



Revenue Department
Fees, Procedure and Document Checklist
for
Income Certificate
in Maharashtra

Fees Payable for Income Certificate in Maharashtra

- INR 20

Notified timeline for delivery of Income Certificate

- 15 days

Designated officer for delivery of Income Certificate service

- Nayab Tahsildar

Appellate authorities for Income Certificate service

- First appellate: Tahsildar
- Second appellate: Sub-Divisional officer

Document checklist for application for Income Certificate

Document Category	List of documents
Proof of Identity (Any -1)	1) PAN Card 2) Passport 3) RSBY Card 4) Aadhaar Card 5) Voter ID Card 6) Driving License 7) MNREGA Job Card 8) Photo of Applicant 9) Identity card issued by Govt or Semi Govt organisations
Proof of Address (Any -1)	1) Passport 2) Water Bill 3) Ration Card 4) Aadhaar Card 5) Voter ID Card 6) Telephone Bill 7) Driving License 8) Electricity Bill 9) Property Tax Receipt 10) Extracts of 7/12 and 8 A/ Rent Receipt
Other Documents (Any -1)	1) For getting Medical Facility requires health/medical officer's certificate Age Proof (In Case of Minor) (Any -1)

	1) SFC Certificate 2) Birth Certificate 3) Bona fide Certificate 4) School Leaving Certificate 5) Extract from primary school entry
Other Documents (All Mandatory)	1) Any other document apart from the above listed 2) Self-Declaration

Procedure to apply for Income Certificate in Maharashtra

Applicant workflow

1. Register on the Aapple Sarkar portal.
2. Select any one mode from given options to create User ID and Password by verifying Aadhar (UID) or Create own user profile using OTP verification on your mobile.
3. Fill the information in the service portal to create User Name and Password using OTP verification on your mobile number i.e. Applicant Details, Applicant's Address, Mobile number and username verification, upload photograph, upload proof of identity, upload proof of address and complete your registration.
4. After registration, select Revenue Department from the left panel
5. Select Revenue Services from Sub Department drop down menu and click on proceed
6. Select the service - Income Certificate
7. After referring to the list of documents, click on Proceed
8. Fill in Income Year from drop down as desired, applicant details, applicant's address, family educational details, beneficiary information, family farm income details, other source of income details and select supporting attachment
9. Accept the declaration and submit application
10. Upload documents
11. Make service fee payment and complete the application

Department workflow

1. Application received by tehsil clerk. Online verification of application form, attachments and payment done by tehsil clerk.
2. For any correction, tehsil clerk raises rectification request along with remarks for the applicant. Applicant to resubmit the application as per the remarks. If there is no correction required, application is sent for approval to Awwal Karkun (AK).
3. After approval of tehsil clerk, online verification of application form, attachments and payment done by Awwal Karkun (AK).
4. For any correction, Awwal Karkun (AK) raises rectification request along with remarks for the applicant. Applicant to resubmit the application as per the remarks.

If there is no correction required, application is sent for approval to Nayab Tehsildar.

5. Upon approval of the Awwal Karkun (AK), online verification of application form, attachments and payment done by Nayab Tehsildar.
6. For any correction, Nayab Tehsildar raises rectification request along with remarks for the applicant. Applicant to resubmit the application as per the remarks.
If there is no correction required, digitally signed certificate is issued which can be downloaded from the portal.