

Information Type: SOP
Company Name: NTT Data
Information Owner: Patient Access Support



Online Income Tax Proof Submission Employee User Manual

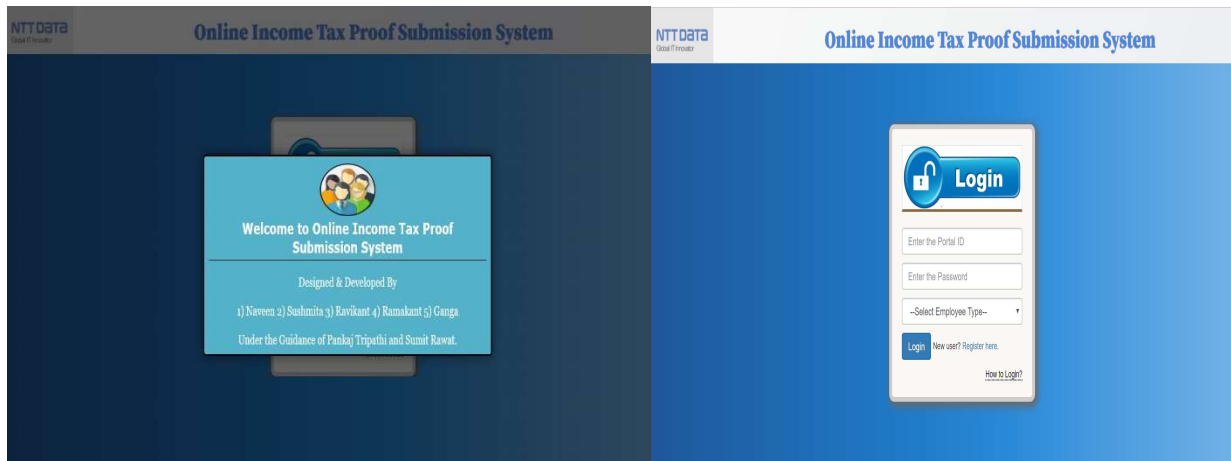
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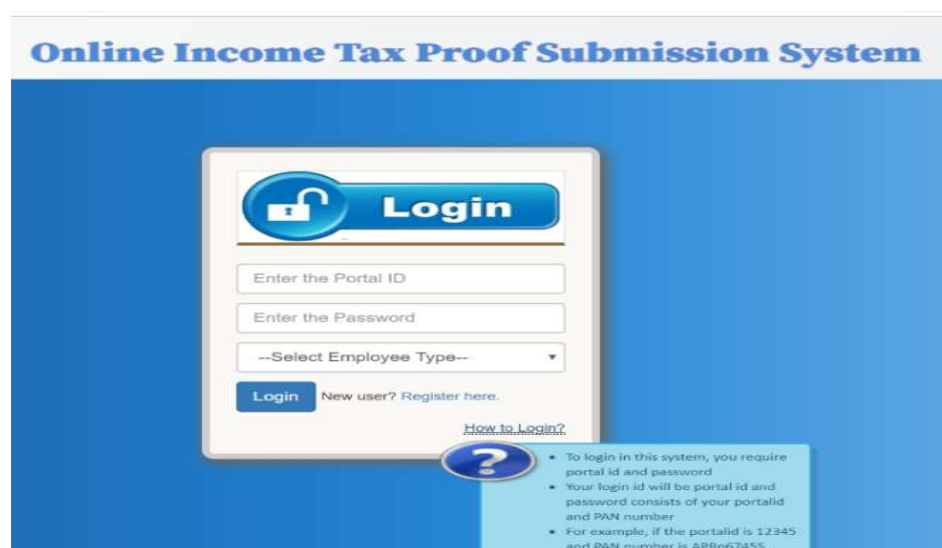
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LOGIN



- Enter your log in credentials when you are already registered with Online income tax proof submission system.
- Still you have doubts to know how to login please put your cursor on “**How to Login?**”.
- If you are not registered with Online income tax proof submission system, please click on register.



REGISTER

Register New User

First Name:	Last Name:
<input type="text" value="Enter the First Name"/>	<input type="text" value="Enter the Last Name"/>
Father Name:	Portal ID:
<input type="text" value="Enter the Father Name"/>	<input type="text" value="Enter the Portal ID"/>
Select DOB:	Email Id:
<input type="text" value="Select the DOB(MM/DD/Y)"/>	<input type="text" value="Enter the Email Id"/>
Designation:	Contact No:
<input type="text" value="Enter the Designation"/>	<input type="text" value="Enter the Contact No"/>
PAN Number:	Locaton:
<input type="text" value="Enter the PAN Number"/>	<input type="text" value="--Select Location--"/>
Communication Address:	
<input type="text" value="Enter the Communication Address"/>	
<input type="button" value="Click to Submit"/> <input type="button" value="Cancel"/>	

- Enter the credentials to register the new user.
- Follow the steps shown in this window to login.
- Please check the pattern of the Password that is automatically generated when you are registering.

GUIDELINES

The screenshot displays the 'Online Income Tax Proof Submission System' interface. At the top, the NTT DATA logo is on the left, and the system title is in the center. Below the title bar, a navigation menu includes 'Update your', 'Role As: Employee', and 'Logout'. The main content area shows the 'Employee Income Tax Declaration' section with a sub-menu containing 'Guidelines', 'HRA', 'House Loan', '80C', '80D', 'Others', 'Preview and Submit', and 'Help User Manual'. The 'Guidelines' tab is active, displaying a list of seven instructions for users. At the bottom of the page, a copyright notice indicates the date and time of the screenshot.

Employee Income Tax Declaration | Employee Portal ID: 111 | Name: Naveen Singh Manral | Location: Noida | Designation: SSE | Financial Year: 2019-2020

[Guidelines](#) | [HRA](#) | [House Loan](#) | [80C](#) | [80D](#) | [Others](#) | [Preview and Submit](#) | [Help User Manual](#)

Guidelines

- 1 The file should be uploaded for current financial year
- 2 Please fill the declared column. Edit/Update can be done to the input fields which are not in grey
- 3 Tax will be deducted till Dec/Jan on the basis of investment declaration updated under this
- 4 In case the tax is paid more than Rs.8333 per month/Rs.100000 per annum, Land lord PAN has to be updated
- 5 Rent details has to be filled for entire Financial Year.
- 6 If you have joined in the current financial year (i.e., after 1st April 2019), needs to update their income
- 7 Update your Tax Savings Details with the projected investments for the Financial Year 2019 - 2020.

© Saturday, November 23, 2019 3:56:48 AM IST - Online Income Tax Proof Submission System

- Check the details provided on the screen are yours or not. If it is yours, please proceed further tabs
Else contact admin for more details
- Read the Guideline carefully for submitting your Tax proof.

HRA

your Tax Savings Details with the projected investments for the Financial Year 2019 - 2020

Role As: Employee Logout

Employee Income Tax Declaration Employee Portal ID: 181289 | Name: Yanamala Gangadara | Location: Noida | Designation: SSE | Financial Year: 2019-2020

Guidelines HRA House Loan 80C 80D Others Preview and Submit Help User Manual

HRA

Sno	Month Name	City	Location	Landlord Name	Landlord Address	Amount(INR)	Landlord PAN
1	April-2019	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
2	May-2019	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
3	June-2019	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
4	July-2019	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
5	August-2019	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
6	September-2019	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
7	October-2019	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
8	November-2019	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
9	December-2019	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
10	January-2020	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
11	February-2020	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
12	March-2020	--Select one ▼	Enter the Location	Enter the Landlord Name	Enter the Landlord Address	Enter the Amou	Enter the PAN No
						Total:0.00	

Click to Save View / Upload HRA

- Enter the required fields and enter the amount monthly basis.
- First entry will be replicated to all the months details replicated items are editable.
- In case your amount is exceeded 100000/- your land lord pan number is required.
- Upload the proof as shown below.

View / Upload HRA Proofs

Choose File No file chosen Upload (*.pdf and *.image) File Only

Sno	View File	Delete
1	HRA_181289_3a4daa137a1a412a9f6a7ee2a076b68d.jpg	Remove

Close

- Select file which is less than 2MB to upload as a PDF.

HOUSE LOAN

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Online Income Tax Proof Submission System

Home | tails with the projected investments for the Financial Year 2019 - 2020 | Role As: Employee | Logout

Employee Income Tax Declaration | Employee Portal ID: 181289 | Name: Yanamala Gangadara | Location: Noida | Designation: SSE | Financial Year: 2019-2020

Guidelines | HRA | **House Loan** | 80C | 80D | Others | Preview and Submit | Help User Manual

Home Loan

Type Of Property *	Owner Name *	Address Of Property *
Type Of Property	Owner	AddressOfProperty
Financial institution(Bank Loan) Details *	Possession Completion Date *	Interest Paid Current Years *
Financial institution Details	Possession Completion Date	Interest Paid Current Years
Amount Of Housing Loan Principal Deduction *	Approved Amount:	Remarks:
Amount Of Housing Loan Principal Deducti	Approved Amount	Remarks
View/Upload Home loan Doc (Image Type: .png,.jpg,.jpeg,.tif,.pdf, Max size 2mb):	Submitted/Approved:	<div>Save Clear</div>
<div>Choose File No file chosen</div> <div>Upload Files</div>	Submitted/Approved	

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- Enter the details which are required and click on Save Home Loan
- Click on upload button and select the file to upload the proof.
- View the file to check weather perfect file is selected.

80C

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Online Income Tax Proof Submission System

Home Savings Details with the projected investments for the Financial Year 2019 - 2020 Role As: Employee Logout

Employee Income Tax Declaration Employee Portal ID: 181289 | Name: Yanamala Gangadara | Location: Noida | Designation: SSE | Financial Year: 2019-2020

[Guidelines](#) [HRA](#) [House Loan](#) [80C](#) [80D](#) [Others](#) [Preview and Submit](#) [Help User Manual](#)

80C

Section Name* Saving Type* Reference No / Policy No* Relationship* Beneficial Name* Amount*

Select Section Name

Select Saving Type

Select

Clear

Save

S.No.	Section Name	Saving Type	Reference No / Policy No	Relationship	Beneficial Name	Amount	Approved Amount	Status	Remarks	View/Upload Documents	Action
1	80C	Life Insurance Corporation	123456789	Self	Yanamala Gangadara	23000		Submitted		View/Upload Documents	Edit Delete

© Saturday, November 23, 2019 4:11:41 AM IST - Online Income Tax Proof Submission System

- Enter the details which are required and click on Save
- Click on upload button and select the file to upload the proof.
- View the file to check whether perfect file is selected.
- Click on Save Button to save

80D

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Online Income Tax Proof Submission System

Update your Tax Savings Details with the projected investments for the Financial Year

Role As: Employee Logout

Employee Income Tax Declaration | Employee Portal ID: 181289 | Name: Yanamala Gangadara | Location: Noida | Designation: SSE | Financial Year: 2019-2020

[Guidelines](#) [HRA](#) [House Loan](#) [80C](#) [80D](#) [Others](#) [Preview and Submit](#) [Help User Manual](#)

80D

Section Name*

Saving Type*

Reference No / Policy No*

Relationship*

Beneficial Name*

Amount*

Clear

Save

Select Section Name ▼

Select Saving Type ▼

Select ▼

S.No.	Section Name	Saving Type	Reference No / Policy No	Relationship	Beneficial Name	Amount	Approved Amount	Status	Remarks	View/Upload Documents	Action
1	80DD	Medical for Handicapped Dependents	123456789123	Self	Yanamala Gangadara	23000		Submitted		View/Upload Documents	Edit Delete

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- Enter the details which are required and click on Save
- Click on upload button and select the file to upload the proof.
- View the file to check weather perfect file is selected.
- Click on Save Button to save

OTHERS

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Online Income Tax Proof Submission System

Update your Tax Savings Details with the projected investments for the Financial Year 2019 - 2020

Role As: Employee Logout

Employee Income Tax Declaration | Employee Portal ID: 181289 | Name: Yanamala Gangadara | Location: Noida | Designation: SSE | Financial Year: 2019-2020

[Guidelines](#) [HRA](#) [House Loan](#) [80C](#) [80D](#) [Others](#) [Preview and Submit](#) [Help User Manual](#)

Others

Section Name*

Saving Type*

Reference No / Policy No*

Relationship*

Beneficial Name*

Amount*

Clear Save

S.No.	Section Name	Saving Type	Reference No / Policy No	Relationship	Beneficial Name	Amount	Approved Amount	Status	Remarks	View/Upload Documents	Action
1	80C	Employee's contribution towards NPS	12345678912	Self	Yanamala Gangadara	24000		Submitted		View/Upload Documents	Edit Delete

© Saturday, November 23, 2019 4:12:49 AM IST - Online Income Tax Proof Submission System

- Enter the details which are required and click on Save
- Click on upload button and select the file to upload the proof.
- View the file to check whether perfect file is selected.
- Click on Save Button to save

FINAL SUBMISSION AND 12BB

Preview the document whether the entered details are correct or not.

Final Preview and Submit

×

Download Form12BB:	Form 12BB	Upload Form12BB with Signature:	<input type="button" value="Choose File"/> No file chosen (*.pdf file Only)
Employee Name:	Yanamala Gangadara	Portal Id:	181289
PAN Number:	ATZPY1710D	Financial Year:	2019 - 2020
		Designation:	SSE
		IT Declaration Status:	Submitted

1 Name and address of the employee: Yanamala Gangadara ,

2 Permanent Account Number of the employee: ATZPY1710D

3 Financial year: 2019- 2020

Details of claims and evidence thereof			
(1)	(2)	(3)	(4)
Sl No.	Nature of claim	Amount (Rs.)	Evidence / particulars
1	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord: (iii) Address of the landlord: (iv) Permanent Account Number of the landlord: Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees	.	i. View File
2	Leave travel concessions or assistance Deduction of interest on borrowing: (i) Interest payable/paid to the lender: (ii) Name of the lender: (iii) Address of the lender : (iv) Permanent Account Number of the lender : (a) Financial Institutions(if available): (b) Employer(if available) (c) Others		
3			

4	(A) Section 80C i. Life Insurance Corporation	23000.00	
	(B) Section 80D i. Medical for Handicapped Dependents	23000.00	
	(C) Other sections (e.g. 80E, 80G, 80TTA, etc.) i. Employee's contribution towards NPS	24000.00	

Verification

I, **Yanamala Gangadara**., son/daughter of ... do hereby certify that the information given above is complete and correct.
The amount of investments/Payments referred above is / will be paid out of The income earned during the FY 2019- 2020 chargeable to tax. The information provided by me above is true and correct. I also undertake to indemnify the Company from any loss / Liability that may arise in the event of the above Information being incorrect.

Place: Noida Date : 11/23/2019 (MM/DD/YYYY) Designation : SSE	<div>Choose File No file chosen</div> <div>(Signature of the employee) Yanamala Gangadara</div>
--	--

Close

Here we have two options to submit 12BB

Follow only one option


- By downloading 12BB from preview and submit screen and make it signed and upload

NTT DATA			
FORM NO.12BB			
(See rule 26C)			
1	Name and address of the employee:	Yanamala Gangadara ,	
2	Permanent Account Number of the employee:	ATZPY1710D	
3	Financial year:	2019 - 2020	
Details of claims and evidence thereof			
(1) Sl No.	(2) Nature of claim	(3) Amount (Rs.)	(4) Evidence / particulars
1	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord: (iii) Address of the landlord: (iv) Permanent Account Number of the landlord: Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2	Leave travel concessions or assistance		
3	Deduction of interest on borrowing: (i) Interest payable/paid to the lender: (ii) Name of the lender: (iii) Address of the lender : (iv) Permanent Account Number of the lender : (a) Financial Institutions(if available): (b) Employer(if available) (c) Others		
4	Deduction under Chapter VI-A		
	(A) Section 80C i. Life Insurance Corporation	23000.00	
	(B) Section 80D i. Medical for Handicapped Dependents	23000.00	
	(C) Other sections (e.g. 80E, 80G, 80TTA, etc.) i. Employee's contribution towards NPS	24000.00	

Verification	
<p>I, Yanamala Gangadara..son/daughter of .. do hereby certify that the information given above is complete and correct.</p> <p>The amount of investments/Payments referred above is / will be paid out of The income earned during the FY 2019 - 2020 chargeable to tax. The information provided by me above is true and correct. I also undertake to indemnify the Company from any loss / Liability that may arise in the event of the above Information being incorrect.</p>	
<p>Place: Noida</p> <p>Date : 11/23/2019 (MM/DD/YYYY)</p> <p>Designation :SSE</p>	<p>(Signature of the employee)</p> <p>Yanamala Gangadara</p>

This is a computer-generated document. No signature is required.

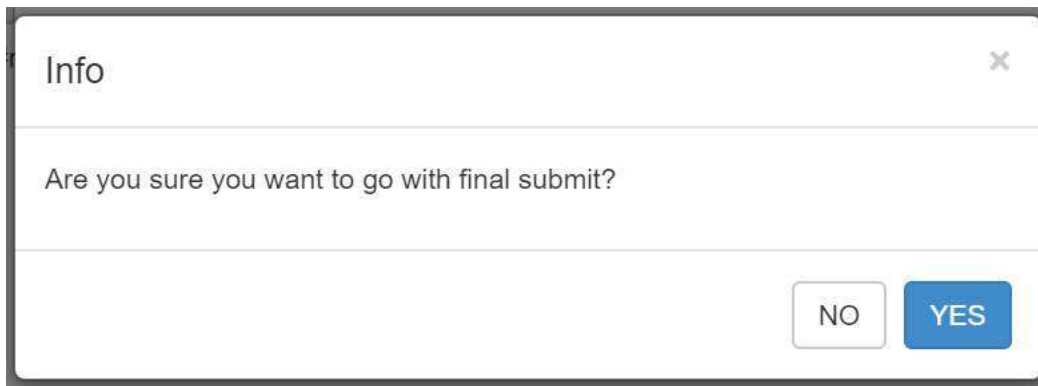
- **Uploading the signature where signature of the employee field.**

Verification	
<p>I, Yanamala Gangadara..son/daughter of .. do hereby certify that the information given above is complete and correct.</p> <p>The amount of investments/Payments referred above is / will be paid out of The income earned during the FY 2019- 2020 chargeable to tax. The information provided by me above is true and correct. I also undertake to indemnify the Company from any loss / Liability that may arise in the event of the above Information being incorrect.</p>	
<p>Place: Noida</p> <p>Date : 11/23/2019 (MM/DD/YYYY)</p> <p>Designation :SSE</p>	<div><p>Choose File sign1.png</p><p>Size:4, 117X 429, image/png</p><p>Upload</p></div> <p>(Signature of the employee)</p> <p>Yanamala Gangadara</p>

Close

We find this in the end if preview and submit.

Click on Upload and if you want submit click on OK else cancel

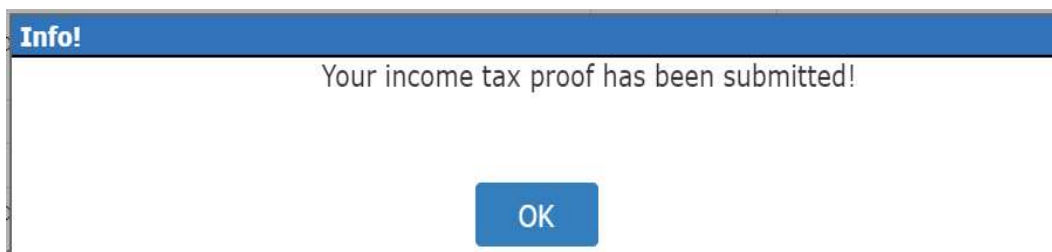
A confirmation dialog box titled "Info" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to go with final submit?". At the bottom right, there are two buttons: "NO" and "YES".

Info

Are you sure you want to go with final submit?

NO YES

Employee will get confirmation that proofs has been submitted.

A success confirmation message box with a blue header bar containing the word "Info!". The main text states, "Your income tax proof has been submitted!". At the bottom center, there is a blue button labeled "OK".

Info!

Your income tax proof has been submitted!

OK

- If all the details are correct click on Final submit and close.

Click on Form 12BB to download the submitted document in PDF format

NTT Data			
FORM NO.12BB			
(See rule 26C)			
1	Name and address of the employee:	Yanamala Gangadara ,	
2	Permanent Account Number of the employee:	ATZPY1710D	
3	Financial year:	2019 - 2020	
Details of claims and evidence thereof			
(1) Sl No.	(2) Nature of claim	(3) Amount (Rs.)	(4) Evidence / particulars
1	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord: (iii) Address of the landlord: (iv) Permanent Account Number of the landlord: Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2	Leave travel concessions or assistance		
3	Deduction of interest on borrowing: (i) Interest payable/paid to the lender: (ii) Name of the lender: (iii) Address of the lender : (iv) Permanent Account Number of the lender : (a) Financial Institutions(if available): (b) Employer(if available) (c) Others		
4	Deduction under Chapter VI-A		
	(A) Section 80C i. Life Insurance Corporation	23000.00	
	(B) Section 80D i. Medical for Handicapped Dependents	23000.00	
	(C) Other sections (e.g. 80E, 80G, 80TTA, etc.) i. Employee's contribution towards NPS	24000.00	

Verification	
<p>I, Yanamala Gangadara., son/daughter of .. do hereby certify that the information given above is complete and correct.</p> <p>The amount of investments/Payments referred above is / will be paid out of The income earned during the FY 2019 - 2020 chargeable to tax. The information provided by me above is true and correct. I also undertake to indemnify the Company from any loss / Liability that may arise in the event of the above Information being incorrect.</p>	
<p>Place: Noida</p> <p>Date : 11/23/2019 (MM/DD/YYYY)</p> <p>Designation : SSE</p>	<p> (Signature of the employee) Yanamala Gangadara</p>

This is a computer-generated document. No signature is required.

You are successfully submitted your income tax proof