

How to declare my 'HRA Details':

You can follow the below steps to declare the 'HRA Details' 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
	●		●	●	●	●
7	8	9	10	11	12	13
	●	●				
14	15	16	17	18	19	20
					●	
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 ▼







Home




Investment




My Compensation




PMS



Reward and Recognition



ZingLearn



Investment

month

14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Paternity Leaves (NA)

Paid Leave (47.00)

CompOff Leaves (0.00)

BirthDay Leaves (0.00)

Other Leaves ▾

Regularize

Outdoor

- New window will appear on that you need to confirm your name, PAN no, Tax and Net Taxable income.

Mr. Admin, Zing Zingiv Gender: Male PAN: arfpg955sk TAX: 5163735 Net Taxable Income: 15016680

Investment

Chapter VIA Deductions	Medicines Education DisabilityMore...	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	ExpensesBills	Tentative Limit (₹ 15000)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)	📄
Second Home Loan Details (Let Out Property)	RentReceived MunicipalTaxes HousingLoans	Tentative Limit (₹ 0)	Declared (₹ 15297306)	Submitted (₹ 0)	Verified (₹ 0)	📄
Self Occupied House/ Property	LoanInterest	Tentative Limit (₹ 0)	Declared (₹ 69444)	Submitted (₹ 0)	Verified (₹ 0)	📄
Investments u/s 80C	LICPremium PPF PensionScheme	Tentative Limit (₹ 150000)	Declared (₹ 1220)	Submitted (₹ 0)	Verified (₹ 0)	📄
80G	DONATION PAID 88G	Tentative Limit (₹ 0)	Declared (₹ 1)	Submitted (₹ 0)	Verified (₹ 0)	📄

Save

3. Select the 'HRA monthly Details ' then you will get the below screen.

HRA Monthly Details Rent Tentative Limit (₹ 0) Declared (₹ 101000) Submitted (₹ 00000) Verified (₹ 0) 📄

	Max	Declared	Submitted Amount	Verified Amount	Proof Entry	Status
Rent April 📌Metro 📌Non-Metro	No Limit	1000	40000	0	Add Proof	📄
Rent May 📌Metro 📌Non-Metro	No Limit	0	0	0	Add Proof	📄
Rent June 📌Metro 📌Non-Metro	No Limit	0	0	0	Add Proof	📄
Rent July 📌Metro 📌Non-Metro	No Limit	0	40000	0	Add Proof	📄
Rent August 📌Metro 📌Non-Metro	No Limit	100000	0	0	Add Proof	📄

Save

4. Enter the 'Month wise HRA details ' as per below.

HRA Monthly Details	Rank	Tentative Limit (₹ 0)	Declared (₹ 14000)	Submitted (₹ 90000)	Verified (₹ 0)		
		Max	Declared	Submitted Amount	Verified Amount	Proof Entry	Status
Rent April	<input checked="" type="radio"/> Metro <input type="radio"/> Non-Metro	No Limit	1000	40000	0	Add Proof	
Rent May	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	1000	0	0	Add Proof	
Rent June	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	1000	0	0	Add Proof	
Rent July	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	1000	40000	0	Add Proof	
Rent August	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	10000	0	0	Add Proof	
Rent September	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	1000	0	0	Add Proof	
							Save

- NOTE** - 1) IF total amount is less than 100000 then it is not mandatory to enter the landlord Details.
- 2) If amount is more the 100000 then landlord details screen will open and you will be ask to enter the landlord details. (For reference please follow the below screen shot).
- 3) Total Amount is more that 100000 so system will ask to update landlord Details

Investment							
<input checked="" type="radio"/> Non-Metro							
Rent October	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	0	0	0	Add Proof	
Rent November	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	0	0	0	Add Proof	
Rent December	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	0	0	0	Add Proof	
Rent January	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	0	0	0	Add Proof	
Rent February	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	0	0	0	Add Proof	
Rent March	<input type="radio"/> Metro <input checked="" type="radio"/> Non-Metro	No Limit	100000	0	0	Add Proof	
Total Declaration :			115000			Landlord Details	

landlord Details

Name of the landlord

:

ABC

Address of the landlord

:

XYZ, ABC, Mumbai

Permanent Account Number

:

PRF123654787H

Submit

- After that you need to click on 'Save' button.
- In case, if you wish to add or update Declared amount you need to follow the aAfter that you need to Save the overall declaration

Investment						
Chapter VIA Deductions	Medicine 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 on bills	Tentative Limit (₹ 15000)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)	ⓘ
Second Home Loan Details (Let Out Property)	Rent Received Multiplicities Housing loan	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 w/s 80C	LIC Premium PPF Pension Scheme	Tentative Limit (₹ 150000)	Declared (₹ 1220)	Submitted (₹ 0)	Verified (₹ 0)	ⓘ
80G	Donation Pledge 80G	Tentative Limit (₹ 0)	Declared (₹ 1)	Submitted (₹ 0)	Verified (₹ 0)	ⓘ
						<div> <div></div> <div>Save</div> </div>

- 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 able to take a print as well using Print Button or you can Save the same in PDF.

FORM 12BB

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:		