

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Issue of Income Certificate by Revenue Authorities- Revised orders – Issued.

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**REVENUE (SERVICES.II) DEPARTMENT**

G.O.Ms.No.186

Dated.26.05.2015  
Read the following:

1. G.O.Rt.No.1307, Revenue (Ser.II)Department, dt.13.9.2010.
2. G.O.Rt.No.1551, Revenue (Ser.II) Department, dt.04.11.2010.
3. Note received from Secretary to CM through C.M.P. No. 1400 / GSP/2015, dt.02.03.2015
4. Govt.Memo.No. 7086/Ser.II (1)/2015, dt.01.03.2015.
5. From the CCLA, A.P., Hyd., Ref.No.C2/80/2015, dated.11.03. 2015.

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**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. In the G.O. second read above, Government have given a format of Income Certificate and ordered that the validity of the Certificate would be for a period of one year from the date of issue.

3. At present, Tahsildars/ Deputy Tahsildars are issuing Income Certificates for various purposes including School Admission, Fee Reimbursement, Scholarship schemes, SC/ST/BC/Minority Corporation loans and other Govt Schemes, Bank loans etc. Government have felt that, White Ration Cards are issued for BPL families only and when they require Income Certificate, White Ration Card should be enough proof of their Income status. Further Income Certificates are being issued annually. This is causing hardships to people as they have to approach the Revenue authorities repeatedly. Several representations have been received regarding hardships in getting the Income Certificates by the public from Revenue authorities.

4. In reference fifth read above, the Chief Commissioner of Land Administration, Andhra Pradesh, Hyderabad who was consulted in the matter, has furnished certain suggestions to Government. Further, a meeting was conducted with Heads of Departments of important Departments who require Income Certificates.

5. Government after careful examination of the proposal of the Chief Commissioner of Land Administration, Andhra Pradesh, Hyderabad, views emerged in the discussions held with Heads of Departments and views of relevant Departments hereby issue the following instructions/ orders in respect of issuance of Income Certificates by the Tahsildars/ Deputy Tahsildars in supersession of the orders issued in the reference second read above.

- (i) The validity of Income Certificate shall be for a period of Four (4) years.
- (ii) No Government Department selecting BPL beneficiaries shall ask for an Income Certificate as long as beneficiary produces White Ration Card. The white Card shall be proof for any person to be treated as BPL individual. No separate Income Certificate need be insisted in such cases.

(P.T.O.)

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- (iii) The Income Certificate for Scholarships or for any other scheme where Income limit prescribed is more than the BPL category, be insisted only for the first time and not for renewals.
- (iv) No Department shall retain the Original Certificate. The Original Certificate shall be returned immediately after spot verification and recording.
- (v) No employer i.e. be it Government (or) Private sector, shall ask for Income Certificate for employment purpose.
- (vi) No bank shall ask for Income Certificate while extending crop/ land loan to farmers.

6. 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- Collectors/ RDO concerned should scrutinize the Register during their visits to the Mandals.

7. The procedure and the format of Income Certificate to be issued by the Tahsildars/ Deputy Tahsildars concerned is annexed to this order.

8. The Chief Commissioner of Land Administration, Andhra Pradesh, Hyderabad shall communicate this order to all the District Collectors and Tahsildars in the State.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**AJEYA KALLAM**  
**SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

The Chief Commissioner of Land Administration, Andhra Pradesh, Hyderabad.  
All the District Collectors, Andhra Pradesh.

All Departments in A.P. Secretariat.

Copy to:

The Director, School Education, AP, Hyderabad.

The Director, Civil Supplies, AP, Hyderabad.

The Director, SC Corporation, AP, Hyderabad.

The Director, Social Welfare Department, AP, Hyderabad.

The Director, BC Corporation, AP, Hyderabad.

The Director, Tribal Welfare Department, AP, Hyderabad.

The Commissioner, Minority Welfare Department, AP, Hyderabad.

The PS to Secretary to Chief Minister.

The PS to Dy C.M. (Revenue).

The PS to Special Chief Secretary to Government,

Revenue Department.

The PS to Principal Secretary to Government,

Revenue Department.

The Convener, State Level Bankers Committee,

Head Office of Andhra Bank,

Saifabad, Hyderabad.

The MD, APCOB, Troop Bazaar,

Hyderabad-500001.

} With a request to  
inform all Banks/  
Branches.

//FORWARDED:: BY ORDER//

SECTION OFFICER

**ANNEXURE TO G.O.Ms.No.186, Revenue(Ser.II)Department,**  
**dt.26.5.2015**

**Procedure for applying Income Certificate:**

The Income Declaration Form *along with copy of Aadhaar card* 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 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 four (4) years from the date of issue.

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**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)  
The Aadhaar Number of the applicant is .....

This certificate is issued for the purpose of filing application for sanction of Scholarship/Fee reimbursement, availment of benefits under any scheme of Government, as requested by the applicant. This certificate will be valid for a period of four (4) years from the date of issue.

Date:

Office Seal

Signature of the Tahsildar/

Deputy Tahsildar

Name (in block letters)

Emp. Code .....

..... (Mandal)

.....District

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**AJEYA KALLAM**  
**SPECIAL CHIEF SECRETARY TO GOVERNMENT**

//FORWARDED:: BY ORDER//

SECTION OFFICER