



[URL to access the ESS Portal](#)

Investment Proof Module User Manual

Index

Content

1. [Brief description](#)
2. [Login Page](#)
3. [Dashboard / Home Page](#)
4. [Investment Proof](#)
5. [Guidelines for Investment Proof](#)
6. [Regime Selection](#)
7. [Section 80c Page](#)
8. [Other Chapter VIA](#)
9. [House Rent Exemption \(as per limits U/s 10\(13A\)\)](#)
10. [Section 24 - Income / Loss on House Property, additional deduction under Section 80EE / 80EEA](#)
11. [Previous Employment Details](#)
12. [Summary](#)
13. [Logout](#)

Investment Proof Module -Brief Description


Dashboard:

The Dashboard is the primary landing page when you log onto the ESS portal. It gives you a view of various menus available along with shortcuts to access the same. It also has a section which displays important announcements published by the organization. The details regarding your last login and option to change your existing password is available on the same page. You can also access your profile page from the dashboard to view your Personal and Employment details.

Investment Proofs

An investment Proof module helps the user to provide supporting document proof for various investment declared in Investment declaration page at the end of the financial year.

Login Page

 BUSINESS SERVICES DIVISION

Company Code

Login ID

Password

[Forgot Password](#)

LOG IN

Enter Company Code



Enter Login ID

Enter Password

[Forgot Password](#)

Enter Company Code-
CG

*Fields are case sensitive





Login Page

Capgemini

CG

Enter GG ID

Enter Password



[Forgot Password](#)

LOGIN

103.195.202.209

Dashboard



Last Login: 13/11/2021 13:22:51

Session-out in: 17 Min and 53 Sec

Test009 (Test009-U) ▾

WFH – Create a routine – Maintain work routine – Talk & share experiences – Take regular breaks and keep fit



Test009 (Test009-U)

MENU

Investment Proof

Dashboard

Reports

Tax Declaration

Opt for VPF

FBP Allocation

FBP Claim

My Query

Documents and Letters

Welcome to Demo

Dashboard

Demo / Dashboard



My Profile



My Payslip



My Tax
Sheet



Tax
Declaration



FBP
Allocation



Submit FBP
Claim



Opt for VPF

Downloads



Quick Links



Support Request
QRMS →

New Request



Announcements

- FBP Allocation - Window open for change, upto 15th of the month
- Investment Declaration available for editing till 15th of the month
- VPF selection - Window open for change till 15th of each month
- Claims raised till 15th of the month, to be considered for processing in current

Investment Proof



Investment Proof

Last Login: 13/11/2021 15:33:30

Session-out in: 19 Min and 26 Sec

Test009 (Test009-U)

WFH – Create a routine – Maintain work routine – Talk & share experiences – Take regular breaks and keep fit

Investment Proof

Dashboard / Investment Proof

CURRENT STATUS: NOT OPTED



OPTED DATE:

[View Instructions](#)

Doc Status:

Last Modified Date:

Last Approved Date:

Attachment Guidelines

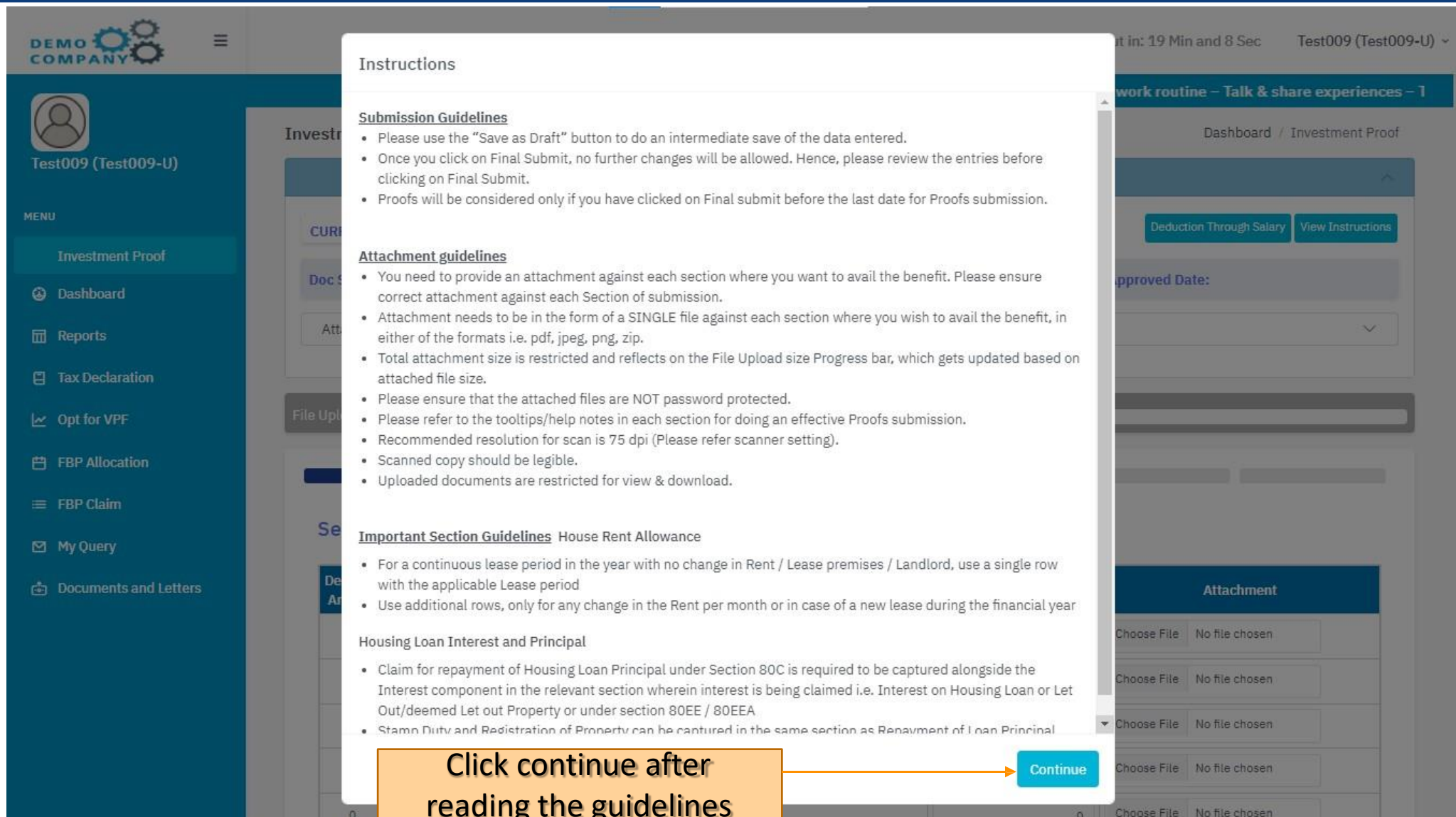


File Upload Size (5MB)

Section 80C - Maximum Eligible deduction Rs 1.50 lakhs

Declared Amount	Particulars	Amount	Attachment	
10000	80C - LIP Payment of Life Insurance Premium (For self, spouse & children)	0	Choose File	No file chosen
19999	80C - ULIP Contribution to Unit Linked Insurance Plan (For self, spouse & children)	0	Choose File	No file chosen
0	80CCC - PENSION Contribution to Pension Plans (Self)	0	Choose File	No file chosen

Guidelines for Investment Proof



The screenshot shows the HGS web application interface for submitting an Investment Proof. A modal window titled "Instructions" is displayed in the center, providing detailed guidelines for the submission process. The background interface includes a sidebar menu with options like Dashboard, Reports, Tax Declaration, and FBP Claim, and a main content area with buttons for "Deduction Through Salary" and "View Instructions".

Instructions

Submission Guidelines

- Please use the "Save as Draft" button to do an intermediate save of the data entered.
- Once you click on Final Submit, no further changes will be allowed. Hence, please review the entries before clicking on Final Submit.
- Proofs will be considered only if you have clicked on Final submit before the last date for Proofs submission.

Attachment guidelines

- You need to provide an attachment against each section where you want to avail the benefit. Please ensure correct attachment against each Section of submission.
- Attachment needs to be in the form of a SINGLE file against each section where you wish to avail the benefit, in either of the formats i.e. pdf, jpeg, png, zip.
- Total attachment size is restricted and reflects on the File Upload size Progress bar, which gets updated based on attached file size.
- Please ensure that the attached files are NOT password protected.
- Please refer to the tooltips/help notes in each section for doing an effective Proofs submission.
- Recommended resolution for scan is 75 dpi (Please refer scanner setting).
- Scanned copy should be legible.
- Uploaded documents are restricted for view & download.

Important Section Guidelines House Rent Allowance

- For a continuous lease period in the year with no change in Rent / Lease premises / Landlord, use a single row with the applicable Lease period
- Use additional rows, only for any change in the Rent per month or in case of a new lease during the financial year

Housing Loan Interest and Principal

- Claim for repayment of Housing Loan Principal under Section 80C is required to be captured alongside the Interest component in the relevant section wherein interest is being claimed i.e. Interest on Housing Loan or Let Out/deemed Let out Property or under section 80EE / 80EEA
- Stamp Duty and Registration of Property can be captured in the same section as Repayment of Loan Principal

Click continue after reading the guidelines → **Continue**

Regime Selection

DEMO COMPANY

Test009 (Test009-U)

MENU

- Investment Proof
- Dashboard
- Reports
- Tax Declaration
- Opt for VPF
- FBP Allocation
- FBP Claim
- My Query
- Documents and Letters

Investment Proof

WFI - Create a routine - Maintain work routine - Talk & share experiences - Take reg

Regime Selection

Current Status : NOT OPTED Opted Date :

Please refer to the attached document for a better understanding of the implications of the New Tax Regime in the Finance Act, 2020. [Download](#)

In case, you do not select any regime from the below set, Old Regime will be considered for purposes of calculation of tax on salary.

Please select your preferred Regime for Tax calculation:

☐ Old Regime ☐ New Regime

I hereby declare that I am aware of the impact on computation of TDS on Salary, basis the Tax Regime opted by me. I shall be solely responsible for any incorrect declaration, and confirm that necessary documents as mandated shall be submitted by the due date as intimated by Payroll Department.

☐ I Agree

Save

0	80C - ULIP Contribution to Unit Linked Insurance Plan (For self, spouse & children)	0	Choc
0	80CCC - PENSION Contribution to Pension Plans (Self)	0	Choc
0	80C - PPF Deposit in Public Provident Fund-PPF (For self, spouse & children)	0	Choc
0	80C - NSC Purchase of National Savings Certificate (Self)	0	Choc

User can Select Regime- if not selected earlier

Investment Proof

Last Login: 13/11/2021 13:41:26
Session-out in: 7 Min and 50 Sec
Test009 (Test009-U)

WFH – Create a routine – Maintain work routine – Talk & share experiences – Take regular breaks and keep fit

Investment Proof
Dashboard / Investment Proof

Status of the document
Last user activity
Last Manager activity
Click to view Instruction

CURRENT STATUS: NOT OPTED
OPTED DATE:
View Instructions

Doc Status:
Last Modified Date:
Last Approved Date:

Attachment Guidelines

*Please provide attachment against each section where you want to avail benefit. *Attachment should be a SINGLE file in either pdf/jpeg/jpg/png/zip format. *Recommended resolution for scan is 75 dpi (Please refer scanner setting). *Scanned copy should be legible. *Uploaded documents are restricted for view & download. *Please ensure that the attached files are NOT password protected.

File Upload Size (5MB)

Expand for attachment guidelines

Section 80C - Maximum Eligible deduction Rs 1.50 lakhs

Declared Amount	Particulars	Amount	Attachment
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Section 80c Page

File Upload Size (5MB)
4%

Total File Size utilization percentage

Section 80C - Maximum Eligible deduction Rs 1.50 lakhs

Declared Amount	Particulars	Amount	Attachment
0	80C - LIP Payment of Life Insurance Premium (For self, spouse & children)	1000	Choose File in.png Remove file
0	80C - ULIP Contribution to Unit Linked Insurance Plan (For self, spouse & children)	0	Choose File No file chosen
0	80CCC - PENSION Contribution to Pension Plans (Self)	0	Choose File No file chosen
0	80C - PPF Deposit in Public Provident Fund-PPF (For self, spouse & children)	0	Choose File No file chosen
0	80C - NSC Purchase of National Savings Certificate (Self)	0	Choose File No file chosen
0	80C - ELSS Contribution to Equity Linked Savings Scheme	0	Choose File No file chosen
0	80C - FEES Payment of tuition fees for children to any School	0	Choose File No file chosen
0	80C - FD Fixed Deposit for 5 years with a Scheduled Bank (Tax Saver - Self)	0	Choose File No file chosen
0	80C - SUKANYA Sukanya Samriddhi Scheme (For Girl child)	0	Choose File No file chosen
0	80C - STAMP_DUTY Stamp Duty/Registration charges paid for new House Property	0	Choose File No file chosen
0	80C - HLP Housing Loan Principal (Amount will auto populate after updating "Loss from House Property" Section)	0	

Employee can declare the amounts under various components of Sec 80C

Choose Proof to upload

Go directly to the Summary page for submission

Save changes

Go to next page

Next

Other Chapter VIA - Maximum Eligible deduction as per Section Limits



Last Login: 13/11/2021 13:41:55 Session-out in: 6 Min and 3 Sec Test009 (Test009-U)



Test009

MENU

Investment Proof

-  Dashboard
-  Reports
-  Tax Declaration
-  Opt for VPF
-  FBP Allocation
-  FBP Claim
-  My Query
-  Documents and Letters

Other Chapter VIA - Maximum Eligible deduction as per Section Limits

Declared Amount	Particulars	Amount	Attachment
0	80CCD(1B) - NPS National Pension Scheme (upto Rs. 50000/-)	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80D - SEC80D Mediclaim Policy Premium (For Self, spouse, children)-Below 60 years -Rs 25000/- (Including amount paid for Preventive health check-up Rs.5000/-)	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80DS - SEC80DS Mediclaim Policy Premium (For Self, spouse, children)-Above 60 years -Rs 50000/- (Including amount paid for Preventive health check-up Rs.5000/-)	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80DP - SEC80DP Mediclaim Policy Premium (For Dependent Parents)-Below 60 years -Rs 25000/- (Including amount paid for Preventive health check-up Rs.5000/-)	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80DPS - SEC80DPS Mediclaim Policy Premium (For Dependent Parents) Above 60 years- Rs. 50,000 (Including amount paid for Preventive Health Check- up- Rs.5000)	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80DDB - SEC80DDB Treatment of specified diseases for self/dependents -Below 60 years – Actual Expenditure upto Rs. 40000/- reduced by insurance claims	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80DDBS - SEC80DDBS Treatment of specified diseases for self/dependents -Above 60 years – Actual Expenditure upto Rs. 100000/- reduced by insurance claims	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80E - SEC80E Payment of interest on loan taken for higher education for a full time course -Without any limit (Self/Spouse/Children)	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80DD - SEC80DD Medical treatment of handicapped dependent (Dependents) – Rs.75000/Rs.125000/-	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80U - SEC80U Deduction in case of self being totally blind or physically handicapped- Rs.75000/Rs.125000/-	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80EEB - SEC80EEB Interest On Loan taken for purchase of Electric Vehicle (upto Rs.150000/-)	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
0	80GGC - SEC80GGC Deduction in respect of contributions given to political parties.	0	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>

Go directly to the Summary page for submission

Save As Draft

Go To Submit

Click to go to previous page

Previous

Next

House Rent Exemption (as per limits U/s 10(13A))

House Rent Exemption (as per limits U/s 10(13A))

Lease Period 1

Declared Amount

1000

Rent From

01/04/2021

Rent To

31/03/2022

Rent Per Month

City

--Select City--

Other City

Enter City

Attachment

Choose File

No file chosen

Lease Property Address

Add Landlord Details

Name

Enter Name

PAN Number

ENTER PAN

Lease Period 2

Lease Period 3

Lease Period 4

Declared total amount for HRA from Tax Declaration page

Choose Proof to upload

In case there is more than one landlord, click on the (+) sign to add landlord.

Section 24 - Income / Loss on House Property, additional deduction under Section 80EE / 80EEA



Test009 (Test009-U)

MENU

Investment Proof

Dashboard

Reports

Tax Declaration

Opt for VPF

FBP Allocation

FBP Claim

My Query

Documents and Letters

File Upload Size (5MB)

Section 24 - Income / Loss on House Property, additional deduction under Section 80EE / 80EEA

House Property 1

Tab to enter Income/Loss on House Property

Declared Amount

0

Full Address

Enter Address

City

Enter City

Status

--Select--

Loan Sanctioned Date:

dd/mm/yyyy

Name of Lender

Enter Name Of Lender

Type of Lender

--Select--

Possession Date

dd/mm/yyyy

PAN Lender

ENTER PAN NUMBER

Principal Amount

Interest Amount

0

0

Attachment

Choose Proof to upload

Choose File

No file chosen

Notes: Amount of Principal repayment will be considered for deduction under Section 80C (maximum of Rs 1.50 lakhs)

Add Property

Click to add property

Save As Draft

Go To Submit

Previous

Next

Loan Amount

3000000

Principal Amount

300000

Interest Amount

200000

Borrower Type


Joint



Attachment

Application for..

You are claiming Principal Amount of 90000.00 and Interest Amount of 60000.00

 Add Borrower Details



Borrower Name

Borrower Relation

Borrower Percentage

TEST USER

Self

30

testuseruser

wife

70

Enter Name

Enter Relation

Enter Percentage

Notes: Amount of Principal repayment will be considered for deduction under Section 80C (maximum of Rs 1.50 lakhs)

Previous

Next

Previous Employment Details

Previous Employment Details

Declared Amount	Amount
Net Salary Income After Exemptions U/S 10	<input type="text" value="Enter Amount"/>
Less : Standard Deduction	<input type="text" value="Enter Amount"/>
Less : Profession Tax Deducted By Previous Employer	<input type="text" value="Enter Amount"/>
Add : Net Income on House Property / Other Income	<input type="text" value="Enter Amount"/>
Less : Loss on House Property U/s 24 (Loss / Housing Loan Interest)	<input type="text" value="Enter Amount"/>
Less : Deduction U/s Section 80C (Incl. PF deducted By Previous Employer)	<input type="text" value="Enter Amount"/>
Less : Other Deductions Under Chapter VIA (Mediclaime, NPS etc.)	<input type="text" value="Enter Amount"/>
NET TAXABLE INCOME	<input type="text" value="Enter Amount"/>
TOTAL TDS RECOVERED BY PREVIOUS EMPLOYER	<input type="text" value="Enter Amount"/>

***Eligibility -Employees joining the company after 1st April 2021 and having taxable income from the Previous employer for the current Financial year Employees to provide details in the format available on the ESS portal**
Document Required
 A computation of income from Previous employer providing the relevant details till the date of separation
 Payslips without tax computation till the date of separation will not be considered.

Click fields to see its description on Tooltip

Please upload the proof here

Choose File No file chosen

Notes:
 Document submitted should be the Final Tax Computation as provided by the Previous Employer for Current Financial Year
 Monthly Payslips (Last month Payslip) attached will be considered, only if supplemented with tax computation in the Payslip
 Ensure figures are appropriately captured and the computed Net Taxable Income displayed above reconciles with the Tax Computation.
 Investments already claimed for deduction with your previous employer, should not be submitted above in your current submission

Future Declaration



Particulars	Submitted Amount
80C - LIP Payment of Life Insurance Premium (For self, spouse & children)	3000
80C - ELSS Contribution to Equity Linked Savings Scheme - TAX SAVER-MF (Self)	3000
80CCC - PENSION Contribution to Pension Plans (Self)	0
80C - FEES Payment of tuition fees for children to any School, College, University or Educational Institution (Self)	0
80D - SEC80D Mediclaim Policy Premium (For Self, spouse, children, Parents)	0
Rent Payable (January-24)	15000
Rent Payable (February-24)	15000
Rent Payable (March-24)	15000

Notes :

For any future declarations of yearly payments done by the employee for the period from January 2024 and March 2024, the investment and payment receipts from the previous year must be uploaded on main investment proof submission page.

[Previous](#)[Next](#)

Summary



Test009 (Test009-U)

MENU

- Investment Proof
- Dashboard
- Reports
- Tax Declaration
- Opt for VPF
- FBP Allocation
- FBP Claim
- My Query
- Documents and Letters

Last Login: 13/11/2021 15:31:44 Session-out in: 9 Min and 25 Sec Test009 (Test009-U) ▾

Attachment Guidelines

*Please provide attachment against each section where you want to avail benefit. *Attachment should be a SINGLE file in either pdf/jpeg/jpg/png/zip format. *Recommended resolution for scan is 75 dpi (Please refer scanner setting). *Scanned copy should be legible. *Uploaded documents are restricted for view & download. *Please ensure that the attached files are NOT password protected.

File Upload Size (5MB)

Summary of Investments Declared

Summary

Section 80C - Maximum Eligible deduction Rs 1.50 lakhs Total Amount: 2000 ▾

Additional Section ▾

Declaration

I hereby declare that what is stated above is correct. I undertake to inform any change in the above facts. I hereby confirm that I shall submit necessary proof of investment details & Rent agreement and receipts by due date as intimated by Payroll Department.

☒ I Agree Check the "I Agree" Box

Important : Please note that any Income Tax liability arising out of a wrong declaration will be the responsibility of the individual concerned

Date: 13/11/2021

Save As Draft

Previous Final Submit

Final Investment proof Submission

Navigate to the previous Tab

Logout

DEMO COMPANY

Test009

Wfh – Create a routine – Maintain work routine – Talk & share experiences – Talk

Welcome to Demo

Dashboard

My Profile My Payslip My Tax Sheet Tax Declaration FBP Allocation Sub Claim

Support Request QRMS →

New Request

Announcements

- FBP Allocation - Window open for change, upto 15th of the month
- Investment Declaration available for editing till 15th of the month
- VPF selection - Window open for change till 15th of each month
- Claims raised till 15th of the month, to be

Test009 (Test009-U)

Change Password

Log out

Select the dropdown besides User Name:
a) Option to Change Password
b) Option to Log out

Investment Proof

Dashboard

Reports

Tax Declaration

Opt for VPF

FBP Allocation

FBP Claim

My Query

Documents and Letters

Last Login: 13/11/2021 16:20:27 Session-out in: 19 Min and 50 Sec

Demo / Dashboard

Thank You
