

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Issue of Income Certificate by Revenue authorities for grant of Scholarships/Fee reimbursement to students – Certain instructions issued - Regarding

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REVENUE (SER.II) DEPARTMENT

**G.O.Rt.No. 1551**

**Dated: 4-11-2010**

Read:

G.O.Rt.No. 1307, Revenue (Ser.II) Dept., dated 13.9.2010.

**ORDER:**

In the G.O. first read above Government have prescribed a proforma for Income Declaration Form to be filed by the students who intend to apply for issue of Income Certificate (of parents) for the purpose of filing applications for Scholarships/Fee reimbursement. Certain District Collectors have sought to know the format for issue of Income Certificate in such cases.

**2.** Government have considered the above matter carefully and issue the following further instructions in this regard:

The Income Declaration Form should be filed by the applicant in triplicate, of which only the first copy should be on non-judicial stamp paper of Rs.10/- . The first copy should be kept in office records, the second copy may be forwarded for field enquiry while the third copy should be used for appending the Income Certificate duly signed by the Tahsildar/MRO concerned immediately below the format of the Income Declaration Form. The Income Certificate should be given in the following format and would be valid for a period of one year from the date of issue

**INCOME CERTIFICATE**

File No./ Sl.No.

Date:

This is to certify that the annual income from all sources of Sri/Smt..... S/o D/o W/o F/o ..... resident of H.No..... (Village, ..... (Mandal), .....District is Rs..... (Rupees .....only)

This certificate is issued for the purpose of filing application for sanction of Scholarship/Fee reimbursement, as requested by the applicant. This certificate will be valid upto ..... (date)

Date:

Office Seal

Signature of the Tahsildar  
Name (in block letters)  
Emp. Code .....  
.....(Mandal)  
.....District

**P.T.O.**

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**3.** All the District Collectors shall ensure that a suitable register containing details of all the Income Declaration Forms filed and Income Certificates issued is maintained by each Tahsildar. The Sub Collector/R.D.O. concerned should scrutinize the Register during their visits to the Mandals.

(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.  
Copy to:  
All District Collectors.  
Social Welfare (Edn.2) Dept.  
S.F./S.C.

//FORWARDED BY ORDER/

SECTION OFFICER