

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Issue of Income Certificate by Revenue Authorities for grant of Post Matric Scholarships and fee reimbursement to students – Recommendation of Group of Ministers – Redesigned Income Declaration Form – Orders – Issued.

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**REVENUE (SER.II) DEPARTMENT**

**G.O.Rt.No. 1307**

**Dated:13.09.2010**

Read the following:

1. G.O.Ms.No. 2509, G.A. (Cabinet) Dept., dt. 21.5.2010.
2. U.O.No.179/2010, G.A.(Cabinet) Dept.,dt. 5.8.2010.  
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**ORDER:**

In the G.O. 1<sup>st</sup> read above Government have constituted a Group of Ministers (GOM)to hold discussions with the managements, students and officers on the subject of streamlining grant of Post Matric Scholarships and to suggest guidelines to be followed for reimbursement of student fees to the Colleges . One of the important observations of the Group of Ministers is regarding the issue of Income Certificates to the Student Community.

2. The Group of Ministers, after detailed deliberations, has recommended for submission of a revised Income Declaration Form by the students while applying for issue of Income Certificate (of parents). The revised format is given below:

**INCOME DECLARATION FORM**

<b>Name of the Student:</b>		
1.	(i) Name of the Father	
	(ii) Whether Employed	
	(iii) if employed, Designation	
	(iv) Salary per month	
2.	(i) Name of the Mother	
	(ii) Whether employed	
	(iii) if employed, Designation	
	(iv) Approx salary per month	
3.	Agricultural holding of the parents mention extent	
	(i) In the name of the Father	
	(ii) In the name of the Mother	
(a)	Crops Grown in land	
(b)	Whether Dry or Wet land	
(c)	Annual income from Agricultural Land	
4.	Business mention the trade/name of business	
	Income derived from the venture	
5.	(i) No. of Vehicles owned by the Family	
	(ii)Whether used for personal/private use only	
	(iii) Mention type of vehicles(two wheeler/ three wheeler/four wheeler)	Regd.No.

	(iv) Vehicle registered on whose name		
6.	(i) Type of House: Mention whether RCC, thatched/ Tiled roofed		
	(ii) Mention whether Indiramma House		
	(iii) Cost of Construction of House		
	(iv) whether constructed with loan, if so amount and Bank Branch		
	(v) Any other type of house		
7	(i) Whether living in own house or rented house		
	(ii) if rented, mention rent amount		
8.	Telephone/Mobile Number		
9.	Total Family income from all sources		

Name & Signature of the Student                      Name & Signature of the Parent

Date:-  
Place:-

Date:-  
Place:-

**NOTE:**

- Declaration shall be given jointly by the parent and the student
- Tahsildar shall issue the Income Certificate by strictly observing all the above components
- Income Declaration Form should be Notarized on Rs.10/- Non-Judicial Stamp Paper.
- Any false declaration shall entail disciplinary action/prosecution/recovery of the scholarship amount already paid with penal interest under RR Act.

**3.** Government have accepted the above recommendation of the Group of Ministers. The Spl. C.S. & Chief Commissioner of Land Administration A.P. Hyderabad /All Collectors shall issue instructions to all the designated Revenue Authorities in the State to hence forth issue Income Certificates after obtaining Declaration Form, as mentioned above, from the concerned students for issue of Income Certificate for the purpose of grant of Post Matric Scholarships and/or fee reimbursement to them. The Income certificate must contain the name of the Tahsildar with his Employee Code, office seal and date legibly written/stamped on the Certificate.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

ASUTOSH MISHRA  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Spl. C.S. & Chief Commissioner of Land Administration,  
A.P. Hyderabad.  
All District Collectors  
Copy to:  
Social Welfare (Edn.2) Department.  
S.F/S.C

//FORWARDED BY ORDER//

SECTION OFFICER