

Part-4

How to send request for conso file & download conso file?

- 1) First login same as earlier by using user id & password and other details whichever is asked
- 2) Click on statements/payments > click on request for conso file

Note: Conso file should be download for those whose have you download the justification report.

- 3) Fill the details same as you fill at the time of send request for justification report
- 4) Click proceed with transaction
- 5) After clicking you get this message.

Request for NSDL Conso File has been submitted. Request Number is 21225048. The file will be available in 'Downloads' section

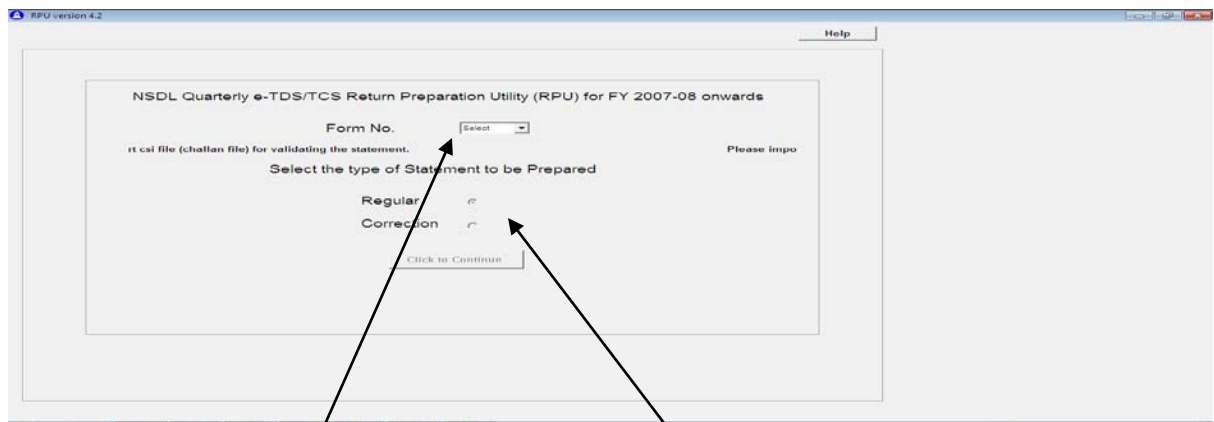
- Now you should download the Conso zip file by follow the same steps followed in justification report and extract the zip file.

Note:

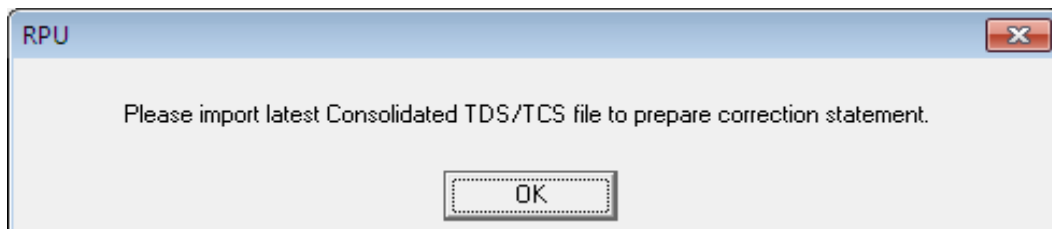
Conso file will open through latest Rpu (Return Preparation Utility) software which you should download through this site

<https://www.tin-nsdl.com/etds-etcs/eTDS-RPU.php>

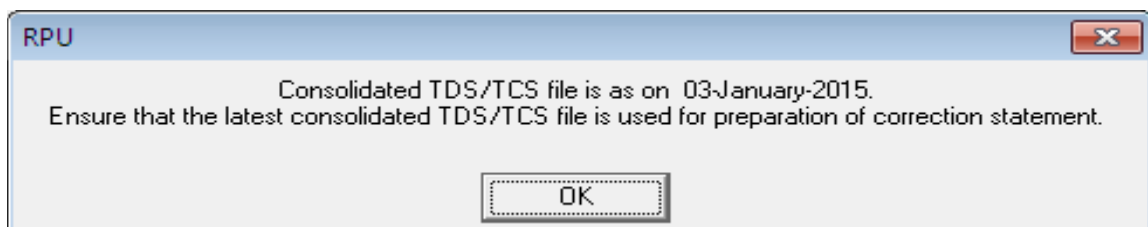
- After downloading the zip file > right click in zip file > click extract here It will create a folder in which you get RPU Application > Click on RPU Application (after clicking you get this type of RPU page which is shown below



- Select the **Form No.**, Select the **type of statement** to be prepared, here you should select correction because you are learning about default > Click ok when you get this message



- After this message you should Click on **Import Consolidated TDS/TCS file**, it will required for open the Conso file where you saved the conso file ,select the file and click open, you will get again message box like this



Click ok > you get the message box which shows that the file is imported successfully > you should click ok > you get this type of page

RPU version 4.2

Form No. 26Q
(See section 193,194,194A,194BB,194C,194D,194EE,194F,194G,194H,194I,194J,194LA and rule 31A)

Form | Challan | Annexure I (Deductee Details)

Quarterly statement of deduction of tax under sub section(3) of section 200 of the Income Tax Act, 1961 in respect of payments other than Salary

For Quarter Ended * Q1 2012 (Year) Form No. * 26Q

BACK

1. Particulars of Return

Tax Deduction and Collection Account No.(TAN) * CALI09929D Financial Year * 2012-2013

Last Tax Deduction and Collection Account No. CALI09929D Assessment Year * 2013-2014

Permanent Account Number * AAFCM1287R Type of Deductor * Company

Is This a Revised Return (Yes/No) * Yes Last Deductor Type Company

Update Deductor Details Select Receipt No. of Original Return 090530200040840

Receipt No. of Previous Return 090530200092835

(Indicate only if any change in Deductor Details)

2. Particulars of Deductor

Name * Manvi Garments Private Limited Ministry / Dept. Name

Branch / Division (if any) Ministry / Dept. Name (Others)

State Name DDO Code

PAO Code DDO Registration Number

PAO Registration Number TAIN Registration Number

Flat No. * 265, Name of Premises / Building

Area / Location Chanditala, Behala Town / City / District Kolkata

Road / Street / Lane Rai Bahadur Road State * West Bengal

Pin code * 700053 E-mail agards@gmail.com

Telephone No. 0000002403 E-mail (Alternate)

Telephone No. (Alternate) Has Address Changed Since Last Return * No

Account Office Identification Number(AIN) of PAO/TO/CDDO

3. Particulars of the Person Responsible for Deduction of Tax

Name * Rajendra Kumar Jain Same As above

Save Create File

After download Conso file now you will learn in Part:-5 how to rectify the defaults, which you will see(Defaults) in justification report such PAN errors late payments,etc.