

# REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

## GUIDELINES FOR ISSUANCE OF INCOME CERTIFICATE

<i>Eligibility Criteria</i>		
<b>The applicant is entitled for Income Certificate if he/she is-</b>		
<ul style="list-style-type: none"> <li>✓ An individual who is a citizen of India.</li> <li>✓ An individual who is a permanent resident of the territorial jurisdiction of NCT of Delhi.</li> </ul>		
<i>Documents to be attached with the Application Form</i>		
<b>1. Identity Proof of Beneficiary ( Any One is mandatory) –</b>		
<ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Voter ID Card</li> <li>• Any Govt. recognized document</li> </ul>	<ul style="list-style-type: none"> <li>• PAN Card</li> <li>• Passport</li> </ul>	<ul style="list-style-type: none"> <li>• Ration Card with Photo</li> <li>• Driving License</li> </ul>
<b>2. Present Address Proof of Beneficiary ( Any One is mandatory) –</b>		
<ul style="list-style-type: none"> <li>• Aadhaar Card</li> <li>• Passport</li> <li>• Bank Passbook</li> <li>• Telephone Bill (<i>Landline or Post-paid</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Voter ID Card</li> <li>• Ration Card</li> <li>• Electricity Bill</li> <li>• Gas Bill</li> </ul>	<ul style="list-style-type: none"> <li>• Driving License</li> <li>• Rent Agreement (<b>Registered</b>)</li> <li>• Water Bill</li> <li>• Any Govt. recognized document</li> </ul>
<b>3. Permanent Address Proof of Beneficiary ( Any One is mandatory) –</b> Same as List in Col No.2 above.		
<b>4. Income certificate (if issued earlier) – Not mandatory</b>		
<b>5. BPL Ration / National Food Security (NFS) Card, if BPL Ration/NFS Card holder (if available)</b>		
<b>6. Family Income Proof (Salary slips wherever applicable)</b>		
<b>7. Relevant document of expenditure such as Electricity / School fees of Children/ Rent Receipts</b>		
<b>8. The candidate must provide signed copy of the self-declaration along with the application form.</b>		
<b>9. One Passport size Coloured Photograph of the Beneficiary (Size 5cm x 4.5cm Or 2"x1.75")</b>		
<ul style="list-style-type: none"> <li>• Should include full face, front view and open eyes</li> <li>• should be in a plain white or off-white background</li> <li>• should have a natural expression (closed mouth)</li> </ul>	<ul style="list-style-type: none"> <li>• should be of full head from top of hair to shoulder</li> <li>• shouldn't be shadows on the face or background</li> <li>• should not include sunglasses or hats</li> </ul>	
<i>Important Note</i>		
<ul style="list-style-type: none"> <li>❖ Beneficiary's self-attested copy of the original document to be produced while applying at Citizen Service Centre (CSC) and if applying online then document are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications.</li> <li>❖ Scanned copy of Self-declaration has to be uploaded while applying online and original declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speedpost/registered post along with Application / Acknowledgement number.</li> <li>❖ The beneficiary himself/herself /any of his family member should be present at the CSC for photograph or submit his/her photograph. In case of online application, applicant must upload beneficiary photograph (<b>As per specifications above</b>)</li> </ul>		