

**Economically Weaker Sections (EWS):** 10% of seats are reserved for the candidates of Economically Weaker Sections (EWS) as specified in the Office Memorandum No. 325-PAR(AR)/3P-1/2019, dated 09/07/2019 of Government of West Bengal.

**Eligibility Criteria:**

- (a) Persons who are not covered under the scheme of reservation of SC, ST & OBC.
- (b) Gross Annual Family Income should be below Rs.8.00 lakh (Rupees eight lakh only). Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.
- (c) Persons whose families do not own or possess any of the following assets –
  - a. 5 acres agricultural land and above.
  - b. Residential flat of 1000 sq. ft. and above.
  - c. Residential plot of 100 sq. yards and above in notified municipalities.
  - d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.The property held by a family in different locations would be clubbed together for determining EWS status.

**Income and Asset Certificate Issuing Authority:**

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by any of the following authorities in prescribed format as given in **Annexure-C**:

- 1. District Magistrate / Additional District Magistrate.
- 2. Sub-Divisional Officer.
- 3. DWO, Kolkata for Kolkata Municipal Corporation area.

Persons seeking Income and Asset Certificate shall apply in prescribed format in **Annexure-A** to the following authorities with supporting documents:

- 1. Block Development Officer of rural areas.
- 2. Sub-Divisional Officer for Municipalities.
- 3. DWO, Kolkata for Kolkata Municipal Corporation area.

List of supporting documents (illustrative and not exhaustive), self attested copies of which may be attached to the application for Income and Asset Certificate:

- a. EPIC or Citizenship Certificate of self or parents.
- b. PAN Card of self or parents
- c. Birth Certificate issued by the competent authority / Admit Card or Certificate of Madhyamik or equivalent Examination.
- d. Pay Slip of self or parents.
- e. Income Certificate from prescribed authorities.
- f. Residential Certificate.
- g. RoR / Parcha / Registered Deed.
- h. Certificate in support of Sub-Caste from Pradhan of Gram Panchayat / Chairman of Municipalities / Councillor of Municipal Corporations.
- i. Self Declaration in regard of Family Income, Assets and Sub-Caste in the prescribed format in **Annexure-B**.

**ANNEXURE - A****FORM OF APPLICATION FOR ECONOMICALLY WEAKER SECTIONS (EWS) CERTIFICATE**

To

The Sub-Divisional Officer / District Welfare Officer, Kolkata.

Sir,

I do hereby apply for Economically Weaker Sections (EWS) Certificate in the following prescribed proforma, for which particulars are given below. I hereby undertake that the information is correct to the best of my knowledge and belief and if anything found contrary I would be liable for that.

Yours faithfully,

Date :

(Signature of applicant / guardian in case of minor)

1. Full Name of Applicant :

2. Father's / Husband's Name :

3. Name of Caste :

4. (a) Date of Birth :

(b) Place of Birth :

Village / Ward	Police Station	District	State

5. Address since Birth :

(a) Present Address :

Para / House No. / Road / Village	Ward No. / G.P.	Post Office	District	State	Pin

(b) Other Address(s) :

Para / House No. / Road / Village	Ward No. / G.P.	Post Office	District	State	Pin

6. Nationality :

7. Religion :

8. Sex :

9. Details of two (2) referees :

Name of 1st referee	Address of 1st referee	Name of 2nd referee	Address of 2nd referee

10. Whether the applicant or his family migrated from other State / Country? :

11. If point no. 10 is 'Yes' :

Migration Certificate No. :

Date of Issue :

Address in his/her State of origin :

Village / Ward	Police Station	District	State	Country	Year

**12. INCOME AND ASSET DETAILS :****A. Service Details of Father :**

Type of Organisation :  
 Name of the Organisation :  
 Designation :  
 Age :  
 Date of Appointment :

**Service Details of Self :**

Type of Organisation :  
 Name of the Organisation :  
 Designation :  
 Age :  
 Date of Appointment :

**Service Details of Mother :**

Type of Organisation :  
 Name of the Organisation :  
 Designation :  
 Age :  
 Date of Appointment :

**Service Details of Spouse :**

Type of Organisation :  
 Name of the Organisation :  
 Designation :  
 Age :  
 Date of Appointment :

**B. Agriculture Land Holding : Owned by self, spouse, mother, father & minor children**

i) Location :

ii) Size of holding in acres:

**C. Income / Wealth of Father :**

i) Annual income from Salary :  
 ii) Annual income from other sources :  
 iii) Whether Tax Payer : Yes/No  
 (If yes, a copy of the last 3 (three) years return be furnished)  
 iii) Whether Tax Payer : Yes/No  
 (If yes, a copy of the last 3 (three) years return be furnished):  
 iv) Whether covered in Wealth Tax Act :Yes/No  
 (if so furnish details)

**Income / Wealth of Mother :**

i) Annual income from Salary:  
 ii) Annual income from other sources :  
 iii) Whether Tax Payer : Yes/No  
 (If yes, a copy of the last 3 (three) years return be furnished)  
 iii) Whether Tax Payer : Yes/No  
 (If yes, a copy of the last 3 (three) years return be furnished):  
 iv) Whether covered in Wealth Tax Act : Yes/No  
 (if so furnish details)

**C. Income / Wealth of Self :**

i) Annual income from Salary :  
 ii) Annual income from other sources :  
 iii) Whether Tax Payer : Yes/No  
 (If yes, a copy of the last 3 (three) years return be furnished)  
 iii) Whether Tax Payer : Yes/No  
 (If yes, a copy of the last 3 (three) years return be furnished):  
 iv) Whether covered in Wealth Tax Act :Yes/No  
 (if so furnish details)

**Income / Wealth of Spouse :**

i) Annual income from Salary:  
 ii) Annual income from other sources :  
 iii) Whether Tax Payer : Yes/No  
 (If yes, a copy of the last 3 (three) years return be furnished)  
 iii) Whether Tax Payer : Yes/No  
 (If yes, a copy of the last 3 (three) years return be furnished):  
 iv) Whether covered in Wealth Tax Act : Yes/No  
 (if so furnish details)

13. List of documents submitted

(i) Two recent colour passport size photograph.

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

Date :

(Signature of applicant / guardian in case of minor)

**Acknowledgement Slip**

Application No. :

Date :

Name :

Father's Name :

Applied for : Income & Asset Certificate for Economically Backward Society(EWS)

**N.B.** i. Please use application No. for further reference.

ii. Applicant is to appear for hearing at the concerned B.D.O. / S.D.O. office on 2nd or 4th Wednesday of any month within next 60 days between 12 noon and 3 pm after online submission.

iii. Please bring original documents for verification at the time of hearing.

**ANNEXURE-B**

**Self Declaration by the applicant seeking Income and Asset Certificate in regard to Sub-Caste, family income and assets or by the guardian in case of minor**

I, Sri/Smt..... son/daughter of Sri .....  
....., residing at .....  
....., West Bengal, do  
hereby declare that I belong to ..... Sub-Caste, which is not  
covered under the reservation scheme for the Scheduled Caste / Scheduled Tribe /  
Other Backward Classes - A/ Other Backward Classes - B in West Bengal and gross  
income (from salary, agriculture, business, profession etc.) of my family from all  
sources is below Rs. 8.00 (Rupees eight lakh) lakh.

Further, I also declare that my family does not possess any of the following assets :

- (a) 5 (five) acres of agricultural land and above;
- (b) Residential flat of 1000 sq. ft. and above;
- (c) Residential plot of 100 sq. yards and above in notified Municipalities;
- (d) Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.

(Signature of applicant / guardian in case of minor)

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# Properties held by each of the family members in different locations have to be clubbed together

\* Family for this purpose will include the person seeks EWS certificate, his/her parents and siblings below the age of 18 years and also his/her spouse and children below the age of 18 years.



**ANNEXURE - C**

**Government of West Bengal  
(Name & Address of the issuing the certificate )**

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

Recent Passport  
size attested  
photograph of  
the applicant

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_, a permanent resident of \_\_\_\_\_ village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ Pin Code \_\_\_\_\_ in the state of West Bengal whose photograph is attested below belongs to economically Weaker Sections, since the gross annual income\* of his/her family \*\* is below Rs 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets \*\*\*:

- I. 5 acres agricultural land and above
- II. Residential flat of 1000 sq. ft and above
- III. Residential plot of 100 sq. yards and above in notified municipalities
- IV. Residential plot of 200 sq. yards and above in notified municipalities

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a scheduled Tribe and other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc

Note2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test or determine EWS status.