

The background features a low-angle photograph of several tall skyscrapers reaching towards a cloudy sky. A large, dark blue geometric shape, resembling a stylized arrow or a large 'V', is overlaid on the left side of the image. The text is positioned within this blue area.

**ONLINE INVESTMENT PROOF  
SUBMISSION FORM (IPSF)**

**WALKTHROUGH FY 2024-2025**

**dayforce**

**Monday, November 18, 2024**

# IPSF : PROOF SUBMISSION PROCESS: WHAT YOU NEED TO DO:

[Must read attached documents for hassle free submission.](#)

- 01\_Proof Submission Guidelines 2024-25
- 02\_IPSF Online Submission Process 2024-25

## PROOF SUBMISSION STEPS

1. Keep your soft copies of the investments/Rent Receipts/Premium receipts, other proofs as per guidelines handy for easy updating. Sign and Scan HRA Rent receipts.
2. Update your investment details on Ceridian ESS portal >> Year End >> IPSF 2024-2025



3. Upload the soft copy investment proofs as per New Process in the same investment screen under PROOF UPLOAD. ( Do Preview of investment copies before uploading)
4. After uploading all the proofs, then Click on Confirm and Print for submission. With this your IPSF submission ends.
5. IPSF bar coded sheet, Form 12BB and the annexures will be auto uploaded once you do IPSF confirmation. Need not to upload separately.



## Investment Proof Documents Upload process

**Feature : PROOF UPLOAD option is made available in each investment submission screen.**

1. Employee is required to update investment details in the chosen investment screen and click SAVE.

Only then, a new tab 'Proof Upload' will auto appear on the same screen to upload proof of this particular investment.

By default the Proof Upload tab will be deactivate/ invisible.



2. Upon clicking 'Proof Upload' , the Image Upload window will open with an option to browse and upload files.
3. Then Click Choose File >> select applicable proofs >> Click Upload

**Note : You can preview the selected files for correctness before clicking on Upload.**

4. Repeat the same steps for other investments which you have chosen.

( Refer slide 58 onwards for more details on **Section wise Proof Upload Navigation Guide** )

SL No	Key Points on Investment Section wise Proof Upload Feature
1	The file format of soft copy or scanned files should only be any of these: pdf, jpg, jpeg, tif, png, bmp
<div data-bbox="91 239 219 361" data-label="Image"> </div>	In each section, employee can re-upload the files any number of times. When you re-upload the files for a section, all the previously uploaded files will be replaced with the new files. Hence recheck all the proofs selection. This re-upload activity can be done by the employee till you reach final screen before clicking IPSF CONFIRM.
3	The files to be uploaded section wise before IPSF confirmation. No files can be uploaded after clicking Confirm.
4	Select all the files at once in the relevant section screen and upload the files at one go.
5	The relevant files can be browsed and uploaded section wise. Any number of files can be selected and uploaded for each investments
6	Password files will not be accepted. Remove password Re Scan the copy and then upload.
7	Corrupted file will not be allowed. Use the right file
8	Encrypted / Secured file will be accepted.
9	Digitally signed files will be accepted.
10	There is no restriction on the file size.
11	IPSF bar coded sheet, Form 12BB, and the annexures will be auto uploaded during IPSF confirmation. No need to upload separately.

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- **Forms & Annexures**

## IPSF 2024-2025 LINK



▶ My Personal Details

▶ My Transactions

▶ My Reports

▶ Downloads

▼ Year End

▶ IPSF Approval Report

▶ IPSF 2024-2025

▶ Upload IPSF Proof Images

▶ Upload IPSF Proof Images

▶ My Signed Form 16

▶ Image Upload

[Back to SuperAdmin](#)

Hi ABC

Welcome to ESS - your personal space of Payroll details!! We hope you will find the information useful and navigation simple. As always, your feedback can be sent to [info@dayforce.com](mailto:info@dayforce.com).

What would you like to do today?

▶ [View FY2024-2025 IT Computation Statement](#)

Click here



## SECTION & ITEM SELECTION - OLD TAX REGIME

Investment Proofs Submission Form - Choose the investment option to be submitted for FY 2024-2025

### Section A - HRA

- ☒ Rent paid details for claiming HRA exemption ( Only Original Rent Receipts will be considered)

### Section B - Chapter VI A - Deductions from Total Income

- ☒ Medical Insurance (SEC80D)
- ☒ Medical Treatment/Handicapped Dependent (U/s 80DD)
- ☒ Interest on Educational Loan (U/s 80E)
- ☒ Permanent Physical Disability (80U)
- ☒ Medical Treatment of Specified Diseases (80DDB)
- ☒ Additional NPS Employee Contribution(U/s 80CCD1B)
- ☒ Electric Vehicle Loan Interest Benefit (U/s 80EEB)
- ☒ Donation to Political Party (U/s 80GGC)

### Section C - Chapter VIA - Section 80C

- ☒ Contribution to Pension Fund ( 80CCC )
- ☒ Life Insurance Premium (Jeevan Dhara, Jeevan Akshay) etc
- ☒ Public Provident Fund (PPF)
- ☒ National Savings Certificate (NSC)
- ☒ Infrastructure Bonds
- ☒ Children Education Tuition fees
- ☒ Equity Linked Savings Scheme (ELSS)
- ☒ Tax Saving Mutual Funds
- ☒ Unit Linked Insurance Plan
- ☒ NPS Employee Contribution
- ☒ Sukanya Samriddhi Scheme
- ☒ Fixed Deposit Scheme (Block Period of 5 yrs)
- ☒ 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 F - Other Exemption

- ☒ Other Exemption

### Section G - Other Income

- ☒ Other Income

### Key Points:

▪ Sections will be displayed basis the Tax Regime that you had already opted during investment declaration process.

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

### Note:

▪ If no section is selected, post click of 'Proceed' button, you will be able to see only 'Employee Details Screen' and IPSF confirmation can not be done.

▪ Selection of Investment categories will not be allowed after the final confirmation of IPSF.

Click here  
to Proceed

Proceed

## SECTION & ITEM SELECTION

**Section A - HRA**

☒ Rent paid details for claiming HRA exemption ( Only Original Rent Receipts )

**Section B - Chapter VIA - Deductions from Total Income**

☒ Medical Insurance (SEC80D)

☒ Medical Treatment/Handicapped Dependent (U/s 80DD)

☒ Interest on Educational Loan (U/s 80E)

☒ Permanent Physical Disability (80U)

☒ Medical Treatment of Specified Diseases (80DDB)

☒ Additional NPS Employee Contribution(U/s 80CCD1B)

☒ Electric Vehicle Loan Interest Benefit (U/s 80EEB)

☒ Donation to Political Party (U/s 80GGC)

**Section C - Chapter VIA - Section 80C**

☒ Contribution to Pension Fund ( 80CCC )

☒ Life Insurance Premium (Jeevan Dhara, Jeevan Akshay) etc

☒ Public Provident Fund (PPF)

☒ National Savings Certificate (NSC)

☒ Infrastructure Bonds

☒ Children Education Tuition fees

☒ Equity Linked Savings Scheme (ELSS)

☒ Tax Saving Mutual Funds

☒ Unit Linked Insurance Plan

☒ NPS Employee Contribution

☒ Sukanya Samriddhi Scheme

☒ Fixed Deposit Scheme (Block Period of 5 yrs)

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

ess.excelityglobal.com says

- Go through the guidelines given in the Investment Proofs submission communication.
- Please ensure to have all the investment proofs before proceeding further.
- Do not confirm IPSF unless all the sections applicable are selected and filled.
- Use 'Save & View' option for draft IPSF report.
- Click on confirm button after updating details of the relevant proofs. IPSF will be locked for editing once it is confirmed.

Read this note carefully and click here to proceed

OK

### Key Points:

▪ Sections will be displayed basis the Tax Regime that you had already opted during investment declaration process.

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

### Note:

▪ If no section is selected, post click of 'Proceed' button, you will be able to see only 'Employee Details Screen' and IPSF confirmation can not be done.

▪ Selection of Investment categories will not be allowed after the final confirmation of IPSF.

Click here to Proceed

Proceed



# MASTER INFORMATION & EMPLOYEE OPTIONS

## Investment Proofs Submission Form 2024-2025

### Master Information

Fields marked with ( \* ) are mandatory.

Employee ID :	007	Employee Name :	Lokesh	Gender :	M
Date of Joining :	06/03/2006	Date of Birth :	18/03/1975	PAN * :	ABCPD1234T
No. of Children * :	2	Children Going to School * :	2	Children Staying in Hostel * :	0

Have a Query?

### Dependant Details

Fields marked with ( \* ) are mandatory.

Modify the No. of children (if required)

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

Dependant Name *	Relationship *	Age *	
Lokesh	Self	47	Delete
Manasa	Spouse	40	Delete
Sangeetha	Daughter	14	Delete
Srujan	Son	10	Delete
Kiran Kumar	Father	65	Delete
Kamala	Mother	62	Delete

Click here to understand the requirement of the relevant section

Add New Row

Click here to delete rows (Except Self)

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

2) **Father name is mandatory in Form 12BB.** Please update Father's name, if the same is not made available in Dependent Details, then the Father's name available in the payroll records will be considered for generating Form 12BB.

Click here to add new rows

Previous

Save

Next

Click here to save all the information

Click here to view the next page/section

### Employee Options

- [Employee Details Screen](#)
- [HRA Rent Details](#)
- [Medical Insurance \(SEC80D\)](#)
- [Medical Treatment \(SEC80DD\)](#)
- [Education Loan Interest \(SEC80E\)](#)
- [Physical Disability \(SEC80U\)](#)
- [Medical Treatment for Specific Disease \(SEC80DDDB\)](#)
- [Additional NPS Employee Contribution](#)
- [Electric Vehicle Loan Interest Benefit \(SEC80EEB\)](#)
- [Donation to Political Party \(U/s 80GGC\)](#)
- [Pension Fund \(SEC80CCC\)](#)
- [LIC \(SEC80C\)](#)
- [PPF \(SEC80C\)](#)
- [NSC \(SEC80C\)](#)
- [Infrastructure Bonds \(SEC80C\)](#)
- [Children Education Fees \(SEC80C\)](#)
- [ELSS \(SEC80C\)](#)
- [Mutual Funds \(SEC80C\)](#)
- [ULIP \(SEC80C\)](#)
- [NPS Employee Contribution](#)
- [Sukanya Sumruddhi Scheme](#)
- [Term Deposits \(SEC80C\)](#)
- [NSC Interest \(SEC80C\)](#)
- [Housing Loan - Self \(SEC24\)](#)
- [Housing Loan - Letout \(SEC24\)](#)
- [Previous Employer Details](#)
- [Other Exemptions](#)
- [Other Income](#)

### Employee Confirm Screen

Section Page

IPSF Life Cycle Status

### Key Points:

- If PAN is incorrect, please update the PAN using 'Update PAN' Link, under "My Personal Details" tab.
- Row containing 'Self' cannot be deleted.
- Age of self will be calculated from DOB to current Statutory Year end date i.e., 31<sup>st</sup> March.

**Note:** If you want to select additional Investment categories in any of the sections, while updating IPSF, click on 'Section Page' tab under 'Employee Options'.

MASTER INFORMATION - SAMPLE PAGE

Update for Master Details successfully saved. You will receive this message upon 'saving' details on every screen

Investment Proofs Submission Form 2024-2025

Master Information

Fields marked with ( \* ) are mandatory.

Have a Query?

Employee ID :	6200	Employee Name :	Avinash	Gender :	M
Date of Joining :	01/07/2024	Date of Birth :	12/04/1990	PAN * :	AIDPJ4566
No. of Children * :	2	Children Going to School * :	0	Children Staying in Hostel * :	0

Dependant Details

Fields marked with ( \* ) are mandatory.

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

Dependant Name*	Relationship*	Age*	
Avinash	Self	34	Delete
Kumar	Father	71	Delete
Kumari	Mother	68	Delete
Mehga	Daughter	10	Delete
Tushar	Son	8	Delete

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

Add New Row

- Note :
- 1) Age to be rounded off to the nearest number.
  - 2) **Father name is mandatory in Form 12BB.** Please update Father's name, if the same is not made available in Dependent Details, then the Father's name available in the payroll records will be considered for generating Form 12BB.

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- IPSF Confirmation & Bar-coded IPSF Report
- Forms & Annexures

# HRA - RENT PAYMENT DETAILS

Investment Proofs Submission Form 2024-2025

Rent paid details for claiming HRA exemption ( Only Original Rent Receipts will be considered)

Fields marked with ( \* ) are mandatory.

Have a Query?

Only Original rent receipts are valid proofs

Property Id	From Date * (dd/mm/yyyy)	To Date * (dd/mm/yyyy)	Rent Per Month *	Period Rent	Address *	State *	City *	Other City	Metro
1	01/04/2024	31/03/2025	20000.00	240000.00	211/A2, Wheeler Road, Cox Town, Bangalore - 560005	KARNATAKA	BANGALORE		N

To compliant with top 10 OWASP vulnerabilities following special characters are not allowed !@5%\*8\*()\*+~[]\';{}|":<=?

Add New RowDelete Last Row

Landlord Details

Property Id: 1

Multiple Owners for Rented Property: Yes

Multiple Owners for rent property: Binila

Landlord Name: Anila

Landlord PAN: AIDPJ7777A

Landlord Address: 211/A2, Wheeler Road, Cox Town, Bangalore - 560005

Rent Per Month: 10000.00

Mode Of Payment: Cheque / Demand Draft

Landlord PAN: PJ2222A

Landlord Address: 211/A2, Wheeler Road, Cox Town, Bangalore - 560005

Rent Per Month: 10000.00

Mode Of Payment: Deb

Add RowDelete Row

Number of supporting documents :

PreviousSaveNext

Select Multiple Landlords Yes or No

PAN of landlord is mandatory if Rent Per Month is greater than 8,333/-

Select the Mode of Payment

Enter the number of documents that you will submit towards this section/item

## Key Points:

- From & To Date must be within 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025
- If you have joined the organization after 1<sup>st</sup> April 2024, then your DOJ becomes the 'From Date'
- Delhi, Mumbai, Chennai, & Kolkata are 'Metro' cities

## CONTENT TRACKER

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## MEDICAL INSURANCE PREMIUM (U/S 80D)

Option provided to view and edit the previous FY details (only master data), if any

☐ Click here to view and edit the previous Financial Year details.

Investment Proofs Submission Form 2024-2025

**Medical Insurance (SEC80D)**

Fields marked with (\*) are mandatory.

**Have a Query?**

Expense Type	Policy # Receipt No*	Date of Payment* (dd/mm/yyyy)	Status of Payment*	Name of Policy Holder*	Relationship	Age	Amount*	Mode*	Cheq/Ref #	
Medical Insurance Premix ▼	8776564	10/05/2024	Paid ▼	Akash ▼	Self	31	7000.00	Cheque ▼	876543	Delete
Preventive Medical Checl ▼	5646466	10/09/2024	Paid ▼	Aruna ▼	Spouse	32	5000.00	Cheque ▼	863456	Delete
Medical Expenditure with ▼	23411	30/06/2024	Sele ▼	Raknamma ▼	Mother	80	35000.00	Cheque ▼	876544	Delete
Medical Insurance Premix ▼	877	05/12/2024	Futu ▼	Mohanan ▼	Son	10	12000.00	e-Paymer ▼		Delete

Add New Row

Note : 1) Rs.25000/- In case of Individual, Spouse & Children.  
2) Additional benefit of 25000/- in case of parents below 60 years and Rs.50000 in case of parents above 60 years

Number of supporting documents : 1

Previous Save Next **Proof Upload**

Dependent Details automatically appear upon selecting the name basis "Master Information" screen

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

### Key Points:

- Benefit under this section can be claimed for Self, Spouse, Children, & Parents. Late Fee does not qualify for exemption.
- Medical expenditure incurred by an assessee on the health of a senior citizen aged 60 years and above can be claimed under the Expense Type "Medical Expenditure with No Insurance (Sr. Citizen)" provided that, no amount has been paid to effect or to keep in force an insurance on the health.
- Have an option of selecting Future Payment if the payment is due post IPSF cut off date.
- Option has been provided to carry forward the previous FY Medical Insurance details, (if any). Only the master info like Expense Type (except Preventive Health Checkup and Medical Expenditure), Policy or Receipt No., Name of Policy Holder, Relationship, Age will be carried forwarded, if the details were updated and approved during the previous FY. You can also update the Medical Insurance details for the current FY with out selecting the option to carry forward.



## TREATMENT FOR HANDICAPPED DEPENDENT (U/S 80DD)

### Investment Proof Submission Form 2024-2025

#### Medical Treatment/Handicapped Dependent (U/s 80DD)

Fields marked with ( \* ) are mandatory.

[Have a Query?](#)



Name of Dependent *	Relationship	Disability Percentage *	Amount *	
Aruna	Spouse	More than or equal to 40% and Less than	75000.00	Delete

- Note :
- 1) Form 10-IA duly signed by a Government certified Medical Practitioner should be attached without which the benefit under this section will not be considered. [Download](#)
  - 2) No benefit, if the disability is less than 40%.
  - 3) Limited to Rs. 75000/-, if the disability is more than or equal to 40% and less than 80%.
  - 4) If the disability is more than or equal to 80%, Rs. 125000/-.

Number of supporting documents : 1

Previous

Save

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Proof Upload

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

#### Key Points:

- Benefit under this section can be claimed for Dependents only

## INTEREST ON EDUCATIONAL LOAN (U/S 80E)

Interest on Educational Loan (U/s 80E)

Fields marked with ( \* ) are mandatory.

Have a Query?

←

Loan Repayment Start Date (dd/MM/yyyy)*	Name*	Relationship	Interest Amount*	
15/05/2019	Kasturba ▼	Spouse	60000.00	Delete

Add New Row

Number of supporting documents :

Previous

Save

Next

Proof Upload

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

### Key Points:

- Benefit under this section can be claimed for Self, Spouse, & Children

# PERMANENT PHYSICAL DISABILITY (U/S 80U)

## Investment Proofs Submission Form 2024-2025

### Permanent Physical Disability (80U)

Fields marked with ( \* ) are mandatory.

[Have a Query?](#)



Name of the Assesse	Relationship	Disability Percentage*	Amount	
Akash	Self	More than or equal to 80% ▼	125000.00	Delete

- Note :
- 1) Form 10-IA duly signed by a Government certified Medical Practioner should be attached without which the benefit under this section will not be considered. [Download](#)
  - 2) No benefit, if the disability is less than 40% .
  - 3) Limited to Rs. 75000/-, if the disability is equal to or more than 40% and less than 80%.
  - 4) If the disability is more than or equal to 80%, Rs. 125000/-.

Number of supporting documents : 1

Previous

Save

Next

Proof Upload

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

### Key Points:

- Benefit under this section can be claimed for Self only

## MEDICAL TREATMENT FOR SPECIFIED DISEASE (U/S 80DDB)

### Medical Treatment of Specified Diseases (80DDB)

Fields marked with ( \* ) are mandatory.

Have a Query?

Name of Dependent*	Relationship *	Disease Name *	Age *	Actual Medical Expenses (A)	Max limit allowed (B)	Amount reimbursed by Employer/Insurance Company (if any) (C) *	Total Benefit amount	
Krishna Kumar ▼	Father	Chronic Renal failure ▼	62	150000.00	100000.00	8000.00	92000.00	Delete

Note : 1) Max limit should be based on the following criteria Minimum of Actual Medical Expenses (A) or max limit (If the age of dependent/self is less than 60 then benefit amount should be Rs. 40000) Minimum of Actual Medical Expenses (A) or max limit (If the age of dependent/self is 60 or above then benefit amount should be Rs. 100000).  
2) Max Limit Allowed (B) i.e. Change limit upto 100000 for senior/very senior citizens i.e. age more than 60 years.

Number of supporting documents :

1

Previous

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Next

Proof Upload

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

### Note:

- The prescription containing the name and age of the patient, name of the disease or ailment along with the name, address, registration number and the qualification of the specialist issuing the prescription is sufficient along with original medical expenditure bills to claim 80DDB benefit.
- Deduction under this section shall be reduced by the amount received, if any, under an insurance from an insurer, or reimbursed by an employer.

# ADDITIONAL NATIONAL PENSION SCHEME CONTRIBUTION (U/S 80CCD1B)

## Investment Proofs Submission Form 2024-2025

### Additional NPS Employee Contribution(U/s 80CCD1B)

Fields marked with ( \* ) are mandatory.

Have a Query?

Type of Account *	PRAN *	Date of Payment* (dd/mm/yyyy)	Name of Account Holder *	Relationship	Status Of Payment*	Frequency *	Amount *	
NPS Tier I Account ▼	887676767888	25/10/2024	Akash	Self	Paid ▼	Half Yearly ▼	11000.00	Delete
NPS Tier I Account ▼	887676767888	25/03/2025	Akash	Self	Future ▼	Half Yearly ▼	11000.00	Delete
Atal Pension Yojana Sche ▼	456666767699	11/04/2024	Akash	Self	Paid ▼	Half Yearly ▼	13500.00	Delete
Atal Pension Yojana Sche ▼	456666767699	11/01/2025	Akash	Self	Future ▼	Half Yearly ▼	13500.00	Delete

Add New Row

Total : 49000.00

Note : 1) Maximum eligibility criteria for Additional NPS Employee Contribution is Rs. 50000/-.

Number of supporting documents : 1

Previous

Save

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Proof Upload

### Key Points:

- Benefit under this section can be claimed for Self only.
- Have an option of selecting Future Payment if the payment is due post IPSF cut off date.

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

## ELECTRIC VEHICLE LOAN INTEREST BENEFIT (U/S 80EEB)

**Electric Vehicle Loan Interest Benefit (U/s 80EEB)**

Fields marked with ( \* ) are mandatory.

[Have a Query?](#)

Sl No.	Loan Lender/Bank Name*	PAN of the Lender*	Address of the Lender*	State of the Lender*	City of the Lender*	Other City*	Loan sanction Date ( dd/mm/yyyy )*	Whether it is the first electric vehicle?*	Vehicle Type*	Vehicle Number*	Interest*
1	SBI	AIDPJ8785R	No.211, Wheeler S Road, Cox Town, Bangalore-05.	KARNATAKA	BANGALORE		12/04/2020	YES	4 Wheeler	KA53Q5432	60000.00

[Delete Last Row](#)

Number of supporting documents :

[Previous](#)
[Save](#)
[Next](#)
[Proof Upload](#)

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

### Note:

- The deduction is available if the assessee does not already own any electric vehicle. The assessee can only claim the tax benefit towards interest paid on the loan taken for the purchase of the first electric vehicle.
- The loan must be taken from a financial institution or a non-banking financial company for buying an electric vehicle.
- The loan must be sanctioned anytime during the period starting from 1 April 2019 till 31 March 2023.
- “Electric vehicle” has been defined to mean a vehicle which is powered exclusively by an electric motor whose traction energy is supplied exclusively by traction battery installed in the vehicle and has such electric regenerative braking system, which during braking provides for the conversion of vehicle kinetic energy into electrical energy.
- A deduction for interest payment up to INR 1,50,000/-



# DONATION TO POLITICAL PARTY (U/S 80GGC)

## Investment Proofs Submission Form 2024-2025

Donation to Political Party (U/s 80GGC)

Fields marked with ( \* ) are mandatory.

Have a Query?

Political Party Name*	Registration Number*	PAN *	Date of Payment (dd/MM/yyyy)*	Name of Contributor*	Contribution Amount*	Payment Mode*	Transaction No.*	Status of Payment*	
Republican Party	CR56644	AIDLK5674R	23/09/2024	Akash	25000.00	e-Transfer / Internet Banking	786540887655	Paid	Delete

Add New Row

Number of supporting documents : 1

Previous Save Next Proof Upload

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

### Note:

- In order to claim deduction under section 80GGC, the individual is required to make donations / contributions only to a political party or an electoral trust.
- It should be noted here that, the political party referred above covers only a political party which is registered under Section 29A of the Representation of the People Act, 1951. Any donation / contribution to any other political party would not qualify as a deduction under section 80GGC.
- The deduction cannot be claimed by local authorities and every artificial juridical person which is either wholly or partly funded by the Government.

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  - Section E               Previous Employer Details
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  - Section G               Other Income
- IPSF Confirmation & Bar-coded IPSF Report
- Forms & Annexures


## LIFE INSURANCE PREMIUM (U/S 80C)

☐ Click here to view and edit the previous Financial Year details

## Investment Proofs Submission Form 2024-2025

## Life Insurance Premium (Jeevan Dhara, Jeevan Akshay) etc

Fields marked with ( \* ) are mandatory.

Have a Query? 

Option provided to view and edit the previous FY details (only master data), if any

## Payments

Policy # *	Policy Purchase Date* (dd/mm/yyyy)	Date of Premium Payment* (dd/mm/yyyy)	Status of Payment *	Name of Policy Holder *	Sum Assured *	Premium Amount* (Excluding Late Fee)	Frequency *	Single Premium Policy	Disabled/ Diseased	
899997565	10/06/2023	12/06/2024	Paid ▼	Akash ▼	1000000.00	17000.00	Yearly ▼	No ▼	Select ▼	Delete
877656544	14/02/2019	21/03/2025	Future ▼	Mohanan ▼	900000.00	13700.00	Yearly ▼	No ▼	Select ▼	Delete

Total Premium Amount : 30700.00

Add New Row

- Note :
- 1) Late Payment Fee will not qualify for deduction under section 80C.
  - 2) Tax benefit on LIC premium payment will be restricted to a max of 10% or 20% of sum assured based on the policy purchase date:
    - 20% of the sum assured for policy purchased before 1st April 2012
    - 10% of the sum assured for policy purchased on or after 1st April 2012
    - 15% of the sum assured for policy purchased on or after 1st April 2013 and Policy Holder should be either Disabled or Diseased
  - 3) Maximum eligibility criteria for Life Insurance Premium is Rs. 150000/-.

Number of supporting documents : 5

## Key Points:

- Benefit under this section can be claimed for Self only
- Policy should specify that the benefit is eligible u/s 80CCC (Pension)
- Have an option of selecting Future Payment if the payment is due post IPSF cut off date.
- Option has been provided to carry forward the previous FY Pension Fund details, (if any). Only the master info like Policy No., Name of Policy Holder, Frequency will be carried forward, if the details were updated and approved during the previous FY. You can also update the pension fund details for the current FY with out selecting the option to carry forward.

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

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## SECTION C CHAPTER VIA - SECTION 80CCE (SEC 80C, SEC 80CCC )

- Life Insurance Premium (U/S 80C)
- Contribution To Pension Fund (U/S 80CCC)
- Public Provident Fund [PPF] (U/S 80C)
- National Savings Certificate [NSC] (U/S 80C)
- Infrastructure Bonds (U/S 80C)
- Children Education Tuition Fees (U/S 80C)
- Equity Linked Savings Scheme (U/S 80C)
- Mutual Funds (U/S 80C)
- Unit Linked Insurance Plan (U/S 80C)
- National Pension Scheme [NPS] (U/S 80C)
- Sukanya Samriddhi Scheme (U/S 80C)
- Term/Fixed Deposit Scheme [Block Period Of 5 Years] (U/S 80C)
- Nsc Interest [Also Considered As Other Income] (U/S 80C)

### Imp Point:

- All the listed investments sections are part of Chapter VI A deductions, where the maximum benefit is capped to 1.5 lac. U/S 80C.
- Each of these Investment sections has different IPSF screens with PROOF UPLOAD option. You need to enter details under respective investment and then upload proofs.
- Please read and follow the guidelines



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# CONTENT TRACKER

- Locating the IPSF 2024-2025 Link
- Tax Regime wise Section(s) & Item(s) Selection & Master Information
- **Section wise Data Entry**
  - Section A               HRA
  - Section B               Chapter VI A - Deductions from Total Income
  - Section C               Chapter VIA - Section 80CCE (Sec 80C, Sec 80CCC, Sec 80CCD)
  - **Section D               Housing Loan (Interest and Principal)**
  - Section E               Previous Employer Details
  - Section F               Other Exemption
  - Section G               Other Income
- IPSF Confirmation & Bar-coded IPSF Report
- Forms & Annexures

# LOSS FROM HOUSE PROPERTY - SELF OCCUPIED

Option provided to view and edit the previous FY details (only master data), if any

☐ Click here to view and edit the previous Financial Year details.

## Investment Proofs Submission Form 2024-2025

### Loss from House Property - SELF OCCUPIED

Fields marked with ( \* ) are mandatory.

[Have a Query?](#)

#### PROPERTY 1

☐ Stamp duty

Home Loan Provisional Certificate Attached ? \*

☒ Yes  
☐ No

Loan Lender/Bank Name

HDFC

PAN Of The LENDER

AIDPJ1234H

Click here to update stamp duty alone

No 41, Vinayas Towers, 100 Feet Ring Rd, opposite Mandovi Motors, Krishnaraju Layout, Bengaluru, Karnataka 560078

Address of the Property \*

No. 211, Wheeler Road, Cox Town, Bangalore - 560005

KARNATAKA

City \*

BANGALORE

Other City

To compliant with top 10 OWASP vulnerabilities following special characters are not allowed !@\$%^&\*()+=[]\';:|/";>?

Loan Sanction Date	01/08/2021 (dd/mm/yyyy)	Date of Occupation/Possession	01/07/2024 (dd/mm/yyyy)
Purpose of Housing Loan	Purchase	Stamp duty & Registration charges paid in current Financial Year	23000.00
Stamp Duty/Reg. Charg Paid Date	01/11/2024 (dd/mm/yyyy)	Value of the Property	4600000.00
Loan Sanction Amount	3500000.00		
Is this your first Property	<input type="checkbox"/> (If Yes,check the box)		
Total Interest Paid	85000.00	Total Principal Paid (Sec 80C)	7000.00
Pre-EMI Interest Paid	Financial Year	Amount	Financial Year
	2024-2025	0.00	2023-2024
	2022-2023	0.00	2021-2022
	2020-2021	0.00	2019-2020
	Total :	0.00	
Loan Type	Borrower Name		Percentage(%)
	Akash		100

#### Key Points:

- Interest and Pre EMI-Interest can be claimed only if the property has been occupied before 31<sup>st</sup> March 2025; however, Principal can be claimed.
- Lender PAN and Address of the Lender is mandatory to update.
- Stamp Duty/Registration charges can be claimed if they are paid in FY 2024-2025.
- If it's a Joint Loan, the percentage of benefit claimed by the individual must be specified.
- Maximum of Rs 50000/- benefit will be given U/S 80 EE if the housing loan sanctioned date in FY 2016-2017, loan sanctioned amount should not exceed Rs 35 lakhs and value of the property should not exceed Rs 50Lakhs.

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## LOSS FROM HOUSE PROPERTY - SELF OCCUPIED (CONTINUED..)

Option provided to view and edit the previous FY details (only master data), if any

☐ Click here to view and edit the previous Financial Year details.

## Investment Proofs Submission Form 2024-2025

## Loss from House Property - SELF OCCUPIED

Fields marked with ( \* ) are mandatory.

[Have a Query?](#)

## PROPERTY 1

☐ Stamp duty

Home Loan Provisional Certificate Attached ? \*

☒ Yes  
☐ No

Loan Lender/Bank Name

HDFC Bank

PAN Of The LENDER

AIDPJ1234H

Address of the LENDER

No 8/24, Salco Centre, Richmond Rd, Bengaluru, Karnataka 560025

Address of the Property \*

211, Wheeler Road, Cox Town, Bangalore - 560005

State \* KARNATAKA

City \* BANGALORE

Other City

To compliant with top 10 OWASP vulnerabilities following special characters are not allowed !@5%\*&\*(){}~[]\';:"<=>?

Loan Sanction Date

01/08/2021

(dd/mm/yyyy)

Purpose of Housing Loan

Construction

Date of Occupation/Possession

01/10/2024

(dd/mm/yyyy)

Stamp Duty/Reg. Chrg Paid Date

01/10/2024

(dd/mm/yyyy)

Stamp duty & Registration charges paid in current Financial Year

2300.00

Loan Sanction Amount

3500000.00

Value of the Property

4500000.00

Is this your first Property

☒

(If Yes, check the box)

Total Interest Paid

2450000.00

Total Principal Paid (Sec 80C)

50000.00

Pre-EMI Interest Paid

Financial Year

Amount

Financial Year

Amount

2024-2025

2023-2024

2022-2023

2021-2022

2020-2021

2019-2020

Total :

0.00

Loan Type

☒ Single  
☐ Joint

Borrower Name

Percentage(%)

Akash

100

Previous

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## Key Points:

- Option has been provided to carry forward the previous FY Self Occupied Housing Loan details, (if any).
- Only the master info like Lender Name, PAN & Address of the Lender, Address of the Property, State, City, Other City, Loan Sanction Date, Purpose of Housing Loan, Date of Occupation/Possession, Loan Sanction Amount, Value of the Property, Loan Type, Borrower Name with Percentage will be carried forwarded, if the details were updated during the previous FY. You can also update the Housing Loan details for the current FY without selecting the option to carry forward.

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

## LOSS FROM HOUSE PROPERTY - SELF OCCUPIED (CONTINUED..)

**PROPERTY 1**

☐ Stamp duty

Home Loan Provisional Certificate Attached ? \* ☒ Yes ☐ No

Loan Lender/Bank Name: HDFC Bank PAN OF The LENDER: AIDPJ1234H

Address of the LENDER: No 8/24, Salco Centre, Richmond Rd, Bengaluru, Karnataka 560025

Address of the Property \*: 211, Wheeler Road, Cox Town, Bangalore - 560005

State \*: KARNATAKA City \*: BANGALORE Other City:

To comply with top 10 OWASP vulnerabilities following special characters are not allowed !@#\$%^&\*()+=[]\';{}|~<=>?

Loan Sanction Date: 01/08/2021 (dd/mm/yyyy)

Purpose of Housing Loan: Construction Date of Occupation/Possession: 01/10/2024 (dd/mm/yyyy)

Stamp Duty/Reg. Charge Paid Date: 01/10/2024 (dd/mm/yyyy) Stamp duty & Registration charges paid in current Financial Year: 2300.00

Loan Sanction Amount: 3500000.00 Value of the Property: 4500000.00

Is this your first Property? ☒ (If Yes, check the box)

Total Interest Paid: 2450000.00 Total Principal Paid (Sec 80C): 50000.00

Pre-EMI Interest Paid	Financial Year		Financial Year	
	Amount	Amount	Amount	Amount
2024-2025	0.00	2023-2024	0.00	
2022-2023	0.00	2021-2022	0.00	
2020-2021	0.00	2019-2020	0.00	
Total :		0.00		

Loan Type: ☒ Single ☐ Joint

Qualifying Pre-EMI Interest Paid	Financial Year		Financial Year	
	Amount	Amount	Amount	Amount
2024-2025	0.00	2023-2024	0.00	
2022-2023	0.00	2021-2022	0.00	
2020-2021	0.00	2019-2020	0.00	
Total :		0.00		

Do you own a Second Self-Occupied House Property? Yes ☐

Housing Loan Interest & Principal considered for Tax Benefit			
Total Interest	200000.00	Total Principal	523000.00
Benefit U/S 80EE	0.00	Benefit U/S 80EEA	150000.00

## 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, there is no change in the aggregate limit for the deduction on account of interest which remains the same, i.e., Rs. 2,00,000.
- 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 Rs. 150,000 under section 80EEA subject to following conditions:
  - Loan should be sanctioned by the financial institution during the period beginning on 01-04-2019 and ending on the 31-03-2022;
  - Value of residential house property should not exceed Rs. 45 lakhs;
  - The assessee should not own any residential house property on the date of sanction of loan; and
  - The assessee should not be eligible to claim deduction under Section 80EE.

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.

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# LOSS FROM HOUSE PROPERTY – LET OUT

## Loss from House Property - LETOUT

Fields marked with ( \* ) are mandatory.

Let Out Property #	Stamp/Income Check	<input type="checkbox"/> Stamp <input type="checkbox"/> Income
Provisional Certificate Attached	Yes	
Loan Lender/Bank Name*	HDFC	
FAN OF number	ATYP1234T	
Address of the Lender *	Srinagar	
Address of the Property *	KR Nagar	
State *	KARNATAKA	
City *	Mysore	
Loan Sanction Date *	01/04/2019	
Loan Sanction Amount	1300000.00	
Value of the Property	1400000.00	
Is this your first Property	<input checked="" type="checkbox"/> (If Yes, check the box)	
Purpose of Housing Loan	Construction	
Date of Occupation/Possession *	15/02/2022	
Stamp Duty/Reg. Charg Paid Date *		
Stamp Duty/Reg. Charg Paid Amt	0.00	
Total Principal Paid	190000.00	
Total Interest Paid	300000.00	

## Let Out Property Details

Option provided to view and edit the previous FY details (only master data), if any

Click here to view and edit the previous Financial Year details.

Financial Year	Qualifying
2022-2023	0.00
2021-2022	0.00
2020-2021	0.00
2019-2020	0.00
2018-2019	0.00
2017-2018	0.00
Rental Income Received for 2022-2023	0.00
Municipal Tax Paid For the Year	0.00
Net Annual Value	0.00
Repair and Maintenance Charges (30%)	0.00
Loan Type	Single
Self Percentage	100
Total Interest Portion	300000.00
Income / Loss on House Property	-300000.00
Total Loss Amount from Previous Years	0.00
Loss claimed during the Previous Years	0.00
Forward Amount for FY 2022-2023	0.00
Total Principal	190000.00
Income / Loss for all Properties	-300000.00
Total Principal for all Properties	190000.00
Benefit U/S 80EE	0.00
Benefit U/S 80EEA	100000.00

Click here to update Let-out Income

Click here to update stamp duty alone

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

Previous

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## LOSS FROM HOUSE PROPERTY - LET OUT (CONTINUED..)

### Key Points:

- Interest and Pre-EMI Interest can be claimed only if the property has been occupied before 31<sup>st</sup> March 2025; however, Principal can 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 can be claimed if they are paid in FY 2024-2025.
- Rental income/notional income is mandatory to claim tax benefit under this section.
- Option has been provided to carry forward the previous FY Self Occupied Housing Loan details, (if any).
- Only the master info like Lender Name, PAN & Address of the Lender, Address of the Property, State, City, Other City, Loan Sanction Date, Purpose of Housing Loan, Date of Occupation/Possession, Loan Sanction Amount, Value of the Property, Loan Type, Borrower Name with Percentage will be carried forwarded, if the details were updated during the previous FY. You can also update the Housing Loan details for the current FY without selecting the option to carry forward.

## CONTENT TRACKER

- Locating the IPSF 2024-2025 Link
- Tax Regime wise Section(s) & Item(s) Selection & Master Information
- **Section wise Data Entry**
  - Section A               HRA
  - Section B               Chapter VI A - Deductions from Total Income
  - Section C               Chapter VIA - Section 80CCE (Sec 80C, Sec 80CCC, Sec 80CCD)
  - Section D               Housing Loan (Interest and Principal)
  - **Section E               Previous Employer Details**
  - Section F               Other Exemption
  - Section G               Other Income
- IPSF Confirmation & Bar-coded IPSF Report
- Forms & Annexures




PREVIOUS EMPLOYER DETAILS

Investment Proofs Submission Form 2024-2025

Previous Employer Details

Fields marked with ( \* ) are mandatory.

Have a Query? 

Block provided to update Previous Employer Salary Details

Employer Details						
No of Companies	Company Name*	Company PAN*	Company TAN*	From Date* (dd/mm/yyyy)	To Date* (dd/mm/yyyy)	
Company 1	Ceridian India P Ltd	AIDPK3614M	AIDP93614K	01/04/2024	30/06/2024	Delete

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 Tax*
Ceridian India P Ltd	1500000.00	6552.00	1493448.00	634.00	1200000.00	75000.00	60000.00	23000.00
Total:	1500000.00	6552.00	1493448.00	634.00	1200000.00	75000.00	60000.00	23000.00

Chapter VIA Investments - Salary Deduction Details (as applicable, if any)									
Company Name	Life Insurance Premium (Sec 80C)	National Pension Scheme (Sec 80CCD) - NPS Tier I - Employee Contribution	National Pension Scheme (Sec 80CCD) - APY - Employee Contribution	National Pension Scheme (Sec 80CCD1B) - NPS Tier I - Additional Employee Contribution	National Pension Scheme (Sec 80CCD1B) - APY - Additional Employee Contribution	80DSI-Medical Insurance - Self / Spouse / Children (<60 yrs)	80DSSCI - Medical Insurance - Self / Spouse / Children (>=60 yrs)	80DPI-Medical Insurance for Parents (<60yrs)	80DPSCI-Medical Insurance for Parents (>=60yrs)
Ceridian India P Ltd	755.00	1454.00	287.00	98.00	65445.00	2534.00	8786.00	2453.00	7765.00
Total:	755.00	1454.00	287.00	98.00	65445.00	2534.00	8786.00	2453.00	7765.00

Employer Contribution Details			
Company Name	Employer Contribution to Provident Fund	Employer Contribution to Superannuation	Employer Contribution to NPS (Sec 80CCD2)
Ceridian India P Ltd	75000.00	120000.00	150000.00
Total:	75000.00	120000.00	150000.00

Add New Row

Note : 1) Form 12B will be generated based on the data provided which has to be duly signed by the employee without which the same is not considered.

Number of supporting documents :

Previous Save Next Proof Upload

Key Points:

- The information must pertain from 1st April 2024 to the Date of Leaving with the previous employer.

Block provided to update Previous Employer Contribution to Retirement Schemes Details

Block provided to update Previous Employer Chapter VIA Salary Deduction Details

By default the PROOF Upload button is invisible. This PROOF UPLOAD button will auto appear only when you enter values and click SAVE.



## CONTENT TRACKER

- Locating the IPSF 2024-2025 Link
- Tax Regime wise Section(s) & Item(s) Selection & Master Information
- **Section wise Data Entry**
  - Section A                 HRA
  - Section B                 Chapter VI A - Deductions from Total Income
  - Section C                 Chapter VIA - Section 80CCE (Sec 80C, Sec 80CCC, Sec 80CCD)
  - Section D                 Housing Loan (Interest and Principal)
  - Section E                 Previous Employer Details
  - **Section F                 Other Exemption**
  - Section G                 Other Income
- IPSF Confirmation & Bar-coded IPSF Report
- Forms & Annexures

## OTHER EXEMPTION ( TELEPHONE &amp; BROADBAND &amp; LTA)

## Investment Proofs Submission Form 2023-2024

## Other Exemption

Fields marked with ( \* ) are mandatory.

[Have a Query?](#)

## Others

Pay Component *	Bill Number *	Date of Payment * (dd/mm/yyyy)	Amount *	
Telephone and Broadband All ▾	1234	01/04/2023	1250.00	Delete

Add New Row

## LTA - Travel Details

From Date * dd/mm/yyyy	To Date * dd/mm/yyyy	From State *	From City *	To State *	To City *	Mode of Travel *	Kms	No. of Persons*	Fare*	
01/04/2023	05/04/2023	KARNATAKA ▾	BANGALOF	KARNATAKA ▾	SHOMOGA	Air ▾	540	2	10000.00	Delete

Add New Row

## LTA - Dependent Members Travelled

Name *	Relationship	Age	
ABC20162758 ▾	Self	49	Delete
ABC20162758 ▾	Spouse	40	Delete

Add New Row

Number of supporting documents : 1

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## CONTENT TRACKER

- Locating the IPSF 2024-2025 Link
- Tax Regime wise Section(s) & Item(s) Selection & Master Information
- **Section wise Data Entry**
  - Section A               HRA
  - Section B               Chapter VI A - Deductions from Total Income
  - Section C               Chapter VIA - Section 80CCE (Sec 80C, Sec 80CCC, Sec 80CCD)
  - Section D               Housing Loan (Interest and Principal)
  - Section E               Previous Employer Details
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## OTHER INCOME

### Investment Proofs Submission Form 2024-2025

#### Other Income

Fields marked with ( \* ) are mandatory.

[Have a Query?](#)



Income Details *	Income Received Date* (dd/mm/yyyy)	Amount *	
NSC Interest		0.0	
Bank Interest (excluding interest on savings account) ▼	10/04/2024	7500.00	Delete
Dividend ▼	12/06/2024	4760.00	Delete
Interest on Deposits in Savings Bank account (Maximum deduction is allowed under Sec-80TTA is Rs.10,000/-) ▼	22/08/2024	12000.00	Delete
Pension ▼	09/11/2024	75000.00	Delete
Interest on PF Account ▼	21/09/2024	38000.00	Delete
Add New Row		Total :	137260.00

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

Number of supporting documents :

1

#### Key Points:

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- NSC Interest will automatically be considered as Other Income.
- Maximum deduction is allowed under Sec-80TTA is INR 10,000. Section 80TTB will allow a deduction up to INR 50,000 in respect of interest income from deposits held by Senior Citizen employee. However, no deduction under Section 80TTA shall be allowed in these cases.
- Interest from savings account or interest income from deposits declared will also be accounted as “Other Income”.
- The interest income accrued in respect of the employee’s contribution towards PF and VPF over and above INR 2.5 lakhs to be updated under the head ‘Interest on PF Account’. The same will be taxed as ‘Income from Other Sources’ and not as perquisite, as it is not accruing from an employer-employee relationship..

## CONTENT TRACKER

- Locating the IPSF 2024-2025 Link
- Tax Regime wise Section(s) & Item(s) Selection & Master Information
- **Section wise Data Entry**
  - Section A               HRA
  - Section B               Chapter VI A - Deductions from Total Income
  - Section C               Chapter VIA - Section 80CCE (Sec 80C, Sec 80CCC, Sec 80CCD)
  - Section D               Housing Loan (Interest and Principal)
  - Section E               Previous Employer Details
  - Section G               Other Income
- **IPSF Confirmation & Bar-coded IPSF Report**
- Forms & Annexures

# IPSF CONFIRMATION SCREEN

## Investment Proofs Submission Form 2024-2025

### IPSF Confirmation Screen

#### Section A - Rent paid details for claiming HRA exemption ( Only Original Rent Receipts will be considered)

From Date	To Date	Rent per Month	Rent per Year	Location	Metro Flag	Property ID
01/04/2024	31/03/2025	20000.00	240000.00	BANGALORE	N	1

#### Section B - Chapter VI A - Deductions from Total Income

Particulars	Amount
Medical Insurance (SEC80D)	20000.00
Medical Treatment/Handicapped Dependent (U/s 80DD)	75000.00
Interest on Educational Loan (U/s 80E)	5000.00
Permanent Physical Disability (80U)	125000.00
Medical Treatment of Specified Diseases (80DDb)	30000.00
Additional NPS Employee Contribution (U/s 80CCD1B)	40000.00
Atal Pension Yojana (U/s 80CCD1B)	70000.00
Electric Vehicle Loan Interest Benefit (U/s 80EEB)	120000.00
Deduction for Interest on Deposits in Savings Account (U/s 80TTA)	7000.00
<b>Section B - Total</b>	<b>492000.00</b>

#### Section C - Chapter VIA - Section 80C

Particulars	Amount
Contribution to Pension Fund ( 80CCC )	50000.00
Life Insurance Premium (Jeevan Dhara, Jeevan Akshay) etc	18000.00
Public Provident Fund (PPF)	60000.00
National Savings Certificate (NSC)	4000.00
Infrastructure Bonds	33000.00
Children Education Tuition fees	689.00
Equity Linked Savings Scheme (ELSS)	8000.00
Tax Saving Mutual Funds	3000.00
Unit Linked Insurance Plan	50000.00
NPS Employee Contribution (U/s 80CCD)	70000.00
Atal Pension Yojana (U/s 80CCD)	8000.00
Sukanya Samriddhi Scheme	17000.00
Fixed Deposit Scheme (Block Period of 5 yrs)	34000.00
NSC Interest (Will also be considered as Other Income)	8020.00
<b>Section C - Total</b>	<b>363709.00</b>

#### Section D - Housing Loan

Particulars	Interest Amount	Principal Amount
Loss from House Property - SELF OCCUPIED	-50000.0	3000.00
Loss from House Property - LETOUT	83000.00	7000.00

All your inputs  
get consolidated  
into one



# IPSF CONFIRMATION PROCESS

Tax Saving Mutual Funds	75000.00
Unit Linked Insurance Plan	43000.00
Atal Pension Yojana (U/s 80CCD)	37000.00
NPS Employee Contribution (U/s 80CCD)	55000.00
Sukanya Samriddhi Scheme	100000.00
Fixed Deposit Scheme (Block Period of 5 yrs)	120000.00
NSC Interest (Will also be considered as Other Income)	5214.00
<b>Section C - Total</b>	<b>809214.00</b>
<b>Section D - Housing Loan</b>	
<b>Particulars</b>	<b>Benefit U/S 80EEA</b>
Loss from House Property - SELF OCCUPIED	.00
Loss from House Property - LETOUT	100000.00
<b>Payroll Deduction - Total</b>	<b>807654.00</b>

ess.excelityglobal.com says

Once the IPSF is confirmed, you will not be able to update or modify the data.

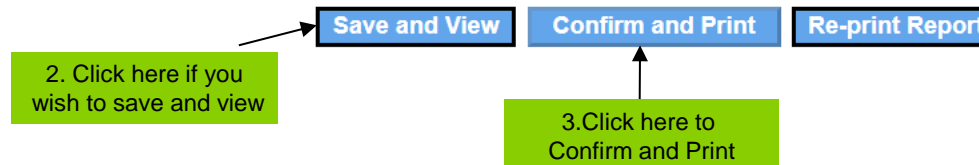
Do you want to confirm IPSF now ?

**OK** **Cancel**

1. Check the box if you wish to confirm

4. Click OK to continue

☐ 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.



## Key Points:

- Confirm gets enabled only after the box is checked (Step 1).
- If any of the sections are selected in Section Page but no details are updated / submitted, then IPSF can not be confirmed.
- 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 2024-2025**” link on the home page under the Year End tab or click on ‘Section Page’ on ‘Employee Options’ tab. This must be done before confirming the IPSF.

## ‘SAVE & VIEW’ - PDF FORMAT

Note: This is just a draft copy of IPSF. Click 'Back' to go to 'Employee Confirm Screen' to 'Confirm' IPSF. [Back](#)

ServletController 1 / 10 75% [Download] [Print] [More]

This is just a draft copy; bar code will not appear

Download & Print IPSF options are provided

All the proofs have to be uploaded using the scan image option using the link "Upload IPSF Proof Images/Images Multiple". No hard copy proofs will be accepted. Please ensure to consolidate all the images of your investment proofs and self-declarations and upload accordingly.

IPSF ID : 6000000000002164

Investment Proofs Submission Form for the Year 2024-2025

Employee ID*	Gender*	M	Date of Joining	08/11/2021
Name*	Sujan	No. of Children Going to School	0	
PAN*	No. of Children Going to Hostel	0		
Regime Type	Old Regime			

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
01/04/2024	31/03/2025	211, Wheeler Road, Cox Town, Bangalore - 560005, BANGALORE, KARNAT AKA	20000.00	240000.00	1

As Per Last Declaration

Section B - Chapter VI A - Deductions from Total Income	Value of Proof Attached
25000 Medical Insurance - Self / Spouse / Children (<60 yrs) - With Insurance	20000.00
0 Medical Treatment/Handicapped Dependent (U/s 80DD) < 80%	75000.00
0 Interest on Educational Loan (U/s 80E)	5000.00
0 Permanent Physical Disability Severe Disability (80E) > 80%	125000.00
40000 Medical Treatment of Specified Diseases (80DD)	30000.00
0 Additional NPS Employee Contribution (U/s 80CCD1B)	40000.00
0 Atal Pension Yojana (U/s 80CCD1B)	70000.00
0 Electric Vehicle Loan Interest Benefit (U/s 80EEB)	120000.00
0 Deduction for Interest on Deposits in Savings Account (U/s 80TTA)	7000.00

### Key Points:

- This is just a draft copy of IPSF. Hence, bar code will not get generated.
- Please go back to 'Employee Confirm Screen' to 'Confirm' IPSF.
- This is the new feature that has been provided. Now the IPSF 'Save & View' and IPSF Confirmed Bar Coded sheet along with annexures will be available in PDF format which can be downloaded / printed.

# DOWNLOADABLE & PRINTABLE IPSF IN PDF

My Transactions

My Reports

Downloads

Year End

IPSF Approval Report

IPSF 2024-2025

Upload IPSF Proof Images

My Signed Form 16



Image Upload


Back to SuperAdmin

Click here to view [IPSF Life Cycle Status](#)


Note: IPSF is confirmed and no further modifications can be done now. Please upload the below IPSF bar coded sheet (duly signed) along with IPSF auto-generated annexures (duly signed) and the copies of relevant investment proofs (as applicable) by using 'Click Here' option to complete your IPSF submission. [Click Here](#)

ServletController


1 / 10 | - 75% + |  



1



Unique Barcode



IPSF[7828|508 |007 00000000002164|W|]

All the proofs have to be uploaded using the scan image option using the link "Upload IPSF Proof Images/Images Multiple". No hard copy proofs will be accepted. Please ensure to consolidate all the images of your investment proofs and self-declarations and upload accordingly.

Private Limited			IPSF ID : 000000000002164		
Investment Proofs Submission Form for the Year 2024-2025					
Employee ID*	508	Gender*	M	Date of Joining	08/11/202
Name*	Sujan	No.of Children Going to School	0		
PAN*		No.of Children Going to Hostel	0		
Regime Type	Old Regime				
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
01/04/2024	31/03/2025	211, Wheeler Road, Cox Town, Bangalore - 560005,BANGALORE,KARNAT AKA	20000.00	240000.00	1
As Per Last Declaration		Section B - Chapter VI A - Deductions from Total Income		Value of Proof Attached	
25000		Medical Insurance - Self / Spouse / Children (<60 yrs) - With Insurance		20000.00	
0		Medical Insurance - Self / Spouse / Children (>=60 yrs) - With Insurance		0.00	
0		Medical Insurance - Self / Spouse / Children (>=60 yrs) - Without Insurance		0.00	

Download & Print IPSF options are provided

## Key Points:

- Employee can view the different stages of IPSF submission process by clicking on '**IPSF Life Cycle Status**' hyper link
- The Printable IPSF has a unique Barcode that identifies every individual, hence, print or download 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. When once the proofs are uploaded, then the 'Click Here' option/hyperlink will not be available.

## PRINTABLE IPSF (CONTINUED..)

Payroll Deduction	
Particulars	Amount
Provident Fund	201282.00
<b>Payroll Deduction - Total</b>	<b>201282.00</b>

Dependent Details  
will also appear on  
IPSF confirmed  
page

Dependent Details:		
Dependent Name	Relationship	Age
Deepak Raj	Self	35
Vinita Haridas	Spouse	31
A N Rajan	Father	68
Subhadra Rajan	Mother	61
Aaradhya Raj	Daughter	5

**Declaration:**

1. I hereby declare that I have read and understood the guidelines "Information Document" and that, all information, documents provided are 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 lock 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.

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

Either e-Sign Note  
**OR** a manual  
signature  
mandatory

Signature of Employee \*

Note: This is a computer generated statement. Hence does not require signature.

EPSF Confirmed on :14-11-2024 23:46:14

## CONTENT TRACKER

- Locating the IPSF 2024-2025 Link
- Tax Regime wise Section(s) & Item(s) Selection & Master Information
- **Section wise Data Entry**
  - Section A               HRA
  - Section B               Chapter VI A - Deductions from Total Income
  - Section C               Chapter VIA - Section 80CCE (Sec 80C, Sec 80CCC, Sec 80CCD)
  - Section D               Housing Loan (Interest and Principal)
  - Section E               Previous Employer Details
  - Section G               Other Income
- IPSF Confirmation & Bar-coded IPSF Report
- **Forms & Annexures**



# COMPUTATION OF INCOME/LOSS FROM HOUSE PROPERTY - LET OUT

COMPUTATION OF INCOME / LOSS FROM HOUSE PROPERTY - LETOUT					
Name and Address of the Employee	Abhinav				
Permanent Account Number					
House Property U/s 24	Amount				
	Property 1		Property 2		Property 3
(a) Housing Interest paid for 2024-2025 as per certificate		100000		250000	100000
(b) Rental Income / Notional rental income for the year 2024-2025	300000		100000		150000
(c) Less: Municipal Tax Paid to the authorities	3000		0		25000
(d) Net Income from House Property (b - c)	297000		100000		125000
(e) Less: Repairs and Renewals @30% on Net Income (d * 30%)	89100		30000		37500
(f) Net Actual Income to be set off (d - e)		207900		70000	87500
(g) Net value of Loss / Income for the year (a - f)	107900		(180000.0)		(12500.0)
(h) Total Loss Amount from Previous Years		0		0	0
(i) Loss claimed during the Previous Years		0		0	0
(j) Carry Forward Amount for 2024-2025		0		0	0
(k) Final Net value of Loss / Income for the year 2024-2025 (g-j) - 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 2024-2025)	(84600.0)				
Note: If the Net Value exceeds interest paid for the year, then it would be treated as Income from House Property					



# FORM FOR SENDING PARTICULARS OF INCOME UNDER SEC 192(2B)

Form for sending Particulars of income under section 192(2B) for the year ending 31/03/2025

[See Rule 26B]

1. Name and address of the employee	Abhinav
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 - 2024-2025	
(i) Income from house property (in case of loss, enclose computation thereof)	0.0
(ii) Profit and gain of business or profession	0.0
(iii) Capital Gains	0.0
(iv) Income from other sources	0.0
(a) Bank Interest (excluding interest on savings account)	900.0
(b) Dividend	4970.0
(c) Interest on Deposits in Savings Bank account (Maximum deduction is allowed under Sec-80TTA is Rs.10,000/-)	7500.0
(d) Pension	21000.0
(e) Others	7900.0
5. Aggregate of sub-items (i) to (iv) of item 4	Total Rs. 42270.00

## Verification

I **Abhinav** do hereby declare that what is stated above is true to the best of my knowledge and belief.  
Verified today, the 15-11-2024 day of.

Place :Bangalore

Signature of the employee

# DECLARATION FOR PAYMENTS FALLING DUE POST THE PROOF CUT-OFF DATE

## DECLARATION TOWARDS FUTURE PAYMENTS FALLING DUE AFTER IPSF PROOF CONFIRMATION DATE 01-01-2025

Employee ID :

Employee Name : Abhinav I

Following are the details of future payments that are due after the IPSF proof confirmation date, but are payable before the Financial Year-end 2024-2025. Please consider these future payments for the tax benefit in the current Financial Year 2024-2025.

Contribution to Pension Fund ( 80CCC )			
Policy #	Expected Date of Payment	Name of Policy Holder	Amount
8776567	19/03/2025	Abhinav I	8000.0
Total			8000.00

Public Provident Fund (PPF)				
Account Number	Expected Date of Payment	Name of Account Holder	Status of Payment	Contribution Amount
88767	12/01/2025	Abhinav I	F	8000
Total				8000.00

Sukanya Samriddhi Scheme				
Account Number	Expected Date of Payment	Name of Account Holder	Status of Payment	Contribution Amount
8876767676	12/03/2025	Eva	F	3450
8876767676	12/01/2025	Eva	F	12700
Total				16150.00

**Note:** Tax benefit would be extended only on submission of this form for any future payments falling due after the IPSF proof confirmation date.

### Employee Declaration

I hereby declare that, the information provided above is true and correct and will be solely responsible for any situation arising out of non-payment of the above mentioned future payments before 31/03/2025

# SELF DECLARATION FOR CLAIMING SEC 80GGC DEDUCTION

## Self-declaration for claiming Sec 80GGC deduction

This is to declare that, I Abhik have contributed to the following Political Party/Parties during the Financial Year 2024-2025.  
The amount was paid through a different payment mode other than 'Cash' or 'Kind'.

Political Party Name	Political Party Registration Number	PAN of Political Party	Date of Payment	Contribution Amount	Payment Mode	Transaction No.
Republican Part	CR56644	AIDLK5674R	12/06/2024	50000	Cheque	786540

The Political Party/Parties referred in the above list is/are the Party/Parties which is/are registered under Section 29A of the Representation of the People Act, 1951.  
I here by declare that, the information provided above is true and correct and will be solely responsible for any situation arising out of false information.

### Note:

- (i) In order to claim deduction under section 80GGC, the individual is required to make donations / contributions only to a political party or an electoral trust.
- (ii) It should be noted here that, the political party referred above covers only a political party which is registered under Section 29A of the Representation of the People Act, 1951. Any donation / contribution to any other political party would not qualify as a deduction under section 80GGC.
- (iii) The deduction cannot be claimed by local authorities and every artificial juridical person which is either wholly or partly funded by the Government.

# SELF DECLARATION FOR PREVIOUS EMPLOYER'S PAYROLL DEDUCTIONS

## Self-declaration given for claiming tax benefit for Previous Employer's Payroll Deductions

This is to declare that, I **Rajaraj** had invested in the following Chapter VIA investments which were part of Previous Employer's payroll deductions for the Financial Year **2024-2025**. The amount was paid by me as part of monthly salary deductions.

### Chapter VIA Investments - Previous Employer Salary Deduction Details (as applicable, if any)

Company Name	Life Insurance Premium (Sec 80C)	National Pension Scheme (Sec 80CCD) - NPS Tier I - Employee Contribution	National Pension Scheme (Sec 80CCD) - APY - Employee Contribution	National Pension Scheme (Sec 80CCD1B) - NPS Tier I - Additional Employee Contribution	National Pension Scheme (Sec 80CCD1B) - APY - Additional Employee Contribution	80DSI-Medical Insurance - Self / Spouse / Children (<60 yrs)	80DSSCI - Medical Insurance - Self / Spouse / Children (>=60 yrs)	80DPI-Medical Insurance for Parents (<60yrs)	80DPSCI-Medical Insurance for Parents (>=60yrs)
<b>Ceridian</b>	0.00	0.00	0.00	25000.00	0.00	0.00	12000.00	0.00	0.00

This declaration is being submitted in the absence of submission of specific proof (except the Full & Final Income Tax Computation Sheet & Form 12B) towards the above-mentioned investment details.

I hereby declare that, the information provided above is true and correct and will be solely responsible for any situation arising out of false information.

**Employee Name :** Rajaraj

**Employee PAN :** AIDPJ1125M

**Employee PRAN :**

### Notes:

1. This declaration to be submitted mandatorily only in case of non-submission of specific proof (except the Full & Final Income Tax Computation Sheet & Form 12B) related to Previous Employer's deduction towards LIC, Medical Insurance, National Pension Scheme (Employee Contribution).
2. The amount so declared as part of IPSF will be considered for tax benefit under Chapter VIA for overall tax calculation for the Financial Year.



# SELF DECLARATION FOR PREV EMPLOYER CONTRIBUTION TO RETIREMENT SCHEMES

## Self-declaration given towards Previous Employer Contribution to Retirement Fund or Schemes

This is to declare that, following are the details of Previous Employer/s Contribution towards Recognized Provident Fund, Approved Superannuation Fund, and National Pension Scheme for the Financial Year **2024-2025**.

### Previous Employer Contributions towards retirement schemes:

Company Name	Employer Contribution to Provident Fund	Employer Contribution to Superannuation Fund	Employer Contribution to National Pension Scheme (Sec 80CCD2)
Ceridian	30000.00	0.00	150000.00

This declaration is being submitted in the absence of submission of specific proof (except the Full & Final Income Tax Computation Sheet & Form 12B) towards the above-mentioned Previous Employer's contribution details.

I hereby declare that, the information provided above is true and correct and will be solely responsible for any situation arising out of false information.

**Employee Name :** Rajarajeswari

**Employee PAN :** AIDPJ1125M

**Employee PRAN :**

### Notes:

1. This declaration to be submitted mandatorily only in case of non-submission of specific proof (except the Full & Final Income Tax Computation Sheet & Form 12B) related to Previous Employer's Contribution towards Recognized Provident Fund, Approved Superannuation Fund, National Pension Scheme.
2. The contribution mentioned in the declaration is Employer contribution and not the Employee contribution.
3. Any Employer/s contribution (including Previous Employer/s and Current Employer) to these retirement schemes exceeding a combined cap of INR 7,50,000 for the Financial Year will be taxed as perquisite in the hands of an employee.
4. Any annual accretion by way of interest, dividend, or any other amount of similar nature during the Financial Year to the balance at the credit of these funds or schemes will be treated as perquisite to the extent it relates to the employer's contribution which will be included in total taxable income.

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 31/03/2025

Name and address of the employee : Rajaraj

Permanent Account No.: AIDPJ1125M

Residential status :

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	Ceridian	AIDP93614 K	AIDPK3614 M	71 days	-	-	-	1500000	45000	120000	Professional Tax Rs. 600

.....  
Signature of the Employee

Verification

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

Verified today, the 15-11-2024 day of.

Place :Bangalore



PREVIOUS EMPLOYER DETAILS - FORM 12B (CONTINUED..)

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:Rajaraj

Permanent Account No.:AIDPJ1125M

Period Year ending:31/03/2025

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

## PREVIOUS EMPLOYER DETAILS - FORM 12B (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 families,etc.; [See rules 3(d), 3(e) and 3(f)]	Employer's contribution to recognized provident fund in excess of 10% of the employee's salary [See Schedule IV - Part A]	Interest credited to the assessee's account in recognized 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 have either e-Sign Note **OR** a manual signature mandatorily.

## ANNEXURES (CONTINUED..)

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

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

This is to declare that I Abhinav ,have gained the ownership/possession of my house property located at the following address, on 01/12/2022 (DD/MM/YYYY).

**Address :**

211, Wheeler Road, Cox Town, Bangalore - 560005

SILVASSA

**Loan Lender/Bank Name :** HDFC

**Loan Sanction Date :** 01/08/2021

**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 5 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.

## ANNEXURES (CONTINUED..)

### Self declaration given for possession of Housing property(in the absence of Possession certificate) - Self Occupied(2)

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

This is to declare that I Abhinav have gained the ownership/possession of my house property located at the following address, on 01/09/2024 (DD/MM/YYYY).

**Address :**

211, Wheeler Road, Cox Town, Bangalore - 560005

BANGALORE

**Loan Lender/Bank Name :** ICICI

**Loan Sanction Date :** 01/09/2024

**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 5 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.

## ANNEXURES (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 : Abhinav  
 2. Permanent Account Number of the employee :  
 3. Financial year : 2024-2025

Details of claims and evidence thereof			
Sl. No.	Nature of claim	Amount(Rs.)	Evidence/Particulars
(1)	(2)	(3)	(4)
1.	<b>House Rent Allowance:</b>	Rs.240000.0	House Rent Receipts
	<b>Property No :1</b>		
	(i) Rent paid to the landlord		
	Rs.120000		
	(ii) Name of the landlord		
	Anila		
	(iii) Address of the landlord		
	211, Wheeler Road, Cox Town, Bangalore - 560005		
	(iv) Permanent Account Number of the landlord		
	AIDPJ1111A		
	<b>Property No :1</b>		
	(i) Rent paid to the landlord		
	Rs.120000		
	(ii) Name of the landlord		
	Binila		
	(iii) Address of the landlord		
	211, Wheeler Road, Cox Town, Bangalore - 560005		
	(iv) Permanent Account Number of the landlord		
	AIDPJ2222A		
2.	<b>Leave Travel Concessions or Assistance</b>	Rs.82000.0	Travel Receipts/Tickets



## ANNEXURES (CONTINUED..)

4.	(h) Children Education Tuition fees	: Rs.9589	Rs. 603583.0	Photocopy of the investment proofs
	(i) Life Insurance Premium (Jeevan Dhara, Jeevan Akshay) etc	: Rs.14000		
	(ii) Section 80CCC	:Rs.58,000.00		
	(iii) Section 80CCD			
	(a) NPS Employee Contribution (U/s 80CCD)	:Rs.16000.0		
	(b) Atal Pension Yojana (U/s 80CCD)	:Rs.14000.0		
	(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.			
	(a) Electric Vehicle Loan Interest Benefit (U/s 80EEB)	: Rs.0		
	(b) Medical Insurance (SEC80D)	: Rs.40000		
	(c) Atal Pension Yojana (U/s 80CCD1B)	: Rs.30000		
	(d) Additional NPS Employee Contribution (U/s 80CCD1B)	: Rs.10000		
	(e) Deduction for Interest on Deposits in Savings Account (U/s 80TTA)	: Rs.7500		
<b>Verification</b>				
I, <b>Abhinav Raj</b> , Son/Daughter of <b>Maheshwar Mishra</b> . do hereby certify that the information given above is complete and correct.				
Place : Bangalore				
Date : 15-11-2024				
			(Signature of the Employee)	
Designation : Mts Software Engineer (Golang Java)			Full Name: <b>Abhinav</b>	

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.



## ANNEXURES (CONTINUED..)

Payroll Deduction	
Particulars	Amount
Provident Fund	217296.00
Voluntary Provident Fund	362148.00
Life Insurance Premium	15000.00
Donations	7000.00
Medical Insurance - Self / Spouse / Children (<60 yrs) - With Insurance	5000.00
80CCD1B - Additional NPS Tier 1 - Employee Contribution	10000.00
<b>Payroll Deduction - Total</b>	<b>616444.00</b>

### Key Points:

- Any deduction through pay slip 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 2024-2025 Link
- Tax Regime wise Section(s) & Item(s) Selection & Master Information
- **Section wise Data Entry**
  - Section A                      HRA
  - Section B                      Chapter VI A - Deductions from Total Income
  - Section C                      Chapter VIA - Section 80CCE (Sec 80C, Sec 80CCC, Sec 80CCD)
  - Section D                      Housing Loan (Interest and Principal)
  - Section E                      Previous Employer Details
  - Section F                      Other Exemption
  - Section G                      Other Income
- IPSF Confirmation & Bar-coded IPSF Report
- Forms & Annexures
- **Section wise Proof Upload Navigation Guide - Reference slides**

## IPSF SECTION WISE PROOF UPLOAD – NAVIGATION GUIDE

By default the PROOF UPLOAD button will be invisible / deactivated

In any of the IPSF section pages only when employee enters details and Click on SAVE, a new tab 'PROOF UPLOAD' will auto appear on the screen.

Example given below

Public Provident Fund (PPF) Details Saved.

### Investment Proofs Submission Form 2023-2024

#### Public Provident Fund (PPF)

Fields marked with ( \* ) are mandatory.

[Have a Query?](#)

PPF Account Number *	Date of Payment* (dd/mm/yyyy)	Name of Account Holder *	Relationship	Status Of Payment*	Amount *	
7896	15/05/2023	Nikhil	Self	Paid	100000.00	Delete
Add New Row					Total :	100000.00

Note : 1) Provident Fund (PF) & Voluntary Provident Fund (VPF) deducted from your salary will be automatically considered for deduction  
2) Maximum eligibility criteria for Public Provident Fund is Rs. 150000/-.

Number of supporting documents :

1

Previous

Save

Next

Proof Upload

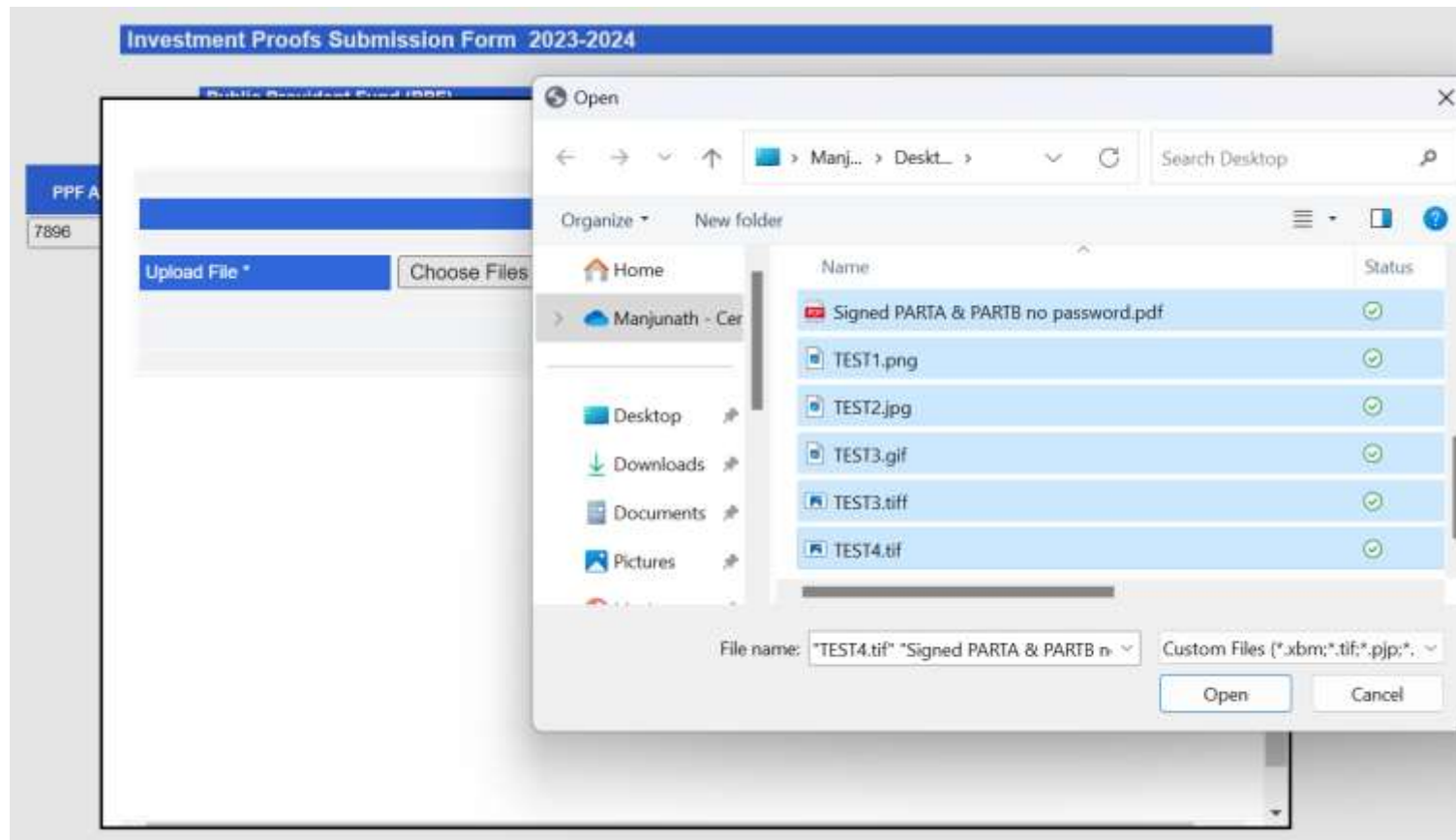
## IPSF SECTION WISE PROOF UPLOAD – NAVIGATION GUIDE

Upon clicking 'Proof Upload' in any of the IPSF section pages, the Image Upload window will open with an option to browse and upload files. An employee can select multiple files and upload those images by clicking on 'Choose Files' which will allow the employee to browse and select multiple files.

The screenshot displays a web application interface for uploading proof images. At the top, a blue header bar reads "Investment Proofs Submission Form 2023-2024". Below this, a sub-header indicates the user is logged in as "Public President Fred (IPSF)". The main content area is a modal window titled "Image Upload - IPSF Proofs" with a "Close x" button in the top right corner. Inside this modal, there is a section labeled "Upload File \*" with a "Choose Files" button and the text "No file chosen". Below this section is a blue "Upload" button. The modal is set against a background that shows a sidebar with a "PPF A" button and a "7896" label.

## IPSF SECTION WISE PROOF UPLOAD – NAVIGATION GUIDE

Upon Employee can select multiple files using 'Choose Files' button. The file format of scanned files should only be any of these: pdf, jpg, jpeg, tif, png, bmp.



## IPSF SECTION WISE PROOF UPLOAD – NAVIGATION GUIDE

Once the employee completes the selection of the files required to be uploaded, those file/files will get displayed on the screen with a scrolling bar on the right-hand side which will allow the employee to preview the files selected for upload.

The screenshot displays the 'Investment Proofs Submission Form 2023-2024' interface. A sidebar on the left shows 'PPFA' and '7896'. The main content area is titled 'Image Upload - IPSF Proofs' and includes an 'Upload File \*' button, a 'Choose Files' button, and a status indicating '2 files' are selected. An 'Upload' button is located below these. A red rectangular box highlights two preview thumbnails of uploaded files, labeled '22112023154433507913\_PPF\_1' and '22112023154433507913\_PPF\_2'. The first thumbnail shows a document with a bulleted list of conditions for 30% rate applicability. The second thumbnail shows a document with a diagram and text. A vertical scrollbar is visible on the right side of the preview area.

Investment Proofs Submission Form 2023-2024

PPFA

7896

Image Upload - IPSF Proofs

Upload File \*

Choose Files 2 files

Upload

22112023154433507913\_PPF\_1

22112023154433507913\_PPF\_2

30% rate is applicable for:

- Any establishment in which less than 20 employees are employed
- Any rate contract in company and which has been declared as such by the Board for Industrial and Financial Reorganisation
- Any establishment which has, at the end of any financial year, accumulated losses equal to or exceeding its entire net worth and
- Any establishment in following industries:-
  - (a) Iron and Steel
  - (b) Coal and Lignite
  - (c) Cement
  - (d) Paper and allied products
  - (e) Textiles
  - (f) Sugar
  - (g) Rubber
  - (h) Leather
  - (i) Glass
  - (j) Chemicals
  - (k) Fertilizers
  - (l) Pharmaceuticals
  - (m) Petroleum
  - (n) Metals
  - (o) Non-metallic minerals
  - (p) Transport equipment
  - (q) Electrical and electronic goods
  - (r) Miscellaneous goods

30% Contribution is levied on the gross wages for each employee, for the employee share, employer contribution and 30% contribution. The Employer share is difference of the 30% share (payable as per law) and Employer Contribution.

(i) Security payable amount under EPF administrative charges is levied on the gross wages and a maximum of Rs. 100/- is payable. Note: If the establishment has no cash liability payable in the month, the maximum administrative charge will be Rs. 100/-.

(ii) In case establishment is exempted under PF Exemption, inspection charges (Rs. 100/- minimum Rs. 10/-) is payable in place of administrative charges. In case the establishment is exempted under EPF Exemption, inspection charges (Rs. 100/- minimum Rs. 10/-) is payable in place of administrative charges.

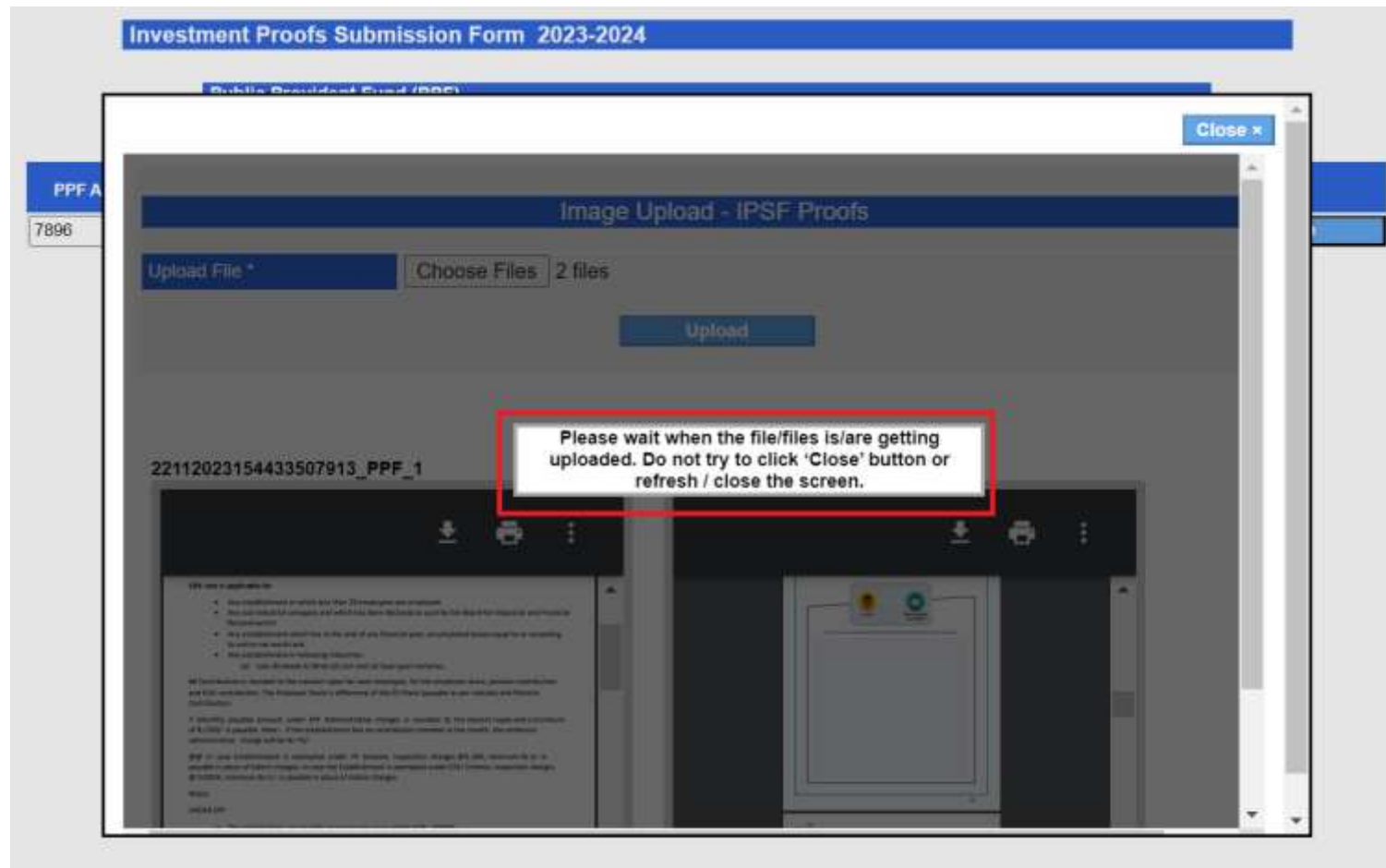
Name: \_\_\_\_\_

LABOUR OFFICE



## IPSF SECTION WISE PROOF UPLOAD – NAVIGATION GUIDE

On clicking 'Upload', the selected files will get uploaded. Following is the message which will be displayed on the screen while the file upload activity is in progress.



## IPSF SECTION WISE PROOF UPLOAD – NAVIGATION GUIDE

Once the upload of the selected files is completed, the upload status will be displayed on the screen. The employee can click on 'Close' to close the image upload window.

The screenshot displays the 'Investment Proofs Submission Form 2023-2024' interface. A modal window titled 'Image Upload - IPSF Proofs' is open, showing a success message: 'Proof/proofs is/are uploaded successfully.' The message is highlighted with a red border. Below the message, there is a section for file upload with a button labeled 'Choose Files' and the text 'No file chosen'. An 'Upload' button is also visible. The modal window has a 'Close x' button in the top right corner. The background shows the main form with a header bar and a sidebar on the left.

## IPSF SECTION WISE PROOF UPLOAD – NAVIGATION GUIDE

On closing the image upload window, the employee can see the files uploaded on the page.

### Investment Proofs Submission Form 2023-2024

#### Public Provident Fund (PPF)

Fields marked with ( \* ) are mandatory.

[Have a Query?](#)

PPF Account Number *	Date of Payment* (dd/mm/yyyy)	Name of Account Holder *	Relationship	Status Of Payment*	Amount *	
7896	15/05/2023	Nikhil	Self	Paid	100000.00	Delete
Add New Row					Total :	100000.00

Note : 1) Provident Fund (PF) & Voluntary Provident Fund (VPF) deducted from your salary will be automatically considered for deduction  
2) Maximum eligibility criteria for Public Provident Fund is Rs. 150000/-.

Number of supporting documents :

1

Previous

Save

Next

Proof Upload

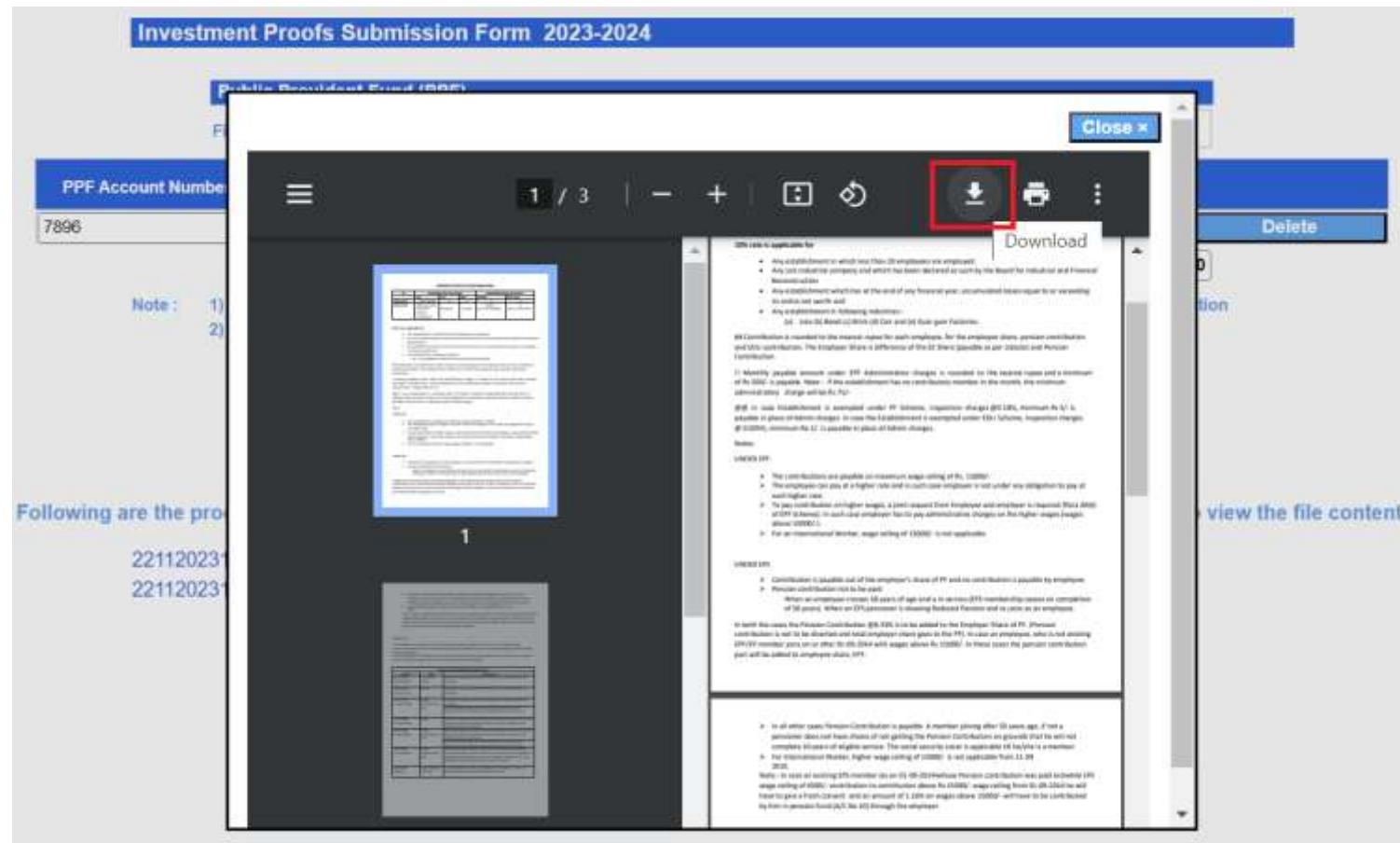
Following are the proof/proofs which is/are uploaded for the section code PPF. Please click on each file name hyperlink to view the file content.

[22112023154433507913\\_PPF\\_1.pdf](#)

[22112023154433507913\\_PPF\\_2.pdf](#)

## IPSF SECTION WISE PROOF UPLOAD – NAVIGATION GUIDE

If the employee wants to verify/view the documents uploaded, he can click on the hyperlinks available on the IPSF section page where documents are uploaded. The document will open as shown in the following screen shot and the file can be saved as well.



## IPSF SECTION WISE PROOF UPLOAD – NAVIGATION GUIDE

If the employee wants to upload any additional file, the employee must upload all the files including the existing/already uploaded files because each time when the employee tries to upload the files, the existing files in system will get replaced with the current files uploaded. There will be an alert on the screen about this.

The screenshot displays the 'Investment Proofs Submission Form 2020' interface. At the top, there is a header bar with the title 'Investment Proofs Submission Form 2020' and a sub-header 'Public Provident Fund (PPF)'. Below the header, there is a section for 'PPF A' with a value of '7896'. The main section is titled 'Upload File \*' and includes a 'Choose Files' button, which shows '2 files' selected. An 'Upload' button is located below the file selection area. A confirmation alert is displayed over the upload section, stating: 'If the file/files is/are re-uploaded, then all those files uploaded previously under this section will be replaced with the new file/files.' The alert has 'OK' and 'Cancel' buttons. Below the upload section, there are two preview windows. The first window, titled '22112023155659507913\_PPF\_1', shows a document with text and a table. The second window, titled '22112023155659507913\_PPF\_2', shows a document with a table and a line graph. The interface also includes a sidebar on the left with a 'Following' section and a sidebar on the right with a 'e content.' section.

## IPSF SECTION WISE PROOF UPLOAD – NAVIGATION GUIDE

If an employee tries to confirm the IPSF without uploading the proofs for all sections where he has updated the investment details, the following message will be displayed on the IPSF confirmation screen and the 'Confirm and Print' will be disabled. Validation alert will display all the sections for which the proofs are not uploaded.

**Investment Proofs Submission Form 2023-2024**

**IPSF Confirmation Screen**

**Section C - Chapter VIA - Section 80C**

Particulars	Amount
Contribution to Pension Fund ( 80CCC )	22000.00
Public Provident Fund (PPF)	100000.00
National Savings Certificate (NSC)	50000.00
Tax Saving Mutual Funds	15000.00
<b>Section C - Total</b>	<b>187000.00</b>

**Payroll Deduction**

Particulars	Amount
Provident Fund	151224.00
<b>Payroll Deduction - Total</b>	<b>151224.00</b>

☒ 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

**The investment details are updated for the following sections, but the proof/proofs is/are not uploaded. Please upload the relevant proof/proofs in the respective section to proceed. Else, delete the records and save, and then deselect the section/sections from initial section selection screen, if the section/sections is/are not required for IPSF submission.**

Pension Fund (SEC80CCC)  
NSC(SEC80C)  
Mutual Funds(SEC80C)



## IPSF SECTION WISE PROOF UPLOAD

### Key Points:

- The proof upload is not mandatory for the section where employee has future payment, Other Income screen, and let out property screen where only income is updated by the employee by checking 'Income' check box.
- If an employee deletes the investment details entered in any section screen completely, then the proofs upload towards that section will also get deleted and employee is expected to re-enter the investment details and re-upload the proofs for that section again accordingly.
- Upon IPSF confirmation, IPSF bar coded sheet, Form 12BB and other annexures will get uploaded automatically.



**THANK YOU**