

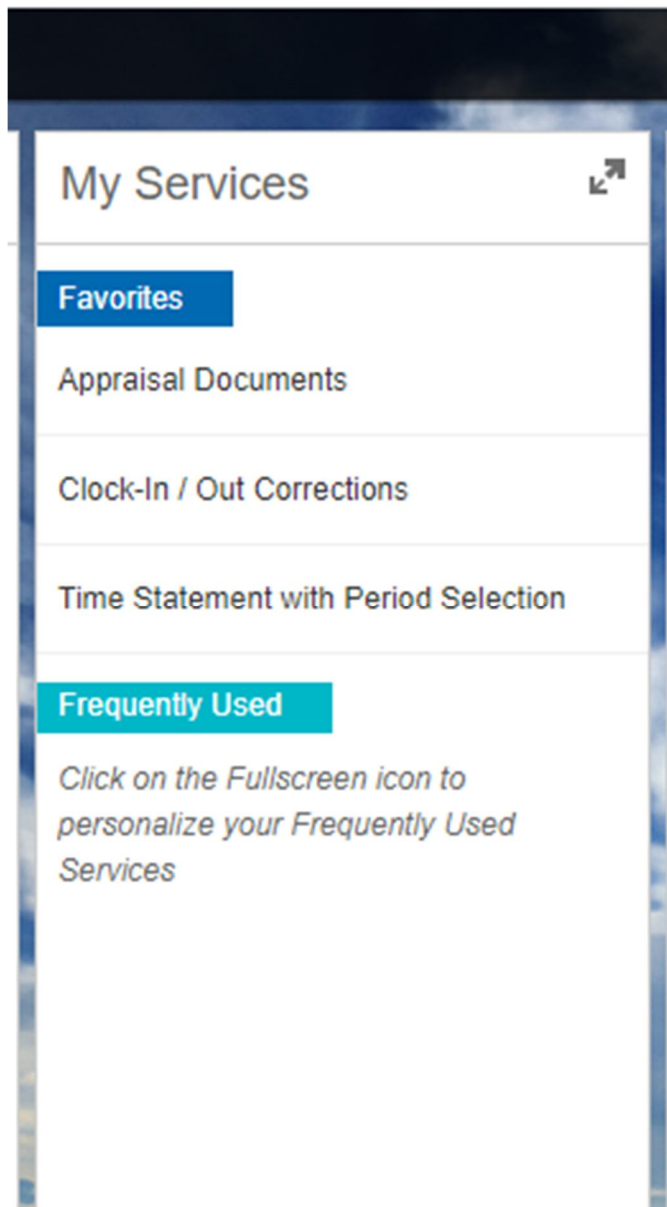
User Manual IT Delectration

Steps to Login to Ess portal

Enter user ID and Password.

Click on Log on Button.

Go to my services.



Click on this icon.



Click on benefits and payments tab.

Click on IT Declaration.

Click on Create Button

Create Request (IT Declarations - India): Step 1 (Details)

< Previous Next >

1 2 3
Details Review Submit

* IT - Declaration Type: Declaration of Taxation Method

* Taxation Option*: Old Tax Regime

I acknowledge and accept [Terms and Conditions](#)

In case of following Error,

Create Request (IT Declarations - India): Step 3 (Submit)

< Previous Next >

✔ Request validation is successful

❗ Error while inserting claim record 0003422600021002 in cluster for employee 00034226

✔ Refresh the Overview screen to view your request

1 2 3
Details Review Submit

[Create New Request](#)
[Close Window](#)

go back to (click on Refresh button)

IT Declarations - India

8 records found for the selection.

[Display Message Log](#)

Active Queries

My Requests **All Requests (8)**

My Requests - All Requests

[Hide Quick Criteria Maintenance](#)

Reference Number:
IT - Declaration Type:
Request Type:
Request Phase:
Request Status:
Creation Date: To

View: [Standard View]

Full Name	Employee Number	IT - Declaration Type	Creation Date	Employee Name	Request Phase	Request Status	Tax Exemption Approved	Multiple
	34226	Declaration of Taxation Method	23.04.2024	Jagadeep Shivaji Tathe	New	New	0.00	
Harshad Prakash Satam	34226	Section 80 Deductions	16.12.2022	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80C Deductions	18.11.2021	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80 Deductions	18.11.2021	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80C Deductions	16.12.2020	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80 Deductions	16.12.2020	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	

Select the line created for 24-25 and click on Edit and submit.

IT Declarations - India

Active Queries

My Requests **All Requests (8)**

My Requests - All Requests

[Hide Quick Criteria Maintenance](#)

Reference Number:
IT - Declaration Type:
Request Type:
Request Phase:
Request Status:
Creation Date: To

View: [Standard View]

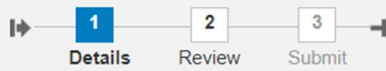
Full Name	Employee Number	IT - Declaration Type	Creation Date	Employee Name	Request Phase	Request Status	Tax Exemption Approved	Multiple Line
	34226	Declaration of Taxation Method	23.04.2024	Jagadeep Shivaji Tathe	New	New	0.00	
Harshad Prakash Satam	34226	Section 80 Deductions	16.12.2022	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80C Deductions	18.11.2021	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80 Deductions	18.11.2021	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80C Deductions	16.12.2020	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80 Deductions	16.12.2020	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	

Last Refresh 23.04.2024 12:06:23 INDIA Refresh

And click on next

IT Declarations - India: Step 1 (Details)

< Previous Next >



IT - Declaration Type:

Request Number:

* Taxation Option*:

I acknowledge and accept [Terms and Conditions](#)

Click on IT Declaration link & Click on Create button

Active Queries

My Requests **All Requests (9)**

My Requests - All Requests

Hide Quick: Criteria Maintenance Personalit

Reference Number:

IT - Declaration Type:

Request Type:

Request Phase:

Request Status:

Creation Date: To

Apply Clear

View: [Standard View]

Full Name	Employee Number	IT - Declaration Type	Creation Date	Employee Name	Request Phase	Request Status	Tax Exemption Approved	Multiple Line
Harshad Prakash Satam	34226	Section 80C Deductions	12.04.2024	Jagadeep Shivaji Tathe	In-Process	To Be Approved	0.00	
Harshad Prakash Satam	34226	Section 80 Deductions	10.04.2024	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Harshad Prakash Satam	34226	Section 80 Deductions	16.12.2022	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80C Deductions	18.11.2021	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80 Deductions	18.11.2021	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	
Santosh Damodar Thakur	34226	Section 80C Deductions	16.12.2020	Jagadeep Shivaji Tathe	In-Process	To Be Processed	0.00	

Click and Acknowledge and accept

Create Request (IT Declarations - India): Step 1 (Details)

1 Details
 2 Review
 3 Submit

*Line Number	Investments/Contributions	Maximum Limit	Currency	Evidence	Proposed Investment	Previous Approved Amount	Actual Amount
0016	Subscription to notified mutual fund	9,999,999.00	INR	Particulars	0.00	0.00	0.00
0017	Subscription to notified pension fund	9,999,999.00	INR	Particulars	0.00	0.00	0.00
0018	Subscription to notified deposit scheme of the National Housing Bank	9,999,999.00	INR	Particulars	0.00	0.00	0.00
0019	Subsr to dpst schm of a pblc sectr com or any constituted athry in house constr	9,999,999.00	INR	Particulars	0.00	0.00	0.00
0020	Contract for a deferred annuity on life of specified persons	9,999,999.00	INR	Particulars	0.00	0.00	0.00
0021	Deduction from salary for a deferred annuity	9,999,999.00	INR	Particulars	0.00	0.00	0.00
0022	Tuition fee - child 1	9,999,999.00	INR	Particulars	0.00	0.00	0.00

I acknowledge and accept Terms and Conditions

Comments

Then go to Calculate tab

Create Request (IT Declarations - India): Step 1 (Details)

1 Details
 2 Review
 3 Submit

* IT - Declaration Type:

Actual Amount:

Proposed Amount:

Begin Date:

End Date:

Consider Actuals

*Line Number	Investments/Contributions	Maximum Limit	Currency	Evidence	Proposed Investment	Previous Approved Amount	Actual Amount
0013	Repayment of Housing loan	9,999,999.00	INR	Particulars	0.00	0.00	50,000.00
0014	Interest on NSC VIII issue	9,999,999.00	INR	Particulars	0.00	0.00	0.00
0015	Contribution to notified annuity plan of LIC	9,999,999.00	INR	Particulars	0.00	0.00	0.00
0016	Subscription to notified mutual fund	9,999,999.00	INR	Particulars	0.00	0.00	0.00

Click on Review button and Submit tab.