

REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

GUIDELINES FOR ISSUANCE OF INCOME CERTIFICATE

Eligibility Criteria		
The applicant is entitled for Income Certificate if he/she is- <ul style="list-style-type: none"> ✓ An individual who is a citizen of India. ✓ An individual who is a permanent resident of the territorial jurisdiction of NCT of Delhi. 		
Documents to be attached with the Application Form		
1. Identity Proof of Beneficiary (Any One is mandatory) – <ul style="list-style-type: none"> Aadhaar Card Voter ID Card Any Govt. recognized document PAN Card Passport Ration Card with Photo Driving License 		
2. Present Address Proof of Beneficiary (Any One is mandatory) – <ul style="list-style-type: none"> Aadhaar Card Passport Bank Passbook Telephone Bill (Landline or Post-paid) Voter ID Card Ration Card Electricity Bill Gas Bill Driving License Rent Agreement (Registered) Water Bill Any Govt. recognized document 		
3. Permanent Address Proof of Beneficiary (Any One is mandatory) – Same as List in Col No.2 above.		
4. Income certificate (if issued earlier) – Not mandatory		
5. BPL Ration / National Food Security (NFS) Card, if BPL Ration/NFS Card holder (if available)		
6. Family Income Proof (Salary slips wherever applicable)		
7. Relevant document of expenditure such as Electricity / School fees of Children/ Rent Receipts		
8. The candidate must provide signed copy of the self-declaration along with the application form.		
9. One Passport size Coloured Photograph of the Beneficiary (Size 5cm x 4.5cm Or 2"x1.75") <ul style="list-style-type: none"> Should include full face, front view and open eyes should be in a plain white or off-white background should have a natural expression (closed mouth) should be of full head from top of hair to shoulder shouldn't be shadows on the face or background should not include sunglasses or hats 		
Important Note		
<ul style="list-style-type: none"> ❖ Beneficiary's self-attested copy of the original document to be produced while applying at Citizen Service Centre (CSC) and if applying online then document are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications. ❖ Scanned copy of Self-declaration has to be uploaded while applying online and original declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speedpost/registered post along with Application / Acknowledgement number. ❖ The beneficiary himself/herself / any of his family member should be present at the CSC for photograph or submit his/her photograph. In case of online application, applicant must upload beneficiary photograph (As per specifications above) 		



REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI
APPLICATION FORM – INCOME CERTIFICATE

BENEFICIARY DETAILS

1. e-District Registration Number :

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(For already Registered User- Not to be filled in by first time Applicants or those having Aadhaar number)

OR

2. UID (AADHAAR) No :

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3. Name of Beneficiary :

4. Name of Father :

5. Name of Mother :

6. Name of Spouse :

7. Gender : ☐ Male ☐ Female ☐ Other

8. Date of Birth :

Beneficiary color
Passport Size
Photograph
Size – 5 x 4.5 (Cm.)
Or
2 x 1.75 (Inch)

9. Mobile No. :

e-Mail ID : @

10. Present Address :

House Name/No :

Sub-Locality :

Locality :

Village/Town :

Sub- division :

District :

State :

Country :

PIN Code :

11. Whether the Present and Permanent Address is same : ☐ Yes ☐ No

12. If No, Permanent Address :

House Name/No :

Sub-Locality :

Locality :

Village/Town :

Sub- division :

District :

State :

Country :

PIN Code :

13. Purpose to obtain certificate (Please tick any one)

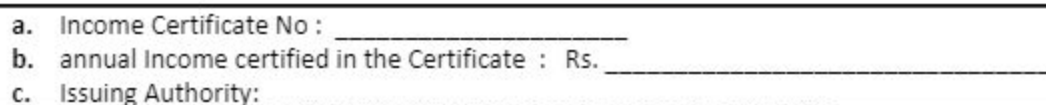
- ☐ For availing charge concession in Education Institution
- ☐ For securing seats in the quota reserved in professional college in socially economical Backward classes.
- ☐ For obtaining loans from Government departments.
- ☐ For getting Pension
- ☐ For getting financial aid available to Ex-serviceman.
- ☐ For getting the loan available to SC/ST for different purpose.
- ☐ For getting the relief given to the victims of natural calamities.
- ☐ For getting the artificial limb, cycle etc. supplied to physically handicapped passes.
- ☐ For getting free Ration card etc.
- ☐ Others

14. Whether Income certificate issued earlier? :

☐ Yes

☐ NO

If yes, attach self-attested copy of certificate and provide below details



a. Are you BPL / NFS Card Holder?: ☐ Yes ☐ No

[illegible]

b. Are you Income Tax Payer ? : ☐ Yes ☐ No

If Yes, your Total Annual Income as per IT returns: Rs

(attach Copy of your IT Return)

c. Do you have a electricity Connection in your name?: ☐ Yes ☐ No

(if Yes, attache electricity bill for last 3 months)

Your Current electricity bill for Previous month: Rs.

d. Do you stay in rented House: ☐ Yes ☐ No

If yes, what is the monthly rent paid by you?: Rs.

For a, b and c, if the answer is 'Yes', it is mandatory to attach the documents. If answer is 'No', no document is required.

e. Amount of School fees for paid your children per month:

f. Monthly Income of other family members of your family:

16.

a. Total Monthly Family Income from all sources : Rs.

(In Words) _____ :

b. Total Annual Family Income from all sources : Rs.

(In Words) _____ :

17. Identity Proof of Beneficiary (Please tick one, provide the document No. and attach the same)

<input type="checkbox"/> Aadhaar Card	<input type="checkbox"/> PAN Card	<input type="checkbox"/> Ration Card with Photograph
<input type="checkbox"/> Voter ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Driving License
<input type="checkbox"/> Any Govt. recognized document	Document No : <input type="text"/>	

[illegible]

18. *Present Address Proof of Beneficiary (Please tick one, provide the document No. and attach the same)*

<input type="checkbox"/>	AADHAR Card	<input type="checkbox"/>	Voter ID Card	<input type="checkbox"/>	Driving License
<input type="checkbox"/>	Passport	<input type="checkbox"/>	Ration Card	<input type="checkbox"/>	Electricity Bill DISCOM Name _____
<input type="checkbox"/>	Water Bill Utility Name _____			<input type="checkbox"/>	Gas Bill Comp Name _____
<input type="checkbox"/>	Telephone Bill Company name _____			<input type="checkbox"/>	Any Govt. recognized document
<input type="checkbox"/>	Rent Agreement (Registered)	<input type="checkbox"/>	Bank Passbook	Document No :	<input type="text"/>

[illegible]



19. Permanent Address Proof of Beneficiary (Please tick one, provide the document No. and attach the same)

<input type="checkbox"/> AADHAR Card	<input type="checkbox"/> Voter ID Card	<input type="checkbox"/> Driving License
<input type="checkbox"/> Passport	<input type="checkbox"/> Ration Card	<input type="checkbox"/> Electricity Bill DISCOM Name_____
<input type="checkbox"/> Water Bill Utility Name _____	<input type="checkbox"/> Gas Bill Comp Name _____	<input type="checkbox"/> Any Govt. recognized document
<input type="checkbox"/> Telephone Bill Company name _____	<input type="checkbox"/> Rent Agreement (Registered)	<input type="checkbox"/> Bank Passbook
Document No :		<input type="text"/>

Date: 20YY

Beneficiary Signature :

Place: _____





20. Self-Declaration

I _____ S/o/D/o Sh. _____
aged _____ R/o _____

Verify as Under:

- I. That the above contents are correct to the best of my knowledge and belief and nothing has been concealed therein.

I further affirm that-

- II. I am aware that in case the information furnished above is found to be incorrect, I shall be liable for prosecution under section 177 & 191 of the Indian Penal Code, which stipulates as under:-

177. Furnishing False Information- whoever, being legally bound to furnish information on any subject to any public servant, as such, furnishes, as true, information on the subject which he knows or has a reason to believe to be false, shall be punished with simple imprisonment for a term which may extend to six months, or fine which may extend to one thousand rupees, or with both;

Or, if the information which he is legally bound to give respects the commission of an offence, or is required for the purpose of preventing the commission of an offence, or in order to the apprehension of an offender, with imprisonment of either description for a term which may extend to two years, or with fine, or with both.

191. Giving false evidence- Whoever being legally bound by an oath or by an express provision of law to state the truth, or being bound by law to make a declaration upon any subject, makes any statement which is false, and which he either knows or believes to be false or does not believe to be true, is said to give false evidence.

- III. Providing any false evidence shall be punishable under section 193 of IPC, 1860 which provides imprisonment for a term upto three years and fine.

Date: DD MM 20YY

Place: _____

Signature of Beneficiary :
(Parents Signature in case of Minor)

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