MEMORANDUM

Sub: DRDM - Issue of Income & Asset Certificate to the Economically Weaker Sections (EWSs) - Instructions - Reg.


Attention is invited to the Office Memorandum cited above, wherein, the Ministry of Social Justice and Empowerment, New Delhi vide reference 1st cited had provided 10% reservation to the Economically Weaker Sections (EWSs), who are not covered under the existing scheme of reservations for the Scheduled Castes, Scheduled Tribes and Socially & Educationally Backward Classes, in civil posts and services in Govt. of India and admission in educational institutions. The criteria prescribed for income & assets is that, the persons who are not covered under existing reservations for the Scheduled Castes, Scheduled Tribes and Socially & Educationally Backward Classes and whose family has gross annual income below Rs.8.00 lakh are identified as Economically Weaker Sections for the benefit of reservation. Income shall also include from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of the application. Also, the persons whose family owns or possesses any of the following assets shall be excluded from being identified as Economically Weaker Sections, irrespective of the family income such as:

i. 5 acres of agricultural land and above;
ii. Residential flat of 1000 sq.ft and above;
iii. Residential plot of 100 sq. yards and above in notified municipalities;
iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. It has also been clarified that the property held by a 'Family' in different locations or different places/cities would be clubbed while applying the land or property holding test to determine Economically Weaker Sections status. 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.

3. Further, the Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions, New Delhi vide reference 2nd cited and the Ministry of Human Resource Development, Department of Higher Education, New Delhi vide reference 3rd cited have notified the reservation for Economically Weaker Sections in civil posts & services in the Govt. of India and for admission in central educational institutions respectively. Further, it has been stated that the benefit of reservation under Economically Weaker Sections can be availed upon production of Income & Asset Certificate in the prescribed format issued by the competent authority.
4. A copy of the Format for issue of 'Income & Asset' Certificate and the Application Form is enclosed herewith. The Sub/Deputy Collectors (Revenue) may arrange for printing sufficient number of copies of this format & application and supply to the Taluk/Sub-Taluk Offices for issue of Certificates without any delay as there is emergent need for the issue of such certificates.

5. Regarding the Authority competent to issue the Income & Asset Certificates, it is hereby directed that besides the Tahsildar in-charge of Taluks, the Deputy Tahsildars -cum- Executive Magistrates in charge of Taluks and the Deputy Tahsildars -cum- Executive Magistrates in Sub-Taluk Offices may also issue the certificate by affixing the seal reading as "Tahsildar/Deputy Tahsildar-cum- Executive Magistrate".

6. Further, it is directed that the certificate issuing authorities shall issue the 'Income & Asset' Certificates with due care and diligence as per the prescribed criteria after thorough field enquiry and after carefully verifying all relevant documents.

7. The above instructions shall be scrupulously followed and shall not give room for any complaints. Any deviation in this regard will be viewed seriously.

Encl: As above.

(Dr. AHUN. T, I.A.S)
SPECIAL SECRETARY (REVENUE)-cum-DISTRICT COLLECTOR, PUDUCHERRY

To
1. The District Collector, Karaikal.
2. The Sub/Deputy Collector (Revenue), South/ North/ Karaikal/Mahe/Yanam.

Copy submitted to:

The Secretary (Revenue), Chief Secretariat, Puducherry.
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
TALUK OFFICE,

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. ____________________________ Date: ________________

VALID FOR THE YEAR...........................

This is to certify that Shri/Smt./Kumari........................ son/daughter/wife of ...........................................permanent resident of .................Village/Street ...............Post. Office.................. District in the State/Union Territory ..............Pin Code.......... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year.............. His/her family does not own or possess any of the following assets***:

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari........................belongs to the................... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office..................................................
Name........................................................................
Designation.................................................................

Recent Passport size attested photograph of the applicant

*Note: Income covered all sources i.e. salary, agriculture, business, profession, etc.
**Note 2: The term 'Family' for this purpose 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
***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

APPLICATION FORM FOR ISSUANCE OF INCOME & ASSET CERTIFICATE FOR ECONOMICALLY WEAKER SECTIONS
(Applicable only for candidates other than SC/ST/OBC)

1. Personal Details
   Name of the Applicant:
   Name of the Father/Husband/Guardian:
   Gender (Male/female/Other): Age:
   Place of Birth:
   Religion: Caste/Community:
   Marital Status (married/unmarried): Mobile No:
   Aadhaar Number: e-mail ID:

2. Family Details
   Father's Name: Place of Birth of Father:
   Mother's Name: Place of Birth of Mother:
   Spouse Name: Place of Birth of Spouse:
   Details of Brother(s)/Sister(s) (Below the age of 18 years) 1. 2. 3.
   Details of Children: (Below the age of 18 years) 1. 2. 3.

3. Present Residential Address:

4. Whether present residence is owned/rented:

5. Permanent Address:

6. Residential details for the past 5 years preceding the date of application:

7. Purpose for which certificate is sought:

Recent Passport size photograph of the applicant should be affixed...2/
8. **Gross Annual Income of the Family:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Source</th>
<th>Income (in Rs.)</th>
<th>Self</th>
<th>Parents</th>
<th>Siblings below 18 years</th>
<th>Spouse</th>
<th>Children below 18 years</th>
<th>Total</th>
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<tbody>
<tr>
<td>1.</td>
<td>Salary</td>
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<td>2.</td>
<td>Business</td>
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<td>3.</td>
<td>Agriculture</td>
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<td>4.</td>
<td>Profession</td>
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<td>5.</td>
<td>Other Sources (please specify)</td>
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<td><strong>TOTAL</strong></td>
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</table>

9. **Asset Details**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Asset</th>
<th>Area (in acre/sq.yd/sq.ft) with Location</th>
<th>Self</th>
<th>Parents</th>
<th>Siblings below 18 years</th>
<th>Spouse</th>
<th>Children below 18 years</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Agricultural Land</td>
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<td>2.</td>
<td>Residential Flat</td>
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<td>3.</td>
<td>Residential Plot in notified municipal areas.</td>
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<td>4.</td>
<td>Residential Plot in areas other than notified municipalities</td>
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N.B : 1 sq.yd = 9 sq.ft

10. **List of Documents Attached**

- a) Copies of documents in support of all assets
- b) Ration Card
- c) Voter ID/Aadhaar Card
- d) Rental/Lease agreement, if any
- e) Birth Certificate of the applicant/parents/spouse
- f) Copy of Salary Certificate/Pay Slip, if any
- g) IT returns of the last Financial Year, if any
- h) PAN card
- i) Documentary proof for Caste/Community (Transfer Certificate etc.)
- j) Any other documents (please specify)
11. Declaration

I, Shri/Miss/Mrs.......................................................... son of /daughter of /wife of ................................................................. age.................................. permanent resident of .................................. Village/Street................. Post Office................. District in the State/Union Territory ................. Pin Code.................. do hereby declare that the information given by me in this application form and its self-attached enclosures is true to the best of knowledge and that the information furnished is exhaustive and I have not suppressed any fact. I declare that I do not belong to SC/ST/OBC. I further declare that there are no other immovable properties in other States/U.Ts except the one declared in the application. That, I am solely responsible for the accuracy of the declaration and information furnished and I am liable for action under section 199 and 200 of the Indian Penal Code in case of wrong declaration and information. Also, I am aware of the fact that the certificate shall be summarily cancelled and all benefits availed by me shall summarily withdrawn in case of wrong declaration and information.

Place: .......................................................... Signature of the Applicant/Parent/Guardian

Date: .................................