

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR  
ACADEMIC (UG) SECTION

N O T I C E

No. : IIT/Acad(UG)/Fin\_Asst/2017  
Dated : July 26, 2017

**Institute Financial Assistance For SC/ST Students (Freshers) During the Session 2017- 2018**

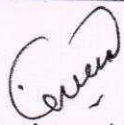
Applications are invited from SC/ST students of 1<sup>st</sup> year B. Tech., B. Arch., Dual Degree, M. Sc. (5 Yr.), M. Sc. (2 Yr.) and Preparatory Course for financial assistance in the session 2017-18 (free messing, pocket allowance of Rs.250/- per month and exemption from paying seat rent) who fulfils the following criterion :-

**“The guardian’s annual income ( for both salaried and non-salaried persons) should not exceed Rs.50,920.00.”**

Students are required to submit their guardians’ income certificate in the prescribed form & relevant supporting forms attached herewith for the financial year 2016-2017 (i.e. from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017) **to the ACADEMIC (UG) SECTION on any working day on or before September 26, 2017.**

**Renewal of Institute Financial Assistance for SC/ST students during the session 2017-2018.**

Income Certificate / Income Affidavits in the prescribed forms are also invited from the SC/ST students of 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> year who were in receipt of Financial Assistance comprising of Free Messing, Pocket Allowance Rs. 250/- per month and exemption from paying Seat Rent in the Session 2016-2017 which may be submitted **to Academic (UG) Section on or before September 26, 2017.**

  
Deputy Registrar (Academic)

To

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| 1. Dean (UGS)                    | 2. Dean, Students’ Affairs           |
| 3. All Heads of the Departments  | 4. All Wardens of Halls of Residence |
| 5. Coordinator of SC/ST students | 6. Chairman, HMC                     |
| 7. Librarian                     | 8. President, T.S.G.                 |

Copy forwarded to: The Chairman, ERP

N O T I C E B O A R D

*HMC Website  
Link  
2/8/17*

INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR

APPLICATION FORM FOR FINANCIAL ASSISTANCE FOR SC/ST STUDENTS

- 1. Name of Applicant : .....
- 2. Roll No. : ..... 3. Category .....
- 4. Course : ..... 5. Session .....
- 6. Hall of Residence & Room No.....
- 7. Mobile Phone No., if any .....

8. **MEANS STATUS**

- a) Name of Father : .....
- b) Name of Mother : .....
- c) Name of Guardian (if parents : .....  
are not alive and his relationship  
with student)
- d) Father's occupation with address : .....  
of employer. ....
- e) Mother's occupation with : .....  
address of employer .....
- f) Annual income : .....  
Father's income : .....  
Mother's income (if any) : .....

- 9. Whether the applicant is in receipt of / has applied for any other  
Scholarship : .....  
If so give details : .....

.....  
Signature of guardian with date

.....  
Signature of student with date

**Documents to be submitted along with the form**

**A. For Salaried Class (Guardian's who are in service either Govt. or Private)**

- a) Annual Salary certificate for the immediate previous financial year in prescribed Form-A duly sealed/stamped by the Salary Distributing Officer. (If both of the parents are either in Government service or in Private Service, Annual Salary Certificates of both of the parents to be produced).
- b) Attested copy of Form-16 to be issued by employer along with ITR duly acknowledged by concerned income office for immediate previous financial year. Low income group of salaried class, who need not submit IT Form 16/ITR, they have to submit an attested copy of Income certificate from concerned competent Authorities like SDO / BDO /MRO /TAHASILDAR/ Chairman /Executive Officer of Municipal Corporation instead of ITR and Form 16.

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

- a) An Annual Income Affidavit for the financial year 2016-17 in a Non-Judicial Stamp for Rs.20/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in Form -B).
- 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 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 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

**C. For Pensioners / Family Pensioners:**

- a) Annual Pension Payment Certificate for the year 2016-17 in prescribed Form-C given below 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 the documents (a) above.  
Submission of all the documents as stated in 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).

**ANNUAL SALARY (INCOME) CERTIFICATE FOR THOSE PARENTS / 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 organisation 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 \_\_\_\_\_ 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 (instead of IT Form 16) along with Annual Salary Certificate as per Form 'A' - Annexure-IIA 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/ Gram Panchayet Pradhan etc. as stated in Col.2 (b) of Annexure-I : Submission of these to 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 salaried Income group / Private Job, who could not submit Income Tax documents/ ITR.

: 2 :

**PART – II : Income from other sources**

**DECLARATION BY THE PARENT /GUARDIAN OF THE STUDENT**

I father/mother/guardian of Mr./Ms. \_\_\_\_\_ Roll No \_\_\_\_\_ has the following income for other sources addition to salary income during the financial year 20.....to 20 .....

**Income from :**

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

A. Total from Other Sources (Sum of item a to e above) : Rs. \_\_\_\_\_

B. Total of Salary from Income as stated in Part-I : Rs. \_\_\_\_\_

(Pl. see pre-page)

**Gross Annual Income (A+B) :Rs. \_\_\_\_\_**

**Further I declare that the information given above are true. I understand that the Concessional Tuition Fees already availed by my son/ daughter on the basis of my above family income certificate, is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Kharagpur, without assigning any reason, if in the event of any information in this declaration and also in the relevant family income certificate being proved incorrect/ false later on.**

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

**FORM – B**

**FORMAT OF INCOME AFFIDAVIT**

(FOR THOSE PARENTS/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.20/- 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 \_\_\_\_\_ Roll No \_\_\_\_\_ is currently studying at the Indian Institute of Technology Kharagpur, - \_\_\_\_\_ Courses
2. He/She is an applicant for the tuition fee waiver for the Academic Year 2017-18
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 1<sup>st</sup> April, \_\_\_\_\_ to 31<sup>st</sup> 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.

(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 Point 3, "List of documents to be submitted".

(C) Income in the name of my son /ward (if any). Rs \_\_\_\_\_ p.a.

**GROSS TOTAL INCOME (A+B+C) : Rs. \_\_\_\_\_ p.a.**

Contd...2

: 2 :

Further I declare that the information given above are true. I understand that the Concessional Tuition Fees already availed by my son/ daughter on the basis of my above family income certificate, is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Kharagpur, without assigning any reason, if in the event of any information in this declaration and also in the relevant family income certificate being proved incorrect/ false later on.

\_\_\_\_\_  
(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

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

2. Certified that \_\_\_\_\_ was employed in this Organisation/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 income from Pension (sum of item i to iii above)	: 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/Gram Panchayat) : Rs. ....
  - b) Agriculture : Rs. ....
  - c) Investment in Bank/Post Office/Unit Trust etc. : Rs. ....
  - d) Share Certificates/Debentures : Rs. ....
  - e) Other sources : Rs. ....
- A. Total Income from Other Sources (sum of Item a to e above)= Rs. ....
- B. Total Income from Pension : Rs. ....
- ( Pl. see pre-page)

Gross Annual Income (A+B): Rs. ....

Further I declare that the information given above are true. I understand that the Concessional Tuition Fees already availed by my son/ daughter on the basis of my above family income certificate, is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Kharagpur, without assigning any reason, if in the event of any information in this declaration and also in the relevant family income certificate being proved incorrect/ false later on.

Date : \_\_\_\_\_

Signature of the Father/Guardian : \_\_\_\_\_

Full Name : \_\_\_\_\_

Address with Pin Code : \_\_\_\_\_

Phone No. (if any) : \_\_\_\_\_

**N.B. : Those Pensioners who need not to file Income Tax Return (ITR) due to Low Annual Pension/Income, they must have to submit an Income & Non-Employment 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).**