

Online Investment Proof Submission Form (IPSF)

New regime walkthrough

FY 2020-2021

Content

Locating the IPSF 2020-2021 link

Section(s) & Item(s) selection

Section wise data entry

- Section C Chapter VIA - Section 80C (Only for NSC interest calculation)
- Section D Housing loan (Interest and principal)
- Section E Previous employer details
- Section G Other income

IPSF confirmation

Bar-coded IPSF report

Forms & annexure

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Content Tracker

Locating the IPSF 2020-2021 link

Section(s)/Item(s) selection & master information

Section wise data entry

- Section C Chapter VIA - Section 80C (Only for NSC interest calculation)
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IPSF 2020-2021 link

The screenshot displays the Excelity ESS portal. On the left is a vertical navigation menu with the following items: 'My Personal Details', 'My Transactions', 'My Reports', 'Downloads', 'Year End', 'IPSF Approval Report', and 'IPSF 2020-2021'. The 'IPSF 2020-2021' item is highlighted with a red rectangular box. A green callout box with the text 'Click here' and an arrow points to this item. The main content area on the right shows a greeting 'Hi', a welcome message, and a 'What would you like to do today?' section with a 'Claim Reimbursements' button.

My Personal Details

My Transactions

My Reports

Downloads

Year End

IPSF Approval Report

IPSF 2020-2021

Hi

Welcome to ESS - your personal space of Payroll details!! We hope you will find the information useful and nav can be sent to info@excelityglobal.com.

What would you like to do today?

Claim Reimbursements

Click here

Content tracker

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Section & item selection

Investment Proofs Submission Form - Select Proofs To Be Submitted For FY 2020-2021

Section C - Chapter VIA - Section 80C

☒ NSC Interest (Will also be considered as Other Income)

Section D - Housing Loan

☒ Loss from House Property - SELF OCCUPIED

☒ Loss from House Property - LETOUT

Section E - Previous Employer Details

☒ Previous Employer Details

Section G - Other Income

☒ Other Income

Click here to
Proceed



Proceed

Key points:

- Select (tick) the item within the section for which you wish to submit proofs and click on 'Proceed'.

Note:

- If no section is selected, 'Proceed' button will not be enabled.
- Selection of Investment categories will not be allowed after the final confirmation of IPSF.

Section C - Chapter VIA - Section 80C

☒ NSC Interest (Will also be considered as Other Income)

Section D - Housing Loan

☒ Loss from House Property - SELF OCCUPIED

☒ Loss from House Property - LETOUT

Section E - Previous Employer Details

☒ Previous Employer Details

Section G - Other Income

☒ Other Income

Click here to Proceed

Proceed

Key points:

- Select (tick) the item within the section for which you wish to submit proofs and click on 'Proceed'.

Note:

- If no section is selected, 'Proceed' button will not be enabled.
- Selection of Investment categories will not be allowed after the final confirmation of IPSF.

Message from webpage



- Go through the guidelines document regarding the proof submission shared thru e-mail.
- Please ensure to have the hardcopies of all your investment proofs before proceeding further.
- Do not confirm the IPSF unless you fill the sections that are applicable to you.
- Use Save & View option for draft report.
- Click on confirm button after updating the relevant proofs. Once you confirm the IPSF, the IPSF submission will be locked for editing.

Read this note carefully and click to proceed.

OK

Master information & employee options

All the sections/items selected, can be viewed & navigated in this menu bar.

Master Information

Fields marked with (*) are mandatory.

Employee ID :	14782	Employee Name :	Shakthi. R	Gender :	F
Date of Joining :	01/09/2016	Date of Birth :	15/09/1983	PAN * :	ABCPD1234T
No. of Children * :	1	Children Going to School * :	0	Children Staying in Hostel * :	0

[Have a Query?](#)

Dependant Details

Fields marked with (*) are mandatory.

Modify the No. of children (if required)

Dependant Name*	Relationship*	Age*	
Shakthi. R	Self	30	Delete
Rakesh	Father	60	Delete
Ragini	Mother	55	Delete
Rohan	Spouse	32	Delete
Sony	Daughter	3	Delete

Update all the master details. Fields with * are mandatory.

Click here to understand the requirement of the relevant section.

Add New Row

Note : 1) Age to be rounded off to the nearest number.

Click here to delete rows (Except Self).

Previous Save Next

Click here to add new rows.

Click here to save all the information.

Click here to view the next page/section.

Employee Options

[Employee Details Screen](#)

[NSC Interest \(SEC80C\)](#)

[Housing Loan - Self \(SEC24\)](#)

[Housing Loan - Letout \(SEC24\)](#)

[Previous Employer Details](#)

[Other Income](#)

[Employee Confirm Screen](#)

Section Page

New!

Key points:

- If PAN is incorrect, reach out to Finance help desk @+91 40 6762 2222.
- Row containing 'Self' cannot be deleted.

Note: If you want to select additional Investment categories in any of the sections, while updating IPS, go back to the "IPSF 2020-2021" link on the home page under the Year End tab.

Master information – sample page

Update for Master Details successfully saved.

You will receive this message upon 'saving' details on every screen.

Master Information

Fields marked with (*) are mandatory.

[Have a Query?](#)

Employee ID :	14782	Employee Name :	Shakthi. R	Gender :	F
Date of Joining :	01/09/2016	Date of Birth :	15/09/1983	PAN * :	ABCPD1234T
No. of Children * :	1	Children Going to School * :	0	Children Staying in Hostel * :	0

Dependant Details

Fields marked with (*) are mandatory.

Dependant Name*	Relationship*	Age*	
Shakthi. R	Self	30	Delete
Rakesh	Father	60	Delete
Ragini	Mother	55	Delete
Rohan	Spouse	32	Delete
Sony	Daughter	3	Delete

Add New Row

Note : 1) Age to be rounded off to the nearest number.

Previous Save Next

Father's name is mandatory in Form 12BB. Please update the father's name, if the info is not available in Dependent Details. However, father's name will be considered from the Employee Master info, if it is not updated in the IPSF Dependant Details' screen.

Entering dependents' details is a one-time activity. This data will automatically appear in the other screens as applicable.

Agenda tracker

Locating the IPSF 2020-2021 link

Section(s)/Item(s) selection & master information

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NSC Interest (also considered as Other Income)

Investment Proofs Submission Form 2020-2021

NSC Interest (Will also be considered as Other Income)

Fields marked with (*) are mandatory.

Have a Query?



Ignore the amount shown here as this will not be considered for tax benefit.

Certificate Number *	Date of Purchase* (dd/mm/yyyy)	Name of Policy Holder *	Amount *	Interest Earned *	Deduction under Section 80C *	
abcd123	01/05/2017	Nancy Kumari	10000.00	920.00	920.00	Delete
456	01/05/2015	Nancy Kumari	10000.00	1211.00	0.00	Delete

Enter the date of purchase and amount invested.

The interest amount will be auto calculated by the system

Total Interest:

2131.00

Total Deduction:

920.00

Note : 1) The total interest earned will be considered as part of other income for income tax calculation.

2) Maximum deduction allowed on interest on NSC u/s 80C is Rs.150000/-

Amount will be considered under Other Income.

Number of supporting documents : 2

Previous

Save

Next

Key points:

- Benefit can be claimed for self only.
- This screen is only to calculate NSC interest amount which will be considered under 'Other Income'.
- No exemption benefit is available under Section 80C for new regime tax scheme.
- NSC certificate should have been taken on or after April 01, 2014.

Content tracker

Locating the IPSF 2020-2021 link

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Loss from house property – self occupied (continued..)

Pre-EMI Interest Paid	Year Code	Amount	Year Code	Amount	
		0.00		0.00	
		0.00		0.00	
		0.00		0.00	
	Total :		0.00		
Loan Type	<input checked="" type="radio"/> Single <input type="radio"/> Joint		Borrower Name	Percentage(%)	
				100	
Qualifying Pre-EMI Interest Paid	Year Code	Amount	Year Code	Amount	
		0.00		0.00	
		0.00		0.00	
		0.00		0.00	
Do you own a Second Self-Occupied House Property? <input type="checkbox"/>					
Housing Loan Interest & Principal considered for Tax Benefit					
Total Interest	0.00	Total Principal	0.00	Benefit U/S 80EE	Benefit U/S 80EEA

Option has been given to update the details of Self Occupied Property - 2

The additional benefit, if applicable as per the loan sanction date, value of the property, loan amount and purpose of loan, will be auto populated in the respective fields.

Key points:

- No tax on notional rent of second self-occupied house i.e., up to two self-occupied house properties can be considered for benefit while calculating the income from house property from the FY 2019-20.
- An assessee can claim that he has two self-occupied house properties and hence deduction with respect to interest on borrowed capital for self occupied house property can be claimed with respect to both the houses. However, the same can ONLY be adjusted against and up to the rental income earned from the let-out property.
- The Finance (No. 2) Act, 2019 has inserted a new Section 80EEA under the Income Tax Act for those individuals who are not eligible to claim deduction under Section 80EE. An individual can claim deduction up to INR 150,000 under section 80EEA subject to condition available in IPSF guidelines document.

Loss from house property – let out (only to adjust against rental income from let-out property)

Previous FY data is not found. Please enter the details freshly

☒ Click here to view the previous FY details

Let Out Property #
Stamp/Income C
Provisional Certificate Atta
Loan Lender/Bank N
PAN Of Len
Address of the Lender *
Address of the Property *
State *
City *
Loan Sanction Date †
Loan Sanction Amount
Value of the Property
Is this your first Property
Purpose of Housing Loan
Date of Occupation/Possession †
Stamp Duty/Reg. Charg Paid Date †
Stamp Duty/Reg. Charg Paid Amt
Total Principal Paid
Total Interest Paid

Professionals who haven't submitted any details earlier will receive this message if they choose to view previous FYs details.

Add lender details

Let Out Property 1	
<input type="checkbox"/> Stamp	<input type="checkbox"/> Income
Yes	
ICICI	
ATUPM4796Q	
MN Nagar	
NN Nagar	
KARNATAKA	
Bangalore	
15/12/2019	
	2000000.00
	3000000.00
<input type="checkbox"/>	
Construction	
10/09/2020	
12/12/2020	
	300000.00
	140000.00
	230000.00

Click here to update Let-out Income alone

Effective FY20-21, you can choose to pre-populate previously submitted policy details for your ease. You can modify them if needed.

Enter the required details, and if eligible, the benefit under section 80EE and 80EEA will reflect in the respective fields.

Loss from house property – let out (continued..)

Pre-EMI Interest Paid	Paid	Quota
2020-2021	0.00	
2019-2020	0.00	0.00
2018-2019	0.00	0.00
2017-2018	0.00	0.00
2016-2017	0.00	0.00
2015-2016	0.00	0.00
Rental Income Received for 2020-2021		1000000.00
Municipal Tax Paid For the Year		0.00
Net Annual Value		1000000.00
Repair and Maintenance Charges (30%)		300000.00
Loan Type	Single	
Self Percentage		100
Total Interest Portion		230000.00
Income / Loss on House Property		470000.00
Total Loss Amount from Previous Years		400000.00
Loss claimed during the Previous Years		200000.00
Carry Forward Amount for FY 2020-2021		200000.00
Total Principal		440000.00

The additional benefit, if applicable as per the loan sanction date, value of the property, loan amount and purpose of loan, will be auto populated in the respective fields.

	270000.00
	440000.00
Benefit U/S 80EE	0
Benefit U/S 80EEA	0
Add Property	Delete Property

Key points:

- Interest and pre-EMI interest can be claimed only if the property has been occupied before 31st March, 2021; however, principal cannot be claimed.
- Lender PAN and address of the lender is mandatory to update.
- If it's a joint loan, the percentage of benefit claimed by the individual must be specified and the Joint declaration form must be submitted.
- Stamp Duty/registration charges cannot be claimed .
- Additional benefit available under Section 80EE and 80EA for home loans sanctioned in FY 2016-17 and 2019-21 respectively. Refer the IPSF guidelines for more details
- Rental income is mandatory to claim tax benefit under this section.

Previous year's unadjusted loss can only be adjusted against income chargeable to tax under the head "Income from house property in the current year.

Loss from house property – let out

Key points:

- Under the new regime, loss from self occupied and loss from let out property can be set off only against income from let out property and will not be set off against any other income head.
- Interest and Pre EMI-interest can be claimed only if the property has been occupied before December 1, 2020; however, principal cannot be claimed.
- Lender PAN and address of the lender is mandatory to update.
- If it's a joint loan, the percentage of benefit claimed by the individual must be specified.
- Stamp duty/registration charges are not available to be claimed by professionals under new regime.
- Rental income is mandatory to claim tax benefit under this section.

Content tracker

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IPSF confirmation

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Previous Employer Details

Previous Employer Details

Fields marked with (*) are mandatory.

Have a Query?



Employer Details

No of Companies	Company Name*	Company PAN*	Company TAN*	From (dd/mm)
Company 1	ABC	ATUPM6696Q	BLRN01276B	01/04/2020

This amount will be added to your gross taxable income for FY 20-21. There are no tax exemptions/ deductions available for new regime.

Salary Details

Company Name	Earnings (After Sec 10 Exemption)* (A)*	PF-NPS-SAF Perquisite* (B)*	Final Earnings (After Sec 10 Exemption) (A-B)*	Professional Tax*	Taxable Income*	Provident Fund*	Vol. Provident Fund*	Income
ABC	400000.00	50000.00	350000	200.00	320000.00	1800.00	0.00	

Update Final Taxable Income before reducing any tax exemptions and deductions.

Applicable only to professionals whose previous employer had paid an amount greater than INR 7,50,000 towards PF, NPS, superannuation fund in current FY. Others must enter "0.00" in these fields.

Employer Contribution Details

Company Name	Employer Contribution to Provident Fund	Employer Contribution to Superannuation	Employer Contribution to NPS (Sec 80CCD2)
ABC	1800.00	4400.00	10000.00
Total:	1800.00	4400.00	10000.00

Add New Row

Key points:

- The information must pertain from April 1, 2020 to the date of leaving with the previous employer.
- Proofs to be submitted as per guidelines circulated. Check out the IPSF guidelines to know more about what details to enter on screen.

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Other income

Other Income

Fields marked with (*) are mandatory.

Have a Query?

Amount gets updated from Section C : NSC Interest screen.

Income Details *	Income Received Date* (dd/mm/yyyy)	Amount *	
NSC Interest		2131.0	
Interest on Deposits in Savings Account (Considered as deduction u/s 80TTA upto Rs.10000) ▼	31/10/2020	8000.00	Delete
Add New Row		Total :	10131.00

- Note :**
- 1) NSC Interest if any would also be considered under Other Income for Tax Purpose.
 - 2) Deduction u/s 80TTA allowed upto Rs.10000 in respect of Interest on deposits in savings account
 - 3) Interest from non-savings account will be disallowed

Number of supporting documents :

1

Previous

Save

Next

Key points:

- NSC Interest will automatically be considered as Other Income.

Content tracker

Locating the IPSF 2020-2021 link

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IPSF confirmation

Bar-coded IPSF report

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IPSF confirmation screen

Investment Proofs Submission Form 2020-2021

IPSF Confirmation Screen

Section C - Chapter VIA - Section 80C

Particulars	Amount
NSC Interest (Will also be considered as Other Income)	920.00
Section C - Total	920.00

Section D - Housing Loan

Particulars	Interest Amount	Principal Amount
Loss from House Property - SELF OCCUPIED	-125000.0	80000.00
Loss from House Property - LETOUT	75500.00	50000.00

Section E - Previous Employer Details

Name of Company	From Date	To Date	Previous Earnings	Provident Fund	Voluntary Provident Fund	Professional Tax	Previous Tax
adfg	01/04/2020	03/05/2020	450000.00	45000.00	13000.00	350.00	6000.00

Section G - Other Income

Particulars	Amount
Interest on Deposits in Savings Account (Considered as deduction u/s 80TTA upto Rs.10000)	8000.00
Section G - Total	8000.00

☐ I hereby declare that I have read and understood the guidelines provided in 'Proofs Option Document' and that, all information/proofs provided above is true and correct in all respects. I also undertake to indemnify the company for any loss/ liability that may arise, in the event of any incorrect information provided by me.

Save and View

Confirm and Print

Re-print Report

All your inputs get consolidated into one.

IPSF confirmation process

Investment Proofs Submission Form 2020-2021

IPSF Confirmation Screen

Section C - Chapter VI

Particulars

NSC Interest (Will also)

Section C - Total

Section D - Housing Loan

Particulars

Loss from House Property - SELF OCCUPIED

Loss from House Property - LETOUT

Section E - Previous Employer Details

Name of Company	From Date	To Date	Previous Earnings	Provident Fund	Voluntary Provident Fund	Professional Tax	Previous Tax
adfg	01/04/2020	03/05/2020	450000.00	45000.00	13000.00	350.00	6000.00

Message from webpage



Once the IPSF data is Confirmed, you will not be able to enter or modify IPSF data.

Do you want to Confirm now ?

OK

Cancel

4. Click OK to continue.

1. Check the box if you wish to confirm.

Interest on Deposits in Savings Account (Considered as deduction u/s 80TTA upto Rs.10000)

Section G - Total

☒ I hereby declare that I have read and understood the guidelines provided in 'Proofs Option Document' and that, all information/proofs provided above is true and correct in all respects. I also undertake to indemnify the company for any loss/ liability that may arise, in the event of any incorrect information provided by me.

2. Click here if you wish to save and view.

Save and View

Confirm and Print

Re-print Report

3. Click here to Confirm and Print.

Key Points:

- Confirm gets enabled only after the box is checked (Step 2).
- Once confirmed, the IPSF screens are non editable.
- The IPSF Report gets generated only after confirming the IPSF (Step 4).
- Save and View Option does not confirm the IPSF, hence, screens are editable

Note:

If you want to select additional Investment categories in any of the sections, go back to the "IPSF 2020-2021" link on the home page under the Year End tab. This must be done before confirming the IPSF.

Content tracker

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IPSF confirmation

Bar-coded IPSF report

Forms & annexure

Scan image upload

Printable IPSF



PGBRK



IPSF4762153920101241000031W11

Unique
Barcode

All the proofs have to be uploaded using the scan image option using the link "Upload IPSF Proof Images". No hard copy proofs will be accepted. Please ensure to consolidate all the images of your investment proofs; create a ZIP file & upload.

Technologies India Pvt Ltd				IPSF ID : 0124100003	
Investment Proofs Submission Form for the Year 2020-2021					
Employee ID *	153920	Gender *	M	Date of Joining	01/03/2012
Name *	Rajesh L Rao		No. of Children going to School *	1	
PAN *			No. of Children going to Hostel *	0	
Section A - Rent Paid for claiming HRA exemption (Only Rent Receipts will be considered)					
From Date	To Date	Address	Rent Paid Per Month	Rent Paid Per Annual	Property ID
01/04/2020	31/03/2021	GR Nagar, 8th Cross, 8th Phase, SHIMOGA, KARNATAKA	18000.00	216000.00	1
As Per Last Declaration	Section B - Chapter VI A - Deductions from Total Income				Value of Proof Attached.
0	Medical Insurance Premium (U/s 80D)				0.00
0	Medical Insurance Premium (U/s 80D) - Parents not being Senior Citizens				0.00
0	Medical Insurance Premium (U/s 80D) - Parents being Senior Citizens				0.00
0	Medical Treatment/Handicapped Dependent (U/s 80DD) < 80%				75000.00
0	Medical Treatment/Handicapped Dependent (U/s 80DD) > 80%				0.00
0	Interest on Educational Loan (U/s 80E)				400000.00
0	Permanent Physical Disability (U/s 80U) < 80%				75000.00
0	Permanent Physical Disability Severe Disability (80U) > 80%				0.00
0	Medical Treatment of Specified Diseases (U/s 80DDB)				0.00
0	Medical Treatment of very senior citizen (80DDB)				0.00
0	Medical Treatment of senior citizen (80DDB)				0.00
0	Additional Housing Loan Interest Benefit (U/s 80EE)				0.00
0	Additional NPS Employee Contribution (U/s 80CCD1B)				55000.00
0	Electric Vehicle Loan Interest Benefit (U/s 80EEB)				300000.00
0	Additional Housing Loan Interest Benefit (U/s 80EEA)				0.00
Section C - Chapter VIA - Section 80C					
0	Contribution to Pension Fund (80CCC)				40000.00

Key points:

- The printable IPSF has a unique Barcode that identifies every individual, hence, print the IPSF along with the Barcode.
- Do not staple/scratch/write on the Barcode.
- Proofs submitted without the online IPSF (as covering) will not be accepted
- This FY you can print the form in .pdf format and digitally sign them before uploading them on HR Workways.

Printable IPSF continued...

Dependent details
will also appear on
IPSF confirmation
page.

Dependant Details:

Dependant Name	Relationship	Age
Uday Kumar Sirivelu	Self	29
Anitha	Spouse	25
Saanvi	Daughter	5
Anand Kumar Sirivelu	Father	65
Savithri Sirivelu	Mother	55

Declaration:

1. I hereby declare that I have read and understood the guidelines provided in 'Proofs Option Document' and that, all information, documents provided above is true and correct in all respects.
2. LTA exemption claimed by me (if applicable) is as per IT rule which specifies that exemption can be claimed twice in a block of 4 years. (irrespective of the number of employers in the block period)
3. I also undertake to indemnify the company for any loss/ liability that may arise, in the event of any incorrect information, documents provided by me.

Date: Signature/ digital
signature is
Place: mandatory.

Signature of Employee * _____

* Indicates mandatory fields as per our database. Please verify the same and if blank, please fill and submit the form.

* By digitally signing the documents, you are providing your acceptance to the correctness of its contents. You will be solely responsible for any of your actions or omissions arising out of the information provided in the digitally signed documents.

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Computation of income/ Loss from house property - let out

COMPUTATION OF INCOME / LOSS FROM HOUSE PROPERTY - LETOUT				
1. Name and Address of the Employee	Rajesh L Rao			
2. Permanent Account Number				
House Property U/s 24	Amount			
	Property 1		Property 2	
(a) Housing Interest paid 2020-2021 as per certificate		25000		500000
(b) Rental Income / Notional rental income for the year 2020-2021	400000		300000	
(c) Less: Municipal Tax Paid to the authorities	5000		0	
(d) Net Income from House Property (b - c)	395000		300000	
(e) Less: Repairs and Renewals @30% on Net Income (d * 30%)	118500		90000	
(f) Net Actual Income to be set off (d - e)		276500		210000
(g) Net value of Loss / Income for the year (a - f) 2020-2021	251500		(290000.0)	
(h) Total Loss Amount from Previous Years	100000		0	
(i) Loss claimed during the Previous Years	50000		0	
(j) Carry Forward Amount for 2020-2021	50000		0	
(k) Final Net value of Loss / Income for the year 2020-2021 after adjusting Previous Year Carried Forward Loss Amount, if any (applicable and adjusted only in case of Income from Let Out Property for the year 2020-2021)	(38500.0)			
Note: If the Net Value exceeds interest paid for the year, then it would be treated as Income from House Property				
Place:				
Date:		Signature of the Employee		

* By digitally signing the documents, you are providing your acceptance to the correctness of its contents. You will be solely responsible for any of your actions or omissions arising out of the information provided in the digitally signed documents.

Form 12C

FORM NO. 12C

[See Rule 26B]

Form for sending particulars of income under section 192(2B) for the year ending 31/03/2021

1. Name and address of the employee	153920
2. Permanent Account No .	
3. Residential status :	ROR
4. Particulars of income under any head of income other than "salaries" (not being a loss under any such head other than the loss under the head "Income from house property") received in the financial year - 2020-2021	
(i) Income from house property (in case of loss, enclose computation thereof)	0.0
(ii) Profits and gains of business or profession	0.0
(iii) Capital gains	0.0
(iv) Income from other sources	
(a) Bank Interest (excluding interest on savings account)	30000.0
(b) Dividend	25000.0
(c) Interest on Deposits in Savings Account (Considered as deduction u/s 80TTA upto Rs.10000)	40000.0
5. Aggregate of sub-items (i) to (iv) of item 4	Total Rs. 95000.00

.....
Signature of the Employee

Verification

I, Rajesh L Rao , do hereby declare that what is stated above is true to the best of my knowledge and belief.
Verified today, the day of,

Place

* By digitally signing the documents, you are providing your acceptance to the correctness of its contents. You will be solely responsible for any of your actions or omissions arising out of the information provided in the digitally signed documents.

Previous employer details - Form 12B

FORM NO. 12B

[See Rule 26A]

Form for furnishing details of income under section 192(2) for the year ending 31/03/2021

Name and address of the employee : 320512

Permanent Account No. :

Residential status : ROR

Serial Number	Name and address of Employer (s)	TAN of the Employer (s) as allotted by the ITO	Permanent Account Number of the Employer (s)	Period of Employment	Total amount of salary excluding amounts required to be shown in Col. 7 and Col. 8	Total amount of house rent allowance, conveyance allowance and other allowances to the extent chargeable to tax [See section 10 (13A) rule 2A and section 10 (14)]	Value of Perquisites and amount of accretion to employee's Provident Fund Account (give details in the annexure)	Total of col. 6, 7 and 8	Amount deducted in respect of life insurance premium, provident fund contribution etc. to which Sec. 80C applies (Give details)	Total amount of tax deducted during the year (enclose certificate issued under sec. 203)	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1	XYZ	ATRP12345T	ATYPM6543W	2	NA	NA	NA	500000	3300	4000	Professional Tax Rs. 200

.....
Signature of the Employee

Verification

I, Uday Kumar Sirivelu , do hereby declare that what is stated above is true to the best of my knowledge and belief.

Verified today, the day of,

Place

* By digitally signing the documents, you are providing your acceptance to the correctness of its contents. You will be solely responsible for any of your actions or omissions arising out of the information provided in the digitally signed documents.

Annexure

ANNEXURE

[See column 8 of Form No. 12B]

Particulars of value of perquisites and amount of accretion to employee's provident fund account

Name and address of the employee :

320512

Permanent Account No. :

Period Year ending

31/03/2020

Name of Employee	TAN/PAN of the Employer	Where accommodation is unfurnished	Value as if accommodation is unfurnished	Cost of furniture (including television sets, radio sets, refrigerators and other household appliances and air conditioning plant or equipment) OR hire charges if hired from a third party	Perquisite value of furniture (10% of column 5) OR actual hire charges payable	Total of columns 4 and 6	Rent, if any paid by employee	Value of Perquisite (Col. 3 minus Col. 8) or (Col. 7 minus Col. 8) as applicable
1	2	3	4	5	6	7	8	9

Annexure continued...

ANNEXURE

(Contd.)

Whether any conveyance has been provided by the employer free or at a concessional rate or where the employee is allowed the use of one or more motor cars owned or hired by the employer, estimated value of perquisite (give details) [See Rule 3 (c)]	Remuneration paid by employer for domestic and/or personal services provided to the employee (give details) [See rule 3(g)]	Value of free or concessional passages on home leave and other travelling to the extent chargeable to tax (give details)[See rule 2B read with section 10 (5)(ii)]	Estimated value of any other benefit or amenity provided by the employer, free of cost or at concessional rate not included in the preceding columns (give details), e.g. supply of gas, electricity or estimated value of water for household perquisite (give details) consumption, free [See rule 3(c)] educational facilities, transport for family, etc. [See rules 3(d), 3(e) and 3(f)]	Employer's contribution to recognised provident fund in excess of 10% of the employee's salary [See Schedule IV – Part A]	Interest credited to the assessee's account in recognised provident fund in excess of the rate fixed by the Central Government [See Schedule IV – Part A]	Total of columns 9 to 15 carried to column 8 of Form No. 12B
10	11	12	13	14	15	16

Key Points:

- The IPSF, Forms, Annexure, & supporting documents must be signed.

Annexure continued...

Self declaration given for possession of Housing property(in the absence of Possession certificate) - Self Occupied

(Applicable if housing loan interest/principal deduction benefit is claimed u/s 24)

This is to declare that I Rajesh L Rao, have gained the ownership/ possession of my house property located at the following address, on 15/03/2020(DD/MM/YYYY).

Address:

JP Nagar 6th Phase

BANGALORE, KARNATAKA

Loan Lender/ Bank Name: HDFC

Loan Sanction Date : 14/03/2020

Date:

Signature

* By digitally signing the documents, you are providing your acceptance to the correctness of its contents. You will be solely responsible for any of your actions or omissions arising out of the information provided in the digitally signed documents.

Notes: Section 24(b) of the Act allows deduction from income from house property on interest on borrowed capital as under:-

(i) The deduction is allowed only in case of house property which is owned and in the occupation of the employee for his own residence. However, if it is not actually occupied by the employee in view of his place of the employment being at other place, his residence in that other place should not be in a building belonging to him.

(ii) The house so acquired or constructed should be completed within 3 years from the end of the FY in which the capital was borrowed. Hence it is necessary for the DDO to have the completion certificate of the house property against which deduction is claimed either from the builder or through self-declaration from the employee.

Annexure continued...

Self declaration given for possession of Housing property(in the absence of Possession certificate)- Letout (1)

(Applicable if housing loan interest /principal deduction benefit is claimed u/s 24)

This is to declare that I Uday Kumar Sirivelu, have gained the ownership/ possession of my house property located at the following address, on 01/06/2018(DD/MM/YYYY).

Address:

Yelachenahalli

Bangalore, KARNATAKA

Loan Lender/ Bank Name: ICICI

Loan Sanction Date : 01/01/2012

Date:

Signature

* By digitally signing the documents, you are providing your acceptance to the correctness of its contents. You will be solely responsible for any of your actions or omissions arising out of the information provided in the digitally signed documents.

Note: Section 24(b) of the Act allows deduction from income from house property on interest on borrowed capital as under:-

(i) The deduction is allowed only in case of house property which is owned and in the occupation of the employee for his own residence. However, if it is not actually occupied by the employee in view of his place of the employment being at other place, his residence in that other place should not be in a building belonging to him.

(ii) The house so acquired or constructed should be completed within 3 years from the end of the FY in which the capital was borrowed. Hence it is necessary for the DDO to have the completion certificate of the house property against which deduction is claimed either from the builder or through self-declaration from the employee.

Annexure continued...

FORM NO.12BB
(See rule 26C)

Statement showing particulars of claims by an employee for deduction of tax under section 192

1. Name and address of the employee U
2. Permanent Account Number of the employee
3. Financial year **2020-2021**

Details of claims and evidence thereof			
Sl. No.	Nature of claim	Amount(Rs.)	Evidence / particulars
1	2	3	4
1	House Rent Allowance (i) Rent paid to the landlord : Rs.null	Rs.null	House Rent Receipts
2	Leave travel concessions or assistance	Rs.0	Travel Receipts/Tickets
3	Deduction of interest on borrowing: (i) Interest payable/paid to the lender Self Occupied Interest - Property 1 :Rs.-200000 Self Occupied Interest - Property 2 :Rs.-300000 Total Self Occupied Interest :Rs.-200000 Let-Out Interest : Rs.-20000 Let-Out Interest : Rs.-10000 (ii) Name of the lender Self Occupied - Property 1 :ICICI Self Occupied - Property 2 :HDFC Let-Out Property 1 :ICICI Let-Out Property 2 :BANK (iii) Address of the lender Self Occupied - Property 1 :JP Nagar Self Occupied - Property 2 :Jayanagar Let-Out Property 1 :Banashankari Let-Out Property 2 :Jayanagar	Rs.-230000.0	Provisional Certificate from Bank/Financial Institution/Lender

Annexure continued...

4	Deduction under Chapter VI-A		Rs. 490000.0	Photocopy of the investment proofs
	(A) Section 80C, 80CCC and 80CCD			
	(i) Section 80C			
	(a) Housing Loan - Principal Amount paid, Registration Fees, Stamp duty	: Rs.490000		
	(ii) Section 80CCC	:		
	(iii) Section 80CCD	:		
	(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.			
	(a) Additional NPS Employee Contribution (U/s 80CCD1B)	: Rs.0		
Verification				
I, Uday Kumar Sirivelu, son/daughter of Subramanyam Sirivelu do hereby certify that the information given above is complete and correct				
Place : BANGALORE				
Date : 09/11/2020				
Designation : SENIOR ENGINEER				
			(Signature of the employee) Full Name: Uday Kumar Sirivelu	

Note: The information/details above, as required for deduction of tax u/s 192 of the Income Tax Act, has been entered by the employee through an authorized login on the portal.

* By digitally signing the documents, you are providing your acceptance to the correctness of its contents. You will be solely responsible for any of your actions or omissions arising out of the information provided in the digitally signed documents.

Annexure continued...

Payroll Deduction	
Particulars	Amount
Provident Fund	21600.00
Payroll Deduction - Total	21600.00

Key Points:

- Any deduction through Payslip like PF, VPF and Medical Insurance etc., will be considered directly for Income Tax benefits and no need of submitting the proof for this.

Content tracker

Locating the IPSF 2020-2021 link

Section(s)/Item(s) selection & master information

Section wise data entry

- Section C Chapter VIA - Section 80C (Only for NSC interest calculation)
- Section D Housing loan
- Section E Previous employer details
- Section F Other exemption
- Section G Other income

IPSF confirmation



Bar-coded IPSF report

Forms & annexure

Scan image upload

Scan Image Upload

- Please scan/ click a clear picture of the signed or digitally signed copy of IPSF and other annexures(as applicable).
- Save all scanned images/soft copies in one folder
- Check for all the relevant proofs are scanned/ soft copies are saved.
- Zip the folder.
- Do not use spaces, special characters, words like 'secure', 'protected', 'password' while naming the IPSF zipped. Example:
Correct- "EMPIDIPSF201920.zip".
Incorrect- "EMPID IPSF 2020-21.zip"
- You should also not include any zip folders within the IPSF zipped file
- Open the zipped folder and ensure all the documents are saved /can open from the zipped folder.
- Log on the link Year End>>Upload IPSF Proof Images.
- Please go through the following slides to upload the zipped file.
- You will not be able to upload the proof images if the IPSF is not confirmed.

			
PGDRK		IPSFID201475571100620675591W1	

All the proofs have to be uploaded using the scan image option using the link "Upload IPSF Proof Images". No hard copy proofs will be accepted. Please ensure to consolidate all the images of your investment proofs; create a ZIP file & upload.

Deloitte Consulting India Private Limited		IPSF ID : 0062067559	
Investment Proofs Submission Form for the Year 2020-2021			
Employee ID *	473571	Gender *	M
Name *	Sanchit Sood	Date of Joining	19/06/2017
PAN *	GWHP5749M	No. of Children going to School *	0
		No. of Children going to Hostel *	0

Section A - Rent Paid for claiming HRA exemption (Only Rent Receipts will be considered)

From Date	To Date	Address	Rent Paid Per Month	Rent Paid Per Annual	Property ID
01/04/2020	31/03/2021	H.No. 585, Ground Floor, Saraswati Kunj, Sector 53, DLF Phase 5, PIN - 122011, GURGAON, HARYANA	25000.00	300000.00	1

As Per Last Declaration

Section B - Chapter VI A - Deductions from Total Income	Value of Proof Attached
0 Medical Insurance - Self / Spouse / Children (<60 yrs) - With Insurance	0.00
0 Medical Insurance - Self / Spouse / Children (>=60 yrs) - With Insurance	0.00
0 Medical Insurance - Self / Spouse / Children (>=60 yrs) - Without Insurance	0.00
0 Medical Insurance for Parents (<60 yrs) - With Insurance	0.00
0 Medical Insurance for Parents (>=60 yrs) - With Insurance	0.00
0 Medical Insurance for Parents (>=60 yrs) - Without Insurance	0.00
0 Medical Treatment/Handicapped Dependent (U/s 80DD) < 80%	0.00
0 Medical Treatment/Handicapped Dependent (U/s 80DD) > 80%	0.00
0 Interest on Educational Loan (U/s 80E)	0.00
0 Permanent Physical Disability (80U) < 80%	0.00
0 Permanent Physical Disability Severe Disability (80U) > 80%	0.00
0 Medical Treatment of Specified Diseases (80DD)	0.00
0 Medical Treatment of very senior citizen (80DD)	0.00
0 Medical Treatment of senior citizen (80DD)	0.00
0 Additional Housing Loan Interest Benefit (U/s 80EE)	0.00
0 Additional NPS Employee Contribution (80CC1B)	0.00
0 Electric Vehicle Loan Interest Benefit (U/s 80EEB)	0.00
0 Additional Housing Loan Interest Benefit (U/s 80EEA)	0.00

Scan image upload continued...

Image Upload

The Image Upload module helps the user to upload the scanned images of the IPSF proofs online. To access this module navigate to **Year End >>> Upload IPSF Proof Images**

▼ Year End

→ IPSF 2020-2021

Upload IPSF Proof Images

IPSF Proofs

This module is used for uploading scanned images of IPSF proofs

Employee ID Employee Name Year Code **2020-2021**

Image Upload - IPSF Proofs

IPSF ID * - Select any one -

Upload File * - Select any one - Browse...

0072200044

Save

Note :
Please ensure that, all the documents have to be uploaded at the same time.

If the IPSF Id does not appear in the drop down, it means,

1. The IPSF has not been confirmed, OR
2. The proofs have already been uploaded.

Fields marked with (*) are mandatory.

- Select the appropriate IPSF Id from the dropdown (which is confirmed for the current year)
- Select the .zip file containing all the bills and proofs

Scan image upload continued...

- Post selecting the proofs file for upload, you can view the IPSF proofs and edit the proofs file (if required) before submitting them. Once your submission is confirmed, it cannot be modified.
- However, you would be able to view the proofs post 24 hours of the submission.

Content :

Zip File Name :IPSF Proofs.zip

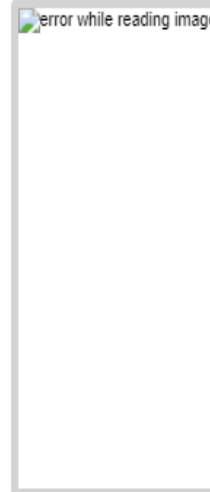
IMG_12303185429478.jpeg



Form 12B.pdf

A screenshot of a PDF form titled 'Form 12B.pdf'. It contains a table with columns for 'Particulars of value of properties and amount of securities in employee's possession' and 'Particulars of value of properties and amount of securities in employee's possession'. The table has multiple rows for data entry.

image0000004A.tif



CBDT Press Release_29102020_1.jpg

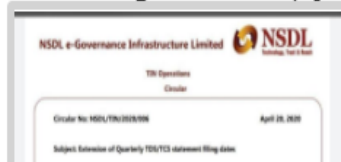


CBDT Press Release_29102020_2.jpg



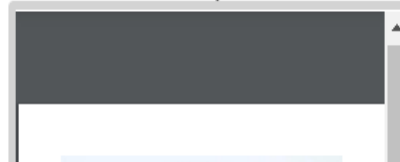
an Excellity Global eSolution

ETDS Q4 2019-20_Due Date Extended.png



Copyright © 2015-2016 Payfront Technologies India Pvt. Ltd.

CBDT 80G PM CARE FUND.pdf



Print this page

Ganesh.BMP



Scan image upload continued...

Once the file is successfully uploaded, the following screen with a success message is displayed.

Employee ID	Employee Name	Year Code	2020-2021
The file has been successfully uploaded.			
Image Upload - IPSF Proofs			
IPSF ID *	- Select any one -		
Upload File *	<input type="text"/>		<input type="button" value="Browse..."/>
<input type="button" value="Save"/>			
Note : Please ensure that, all the documents have to be uploaded at the same time. If the IPSF Id does not appear in the drop down, it means, 1. The IPSF has not been confirmed, OR 2. The proofs have already been uploaded.			
Fields marked with (*) are mandatory.			

Upon successful upload, you'll receive the following notification through an auto generated mail.

Subject: IPSF Scan Upload Success

Dear Employee,

Please be informed that your scan image upload towards investment Proof Submission Form (IPSF), is done successfully on our portal. This is only a confirmation to your activity of scan image upload being done. Approval of proofs is subject to validation of documents.

Thanks in advance.
AON Hewitt

Scan image upload (errors)

Criteria for submission of IPSF proofs:

1. Only .zip files can be uploaded.

If the user attempts to upload any other file format the system throws an error message

The screenshot shows a web form titled "Image Upload - IPSF Proofs". At the top, there are input fields for "Employee ID", "Employee Name", and "Year Code" (set to "2020-2021"). Below these is a section for "IPSF ID *" with a dropdown menu and an "Upload File *" button. A "Note" section explains that all documents must be uploaded at the same time and lists reasons why an IPSF ID might not appear in the dropdown. A modal dialog box from "Microsoft Internet Explorer" is overlaid on the form, displaying a yellow warning icon and the message "Only ZIP files should be uploaded." with an "OK" button. The form also includes a "Browse..." button and a "Save" button.

2. The format of the proofs (scanned images) should be either tiff, pdf, bmp, png, jpg only.
Any attempt to upload files of any other formats will result in an error.

The screenshot shows the same "Image Upload - IPSF Proofs" form. The "Employee ID", "Employee Name", and "Year Code" (set to "2020-2021") fields are filled. The "IPSF ID *" dropdown menu is set to "- Select any one -". The "Upload File *" button is present. A red error message is displayed: "One or more entries in the uploaded ZIP file is/are not in supported format. It supports only pdf,tiff,jpg,bmp formats". Below the error message, there is a "Save" button. The "Note" section and "Browse..." button are also visible.

Scan image upload (errors)

3. The size of the .zip file containing the proofs should not exceed **20 MB**. Any attempt to upload files larger than 20 MB will result in an error.

Employee ID Employee Name Year Code **2020-2021**

File Transfer has failed, because File Size exceeds its max size(20 MB)

Image Upload - IPSF Proofs

IPSF ID *

Upload File *

Note :
Please ensure that, all the documents have to be uploaded at the same time.

If the IPSF Id does not appear in the drop down, it means,

1. The IPSF has not been confirmed, OR
2. The proofs have already been uploaded.

Fields marked with (*) are mandatory.

Once the file is successfully uploaded, the following screen with a success message is displayed.

Employee ID Employee Name Year Code **2020-2021**

The file has been successfully uploaded.

Image Upload - IPSF Proofs

IPSF ID *

Upload File *

Note :
Please ensure that, all the documents have to be uploaded at the same time.

If the IPSF Id does not appear in the drop down, it means,

1. The IPSF has not been confirmed, OR
2. The proofs have already been uploaded.

Fields marked with (*) are mandatory.

Upon successful upload, you'll receive the following notification through an auto generated mail.

Subject: IPSF Scan Upload Success

Dear Employee,

Please be informed that your scan image upload towards Investment Proof Submission Form (IPSF), is done successfully on our portal. This is only a confirmation to your activity of scan image upload being done. Approval of proofs is subject to validation of documents.

Thanks in advance.

Scan image upload (errors)

Employee ID		Employee Name		Year Code	2020-2021
-------------	--	---------------	--	-----------	-----------

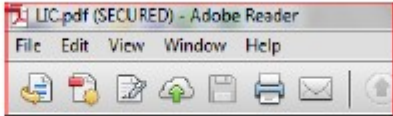
File Transfer has failed, because one or more entries in the uploaded Zip file is either corrupted or secured/Password Protected.

Image Upload - IPSF Proofs

IPSF ID *	- Select any one -
Upload File *	<input type="text"/> <input type="button" value="Browse..."/>

☐ **Disclaimer :** I hereby declare that I have read and understood the guidelines provided in 'Proofs Option Document' and that, all information/proofs provided above is true and correct in all respects. I also undertake to indemnify the company for any loss/ liability that may arise, in the event of any incorrect information provided by me.

Note :
Please ensure that, all the documents have to be uploaded at the same time.
If the IPSF Id does not appear in the drop down, it means,
1.The IPSF has not been confirmed, OR
2.The proofs have already been uploaded.
3.Multiple times file uploading is not allowed
4.Ensure all your proofs along with bar-coded IPSF duly signed including the annexures that get generated along with IPSF are scanned and one consolidated .Zip file should be uploaded

<p>For those Scan images where you may have received the scan image with Secured mode or with password encrypted / with null password.</p> <p>Convert the pdf files in to (.tif/.pdf/.Jpg/.Bmp) format or re-scan PDF file and upload,</p>		<p>Don't upload the scan image with Secured mode with password encrypted/with null password</p>
---	--	---

Scan image upload (errors)

If the user attempts to upload a file after a successful upload, the system throws an error message as shown below

Employee ID		Employee Name		Year Code	2020-2021
File Transfer has failed. because You have already uploaded the zip file for the ID					
Image Upload - IPSF Proofs					
IPSF ID *	- Select any one -				
Upload File *	<input type="text"/>				Browse...
<input type="button" value="Save"/>					
Note : Please ensure that, all the documents have to be uploaded at the same time. If the IPSF Id does not appear in the drop down, it means, 1. The IPSF has not been confirmed, OR 2. The proofs have already been uploaded.					
Fields marked with (*) are mandatory.					

Upon upload failure, you'll receive the following notification through an auto generated mail.

Subject: IPSF Scan Upload Failed

Dear Employee,

Please be informed that the scan images uploaded by you towards Investment Proof Submission Form (IPSF), has failed due to error in transition/ corrupted images. You are requested to upload all the IPSF scan images once again on to HRWorkways portal within 1 working day from the day this communication is received. Please create a new ZIP file during the re-upload.

You will receive an email confirmation upon successful re-upload of IPSF images.

Thanks in advance.

Only one consolidated file (Including all your proofs) can be uploaded. Once uploaded the system is locked. No further uploads are allowed

Scan image upload continued...

Do's and Don'ts		
Sl. No.	Do's	Don'ts
1	The files to be uploaded should be a valid .zip file	Do not upload files without zipping them
2	The .zip file size should be less than 20MB	Do not upload a .zip file which exceeds 20MB in size
3	Consolidate all the scanned files into a single .zip file before uploading it	Do not try to upload a corrupted file
4	The file format of scanned files should only be any of these : .tif / .pdf/ .jpg/ .bmp	Do not upload a .zip file which consists of files with format any other than one accepted
5	All the scanned files in the .zip file should be in Black and White	Do not protect files with passwords or mention the words “secure, password, protected” while naming the files.
6	Make sure that .thumb.db is not included in zip folder	Do not upload any document which has digital signature instead, take a print out, scan, and upload

Key messages

- Upload **ALL** the proofs / annexure as applicable (as per the guidelines) to the IPSF form.
- Enclose the proofs in order of the IPSF data filled (section-wise).
- Annexure such as Form 12C, Form 12B, etc., should be aligned to the respective proofs.
- Sign the IPSF and all the proofs before uploading.
- Signed Form 12BB should be uploaded with IPSF and all other proofs
- Multiple submission of claims will not be considered.

Note: Proofs submitted beyond the cut-off date / not in line with the guidelines will not be accounted for income tax calculations

Thank you