

Proof Submission Guidelines				
SECTIONS	COMPONENT	PROOF TO BE SUBMITTED	TAX BENEFIT	FOLLOWING WILL BE DISALLOWED
10 (13A)	House Rent Allowance	Original Rent Receipts one for each (Month / Quarter) pertaining to current financial year (Apr '18 to Mar '19)	Least of the below is exempt for Income Tax:	
		Rent Receipt should contain Rent paid for the period Name and signature of landlord Complete address of the property PAN of Landlord (in case rent is > Rs 100000/- in a year.) Revenue stamp to be affixed (Not mandatory for Karnataka)		If Loss on self-occupied property is claimed for the same period and same city, then HRA rent is disallowed for the overlapping period
		Employees, who have joined the company in between the year i.e. after 1st Apr 2018, should submit Rent Receipt only for the period with the current employer (from Date of Joining till the proof submission month)	Actual HRA earned by the assessee for the year.	Maintenance and electricity charges are not considered. Only actual rent paid will be considered
		HRA Benefit and Interest on Self Occupied House Property cannot be claim if both are in same city, provided if possession of the property is in current financial year then he can claim HRA up to the date of possession. <u>For Rent receipt format use.</u>	Rent paid minus 10% of salary	
		<u>Declaration of Landlord, if PAN is not available for rent exceeds Rs 100000/- per annum.</u>	40% of Salary or 50% of (in case of Metro cities)	Photocopies of rent receipts
10(14)(ii)	Children Education and Hostel Allowance	Educator Allowance:- Receipt paid for Tution Fees/Term Fees.	Education Allowance:- Ceiling limit for education Allowance 100 per child per month. (Maximum 2 Children)	
		Hostel Allowance:- Receipt of Expenditure for Hostel Accomodation.	Hostel Allowance:- Ceiling limit for Hostel Allowance Rs. 300 per child per month (Maximum 2 Children)	Any other payment other than Hostel Accomodation will be disallowed.
Sec 10	Professional Development	Professional Books purchase bills required along with the summary If actual bills are provided it forms nature of reimbursement which is not taxable if it can be proved that acquisition of books is necessary for the purpose of the business and knowledge upgrade	Maximum eligibility as per flexi declaration	
		Bills should be of the current financial year only. The Bill should be Dully Signed & Stamped.		
		The bill should include GST number of Vendor from where books are purchased		
		The bill should be on employee name only		
		Fully exempt against bills.		
80D	Medical Insurance	Photocopy of the receipt and insurance certificate issued by the Insurance Company	Least of the premium paid or amount mentioned below is exempt	Deduction through salary for parents in law is not eligible as per IT Act
		Receipts should be of the current financial year only (Apr'18 – Mar'19)	Limited to Rs.25000/- In case of Individual, Spouse & Children	
		Receipt / Certificate should specify that benefit eligible u/s 80D (Mediclaime Insurance)	Limited to Rs.50000/- In case of Individual, Spouse, Children and parents below 60 years	
		Deduction through salary for parents will be considered. No proof required	Limited to Rs.60000/- In case of Individual and any one parent above 60 years.	Late payment charges and service tax will not qualify for the benefit.
		Only Premium amount is allowed .		
		Previous year receipts along with declaration to be submitted, if the policy is due after the proof submission cut-off date		
		- Original bills / receipt is required. - Summary containing details, expenses details require, Bills should be of the current financial year only. - (Person of the age of 80 years or more, who are unable to get health insurance coverage, deduction of upto 30000/- would be allowed in respect of any payment made on medical expenditure.)	Limited to Rs.30000/- In case of Individual and any one parent above 80 years.	

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80DD	Maintenance /Medical treatment of Handicapped dependents	Photocopy of certificate (Form - 10 IA) issued by the competent medical authority in a Government Hospital specifying the % of disability Self-declaration mentioning amount spent on treatment, training or rehabilitation of the handicapped dependent or receipt of the amount paid to LIC/UTI for the policy Where condition of disability requires reassessment, fresh certificate to be obtained after its expiry to continue claiming the deduction Form - 10 IA format use	No benefit if disability is < 40% Rs.75000/- if disability is > 40% & <=80% Rs.125000/- if disability is >80%	Form 10 IA will not be considered, if the expiry date is on or before 01-Apr-2018. The deduction is admissible only if, the beneficiary has not claim deduction u/s. 80U
80DDB	Medical Treatment of Specified Diseases	Copy of necessary certificate No. 10(I) issued by the Govt. Medical Authority.	Amount of deduction is Rs. 40000/- or amount actually paid whichever is lower.	
		Bills/Receipt stating the actual expenditure made for the treatment of the specified disease or the certificate should include the same.	In case of Senior Citizen (Above 60yrs of age) & Dependent Sr. Citizen – then Rs. 60000/- or actual Expenditure incurred whichever is lower. Is eligible for exemption.	
		Medical treatment of self/dependent specified disease/ailment.		
		The certificate in respect of the diseases or ailments specified in sub-rule (1) shall be issued by the following specialists working in a Government hospital. Copy of necessary certificate No. 10(I) issued by the Govt. Medical Authority and the bills/receipt stating the actual expenditure made for the treatment of the specified disease or the certificate should include the same.	Amount of deduction is Rs. 40000/- or (amount actually paid less amount received from insurance company) whichever is lower is eligible for deduction.	The settlement Letter from Insurance Company, in case of part settlement of claim.
		Eligible for Self, Spouse, Children & Parents.		
		Bills should be of the current financial year only. For 80DDB-Disease List refer Annexure 4	In case of Super Senior Citizen (80 Yrs or More) & Dependent - then deduction will be Rs. 80000/- or actually amount paid which ever is lower.	
80EE	Interest on loan taken for Residential Flat	Loan has been sanctioned by Bank during the Apr'18 and Mar'19.	Interest payable on the Loan or Rs 50000 whichever is less.	
		The amount of Loan sanctioned for Residential House Property does not exceed Rs 35 Lakh.		
		The value of Residential House Property does not exceed Rs 50 Lakh.		
		The Assessee does not own any residential house Property on the date of sanction of Loan.		
		For availing deduction under this section a self declaration is required by assessee regarding that he owns the only single property on which he is willing to take a benefit of Interest under this section		
80E	Education Loan Interest Benefit	Eligible if loan is availed by the employee for self, spouse or children for pursuing higher education.	No capping of maximum limit	Certificate of payment due cannot be considered as proof of payment.
		Provisional certificate pertaining to current financial year only (Apr '18 – Mar '19) from the Bank / Financial Institution specifying the following: Said loan is an Educational Loan and qualify for benefit u/s 80E		
		Break up of principle and interest paid on the loan in the current financial year (Apr'18–Mar'19)	Actual interest paid by the employee during the financial year is allowed in full as deduction	
		Interest paid for the first 8 years on loans taken for Higher Education such as Engineering / Medical etc		
80U	Deduction in case of Disability-Only Self	Photocopy of certificate (Form - 10 IA) issued by the competent medical authority in a Government Hospital specifying the % of disability Where condition of disability requires reassessment, fresh certificate to be obtained after its expiry, to continue claiming the deduction. Form - 10 IA format use	No benefit if disability is < 40% Rs.75000/- if disability is > 40% & <=80% Rs.125000/- if disability is >80%	Form 10 IA will not be considered, if the expiry date is on or before 01-Apr-2018. The deduction is admissible only if, the beneficiary has not claim deduction u/s. 80DD
24	Loss on Self-Occupied house property (Housing loan interest)	Provisional certificate pertaining to current financial year (Apr '18 – Mar '19) with breakup of interest and principle from the Housing Finance Company / Bank.	Capped to a maximum of Rs.200000/- only i.e. Total amount allowed for a property is Rs.200000/-.	If Self-occupied benefit and HRA is claimed for the same period, in the same city, then HRA benefit is disallowed for the overlapping period
		In case of Joint loan, declaration specifying the % of benefit claimed by the individual	Loan taken before 01/04/1999, interest restricted to Rs.30000/-	
		Housing loan interest deduction through payroll will be considered. No proof required	Housing Loan interest taken for renovation/repairs restricted to Rs.30000/-	Bank statement showing only EMI deduction will be disallowed.
		Possession Letter from Builder / Completion certificate from Municipal authority required, if possession is received during the Financial Year. If, possession is not received by Mar 2018, then Principal Repayment of loan is not allowed.	If property is not occupied within 3 years of loan sanction date, benefit is restricted to Rs.30000/-	Interest benefit cannot be claimed, unless the property is in possession on or before 31-Mar-2019.
		In case the possession is received in previous year, Electricity bill copy or property tax payment receipt is required as proof of possession	Pre-EMI interest (EMI paid before occupation of the house) is deductible in 5 equal installments starting from the year when the construction is completed or property is acquired.	Only one self occupied property can be considered for tax benefit on interest paid. If multiple properties, claim only one under self-occupied and the rest under let-out

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24	Loss / Income on Let out House Property (Housing loan interest)	Provisional certificate pertaining to current financial year (Apr '18 – Mar '19) with breakup of interest and principle from the Housing Finance Company / Bank.	No cap on maximum amount	Bank statement showing only EMI deduction will be disallowed
		In case of Joint loan, declaration specifying the % of benefit claimed by the individual	Loan taken before 01/04/1999, interest restricted to Rs.30000/-	Interest benefit cannot be claimed, unless the property is in possession on or before 31-Mar-2019.
		Form 12 C or Computation of Loss / Income as per rule is mandatory. Template attached / available on asap portal		Computation of net loss without considering Notional Rental Income will be disallowed
		If the premises is left vacant / occupied by family, as per Section23 (1) (c), Notional Rental Income has to be arrived and then, the net loss has to be arrived.		
		Notional rent to be taken as municipal valuation or the rent which similar property in the same locality would fetch, whichever is higher. However, if standard rent is fixed for the property, then notional rent cannot exceed the standard rent		
80CCC	Pension Policy	Photocopy of receipts issued by the Insurance Company, pertaining to current financial year (Apr '18 – Mar '19)	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	Late payment fees and Service Tax will not be considered
		Policy can be from any approved company by IRDA(Insurance Regulatory & Development Authority)		Policy for parents are disallowed
		Policy can be in the name of individual, spouse and children		Future period benefits will not be provided, if declaration / previous year receipts is not submitted
		Policy should specify that benefit eligible u/s 80CCC (Pension)		
		Photocopy of previous year receipts are required for future months, as proof		
80CCG	Rajiv Gandhi Equity Saving Scheme	Declaration for future months to be submitted	Amount of deduction:- The amount of deduction is at 50% of amount invested in equity shares. However, the amount of deduction under this provision cannot exceed Rs. 25,000. If any deduction is claimed by a taxpayer under this section in any year, he shall not be entitled to any deduction under this section for any subsequent year.	
		The Assessee shall provide a consolidated statement of details in the electronic format, as specified in Form C, on all the Rajiv Gandhi Equity Savings Scheme beneficiaries		
		Section 80CCG provides deduction w.e.f. assessment year 2013-14 in respect of investment made under notified equity saving scheme. The deduction under this section is available if following conditions are satisfied		
		The assessee is a resident individual (may be ordinarily resident or not ordinarily resident).		
		His gross total income does not exceed Rs. 12 lacs		
		The assessee is a new retail investor as specified in the above notified scheme and opened a demat account.		
		The investment is locked-in for a period of 3 years from the date of acquisition in accordance with the above scheme.		
80TTA	Deduction in respect of Interest on deposits in saving accounts	The assessee satisfies any other condition as may be prescribed.	Withdrawal of deduction:- If the assessee, after claiming the aforesaid deduction, fails to satisfy the above conditions, the deduction originally allowed shall be deemed to be the income of the assessee of the year	
		While making the initial investments up to fifty Percentages of the total cost of acquisition of eligible securities shall not include brokerage charges, Securities Transaction Tax, stamp duty, service tax and all taxes, which are appearing in the contract note		
		Photocopy of the Interest Certificate from the Bank		Interest on saving account is allow as deduction maximum up to Rs 10000/-.
		Section 80TTA has been introduced from the financial year 2012-13		
		Interest on saving account is fully taxable and considered as additional income		Actual interest received on saving account or Rs 10000/- whichever is less
80CCD(1B)	National Pension Scheme(Contribution by Employee)	Interest received during current financial year is only allowed		
		Photocopy of receipt issued by the Insurance Company.	Maximum Deduction capped is Rs.50,000 for Sec 80CCD(1B).	Proposal Deposit /Acknowledgement slips will not be considered.
		Policy from any company approved by IRDA.		
		Late payment fees and other charges will not be considered as premium paid.	If invested amount more than Rs. 50,000 then additional amount will be get exempted under sec 80C upto 1.5 L.	
		Photocopy of Receipt should be of the current financial year only.		
		Photocopy should contain the Name, Date and Premium amount and Receipt number.		
		Policy should be in the name of individual, spouse, & children.		

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80C	PF / VPF / LIC Deduction through salary	Deduction through payroll will be considered. No proof required for the same.	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	Do not attach payslips or Tax computation sheets as proofs
80C	Life Insurance Premium	Photocopy of receipts issued by the Insurance Company, pertaining to current financial year (Apr '18 – Mar '19) Policy can be from any approved company by IRDA(Insurance Regulatory & Development Authority) Policy can be in the name of individual, spouse and children Policy should specify that benefit eligible u/s 80C Photocopy of previous year receipts are required for future months, as proof Declaration for future months to be submitted	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/- Ceiling On Qualifying Amount - Policy issued before 01/04/2012 - 20% of Sum Assured. after 01/04/2012 - 10% of Sum Assured Policy issued after 01/04/2013 - 15% of Sum Assured (in cases person with disability as per Section 80U or 80DDB .	Late payment fees and Service Tax will not be considered as a deduction. Policy for parents are disallowed Future period benefits will not be provided, if declaration / previous year receipts is not submitted. Proposal Receipt will be disallowed
80C	Public provident fund (PPF)	Photocopy of stamped challan or PPF passbook Public Provident fund should be in the name of self, Spouse and Children. Receipts should be of the current financial year only (Apr'18 – Mar'19)	Maximum deduction is allowed under this scheme is Rs.150000/- per PPF Account	Counterfoil alone does not constitute as proof. Passbook is mandatory
80C	NSC Interest	Photocopy of all the certificates for which interest is being claimed. NSC certificate should have been taken on or after 01-Apr-2004 NSC Certificate should be in the name of self, Spouse and Children.	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/- NSC Interest declared will also be accounted as "Other Income" and taxed	Current year certificates do not qualify for interest benefit. Should be submitted under NSC Certificates in the name of spouse, children and parents are disallowed
80C	National Savings Certificate (NSC)	Photocopy of receipts / certificates pertaining to current financial year only (Apr '18 – Mar '19) NSC Certificate should be in the name of self, Spouse and Children.	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	Previous year certificates do not qualify. Should be submitted against NSC Interest only Certificates in the name of spouse, children and parents are disallowed
80C	Fixed Deposit in a Scheduled Bank	Photocopy of the certificate / bond issued by the scheduled bank should be of the current financial year only (Apr '18 – Mar '19) Term deposits for a minimum period of 5 years with a scheduled bank are eligible for deduction Policy should specify that benefit eligible u/s 80C. If not specified, letter from the bank specifying the eligibility u/s 80C is required Certificate should be in the name of individual (Self only)	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	Certificates in the name of spouse, children and parents are disallowed Payment Receipts or copy of cheque alone does not constitute as proof. Photocopy of certificate / bond is mandatory
80C	Unit Linked Insurance Plan	Photocopy of Receipts / Statements pertaining to current financial year only (Apr'18 – Mar'19) Receipt can be in the name of individual, spouse and children Policy should specify that benefit eligible u/s 80C Declaration for future months to be submitted	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	Future period benefits will not be provided, if declaration is not submitted.
80C	Mutual Fund / ELSS	Photocopy of Receipts / Statements pertaining to current financial year only (Apr'18 – Mar'19)- Specified funds only Receipt should be in the name of individual (Self only) Policy should specify that benefit eligible u/s 80C Declaration for future months to be submitted	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	Certificates in the name of spouse, children and parents are disallowed Future period benefits will not be provided, if declaration is not submitted
80C	Infrastructure Bonds	Photocopy of Receipts / Bond pertaining to current financial year only (Apr'18 – Mar'19) Bond should be in the name of individual (Self only) Term should be > = 3 years Receipt / Bond should specify that benefit eligible u/s 80C	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	Certificates in the name of spouse, children and parents are disallowed Term less than 3 years is not eligible for benefit
80C	Children Tuition Fees	Photocopy of Receipts for tuition fees paid, pertaining to current financial year only (Apr'18 – Mar'19) Photocopy of Receipts for term fees paid , pertaining to current financial year only (Apr'18 – Mar'19) Only amount mentioned as ' Tuition Fee ' in the fee receipt will be considered for deduction Declaration for future months to be submitted	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	Donations, Capitation fees, Computer fees, Uniform fee, Sports fee etc., are not allowed Future period benefits will not be provided, if declaration is not submitted

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80C	Deposit under Senior Citizens Saving Scheme	Eligible only if the employee is a Sr. Citizen. Sr.Citizen is >= 60 years, as per Income Tax Act	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	Certificate in the name of spouse / children disallowed
		Certificate should be of the current financial year only (Apr'18 – Mar'19)		
		Certificate should specify that benefit eligible u/s senior citizen saving scheme		
80C	Five Yr Time Deposit Scheme in Post Office	Copy of the Receipt/certificate issued by the Post office	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	Certificates in the name of spouse, children and parents are disallowed. Monthly recurring deposit with Post office is not eligible for benefit
		Certificate should be in the name of individual (Self only)		
		Time deposit for a period of 5 years with a post office is eligible for deduction.		
80C	Housing Principle including Registration/ Stamp Duty	Provisional certificate pertaining to current financial year (Apr '18 – Mar '19) with breakup of interest and principle from the Housing Finance Company / Bank.	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-.	Bank statement showing only EMI deduction will be disallowed. If, possession is not received by Mar 2019, then Principal Repayment of loan is not allowed.
		In case of Joint loan, declaration specifying the % of benefit claimed by the individual		
		Housing loan principle deduction through payroll will be considered. No proof required		
		Photocopy of Sale Deed and Stamp Duty Paid Receipt pertaining to current financial year (Apr '18 – Mar '19)		
80C	Tax Saving Shares/Bond	Photocopy of Receipt or Certificate or photocopy of the counterfoil given if bond is not issue.	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	
		Photocopy of Receipt should be of the current financial year only.		
		Photocopy should contain the Name, Date and Premium amount and Receipt number.		
		Shares/Bonds should be in the name of individual only.		
80C	Sukanya Samriddhi Scheme	Shares/Bonds in the name of family members and Parents are not allowed as deduction.	Maximum deduction is allowed under Sec-80C (including 80CCC) is Rs.150000/-	
		Photocopy of Receipt or Certificate		
		Photocopy of Receipt should be of the current financial year only.		
		Photocopy should contain the Name, Date and Premium amount.		
		The account can be opened by Natural or legal guardian of girl child.		
		The age of the girl at the time of opening of account should not be more than 10 year.		
Leave Travel Concession [Section 10(5) read with Rule 2B] :				
WHO?				
Any employee is eligible to claim an exemption from Income Tax on receipt of LTC for himself/ herself and his/her spouse, children-dependent or independent, minor or major - as well as dependent parents, brothers and sisters. However, in respect of children born on or after 1.10.1998, the exemption will be restricted only to two surviving children unless the birth after one child has resulted in multiple births.				
WHERE?				
Exemption is available for travel to any place in the country and is not restricted to home-district travel.				
WHEN?				
An exemption from Income Tax in respect of receipt of LTC is available in respect of two journeys performed in a block of Four calendar years. The current block is the period starting from January 1, 2014 till December 31, 2018.				
Salary is taxable on receipt basis or on due basis, whichever happens earlier. LTC for current year would become due on 31.03.2019. If it is not claimed by them, tax would be payable in respect thereof and would be deducted from the payment of LTC. Under no circumstances LTC of one year can be carried over to the next year so as to avail of the exemption with respect to combined LTCs of both years.				
For Claiming deduction of LTC the Employee must claim for the same to the company and must spend amount on tour.				
HOW MUCH?				
If the journey is performed by air, it is the economy class airfare of the national carrier by the shortest route to the place of destination.				
If the journey is performed by rail, it is the air-conditioned first class railway fare by the shortest route to the place of destination.				
If the journey is performed by any other mode to a place connected by rail, it is an amount actually spent but not exceeding the air-conditioned first class railway fare by the shortest route.				
If the journey is performed by any mode to a place not connected by rail or public transport, it is the air-conditioned first class railway fare for an equivalent distance or amount actually spent whichever is less.				
Moreover, the tax exemption cannot, under any circumstances, exceed the amount actually incurred for the travel fare. To avail the benefit, one must proceed on leave.				
One must furnish details of actual expenditure incurred along with original supporting to personnel department at HO in the prescribed format.				
Proof to be submitted:				
1. Original Travel Bills (Rail Ticket/Air Ticket/Bus Ticket)				
2. Boarding Pass is compulsory if travel by air.				
3. Summary containing family member's details, travel details, leave details require.				
4) Leave Approval Record/Snapshot also compulsory (Minimum 5 Days of leave including Saturday and Sunday required.)				

Previous Employment Details		
Who is eligible?		
Employees who has worked in any other company before joining the current company, within the financial year (Apr '18 – Mar '19) and whose Date of Joining is after 1 st April 2018		
What is considered Previous Employer Income?		
The Income after Sec 10 exemption is considered as Previous Employer Income. This includes all earnings earned till the Date of leaving for the current financial year (From Apr '18 onwards) including perquisites after deducting section 10 exemptions.		
Proof to be submitted:		
1. Photocopy of Form 16 affixed with seal & signature or Digital Signature or Final Tax computation sheet, from the previous employer along with a declaration in Form 12B duly signed by the employee .		
2. The Income after Sec 10 exemption, Professional Tax / Provident Fund/ VPF and Income tax deducted, will be considered along with the current employment income, to arrive at net tax liability for the year 2018-2019.		
3. Where the previous employer has granted Deduction's for Investments made, <i>including Housing Loan interest deduction / Other Income reported</i> – proofs will have to be re-submitted to the current employer along with the investment proof form.		
Tax Treatment:		
Previous employment income, as per supporting, will be accounted for computing the tax liability for the year. While generating the Form16, the previous employment details will be removed. This treatment is supported by the below circular from the IT department.		
As per circular F.No.SW/09/03/2002-DIT(S)-798 dated 13/4/04 issued by the Directorate of Income Tax (Systems)		
<i>Section 192(2) of Income Tax Act, 1961 allows an employee who had more than one employer in financial year to furnish details of his salaries and TDS from the first employer in Form 12B(supported by relevant proofs) to the second employer for</i>		
The circular clearly states that only current employer's income and tax details should be shown in Form 24. Since Form 24 is an aggregation of Form 16s issued, Form 16 will display only the current employer's income and tax. However, while computing the tax		
Following will be disallowed:		
1) Only Form 12B submitted will not be considered	3) Tax computation with projections will not be considered	5) Previous years Tax computations will not be considered
2) Only payslips will not be considered	4) Tax computations of the current year only will be considered	
Note : Any new investments made after the cut-off date, benefit to be claimed at the time of filing your individual tax returns. It is mandatory, to mention your Employee id, on the top corner of each of the Investment proof to be submitted		