

LIST OF DOCUMENTS TO BE SUBMITTED

FOLLOWING DOCUMENTS TO BE SUBMITTED ALONG WITH EDUCATION LOAN APPLICATION UNDER VIDYALAXMI SCHEME 2017-18 for different Classes of Guardians' Occupation

1) For Salaried Class (Guardians' who are in Service either Govt. or Private)

- a) Salary Certificate for the Financial Year **2016-17 (from 01.04.16 to 31.03.17)** in prescribed Form 'A' given in Annexure II duly sealed/stamped by the Salary Disbursing Officer.
- b) Attested Copy of IT Form 16 to be issued by employer along with ITR for the year **2016-17 (Assessment Year 2017-18)** duly acknowledged by the concerned Income Tax office.
- c) Attested Copy of Income Certificate from local District Authorities like S.D.O./B.D.O./M.R.O./TAHASILDER/ Chairman/Executive Officer of Municipal Corporation etc. in addition to the documents as stated above.

2) For Non-Salaried Class (Guardians who are not in Service such as Businessmen, Legal/Medical Practitioners, Consultants, Private Tutors, Retired without Pension/Self-employed persons. etc).

- a) An Annual Income Affidavit for the financial year **2016-17** in a Non-Judicial Stamp for Rs.100/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in **Form -"B" (Annexure-III)**.
- b) Attested Copy of Income Certificate from local District Authorities like S.D.O./B.D.O./M.R.O./TAHASILDER/ Chairman/Executive Officer of Municipal Corporation etc. in addition to Income Affidavit and other documents as stated above & below.

N.B. : SUBMISSION THESE TWO DOCUMENTS as stated in 2 (a & b) above, are **MANDATORY** FOR ANY CLASS OF OCCUPATION IN CASE OF NON-SALARIED GUARDIANS (such as Agriculture, Business class, self-employed, Legal/Medical Practitioners/Retired without Pension/Private Tutors/Contractors/Consultants etc.)

- c) Attested copies of ITR Form/IT Return as applicable (to be attested by a Govt. Officer), for the year **2016-17 (Assessment Year 2017-18)** duly stamped/sealed from the concerned Income Tax Office. Copy of Registration Certificate must be submitted in case of Medical Practitioner and Legal Practitioner. Those who Retired without Pension, they have to submit Retirement/Termination/ Superannuating letter/documents/papers etc. along with Income Affidavit, Income & Non-employment Certificate from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Executive Officer of Municipal Corporation etc , Income Tax documents , if applicable, as stated in item 2) a, b, & c above.

3) For Pensioners/Family Pensioners:

- a) Annual Pension Payment Certificate for the year **2016-17** in prescribed For 'C' given in Annexure-IV to be issued by the Pension Disbursing Officer.
- b) An Income & Non-employment Certificate from local District Authorities like S.D.O. /B.D.O./ M.R.O./TAHASILDER, Chairman/ Executive Officer of Municipal Corporation etc. for the year **2016-17** also to be submitted in addition to other documents as stated in item 3 (a) above.
Submission of all the documents as stated in 3 (a & b) above, are mandatory for the guardians who are either pensioner or family pensioner.
- c) Copy of PPO, Superannuating/Retirement/Termination letter and attested copies of I.T. Documents, if any.(such as ITR Form / IT Form16, IT return etc. for the current year, if applicable).

FORM – A

ANNUAL SALARY CERTIFICATE FOR THOSE GUARDIANS WHO ARE IN SERVICE (Govt or Pvt.)

PART – I : **Income from Salary (From Employer)**

1. Name and Address of the Employer :

2. Certified that _____ is employed in this organization in the Post of _____, (Designation held by the employee) and that the break-up of his Gross Annual Income from Salary received in the financial year 2016-17 is as follows :

<u>ITEM</u>	<u>TOTAL Amount for 12 months</u>
i) Basic Pay	:
ii) D/Pay	:
iii) DA/ADA/Relief	:
iv) H. R.A.	:
v) Special Pay & Honorarium, Bonus, Arrears, etc. ,if any	:
vi) Other Allowances, if any	:
	:-----
TOTAL = Rs.	

Employer's Signature :
Designation :

Date :

(Official Seal)

N.B. : **1)** All the entries as stated in Column 2 above must be supported by attested copy of IT Form 16 for the corresponding financial year of Annual Salary Certificate along with relevant ITR , if any.

2) Guardians who need not submit IT Form 16/ ITR due to their Low annual Income (Govt. or Pvt. Service), they must have to submit the following additional documents along with Annual Salary Certificate as per Form 'A' – Annexure-II above :

(i) a certificate from Employer/Salary disbursing officer stating that their annual income is Not Taxable and they need not produce IT Form 16 and

(ii) An Annual Income Certificate for **2016-17** from District Authority like S.D.O./B.D.O./ Tahalsidar/ Anchal

Officer, Executive Officer of Municipal corporation etc. as stated in Col. 1 (c) of Annexure-I : Submission of these documents as stated above in Col : 2 (i) & (ii), alongwith annual Salary Certificate in prescribed Form 'A' (Annexure-II), is **mandatory** for the guardians' having low salaries Income group ./ Private Job, who could not submit Income Tax documents/ ITR.

PART – II : Income from other sources

DECLARATION BY THE FATHER /GUARDIAN OF THE STUDENT

I declare that my/my family's Annual Income from other sources during the financial year _____ was as follows in addition to my Salary Income.

Income from :

- a) Landed Properties/ Agriculture (Certificate from Tahsildar/ Equivalent Govt. officials) : Rs.
- b) Investment in Bank/Post Office/Unit Trust etc. : Rs.
- c) Share Certificates/Debentures : Rs.
- d) Other sources : Rs.

Total = _____
Rs.

Plus Total of Salary Income as stated in item No.2 of Part-I Rs.
(Pl. see pre-page)

Gross Annual Income = Rs. _____

I, further declare that, the information given above is true to the best of my knowledge and belief, based on records, and I understand that if subsequently it is found that, the above information is false; I shall be personally held liable for repayment of the whole interest of the loan from the beginning and Institute may initiate disciplinary action against my ward.

Date : Signature of the Father /Guardian :
Full Name :
Address with Pin Code :
Phone No., if any :

N.B. : Certificate from Tahasildar or equivalent Govt. officials to be enclosed.

FORM-B
FORMAT OF INCOME AFFIDAVIT

(FOR USE OF THOSE GUARDIANS WHO ARE NOT IN EMPLOYMENT ANYWHERE AND DERIVES INCOME FROM SOURCES OTHER THAN SALARY/PENSION)

(To be submitted on Non-Judicial Stamp paper of Rs.100/- and sworn in before a First Class Magistrate/Notary Public)

I, Shri/Smt _____ a resident of _____ solemnly declare that:

1. My son/daughter Shri/Miss _____ is currently studying at the Indian Institute of Technology Bhubaneswar, in 4-year B.Tech.(Hons.) Courses in the Branch of _____
2. He/ She is an applicant for the award of Merit-cum-Means Scholarship / Free Studentship for the Academic Year _____.
3. I declare that my spouse is employed/not employed and that the Annual Income of my family in the Financial Year _____ i.e. During the period from 1st April, _____ to 31st March, _____ was as mentioned hereunder (Supported by document) :

(A) From my own profession as indicated:

- | | | |
|------|--|----------------|
| i) | Income from Business/Medical practice
Legal Practice/Engineering Consultancy etc. | Rs. _____ p.a. |
| ii) | Income from Agriculture | Rs. _____ p.a. |
| iii) | Income from Landed Properties | Rs. _____ p.a. |
| iv) | Income from Investment in Bank/Post Office etc. | Rs. _____ p.a. |
| v) | Income from Share Certificates/Debentures | Rs. _____ p.a. |
| vi) | Income from any other sources(i.e. Retirement
Benefits for VRS/VSS etc., if any | Rs. _____ p.a. |

(Please enclose an Annual Income Certificate for 2016-17 from District Authority like S.D.O./B.D.O./ Tahalsidar/ Anchal Officer, Executive Officer of Municipal corporation etc. as stated in Col. 2 (b) of Annexure-I)

(B) Income of my wife/spouse's (if any) Rs. _____ p.a.

(if employed, Business/Pensioner then Salary / Income / Pension Certificate as applicable as per wife's / spouse's occupational status, to be enclosed with attested copies of Income Tax Documents, if applicable as stated in the Annexure – II "List of documents to be submitted"

(C) Income in the name of my son /ward (if any).

GROSS TOTAL INCOME (A+B+C) : Rs. _____ p.a.

: 2 :

I, further declare that, the information given above is true to the best of my knowledge and belief, based on records, and I understand that if subsequently it is found that, the above information is false; I shall be personally held liable for repayment of the whole interest of the loan from the beginning and Institute may initiate disciplinary action against my ward.

(Signature of Father/Guardian)

Sworn before me this _____ day of _____ 201_____ and signed.

(SEAL)

Signature of First Class Magistrate /Notary Public

FORM – C

(FOR PENSIONER/FAMILY PENSIONER ONLY)

(PENSION / INCOME CERTIFICATE (FROM EX-EMPLOYER)/ FOR THOSE GUARDIANS WHO ARE PENSIONER (RETIRED FROM SERVICE OR THEIR WIVES ARE GETTING FAMILY PENSION)

PART – I : **Income from Pension / Family Pension**

1. Name and address of the Ex-Employer :
with P.P.O. No. :

2. Certified that _____ was employed in this Organization/superannuated from in the capacity of _____(post held by the retired employee) and that the break-up of his/her Annual Income from Pension /Family Pension received in the financial year_____ is as follows :

<u>ITEM</u>	<u>Total Amount for 12 months</u>
i) Basic Pension/F. Pension	: Rs.
ii) Dearness Relief	: Rs.
iii) Other Allowances, Arrears, if any	: Rs. _____
Total	: Rs. _____

Signature of Ex-Employer/Pension
Disbursing Authority : _____

Designation : _____

Date :

(Official Stamp)

PART – II : INCOME FROM OTHER SOURCES

DECLARATION BY THE GUARDIAN

I declare that my/my family's Annual Income from other sources during the Financial Year_____ was as follows in addition to my pension income :

Income from :

- a) Landed Properties (Certificate from Tahsilder) : Rs.
- b) Agriculture : Rs.
- c) Investment in Bank/Post Office/Unit Trust etc. : Rs.
- d) Share Certificates/Debentures : Rs.
- e) Other sources : Rs. _____

Total = Rs.

Plus Total of Pension Income as stated in item No.2) (i to v) of Part-I Rs. (Pl. see pre-page)

Gross Annual Income = Rs. _____

I, further declare that, the information given above is true to the best of my knowledge and belief, based on records, and I understand that if subsequently it is found that, the above information is false; I shall be personally held liable for repayment of the whole interest of the loan from the beginning and Institute may initiate disciplinary action against my ward.

Date : Signature of the Father/Guardian : Full Name

: Address with Pin Code : Phone No: (if any)

:

N.B. : The Pensioners have to also submit an Income Certificate for 2016-17 from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Anchal Officer, Chairman/Executive Officer of Municipal Corporation etc. as applicable along with Annual Pension Certificate duly filled in as per above stated format (Form-C, Annexure- IV).