

# Tax Proof Submission Manual

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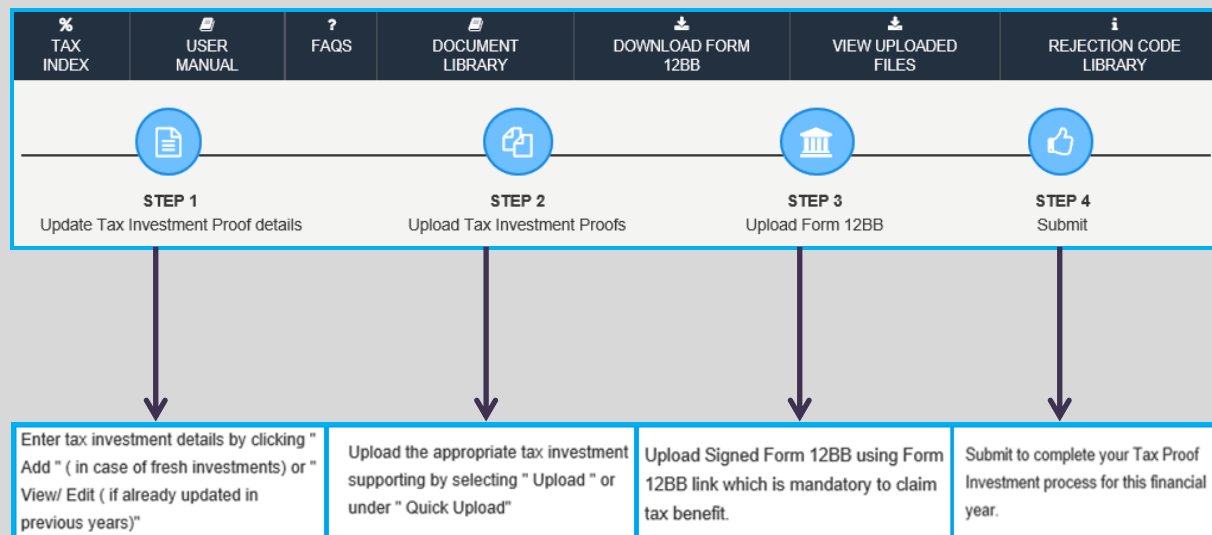
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# Tax Proof Submission Manual

## Allsec Online Tax Proof Submission

- Allsec introduces submission of investment proofs as soft copy through Employee Self Service (ESS) portal.
- Easy and hassle free way to submit the investment proof by employees.
- Soft copy investment proofs will be processed by Allsec.

Follow the simple steps mentioned below and upload soft copies of your investment proofs in the Allsec ESS web portal.



### Important Note:

**NO PROOF will be considered without uploading duly signed and scanned Form 12BB in Allsec ESS Portal.**


**Any Modification/Upload/Delete will not be permitted once Submit button is clicked.**

# Tax Proof Submission Manual

## Accessing the Tax Proof Submission - Navigation








1. Logon to Allsec ESS portal
2. Select “Tax” menu
3. Under Tax drop-down select and click on “Tax Proof Submission”
4. Click on “Tax Proof Submission” to reach Tax Index page


Home » Tax Investment Proof Submission




Tax investment proofs will not be considered if signed Form 12BB is not uploaded

Employee Code :  
Employee Name :


 TAX INDEX	 USER MANUAL	 FAQS	 DOCUMENT LIBRARY	 DOWNLOAD FORM 12BB	 VIEW UPLOADED FILES	 REJECTION CODE LIBRARY
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**STEP 1**  
Update Tax Investment Proof details



**STEP 2**  
Upload Tax Investment Proofs





**STEP 3**  
Upload Form 12BB



**STEP 4**  
Submit

Add New Tax Investment Component

[Form 12BB Upload](#)  [Quick Upload](#) 

# Tax Proof Submission Manual

## Tax Index Page

Tax Index displays current year declarations and available investments master

User Manual to guide on usage of Tax Proof Module

FAQs tab contains FAQs related to Tax Proofs submission

Document Library contains all relevant documents and forms

Download Form 12BB to Generate Form 12BB and Allsec Tax Proof Page

View Uploaded Files to view tax proof files uploaded

Rejection code library contains list of rejection codes with detailed description

TAX INDEX	USER MANUAL	FAQS	DOCUMENT LIBRARY	DOWNLOAD FORM 12BB	VIEW UPLOADED FILES	REJECTION CODE LIBRARY																																																																						
<div> <div>STEP 1</div> <div>Update Tax Investment Proof details</div> </div> <div> <div>STEP 2</div> <div>Upload Tax Investment Proofs</div> </div> <div> <div>STEP 3</div> <div>Upload Form 12BB</div> </div> <div> <div>STEP 4</div> <div>Submit</div> </div>																																																																												
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<div> <div>View Proof for Selected</div> <div> <div>Updated proof can be viewed by using this option for the selected investments</div> </div> <div> <div>Last modified on : 29 Nov 2017</div> </div> </div> <table border="1"> <thead> <tr> <th>Investments</th> <th>Income Tax Section No.</th> <th>Declared Amount</th> <th>Proof Amount</th> <th>Add</th> <th>View/Edit</th> <th>Upload</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Life Insurance Premium</td> <td>Section 80C</td> <td>0.00</td> <td>455.00</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Public Provident Fund</td> <td>Section 80C</td> <td>0.00</td> <td>100,000.00</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 80DD - Disabled Dependant</td> <td>Section 80DD</td> <td>0.00</td> <td>75,000.00</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 80E - Education Loan</td> <td>Section 80E</td> <td>0.00</td> <td>7,000.00</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Rent</td> <td>Section 10(13A)</td> <td>0.00</td> <td>97,400.00</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Interest on Housing Loan (Self occupied)</td> <td>Section 24</td> <td>0.00</td> <td>200,000.00</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other Income</td> <td>Other Income</td> <td>0.00</td> <td>1,000,000.00</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 80EE - Additional Deduction on Home Loan Interest</td> <td>Section 80EE</td> <td>0.00</td> <td>50,000.00</td> <td>+</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> National Pension Scheme</td> <td>Section 80CCD</td> <td>0.00</td> <td>15,015,852.00</td> <td>+</td> <td></td> <td></td> </tr> </tbody> </table> <div> <div>Submit</div> <div>Any activity will not be permitted after submission</div> </div>							Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload	<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	455.00	+			<input type="checkbox"/> Public Provident Fund	Section 80C	0.00	100,000.00	+			<input type="checkbox"/> 80DD - Disabled Dependant	Section 80DD	0.00	75,000.00	+			<input type="checkbox"/> 80E - Education Loan	Section 80E	0.00	7,000.00	+			<input type="checkbox"/> Rent	Section 10(13A)	0.00	97,400.00	+			<input type="checkbox"/> Interest on Housing Loan (Self occupied)	Section 24	0.00	200,000.00	+			<input type="checkbox"/> Other Income	Other Income	0.00	1,000,000.00	+			<input type="checkbox"/> 80EE - Additional Deduction on Home Loan Interest	Section 80EE	0.00	50,000.00	+			<input type="checkbox"/> National Pension Scheme	Section 80CCD	0.00	15,015,852.00	+		
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After uploading the Tax Investment Proofs and Form 12BB, Click **Submit** to complete the process

**Any Modification/Upload/Delete will not be permitted after submission**

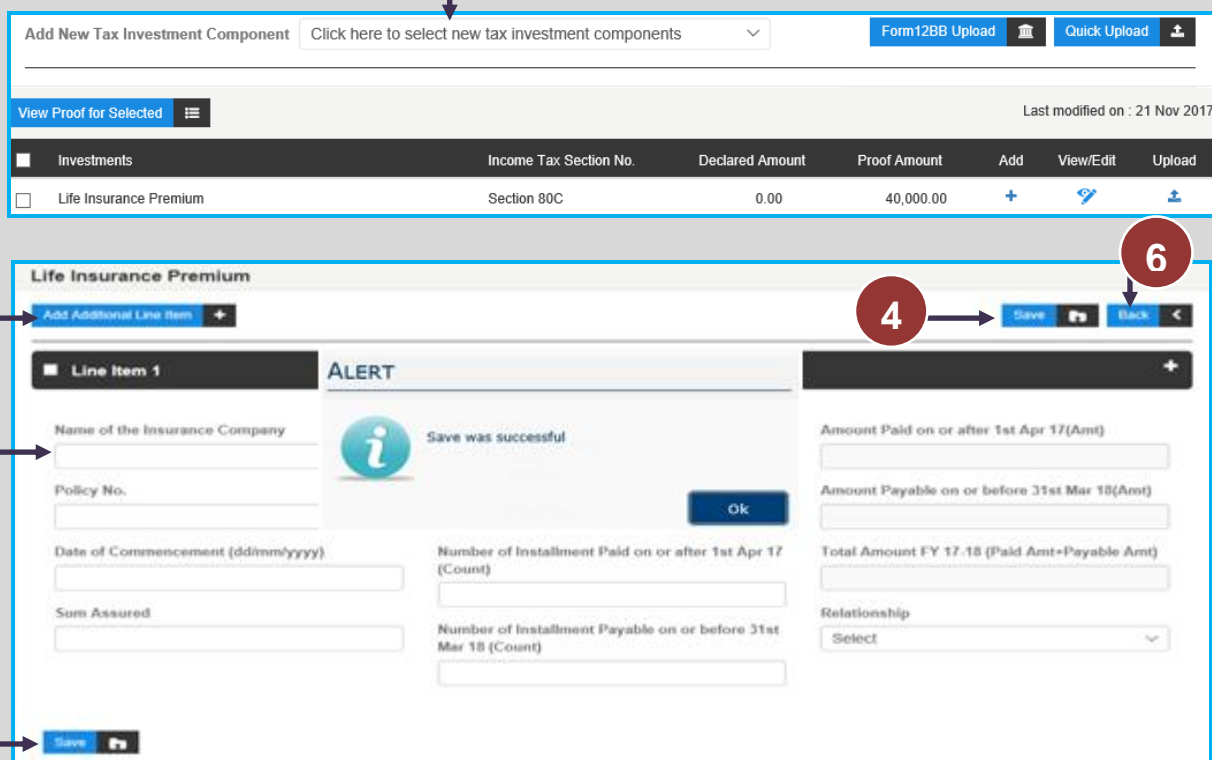
# Tax Proof Submission Manual

## Step 1: Update Tax Investments Proof Details

### A) To Add Fresh Investments:

- To add new Investments, select the investment type from drop down list “Add New Tax Investment Component”. **Refer in below picture A** 
- Page will be redirected to new window, to enter details for the selected investment. **Refer in below picture A** 
- After entering the required details for the selected investment, employee needs to click the “Save” button, then click “Ok”. Two “Save” buttons are available both in top and bottom of the window. Any of these “Save” button can be used. **Refer in below picture A**  & 
- To add another record for the selected Investment Type, click “Add Additional Line Item”. **Refer in below picture A** 
- To go back to Tax Index Page, Click “Back” button. **Refer in below picture A** 

 **Picture A**



The screenshot displays the 'Add New Tax Investment Component' dropdown menu, which is currently set to 'Life Insurance Premium'. Below this, a table lists the selected investment type with columns for 'Income Tax Section No.', 'Declared Amount', 'Proof Amount', 'Add', 'View/Edit', and 'Upload'. The 'Life Insurance Premium' row shows 'Section 80C' for the section number, '0.00' for the declared amount, and '40,000.00' for the proof amount. The 'Add' column has a '+' icon, and the 'View/Edit' column has a magnifying glass icon. The 'Upload' column has an upload icon. Below the table, the 'Life Insurance Premium' form is shown. It includes an 'Add Additional Line Item' button, a 'Save' button, and a 'Back' button. The form also displays an 'ALERT' message: 'Save was successful'. The form fields include: Name of the Insurance Company, Policy No., Date of Commencement (dd/mm/yyyy), Sum Assured, Number of Installment Paid on or after 1st Apr 17 (Count), Number of Installment Payable on or before 31st Mar 18 (Count), Amount Paid on or after 1st Apr 17 (Amt), Amount Payable on or before 31st Mar 18 (Amt), Total Amount FY 17-18 (Paid Amt+Payable Amt), and Relationship (Select).

# Tax Proof Submission Manual

## B) To Edit Investments details updated in Previous Years:

- Click “Edit” icon available under “View/Edit” Column against respective Tax Investment type in Tax Index Page. Refer in below picture B **1**
- Page will be redirected to new window, to update previous year details for selected Investment Type. To edit Investment details updated during previous year, employee can click drop down and select Previous Financial Year which will display records updated during previous FY. Refer in below picture B **2**
- To modify any previous year records displayed, select respective record and click “Edit” Option. Refer in below picture B **3**
- Page will be redirected to new window to update the investment details for the selected record. Click “Save” and click “Ok”. Refer in below picture B **4** & **5**

**Picture B**

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	40,000.00	+		
<input type="checkbox"/> Public Provident Fund	Section 80C	0.00	100,000.00			
<input type="checkbox"/> Equity Linked Savings Scheme / Mutual Fund	Section 80C	0.00	0.00			

Click here to update your proof details against your declaration

**TAX INDEX** | **DOCUMENT LIBRARY** | **REJECTION CODE LIBRARY** | **FAQ'S**

**Life Insurance Premium**

Select Tax Investment Component  
Life Insurance Premium

**Add Additional Line Item** + **Back** <

**View Proof for Selected** **Edit Selected** **Delete Selected** **All**

Name of the Insurance Company	Policy No.	Date of Commencement (dd/mm/yyyy)	Sum Assured	Premium Amt	Total Amount FY 17-18 (Paid Amt+Payable Amt)	Edit
<input type="checkbox"/> LIC	8651963	07/07/2010	200000	10000	40000	

Click here to update your proof details against your declaration

**Life Insurance Premium**

**LIC - Policy No. : 8651963**

**ALERT**  
Save was successful  
**Ok**

**Name of the Insurance Company**  
LIC

**Policy No.**  
8651963

**Date of Commencement (dd/mm/yyyy)**  
07/07/2010

**Sum Assured**  
200000

**Quarterly**  
Quarterly

**Number of Installment Paid on or after 1st Apr 17 (Count)**  
3

**Number of Installment Payable on or before 31st Mar 18 (Count)**  
1

**Amount paid on or after 1st Apr 17(Amt)**  
10000

**Amount payable on or before 31st Mar 18(Amt)**  
30000

**Total amount FY 17-18 (Paid Amt+Payable Amt)**  
40000

**Relationship**  
Spouse

**Save** **Back** <

# Tax Proof Submission Manual

## C) Add new Investments against Investment Type:

- Click “Add” icon available under “Add” column in Tax Index Page against respective Investment Type to create new record. **Refer in below Picture C** 1

**Picture C**

<input type="checkbox"/>	Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/>	Life Insurance Premium	Section 80C	0.00	40,000.00	+		
<input type="checkbox"/>	Public Provident Fund	Section 80C	0.00	100,000.00	+		
<input type="checkbox"/>	Equity Linked Savings Scheme / Mutual Fund	Section 80C	0.00	0.00	+		

## D) View/Edit/Delete Investments

- Click “Edit” icon available under “View/Edit” Column against respective Tax Investment type in Tax Index Page. **Refer in below picture D** 1
- Page will be redirected to new window which will display list of existing proof details for selected Investment Type. To edit details, employee can either select “Edit” option available in that selected record. Refer in below picture D 2
- To edit multiple records, select respective records and click “Edit Selected” link. **Refer in below picture D** 3
- To Delete Investment, select the respective record and click “Delete Selected” Option. **Refer in below picture D** 4

**IMPORTANT NOTE:** Any Investment details deleted cannot be ROLLED back.

**Picture D**

<input type="checkbox"/>	Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/>	Life Insurance Premium	Section 80C	0.00	40,000.00	+		
<input type="checkbox"/>	Public Provident Fund	Section 80C	0.00	100,000.00	+		
<input type="checkbox"/>	Equity Linked Savings Scheme / Mutual Fund	Section 80C	0.00	0.00	+		

TAX INDEX

DOCUMENT LIBRARY

REJECT

INDE LIBRARY

FAQ'S

Life Insurance Premium

Select Tax Investment Component

Life Insurance Premium

Add Additional Line Item

View Proof for Selected

Edit Selected

Delete Selected

All


<input type="checkbox"/>	Name of the Insurance Company	Policy No.	Date of Commencement (dd/mm/yyyy)	Sum Assured	Premium Amt	Total Amount FY 17-18 (Paid Amt+Payable Amt)	Edit
<input type="checkbox"/>	LIC	8651963	07/07/2010	200000	10000	40000	

Click here to update your proof details against your declaration

# Tax Proof Submission Manual


## Step 2: To Upload Tax Investment Files

### A) Normal Upload

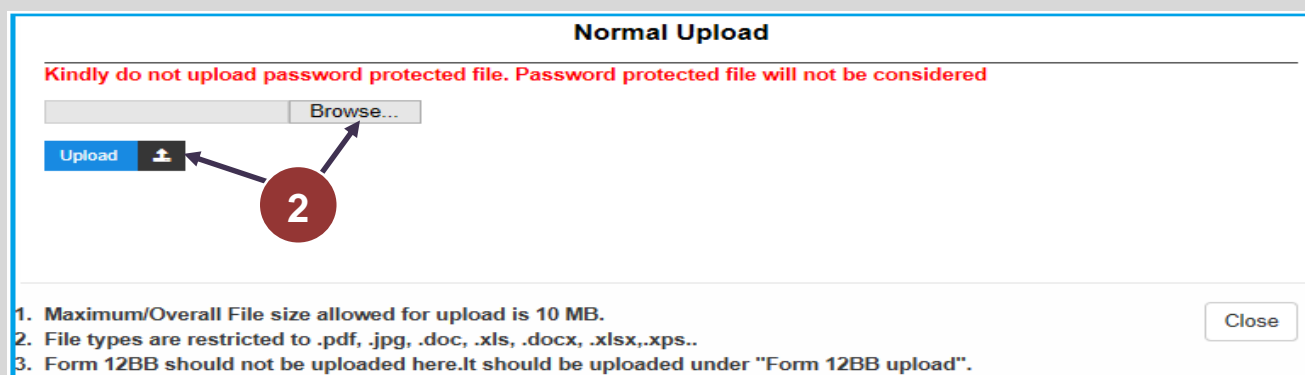
- Once Investment details are updated for current year, then files can be uploaded.
- Click upload icon  to upload the file against respective investment type. **Refer in below picture E** 1
- Click “Browse” to select the file from respective path and click “Upload” to upload the file.  
**Refer in below picture E** 2
- “File Uploaded Successfully” message will be displayed. Click “Ok” to proceed.
- Maximum File size that can be allowed is 10 MB and the file types are restricted to .pdf, .jpg, .doc, .xls, .docx, .xlsx, .xps

**Picture E**




Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	40,000.00	+		
<input type="checkbox"/> Public Provident Fund	Section 80C	0.00	100,000.00	+		
<input type="checkbox"/> Equity Linked Savings Scheme / Mutual Fund	Section 80C	0.00	0.00	+		

Click here to upload your tax investment proofs



**Normal Upload**

Kindly do not upload password protected file. Password protected file will not be considered



1. Maximum/Overall File size allowed for upload is 10 MB.

2. File types are restricted to .pdf, .jpg, .doc, .xls, .docx, .xlsx, .xps..

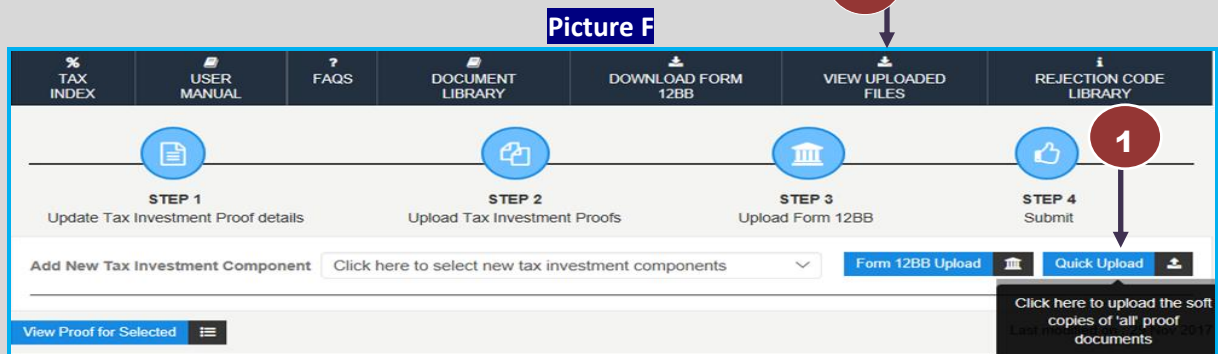
3. Form 12BB should not be uploaded here.It should be uploaded under "Form 12BB upload".



# Tax Proof Submission Manual

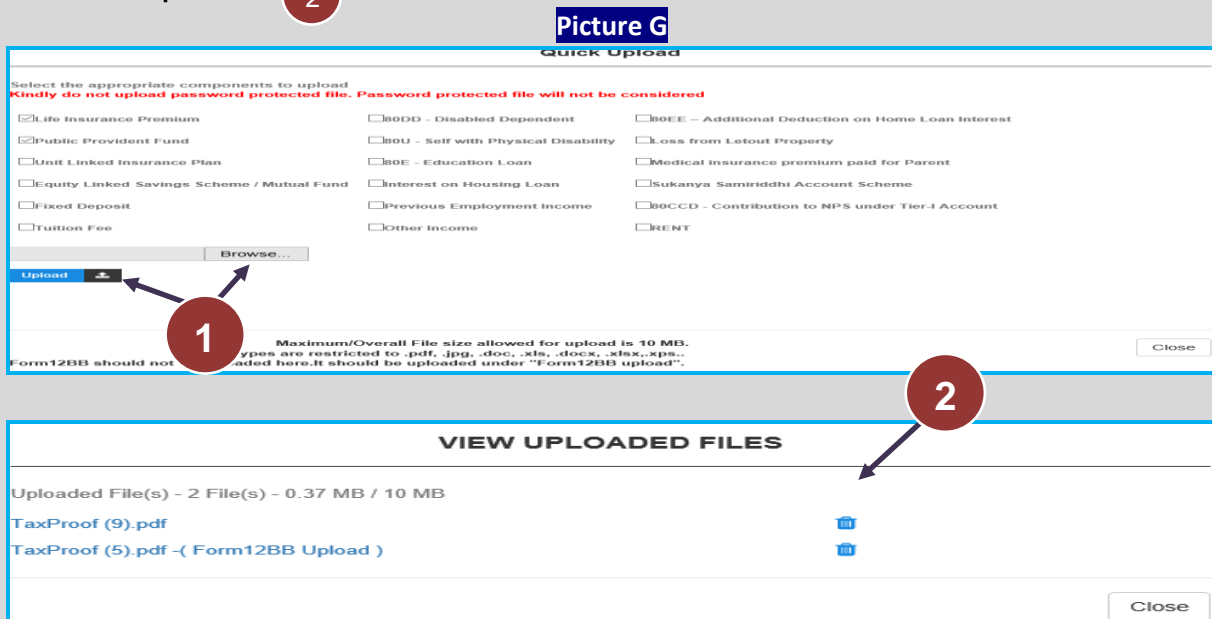
## B) Quick Upload

- Quick Upload is a special feature available in Tax Index page to upload files quickly when all Investment Proof details are updated for current year. **Refer in below picture F** 1
- Uploaded Files can be viewed under the link “View Uploaded Files” in Tax Index Page. **Refer below picture F** 2



Quick Upload Screen will display only list of Investment components for which Investment Proof details are updated. Select Investment Type for which files are available.

- Click “Browse” to select the file from respective path and click “Upload” to upload the selected files. **Refer below picture G.** 1
- Uploaded Files can be deleted/removed using “Delete” option available under “View Uploaded Files” link. **Refer below picture G** 2

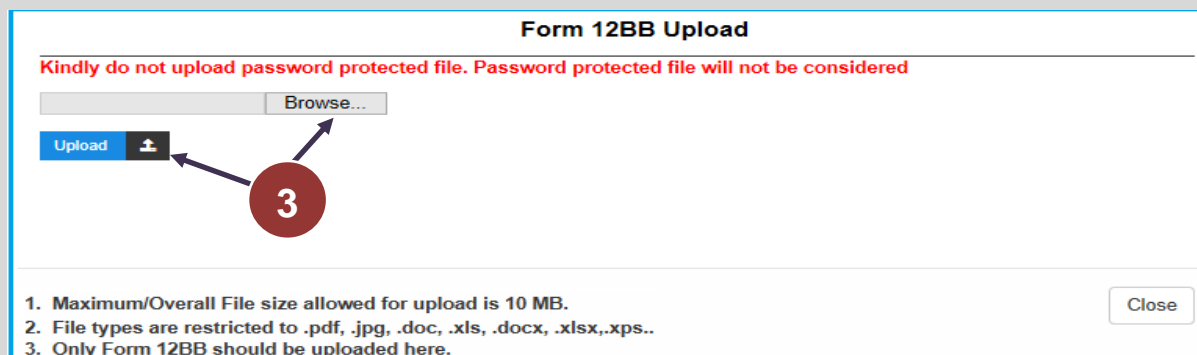
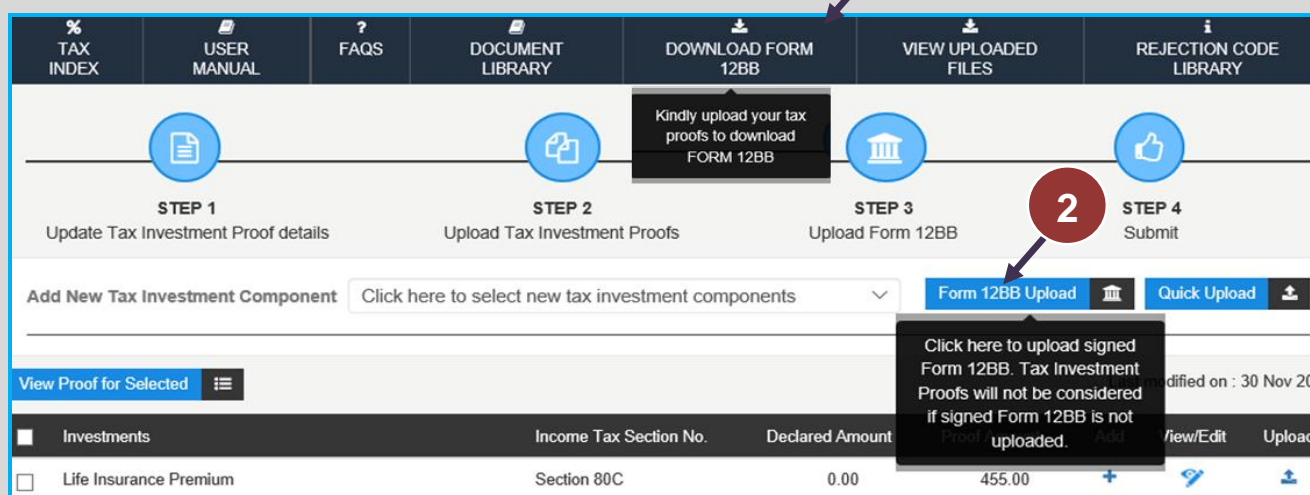


# Tax Proof Submission Manual

## Step 3: Upload Form 12BB

- Click “Download Form 12BB” link in Tax Index Page to download Form 12BB PDF file.
- “Download Form 12BB” link will be enabled only on submission of Tax Investment Proof details and Upload of Tax Proof files.  
Take Print, Sign & Scan and upload duly signed Form 12BB using “Form 12BB Upload” link.  
**Refer below picture H 1 & 2**
- Click “Browse” to select duly signed Form 12BB PDF file from respective path and click “Upload” to upload the file. **Refer in below picture H 3**

**Picture H**




### Important Note:

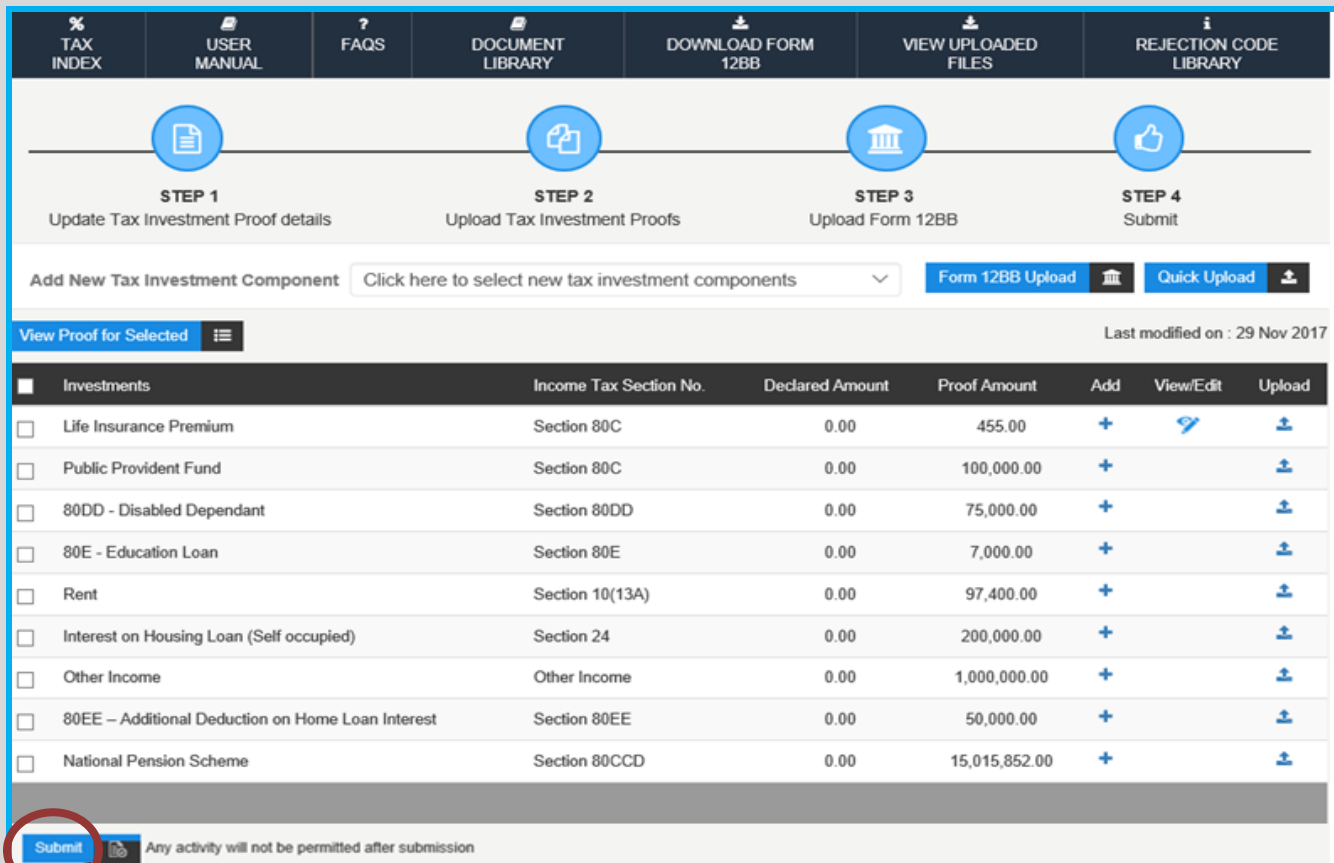
**NO PROOF will be considered without duly signed and scanned Form 12BB is uploaded in Allsec ESS Portal.**

# Tax Proof Submission Manual











## Step 4: SUBMIT

- Click “Submit” button to complete your Tax proof Investment process for the financial year.
- Tax proof page will not be editable if final “Submit” is done. Refer in below picture I 

**Picture I**



The screenshot displays the 'Tax Proof Submission' interface. At the top, there is a navigation bar with links: TAX INDEX, USER MANUAL, FAQs, DOCUMENT LIBRARY, DOWNLOAD FORM 12BB, VIEW UPLOADED FILES, and REJECTION CODE LIBRARY. Below this is a progress bar with four steps: STEP 1 (Update Tax Investment Proof details), STEP 2 (Upload Tax Investment Proofs), STEP 3 (Upload Form 12BB), and STEP 4 (Submit). The 'Submit' button is circled in red, and a callout '1' points to it. Below the progress bar, there is a section for 'Add New Tax Investment Component' with a dropdown menu and buttons for 'Form 12BB Upload' and 'Quick Upload'. A table titled 'View Proof for Selected' shows a list of investments with columns for 'Investments', 'Income Tax Section No.', 'Declared Amount', 'Proof Amount', 'Add', 'View/Edit', and 'Upload'. The table lists various investment types like Life Insurance Premium, Public Provident Fund, 80DD - Disabled Dependant, 80E - Education Loan, Rent, Interest on Housing Loan (Self occupied), Other Income, 80EE - Additional Deduction on Home Loan Interest, and National Pension Scheme. At the bottom, there is a 'Submit' button and a warning message: 'Any activity will not be permitted after submission'.

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	455.00	+		
<input type="checkbox"/> Public Provident Fund	Section 80C	0.00	100,000.00	+		
<input type="checkbox"/> 80DD - Disabled Dependant	Section 80DD	0.00	75,000.00	+		
<input type="checkbox"/> 80E - Education Loan	Section 80E	0.00	7,000.00	+		
<input type="checkbox"/> Rent	Section 10(13A)	0.00	97,400.00	+		
<input type="checkbox"/> Interest on Housing Loan (Self occupied)	Section 24	0.00	200,000.00	+		
<input type="checkbox"/> Other Income	Other Income	0.00	1,000,000.00	+		
<input type="checkbox"/> 80EE - Additional Deduction on Home Loan Interest	Section 80EE	0.00	50,000.00	+		
<input type="checkbox"/> National Pension Scheme	Section 80CCD	0.00	15,015,852.00	+		

## Clearance Status Display

Clearance status will be displayed as per the timelines circulated to you and you can check for your Tax proof clearance against each Investment type.

## Frequently Asked Questions (FAQs)

**Q1** : What is the timelines for Tax Proof Submission?

**Ans** : Refer Timelines section available in Allsec ESS Portal Home page.

**Q2** : What is the procedure to upload Tax proofs?

**Ans** : Follow the below four steps and upload scanned copies of your Investment proofs in the Allsec ESS web portal.

- Update Tax Investment Proof details
- Upload Tax Investment Files
- Upload Form 12BB
- Submit

**Q3** : How to create/ update my Tax Investment Proof details?

**Ans** : Click “Add icon” against respective Investment type under “Add” Column in Tax Index page to create/update Tax Investment proof details.

**Q4** : How to modify my existing Tax Investment Proof details?

**Ans** : Click “Edit icon” against respective Investment type under “View/Edit” Column in Tax Index page which will display list of existing proof details. Select the proof details you want to edit and click “Edit Selected” and make changes and Save details.

**Q5** : How do I update my current year payment details?

**Ans** : Click “Edit icon” against respective Investment type under “View/Edit” Column in Tax Index page which will display list of existing proof details. Select the proof details you want to edit and click “Edit Selected” and make changes and Save details.

**Q6** : What should I do if I have used maximum number of records allowed for a particular Investment type?

**Ans** : You can club two or more Investment details in the same row by updating the key fields separated by comma. The same will be considered during Tax Proofs validation.

**Q7** : How can I discard any unused Investments Proof details?

**Ans** : Click Edit icon against respective Investment type under View/Edit Column in Tax Index page which will display list of existing proof details. Select the proof details you want to delete and click “Delete Selected” option and click Yes to proceed.

**Q8** : Where can I get self declaration forms?

**Ans** : You can download all relevant documents / Forms that can be used for current year proof submission from "Document Library".

**Q9** : How do I know, what is the right document for each Tax Investment type?

**Ans** : Refer "Documents/Forms required for Tax Proofs FY 17-18" file available under Document Library.

**Q10** : I have to upload a Tax proof – how do I do it?

**Ans** : You need to first update Tax Investment Proof details. After updating, there are two options to upload the tax proof. Component wise upload can be done using Upload option available against respective investment type in tax index or Quick Upload link can be used to upload files when Investment Proof details are updated for current year.

**Q11** : I have uploaded some Investments in the past – How can I add more investment details to it?

**Ans** : To add more investment proof “Add New Tax Investment Component” from the drop down available in Tax Index page. Now you need to update Tax Investment Proof details as updated earlier.

**Q12** : Are there any file restrictions?

**Ans** : Yes. Allowed File types are .pdf, .jpg, .doc, .docx, .xls, .xlsx, .xps.

**Q13** : Are there any size restrictions?

**Ans** : Yes. Maximum / overall file size allowed is 10MB.

**Q14** : How do I know whether the files I have uploaded are saved successfully?

**Ans** : When the files are uploaded message will be displayed as "File Uploaded successfully". You can also view the files under “View Uploaded files” link.

**Q15** : Where do I see the files that I uploaded?

**Ans** : All uploaded files will be available under "View Uploaded Files" link.

**Q16** : Can I upload files without updating the Tax Investment Proof details?

**Ans** : No. You cannot upload file without updating the Tax Investment Proof details.

**Q17** : Why Upload option is not enabled?

**Ans** : Upload option will be enabled only if tax Investment proof details are updated for current year.

**Q18** : Can I select multiple files at the same time for upload?

**Ans** : Yes you can select multiple files by choosing one by one from the respective path and can upload all the selected files by using “Upload” button.

**Q19** : Can I upload password protected files?

**Ans** : No you should not upload password protected files. Any such file uploaded will not be considered and rejected as an invalid file.

**Q20** : When I click the Quick upload tool I can't see my Investment?

**Ans** : Quick Upload is a special feature available in Tax Index tab to upload files quickly when all Investment Proof details are updated for current year. It displays Investment Types that you have updated and you need to select the Investment Types for which proofs are available for upload and click Browse to select the file and upload.

**Q21** : How to use Quick Upload option?

**Ans** :

- Click the link "Quick Upload" in Tax Index page.
- Select the Investment Types for which the files are ready for upload.
- Click "Browse" to select the file from respective path.
- Click "Upload" to upload the selected files.

**Q22** : Can I upload Form 12BB PDF file using Quick Upload option?

**Ans** : No. Form 12BB should not be uploaded using Quick Upload option. Form 12BB upload option should only be used to upload Form12BB.

**Q23** : How can I remove a file which has already been uploaded?

**Ans** : Use "Delete" option available under "View Uploaded Files" link to delete uploaded file.

**Q24** : What should I do to replace existing file with revised file?

**Ans** : First, you need to delete the existing file using "Delete" option available under "View Uploaded Files" link and then re-upload the revised file.

**Q25** : Will my proofs be considered without updating Investment Proof details?

**Ans** : No. Proofs will not be considered if tax Investment proof details are not updated for current year. Further, proofs uploaded without updating tax proof Investment details will be rejected.

**Q26** : How do I know if you have approved my documents?

**Ans** : Clearance status will be uploaded as per the timelines circulated to you and you can check for your Tax proof clearance against each Investment type.

**Q2** : What is Rejection Code Library?

**Ans** : Rejection Code Library contains list of all rejection codes with detailed description and can be referred at the time of clearance status upload.

**Q28** : Whether I need to submit Scanned copy of Allsec tax proof page duly signed and Form 12BB?

**Ans** : Yes. You are required to submit scan copy of Allsec Tax Proof page and Form 12BB duly signed. Upload duly signed Form 12BB using Form 12BB Upload option. Tax Investment proofs will not be processed without duly signed Form 12BB and Allsec Tax Proof page.

**Q29** : Can I make changes to Tax Proof Investment Proof details after final Submit?

**Ans** : Your Tax proof submission module will be freezed on submission. Any activity will not be permitted after submission.

**Q30** : Can I upload/delete Tax Proof files after final Submit?

**Ans** : Your Tax proof submission module will be freezed on submission. You will not be permitted to upload/delete any files.