

Steps to download and install Form 24G Preparation Utility

1. Form 24G Preparation Utility can be downloaded from TIN website at the following locations:
 - a. Services → Form 24G → NSDL Form 24G preparation Utility (version 1.6)
 - b. Downloads → Form 24G → NSDL Form 24G preparation (version 1.6)
2. On download, file with name “Form 24G RPU.zip” will be saved at the desired location.
3. For installing the Form 24G Preparation Utility, double click on the file downloaded (Form 24 RPU.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.

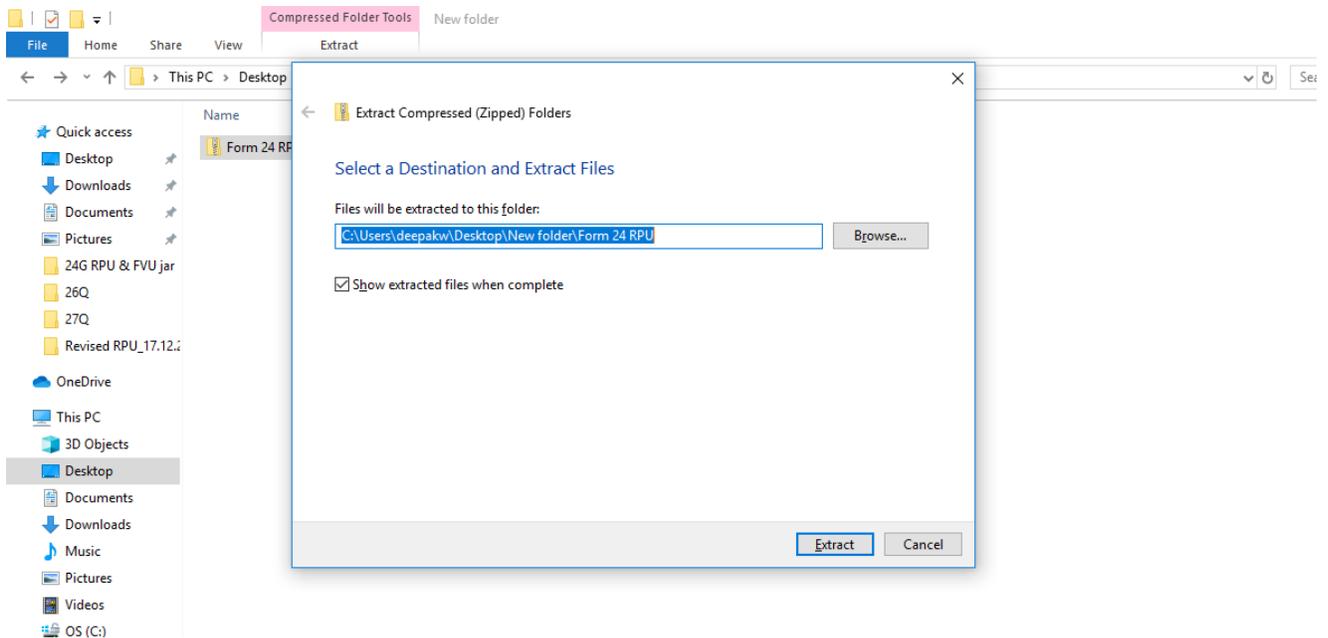


Figure 1.1

6. Click on “Unzip” to extract the Form 24G Preparation Utility.
7. Right click upon zip file and extract the same under desired path as below in Figure 1.2.

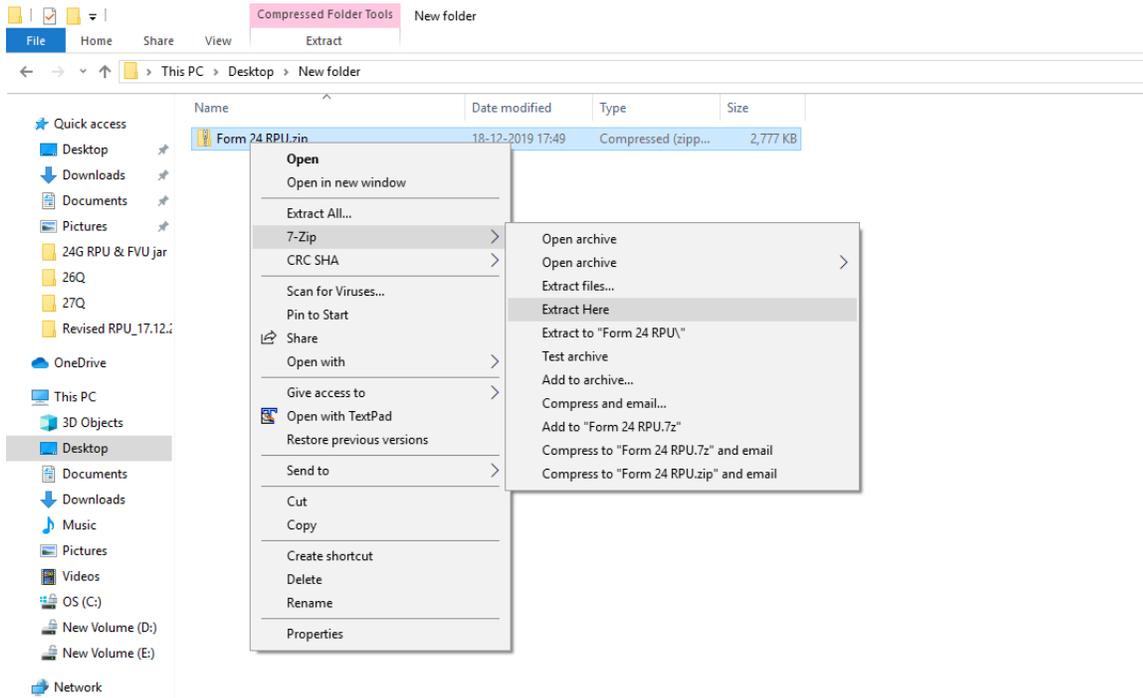
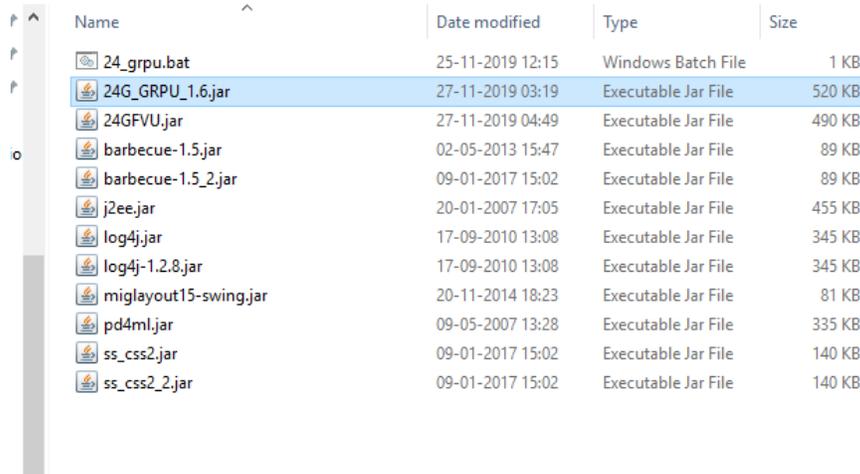


Figure 1.2

8. A folder named 'Form 24 RPU' will be created which will contains various support files along with '24G_GRP_1.6.jar' file as mentioned below in **Figure 1.3**



Name	Date modified	Type	Size
24_grpu.bat	25-11-2019 12:15	Windows Batch File	1 KB
24G_GRP_1.6.jar	27-11-2019 03:19	Executable Jar File	520 KB
24GFVU.jar	27-11-2019 04:49	Executable Jar File	490 KB
barbecue-1.5.jar	02-05-2013 15:47	Executable Jar File	89 KB
barbecue-1.5_2.jar	09-01-2017 15:02	Executable Jar File	89 KB
j2ee.jar	20-01-2007 17:05	Executable Jar File	455 KB
log4j.jar	17-09-2010 13:08	Executable Jar File	345 KB
log4j-1.2.8.jar	17-09-2010 13:08	Executable Jar File	345 KB
miglayout15-swing.jar	20-11-2014 18:23	Executable Jar File	81 KB
pd4ml.jar	09-05-2007 13:28	Executable Jar File	335 KB
ss_css2.jar	09-01-2017 15:02	Executable Jar File	140 KB
ss_css2_2.jar	09-01-2017 15:02	Executable Jar File	140 KB

Figure 1.3

9. To open the Form 24G Preparation Utility, double click on the file "24G_GRP_1.6.jar" available in the folder (highlighted in above image) and the RPU will open as in Figure 1.4 below.

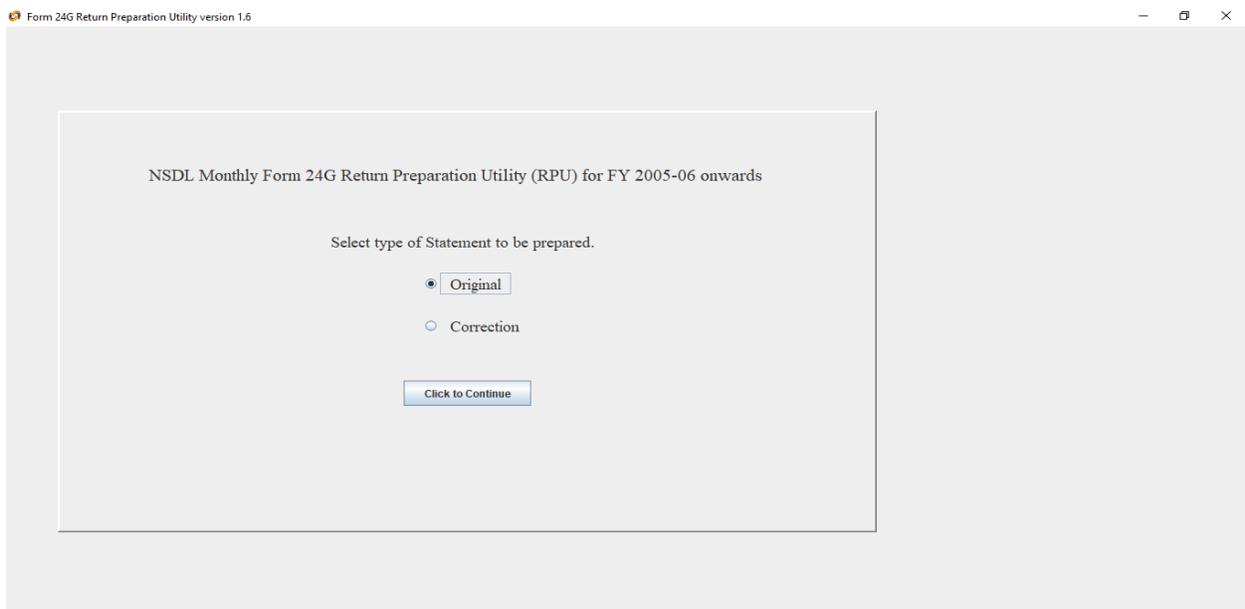


Figure 1.4

10. Step to prepare Monthly Statement by using Form 24G 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

Form 24G Return Preparation Utility version 1.6

NSDL Monthly Form 24G Return Preparation Utility (RPU) for FY 2005-06 onwards

Select type of Statement to be prepared.

Original

Correction

Click to Continue

Figure 1.5

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

Form 24G Return Preparation Utility version 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

Figure 1.6

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

Serial No.	TAN * (2)	Name * (3)	DDO registration no. (5)	DDO code (7)	Address Line 1 * (8)	Ad
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Figure 1.7

13. Filers have to 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 24G statement. As shown in **Figure 1.8**

Note : fields marked in (*) are Mandatory

Create File Add Rows Delete a Row Back

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.

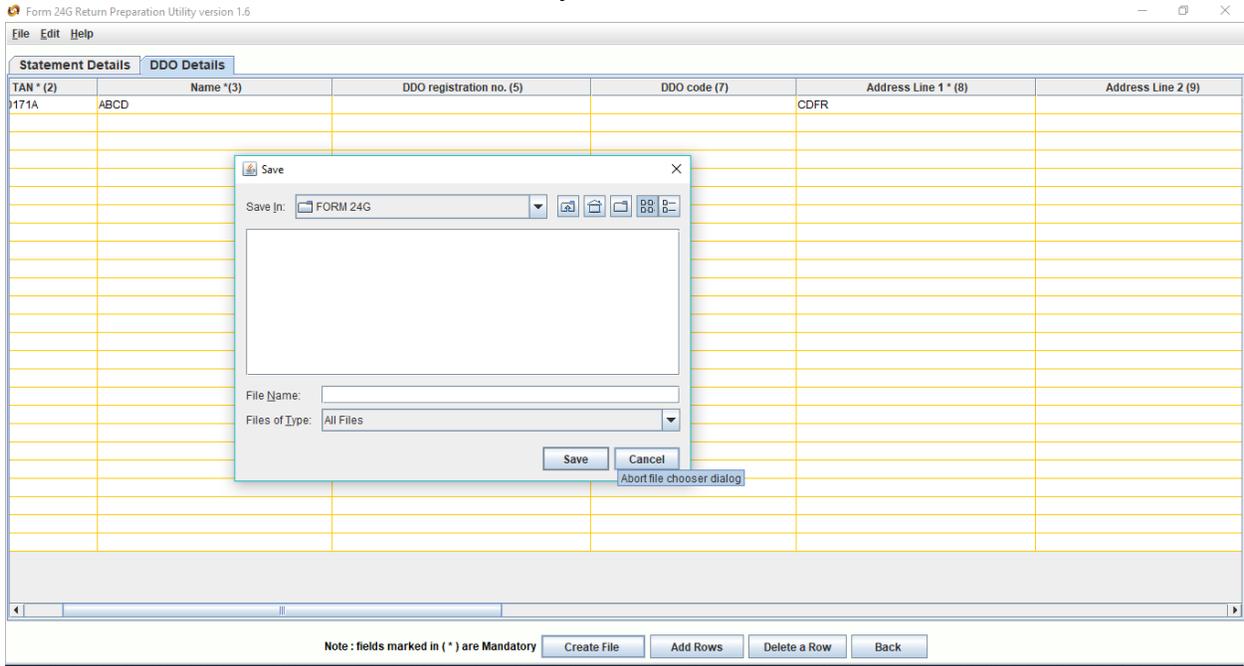


Figure 1.9

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**

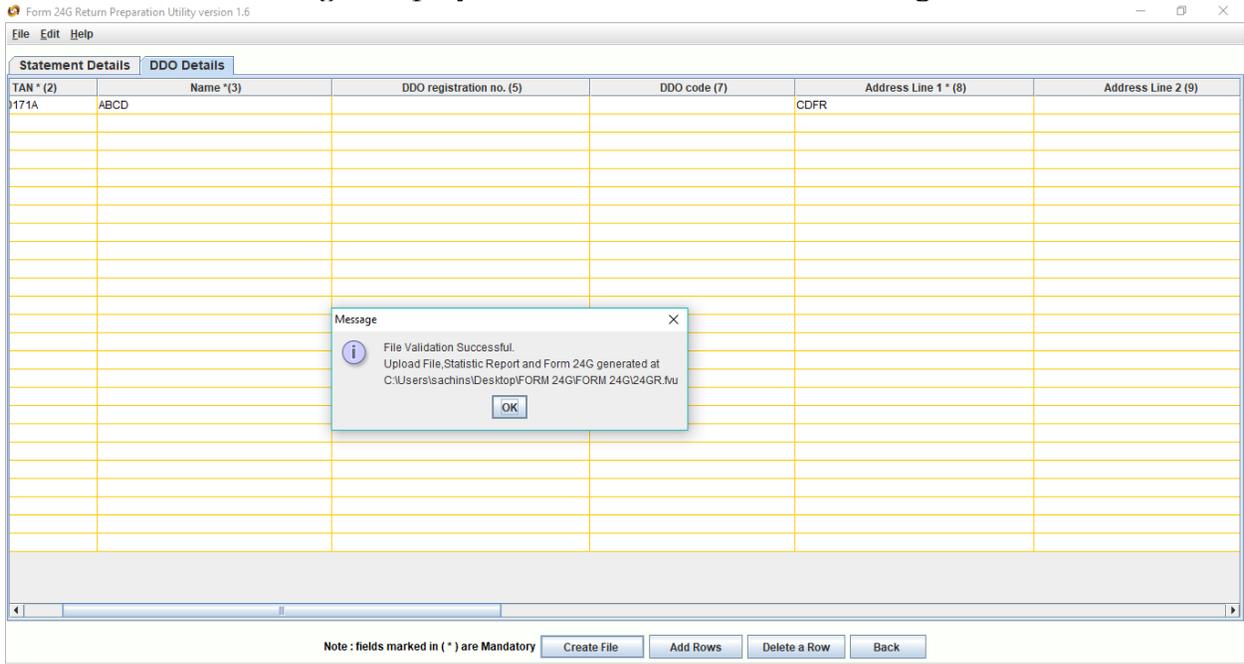


Figure 2.0

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**

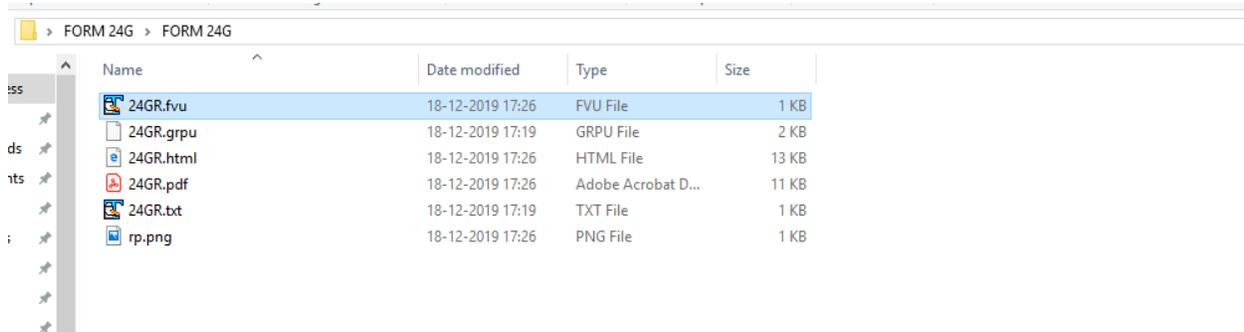


Figure 2.1

17. Filers have to 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.