

DATE: 15/11/2021

CIRCULAR

INCOME TAX PROVISIONAL STATEMENT (F. Y. 2021-22)

All CIDCO Officers / Staff are hereby informed that the **PROVISIONAL STATEMENT** of Income Tax F.Y. 2021-22 is available on ESS/MSS CIDCO Intranet Portal.

All are requested to download the Provisional statement, Investment form & upload Investment through following Steps before **15th Dec. 2021**.

Step 1: Go to I. T. Declaration

Step 2: CREATE

Step 3: Select **I. T. Declaration Type**

- A) Select one Investment type
- B) Type amount invest by you in particular cell.
- C) Tick on I acknowledge & accept term & condition
- D) Attach & upload copy of receipt.

Step 4: Click on CALCULATE

Step 5: Click on NEXT button two times.

Note: All Officers / Staff are also requested to submit hard copy of document uploaded on ESS MSS portal to Salary section for verification purpose before **15th Dec. 2021**.

Accounts Officer (salary)