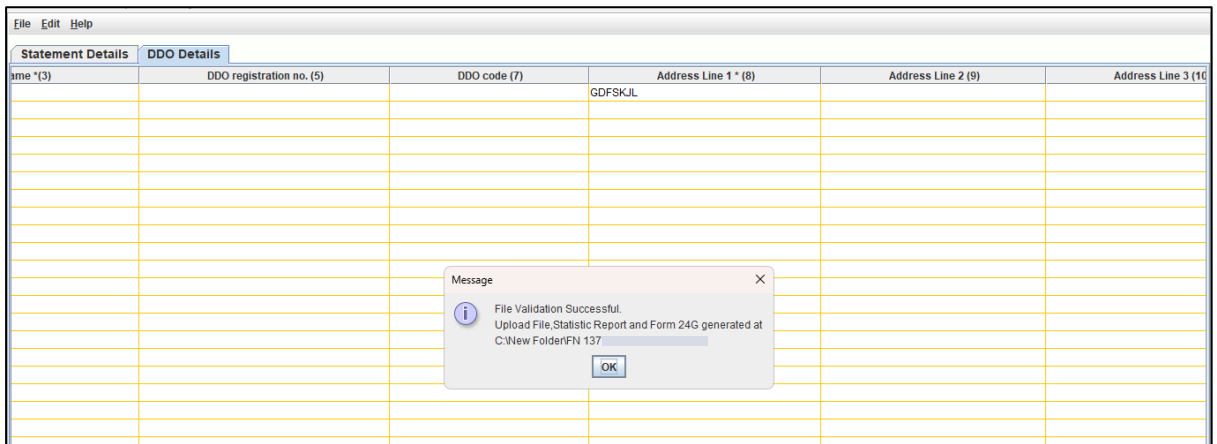


Figure 2.0

16. On clicking on 'OK' button it will redirect to the path where .fvu file along with other corresponding files saved as shown in Figure 2.1

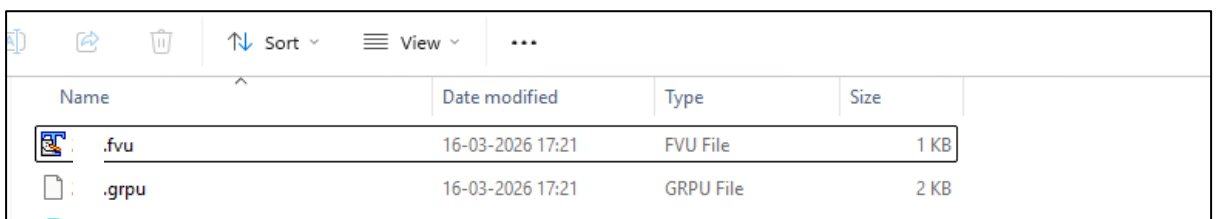


Figure 2.1

17. Filers must carry .FVU file in CD or pen drive along with hard copy of 'Statement Statistics Report' (SSR) generated to TIN-Facilitation Center (TIN-FC) for submission of Form 24G Statement.

18. Filer will receive 'Provisional Receipt' on successful acceptance of Form 24G Statement.