

**ANNEXURE-III**

**APPLICATION FORM FOR ISSUANCE OF INCOME & ASSET CERTIFICATE**

**1. Personal Details**

Name of the Applicant \_\_\_\_\_  
Father's/Husband's Name \_\_\_\_\_  
Gender \_\_\_\_\_ Marital Status \_\_\_\_\_  
Age \_\_\_\_\_ Religion \_\_\_\_\_  
Caste \_\_\_\_\_ Sub-Caste \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Aadhaar No. \_\_\_\_\_  
Pan Card No., If any \_\_\_\_\_  
E-Mail ID \_\_\_\_\_  
Place of Birth \_\_\_\_\_

Photograph  
duly Self  
Attested

2. Whether the caste/sub caste is included in SCs/STs/OBCs (Central/UT/  
States List ) List notified for reservation in any of States/UTs/Central Govt.:  
YES/NO

**3. Family Details**

Father's Name \_\_\_\_\_  
Mother's Name \_\_\_\_\_  
Spouse Name \_\_\_\_\_  
Sibling Details \_\_\_\_\_  
(Below the age of 18 years)  
Children Details \_\_\_\_\_  
(Below the age of 18 years)

**4. Permanent Address**

Village/Town \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_  
Pin \_\_\_\_\_ State \_\_\_\_\_

5. Present Address

Village Town \_\_\_\_\_ Police Station \_\_\_\_\_

Post Office \_\_\_\_\_ Tehsil \_\_\_\_\_

District \_\_\_\_\_

Pin \_\_\_\_\_ State \_\_\_\_\_

6. Places of stay since birth:

Sl.	Village/Town	Tehsil	District	State	Period
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

7. Details of Income & Asset Certificate/s issued earlier:

Sl.	Issuing Authority	Certificate No.	Issued Date	Valid up to
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

8. Gross annual income of the family\*

Sl. No.	Source	Income (in Rs.)
1.	Salary	
2.	Business	
3.	Agriculture	
4.	Profession	
5.	Other source (Please specify)	
<b>Total</b>		

9. Asset Details of the family\*

Sl No.	Asset	Area (in sq.yd/sq.ft)	Location
1.	Agricultural		
2.	Residential flat		
3.	Residential Plot in urban areas notified as urban local bodies of any name and anywhere i.e. Municipal Corporation/ Municipality/NAC /Delhi Cantonment Board etc.		
4.	Residential Plot in areas other than the urban areas i.e. Rural Areas anywhere.		

N.B: 1 sq. yd = 9 sq.ft

\*. The term "Family" for this purpose will 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.

**10. Declaration:**

**Undertaking**

I, Shri/Miss/Mrs. \_\_\_\_\_ Son of/ daughter of/ wife of \_\_\_\_\_ age \_\_\_\_\_ of \_\_\_\_\_ (Presently residing at village/town), PO \_\_\_\_\_ PS \_\_\_\_\_ District \_\_\_\_\_ of the Delhi, do hereby declare that the information given by me in this application form and its attached enclosures is true to the best of my knowledge and that the information furnished is exhaustive and I have not suppressed any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and liable for action under section 199 and 200 of the Indian Penal Code in case of wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of wrong declaration and information.

Place:

Signature of the Applicant

Date:

**11. List of documents to be uploaded:**

- 1) Address proof: (Any one of these)
  - a) Aadhaar Card
  - b) Passport
  - c) Bank passbook
  - d) Telephone bill
  - e) Voter ID Card
  - f) Ration Card
  - g) Electricity Bill
  - h) Gas bill
  - i) Driving license
  - j) Water bill.
- 2) ID Proof: (Any one of these)
  - a) Aadhaar Card
  - b) Pan Card
  - c) Passport
  - d) Driving license
  - e) Voter ID Card.
- 3) Income Tax Return for last 3 Assessment Years, if any.
- 4) Agricultural property i.e. land details including detail of area from concerned Revenue Office.
- 5) Report of any immovable property i.e. Flat/Plot/Godown/Shop/Land etc. including detail of area obtained from concerned authorities i.e. MCD, DDA, NDMC, Delhi Cantonment Board etc.
- 6) PAN Card, if any.
- 7) Affidavit by the applicant citing immovable property/Income details etc. interalia containing following contents:-

**CONTENTS OF THE AFFIDAVIT TO BE FURNISHED BY APPLICANTS FOR OBTAINING  
ISSUANCE OF INCOME & ASSET CERTIFICATE FOR EWS CATEGORY IN DELHI**

- That I am resident of Delhi and have submitted the application for issuance of Income & Asset Certificate for EWS Category reservation before the Competent Authority.
- That I fulfill all the eligibility criterion as prescribed in the DoPT OM dated 31.01.2019 for issuance of Income & Asset Certificate for EWS Category in Delhi.
- That my caste/sub caste is not covered in any of the list of SCs/STs and OBCs (States/UTs/Central Govt) as prescribed/notified by Competent Authority.
- That my gross annual income of my 'family' from all sources is below Rs.8.00 lakhs for the financial year \_\_\_\_\_ as per the definition of 'family' prescribed by DoPT OM No.36039/1/2019-Estt (Res) dated 31.01.2019.
- That the income of my 'family' from all sources as cited in my application for issuance of Income & Asset Certificate for EWS Category are correct as per the eligibility criterion prescribed for the purpose of issuance of Income & Asset Certificate for EWS Category.
- That details of all kind of assets as cited by me in respect of my 'family' in the application form for issuance of EWS Category certificate is correct as per the eligibility criterion prescribed for the purpose of issuance of Income & Asset Certificate for EWS Category.
- That all the information furnished by me in the application form and the supporting documents before the Issuing Authority for obtaining EWS Certificate are correct.
- That no material information/facts has been hidden or suppressed qua the criterion prescribed for issuance of Income & Asset Certificate for EWS Category by the Govt. of India as per their OM No.36039/1/2019-Estt (Res) dated 31.01.2019.