



File No. IITBH-DoSA0MAIN(GC)/33/2022-DoSA

Date: 04.01.2022

NOTICE

Subject: Documents required for income proof of annual family income for availing benefit of tuition fee waiver/remission, institute scholarships etc.

Reference: Office note File No. IITBH-DoSA0MAIN(GC)/33/2022-DoSA, dated 13.12.2022.

With the approval of the competent authority, it is notified that for availing benefit of tuition fee waiver/remission, institute scholarships etc., students are required to submit required documents of income proof of annual family income as per below categories.

(A) For Salaried Class (Parents/ Guardians who are in service either in Government or Private organization):

1. Self attested copy of annual family income certificate issued by local district authorities.
2. Self attested copy of Form-16 issued by employer (if applicable).
3. Self attested copy of complete Income Tax Return (ITR) form along with ITR duly acknowledged by concerned income office. Complete ITR form including computation of total income part which includes income from salary, house property, and any other source.

(B) For Non-Salaried Class (Parents/ Guardians who are not salaried class such as Businessmen, Agriculture (Farmer)/Legal/ Medical Practitioners/ Consultants, Private Tutors, Retired without Pension/ Contractors/ Self-employed persons, Agency, etc.):

1. Self attested copy of annual family income certificate issued by local district authorities.
2. Self attested copy of complete Income Tax Return (ITR) form along with ITR duly acknowledged by concerned income office. Complete ITR form including computation of total income part which includes income from business, house property, and any other source. In case of business, profit/gains from business shall be considered.

(C) For Pensioners / Family Pensioners:

1. Self attested copy of annual family income certificate issued by local district authorities.
2. Self attested copy of complete Income Tax Return (ITR) form along with ITR duly acknowledged by concerned income office. Complete ITR form including computation of total income part which includes income from pension, house property, and any other source.

Note:

- 1. Higher value of annual family income shall be considered in case of discrepancy in mentioned income in the annual family income certificate and ITR form.*
- 2. This shall be applicable from next academic year.*

Enclosures:

- (1) **Annexure I:** States/UTs wise list of income certificate issuing authority
- (2) **Annexure II:** A. Sample copy of complete ITR form
B. Sample copy of duly acknowledged ITR

Sd/-

Assistant Registrar (Students' Affairs)

States/UTs wise list of income certificate issuing authority

INCOME CERTIFICATE ISSUING AUTHORITY IN VARIOUS STATES/UNION TERRITORIES

S No.	State/Union Territory	Income Certificate Issuing Authority
1	Andaman & Nicobar	Tahsildar
2	Andhra Pradesh	Tahsildar
3	Arunachal Pradesh	District Magistrate & Collector
4	Assam	Revenue Circle Officers
5	Bihar	Circle Officer of Circle Office
6	Chandigarh	Sub Divisional Magistrates
7	Chattisgarh	Naib Tahsildar
8	Daman & Diu&Dadra & Nagar Haveli	Mamlatdar, Daman and Mamlatdar, Diu
9	Delhi	SDM of Govt. of NCT of Delhi
10	Goa	Mamlatdar of all Talukas
11	Gujarat	District Collector/Deputy Collector/Asst.Collector/Prant Officer/Mamlatdar
12	Haryana	CRO (Tehsildar / Naib Tehsildar concerned)
13	Himachal Pradesh	Tahsildar of Revenue Department
14	Jammu & Kashmir	Sub-Divisional Magistrate (not below the rank of Tehsildar)
15	Jharkhand	Sub-Divisional Officer in each District
16	Karnataka	Tahsildar
17	Kerala	Village Officer
18	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDOs in the remaining Islands
19	Madhya Pradesh	Tahsildars / Naib Tahsildars
20	Maharashtra	Tahsildar
21	Meghalaya	Employer in case of Govt. employee and by the MP/MLA/DC/SDO Civil in case of others.
22	Mizoram	District Magistrate or any other Officer authorized by District Magistrate
23	Nagaland	Dy. Commissioners, Addl. Dy. Commissioners and Sub-Divisional Officers (C)
24	Odisha	Revenue Officers
25	Punjab	CRO (Tehsildar / Naib Tehsildar concerned)
26	Pondicherry	Tahsildar, Deputy Tahsildar

27	Rajasthan	Tahsildar
28	Sikkim	Special Executive Magistrate (Block Development Officers, Rural Management & Development Deptt.)
29	Tamil Nadu	Zonal Deputy Tahsildar
30	Tripura	Deputy Commissioner of respective Districts
31	Uttar Pradesh	Tahsildar
32	Uttaranchal	Tahsildar/SDM/City Magistrate
33	West Bengal	<p>1 Dist. Magistrate or - District Level Addl. Dist. Magistrate</p> <p>2 Sub-Divisional Officer - Sub-Divisional Level of the concerned</p> <p>3 Block Development Officer - Block Level of the concerned Blocks</p> <p>4 The Collector, Kolkata - Kolkata Municipal Corpn.</p> <p>5 The Collector, Kolkata - Students residing within civil Jurisdiction of Hon'ble High Court, Kolkata</p> <p>6 Other areas covered in Kolkata Police are concerned i.e. areas over which Collector, Kolkata does not exercise jurisdiction – Concerned District Magistrate or any other Officer authorized by the District Magistrate of the respective districts i.e. South 24 Paraganas and North 24 Paraganas.</p>

*In the remaining States / Union Territories, the Income Certificate issuing authority/ies are yet to be designated.

Sample copy of complete ITR form along with copy of duly acknowledged ITR

A. Sample copy of Complete Income Tax Return (ITR) form:

Complete ITR form consist of computation of total income part which includes income from salary, house property, and any other source. In case of business, profit/gains from business shall be considered.

Acknowledgement Number: [REDACTED]

Date of filing : 17-Jul-2022

FORM		INDIAN INCOME TAX RETURN				Assessment Year
ITR-1 SAHAJ		[For individuals being a resident (other than not ordinarily resident) having total income upto Rs.50 lakh, having Income from Salaries, one house property, other sources (Interest etc.), and agricultural income upto Rs.5 thousand] [Not for an individual who is either Director in a company or has invested in unlisted equity shares or in cases where TDS has been deducted u/s 194N or if income-tax is deferred on ESOP] (Refer instructions for eligibility)				2022 - 23
PART A GENERAL INFORMATION						
(A1) PAN [REDACTED]	(A2) First Name [REDACTED]	(A2a) Middle Name [REDACTED]	(A3) Last Name [REDACTED]	(A4) Date of Birth [REDACTED]	(A5) Aadhaar Number (12 digits) /Aadhaar Enrolment Id (28 digits) (If eligible for Aadhaar No.) [REDACTED]	
(A6) Mobile No. + 91 [REDACTED]	(A7) Email Address [REDACTED]@gmail.com		(A8) Flat/Door/Block No. [REDACTED]	(A9) Name of Premises /Building/Village [REDACTED]	(A10) Road/Street/Post Office, Area/Locality [REDACTED]	
(A11) Town/City/District [REDACTED]			(A12) State [REDACTED]	(A13) Country/Region 91-India	(A14) PIN Code/ZIP Code [REDACTED]	
(A15) Filed u/s (Tick) [Please see instruction]	<input checked="" type="checkbox"/> 139(1)-On or before due date <input type="checkbox"/> 139(4)-Belated <input type="checkbox"/> 139(5)-Revised <input type="checkbox"/> 119(2)(b)- After Condonation of delay			(A16) Nature of employment- <input checked="" type="checkbox"/> Central Govt. <input type="checkbox"/> State Govt. <input type="checkbox"/> Public Sector Undertaking <input type="checkbox"/> CG - Pensioners <input type="checkbox"/> SG - Pensioners <input type="checkbox"/> PSU - Pensioners <input type="checkbox"/> Other Pensioners <input type="checkbox"/> Others <input type="checkbox"/> Not Applicable (e.g. Family Pension etc.)		
(A17) Or Filed in response to notice u/s	<input type="checkbox"/> 139(9) <input type="checkbox"/> 142(1) <input type="checkbox"/> 148					
(A18) If revised/defective, then enter Receipt No. and Date of filing original return (DD/MM/YYYY)						
(A19) If filed in response to notice u/s 139(9)/142(1)/148 or order u/s 119(2)(b)- enter Unique Number/Document Identification Number (DIN) & Date of such Notice or Order						
(A20) Are you opting for new tax regime u/s 115BAC? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
(A21) Are you filing return of income under Seventh proviso to section 139(1) but otherwise not required to furnish return of income? - (Tick) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please furnish following information [Note: To be filled only if a person is not required to furnish a return of income under section 139(1) but filing return of income due to fulfilling one or more conditions mentioned in the seventh proviso to section 139(1)]						
(i) Have you deposited amount or aggregate of amounts exceeding Rs. 1 Crore in one or more current account during the previous year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					0	
(ii) Have you incurred expenditure of an amount or aggregate of amount exceeding Rs. 2 lakhs for travel to a foreign country for yourself or for any other person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					0	
(iii) Have you incurred expenditure of amount or aggregate of amount exceeding Rs. 1 lakh on consumption of electricity during the previous year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					0	
(iv) Are you required to file a return as per other conditions prescribed under clause (iv) of seventh proviso to section 139(1) (If yes, please select the relevant condition from the drop down menu) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
S.No		Amount				
PART B GROSS TOTAL INCOME						Whole - Rupee only

↓
Gross total income is computation of total income part

SALARY / PENSION	B1	i	Gross Salary (ia + ib + ic + id + ie)			i	9,12,411
	a	Salary as per section 17(1)	ia	9,12,411			
	b	Value of perquisites as per section 17(2)	ib	0			
	c	Profit in lieu of salary as per section 17(3)	ic	0			
	d	Income from retirement benefit account maintained in a notified country u/s 89A	id	0			
	e	Income from retirement benefit account maintained in a country other than notified country u/s 89A	ie	0			
	ii	Less allowances to the extent exempt u/s 10 (Ensure that it is included in salary income u/s 17(1)/17(2)/17(3))			ii	1,81,440	
	a	Sec 10(14)(i)- Prescribed Allowances or benefits (not in a nature of perquisite) specifically granted to meet expenses wholly, necessarily and exclusively and to the extent actually incurred, in performance of duties of office or employment		1,11,775			
	b	Sec 10(13A)-Allowance to meet expenditure incurred on house rent		69,665			
	iiia	Less : Income claimed for relief from taxation u/s 89A			iiia	0	
	iii	Net Salary (i - ii - iiia)			iii	7,30,971	
	iv	Deductions u/s 16 (iva + ivb + ivc)			iv	50,000	
	a	Standard deduction u/s 16(ia)	iva	50,000			
	b	Entertainment allowance u/s 16 (ii)	ivb	0			
	c	Professional tax u/s 16(iii)	ivc	0			
v	Income chargeable under the head 'Salaries' (iii - iv)			B1	6,80,971		
B2	Tick applicable option <input checked="" type="checkbox"/> Self-Occupied <input type="checkbox"/> Let Out <input type="checkbox"/> Deemed Let Out						
HOUSE PROPERTY	i	Gross rent received/ receivable/ lettable value during the year			i	0	
	ii	Tax paid to local authorities	ii	0			
	iii	Annual Value (i - ii)			iii	0	
	iv	30% of Annual Value	iv	0			
	v	Interest payable on borrowed capital	v	0			
	vi	Arrears/Unrealised rent received during the year less 30%	vi	0			
	vii	Income chargeable under the head 'House Property' (iii - iv - v) + vi (If loss, put the figure in negative) Note: - Maximum Loss from House property that can be set-off in computing income of this year is INR 2,00,000. To avail the benefit of carry forward and set off of loss, please use ITR-2			B2	0	
B3	Income from Other Sources			B3	3,291		

S.No	Nature of Income	Description (If Any Other selected)	Total Amount		
1	Interest from Income Tax Refund		2,314		
2	Interest from Saving Bank Account		977		
Quarterly breakup of Dividend Income		Quarterly breakup of Income from retirement benefit account maintained in a notified country u/s 89A (taxable portion)			
i	Up to 15-Jun-2021	0 i	Up to 15-Jun-2021	0	
ii	From 16-Jun-2021 to 15-Sep-2021	0 ii	From 16-Jun-2021 to 15-Sep-2021	0	
iii	From 16-Sep-2021 to 15-Dec-2021	0 iii	From 16-Sep-2021 to 15-Dec-2021	0	
iv	From 16-Dec-2021 to 15-Mar-2022	0 iv	From 16-Dec-2021 to 15-Mar-2022	0	
v	From 16-Mar-2022 to 31-Mar-2022	0 v	From 16-Mar-2022 to 31-Mar-2022	0	
Less: Deduction u/s 57(iia) (in case of family pension only)				0	
Less: Income claimed for relief from taxation u/s 89A				0	
B4	Gross Total Income (B1+B2+B3) (If loss, put the figure in negative) Note: To avail the benefit of carry forward and set off of loss, please use ITR-2			B4	6,84,262

Part C - Deductions and Taxable Total Income				
S. No.	Section		Amount	System Calculated
a	80C - Life insurance premia, deferred annuity, contributions to provident fund, subscription to certain equity shares or debentures, etc.	5a	1,50,000	1,50,000
b	80CCC - Payment in respect Pension Fund, etc.	5b	0	0
c	80CCD(1) - Contribution to pension scheme of Central Government	5c	0	0
d	80CCD(1B) - Contribution to pension scheme of Central Government	5d	50,000	50,000
e	80CCD(2) - Contribution to pension scheme of Central Government by employer	5e	0	0
f	80D Deduction in respect of Health Insurance premia (Please fill 80D Schedule. This field is auto-populated from schedule 80D.)	5f	0	0
g	80DD - Maintenance including medical treatment of a dependent who is a person with disability	5g	0	0
h	80DDB - Medical treatment of specified disease	5h	0	0
i	80E - Interest on loan taken for higher education	5i	0	0
j	80EE - Interest on loan taken for residential house property	5j	0	0
k	80EEA - Deduction in respect of interest on loan taken for certain house property	5k	0	0
l	80EEB - Deduction in respect of purchase of electric vehicle	5l	0	0
m	80G - Donations to certain funds, charitable institutions, etc. (Please fill 80G Schedule. This field is auto-populated from schedule 80G)	5m	0	0
n	80GG - Rent paid (Please submit form 10BA to claim	5n	0	0

Acknowledgement Number: [REDACTED]

Date of filing : 17-Jul-2022

deduction)					
o	80GGA - Certain donations for scientific research or rural development (Please fill 80GGA Schedule. This field is auto-populated from schedule.)	5o	0	0	0
p	80GGC - Donation to Political party	5p	0	0	0
q	80TTA - Interest on deposits in savings Accounts	5q	0	0	0
r	80TTB- Interest on deposits in case of senior citizens	5r	0	0	0
s	80U-In case of a person with disability	5s	0	0	0
Total Deductions (Add items 5a to 5s)			2,00,000	2,00,000	
Note: Total deductions under chapter VI A cannot exceed GTI.					
Total Income				4,84,260	
Exempt income (For reporting Purposes)					
S.No	Nature of Income	Description (If Any Other selected)		Total Amount	
Total Exempt Income			0		
PART D - COMPUTATION OF TAX PAYABLE					
D1	Tax payable on total income	11,713	D2	Rebate u/s 87A	11,713
D3	Tax after rebate				0
D4	Health and education Cess @4% on D3	0	D5	Total Tax and Cess	0
D6	Relief u/s 89 (Please ensure to submit Form 10E to claim this relief)				0
D7	Interest u/s 234A	0	D8	Interest u/s 234B	0
D9	Interest u/s 234C				0
D10	Fee u/s 234F	0	D11 Total Tax, Fee and Interest (D5 + D7 + D8 + D9 + D10 - D6)		
D12	Total Taxes Paid	37,900	D13	Amount payable (D11-D12) (if D11>D12)	0
D14	Refund (D12-D11) (if D12>D11)				37,900
PART E - OTHER INFORMATION					
Details of all Bank Accounts held in India at any time during the previous year (excluding dormant accounts)					
Sl.	IFS Code of the Bank	Name of the Bank	Account Number	Select Account for Refund Credit	
1	[REDACTED]	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	
1. Minimum one account should be selected for refund credit. 2. In case of Refund, multiple accounts are selected for refund credit, then refund will be credited to one of the account decided by CPC after processing the return.					
Schedule 80D					
1	Whether you or any of your family member (excluding parents) is a senior citizen?			Not claiming for Self/Family	

(a)	Self & Family	0
	(i) Health Insurance	0
	(ii) Preventive Health Checkup	0
(b)	Self & Family including Senior Citizen	0
	(i) Health Insurance	0
	(ii) Preventive Health Checkup	0
	(iii) Medical Expenditure (This deduction to be claimed on which health insurance is not claimed at (i) above)	0
2	Whether any one of your parents is a senior citizen	Not claiming for parents
(a)	Parents	0
	(i) Health Insurance	0
	(ii) Preventive Health Checkup	0
(b)	Parents including Senior Citizen	0
	(i) Health Insurance	0
	(ii) Preventive Health Checkup	0
	(iii) Medical Expenditure (This deduction can be claimed on which health insurance is not claimed at (i) above)	0
3	Eligible Amount of Deduction	0

Schedule 80G: Details of donations entitled for deduction under section 80G

A. Donations entitled for 100% deduction without qualifying limit, (where any row is filled by the user, all the fields in that row should become mandatory)

S No.	Name of the Donee	Address	City or Town or District	State Code	Pin code	PAN of the Donee	Amount of donation			Eligible Amount of Donation
							Donation in cash	Donation in other mode	Total Donation	
-							0	0	0	0
Total A							0	0	0	0

B. Donations entitled for 50% deduction without qualifying limit (where any row is filled by the user, all the fields in that row should become mandatory)

S No.	Name of the Donee	Address	City or Town or District	State Code	Pin code	PAN of the Donee	Amount of donation			Eligible Amount of Donation
							Donation in cash	Donation in other mode	Total Donation	
-							0	0	0	0
Total B							0	0	0	0

C. Donations entitled for 100% deduction subject to qualifying limit (where any row is filled by the user, all the fields in that row should become mandatory)

S No.	Name of the Donee	Address	City or Town or District	State Code	Pin code	PAN of the Donee	Amount of donation			Eligible Amount of Donation
							Donation in cash	Donation in other mode	Total Donation	
-							0	0	0	0

Acknowledgement Number: [REDACTED]

Date of filing : 17-Jul-2022

Total C		0	0	0	0
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D. Donations entitled for 50% deduction subject to qualifying limit (where any row is filled by the user, all the fields in that row should become mandatory)

S No.	Name of the Donee	Address	City or Town or District	State Code	Pin code	PAN of the Donee	Amount of donation			Eligible Amount of Donation
							Donation in cash	Donation in other mode	Total Donation	
-							0	0	0	0
Total D							0	0	0	0

E. Total Amount of Donations (A + B + C + D)

	0	0	0	0
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Schedule 80GGA: Details of donations for scientific research or rural development

S No.	Relevant Clause under which deduction is claimed	Name of the Donee	Address	City or Town or District	State Code	Pin code	PAN of the Donee	Amount of donation			Eligible Amount of Donation
								Donation in cash	Donation in other mode	Total Donation	
-								0	0	0	0
Total Donation								0	0	0	0

Schedule-IT Details of Advance Tax and Self-Assessment Tax payments

BSR Code	Date of Deposit (DD/MM/YYYY)	Serial Number of Challan	Tax paid
Col (1)	Col (2)	Col (3)	Col (4)
Total			0

Schedule TDS1 - Details of Tax Deducted at Source from Salary [As per form 16 issued by Employer(s)]

Sl.No.	TAN of the Deductor	Name of the Deductor	Income chargeable under salaries	Total Tax Deducted
	1	2	3	4
1	[REDACTED]	[REDACTED]	8,90,411	35,700
Total				35,700

Schedule TDS2 - Details of Tax Deducted at Source from Income Other than Salary [As per form 16A issued by Deductor(s)]

Sl. No.	TAN of the Deductor	Name of the Deductor	Gross receipt which is subject to tax deduction	Year of tax deduction	Tax Deducted	TDS Credit out of (5) claimed this year
	1	2	3	4	5	6
1	[REDACTED]	[REDACTED]	22,000	2021	2,200	2,200
Total						2,200

Schedule TDS3 - Details of Tax Deducted at Source [As per Form 16C furnished by the Payer(s)]

Sl. No.	PAN of the Tenant	Aadhaar Number of the Tenant	Name of the Tenant	Gross receipt which is subject to tax deduction	Year of tax deduction	Tax Deducted	TDS Credit out of (6) claimed this year
	1	2	3	4	5	6	7

Acknowledgement Number: [REDACTED]

Date of filing : 17-Jul-2022

Total					0	
Schedule TCS - Details of Tax Collected at Source [As per form 27D issued by the Collector(s)]						
Sl. No.	Tax Collection Account Number of the Collector	Name of the Collector	Gross payment which is subject to tax collection	Year of tax collection	Tax Collected	TCS Credit out of (5) claimed this year
	1	2	3	4	5	6
Total					0	

VERIFICATION

I, [REDACTED] son/ daughter of [REDACTED] solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions of the Income-tax Act, 1961. I further declare that I am making this return in my capacity as **Self** and I am also competent to make this return and verify it. I am holding permanent account number [REDACTED]

Place: 157.33.86.93

Date: 17-Jul-2022


If the return has been prepared by a Tax Return Preparer (TRP) give further details below:

Identification No. of TRP	Name of TRP	Counter Signature of TRP
If TRP is entitled for any reimbursement from the Government, amount thereof 0		

B. Sample copy of Duly Acknowledged ITR:

Acknowledgement Number: [REDACTED]

Date of filing: 17-07-2022

INDIAN INCOME TAX RETURN ACKNOWLEDGEMENT		Assessment Year	
[Where the data of the Return of Income in Form ITR-1 (SAHAJ), ITR-2, ITR-3, ITR-4(SUGAM), ITR-5, ITR-6, ITR-7 filed and verified] (Please see Rule 12 of the Income-tax Rules, 1962)		2022-23	
PAN	[REDACTED]		
Name	[REDACTED]		
Address	[REDACTED]		
Status	Individual	Form Number	ITR-1
Filed u/s	139(1) Return filed on or before due date	e-Filing Acknowledgement Number	[REDACTED]
Taxable Income and Tax details	Current Year business loss, if any	1	0
	Total Income		484260
	Book Profit under MAT, where applicable	2	0
	Adjusted Total Income under AMT, where applicable	3	0
	Net tax payable	4	0
	Interest and Fee Payable	5	0
	Total tax, interest and Fee payable	6	0
	Taxes Paid	7	37900
	(+) Tax Payable /(-) Refundable (6-7)	8	(-) 37900
Accreted Income & Tax Detail	Accreted Income as per section 115TD	9	0
	Additional Tax payable u/s 115TD	10	0
	Interest payable u/s 115TE	11	0
	Additional Tax and interest payable	12	0
	Tax and interest paid	13	0
	(+) Tax Payable /(-) Refundable (12-13)	14	0
Income Tax Return submitted electronically on 17-07-2022 23:30:44 from IP address 157.33.86.93 and verified by [REDACTED] [REDACTED] having PAN [REDACTED] on 17-07-2022 23:30:39 using paper ITR-Verification Form /Electronic Verification Code [REDACTED] generated through Aadhaar OTP mode			
System Generated			
Barcode/QR Code	[REDACTED]01850030230170722ADB26D87BA33A8015F08ADE9414E3FC08637EFDC		
DO NOT SEND THIS ACKNOWLEDGEMENT TO CPC, BENGALURU			