

How to declare my 'Investment' :

You can follow the below steps to declare the 'Investment' on Zing HR :

1. Log in to your Zing HR account.
2. On the home screen left-hand top side click on select menu and then 'Investment' as shown below.

ZING

Click On select menu (dots)

My Time And Attendance

● Absent ● Leave Applied ● Half Day ● Leave Approved ● Present ● Outdoor Approved ...

October 2018 [Holiday List](#)

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----------|-----------|--------------------|-----------|------------------|-----------|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| | ● Present | ● Absent | ● Present | ● Present | ● Present | ● Present |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | ● Present | ● Present | ● Outdoor Approved | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | | | ● Absent | ● Leave Approved | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | | | | | |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| | | | | | | |

[Regularize](#) [Outdoor](#)

Absence in current month

0.0

- Paternity Leaves (NA)
- Paid Leave (47.00)
- CompOff Leaves (0.00)
- BirthDay Leaves (0.00)
- Other Leaves ▾

The screenshot displays the ZING HR portal interface. At the top, the ZING logo is visible. Below it, a navigation bar contains icons for Home, Investment, My Compensation, PMS, and Reward and Recognition. The 'Investment' icon is highlighted with a red arrow and the text 'Investment' below it. To the right, there is a 'month' dropdown menu. The main content area features a calendar grid for the month of March, with dates 14 through 31. The calendar shows several days with colored markers: green dots on 14, 15, and 16; a yellow background on 17; a pink background on 18; and a purple dot on 25. To the right of the calendar is a list of leave types and their amounts:

- Paternity Leaves (NA)
- Paid Leave (47.00)
- CompOff Leaves (0.00)
- BirthDay Leaves (0.00)
- Other Leaves ▼

At the bottom of the calendar area, there are two buttons: 'Regularize' and 'Outdoor'.

3. New window will appear, on that your name, PAN no, Tax and Net Taxable income will be display.

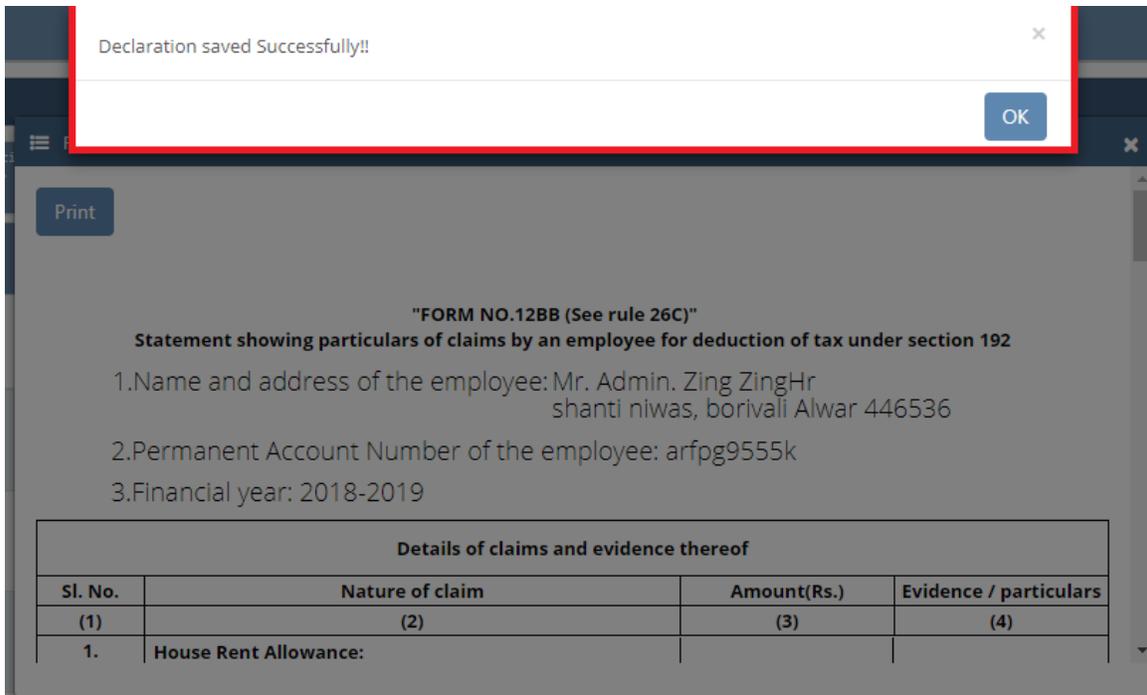
| Mr. Admin. Zing Zinghr | | Gender: Male | PAN: arfpg955sk | TAX: 5163735 | Net Taxable Income: 15016680 |
|---------------------------------------------|--------------------------------------------|----------------------------|-----------------------|----------------------|------------------------------|
| Investment | | | | | |
| Chapter VIA Deductions | Med/Class Education Disability/More... | Tentative Limit (₹ 420000) | Declared (₹ 75757) | Submitted (₹ 175000) | Verified (₹ 0) |
| HRA Monthly Details | Rent | Tentative Limit (₹ 0) | Declared (₹ 0) | Submitted (₹ 0) | Verified (₹ 0) |
| Income From Other Sources | Interest TDS | Tentative Limit (₹ 0) | Declared (₹ 0) | Submitted (₹ 0) | Verified (₹ 0) |
| Income From Previous Employer | Income PT PF | Tentative Limit (₹ 0) | Declared (₹ 0) | Submitted (₹ 0) | Verified (₹ 0) |
| Sec 10 Exemption | EXPENSES/111s | Tentative Limit (₹ 15000) | Declared (₹ 0) | Submitted (₹ 0) | Verified (₹ 0) |
| Second Home Loan Details (Let Out Property) | Rent/Received Municipal Taxes Housing/More | Tentative Limit (₹ 0) | Declared (₹ 15297306) | Submitted (₹ 0) | Verified (₹ 0) |
| Self Occupied House/ Property | Loan/Interest | Tentative Limit (₹ 0) | Declared (₹ 69444) | Submitted (₹ 0) | Verified (₹ 0) |
| Investments u/s 80C | LIC/Pension PF/ More/LongTerm | Tentative Limit (₹ 150000) | Declared (₹ 1220) | Submitted (₹ 0) | Verified (₹ 0) |
| 80G | DONATION PAID/ More | Tentative Limit (₹ 0) | Declared (₹ 1) | Submitted (₹ 0) | Verified (₹ 0) |

[Save](#)

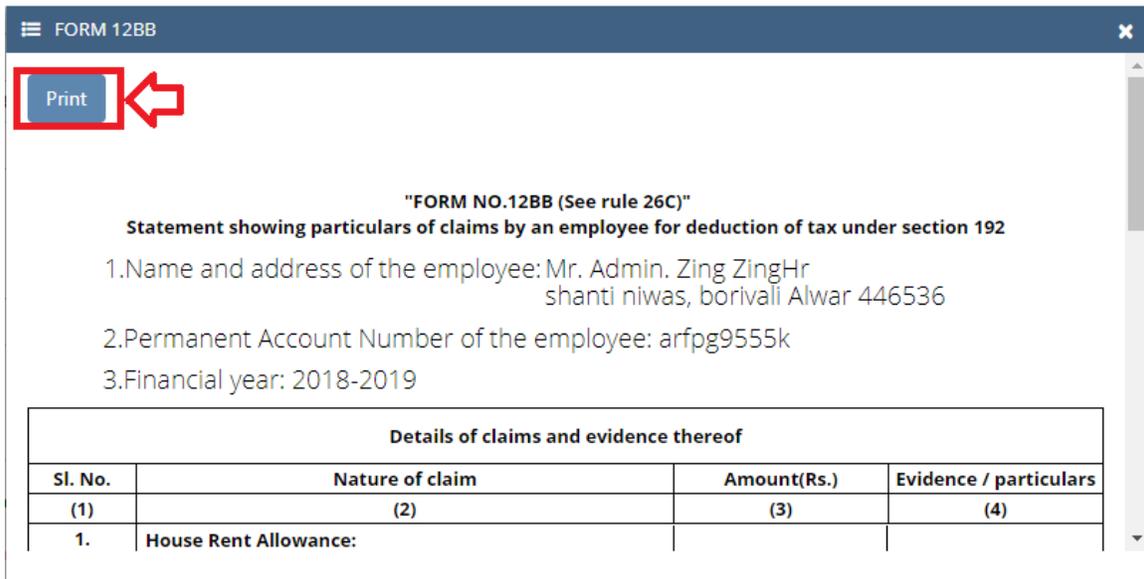
4. Select the particular investment category, then you will get the below screen.

| Investment | | | | | | | |
|----------------------------|---------------------------------------------------------------------------|----------------------------|--------------------|-------------------------|-------------------------|-----------|--|
| Chapter VIA Deductions | Med/Class Education Disability/More... | Tentative Limit (₹ 420000) | Declared (₹ 75757) | Submitted (₹ 0) | Verified (₹ 0) | | |
| HRA Monthly Details | | | | | | | |
| Rent | | | | | | | |
| | | Tentative Limit (₹ 0) | Declared (₹ 0) | Submitted (₹ 0) | Verified (₹ 0) | | |
| | | | | | Check the status | | |
| | | Max | Declared | Submitted Amount | Verified Amount | | |
| | | | | | Proof Entry | | |
| | | | | | Status | | |
| Rent April | <input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro | No Limit | 0 | 0 | 0 | Add Proof | |
| Rent May | <input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro | No Limit | 0 | 0 | 0 | Add Proof | |
| Rent June | <input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro | No Limit | 0 | 0 | 0 | Add Proof | |
| Rent July | <input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro | No Limit | 0 | 0 | 0 | Add Proof | |
| Rent August | <input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro | No Limit | 0 | 0 | 0 | Add Proof | |

[Save](#)



- Next you will get the printout option, where you can able to take printout from clicking on 'Print' button.



- After that you need to Save the overall declaration

| Investment | | | | | | |
|---------------------------------------------|--------------------------------------------|----------------------------|-----------------------|-----------------|----------------|---|
| Chapter VIA Deductions | Medicare Education Disability more.. | Tentative Limit (₹ 420000) | Declared (₹ 75757) | Submitted (₹ 0) | Verified (₹ 0) | ⊕ |
| HRA Monthly Details | rent | Tentative Limit (₹ 0) | Declared (₹ 0) | Submitted (₹ 0) | Verified (₹ 0) | ⊕ |
| Income From Other Sources | Interest TDS | Tentative Limit (₹ 0) | Declared (₹ 0) | Submitted (₹ 0) | Verified (₹ 0) | ⊕ |
| Income From Previous Employer | Income PT PF | Tentative Limit (₹ 0) | Declared (₹ 0) | Submitted (₹ 0) | Verified (₹ 0) | ⊕ |
| Sec 10 Exemption | Expenses/ills | Tentative Limit (₹ 15000) | Declared (₹ 0) | Submitted (₹ 0) | Verified (₹ 0) | ⊕ |
| Second Home Loan Details (Let Out Property) | Not Declared: Mortgage/Loans Housing Loans | Tentative Limit (₹ 0) | Declared (₹ 15297306) | Submitted (₹ 0) | Verified (₹ 0) | ⊕ |
| Self Occupied House/ Property | Loan Interest | Tentative Limit (₹ 0) | Declared (₹ 69444) | Submitted (₹ 0) | Verified (₹ 0) | ⊕ |
| Investments u/s 80C | LIC/Pension/PPF/NSC/ELSS/Sec 80CCD | Tentative Limit (₹ 150000) | Declared (₹ 1220) | Submitted (₹ 0) | Verified (₹ 0) | ⊕ |
| 80G | Donation/ PMS/ RRR | Tentative Limit (₹ 0) | Declared (₹ 1) | Submitted (₹ 0) | Verified (₹ 0) | ⊕ |


Save

7. You need to click on ‘I agree and confirm the above declaration ’

Employee Undertaking ✕

I, hereby declare that the above information provided is true in all respects and to the best of my knowledge and belief. I am aware that the company is considering the above self attested copies of proofs/documents provided by me in utmost good faith and trust for the purpose of calculating my TDS. Therefore it would be binding on me to keep the said documents under my safe custody and produce a part or all the original documents to the Company or Income Tax Authorities whenever the same is requisitioned for. I am also aware that I alone would be liable for any consequences/action as per the rules of the company if the above mentioned is found to be devoid of the truth and/or in case of my failure to produce the requisitioned documents within the time/period given to me.

I agree and confirm the above declaration

Accept
Decline

(If this is accepted the Form12 BB will be generated)

8. Click on ‘Accept ’ button and you done it!

Declaration saved Successfully!! ✕

OK

9. Then you will get the overall declaration statement, which you can able to take a print as well.

[Print](#)**"FORM NO.12BB (See rule 26C)"****Statement showing particulars of claims by an employee for deduction of tax under section 192**

- 1.Name and address of the employee: Mr. Admin. Zing ZingHr
shanti niwas, borivali Alwar 446536
- 2.Permanent Account Number of the employee: arfpg9555k
- 3.Financial year: 2018-2019

| Details of claims and evidence thereof | | | |
|----------------------------------------|-----------------------|-------------|------------------------|
| Sl. No. | Nature of claim | Amount(Rs.) | Evidence / particulars |
| (1) | (2) | (3) | (4) |
| 1. | House Rent Allowance: | | |