



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्तसंस्थान)

(An autonomous Institute under the Aegis of Ministry of HRD, Govt. of India)

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Procedure for Submission of Authenticated Annual Family Income Certificate in Every Financial Year Prior to the Registration (Autumn Semester) in Every Academic Year...reg..

As per the direction of Govt. of India, submission of Annual Family Income Certificate by the students is mandatory in every financial year and well in advance of the Autumn Semester registration. The last date of submission of such an annual income certificate is also mentioned in the Academic Calendar for every year.

Genesis:

- Submission of authenticated Annual Family Annual Income certificate for the concerned student is a mandatory activity in every financial year (FY).
- The self attested authenticated document must be submitted as per the deadline mentioned in the Institute's Academic Calendar published or well prior to the Autumn Semester registration, every year to the Academics Section.
- The list of minimum designation of issuing authority for family income certificate in various states/ UTs, is attached herewith in the last 2 pages of the Gazetted notification [Ref No.: 11021/14/2019-Sch dated July 17, 2019] by the Govt. of India. (enclosed)
- Notary issued in above regard will not be considered under any circumstances.

Eligible Students for Submission of Family Annual Income Certificate:

- Only General and OBC category students have to submit authenticated annual family income certificate, not any other category student.
- All PH candidates, including General -PH candidates do not have to submit authenticated annual family income certificates.
- General and OBC students with family income "Less than 1 Lac" and income "Between 1 to 5 Lac" only have to submit authenticated annual family income certificates. It is not applicable for students having family annual income "More than 5 Lac".
- Even if your issued certificate has validity more than 1 year, then also the same certificate to be submitted as long as it's validity remains authenticated.

Mode of Submission:

Self attested Hard copy at the Office of Academics Section.

Or

Self attested soft copy to email (academics@nitdelhi.ac.in).

INCOME CERTIFICATE ISSUING AUTHORITY IN VARIOUS STATES/UNION TERRITORIES

Sr. No.	State/Union Territory	Income Certificate Issuing Authority
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	Mamiatdar, 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 (Tehsildar/Naib Tehsildar 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
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 (Tehsildar/Naib Tehsildar 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.	Tripura	Deputy Commissioner of Respective Districts
32.	Uttar Pradesh	Tahsildar
33.	Uttaranchal	Tahsildar/SDM/City Magistrate

34.	West Bengal	<ol style="list-style-type: none"> 1. Dist. Magistrate or -District Level Addl. Dist. Magistrate 2. Sub-Divisional Officer – Sub Divisional Level of the concerned 3. Block Development officer - Block Level of the concerned Blocks 4. The Collector, Kolkata – Kolkata Municipal Corporation. 5. The Collector, Kolkata – Student residing within Civil Jurisdiction of Hon’ble High Court, Kolkata 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
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*In the remaining States/Union Territories, the Income Certificate issuing authority/ies are yet to be designated.