

Important Note

- Please note that Form 12BB is a mandatory document which is applicable from 1st April 2016 by Income Tax Department. All employees are required to review the auto generated Form 12BB and click on submit option available on Form 12BB section on ESS portal for final submission.
- A possession certificate or Electricity Bill/Water Bill should be attached to claim interest on house loan benefit.
- Lender's Name and PAN No. should be accompanied in case of House Loan benefit is being claimed.
- Landlord's PAN is required in case Rent Receipt(s) are submitted for more than INR 1,00,000 per annum and INR 8,333 per month.
- The rent amount should be in a one-line item. If your rental address during FY 2022-23 has been changed, then please fill details accordingly in the second line item.
- Investment proof documents should be attached under the respective heads only.
- You do not need to submit any Investment proof, if you have opted for tax calculation as per new tax regime in the beginning of Financial Year.

INVESTMENT PROOF SUBMISSION GUIDELINES FOR FY 2022-23

Deduction Under Chapter VI-A (u/s 80C)- Maximum benefit 1,50,000/-

Investment	Instructions for submitting proofs as per Old Tax Regime
Life Insurance Premium	<ul style="list-style-type: none"> ➤ Policies can be in the name of individual (Self), spouse, & children ➤ Any late payment fees charges will not be considered as premium paid amount. ➤ Maximum benefit allowed is 10% of the sum assured on the policy taken after April 2012. ➤ In case Disabled individual (Self) is claiming benefit U/s 80U - maximum benefit can be allowed for 15% of sum assured – Insurance should be in the name of the disabled individual (Self). ➤ For Joint policy – please self-attest the documents to get the benefit. <p>Proof Required: An Individual needs to upload copy of all premium receipts issued by the Insurance Company as proof of premium paid.</p>
PPF	<ul style="list-style-type: none"> ➤ Amount deposited by an individual in his own PPF account. ➤ Interest earned on PPF, will not be considered in Income Tax benefit. ➤ Individual (Self) can submit required proofs and avail the benefit up to Rs. 1,50,000/- <p>Proof Required: An Individual needs to upload copy of stamped Deposit challan or PPF passbook/Online payment receipt as proof of payment.</p>
NSC	<ul style="list-style-type: none"> ➤ Certificate can be in the name of individual (Self), spouse, & children. <p>Proof Required: An Individual needs to upload copy of Receipts/Statement as proof of payment.</p>
Children Education fees (Tuition Fees)	<ul style="list-style-type: none"> ➤ Tuition fees paid for the financial year 2022-23 for the purpose of full-time education with any university, college, school and other educational institute in India (i.e., Apr'22–Mar'23) will be considered for Tax benefit. ➤ Any other Charges such as Donations, computer fee, School Van charges etc. will not be considered. ➤ Maximum of two children; is allowed to avail the benefit of Tuition fees. ➤ Individual (Self) can submit required proofs and get the benefit up to Rs. 1,50,000/- <p>Proof Required: An Individual needs to upload copy of Tuition fees receipts issued by school, college, university or educational institution as proof of payment</p>
ULIP	<ul style="list-style-type: none"> ➤ Policy can be in the name of individual (Self), spouse, & children. ➤ Individual can submit required proofs and avail the benefit up to Rs. 1,50,000/- <p>Proof Required: An Individual needs to upload copy of Receipts / Statement as proof of payment.</p>
ELSS / Notified Mutual Funds	<ul style="list-style-type: none"> ➤ Investment must be in the name of individual (Self) ➤ In case investment is done through SIP (Systematic investment Plan), the statement for such investment from the Bank or Mutual fund will be taken as proof ➤ Statement of the Fund should state that investment in the respective scheme is eligible for deduction U/S 80C ➤ Individual (Self) can submit required proofs and get the benefit up to Rs. 1,50,000/- <p>Proof Required: An Individual needs to upload copy of Receipts / Statement as proof of payment.</p>

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<p style="text-align: center;">Repayment of Housing Loan Principal Amount/Stamp Duty/Registration fee for transfer of property</p>	<ul style="list-style-type: none"> ➤ Loan should be in the name of an individual (Self) or as Co -Owner (<i>*refer to Note below</i>) ➤ Loan for property (either for acquiring or for constructing the property), should have been taken on or after 01-Apr-1999 ➤ Acquisition or construction of the property should be done within 5 years from the date of availing loan. ➤ Certificate for FY 2022-23 from bank should specifically state the details of the property financed ➤ Loan taken for repairs/renewals of the property is not considered for Tax exemption ➤ Individual (Self) can submit required proofs and get the benefit up to Rs. 1,50,000/- <p><i>*Note: In case loan is in Joint name – Individual needs to fill up “Joint Declaration for availing benefit of House Loan (2022-23)”</i></p> <p>Proof Required: The Individual needs to upload copy of Principal/Interest certificate provided by the Bank for FY 2022-23 (certificate should include Bank's PAN) as proof of payment.</p>
<p style="text-align: center;">80CCC (Pension Policy)</p>	<ul style="list-style-type: none"> ➤ Policy should be in the name of an individual (Self) ➤ Any, late payment fees charges will not be considered as premium paid amount. ➤ Individual can submit required proofs and get the benefit up to Rs. 1,50,000/- <p>Proof Required: An Individual needs to upload copy of receipt issued by The Insurance Company as proof of payment.</p>
<p style="text-align: center;">Fixed Deposit in a Scheduled Bank</p>	<ul style="list-style-type: none"> ➤ Fixed Deposit should be in the name of an individual (Self) ➤ It should be for minimum of 5 years period, with a scheduled bank ➤ Individual can submit required proofs and get the benefit up to Rs. 1,50,000/- <p>Proof Required: An Individual needs to upload copy of Receipt/certificate issued by the scheduled bank.</p>
<p style="text-align: center;">5-year Post office Time Deposits and Senior Citizen Scheme</p>	<ul style="list-style-type: none"> ➤ Term Deposit should be in the name of an individual (Self) ➤ Such deposit should be for minimum of 5 years period ➤ Individual can submit required proofs and get the benefit up to Rs. 1,50,000/- <p>Proof Required: An Individual needs to upload copy of Receipts / Statement to be attached as proof of payment.</p>
<p style="text-align: center;">Sukanya Samriddhi Yojana Scheme</p>	<ul style="list-style-type: none"> ➤ Policy should be in the name of an individual's for Girl Child only (<i>*refer to Note below</i>) ➤ Maximum of two Girl children; are allowed to claim the benefit ➤ Individual can submit required proofs and get the benefit up to Rs. 1,50,000/- <p><i>*Note: The Individual Name (name of employee) should be in the as guardian to avail the benefit</i></p> <p>Proof Required: Copy of Receipt/ Passbook along with transaction details as proof of payment.</p>

INVESTMENT PROOF SUBMISSION GUIDELINES FOR FY 2022-23

Deduction Under Chapter VI-A (Other than u/s 80C)

Investment	Instructions for submitting proofs as per Old Tax Regime
80D Mediclaim Insurance Premium	<ul style="list-style-type: none"> ➤ Premium should not be paid by cash ➤ Policy should be in the name of employee and also paid by employee. ➤ Mediclaim Policy can be in the name of Individual (Self), spouse, & dependent children.—Maximum Capping up to Rs. 25000/- (Inclusive-Health check-up up to Rs. 5000/-) ➤ Mediclaim Policy can be in the name of Individual's Parents (if not senior citizen, but dependant) – Up to Rs. 25000/- (Inclusive-Health check-up up to Rs. 5000/-) ➤ Mediclaim Policy can be in the name of Individual's Parents (if senior citizen, and dependant) – Up to Rs. 50000/- (inclusive-Health check-up up to Rs. 5000/-) ➤ For uninsured super senior citizens (more than 80 years old) medical expenditure incurred up to Rs 50000/- shall be allowed as a deduction under section 80D. ➤ In case of single premium medical insurance policy having cover of more than one year, the deduction shall be allowed on proportionate basis for the number of years for which such insurance cover is provided, subject to the monetary limits specified above. <p>Note: However, total deduction for health insurance premium and medical expenses for parents shall be limited to Rs 50,000. If both taxpayer and parent in respect of whom the medical covers have been taken are aged more than 60 years, the maximum deduction available under this section is to the extent of Rs. 75000.</p> <p>Proof Required: Copy of receipt issued by the Insurance Company to be uploaded and bills are required for claiming health check-up benefit.</p>
80DD Expenditure incurred on Medical Treatment of Handicapped Dependents	<ul style="list-style-type: none"> ➤ Guidelines for Medical treatment of handicapped dependent: <ol style="list-style-type: none"> 1. Fixed deduction of Rs 75,000 in case Disability is more than 40% but less than 80%, and 2. Fixed deduction of Rs. 1, 25,000 in case Disability is more than or equal to 80%. <p>Proof Required: Copy of certificate required which contains name and age of the patient, name of the disease or ailment, address, registration number and the qualification of the specialist issuing the prescription along with self-declaration of medical expenses incurred on treatment of handicapped dependents</p>
80U Deduction in case of person with a disability.	<ul style="list-style-type: none"> ➤ Guidelines for Medical treatment of Permanent Physical disability Self: <ol style="list-style-type: none"> 1. Fixed amount of Rs.75,000 in case of Disability is more than 40% but less than 80% 2. Fixed amount of Rs.1,25,000 in case of Disability is more than or equal to 80% <p>Proof Required: Copy of certificate issued by the competent medical authority in a Government Hospital or private hospital, certifying the % of disability of handicapped</p>
80DDB Medical Treatment for specified illness/diseases	<ul style="list-style-type: none"> ➤ Deduction on medical treatment for Self or dependents of specified illness / disease is up to Rs.40,000 for general category and limit is Rs 1,00,000 in case of senior citizen & Very Senior Citizen ➤ Actual amount spent on the treatment or limit as mentioned in above point – whichever is less will be eligible for deduction. <p>Proof Required: Copy of certificate issued by the competent medical authority</p>

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	in a Government Hospital or from private hospital and copies of medical expenses
80CCD 1(B) (National Pension System)	<ul style="list-style-type: none"> ➤ Pension Scheme should be in the name of an Individual (Self) ➤ Additional Benefit of Rs 50,000 can be claimed under section 80CCD ➤ The receipt/transaction must be of current financial year i.e. between 1st April 2022 and 31st March 2023 <p>Proof Required: Copy of Passbook/statement must contain Particular Details (Account no, name of the account holder) for the payment in current financial year.</p>
80E (Loan Taken for Higher Education)	<ul style="list-style-type: none"> ➤ Education Loan can be in the name of an Individual (Self), Spouse, for any one for whom Individual (Self) is a Legal Guardian for pursuing his / her higher education ➤ The course should be fulltime higher education or vocational course ➤ Loans should be availed only from Bank or Financial Institution; which are eligible for deduction. ➤ Only interest is considered as part of deduction, whereas repayment of principal is not. ➤ The deduction is allowed up to 8 years from repayment start date. <p>Proof Required: Copy of certificate from the Bank/ Financial Institution certifying that the loan is an Educational loan & stating amount of interest paid on the loan in the current year is mandatory.</p>
80TTA (Deduction from Gross Total Income for Interest on Savings Bank Account)	<ul style="list-style-type: none"> ➤ A deduction of maximum Rs 10,000/- can be claimed, against interest income from a savings bank account. ➤ Interest from savings bank account should be first included in other income and deduction can be claimed, of the total interest earned or Rs 10,000, whichever is less. ➤ It can be claimed for interest on deposits in savings account with a bank, co-operative society, or post office. ➤ Section 80TTA deduction is not available on interest income from fixed deposits, recurring deposits, or interest income from corporate bonds <p>Proof Required: Copy of Interest Certificate/Saving Bank Account Statement/ Passbook required.</p>
80TTB (Deduction from Gross Total Income for Interest on Deposits – For Senior Citizens)	<ul style="list-style-type: none"> ➤ A new section 80TTB has been inserted by the Finance Act, 2018, wherein, a deduction in respect of interest income from deposits (including savings/fixed/recurring) held by senior citizens will be allowed as a deduction from the total income. ➤ The limit for this deduction is Rs. 50,000/- ➤ Further, no deduction under section 80TTA shall be allowed <p>Proof Required: Copy of Interest Certificate/Saving Bank Account Statement/ Passbook required.</p>
80 EEA (Additional Deduction in respect of Housing Loan) (NEW SECTION)	<ul style="list-style-type: none"> ➤ A deduction in respect of interest payable on loan taken by an individual, who is not eligible to claim deduction under section 80EE, from any financial institution for the purpose of acquisition of a residential house property subject to certain condition. ➤ Loan has been sanctioned by the financial institution during the period beginning on the 1st day of April, 2019 and ending on the 31st day of March, 2022. ➤ Stamp duty value of residential house property does not exceed forty-five lakh rupees. ➤ Assessee does not own any residential house property on the date of sanction of loan.

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	<p>➤ The limit for this deduction is Rs. 1, 50,000 (over and above 2 Lakh).</p> <p>*Note: In case loan is in Joint name – needs to fill up “Joint Declaration for availing benefit of House Loan (2022-23)”</p> <p>Proof Required: An Individual needs to upload Principal/Interest certificate copy as the proof of payment, Copy of stamp duty paper which contain the value of property and self-declaration stating that assessee doesn't own any other house property.</p>
<p>80EEB (Deduction in respect to purchase of electric vehicle)</p> <p>(NEW SECTION)</p>	<p>➤ A deduction in respect of Interest payable on loan taken by an individual from any financial institution for the purpose of purchase of an electric vehicle subject to certain condition.</p> <p>➤ Loan has been sanctioned by the financial institution during the period beginning on the 1st day of April, 2019 and ending on the 31st day of March, 2023</p> <p>➤ The limit for this deduction is Rs. 1,50,000</p> <p>Proof required: Interest certificate from financial institution and copy of registration certificate (RC).</p>

House Rent Allowance (Exemption u/s 10)

Investment	Instructions for submitting proofs as per Old Tax Regime
<p>HRA</p> <p>(House Rent Allowance)</p>	<p>➤ Stamped Revenue Receipt can be furnished of a particular month or for a quarter or for half yearly or yearly (*refer to Note below)</p> <p>➤ Name of landlord and address of rented property is mandatory on all rent receipts</p> <p>➤ Only Rent amount will be eligible for exemption purpose (Other incidental expenses like Electricity / Water / maintenance are not allowed)</p> <p>➤ Rent paid only for the current financial year will be considered for HRA exemption.</p> <p><u>PAN and address of Landlord is mandatory as per Income Tax rule for those employees who are paying Annual Rent more than 100,000 (Rent Amount Rs 8,333 p.m.)</u></p> <p>*Note: Only Karnataka state can produce or share rent receipt minus the revenue stamp (as revenue stamp is not available in the state)</p> <p>Proof Required: An Individual needs to upload copy of rent receipts as proof of payment.</p>

INVESTMENT PROOF SUBMISSION GUIDELINES FOR FY 2022-23

Income/Loss from House Property- Maximum benefit 2,00,000/-

Investment	Instructions for submitting proofs as per Old Tax Regime
Interest on Housing Loan	<ul style="list-style-type: none"> ➤ Loan should be in the name of an individual (Self) or as Co -Owner ➤ Loan for property (either for acquiring or for constructing the property), should have been taken on or after 01-Apr-1999 ➤ If the loan is taken before 01-Apr-1999 – maximum deduction will be Rs 30,000. ➤ Additional interest deduction of INR 50,000 p.a. shall be available to a home buyer, not owning a home as on the loan sanction date for housing loans up to INR 35 lakh sanctioned between April 2016 to March 2017 and value of the property not exceeding INR 50 lakh. ➤ Acquisition or construction of the property should be done within 5 years from the date of availing loan. ➤ Certificate for FY 2022-23 from bank should specifically state the details of the property financed ➤ Certificate from bank should have Bank's PAN Number. ➤ Possession letter / Sale deed is mandatory to get the benefit or employee can submit the copy of electricity / Society Maintenance receipt / house tax receipt / water bill. ➤ Property should be in the name of assessee. ➤ For let out property required details needs to be filled in respective section on ESS portal. ➤ In case employee wants to avail both HRA and Housing loan Interest benefit –Certificate for taking dual benefit of House Rent and Loan on House Property (22-23) needs to be uploaded. ➤ Individual (Self) can submit required proofs and get the benefit up to Rs. 2,00,000/- either House is Self-occupied or Rented property. <p><u>Proof Required:</u></p> <ul style="list-style-type: none"> • An Individual needs to upload copy of Interest certificate from bank as proof of payment. • Possession letter / Sale deed/copy of electricity / Society Maintenance receipt / house tax receipt / water bill as possession proof of house property • In case loan is in Joint name – Individual needs to fill and upload “Joint Declaration for availing benefit of House Loan (2022-23)”