

# REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

## GUIDELINES FOR ISSUANCE OF SOLVENCY CERTIFICATE

<i>Eligibility Criteria</i>		
<p><b>The applicant is entitled for Solvency Certificate if he/she is-</b></p> <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 Delhi</li> <li>✓ Having property within the territorial jurisdiction of NCT of Delhi.</li> </ul>		
<i>Documents to be attached with the Application Form</i>		
<p><b>1. Identity Proof of Applicant ( Any One is mandatory) –</b></p> <ul style="list-style-type: none"> <li style="width: 33%;">• Aadhaar Card</li> <li style="width: 33%;">• PAN Card</li> <li style="width: 33%;">• Ration Card with Photo</li> <li style="width: 33%;">• Voter ID Card</li> <li style="width: 33%;">• Passport</li> <li style="width: 33%;">• Driving License</li> <li style="width: 33%;">• Any Govt. recognized document</li> </ul>		
<p><b>2. Present Address Proof of Applicant ( Any One is mandatory) –</b></p> <ul style="list-style-type: none"> <li style="width: 33%;">• Aadhaar Card</li> <li style="width: 33%;">• Voter ID Card</li> <li style="width: 33%;">• Driving License</li> <li style="width: 33%;">• Passport</li> <li style="width: 33%;">• Ration Card</li> <li style="width: 33%;">• Rent Agreement (<b>Registered</b>)</li> <li style="width: 33%;">• Bank Passbook</li> <li style="width: 33%;">• Electricity Bill</li> <li style="width: 33%;">• Water Bill</li> <li style="width: 33%;">• Telephone Bill (<i>Landline or Post-paid</i>)</li> <li style="width: 33%;">• Gas Bill</li> <li style="width: 33%;">• Any Govt. recognized document</li> </ul>		
<p><b>3. Permanent Address Proof of Applicant ( Any One is mandatory) –</b> Same as List in Col No.2 above.</p>		
<p><b>4. Salary Slip for the last 3 months if salaried employee</b></p>		
<p><b>5. Income Tax Return of last 3 years.</b></p>		
<p><b>6. Sale Deed (Duly Registered) showing the applicant as the sole proprietor of the property.</b></p>		
<p><b>7. Proof of all the properties being free from all encumbrances</b></p>		
<p><b>8. Valuation certificate for all the properties from Government approved valuer</b></p>		
<p><b>9. If having Agricultural Land</b></p> <ul style="list-style-type: none"> <li>a. Khatauni and Khasra.</li> <li>b. Latest Copy of fard.</li> </ul>		
<p><b>10. If having House</b></p> <ul style="list-style-type: none"> <li>a. House Tax payment receipt.</li> </ul>		
<p><b>11. If having Motor Vehicles</b></p> <ul style="list-style-type: none"> <li>a. Registration Certificate along with Insurance Document.</li> </ul>		
<p><b>12. Bank statement of last six months</b></p>		
<p><b>13. Share/Debentures Certificates if having share/debentures.</b></p>		
<p><b>14. Candidate must provide signed copy of the self-declaration form along with application form.</b></p>		
<p><b>15. One Passport size Coloured Photograph of the Applicant (Size 5cm x 4.5cm Or 2"x1.75")</b></p> <ul style="list-style-type: none"> <li style="width: 50%;">• Should include full face, front view and open eyes</li> <li style="width: 50%;">• should be of full head from top of hair to shoulder</li> <li style="width: 50%;">• should be in a plain white or off-white background</li> <li style="width: 50%;">• shouldn't be shadows on the face or background</li> <li style="width: 50%;">• should have a natural expression (closed mouth)</li> <li style="width: 50%;">• should not include sunglasses or hats</li> </ul>		
<i>Important Note</i>		

- ❖ Applicant's self-attested copy of the original document to be produced while applying at Citizen Service Centre (CSC) and if applying online then documents 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.
- ❖ Scanned copy of original self-declaration has to be uploaded while applying online and original declaration form has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speed post/registered post along with Application/Acknowledgement number.
- ❖ 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 **(As per specifications above)**