



User Guide for Employee Proof Submission – Lumen IT India Pvt Ltd



**Ascent Consulting Services Pvt.  
Ltd.**

**User Guide for Employee Proof  
Submission - Lumen IT India Pvt Ltd**

**Confidential**





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## About Ascent Consulting Services Private Limited

People Management is a key business function that has a direct impact on the competitiveness, efficiency of operations, and long-term profitability of an organization. Organizations invest enormous time and resources in the HR function; which diverts focus from the organization's core business.

Ascent Consulting addresses this anomaly through its 360 degree HR Management Solutions that transform HR service delivery. While these solutions accomplish cost reduction, greater efficiencies and improved quality, our larger effort is aimed at improving organizational efficiency and not just creating incremental change.

AscentHR has achieved this by building the right mix of skills and knowledge required for an effective Outsourced HR Management function. Our solutions employ a matrix of technology, domain expertise, streamlined business workflow, and highly skilled people to create tangible, measurable performance improvements throughout the client's organization.

AscentHR is recognized as one of the most trusted partners in this business by clients around the world. We work as an extension of our client's business. Our management and delivery teams are passionate about building efficiencies in our client's business. Our bespoke technology solutions for HR needs are unique in the industry and are backed by the best of industry practices in Data management, Information Security, Data Privacy, Anywhere Access and user-friendly processes.

At AscentHR, we leverage automation through a robust, configurable and comprehensive **HRMS** application, which caters to diverse organizational strategies and standards.

## Preface

### About this Manual

This manual provides guidelines for the user on Employee Proof Submission Form(EPSF) – Employee can fill all the details like personal details, Previous employment, House Rent Receipt Submission (HRA), Housing loan/House Property Income or Loss, Tax saving Investments Under Section 80C, Other Permitted Exemptions successfully in the application

### Document Conventions

In this manual, certain words are represented in different fonts, and sizes.

**Bold** indicates the name of menu items, options, dialog boxes, windows and functions.

This document has different strategies to draw user attention to certain pieces of Information. Based on critical information, these items are marked as a note, and tip.

#### Icon



#### Purpose

Note

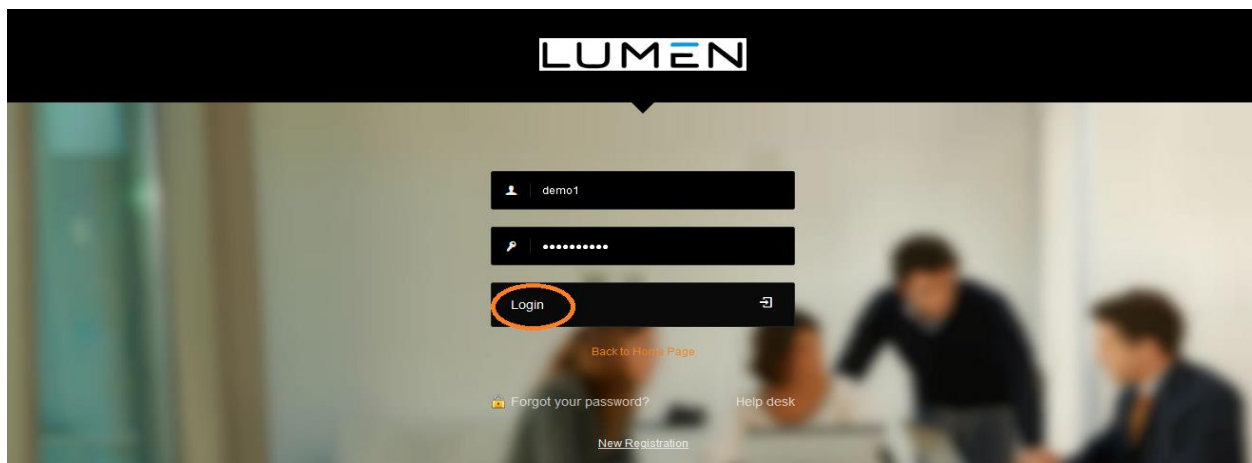
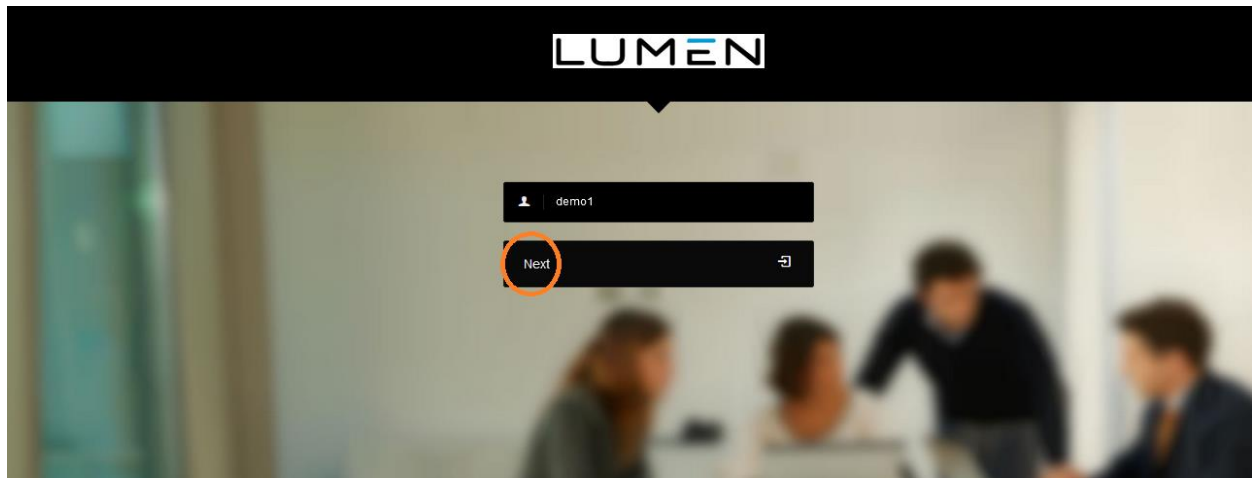


Tip

## Getting Started

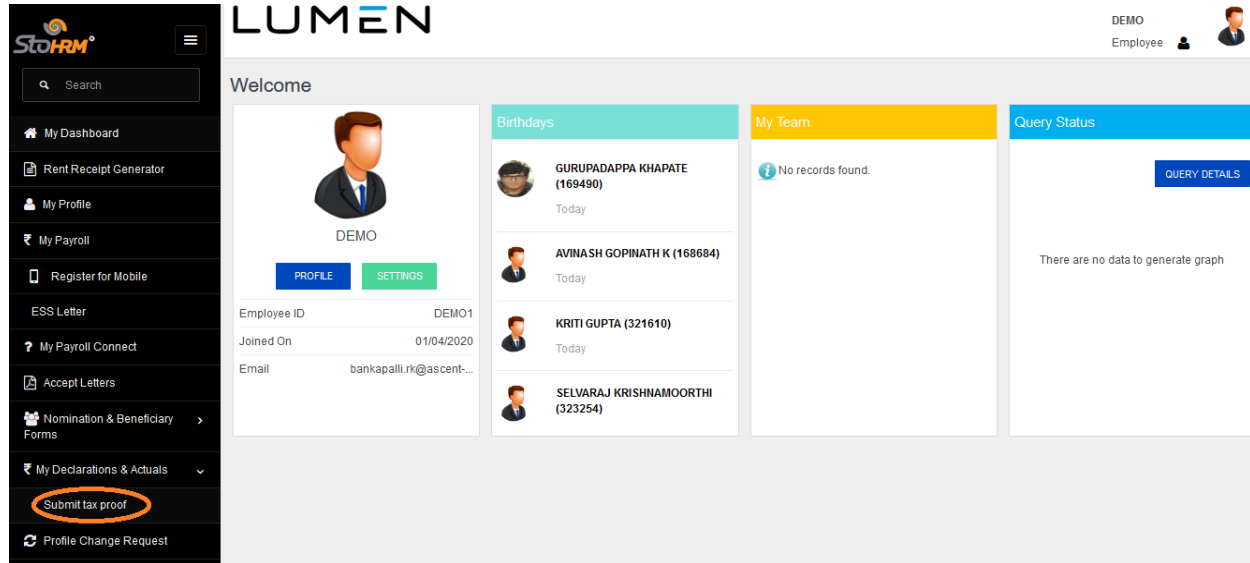
### Login to the Application

- Perform following steps to login to the application:
  - Open a web browser.
  - Enter the address and navigate to application login screen.
  - Enter the **username** and click the **Next** button to enter password.
  - Enter the **password** and click the **Login** button. You are navigated to the **Home** page.

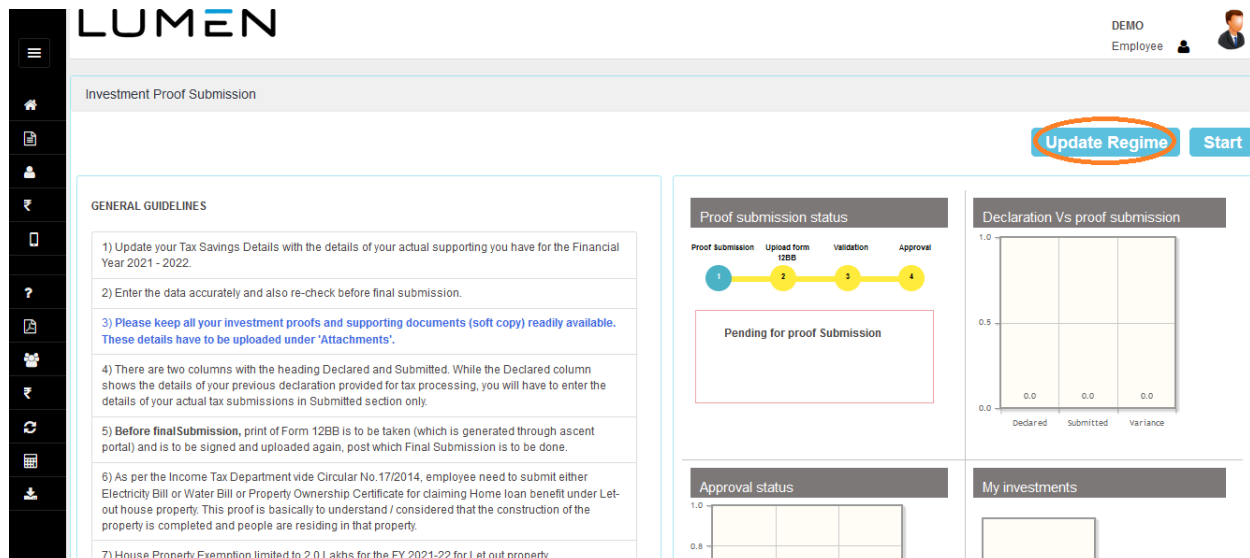


Please make sure that valid credentials are entered.

## Selecting Income Tax Regime

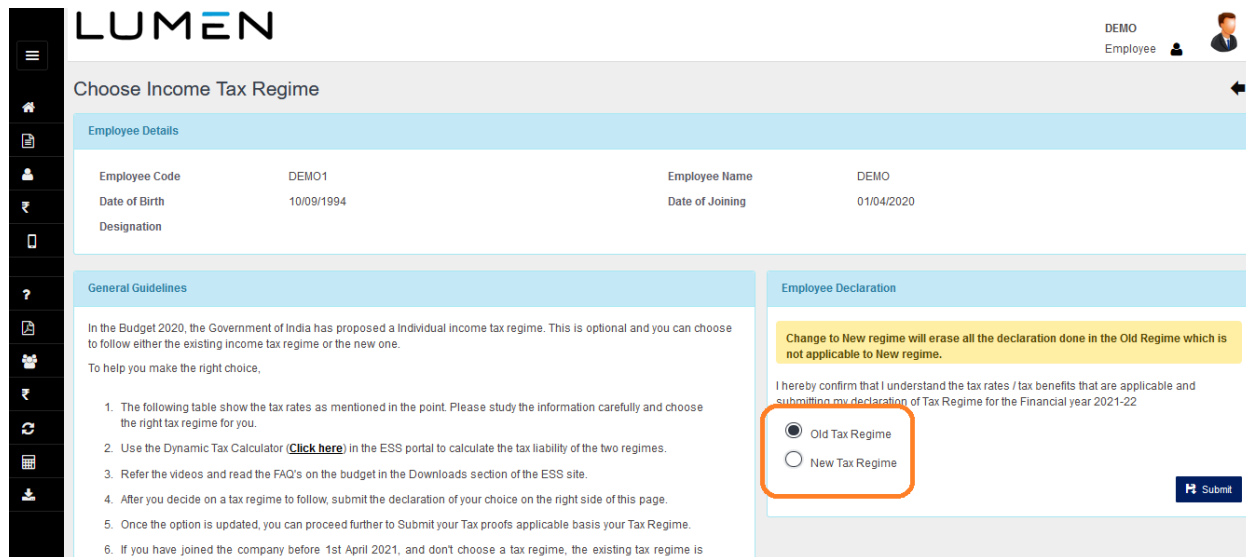


- Expand **My Declarations and Actuals** menu and select **Submit tax proof** Sub-menu. You can view the **Update Regime** page displayed.



Select the correct tax regime under the page shown below. Regime once selected, can also be changed back to **other** until **Final Submission** is clicked.

But **after final submission** of the tool is done, **regime cannot be changed again**.



The screenshot shows the LUMEN Employee Declaration form. The top header includes the LUMEN logo and a user profile for 'DEMO Employee'. The main heading is 'Choose Income Tax Regime'. Below this is the 'Employee Details' section with a table:

Employee Code	DEMO1	Employee Name	DEMO
Date of Birth	10/09/1994	Date of Joining	01/04/2020
Designation			

Below the table are two sections: 'General Guidelines' and 'Employee Declaration'. The 'General Guidelines' section contains a list of instructions. The 'Employee Declaration' section has a yellow warning box stating: 'Change to New regime will erase all the declaration done in the Old Regime which is not applicable to New regime.' Below this is a confirmation statement: 'I hereby confirm that I understand the tax rates / tax benefits that are applicable and submitting my declaration of Tax Regime for the Financial year 2021-22'. There are two radio buttons: 'Old Tax Regime' (selected) and 'New Tax Regime'. A 'Submit' button is at the bottom right.

### Note:

- The Budget has proposed a New Tax regime in addition to the existing, i.e. old Tax Regime. However, the New Tax Regime is optional.
- The employee can select either the New Tax regime or Old Tax regime depending on tax planning.
- Under new tax regime, the employees are liable to pay lower taxes, provided they forego their deductions and exemptions.

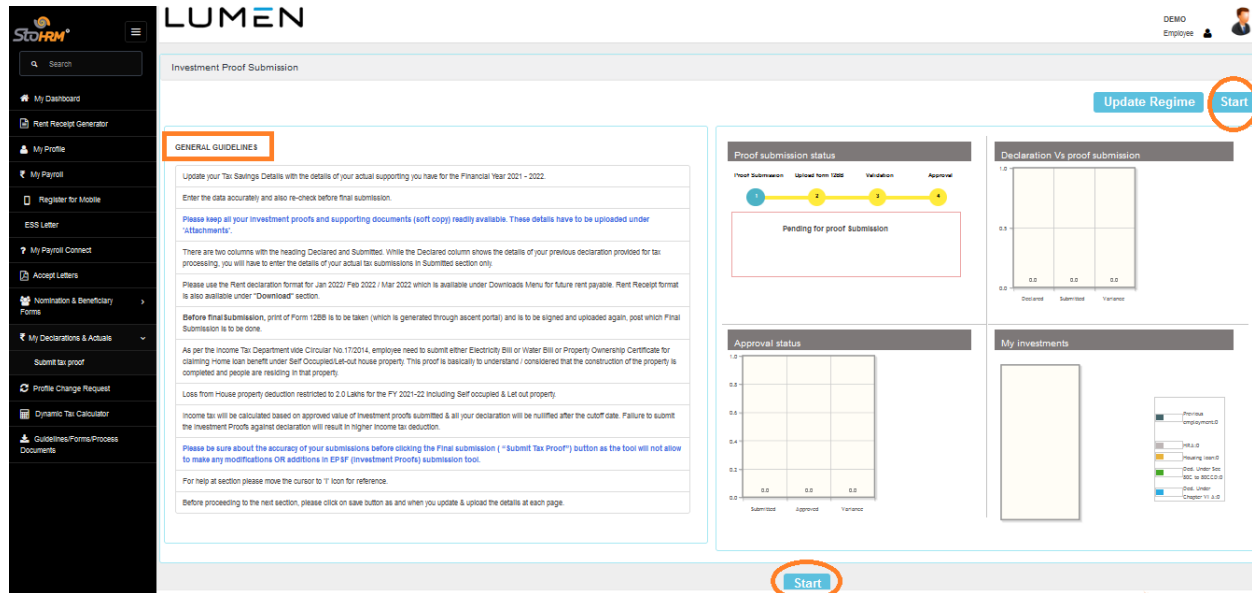
### New Tax Regime

- View the following sections if New Tax Regime is selected:

1. Previous Employment tab (In case employee has joined after April 2021).
2. Housing Loan tab - House Property Income - Let Out Property (Sec 24(b)).

## Old Tax Regime

- View the **Investment Proof Submission** page with the general guidelines.



- View the following sections displaying the statistics based on the declaration submitted:

- **Proof submission status:** Shows the proof submission process.
- **Declaration vs proof submission:** Shows the statistics of proof submitted and Variance.
- **Approval status:** Shows the statistics of proof submitted, approved and variance.
- **My investments:** Shows the declared forms statistics in a pie chart.

Click the **Start** button. You can view the **Investment Proof Submission** page displayed with declaration forms.



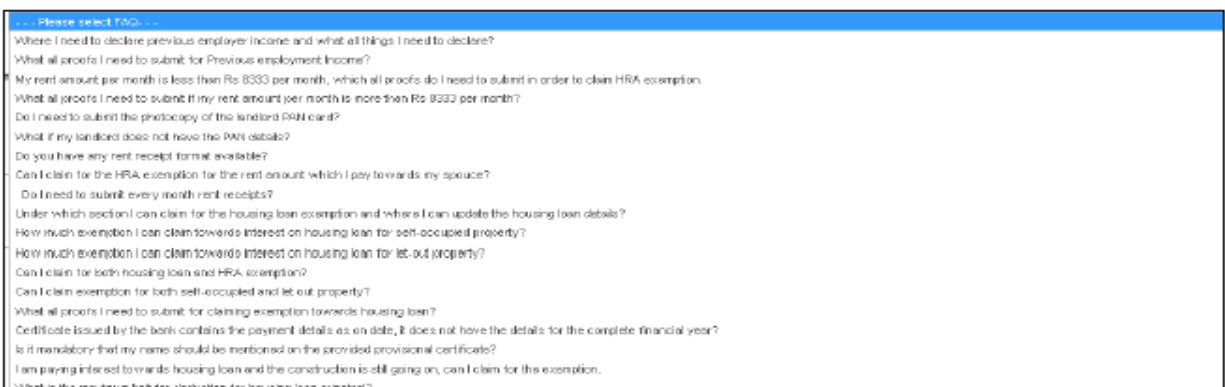
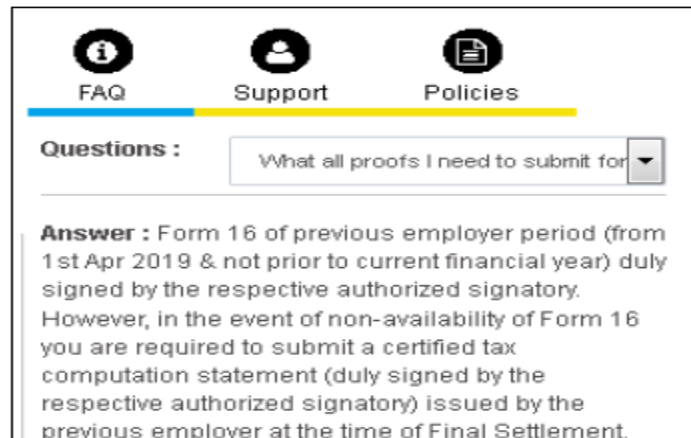
- View the **Investment Proof Submission** page displayed with following options:

1. FAQ (Frequently Asked Questions)
2. Support
3. Policies
4. Declared amount Status.
5. Declaration forms

1. **FAQ:** Shows the Frequently asked questions (FAQs) and answers on a particular topic.

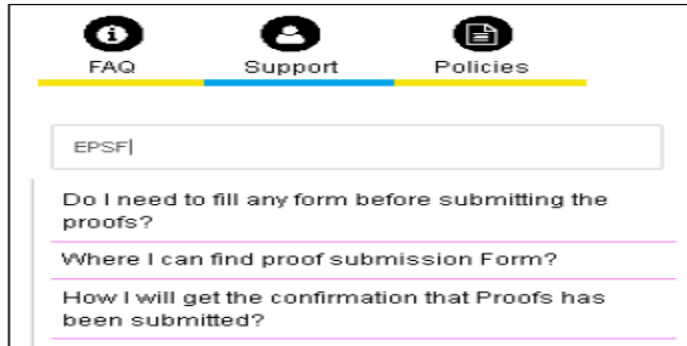
- Select the **FAQ** tab. You can view the list of frequently asked questions (FAQs) listed regarding the EPSF.

- Select the required question from list and view the answer for the question Displayed



2. **Support:** Shows the resolved queries of EPSF.

- Select the **Support** tab. You can view a free textbox.
- Enter the query regarding the EPSF.
- View a list of question as per the entered keyword.
- Select the required question and view the answer.



3. **Policies:** Policies are principles, rules, and guidelines that has been agreed to officially by a group of people, a business organization, or a government.

- Click the **Policies** tab. You can view policies of EPSF.



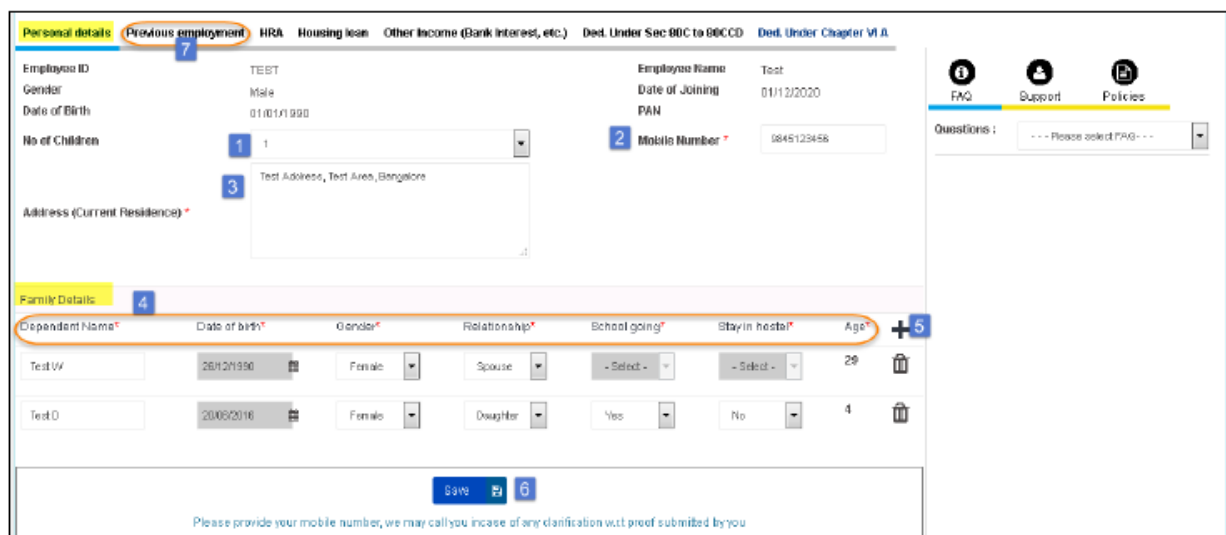
4. Declared amount Status: View the declared amount status updated based on following options.

- **Declared Amount:** displays the amount which employee has declared.
- **Submitted Amount:** displays the amount for which the proofs are submitted.
- **Approved Amount:** displays the amount, which has been approved by the approver.

5. **Declaration forms:** Personal details, HRA, Housing Loan, Other Income details and declarations tabs to enter the details to submit tax proof.

## Declaring the Investment for Proof Submission

### Filling Personal details



**Personal details** **Previous employment** **HRA** **Housing loan** **Other Income (Bank Interest, etc.)** **Ded. Under Sec 80C to 80CCD** **Ded. Under Chapter VI A**

Employee ID: TEST  
Gender: Male  
Date of Birth: 01/01/1990  
No of Children: 1  
Address (Current Residence): Test Address, Test Area, Bangalore  
Employee Name: Test  
Date of Joining: 01/12/2020  
PAN: PAN  
Mobile Number: 9845123456

**Family Details**

Dependent Name*	Date of birth*	Gender*	Relationship*	School going*	Stay in hostel*	Age*	
Test W	26/12/1990	Female	Spouse	- Select -	- Select -	29	
Test D	20/05/2016	Female	Daughter	Yes	No	4	

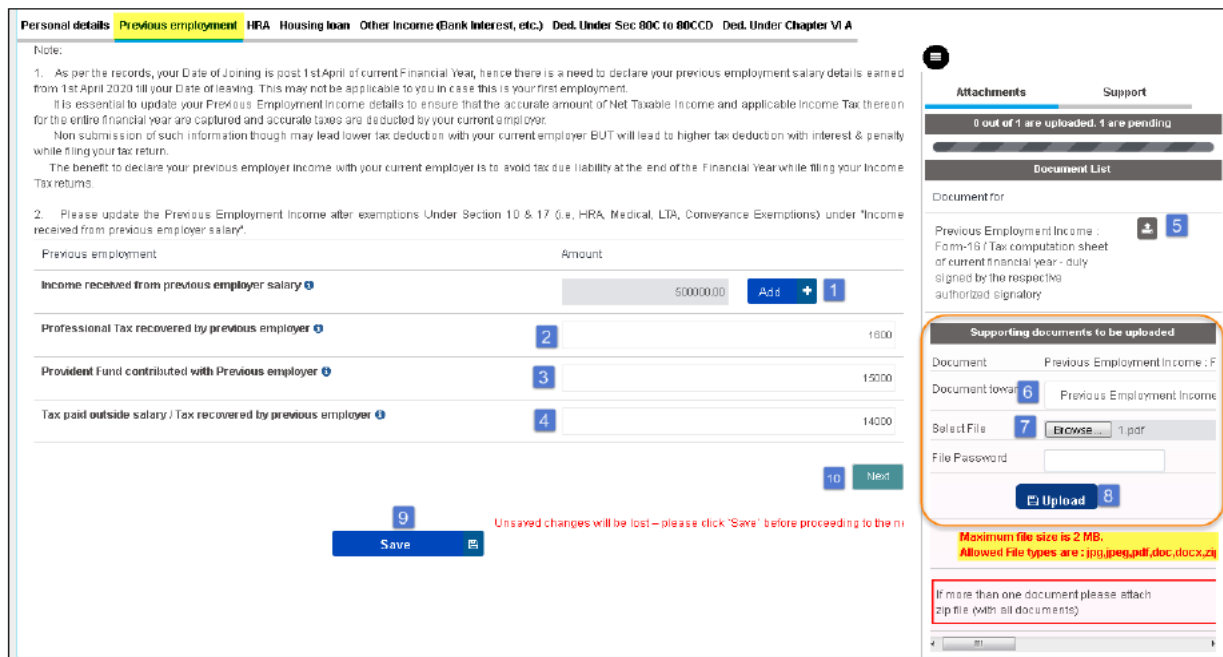
**Save**

Please provide your mobile number, we may call you in case of any clarification w.r.t proof submitted by you

1. View the **Personal details** tab selected.
2. Update the number of children, mobile number and address details.
3. If the **No. of children** field is updated then you have to add the family member details.
4. Click **Add** icon to add more than 1 family member details.
5. Click the **Save** button.
6. Click the **Previous employment** tab.

## Filling the Previous Employment details

- The employee, who has joined the organization in current financial year, has to update the previous company current financial year income, if an employee's first job, then no need to be update.



- View **Previous Employment** form page displayed. Perform following tasks to fill the **Previous Employment** form:

- Click the **Add** button. You can view the **Pervious Employment Section** page displayed.
- Enter the **Pervious Employment** income details and click the **Save** button.



3. View the entered pervious employment amount displayed in **Income received from previous employer salary**.

4. Enter the values in following fields:

- Professional Tax recovered by previous employer
- Provident Fund contributed with Previous employer
- Tax paid outside salary / Tax recovered by previous employer
- Upload the supporting document.
- Select the **Document Towards** from the dropdown as per the form.
- Click the **Browse** option to browse the document from specified location.
- If file is password protected, then enter the file password.
- Click the **Upload** to upload the document.
- Click the **Save** button.
- View the updated details and uploaded document
- View the **Submitted** amount updated

Personal details
Previous employment
HRA
Housing loan
Other Income (Bank Interest, etc.)
Ded. Under Sec 80C to 80CCD
Ded. Under Chapter VI A

Note:

1. As per the records, your Date of Joining is post 1st April of current Financial Year, hence there is a need to declare your previous employment salary details earned from 1st April 2020 till your Date of leaving. This may not be applicable to you in case this is your first employment.

It is essential to update your Previous Employment Income details to ensure that the accurate amount of Net Taxable Income and applicable Income Tax thereon for the entire financial year are captured and accurate taxes are deducted by your current employer.

Non submission of such information though may lead lower tax deduction with your current employer BUT will lead to higher tax deduction with interest & penalty while filing your tax return.

The benefit to declare your previous employer income with your current employer is to avoid tax due liability at the end of the Financial Year while filing your Income Tax returns.

2. Please update the Previous Employment Income after exemptions Under Section 10 & 17 (i.e. HRA, Medical, LTA, Conveyance Exemptions) under 'Income received from previous employer salary'.

Previous employment	Amount
Income received from previous employer salary	50000.00
Professional Tax recovered by previous employer	1600.00
Provident Fund contributed with Previous employer	16000.00
Tax paid outside salary / Tax recovered by previous employer	14000.00

Attachments
Support

1 out of 1 are uploaded. 0 are pending

Document List

Document for

Previous Employment Income : Form-16 J Tax computation sheet of current financial year - duly signed by the respective authorized signatory-Previous Employment Income : Form-16 J Tax computation sheet of current financial year - duly signed by the respective

- Click the **Next** button and view the HRA tab selected.



## User Guide for Employee Proof Submission – Lumen IT India Pvt Ltd

### Filling the HRA details

Personal details

HRA

Housing loan

Other Income (Bank Interest, etc.)

Ded. Under Sec 80C to 80CCD

Ded. Under Chapter VI A

Note :

- The Income Tax Department insists the employees to provide Landlord's Name, PAN number & Address details in addition to Rent Receipts. It is mandatory to provide the above details if rent paid is more than INR 8,333 per month/ INR 100,000 per annum, in the absence of the above, we are afraid to inform you that HRA exemption may not be extended.
- Metro Cities: Metro Cities as per Income Tax Act are Delhi, Mumbai, Kolkata, Chennai. If you are residing in places other than Metro cities, please select 'Others' in the City section. For employees working in Noida, Gurgaon region but living in Delhi, please select Delhi as your residence location.
- You are required to update the rent details from your joining month onwards only. For HRA exemption prior to your date of joining, you will need to approach your previous employer.
- Please use the Rent declaration format for Jan 2022/ Feb 2022 / Mar 2022 which is available under Downloads Menu for future rent payable. Rent Receipt format is also available under 'Download' section.
- Please click on 'Copy to All' after filling the rent details for the first month in case your rent details are same for the entire year.

Copy to All ☐

Component	Landlord Name	Landlord PAN/AADHAR	Landlord Address	Rented property Address	City	Declared
Rent Paid : Apr-21	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : May-21	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : Jun-21	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : Jul-21	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : Aug-21	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : Sep-21	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : Oct-21	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : Nov-21	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : Dec-21	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : Jan-22	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : Feb-22	Test	TESPT1234K	Test	Tes	Others	8000.00
Rent Paid : Mar-22	Test	TESPT1234K	Test	Tes	Others	8000.00

g to the next section

Save

Next

Attachments

Support

0 out of 2 are uploaded. 2 are pending

Document List

Document for

HRA (Rent paid) Documents

Supporting documents to be uploaded

Document HRA (Rent paid) Documents

Document towards : Select Doc

Select File Browse... No file selected

File Password

Upload

Maximum file size is 2 MB.  
Allowed File types are : jpg,jpeg,pdf,doc,docx

If more than one document please attach zip file (with all documents)



1. View the **HRA** form page displayed.
2. Fills the mandatory information in the form.
3. Check the **Copy to All** check box, then the information entered in the single row copies to all the remaining rows.
4. Upload the supporting document.
5. Clicks the **Save** button. You can view the **Housing loan** tab displayed.

**Note:** The few forms required multiple documents to upload for approval, in such instances, you have an option to select respective document type category in the upload section.

### Filling Housing Loan Details

- Under Housing loan section you can view four applications forms.
  1. House Property Income/(Loss) - Let Out Property (Sec 24(b))
  2. Interest on Housing Loan-Self Occupied Property (Sec 24(b))
  3. Interest on House Property (Sec 80EE)
  4. 80EEA



### House Property Income/ (Loss) - Let Out Property (Sec 24(b))



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1. Fills all the relevant and mandatory details in the form.
  - Select **Yes** or **No** as value from **Is the Property a Joint Property**.
    - If **Yes** then enter the percentage of your contribution towards repayment of loan.
    - If **Joint Property** value is **Yes** and your percentage is **100**, then you need to submit the details displayed as shown in the figure below.

Annexure-3. Applicable for Employees who have House Property									
Declaration for claiming 100% benefits on Joint Property									
This is to inform the concerned authorities that the property mentioned is a joint property, however the other owner of the property is not enjoying any tax benefits on the same and has granted me permission to avail the tax benefits of the same.									
<table border="1"><thead><tr><th colspan="2">Let Property-II</th></tr></thead><tbody><tr><td>Name of the Joint Owner</td><td><input type="text"/></td></tr><tr><td>PAN No. of the Joint Owner</td><td><input type="text"/></td></tr><tr><td>Relationship with Joint Owner</td><td><input type="text"/></td></tr></tbody></table>		Let Property-II		Name of the Joint Owner	<input type="text"/>	PAN No. of the Joint Owner	<input type="text"/>	Relationship with Joint Owner	<input type="text"/>
Let Property-II									
Name of the Joint Owner	<input type="text"/>								
PAN No. of the Joint Owner	<input type="text"/>								
Relationship with Joint Owner	<input type="text"/>								

- Select **Rent received type**.
  - Enter the value in the **Interest repayment made in the current year**.
  - Do you declare any Pre EMI?
  - View the **Total Let Out Property** value.
2. Click the **Save** button for later submission.
  3. Upload the supporting document.
  4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
  5. Click the **Add** icon to add another let out property details.
  6. Click the **Next** button to navigate to the **Interest on Housing Loan-Self Occupied Property (Sec 24(b))** form.

**Note:**

- The few forms required multiple documents to upload for approval, in such instances, you have an option to select respective document type category in the upload section.
- Only 3 let out columns must be added.

[illegible]

1. Select **Yes** or **No** as value from **Is the Property a Joint Property**.

- If **Yes**, then you have to enter the name of the co-applicants.

Declaration of Co-Applicant Details	
Employees having house property not being a joint property needs to provide the details of co applicant if any given in the housing loan document. For more details refer your housing loan certificate. If there is no co applicant choose option given below as "No"	
Is there a Co-applicant to your Housing Loan. If Yes, Please provide the name	<input type="text" value="No"/>
Co Applicant Name 1	<input type="text"/>
Co Applicant Name 2	<input type="text"/>

2. Enter the percentage of your contribution towards repayment of loan.

- If **Joint Property** value is **Yes** and your percentage is **100**, then you need to submit the details displayed as shown below

Declaration for claiming 100% benefits on Joint Property									
This is to inform the concerned authorities that the property mentioned is a joint property, however the other owner of the property is not enjoying any tax benefits on the same and has granted me permission to avail the tax benefits of the same.									
<table border="1"><tr><td colspan="2">Self Occupied</td></tr><tr><td>Name of the Joint Owner</td><td><input type="text"/></td></tr><tr><td>PAN No. of the Joint Owner</td><td><input type="text"/></td></tr><tr><td>Relationship with Joint Owner</td><td><input type="text"/></td></tr></table>	Self Occupied		Name of the Joint Owner	<input type="text"/>	PAN No. of the Joint Owner	<input type="text"/>	Relationship with Joint Owner	<input type="text"/>	<div></div>
Self Occupied									
Name of the Joint Owner	<input type="text"/>								
PAN No. of the Joint Owner	<input type="text"/>								
Relationship with Joint Owner	<input type="text"/>								

- Enter the mandatory details and view the **Total exemption** value.
  - Enter the details under the HRA Declaration.
3. Click the **Save** button for later submission.
4. Upload the supporting document.
5. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
6. Click the **Next** button to navigate to the **Interest on Housing Loan-Self Occupied**.

## Interest on Interest House property (Sec 80EE)

Show only declared items ☐

Quick jump House Property Income/(Loss) - Let Out Property (Sr ▼

House Property Income/(Loss) - Let Out Property (Sec 24(b))

Interest on Housing Loan-Self Occupied Property (Sec 24(b))

**Interest on House Property (Sec 80EE)**

Interest on Housing Loan - Additional Deduction (Sec 80EEA)

Interest on House Property (Sec 80EE) ⓘ

Note :

1. Please use the below Annexures to enter all the relevant details pertaining to House Property.

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

Interest on House Property (Sec 80EE)

1. Loan Sanctioned Date :
2. Housing Loan availed amount :
3. Value of residential house property :
4. Are you holding any other Residential property :
5. Interest on House Property :

Unsaved changes will be lost – please click 'Save' before p

1. Fills the mandatory details in the form.
2. Click the **Save** button for later submission.
3. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
4. Click the **Next** button to navigate to the **Interest on Housing Loan - Additional Deduction (Sec 80EEA)**.

## Interest on Housing Loan - Additional Deduction (Sec 80EEA)

Income/(Loss) - Let Out Property (Sec 24(b))

Interest on Housing Loan- Self Occupied Property (Sec 24(b))

Interest on House Property (Sec 80EE)

**Interest on Housing Loan - Additional Deduction (Sec 80EEA)**

Interest on Housing Loan - Additional Deduction (Sec 80EEA) ⓘ

Note :  
1. Please use the below Annexures to enter all the relevant details pertaining to House Property.

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

80EEA

Has Housing loan taken from a financial institution or a Housing finance company for buying a residential house property : - select -

Is Stamp duty value of the house property less than or equal to Rs 45 lakhs : - select -

The taxpayer should be a first-time home buyer. The taxpayer should not own any residential house property as on the date of sanction of the loan. : - select -

The loan has to be sanctioned during the period at April, 2019 to 31st March 2022. : - select -

City : - select -

Carpet area : 0

Interest on House Property under 80EEA. : 0

Save

Submit & Preview

changes will be lost – please click 'Save' before proceeding to the next section

Note:  
1. Housing loan must be taken from a financial institution or a housing finance company for buying a residential house property.  
2. Value of the Residential house property should be Rs 45 lakhs or less.  
3. The individual taxpayer should not be eligible to claim deduction under the existing Section 80EE.  
4. The loan has to be sanctioned from the period April, 2019 onwards.  
5. The taxpayer should be a first-time home buyer. The taxpayer should not own any residential house property as on the date of sanction of the loan.  
6. Conditions with respect to the carpet area of the house property. Carpet area of the house property should not exceed 60 square meter ( 645 sq ft) in metropolitan cities of Bengaluru, Chennai, Delhi National Capital Region (limited to Delhi, Noida, Greater Noida, Ghaziabad, Gurgaon, Faridabad), Hyderabad, Kolkata and Mumbai (whole of Mumbai Metropolitan Region).Carpet area should not exceed 90 square meter (968 sq ft) in any other cities or towns  
7. Further, this definition will be effective for affordable real estate projects approved on or after 1 September 2019

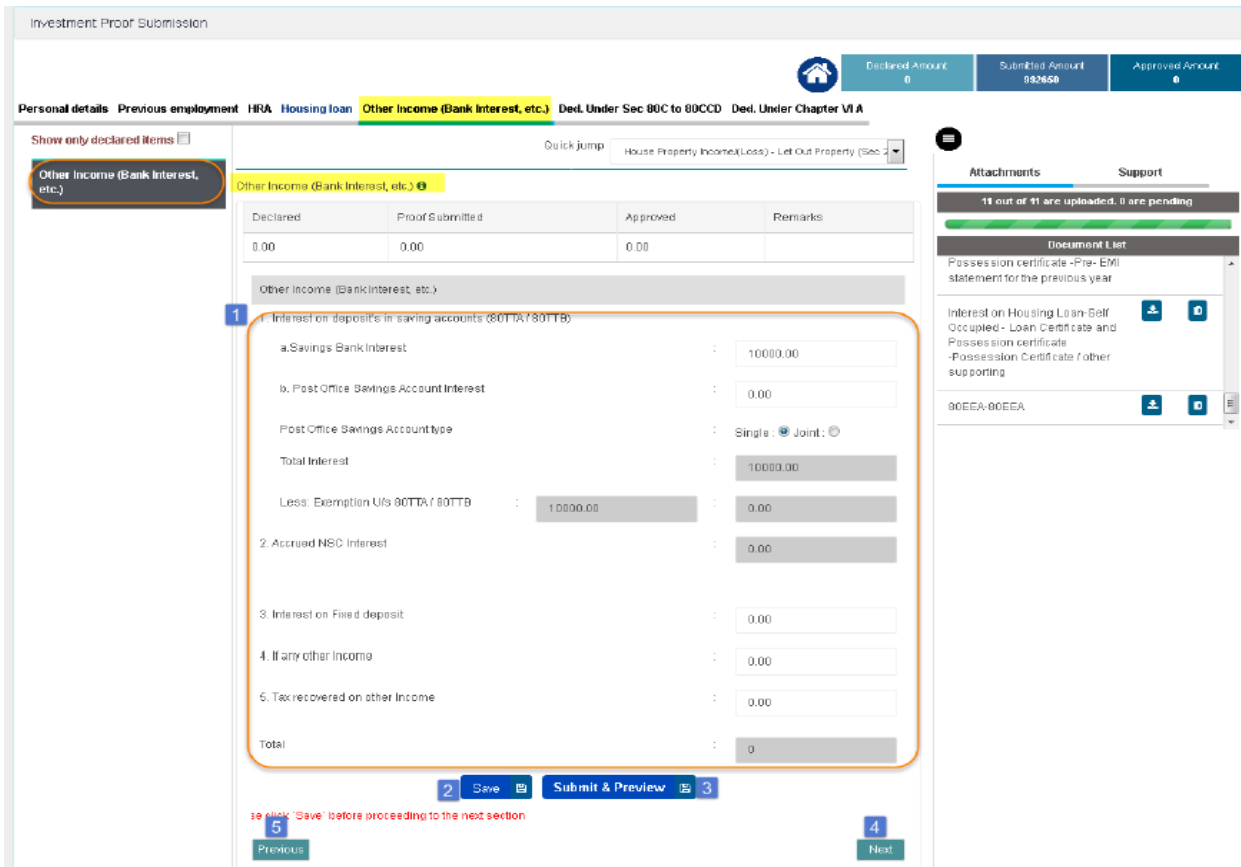
Previous

Next

1. Fills the mandatory details in the form.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.

5. Click the **Next** button to navigate to the **Other Income** form.
6. Click the **Previous** button to navigate to the previous form.

## Filling the Other Income Details



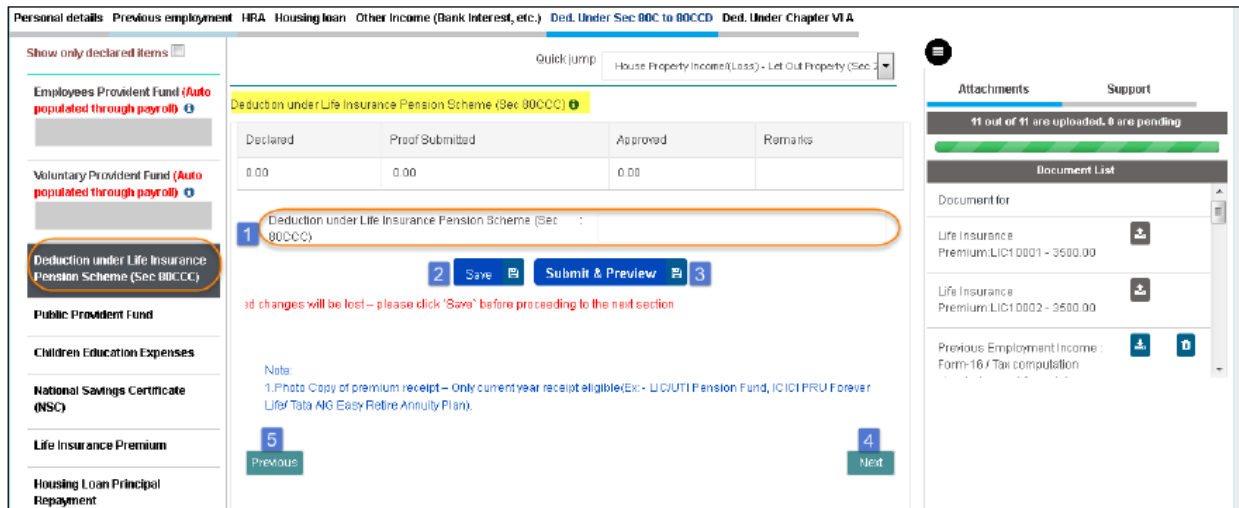
1. Fills the mandatory details in the form.
2. Click the **Save** button for later submission.
3. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
4. Click the **Next** button to navigate to the **Ded. Under Section 80C**.
5. Click the **Previous** button to navigate to the previous form.

## Filling the Ded. Under Section 80C to 80CCD details

- Under Section 80C to 80CCD, declare the Investments under following sections:

1. Deduction under Life Insurance Pension Scheme (Sec 80CCC)
2. Public Provident Fund
3. Children Education Expenses
4. National Savings Certificate (NSC)
5. Life Insurance Premium
6. Housing Loan Principal Repayment
7. Others - Post Office Savings Schemes, Tax Saver Term Deposit - 5 years
8. Sukanya Samriddhi Scheme
9. Long term Infrastructure bonds (80CCF)
10. Mutual Funds / ULIP
11. Employees contribution towards NPS

## Deduction under Life Insurance Pension Scheme (Sec 80CCC) form



The screenshot shows the 'Ded. Under Sec 80C to 80CCD' section of the form. The 'Deduction under Life Insurance Pension Scheme (Sec 80CCC)' is highlighted. The form includes a table for declaring investments, a 'Save' button, a 'Submit & Preview' button, and a 'Next' button. The 'Attachments' section on the right shows that 11 out of 11 documents are uploaded.

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

1. Deduction under Life Insurance Pension Scheme (Sec 80CCC)

2. Save

3. Submit & Preview

4. Next

5. Previous

Note: 1. Photo Copy of premium receipt – Only current year receipt eligible (Ex: LIC UTI Pension Fund, LIC PRU Forever Life, Tata AIG Easy Retire Annuity Plan).

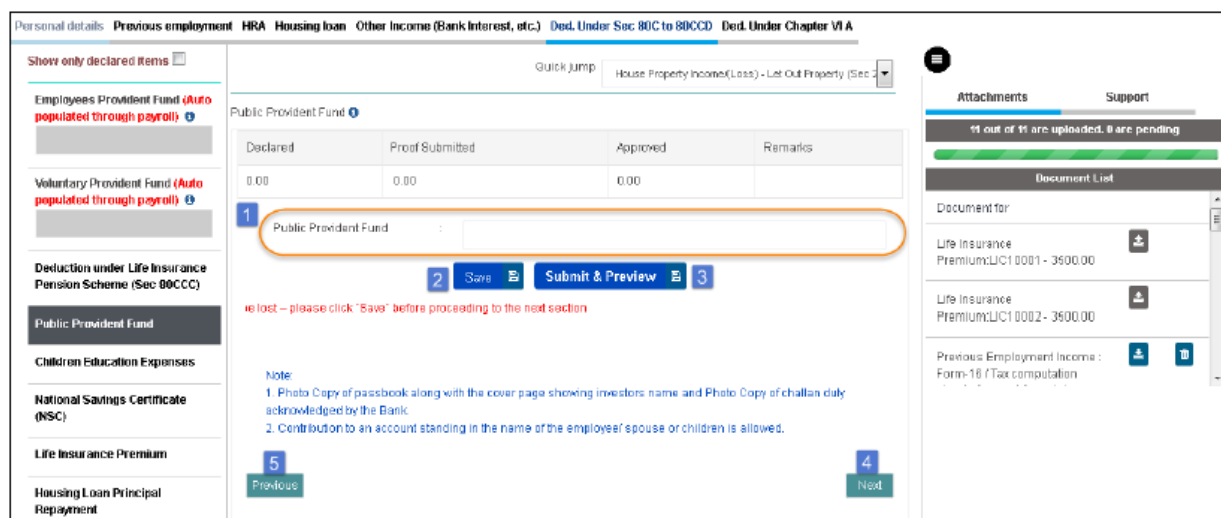
Attachments: 11 out of 11 are uploaded, 0 are pending

Document List:

- Life Insurance Premium LIC1 0001 - 3500.00
- Life Insurance Premium LIC1 0002 - 3500.00
- Previous Employment Income - Form-16 / Tax computation

1. Enter the **Deduction under Life Insurance Pension Scheme (Sec 80CCC)** value in textbox.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** button to navigate to the next form.
6. Click the **Previous** button to navigate to the previous form.

## Public Provident Fund details in the form



Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec. 80C to 80CCD Ded. Under Chapter VI A

Show only declared items ☐

Employees Provident Fund (Auto populated through payroll) [?](#)

Voluntary Provident Fund (Auto populated through payroll) [?](#)

Deduction under Life Insurance Pension Scheme (Sec 80CCC)

Public Provident Fund

Children Education Expenses

National Savings Certificate (NSC)

Life Insurance Premium

Housing Loan Principal Repayment

Quick Jump House Property Income(Loss) - Let Out Property (Sec 2)

Public Provident Fund [?](#)

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

1 Public Provident Fund :

2 Save 3 Submit & Preview

Note lost – please click "Save" before proceeding to the next section

Note:

1. Photo Copy of passbook along with the cover page showing investors name and Photo Copy of challan duly acknowledged by the Bank

2. Contribution to an account standing in the name of the employee's spouse or children is allowed.

5 Previous 4 Next

Attachments Support

11 out of 11 are uploaded, 0 are pending

Document List

Document for

Life Insurance Premium/LIC1 0001 - 3500.00 [+](#)

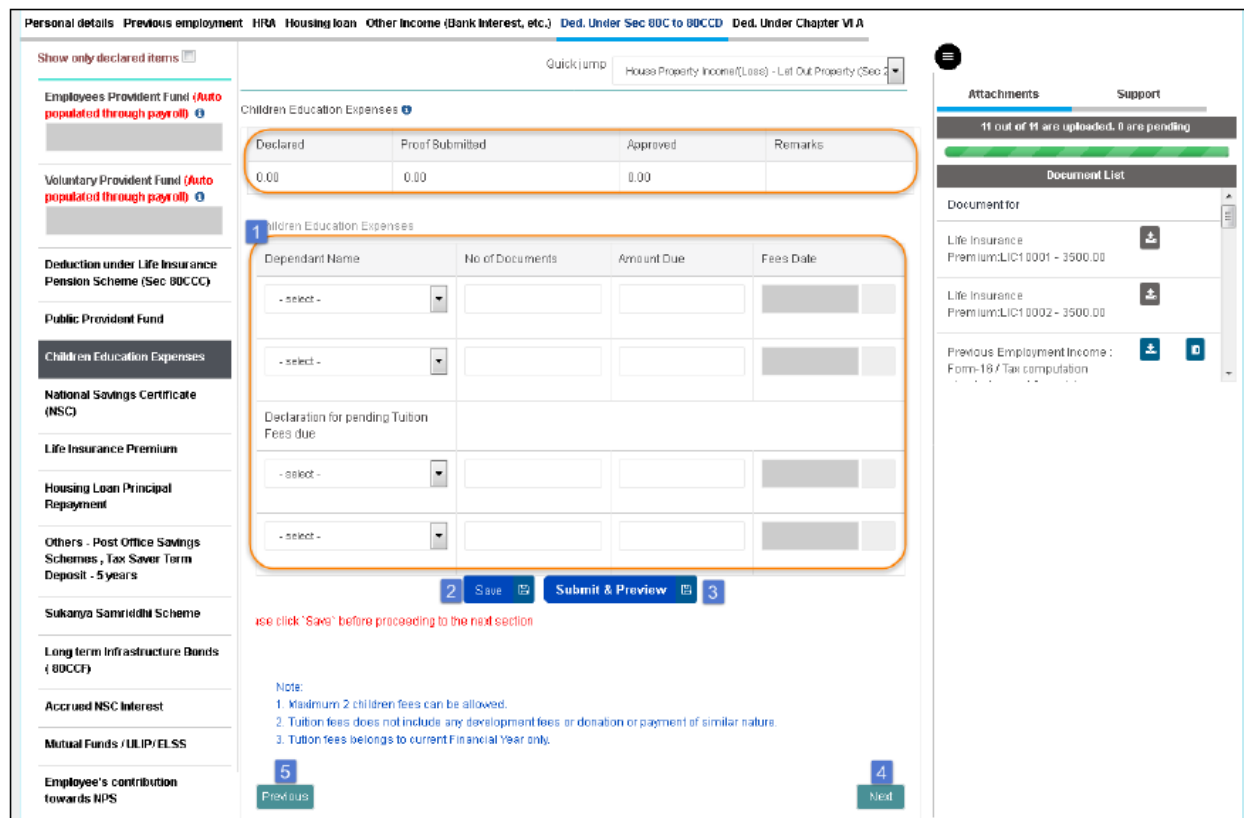
Life Insurance Premium/LIC1 0002 - 3500.00 [+](#)

Previous Employment Income : Form-16 (Tax computation) [+](#) [?](#)

1. Enter the **Public Provident Field** value in the text box.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** button to navigate to the next form.
6. Click the **Previous** button to navigate to the previous form.



## Children Education Expenses details in the form



**Personal details** Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec 80C to 80CCD Ded. Under Chapter VI A

Show only declared items

Employees Provident Fund (Auto populated through payroll)

Voluntary Provident Fund (Auto populated through payroll)

Deduction under Life Insurance Pension Scheme (Sec 80CCC)

Public Provident Fund

Children Education Expenses

National Savings Certificate (NSC)

Life Insurance Premium

Housing Loan Principal Repayment

Others - Post Office Savings Schemes, Tax Saver Term Deposit - 5 years

Sukanya Samridhi Scheme

Long term Infrastructure Bonds (80CCF)

Accrued NSC Interest

Mutual Funds / ULIP/ELSS

Employee's contribution towards NPS

Quick jump: House Property Income/(Loss) - Let Out Property (Sec 2)

Children Education Expenses

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

1 Children Education Expenses

Dependant Name	No. of Documents	Amount Due	Fees Date
- select -			
- select -			
Declaration for pending Tuition Fees due			
- select -			
- select -			

2 Save 3 Submit & Preview 4 Next 5 Previous

use click 'Save' before proceeding to the next section

Note:

- Maximum 2 children fees can be allowed.
- Tuition fees does not include any development fees or donation or payment of similar nature.
- Tuition fees belongs to current Financial Year only.

Attachments Support

11 out of 11 are uploaded, 0 are pending

Document List

Document for

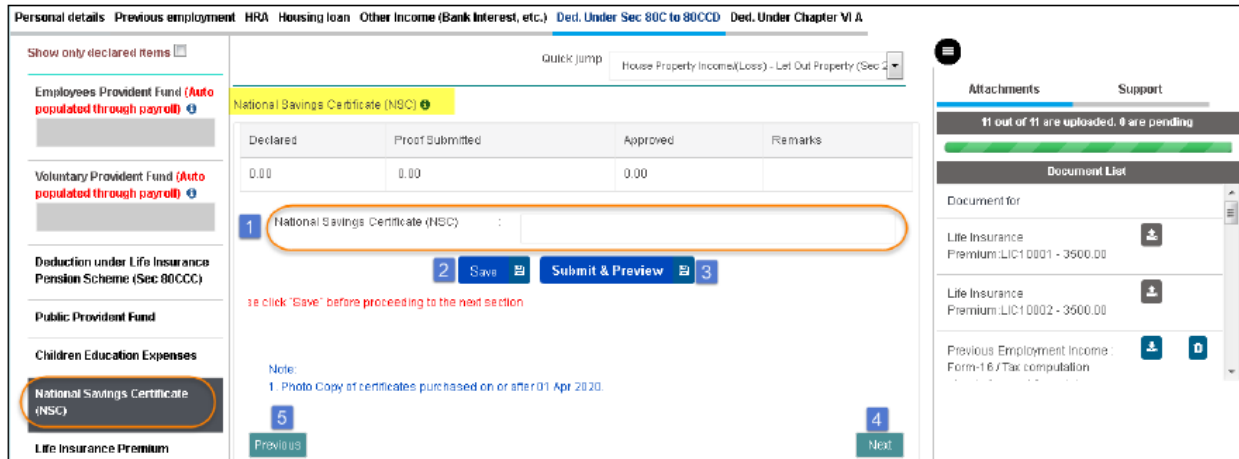
Life Insurance Premium: LIC10001 - 3500.00

Life Insurance Premium: LIC10002 - 3500.00

Previous Employment Income : Form-16 / Tax computation

1. Enter the mandatory details.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** button to navigate to the next form.
6. Click the **Previous** button to navigate to the previous form.

## National saving certificate (NSC) details



Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec 80C to 80CCD Ded. Under Chapter VI A

Show only declared items ☐

Quick jump House Property Income(Loss) - Let Out Property (Sec 23A)

National Savings Certificate (NSC)

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

1 National Savings Certificate (NSC) :

2 Save 3 Submit & Preview 4 Next

5 Previous

Note:  
1. Photo Copy of certificates purchased on or after 01 Apr 2020.

Attachments Support

11 out of 11 are uploaded. 0 are pending

Document List

Document for

Life Insurance Premium LIC10001 - 3500.00

Life Insurance Premium LIC10002 - 3500.00

Previous Employment Income: Form-16 / Tax computation

1. Enter the **National savings certificate** value in the text box.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** button to navigate to the next form.
6. Click the **Previous** button to navigate to the previous form.

## Life Insurance Premium details

Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) **Ded. Under Sec 80C to 80CCD** Ded. Under Chapter VI A

Show only declared items ☐

Quick jump: House Property Income(Loss) - Let Out Property (Sec 22)

**Life Insurance Premium**

Life Insurance premium Ded. Thru. Payroll: 0

Declared	Proof Submitted	Approved	Remarks
0.00	7000.00	0.00	

1

**Life Insurance Premium**

Dependent Name	Policy Number	Policy Holder	Premium Type	Relationship	Date	No. of De
Test YW	UC10001	Test YW	Yearly	Spouse	01/01/2020	1

Declaration for pending Life Insurance due

Dependent Name	Policy Number	Policy Holder	Premium Type	Relationship	Date	No. of De
Test D	UC10002	Test D	Yearly	Daughter	01/03/2021	1

2 Save Submit & Preview 3

Red changes will be lost – please click 'Save' before proceeding to the next section

Note:

1. Life Insurance Premium paid towards dependants other than Spouse, Children cannot be considered for exemption. As per the provisions of Section 80C of the Income Tax Act 1961
2. Late fees cannot be considered
3. Declarations for premium due prior to Jan 2021 will not be considered & only Actual Paid Receipts prior to Jan 2021 will be considered
4. Deduction will be allowed only for premiums upto a maximum of 10% of the sum assured for policy issued on or after April 1, 2012. In case of policy issued before March 31, 2012, deduction will be allowed only for premiums upto a maximum of 20% of the sum assured.

5 Previous 4 Next

Attachments Support

11 out of 11 are uploaded, 0 are pending

Document List

Document for

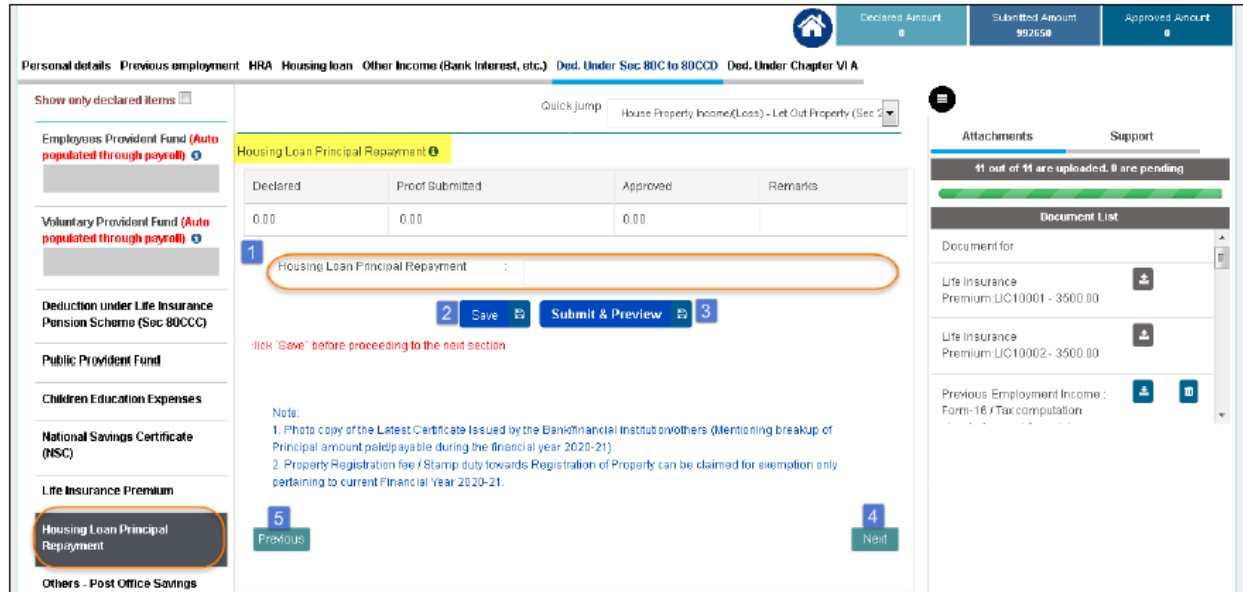
Life Insurance Premium UC10001 - 3500.00

Life Insurance Premium UC10002 - 3500.00

Previous Employment Income : Form-16 / Tax computation

1. Enter the mandatory details.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** button to navigate to the next form.
6. Click the **Previous** button to navigate to the previous form.

## Housing Loan Principal Repayment details



Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec 80C to 80CCD Ded. Under Chapter VI A

Show only declared items

Employees Provident Fund (Auto populated through payroll)

Voluntary Provident Fund (Auto populated through payroll)

Deduction under Life Insurance Pension Scheme (Sec 80CCC)

Public Provident Fund

Children Education Expenses

National Savings Certificate (NSC)

Life Insurance Premium

Housing Loan Principal Repayment

Others - Post Office Savings

Quick Jump: House Property Income(Loss) - Let Out Property (Sec 2)

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

1. Housing Loan Principal Repayment

2. Save

3. Submit & Preview

4. Next

5. Previous

Note:

1. Photo copy of the Latest Certificate issued by the Bank/financial institution/others (Mentioning breakup of Principal amount paid/payable during the financial year 2020-21).

2. Property Registration fee / Stamp duty towards Registration of Property can be claimed for exemption only pertaining to current Financial Year 2020-21.

Attachments: 11 out of 11 are uploaded, 0 are pending

Document List

Document for:

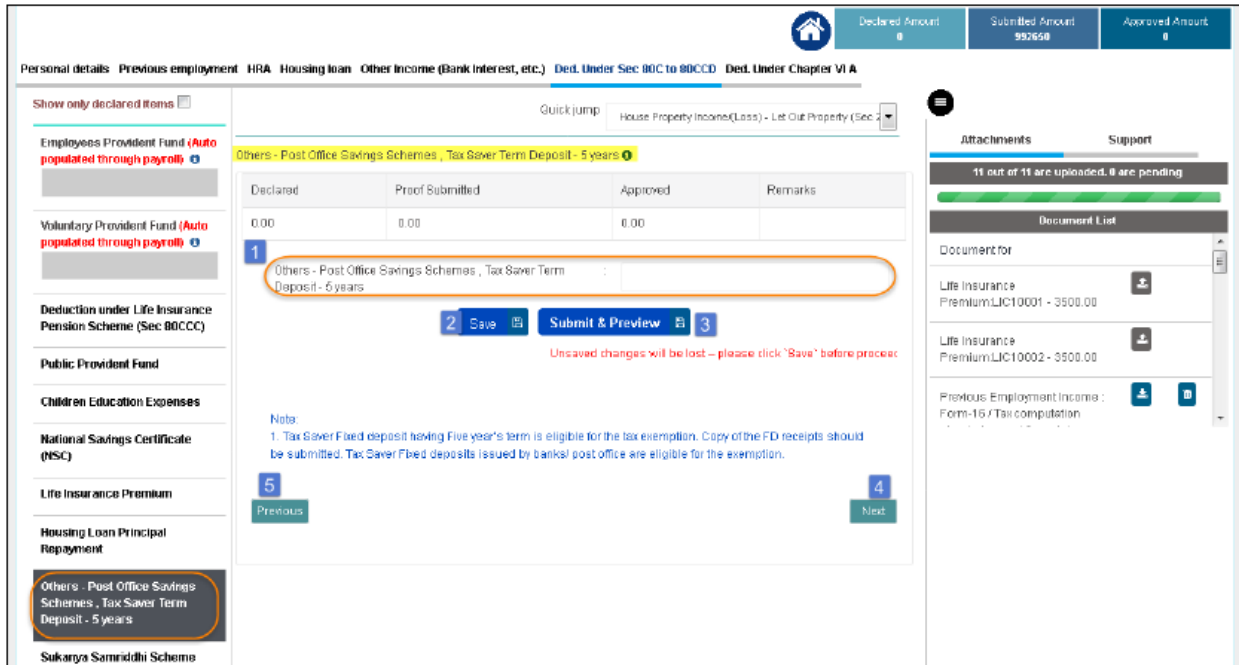
Life Insurance Premium UC10001 - 3500.00

Life Insurance Premium UC10002 - 3500.00

Previous Employment Income : Form-16 / Tax computation

1. Enter the **Housing loan principal repayment** value in the text box
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** button to navigate to the next form.
6. Click the **Previous** button to navigate to the previous form.

## Others - Post Office Savings Schemes, Tax Saver Term Deposit - 5 years Details

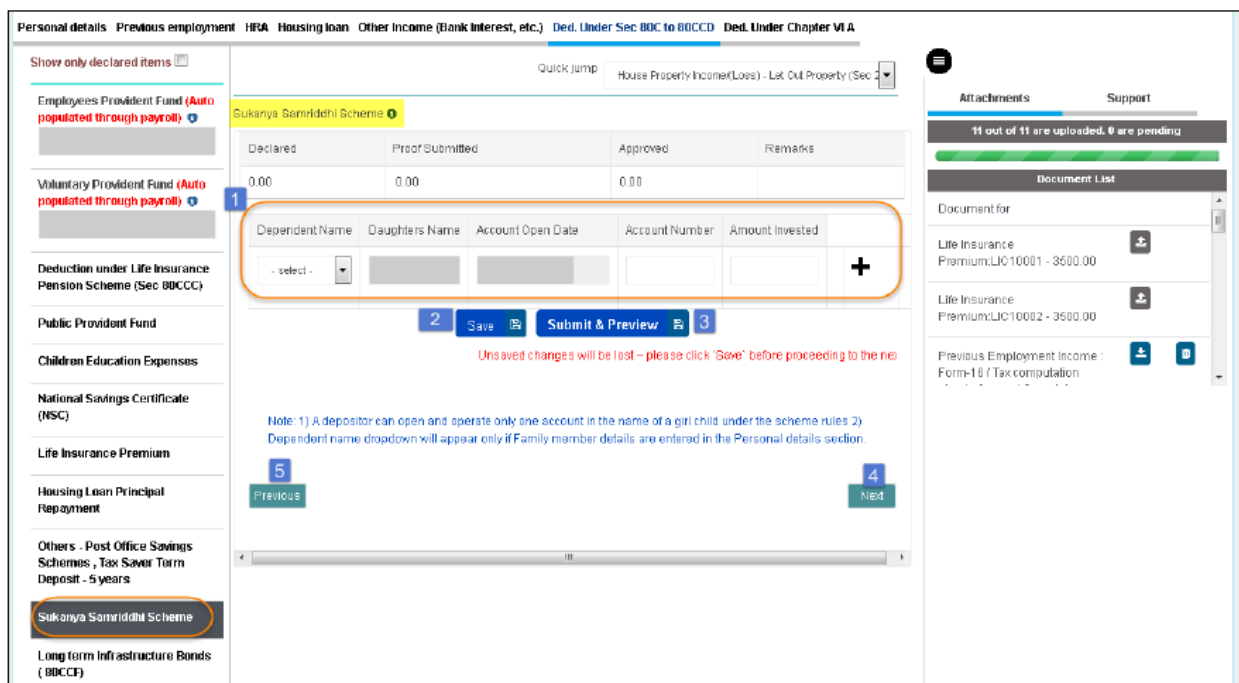


The screenshot displays the 'Others - Post Office Savings Schemes, Tax Saver Term Deposit - 5 years' form in the ASCENT HR application. The form is divided into several sections:

- Top Bar:** Shows 'Declared Amount', 'Submitted Amount' (992658), and 'Approved Amount'.
- Navigation:** Includes 'Personal details', 'Previous employment', 'HRA', 'Housing loan', 'Other Income (Bank Interest, etc.)', 'Ded. Under Sec. 80C to 80CCD', and 'Ded. Under Chapter VI A'.
- Left Sidebar:** Lists various deduction categories, with 'Others - Post Office Savings Schemes, Tax Saver Term Deposit - 5 years' highlighted.
- Main Form:**
  - Table:** A table with columns 'Declared', 'Proof Submitted', 'Approved', and 'Remarks'. It shows a single entry for 'Others - Post Office Savings Schemes, Tax Saver Term Deposit - 5 years' with values of 0.00.
  - Buttons:** 'Save' (2), 'Submit & Preview' (3), 'Previous' (5), and 'Next' (4).
  - Note:** A note stating that Tax Saver Fixed deposits having Five year's term are eligible for tax exemption, and copies of FD receipts should be submitted.
- Right Sidebar:** Shows 'Attachments' and 'Support' sections, indicating that 11 out of 11 documents are uploaded.

1. Enter the **others- post office savings scheme, Tax Saver Term Deposit - 5 years'** value in the text box.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** button to navigate to the next form.
6. Click the **Previous** button to navigate to the previous form.

## Sukanya Samridhi Scheme details



Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec. 80C to 80CCD Ded. Under Chapter VIA

Show only declared items

Quick Jump House Property Income(Loss) - Let Out Property (Sec. 2

Employees Provident Fund (Auto populated through payroll)

Voluntary Provident Fund (Auto populated through payroll)

Deduction under Life Insurance Pension Scheme (Sec. 80CCC)

Public Provident Fund

Children Education Expenses

National Savings Certificate (NSC)

Life Insurance Premium

Housing Loan Principal Repayment

Others - Post Office Savings Schemes, Tax Saver Term Deposit - 5 years

Sukanya Samridhi Scheme

Long term Infrastructure Bonds (LICCF)

Sukanya Samridhi Scheme

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

Dependent Name	Daughters Name	Account Open Date	Account Number	Amount Invested	
- select -					+

Save Submit & Preview

Unsaved changes will be lost - please click 'Save' before proceeding to the ne

Note: 1) A depositor can open and operate only one account in the name of a girl child under the scheme rules 2) Dependent name dropdown will appear only if Family member details are entered in the Personal details section.

Previous Next

Attachments Support

11 out of 11 are uploaded. 0 are pending

Document List

Document for

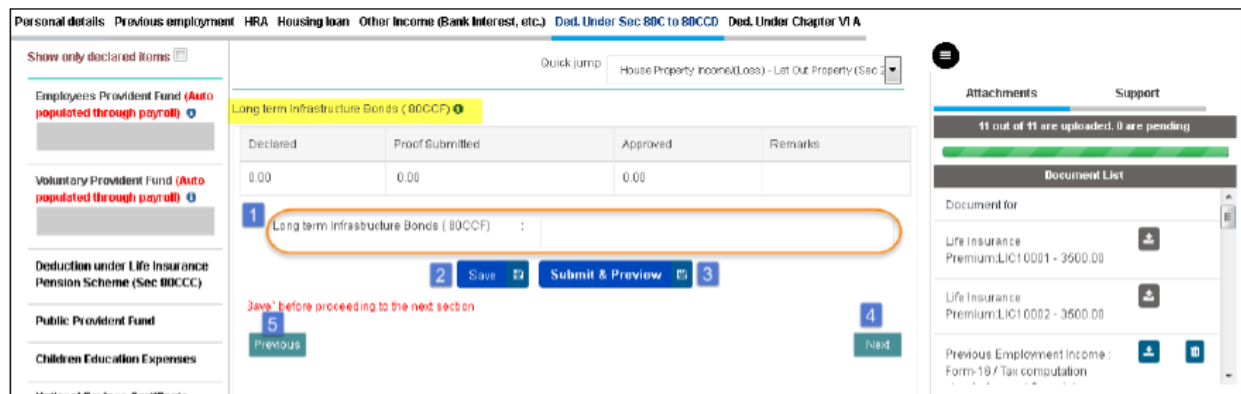
Life Insurance Premium:LIC10001 - 3500.00

Life Insurance Premium:LIC10002 - 3500.00

Previous Employment Income : Form-16 / Tax computation

1. Enter the Dependent name, account number and amount invested value.
2. Click the **Add** icon to add another dependent name, account number and amount invested value.
3. Click the **Delete** icon to delete the added details.
4. Click the **Save** button for later submission.
5. Upload the supporting document.
6. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
7. Click the **Next** button to navigate to the next form.
8. Click the **Previous** button to navigate to the previous form.

## Long Term Infrastructure Bond details



Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) **Ded. Under Sec 80C to 80CCD** Ded. Under Chapter VI A

Show only declared items

Employees Provident Fund (Auto populated through payroll)

Voluntary Provident Fund (Auto populated through payroll)

Deduction under Life Insurance Pension Scheme (Sec 80CCC)

Public Provident Fund

Children Education Expenses

National Savings Certificate

Quick jump: House Property Income(Loss) - Let Out Property (Sec 2)

**Long term infrastructure Bonds (80CCF)**

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

1 Long term infrastructure Bonds ( 80CCF ) :

2 Save 3 Submit & Preview

Save before proceeding to the next section

4 Next

5 Previous

Attachments Support

11 out of 11 are uploaded. 0 are pending

Document List

Document for

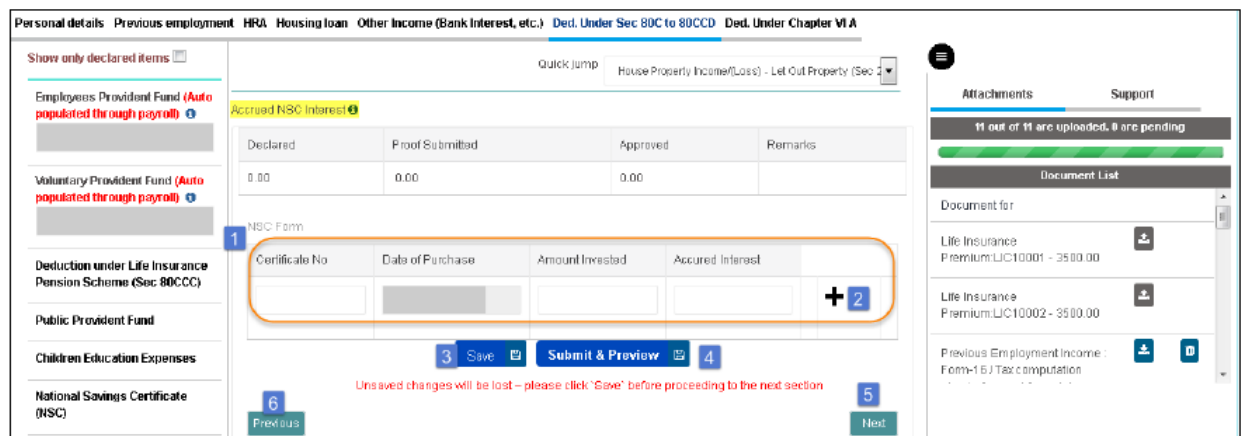
Life Insurance Premium LIC10001 - 3500.00

Life Insurance Premium LIC10002 - 3500.00

Previous Employment Income : Form-16 / Tax computation

1. Enter the **Long term infrastructure bond (80CCF)** value in text box.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** button to navigate to the next form.
6. Click the **Previous** button to navigate to the previous form.

## Accrued NSC Interest details



Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) **Ded. Under Sec 80C to 80CCD** Ded. Under Chapter VI A

Show only declared items

Employees Provident Fund (Auto populated through payroll)

Voluntary Provident Fund (Auto populated through payroll)

Deduction under Life Insurance Pension Scheme (Sec 80CCC)

Public Provident Fund

Children Education Expenses

National Savings Certificate (NSC)

Quick jump: House Property Income(Loss) - Let Out Property (Sec 2)

**Accrued NSC Interest**

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

1 NSC Form

Certificate No	Date of Purchase	Amount Invested	Accrued Interest

2 +

3 Save 4 Submit & Preview

Unsaved changes will be lost - please click 'Save' before proceeding to the next section

5 Next

6 Previous

Attachments Support

11 out of 11 are uploaded. 0 are pending

Document List

Document for

Life Insurance Premium LIC10001 - 3500.00

Life Insurance Premium LIC10002 - 3500.00

Previous Employment Income : Form-16 / Tax computation

1. Enter the NSC form details with certificate number.
2. Click the **Add** icon to add another certificate.
3. Click the **Delete** icon to delete the added details.
4. Click the **Save** button for later submission.

5. Upload the supporting document.
6. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
7. Click the **Next** button to navigate to the next form.
8. Click the **Previous** button to navigate to the previous form.

## Mutual Funds / ULIP details

Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) **Ded. Under Sec 80C to 80CCD** Ded. Under Chapter VI A

Show only declared items

Employees Provident Fund (Auto populated through payroll)

Voluntary Provident Fund (Auto populated through payroll)

Deduction under Life Insurance Pension Scheme (Sec 80CCC)

Public Provident Fund

Children Education Expenses

National Savings Certificate (NSC)

Life Insurance Premium

Housing Loan Principal Repayment

Others - Post Office Savings Schemes, Tax Saver Term Deposit - 5 years

Sukanya Samridhi Scheme

Long term Infrastructure Bonds (80CCF)

Accrued NSC Interest

**Mutual Funds / ULIP/ELSS**

Employee's contribution towards NPS

Quick jump: House Property Income (Loss) - Let Out Property (Sec 22)

**Mutual Funds / ULIP/ELSS**

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

Mutual Funds Form

Name of Investment	Date of Investment	Amount Invested	
Test	01/09/2020	20000	

Declaration for pending SIP due

Name of Investment	Date of Investment	Amount Invested	

2 Save 3 Submit & Preview

Unsaved changes will be lost – please click 'Save' before proceeding to the next section

Note:

1. Only tax free Mutual Funds will be exempted.
2. Declarations for premium due prior to Jan 2021 will not be considered & only Actual Paid Receipts prior to Jan 2021 will be considered.
3. The Mutual Funds - Declaration available under this section needs to be used only by those employees who have invested in Mutual Funds through a Systematic Investment plan (SIP). Employees have to submit the proof of payments made through SIP till Dec / Jan if the declaration (pertaining to pending payments of Jan/Feb/March) needs to be considered for tax computation.
4. If proof of payments through SIP till Dec / Jan are not enclosed the declaration will be nullified.

5 Previous 4 Next

Attachments Support

11 out of 11 are uploaded. 0 are pending

Document List

Document for

Life Insurance Premium: LIC1 0001 - 3500.00

Life Insurance Premium: LIC1 0002 - 3500.00

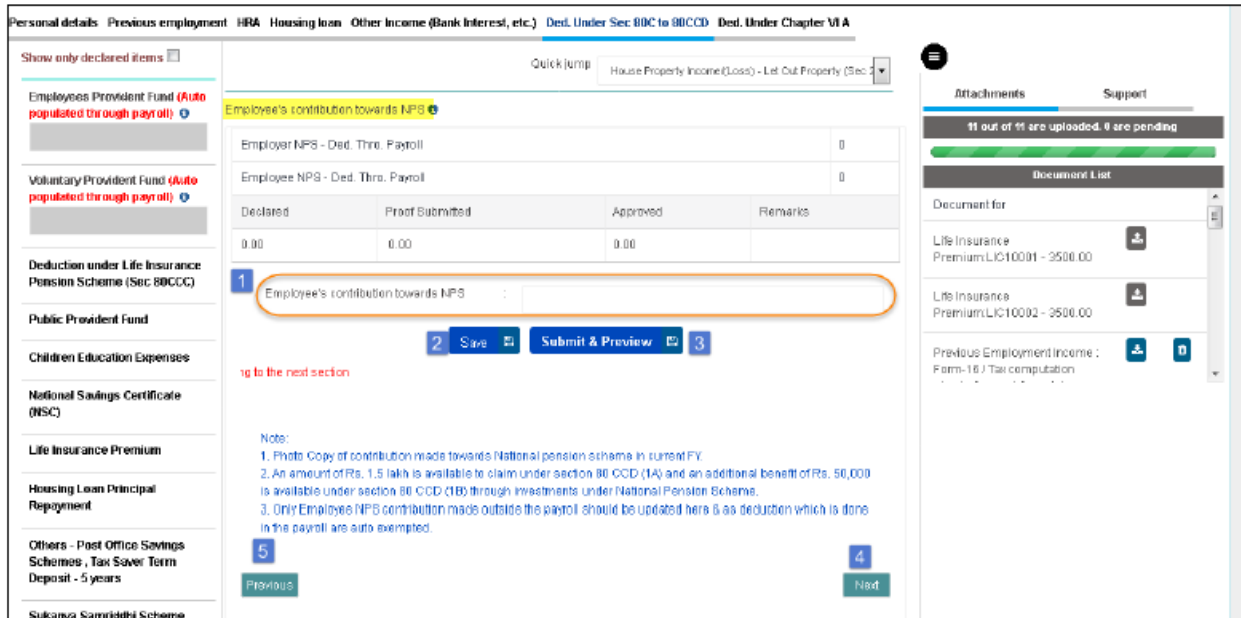
Previous Employment Income : Form-16 / Tax computation

1. Enter mandatory details in the form.
2. Click the **Add** icon to add another mutual fund investment details.
3. Click the **Delete** icon to delete the added details.
4. Click the **Save** button for later submission.
5. Upload the supporting document.
6. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
7. Click the **Next** button to navigate to the next form.



8. Click the **Previous** button to navigate to the previous form.

## Employees contribution towards NPS details in the form



The screenshot shows the 'Employee's contribution towards NPS' section of the form. The left sidebar lists various financial categories, with 'Employee's contribution towards NPS' highlighted. The main area contains a table for NPS contributions and a text input field for the employee's contribution.

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

1. Enter the Employee's contribution towards NPS value in the text input field.

2. Click the **Save** button.

3. Click the **Submit & Preview** button.

4. Click the **Next** button.

5. Click the **Previous** button.

Note:

1. Photo Copy of contribution made towards National pension scheme in current FY.
2. An amount of Rs. 1.5 lakh is available to claim under section 80 CCD (1A) and an additional benefit of Rs. 50,000 is available under section 80 CCD (1B) through investments under National Pension Scheme.
3. Only Employee NPS contribution made outside the payroll should be updated here & as deduction which is done in the payroll are auto exempted.

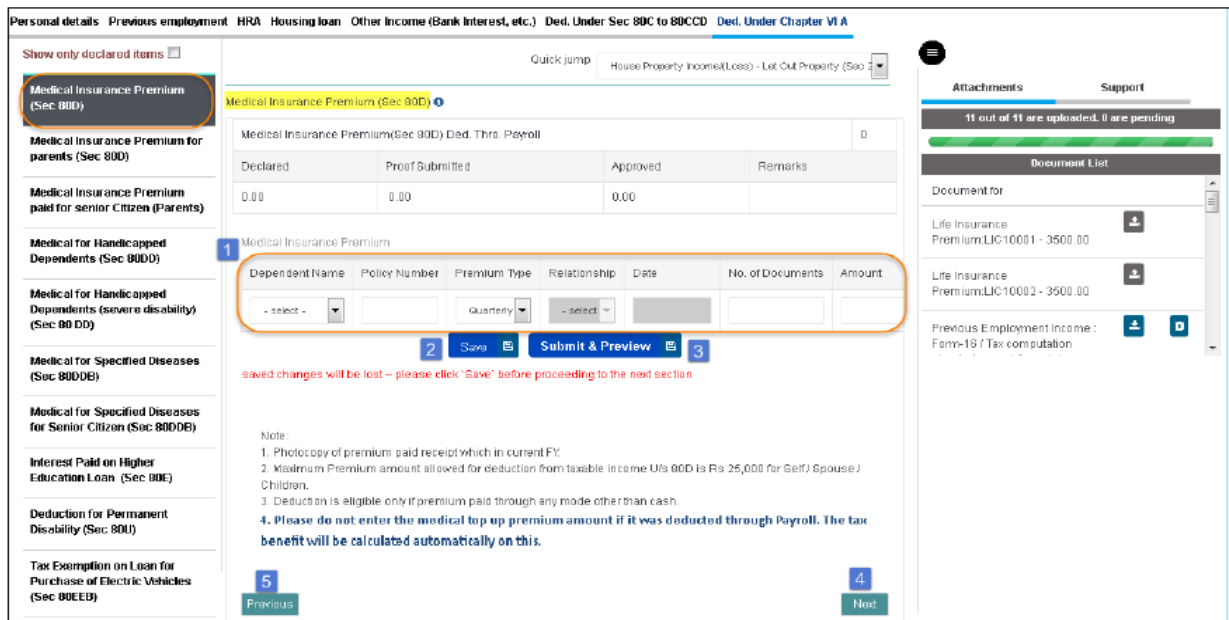
1. Enter the **Employee contribution towards NPS** value in textbox.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** Button to navigate to **Other Permitted Exemptions (Section 80D to 80 U)** section Click the **Previous** button to navigate to the previous form.

## Filling the Ded. Under Chapter VI A (Section 80D to 80 U)

- Under Section 80D to 80 U, declare the Investments under following sections:

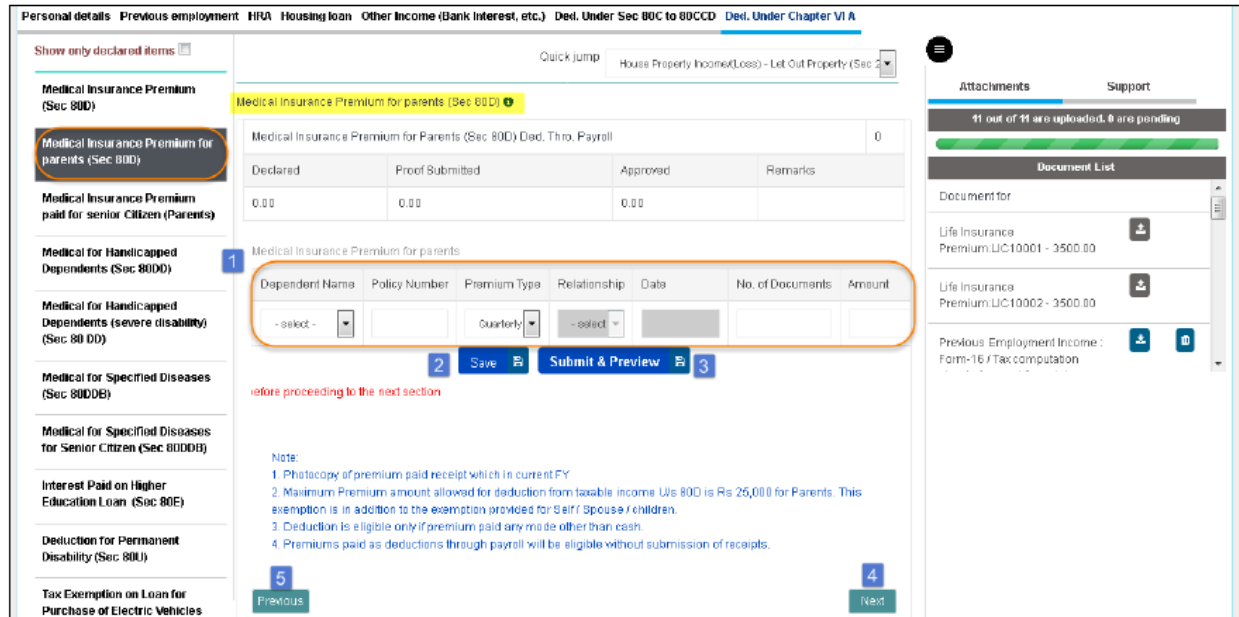
1. Medical Insurance Premium (Sec 80D)
2. Medical Insurance Premium for parents (sec 80D)
3. Medical Insurance Premium paid for senior Citizen (Parents)
4. Medical for Handicapped Dependents (Sec 80DD)
5. Medical for Handicapped Dependents (severe disability) (Sec 80 DD)
6. Medical for Specified Diseases (Sec 80DDB)
7. Medical for Specified Diseases for Senior Citizen (Sec 80DDB)
8. Interest Paid on Higher Education Loan (Sec 80E)
9. Deduction for Permanent Disability (Sec 80U)
- 10.80 EEB

### Medical Insurance Premium (Sec 80D) details



1. Fill the mandatory details in the form.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** Button to navigate to the next form.

## Medical Insurance Premium for parents (Sec 80D) details



Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec 80C to 80CCD Ded. Under Chapter VI A

Show only declared items

Medical Insurance Premium (Sec 80D)

Medical Insurance Premium for parents (Sec 80D)

Medical Insurance Premium paid for senior Citizen (Parents)

Medical for Handicapped Dependents (Sec 80DD)

Medical for Handicapped Dependents (severe disability) (Sec 80DD)

Medical for Specified Diseases (Sec 80DD)

Medical for Specified Diseases for Senior Citizen (Sec 80DD)

Interest Paid on Higher Education Loan (Sec 80E)

Deduction for Permanent Disability (Sec 80U)

Tax Exemption on Loan for Purchase of Electric Vehicles

Quick Jump: House Property Income/Loss - Let Out Property (Sec 2)

Medical Insurance Premium for parents (Sec 80D)

Medical Insurance Premium for Parents (Sec 80D) Ded. Thro. Payroll

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

Medical Insurance Premium for parents

Dependent Name	Policy Number	Premium Type	Relationship	Date	No. of Documents	Amount
- select -		Quarterly	- select -			

2 Save 3 Submit & Preview 4

before proceeding to the next section

Note:

1. Photocopy of premium paid receipt which is current FY
2. Maximum Premium amount allowed for deduction from taxable income U/s 80D is Rs 25,000 for Parents. This exemption is in addition to the exemption provided for Self/ Spouse / children.
3. Deduction is eligible only if premium paid any mode other than cash.
4. Premiums paid as deductions through payroll will be eligible without submission of receipts.

5 Previous 4 Next

Attachments Support

11 out of 14 are uploaded, 0 are pending

Document List

Document for

Life Insurance Premium LIC10001 - 3500.00

Life Insurance Premium LIC10002 - 3500.00

Previous Employment Income : Form-16 / Tax computation

1. Fill the mandatory details in the form.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** Button to navigate to the next form.

## Medical Insurance Premium paid for senior Citizen (Parents) details

Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec 80C to 80CCD Ded. Under Chapter VI A

Show only declared items

Quick Jump House Property Income(Loss) - Let Out Property (Sec 2

Medical Insurance Premium paid for senior Citizen (Parents) 0

Medical Insurance Premium paid for Sr. Citizen (Parents) Ded. Thru Payroll

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

Medical Insurance Premium for senior Citizen (Parents)

1

Dependent Name	Policy Number	Premium Type	Relationship	Date	No. of Documents	Amount
- select -		Quarterly	- select -			

2 Save 3 Submit & Preview

Unsaved changes will be lost – please click 'Save' before proceeding to the next s

Note:

1. Photocopy of premium paid receipt which in current FY.
2. Maximum Premium amount allowed for deduction from taxable income U/s 80D is Rs 50,000 for senior Citizen (Parents).
3. Deduction is eligible only if premium paid any mode other than cash.
4. Premiums paid as deductions through payroll will be eligible without submission of receipts.

5 Previous 4 Next

Attachments Support

11 out of 11 are uploaded. 0 are pending

Document List

Possession certificate -Pre- EMI statement for the previous year

Interest on Housing Loan-Self Occupied - Loan Certificate and Possession certificate

Possession Certificate (other supporting

80EEA-80EEA

1. Fill the mandatory details in the form.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** Button to navigate to the next form.

## Medical for Handicapped Dependents (Sec 80DD) details

Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec 80C to 80CCD Ded. Under Chapter VI A

Show only declared items

Medical Insurance Premium (Sec 80D)

Medical Insurance Premium for parents (Sec 80D)

Medical Insurance Premium paid for senior Citizen (Parents)

**Medical for Handicapped Dependents (Sec 80DD)**

Medical for Handicapped Dependents (severe disability) (Sec 80DD)

Medical for Specified Diseases (Sec 80DD)

Medical for Specified Diseases for Senior Citizen (Sec 80DD)

Interest Paid on Higher Education Loan (Sec 80E)

Deduction for Permanent Disability (Sec 80U)

Tax Exemption on Loan for Purchase of Electric Vehicles (Sec 80EEB)

Quick jump: House Property Income(Loss) - Let Out Property (Sec 2)

Medical for Handicapped Dependents (Sec 80DD)

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

Medical for Handicapped Dependents (Sec 80DD)

1 Disability Percentage : - select -

Amount : 0

2 Save

Submit & Preview 3

4 Next

5 Previous

xt section

Note:

1. Deduction in respect to any expenditure incurred for the medical treatment (including nursing, training and rehabilitation of a dependant being a person with disability.
2. For severe disability (Disability over 80%) a deduction of Rs 1,25,000/- will be eligible.
3. Certificate issued by a medical authority (who is a physician, a surgeon, an oculist or a psychiatrist) which is valid for 2020-21 financial year in the Form 10-IA. If the certificate is not valid for FY 2019-20, the exemption will not be given.

Attachments Support

11 out of 11 are uploaded, 0 are pending

Document List

Possession certificate -Pre-EMI statement for the previous year

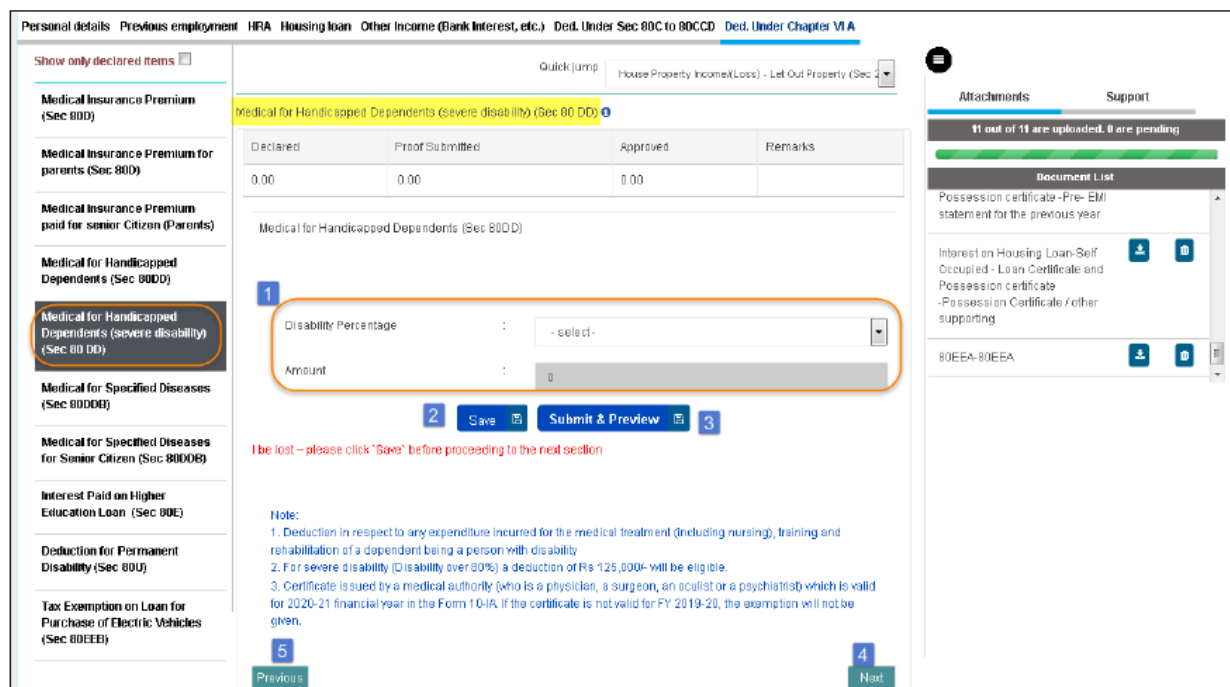
Interest on Housing Loan-Self Occupied - Loan Certificate and Possession certificate

Possession Certificate / other supporting

80EEA-80EEA

1. Select the Disability Percentage and enter the amount.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** Button to navigate to the next form.

## Medical for Handicapped Dependents (severe disability) (Sec 80 DD) details



Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec.80C to 80CCD Ded. Under Chapter VI A

Show only declared items

Medical Insurance Premium (Sec 80D)

Medical Insurance Premium for parents (Sec 80D)

Medical Insurance Premium paid for senior Citizen (Parents)

Medical for Handicapped Dependents (Sec 80DD)

**Medical for Handicapped Dependents (severe disability) (Sec 80 DD)**

Medical for Specified Diseases (Sec 80DD)

Medical for Specified Diseases for Senior Citizen (Sec 80DD)

Interest Paid on Higher Education Loan (Sec 80E)

Deduction for Permanent Disability (Sec 80U)

Tax Exemption on Loan for Purchase of Electric Vehicles (Sec 80EEB)

Quick jump: House Property Income(Loss) - Let Out Property (Sec 2)

Medical for Handicapped Dependents (severe disability) (Sec 80 DD)

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

Medical for Handicapped Dependents (Sec 80DD)

1. Disability Percentage: - select -

Amount: 0

2. Save

3. Submit & Preview

I be lost – please click 'Save' before proceeding to the next section

Note:

1. Deduction in respect to any expenditure incurred for the medical treatment (including nursing), training and rehabilitation of a dependent being a person with disability
2. For severe disability (Disability over 80%) a deduction of Rs 125,000/- will be eligible.
3. Certificate issued by a medical authority (who is a physician, a surgeon, an oculist or a psychiatrist) which is valid for 2020-21 financial year in the Form 10-IA. If the certificate is not valid for FY 2019-20, the exemption will not be given.

5. Previous

4. Next

Attachments Support

11 out of 11 are uploaded, 0 are pending

Document List

Possession certificate - Pre-EMI statement for the previous year

Interest on Housing Loan-Self Occupied - Loan Certificate and Possession certificate

Possession Certificate / other supporting

80EEA-80EEA

1. Select the Disability Percentage and enter the amount.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** Button to navigate to the next form.

### Note:

- Employee cannot claim for both Medical for Handicapped Dependents (Sec 80DD) and Medical for Handicapped Dependents (severe disability) (Sec 80 DD)

## Medical for Specified Diseases (Sec 80DDDB) details

Personal details | Previous employment | HRA | Housing loan | Other Income (Bank Interest, etc.) | Ded. Under Sec 80C to 80CCD | Ded. Under Chapter VI A

Show only declared items ☐

Quick jump: House Property Income(Loss) - Let Out Property (Sec 2)

**Medical for Specified Diseases (Sec 80DDDB)**

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

1. Medical for Specified Diseases (Sec 80DDDB) :

2. Save  3. Submit & Preview

Unsaved changes will be lost – please click 'Save' before

Note:

- Maximum deduction eligible u/s 80DDDB is Actual expenses incurred or Rs 40,000/- whichever is less.
- Documents to be submitted are a prescription from a specialist doctor containing name and age of the patient, name of the disease/illness along with name, address, registration number and qualification of the specialist and **employee has to submit the original medical bills / expenditure incurred during the current financial year.**
- Deduction under this section shall be reduced by the amount received if any from the insurance company or reimbursed by employer for the above treatment.

5. Previous  4. Next

**Attachments** | Support

11 out of 11 are uploaded. 0 are pending

**Document List**

- Possession certificate -Pre-Exit statement for the previous year
- Interest on Housing Loan- Self Occupied - Loan Certificate and Possession certificate
- Possession Certificate / other supporting
- 80EEA-80EEA

1. Enter the Medical for Specified Diseases (Sec 80DDDB) value in the textbox.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** Button to navigate to the next form.

## Medical for Specified Diseases for Senior Citizen (Sec 80DDB) details



Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec 80C to 80CCD Ded. Under Chapter VI A

Show only declared items ☐

Quick jump House Property Income(Loss) - Let Out Property (Sec 2

Medical Insurance Premium (Sec 80D)

Medical Insurance Premium for parents (Sec 80D)

Medical Insurance Premium paid for senior Citizen (Parents)

Medical for Handicapped Dependents (Sec 80DD)

Medical for Handicapped Dependents (severe disability) (Sec 80DD)

Medical for Specified Diseases (Sec 80DDB)

Medical for Specified Diseases for Senior Citizen (Sec 80DDB)

Interest Paid on Higher Education Loan (Sec 80E)

Deduction for Permanent

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

1 Medical for Specified Diseases for Senior Citizen (Sec 80DDB)

2 Save

Submit & Preview

3

Unsaved changes will be lost – please click 'Save' before

Note:

1. Maximum deduction eligible u/s 80DDB is actual expenses incurred or Rs 1,00,000 which ever is less

2. Documents to be submitted are a prescription from a specialist doctor containing name and age of the patient, name of the disease/ailment along with name, address, registration number and qualification of the specialist and employee has to submit the original medical bills / expenditure incurred during the current financial year.

3. Deduction under this section shall be reduced by the amount received if any from the insurance company or reimbursed by employer for the above treatment.

5 Previous

4 Next

Attachments Support

11 out of 11 are uploaded, 0 are pending

Document List

Possession certificate - Pre-EMI statement for the previous year

Interest on Housing Loan - Self Occupied - Loan Certificate and Possession certificate - Possession Certificate / other supporting

80EEA-80EEA

1. Enter the **Medical for Specified Diseases for Senior Citizen (Sec 80DDB)** value in the textbox.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** Button to navigate to the next form.



## Interest Paid on Higher Education Loan (Sec80E) details

Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec 80C to 80CCD Ded. Under Chapter VI A

Show only declared items

Medical Insurance Premium (Sec 80D)

Medical Insurance Premium for parents (Sec 80D)

Medical Insurance Premium paid for senior Citizen (Parents)

Medical for Handicapped Dependents (Sec 80DD)

Medical for Handicapped Dependents (severe disability) (Sec 80DD)

Medical for Specified Diseases (Sec 80DD)

Medical for Specified Diseases for Senior Citizen (Sec 80DD)

Interest Paid on Higher Education Loan (Sec 80E)

Deduction for Permanent Disability (Sec 80U)

Tax Exemption on Loan for Purchase of Electric Vehicles (Sec 80EEB)

Quick Jump House Property Income(Loss) - Let Out Property (Sec 2)

Interest Paid on Higher Education Loan (Sec 80E)

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

Interest Paid on Higher Education Loan (Sec 80E)

1 Loan sanctioned year : - Select -

Amount : 0

2 Save 3 Submit & Preview

Unsaved changes will be lost – please click 'Save' before proceeding to the next page.

Note:

1. Full amount of interest paid during the financial year will be eligible.
2. Photo Copy of Certificate issued by the bank or the Financial institution mentioning the interest amount collected/ accrued for the financial year.
3. Loan can be taken for education of Self, Spouse or children.

5 Previous 4 Next

Attachments Support

11 out of 11 are uploaded. 0 are pending

Document List

Possession certificate - Pre-EMI statement for the previous year

Interest on Housing Loan - Self Occupied - Loan Certificate and Possession certificate - Possession Certificate / other supporting

80EEA-80EEA

- Fill the mandatory details in the form.
- Click the **Save** button for later submission.
- Upload the supporting document.
- Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
- Click the **Next** Button to navigate to the next form.

## Deduction for Permanent Disability (Sec 80U) details

Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec 80C to 80CCD Ded. Under Chapter VI-A

Show only declared items

Medical Insurance Premium (Sec 80D)

Medical Insurance Premium for parents (Sec 80D)

Medical Insurance Premium paid for senior Citizen (Parents)

Medical for Handicapped Dependents (Sec 80DD)

Medical for Handicapped Dependents (severe disability) (Sec 80DD)

Medical for Specified Diseases (Sec 80DD)

Medical for Specified Diseases for Senior Citizen (Sec 80DD)

Interest Paid on Higher Education Loan (Sec 80E)

**Deduction for Permanent Disability (Sec 80U)**

Tax Exemption on Loan for Purchase of Electric Vehicles (Sec 80EEB)

Quick jump: House Property Income(Loss) - Let Out Property (Sec 2)

Deduction for Permanent Disability (Sec 80U)

Declared	Proof Submitted	Approved	Remarks
0.00	0.00	0.00	

Deduction for Permanent Disability (Sec 80U)

1. Disability Percentage: - select -

Amount: 0

2. Save

Submit & Preview

3. Unsaved changes will be lost – please click "Save" before

Note:

1. Deduction in respect to any expenditure incurred for the medical treatment (including nursing), training and rehabilitation of self.
2. A deduction of Rs. 75,000/- will be eligible. In case of severe disability (Disability over 80%) Rs 1,25,000/- will be allowed.
3. Certificate issued by a medical authority (who is a physician, a surgeon, an oculist or a psychiatrist) which is valid for FY 2020-21 in the Form 10-IA. If the certificate is not valid for FY 2019-20, the exemption will not be given.

5. Previous

4. Next

Attachments Support

11 out of 14 are uploaded, 0 are pending

Document List

Possession certificate -Pre-EMI statement for the previous year

Interest on Housing Loan-Self Occupied - Loan Certificate and Possession certificate -Possession Certificate / other supporting

80EEA-80EEA

1. Select the Disability Percentage and enter the amount.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Next** Button to navigate to the next form.

## 80EEB details

Personal details Previous employment HRA Housing loan Other Income (Bank Interest, etc.) Ded. Under Sec 80C to 80CCD Ded. Under Chapter VI A

Show only declared items

Quick Jump: House Property Income(Loss) - Let Out Property (Sec 2

Medical Insurance Premium (Sec 80D)

Medical Insurance Premium for parents (Sec 80D)

Medical Insurance Premium paid for senior Citizen (Parents)

Medical for Handicapped Dependents (Sec 80DD)

Medical for Handicapped Dependents (severe disability) (Sec 80DD)

Medical for Specified Diseases (Sec 80DD)

Medical for Specified Diseases for Senior Citizen (Sec 80DD)

Interest Paid on Higher Education Loan (Sec 80E)

Deduction for Permanent Disability (Sec 80U)

Tax Exemption on Loan for Purchase of Electric Vehicles (Sec 80EEB)

Tax Exemption on Loan for Purchase of Electric Vehicles (Sec 80EEB)

Declared Proof Submitted Approved Remarks

0.00 0.00 0.00

80EEB

The loan should be sanctioned by the financial institution (banks, NBFCs, etc) between April 1, 2019 to March 31, 2023

The interest part of the loan is eligible for deduction u/s 80EEB

1 Save 2 Submit & Preview 3

Unsaved changes will be lost – please click 'Save' before proceed

Note:

- The loan should be sanctioned by the financial institution (banks, NBFCs, etc) between April 1, 2019 to March 31, 2023.
- Only the interest part of the loan is eligible for deduction u/s 80EEB.
- The maximum amount of deduction under this section 80EEB in a financial year is Rs 1.5 lakhs.
- This is over and above 1.5 Lakh deduction u/s 80C.
- Submit Interest Certificate from financial institution (banks, NBFCs, etc) to claim deduction

3 Previous

Attachments Support

11 out of 11 are uploaded, 0 are pending

Document List

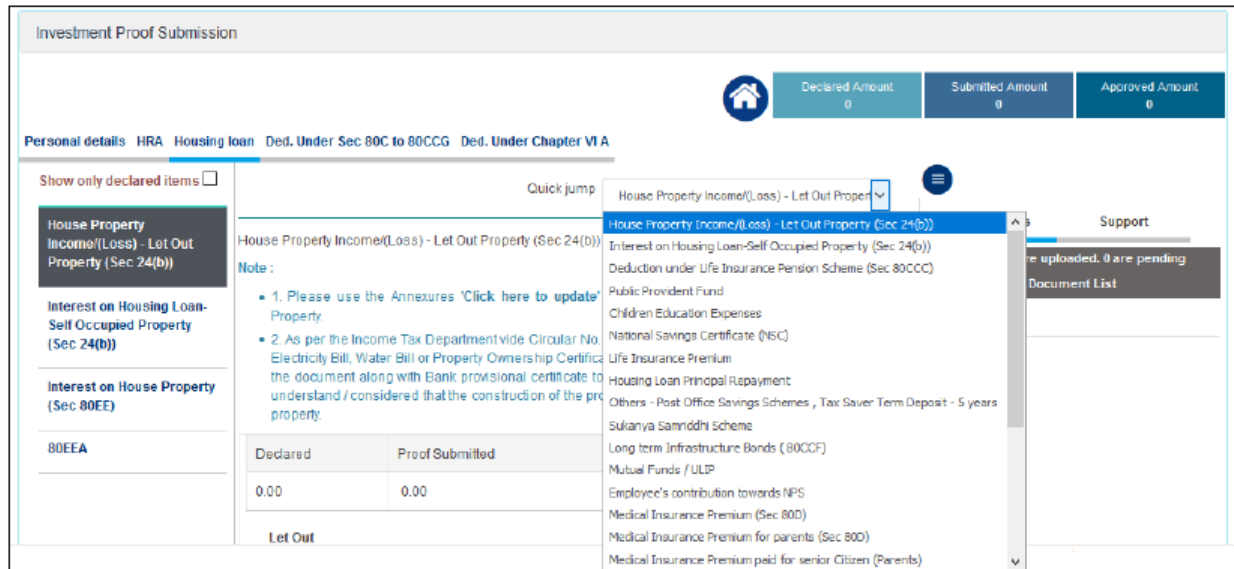
Possession certificate -Pre-EMI statement for the previous year

Interest on Housing Loan-Self Occupied - Loan Certificate and Possession certificate -Possession Certificate /other supporting

80EEA-80EEA

1. Fill the mandatory details in the form.
2. Click the **Save** button for later submission.
3. Upload the supporting document.
4. Click the **Submit & Preview** button to submit the proof. The details entered cannot be edited and this will take you to **Form 12BB** page.
5. Click the **Previous** Button to navigate to the previous form.

## Fill the specific application through the quick jump option



The screenshot displays the 'Investment Proof Submission' interface. At the top, there are three buttons: 'Declared Amount' (0), 'Submitted Amount' (0), and 'Approved Amount' (0). Below these, a navigation bar includes 'Personal details', 'HRA', 'Housing loan', 'Ded. Under Sec 80C to 80CCG', and 'Ded. Under Chapter VI A'. The 'Housing loan' tab is active. On the left, a sidebar lists 'House Property Income(Loss) - Let Out Property (Sec 24(b))', 'Interest on Housing Loan-Self Occupied Property (Sec 24(b))', 'Interest on House Property (Sec 80EE)', and '80EEA'. The main area shows a 'Quick jump' dropdown menu with a list of investment options. The first option, 'House Property Income(Loss) - Let Out Property (Sec 24(b))', is selected and expanded, showing a list of sub-options including 'Interest on Housing Loan-Self Occupied Property (Sec 24(b))', 'Deduction under Life Insurance Pension Scheme (Sec 80CCC)', 'Public Provident Fund', 'Children Education Expenses', 'National Savings Certificate (NSC)', 'Life Insurance Premium', 'Housing Loan Principal Repayment', 'Others - Post Office Savings Schemes, Tax Saver Term Deposit - 5 years', 'Sukanya Samriddhi Scheme', 'Long term Infrastructure Bonds (80CCF)', 'Mutual Funds / ULIP', 'Employee's contribution towards NPS', 'Medical Insurance Premium (Sec 80D)', 'Medical Insurance Premium for parents (Sec 80D)', and 'Medical Insurance Premium paid for senior Citizen (Parents)'. A table below the dropdown shows 'Declared' and 'Proof Submitted' amounts, both at 0.00. On the right, a 'Support' section indicates '0 are pending' and a 'Document List' table.

Declared	Proof Submitted
0.00	0.00

- Click **Quick jump** and view the forms listed.
- Select the required form and submit the details.



## User Guide for Employee Proof Submission – Lumen IT India Pvt Ltd

### Submitting the Proof by Uploading form 12BB

Investment Proof Submission

Component	Submitted	Approved
<b>Previous Employment Income</b>		
Income received from previous employer salary	50000.00	0
Professional Tax recovered by previous employer	1800.00	0
Provident Fund contributed with Previous employer	15000.00	0
Tax paid outside salary / Tax recovered by previous employer	14000.00	0
<b>Housing Rent Received Submission (HRC)</b>		
Rent Paid Apr-20	0.00	0
Rent Paid May-20	0.00	0
Rent Paid Jun-20	0.00	0
Rent Paid Jul-20	0.00	0
Rent Paid Aug-20	0.00	0
Rent Paid Sep-20	0.00	0
Rent Paid Oct-20	0.00	0
Rent Paid Nov-20	0.00	0
Rent Paid Dec-20	8000.00	0
Rent Paid Jan-21	8000.00	0
Rent Paid Feb-21	8000.00	0
Rent Paid Mar-21	8000.00	0
<b>Housing Loan/House Property/Other Income</b>		
House Property Income(Loss) - Let Out Property (Sec 24(b))	-14000.00	0
Interest on Housing Loan-Self Occupied Property (Sec 24(b))	125000.00	0
Interest on House Property (Sec 80EE)	0.00	0
Interest on Housing Loan - Additional Deduction (Sec 80EEA)	160000.00	0
Other Income (Bank Interest, etc.)	0.00	0
<b>Total Investments (Sec 80C, 80CC, limited up to Rs. 5.5 Lakh + Rs.50000 for additional NPS)</b>		
Employees Provident Fund (Auto populated through payroll)		0
Voluntary Provident Fund (Auto populated through payroll)		0
Deduction under Life Insurance Pension Scheme (Sec 80CCC)	0.00	0
Public Provident Fund	0.00	0
Children Education Expenses	0.00	0
National Savings Certificate (NSC)	0.00	0
Life Insurance Premium	7000.00	0
Housing Loan Principal Repayment	0.00	0
Others - Post Office Savings Schemes, Tax Saver Term Deposit - 5 years	0.00	0
Sukanya Samriddhi Scheme	0.00	0
Long term Infrastructure Bonds (80CCF)	0.00	0
Accrued NSC Interest	0.00	0
Mutual Funds / ULIPY ELSS	0.00	0
Employee's contribution towards NPS	0.00	0
<b>Other Permitted Exemptions (Section 80D to 80DD)</b>		
Medical Insurance Premium (Sec 80D)	0.00	0
Medical Insurance Premium for parents (Sec 80D)	0.00	0
Medical Insurance Premium paid for senior Citizen (Parents)	0.00	0
Medical for Handicapped Dependents (Sec 80DD)	0.00	0
Medical for Handicapped Dependents (severe disability) (Sec 80 DD)	0.00	0
Medical for Specified Diseases (Sec 80DDB)	0.00	0
Medical for Specified Diseases for Senior Citizen (Sec 80DDB)	0.00	0
Interest Paid on Higher Education Loan (Sec 80E)	0.00	0
Deduction for Permanent Disability (Sec 80U)	0.00	0
Tax Exemption on Loan for Purchase of Electric Vehicles (Sec 80EEB)	0.00	0

11 out of 11 are uploaded, 0 are pending

Document List

Document for

Life Insurance Premium UC10001 - 3500.00

Life Insurance Premium UC10002 - 3500.00

Previous Employment Income : Form-16 / Tax computation sheet of current financial year - duly signed by the respective authorized signatory/Previous Employment Income : Form-16 / Tax computation sheet of current financial year - duly signed by the respective authorized signatory

HRA (Rent paid) Documents-Rent Declaration (Future Rent payable)

Uploading Form 12 BB

Yes (Document upload)

No (Self declaration)

2

Browse

No file selected.

Upload Form 12BB

Upload

Generate Form 12BB

3

1

Proof Submission Declaration

I declare the information given above is true & correct. I undertake to inform immediately of any change in the above facts. Any income tax liability arising out of wrong declaration will be my responsibility.

4

Submit Tax Proof

Please Note:

No alteration or modification allowed in EPSP (Investment Proofs) tool once you submit the "Submit Tax Proof" button.

Self attested 12BB only should be uploaded, Else will not be considered

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1. Click **Generate form 12BB**.
2. View the generated form.
3. Save in specified location.
4. Click **Browse** to browse the form 12BB from specified location.
5. Click the **Upload** button to upload the browsed form.
6. View the **Re-Generate form 12BB displayed** to regenerating form 12BB if required before submission.
7. Acknowledge the **Proof Submission Declaration**
8. Click the **Submit Tax Proof** button to submit the proof.

OR,

Click on second option of No (Self Declaration) as shown below. Tick the two check boxes and click on Final submit button.

By using this option, there is no need to upload manual 12 BB.

Other Permitted Exemptions (Section 80D to 80U)		
Medical Insurance Premium (Sec 80D)	0.00	0
Medical Insurance Premium for parents (Sec 80D)	0.00	0
Medical Insurance Premium paid for senior Citizen (Parents)	0.00	0
Medical for Handicapped Dependents (Sec 80DD)	0.00	0
Medical for Handicapped Dependents (severe disability) (Sec 80 DD)	0.00	0
Medical for Specified Diseases (Sec 80DDB)	0.00	0
Medical for Specified Diseases for Senior Citizen (Sec 80DDB)	0.00	0
Interest Paid on Higher Education Loan (Sec 80E)	0.00	0
Deduction for Permanent Disability (Sec 80U)	0.00	0
Tax Exemption on Loan for Purchase of Electric Vehicles (Sec 80EEB)	0.00	0

Uploading Form 12 BB

☐ Yes (Document upload)

☒ No (Self declaration)

**12BB Self Declaration:** ☐

I declare that the information given in FORM 12BB is true & correct. I undertake to inform immediately of any changes to the above facts. Any Income tax liability arising out of wrong declaration will be my responsibility and I acknowledge this declaration as alternate for the Signed Form 12 BB upload.

**Proof Submission Declaration:** ☐

I declare the information given above is true & correct. I undertake to inform immediately of any change in the above facts. Any Income tax liability arising out of wrong declaration will be my responsibility.

Submit Tax Proof

Investment Proof Submission

View
Preview

### GENERAL GUIDELINES

- 1) Update your Tax Savings Details with the details of your actual supporting you have for the Financial Year 2020 - 2021.
- 2) Enter the data accurately and also re-check before final submission.
- 3) Please keep all your investment proofs and supporting documents (soft copy) readily available. These details have to be uploaded under "Attachments".
- 4) There are two columns with the heading Declared and Submitted. While the Declared column shows the details of your previous declaration provided for tax processing, you will have to enter the details of your actual tax submissions in Submitted section only.
- 5) Please use the Rent declaration format for Jan 2021/Feb 2021 /Mar 2021 which is available under Downloads Menu for future rent payable. Rent Receipt format is also available under "Download" section.
- 6) Before final submission, print of Form 12BB is to be taken (which is generated through ascent portal) and is to be signed and uploaded again, post which Final Submission is to be done.
- 7) As per the Income Tax Department Circular No.17/2014, employee need to submit either Electricity Bill or Water Bill or Property Ownership Certificate for claiming Home loan benefit under Self Occupied/Let-out house property. This proof is basically to understand / considered that the construction of the property is completed and people are residing in that property.
- 8) Loss from House property deduction restricted to 2.0 Lakhs for the FY 2020-21 including Self occupied & Let out property.
- 9) Income tax will be calculated based on approved value of investment proofs submitted & all your declaration will be nullified after the cutoff date. Failure to submit the Investment Proofs against declaration will result in higher income tax deduction.
- 10) Please be sure about the accuracy of your submissions before clicking the final submission ("Submit Tax Proof") button as the tool will not allow to make any modifications OR additions in EPSF (Investment Proof's) submission tool.
- 11) For help at section please move the cursor to ? icon for reference.
- 12) Before proceeding to the next section, please click on save button as and when you update & upload the details at each page.
- 13) Please refer to additional points that are mentioned at the bottom of the Page for more details.

### Proof submission status

☒ Proof submitted  
☒ Updated with doc  
☒ Verified in  
☐ Approved

Pending for Validation

### Declaration Vs proof submission

Declared	Submitted	Variance
0	179250	179250

### Approval status

Submitted	Approved	Variance
179250	0	-179250

### My investments

☒ Previous  
☐ Employment EIT 330408  
☐ HRA 330408  
☐ Housing  
☐ Vol 270008  
☐ Ded Under Sec 80C  
☐ Up to 150000  
☐ Ded Under Chapter VI A 150000

- View the updated details in the Investment Proof Submission main page.
- Click **View** to view the declared details.
- Click **Preview** to view the form 12BB details



## User Guide for Employee Proof Submission – Lumen IT India Pvt Ltd

### Note:

- After submitting the income tax proof, a notification mail is triggered to employee with declaration details.
- The declared proof reaches the Ascent Payroll Team for approval.
- After approval procedure for proofs is completed, the employee will be provided an option to re-submit the rejected proofs (if any) within the period of 3 days.
- The employee has to modify the details and verify the details before re-submitting the final proof.

# Thank You

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