Notice for online filling and submission of 10E for the purpose of claiming relief under section 89(1) of the Income Tax Act 1961 against contribution of CIL Executive Defined Contribution Pension Scheme-2007

## Steps to be followed for online filling and submission

Go to login page in pension portal in Coal India Website

- Enter your Employee Code & press Submit.
- Press 'Update Income Button" at right bottom corner.
- Enter your PAN No. correctly & press 'Submit PAN No.' button.
- -Enter data in <u>FY Income</u> & <u>FY Tax paid</u> for each year pension contribution has been received by double-click on the column.
- -Press 'Add Income FY 2018-19' button at top left. It will create a record of 18-19 in the table. Enter <u>estimated income only</u> in the column <u>FY-INCOME</u> for FY 18-19. This is mandatory for all employees.
- -Press 'Calculate Income Tax" for calculations.
- Press '<u>Generate 10E'</u>. Form-10E will appear in the screen. Download and print. Printed 10E may be Signed, scanned and uploaded by pressing 'Upload 10E' button.

**Note**: Nodal officers of respective subsidiaries are requested to upload Form 10E submitted physically for digital record keeping.