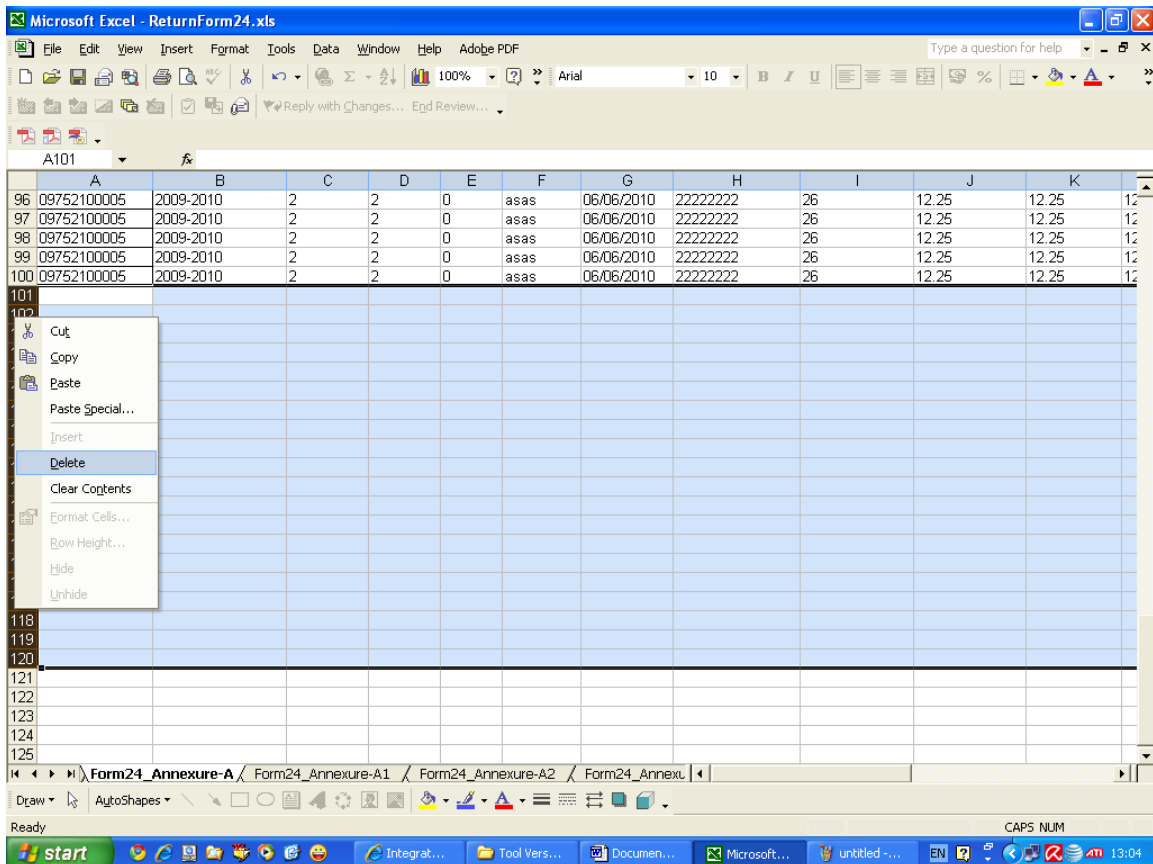


## Guide Lines for Offline Tools for Form-24 Returns

### For Version 6.0 – New Formats of Form-24 Returns :

#### Preparing Excel Sheets to be zipped using offline tool :

1. Download the Latest Excel Formats from <http://www.comtaxup.nic.in> .
2. User must fill data in required Excel Sheets.Sheets, which are of no use for the user, may be left blank. It is not necessary for the user to fill data in all the sheets.
- 3. Please do not Rename or Delete any Excel File or Excel Sheet.**
4. After filling data in excel sheets, user must delete approximately 20 blank rows after the data in sheet ends. For Example, data in sheet has 100 rows. In such case 20 rows after row number 100 must be deleted. This practice is advised to avoid any sort inconvenience during filing of returns.



**Preferred Values/Formats in Excel Sheet :**

<b>S.No.</b>	<b>Column Name</b>	<b>Preferred Value / Format</b>
<b>1.</b>	Dealer TIN	Dealer TIN / Self Tin Number
<b>2.</b>	Assessment Year	Assessment year for the Filing Return.(Eg:2010-2011)
<b>3.</b>	Tax Period	Must be 1,2,3. 1 for Yearly,2 for Monthly and 3 for Quarterly Returns Resp.
<b>4.</b>	Month	Must be 0-12. 0 for Tax Period=1 or Tax Period=3. 1-12 is for Months from Jan-Dec.
<b>5.</b>	Quarter	Must be 0-4. 0 for Tax Period=1 or Tax Period=2. 1-4 is for Quarters from I-IV. Quarter-1 for April-June Quarter-2 for July-Sept Quarter-3 for Oct-Dec Quarter-4 for Jan-Mar
<b>6.</b>	Date / Invoice Date	Must be in dd/MM/yyyy Format Only.
<b>7.</b>	Amount	Must be in Numeric only. Must be set to 0.00 in case if Blank cell in row.
<b>8.</b>	Vat/Non-Vat/Additional Tax	V-VAT NV-Non-Vat AT-Additional Tax
<b>9.</b>	Sale or Purchase	S-Sale P-Purchase
<b>10.</b>	Bank Code	Must be 4 digit department defined Bank Codes. <a href="#">Click here to view list of Bank Codes.</a>
<b>11.</b>	Type in Vat_Bank_detail	A-For Payment through Vouchers. B-For Payment through Bank.
<b>12.</b>	Commodity Code	Must be 8 digit department defined Commodity Codes. <a href="#">Click here to view list of Commodity Codes.</a>
<b>13.</b>	Commodity Quantity	Quantity of Commodity must be Numeric only.
<b>14.</b>	Unit	Unit of Commodity Quantity. For Ex : Kg,gm etc.
<b>15.</b>	Type in Form-24 Annexure-A	1-Own Account 2-Commission Account.
<b>16.</b>	Vendor Customer TIN	Must be 11 digit TIN Number of Vendor. Must not be same as of Dealer TIN.
<b>17.</b>	Credit/Debit Note Number	Credit / Debit Note Number, whichever is applicable.
<b>18.</b>	Credit/Debit Note Date	Date of Credit/Debit Note issued.Must be in dd/MM/yyyy format only.
<b>19.</b>	Type in Form-24 Annexure-A1	C-For Credit Type D-Debit Type
<b>20.</b>	Type in Form-24 Annexure-A2	1-Registered Dealer 2-Un-Registered Dealer
<b>21.</b>	Type in Form-24 Annexure-B	1-Own Account 2-Commission Account.
<b>22.</b>	Type in Form-24 Annexure-B1	C-For Credit Type D-Debit Type

<b>23.</b>	Certificate Number in Form-24 Comm-Agent	Certificate Number of Commission Agent.
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**Creating ZIP Files through Offline Tool :**

1. Download the Latest Version of Offline Tool from <http://www.comtaxup.nic.in>
2. It is advised that user should check for the latest version of offline tool available on the website.
3. In Case Newer version is available on the site, user must un-install older versions of tool prior to installing the newer one.
4. Tool is installed in the Program Files folder, Located in drive where windows is installed with name ReturnForm24v6.0.
5. User should double-click ReturnForm24.exe file located inside Program Files\ReturnForm24v6.0 to execute the tool or from shortcut on desktop named ReturnForm24v6.0.
6. On execution user is directed to Main page:



From where he/she can do following tasks:

- I. If user is connected to internet, he can directly go to [comtaxup.nic.in](http://comtaxup.nic.in) to pay taxes by clicking button **Pay Taxes Online**.
  - II. If user is connected to internet, he can directly go to [comtaxup.nic.in](http://comtaxup.nic.in) to e-return filling by clicking button **e-Return Filing**.
  - III. User can download Form-38 Directly from internet, if connected to internet by clicking button **Form-38 Download**.
  - IV. User can download Excel formats for Form-24, if connected to internet by clicking button **Download Excel Format For Form-24**.
  - V. User can use the offline tool by clicking button **Proceed With Offline Tool>>**.
7. On clicking button **Proceed With Offline Tool>>**, user is directed to the following page:

[CLOSE](#)

Validate Excel and Create ZIP

Select File Name :

[Select Excel File to ZIP](#)

1. Main Form	<a href="#">Validate and Create ZIP</a>	Pending
2. Vat Non-Vat Purchase Sale Detail	<a href="#">Validate and Create ZIP</a>	Pending
3. Tax Detail :		
(i) Tax Detail-Sale	<a href="#">Validate and Create ZIP</a>	Pending
(ii) Tax Detail-Purchase	<a href="#">Validate and Create ZIP</a>	Pending
4. Bank Detail	<a href="#">Validate and Create ZIP</a>	Pending
5. Annexure A	<a href="#">Validate and Create ZIP</a>	Pending
6. Annexure A1	<a href="#">Validate and Create ZIP</a>	Pending
7. Annexure A2	<a href="#">Validate and Create ZIP</a>	Pending
8. Annexure B	<a href="#">Validate and Create ZIP</a>	Pending
9. Annexure B1	<a href="#">Validate and Create ZIP</a>	Pending
10. Annexure - C	<a href="#">Validate and Create ZIP</a>	Pending
11. Comm Agent	<a href="#">Validate and Create ZIP</a>	Pending

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8. Now Select the File to check and create ZIP.
9. Click buttons one-by-one to check files and create ZIP's to be uploaded. It is recommended that user click only those buttons in which his data exists.
10. ZIP Folder will be created at the same place where Excel file is located. All the Zip files created will be placed in that folder only. In case of Errors in files, Form24error folder will be created at the same place. All Error Files will be placed in that folder only.
11. These ZIP Files will be used to be uploaded while filing Form-24 Returns online.