User Mannual 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.

⊾<mark>n</mark>

Click on benefits and payments tab.

Payment		Loan		Other Allowance	
LTA & Medical Claim	☆	Employee Loan consent	*	Education Allowance	${\not\sim}$
IT Declaration	${\not\sim}$	Loans	${\Leftrightarrow}$	Charge Allowance	
Salary Statement and Income Tax Projection	*				
Provision Statement	${\not\sim}$				
Employee PF Statement	Å				

Click on IT Declaration.

Ay Services		and the second second				
Overview Worki	ing Time	Benefits and Payments	Personal	Information Ca	reer and Development	<
				5	Search for Services	
Payment		Loan		Other Allow	wance	
LTA & Medical Claim	☆	Employee Loan consent	☆	Education Allov	vance 📩	
IT Declaration	*	Loans	Å	Charge Allowar	nce 😾	
Salary Statement and Income Tax Projection	${\Leftrightarrow}$					
Provision Statement	☆					
Employee PF Statement	☆					

Click on Create Button

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

< Previous Next >		
Details Review	iew Submit	
* IT - Declaration Type: * Taxation Option*:	Declaration of Taxation Method	
I acknowledge and ac	ccept Terms and Conditions	

In case of following Error,



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:	To To	T Dalata	Eorm 12	BB Theformation Print Varsion Even	t C Refrech			
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.

Active Queries								
My Requests All Requests (8)								
My Requests - All Requests								
Hide Quick Criteria Maintenance								
Reference Number: IT - Declaration Type: - All - Request Type: - All - Request Phase: - All -	v V							
Creation Date:	To	1						
Creation Date: Apply Clear View: [Standard View] Full Name	To To Go Display Zedit Edit	T Delete Print Reque	est Form 12BB Creation Date	B Information Frint Version Ex	oort _ 🗘 Refresh Request Phase	Request Status	Tax Exemption Approved	Multi
Image: Standard View] • All - Creation Date: Image: Standard View] View: [Standard View] Full Name	To 60 Display C Edit Employee Number 34226	Delete Print Reque IT - Declaration Type Declaration of Taxation Method	Form 12BE Creation Date 23.04.2024	3 Tinformation Print Version Ex Employee Name Jagadeep Shwaji Tathe	New	Request Status New	Tax Exemption Approved 0.00	Multi
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And click on next

IT Declaration < Previous Next >	is - India: Step 1 (Details)
▶ 1 Details Re	2 3
IT - Declaration Type: Request Number: * Taxation Option*:	Declaration of Taxation Method 0003422600021 Old Tax Regime
✓ I acknowledge and	accept Terms and Conditions

Click on IT Declaration link & Click on Create button

Contract Contra								
My Requests All Requests (9)								
My Requests - All Request	s							
Hide Quick Criteria Maintenance								Persona
Reference Number:								
IT - Declaration Type: - All -		~						
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Click and Acknowledge and accept

eate Ree	quest (IT Declarations - India): Step 1 (Details)						Ø
1 Detaile	2 3 4 Pauloy Submit						
0016	Subscription to patified mutual fund	a aga aga nn	IND	Porticulare	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 constrc	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
		0 000 000 00	INP	Particulare	0.00	0.00	0.00

Comments

Then go `to Calculate tab

Previous Next >	est (IT Declarations - India): Step 1	(Details)					
l∳ 1 Details Re	2 3 Inview Submit						
* IT - Declaration Type	Section 80C Deductions						
Actual Amount	1,100,000.00						
Proposed Amount	0.00						
Begin Date	01.04.2024						
End Date	31.03.2025						
Consider Actuals							
E Calculate							
*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
0010		0 000 000 00	IND		0.00	0.00	0.00

Click on Review button and Submit tab.