



## ACADEMIC SECTION

No. NITW/AA-1/2024/

Date: 10-04-2024

### **C I R C U L A R**

**Call for submission of family income certificate for claiming the tuition fee remission for UG II year to IV year students of GENERAL/GENERAL-EWS/OBC category only for the academic year 2024-2025.**

Undergraduate students second year to final year (2023 batch to 2021 batch) belongs to **GENERAL/GENERAL-EWS/OBC** category only (fee remission is not applicable to 5-year Integrated M.Sc. students) for the academic year 2024-2025 can submit their annual family income certificate (including mother and father) for claiming tuition fee remission. The following documents (as a single pdf file) obtained from relevant authorities of the respective State shall be submitted through SMILE portal which will be activated on 22.04.2024 (Monday). Last date for submission of income certificate and the relevant documents through SMILE portal is 21.06.2024 (Friday), upto 5 p.m.

**Note: SC/ST/PwD students are exempted from payment of tuition fee. They need not have to submit any income certificate.**

- 1. The Annual Income Certificate should be issued on or after April 1, 2024, in the Name of student's father name (in case mother is not working) or student's father and mother name supperatly (in case both father and mother are working) is only to be submitted for claiming the tuition fee remission along with PAN card of mother and father. *"Certificate issued in the name of the student is not valid".***
- 2. The Aadhaar number of the parent shall be mandatorily mentioned in the income certificate. Certificates without mentioned Aadhaar number of parent is not valid. In case the format of the certificate of a particular State (other than Telangana and Andhra Pradesh) does not include Aadhaar number, an undertaking on Rs. 50/- non-Judicial stamp paper endorsed with Notary shall be submitted. The format for the undertaking is available at the end of this document.**
- 3. The list of States issuing Income certificates with/ without Aadhaar Number is already available with the Academic Section as per the past records. Hence, the income certificate submitted by the students from such States without Aadhaar Number will not be considered for fee remission even with the affidavit. No further communication in this aspect will be entertained.**

4. The **issuing authority** of the income certificate shall be according to the enclosed list for each State. Certificate issued by any other authority is not valid.
5. The income mentioned should **be inline with the income certificates** submitted in previous years, if any. Unusual variations will be subjected to strict scrutiny.
6. The applications submitted without any of the above documents or in improper format will not be considered for fee remission. The applications received after the due date will not be considered.
7. All students are to take utmost care in uploading documents through SMILE portal after reading the instructions carefully.
8. **For any queries, please contact Academic Section UG Seat. Phone no.: 0870-2462056, Email: acad\_ugseat@nitw.ac.in.**

**List of enclosures in a single pdf file:**

- Annual family income certificate issued in the Name of student's father name (if mother is not working) or student's father and mother name supperatly (if bother father and mother are working) on or after April 1, 2024 by the Competent Authority as mentioned in the list above.
- Scanned version of original PAN cards of father and mother separately along with xerox copies of PAN cards duly self attested. In case of non availability of PAN card, they have to apply and upload the receipt of PAN card application . The self decleration will not be accepted.
- Scanned version of original Aadhar cards of the student and parents separately along with xerox copies of Aadhaar cards duly self attested.
- If applicable an affidavit on a non-Judicial Stamp paper worth Rs. 50/- in the format given at the end of this document [in case the format of the certificate of a particular State (**other than Telangana and Andhra Pradesh**) does not include parent Aadhaar number.
- In case parent (Father/Mother) expired the death certificate is to be uploaded.

**INCOME CERTIFICATE ISSUING AUTHORITY IN VARIOUS  
STATES / UNION TERRITORIES IN THE DIGITAL SIGNED MODE**

<b>Sl. No.</b>	<b>State/Union Territory</b>	<b>Income Certificate Issuing Authority</b>
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	Chhattisgarh	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 / Asstt. Collector / Prant Officer / Mamlatdar
12	Haryana	CRO (Tahsildar / Naib Tahsildar concerned)
13	Himachal Pradesh	Tahsildar of Revenue Department
14	Jammu & Kashmir	Sub Divisional Magistrate (not below the rank of Tahsildar)
15	Jharkhand	Sub Divisional Officer in each District
16	Karnataka	Tahsildar
17	Kerala	Village Officers
18	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDOs in the remaining Islands
19	Madhya Pradesh	Tahsildar / Naib Tahsildar
20	Maharashtra	Tahsildar
21	Manipur	District Authorities i.e. DC / ADC / SDO (not below the rank of SDO/SDM)
22	Meghalaya	Employer in case of Govt. employee and by the MP / MLA / DC / SDO Civil in case of others

Sl. No.	State/Union Territory	Income Certificate Issuing Authority
23	Mizoram	District Magistrate or any other officers authorized by District Magistrate
24	Nagaland	Dy. Commissioners, Addl. Dy. Commissioners and Sub-Divisional Officers (C)
25	Odisha	Revenue Officers
26	Punjab	CRO (Tahsildar / Naib Tahsildar concerned)
27	Pondicherry	Tahsildar, Deputy Tahsildar
28	Rajasthan	Tahsildar
29	Sikkim	Special Executive Magistrate (Block Development Officers, Rural Management & Development Deptt.)
30	Tamil Nadu	Zonal Deputy Tahsildar
31	Telangana	Tahsildar
32	Tripura	Deputy Commissioner of Respective Districts
33	Uttar Pradesh	Tahsildar
34	Uttaranchal	Tahsildar / SDM / City Magistrate
35	West Bengal	<ol style="list-style-type: none"> <li>1. Dist. Magistrate or -District Level Addl. Dist. Magistrate</li> <li>2. Sub-Divisional Officer – Sub Divisional Level of the concerned</li> <li>3. Block Development officer – Block Level of the concerned Blocks</li> <li>4. The Collector, Kolkata – Kolkata Municipal Corporation.</li> <li>5. The Collector, Kolkata – Student residing within Civil Jurisdiction of Hon’ble High Court, Kolkata</li> <li>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 district i. e. South 24 Paraganas and North 24 Paraganas</li> </ol>

**Note:** In the remaining States / Union Territories, the Income Certificate may be obtained from the authorities decided by the State Government /UT Government concerned.

**Undertaking to be submitted by the students**  
**(other than Telangana and Andhra Pradesh students)**

*On Rs. 50 non-Judicial Stamp Paper*

“We the resident of -----, Mandal -----,  
District -----, State -----, PIN -----  
-hereby declare that the statement given in the application form for fee remission of the tuition fees is true and correct and nothing has been concealed and also the aadhar number is not mentioned in the income certificate. Any change in my/our family income hereafter will be informed to the Institute promptly. We further undertake that in the event of any of the particulars given in the application form being found false:

- the amount of exemption/ waiver/ remission provided to the student will be refunded to NIT Warangal.
- I am not availing any other scholarships/ financial support from any other organization for tuition fees. NIT Warangal reserves the right to get the information/ credentials/ particulars/ certificates etc. with respect to the student and contents of the affidavit verified by the concerned authorities i.e. the Income Tax Deptt, the Bank, BDO/ CO/ Tehsildar/ Gram Panchayat etc., Land record authorities, previous Schools the student has studied in etc.
- The remitted amount shall be refunded by me if I indulge in any unfairmeans in any examination, misconduct including ragging, consumption of intoxicating drinks/drugs during the course of my study in the Institute.
- I understand that if the information provided by me is found to be false or wrong, disciplinary proceedings will be initiated against me and action may be taken against me, which may include rustication from the institute/ any other legal action deemed fit.

Signature of the Student:	
Name of the Student:	
Roll. No.	
Annual Income as per Income certificate	
Aadhaar No.:	
Contact No.:	

Signature of the Father:		Signature of the Mother:	
Name of the Father:		Name of the Mother:	
PAN No.:		PAN No.:	
Aadhaar No.:		Aadhaar No.:	
Contact No.:		Contact No.:	

**Sd/-**

**DEAN ACADEMIC**