

**OFFICE OF THE DIVISIONAL COMMISSIONER  
REVENUE DEPARTMENT:GOVT. OF NCT OF DELHI  
C.S. SECTION : ROOM NO.206 : B-BLOCK  
5-SHAM NATH MARG : DELHI-110054**

No.F.87(118)/CCS/HQ/EWS/Rev/2019/4517

Dated: 04/06/19

**OFFICE MEMORANDUM**

Sub: Issuance of Income and Asset Certificate to the Economically Weaker Sections (EWSs) in Delhi for direct recruitment in civil posts and services under Government of India.

Reference is invited to letter No.F.19(10)/2018/S.IV?766-767 dated 22.03.2019 received from Services Department, Govt. of NCT of Delhi enclosing therewith O.M. No.36039/1/2019-Estt (Res) dated 31.01.2019 of DOPT, Govt. of India on the above cited subject (**Annexure-I**).

2. It has been directed by the Services Department, Govt. of NCT of Delhi vide above letter that, as the work related to Issuance of Income and Asset Certificate to economically weaker section for providing reservation in the direct recruitment in civil posts and services in Government of India comes under the domain of Revenue Department, appropriate action relating to issuance of Income & Asset Certificate and their verification etc. may be issued by the Revenue Department, Govt. of NCT of Delhi.

3. **In the cited DoPT OM, the criteria of Income and Asset Certificate is stipulated as under:-**

- A The Income and Asset Certificate shall be issued to the persons belonging to EWSs who are not covered under any of the existing schemes of reservation for SCs/STs/OBCs (States/UTs & Central list)
- B Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees Eight Lakh only) are to be identified as EWSs for benefit of reservation Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.
- C Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-
  - i) 5 acres of agricultural land and above
  - ii) Residential flat of 1000 sq. ft and above;
  - iii) Residential plot of 100 sq. yards and above in notified municipalities;
  - iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- D The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
- E The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

4. **Based on above cited DoPT OM, and other stipulations and after taking cue from all three State Govt. instructions and keeping in view the prevailing circumstances in GNCT of Delhi, following set of guidelines/process/ instructions for issuance of Income & Asset Certificates for EWS category is issued:-**

- 4.1 The concerned **area SDM** shall be the Issuing Authority in respect of Income and Assets Certificate of EWS Category in Delhi.

Contd ...2/p

- 4.2 The Issuing Officer i.e. area SDM would issue the Income and Assets Certificate after carefully verifying all relevant documents, in the format placed (**Annexure-II**) based on the criterion as at para 3 above..
- 4.3 Applicants applying for issue of obtaining Income and Assets Certificate under EWS Category shall apply online only through e-District Portal of GNCT of Delhi, Department of Revenue, Govt. of NCT of Delhi.
- 4.4 The applicant shall apply in the application proforma which would be available on the e-District Portal.
- 4.5 The applicant shall also upload all the requisite documents as listed in the list of documents required for the issuance of the certificate as stipulated in application form prescribed (**Annexure-III**).
- 4.6 The Income & Asset certificate shall be issued by the Issuing Authority only after his complete satisfaction of the supporting facts/information submitted and due verification of such supporting facts/documents by the applicant
- 4.7 The Income & Asset certificate shall be issued online within 15 days from the date of receipt of application form duly completed in all respect to the satisfaction of the Issuing Authority.
- 4.8 The Issuing Authority shall examine the requisite information/facts provided by the applicant qua the eligibility criteria and satisfy himself that the applicant is eligible in all respects for obtaining Income & Assets Certificate for EWS Category as prescribed by Govt. of India vide O.M. dated 31.01.2019 as aforesaid.
- 4.9 It is relevant to mention here that in case of obtaining Income & Asset Certificate for EWS Category by any applicant by furnishing incorrect, false and fraudulent information in the application /documents uploaded/furnished for issuing the certificate, proceedings may be initiated against him under the relevant Sections of the Indian Penal Code.
- 4.10 It is also noteworthy that in case Income and Assets Certificate for EWS Category is issued by the Issuing Authority without due diligence qua the fulfillment of criterion prescribed as cited above and without following the procedure prescribed herein, action under relevant conduct rules i.e. CCS, CCA Rules 1965 may be initiated against such erring issuing authorities.
- 4.11 It is further emphasized that the Income and Assets Certificate for EWS Category may only be issued in accordance with the prescribed criteria by the Govt. of India as per aforesaid DoPT O.M. dated 31.01.2019. However in case it is noticed that a certificate has been obtained by any applicant on the basis of false & Fraudulent facts/information, the Deputy Commissioner of the concerned districts shall cancel such certificate with immediate effect and an intimation thereof shall be sent to the applicant and also to his employer, if it is known to the Deputy Commissioner concerned that the said certificate had been submitted before any employer by such applicant.
- 4.12 The Income and Assets Certificate shall be issued on the basis of Income from all sources pertaining to the financial year prior to the year of filing the application. It implies that for making such applications by an applicant during a financial year he has to provide family, Income details pertaining to previous financial year but details of Immovable Property details shall be as on the date application is being filed before certificate Issuing Authority and it also implies that a Income & Asset Certificate issued shall be valid only for the financial year in which it has been issued. To illustrate by an example:- If an application is filed in the month of May, 2019, the same will be issued on the basis of income for the financial year 2018-19 and the certificate shall remain valid only till 31<sup>st</sup> March, 2020.
- 4.13 Further for Issuance of Income and Assets Certificate with effect from the financial year 2020-21 and onwards it would be necessary for the applicants to fill up the

details of the Income & Asset Certificates for EWS category obtained in earlier years in the application form, for the period starting from financial year 2019-20 and onwards.

This issue with the prior approval of competent authority.

Encl: As above.

  
( MOHAMMED. A. ABID )  
DY. COMMISSIONER-I(HQ) CCS

No.F.87(118)/CCS/HQ/EWS/Rev./2019/4517

Dated: 04/06/19

Copy forwarded to the:-

1. Pr. Secretary to Lt. Governor of Delhi, 6-Raj Niwas Marg, Delhi.
2. Secretary to Chief Minister, 3<sup>rd</sup> Floor, A-Wing, Delhi Secretariat, Delhi-110001.
3. SO to Chief Secretary, Delhi Secretariat, Delhi.
4. Addl. Secretary, Department of Personnel & Training, Ministry of personnel, Public Grievances and Pensions, North Block, New Delhi-110001.
5. Pr. Secretary (Services), Services Department, Govt. of NCT of Delhi, 7<sup>th</sup> Level, B-Wing, Delhi Secretariat, Delhi.
6. HOD of All Departments/Undertaking/Autonomous bodies of Delhi Government
7. PS to Commissioner, North MCD/East MCD/NDMC/SDMC/Delhi Cantonment Board
8. All Deputy Commissioners of Revenue Department, Govt. of NCT of Delhi with the direction to ensure issuance of EWSs Certificates in their respective districts with immediate effect. Till the time online issuance of certificates is started by I.T. Branch, the certificates may be issued manually. However, it shall be ensured that after online issuance of EWS Certificates is started, entire data of manually issued certificates shall be uploaded online.
9. Joint Director (IT), Divisional Commissioner Office, Revenue Department, Govt. of NCT of Delhi for uploading this order on departmental website & creating on line facilities/link within 2 days.

  
( MOHAMMED. A. ABID )  
DY. COMMISSIONER-I(HQ) CCS

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT - (BRANCH-IV)**  
**7<sup>TH</sup> LEVEL, 'B'-WING, DELHI SECRETARIAT,**  
**I.P.ESTATE, NEW DELHI-110002**

**Annexure-1**



No.F.19(10)/2018/S.IV/

Dated:

The Secretary (Revenue)/  
Divisional Commissioner,  
Revenue Department,  
Govt. of N.C.T. of Delhi,  
5 Sham Nath Marg,  
Delhi



**Sub: Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of India.**

Sir,

I am directed to forward herewith a copy of D.O. letter No.36039/1/2019-Estt(Res) dated 20.02.2019 received from Addl. Secretary, DoPT, Govt. of India along with the OM No.36039/1/2019-Estt(Res) dated 31.01.2019 issued by DoPT on the above cited subject.

As the work related to issuance of Income and Asset Certificate and verification of certificate comes under the domain of Revenue Department, I am further directed to request you to take appropriate action relating to issuance of the Income and Asset Certificate and the verification process.

Yours faithfully,

Encl: As above

(AJAY KUMAR CHAWLA)  
DY. SECRETARY (SERVICES)

No.F.19(10)/2018/S.IV/766-767

Dated: 22/03/2019

Copy forwarded for information to: - The Staff Officer to Chief Secretary, Delhi, 5<sup>th</sup> Level, A-Wing, Delhi Secretariat, New Delhi.

(AJAY KUMAR CHAWLA)  
DY. SECRETARY (SERVICES)



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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**SERVICES DEPARTMENT - (BRANCH-IV)**  
**7<sup>TH</sup> LEVEL, 'B'-WING, DELHI SECRETARIAT,**  
**I.P.ESTATE, NEW DELHI-110002**

No.F.19(10)/2018/S.IV/766-767

Dated: 28/03/2019

To

The Secretary (Revenue)/  
Divisional Commissioner,  
Revenue Department,  
Govt. of N.C.T. of Delhi,  
5 Sham Nath Marg,  
Delhi



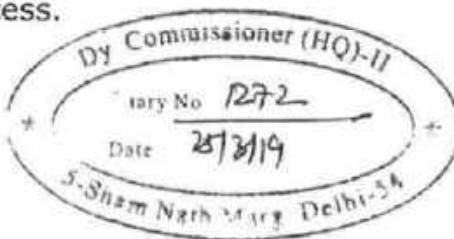
Sub: **Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of India.**

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Encl: As above



Yours faithfully,

*(Signature)*  
(AJAY KUMAR CHAWLA)  
DY. SECRETARY (SERVICES)

No.F.19(10)/2018/S.IV/

Dated:

Copy forwarded for information to: - The Staff Officer to Chief Secretary, Delhi, 5<sup>th</sup> Level, A-Wing, Delhi Secretariat, New Delhi.

(AJAY KUMAR CHAWLA)  
DY. SECRETARY (SERVICES)

सुजाता चतुर्वेदी

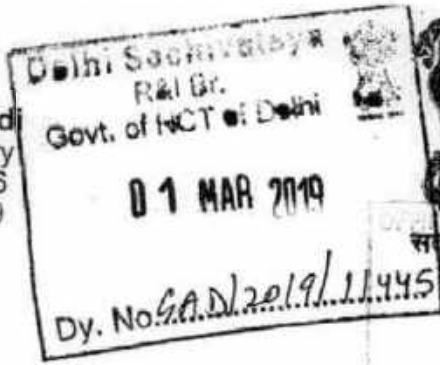
अपर सचिव

Sujata Chaturvedi

Additional Secretary

Phone : 2309 4276

Fax : 2309 2869



भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC

GRIEVANCES AND PENSIONS

NORTH BLOCK NEW DELHI-110001

Dear Sir/Madam,

Dated the 20<sup>th</sup> Feb., 2019

I would like to invite your kind attention to this Department's D.O. letter of even number dated 21.01.2019 and to inform that vide subsequent OM of even number dated 31.01.2019 detailed instructions were issued regarding reservation in direct recruitment in Civil posts and services in the Government of India for Economically Weaker Sections(EWS) not covered under the reservation scheme for SCs/STs/OBCs. This OM is available in the website of this Department at [dopt.gov.in](http://dopt.gov.in) >> **Notifications** >> **OMs & Orders** >> **Estt.(Reservation)** >> **Others**. A copy of the OM is also enclosed for ready reference.

2. The benefit of reservation under the EWS category can be availed upon production of an Income and Asset Certificate issued by the competent authority in the State Government/UT Administration, as mentioned in para 5.1 of the said OM. The authority concerned may kindly be requested to issue the Income and Asset Certificate to the persons eligible for the reservation scheme as EWS in the proforma at Annexure-I attached to the OM.

3. The certificate issuing authorities may also kindly be instructed to ensure the veracity of the Income and Asset Certificates so that unscrupulous persons are prevented from jobs meant for EWS by producing a false or fake Income and Asset Certificate. The said authorities should issue these certificates after carefully verifying all the relevant documents and by following due process prescribed by the respective State/UT Governments.

4. May I request that suitable instructions relating to issuance of the Income and Asset Certificate and the verification process be issued to all concerned expeditiously.

with regards,

Yours Sincerely,

(Sujata Chaturvedi)

The Chief Secretaries

All the State Governments/UT Administrations

5/3/19



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S/S-LV

11.02.19  
DA(Res)

<https://dopt.gov.in>

1-1 JAN 1960

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I would like to state that the information in this report is based on a review of the records of the State Department of Health and the records of the State Department of Education. The information in this report is based on a review of the records of the State Department of Health and the records of the State Department of Education. The information in this report is based on a review of the records of the State Department of Health and the records of the State Department of Education.

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No.36039/1/2019-Estt (Res)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
dated the 31<sup>st</sup> January, 2019

**OFFICE MEMORANDUM**

**Subject: Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of India.**

In continuation of this Department's Office Memorandum of even number dated 19.01.2019, the following instructions are issued in consultation with Ministry of Social Justice and Empowerment and Department of Legal Affairs regarding reservation for EWSs not covered under the reservation scheme for SCs/STs/OBCs in respect of direct recruitment in civil posts and services in the Government of India.

**2. QUANTUM OF RESERVATION**

The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in direct recruitment in civil posts and services in the Government of India.

**3. EXEMPTION FROM RESERVATION:**

3.1 "Scientific and Technical" posts which satisfy all the following conditions can be exempted from the purview of the reservation orders by the Ministries/ Departments:

(i) The posts should be in grades above the lowest grade in Group A of the service concerned. 6600

(ii) They should be classified as "scientific or technical" in terms of Cabinet Secretariat [OM No. 85/11/CF-61(1) dated 28.12.1961], according to which scientific and technical posts for which qualifications in the natural sciences or exact sciences or applied sciences or in technology are prescribed and the incumbents of which have to use that knowledge in the discharge of their duties.

G. Sivasan

(iii) The posts should be 'for conducting research' or 'for organizing, guiding and directing research'.

3.2 Orders of the Minister concerned should be obtained before exempting any posts satisfying the above condition from the purview of the scheme of reservation.

#### 4. CRITERIA OF INCOME & ASSETS:

4.1 Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

4.2. The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

4.3 The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.)

#### 5. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:

5.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim as belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1<sup>st</sup> Class Stipendary

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- Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
  - (iii) Revenue Officer not below the rank of Tehsildar and
  - (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

5.2 The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT. ✓

5.3 The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise. // each time

5.4 The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause :-

*"The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."*

The appointing authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority. //

5.5 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her/his services shall be terminated invoking the conditions contained in the offer of appointment.

## 6. EFFECTING RESERVATION - MAINTENANCE OF ROSTERS:

6.1 Department of Personnel and Training had circulated Office Memorandum No.36012/2/96-Estt(Res) dated July 2, 1997 regarding implementation of post based reservation roster. The general principles for making and operating post

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based reservation roster would be as per the principles laid down in the said Office Memorandum.

6.2 Every Government establishment shall now recast group-wise post-based reservation roster register for direct recruitment in accordance with format given in Annexure II, III, IV and V, as the case may be, for effecting 10% reservation for EWSs interpolating them with the SCs, STs and OBCs. While fixing roster point, if the EWS roster point coincides with the roster points of SCs/STs/OBCs the next available UR roster point has been allotted to the EWSs and also the principle of "squeezing" has been kept in view. While drawing up the rosters, the cadre controlling authorities may similarly "squeeze" the last points of the roster so as to meet prescribed 10% reservation.

6.3 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

6.4 Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ex-servicemen shall be placed against the roster points earmarked for EWS.

#### 7. ADJUSTMENT AGAINST UNRESERVED VACANCIES:

A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

#### 8. FORTNIGHTLY/ANNUAL REPORTS REGARDING REPRESENTATION OF EWS:

The Ministries/Departments shall send single consolidated fortnightly report including their attached/subordinate offices beginning from 15.2.2019 as per format at Annexure-VI.

From 01.01.2020, the Ministries/Departments shall upload data on representation of EWSs in respect of posts/services under the Central Government on the URL i.e. [www.rrcps.nic.in](http://www.rrcps.nic.in) as on 1<sup>st</sup> January of every year. All Ministries/Departments have already been provided respective usercode and password with guidelines for operating the URL.

G. Jeyarajan



9. **MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT:**

9.1 Every Government establishment shall appoint a senior officer of the Department as the Grievance Redressal Officer.

9.2 Any person aggrieved with any matter relating to discrimination in employment against any EWS may file a complaint with the Grievance Redressal Officer of the respective Government establishment. The name, designation and contact details of the Grievance Redressal Officer may be displayed prominently on the website and in the office of the concerned establishment.

10. **LIAISON OFFICER:**

Ministries/Departments/Attached and Subordinate Offices shall appoint Liaison Officer to monitor the implementation of reservation for EWSs.

11. The above scheme of reservation will be effective in respect of all direct recruitment vacancies to be notified on or after 01.02.2019.

12. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control. In case of any difficulty with regard to implementation of the provisions of this OM, the concerned authorities may consult DOP&T through their administrative Ministry/Department.

Encl.: As above.

G. Srinivasan

(G. Srinivasan)

Director

Ph.No.011-23093074

To

- (i) The Secretaries of all Ministries/Departments of the Govt. of India
- (ii) Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi
- (iii) Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi
- (iv) Railway Board, Rail Bhavan, Delhi.



- (v) Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/ Prime Minister's Office/NITI Aayog
- (vi) Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
- (vii) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
- (viii) The Secretary, Department of Social Justice and Empowerment, Shastri Bavan, New Delhi
- (ix) National Commission for Scheduled Castes, Lok Nayak Bhavan, New Delhi
- (x) National Commission for Scheduled Tribes, Lok Nayak Bhavan, New Delhi.
- (xi) National Commission for Backward Classes, Trikot, Bhikaji Cama Place, R.K. Puram, New Delhi.
- (xii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (xiii) Information and Facilitation Centre, DOPT, North Block, New Delhi.
- (xiv) Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi-110067.
- (xv) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

Copy to: Director, NIC, DOPT - with the request to immediately place this OM on the website of this Department (what's new tab) for information of all concerned.

G. Srinivasan

Annexure-I

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

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

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/Street \_\_\_\_\_ Post. Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

G. Sivasan

## FOR DIRECT RECRUITMENT

Model Roster of Reservation with reference to posts for Direct recruitment on All India Basis by Open Competition

Sl. No. of Post	Share of Entitlement				Category for which the posts should be earmarked
	SC @15%	ST @7.5%	OBC @27%	EWS @10%	
1	0.15	0.08	0.27	0.10	UR
2	0.30	0.15	0.54	0.20	UR
3	0.45	0.23	0.81	0.30	UR
4	0.60	0.30	1.08	0.40	OBC-1
5	0.75	0.38	1.35	0.50	UR
6	0.90	0.45	1.62	0.60	UR
7	1.05	0.53	1.89	0.70	SC-1
8	1.20	0.60	2.16	0.80	OBC-2
9	1.35	0.68	2.43	0.90	UR
10	1.50	0.75	2.70	1.00	EWS-1
11	1.65	0.83	2.97	1.10	UR
12	1.80	0.90	3.24	1.20	OBC-3
13	1.95	0.98	3.51	1.30	UR
14	2.10	1.05	3.78	1.40	ST-1
15	2.25	1.13	4.05	1.50	SC-2
16	2.40	1.20	4.32	1.60	OBC-4
17	2.55	1.28	4.59	1.70	UR
18	2.70	1.35	4.86	1.80	UR
19	2.85	1.43	5.13	1.90	OBC-5
20	3.00	1.50	5.40	2.00	SC-3
21	3.15	1.58	5.67	2.10	EWS-2
22	3.30	1.65	5.94	2.20	UR
23	3.45	1.73	6.21	2.30	OBC-6
24	3.60	1.80	6.48	2.40	UR
25	3.75	1.88	6.75	2.50	UR
26	3.90	1.95	7.02	2.60	OBC-7
27	4.05	2.03	7.29	2.70	SC-4
28	4.20	2.10	7.56	2.80	ST-2
29	4.35	2.18	7.83	2.90	UR
30	4.50	2.25	8.10	3.00	OBC-8
31	4.65	2.33	8.37	3.10	EWS-3
32	4.80	2.40	8.64	3.20	UR
33	4.95	2.48	8.91	3.30	UR
34	5.10	2.55	9.18	3.40	OBC-9

G. Prasad

35	5.25	2.63	9.45	3.50	SC-5
36	5.40	2.70	9.72	3.60	UR
37	5.55	2.78	9.99	3.70	UR
38	5.70	2.85	10.26	3.80	OBC-10
39	5.85	2.93	10.53	3.90	UR
40	6.00	3.00	10.80	4.00	ST-3
41	6.15	3.08	11.07	4.10	SC-6
42	6.30	3.15	11.34	4.20	OBC-11
43	6.45	3.23	11.61	4.30	<b>EWS-4</b>
44	6.60	3.30	11.88	4.40	UR
45	6.75	3.38	12.15	4.50	OBC-12
46	6.90	3.45	12.42	4.60	UR
47	7.05	3.53	12.69	4.70	SC-7
48	7.20	3.60	12.96	4.80	UR
49	7.35	3.68	13.23	4.90	OBC-13
50	7.50	3.75	13.50	5.00	<b>EWS-5</b>
51	7.65	3.83	13.77	5.10	UR
52	7.80	3.90	14.04	5.20	OBC-14
53	7.95	3.98	14.31	5.30	UR
54	8.10	4.05	14.58	5.40	SC-8
55	8.25	4.13	14.85	5.50	ST-4
56	8.40	4.20	15.12	5.60	OBC-15
57	8.55	4.28	15.39	5.70	UR
58	8.70	4.35	15.66	5.80	UR
59	8.85	4.43	15.93	5.90	UR
60	9.00	4.50	16.20	6.00	OBC-16
61	9.15	4.58	16.47	6.10	SC-9
62	9.30	4.65	16.74	6.20	<b>EWS-6</b>
63	9.45	4.73	17.01	6.30	OBC-17
64	9.60	4.80	17.28	6.40	UR
65	9.75	4.88	17.55	6.50	UR
66	9.90	4.95	17.82	6.60	UR
67	10.05	5.03	18.09	6.70	OBC-18
68	10.20	5.10	18.36	6.80	SC-10
69	10.35	5.18	18.63	6.90	ST-5
70	10.50	5.25	18.90	7.00	<b>EWS-7</b>
71	10.65	5.33	19.17	7.10	OBC-19
72	10.80	5.40	19.44	7.20	UR
73	10.95	5.48	19.71	7.30	UR
74	11.10	5.55	19.98	7.40	SC-11
75	11.25	5.63	20.25	7.50	OBC-20
76	11.40	5.70	20.52	7.60	UR
77	11.55	5.78	20.79	7.70	UR
78	11.70	5.85	21.06	7.80	OBC-21

G. Sivasan



79	11.85	5.93	21.33	7.90	UR
80	12.00	6.00	21.60	8.00	ST-6
81	12.15	6.08	21.87	8.10	SC-12
82	12.30	6.15	22.14	8.20	OBC-22
83	12.45	6.23	22.41	8.30	<b>EWS-8</b>
84	12.60	6.30	22.68	8.40	UR
85	12.75	6.38	22.95	8.50	UR
86	12.90	6.45	23.22	8.60	OBC-23
87	13.05	6.53	23.49	8.70	SC-13
88	13.20	6.60	23.76	8.80	UR
89	13.35	6.68	24.03	8.90	OBC-24
90	13.50	6.75	24.30	9.00	<b>EWS-9</b>
91	13.65	6.83	24.57	9.10	UR
92	13.80	6.90	24.84	9.20	UR
93	13.95	6.98	25.11	9.30	OBC-25
94	14.10	7.05	25.38	9.40	SC-14
95	14.25	7.13	25.65	9.50	ST-7
96	14.40	7.20	25.92	9.60	UR
97	14.55	7.28	26.19	9.70	OBC-26
98	14.70	7.35	26.46	9.80	<b>EWS-10**</b>
99	14.85	7.43	26.73	9.90	SC-15*
100	15.00	7.50	27.00	10.00	OBC-27*
101	15.15	7.58	27.27	10.10	UR
102	15.30	7.65	27.54	10.20	UR
103	15.45	7.73	27.81	10.30	UR
104	15.60	7.80	28.08	10.40	OBC-28
105	15.75	7.88	28.35	10.50	UR
106	15.90	7.95	28.62	10.60	UR
107	16.05	8.03	28.89	10.70	SC-16
108	16.20	8.10	29.16	10.80	ST-8
109	16.35	8.18	29.43	10.90	OBC-29
110	16.50	8.25	29.70	11.00	<b>EWS-11</b>
111	16.65	8.33	29.97	11.10	UR
112	16.80	8.40	30.24	11.20	OBC-30
113	16.95	8.48	30.51	11.30	UR
114	17.10	8.55	30.78	11.40	SC-17
115	17.25	8.63	31.05	11.50	OBC-31
116	17.40	8.70	31.32	11.60	UR
117	17.55	8.78	31.59	11.70	UR
118	17.70	8.85	31.86	11.80	UR
119	17.85	8.93	32.13	11.90	OBC-32
120	18.00	9.00	32.40	12.00	ST-9
121	18.15	9.08	32.67	12.10	SC-18
122	18.30	9.15	32.94	12.20	<b>EWS-12</b>

G. Jackson



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70/10

123	18.45	9.23	33.21	12.30	OBC-33
124	18.60	9.30	33.48	12.40	UR
125	18.75	9.38	33.75	12.50	UR
126	18.90	9.45	34.02	12.60	OBC-34
127	19.05	9.53	34.29	12.70	SC-19
128	19.20	9.60	34.56	12.80	UR
129	19.35	9.68	34.83	12.90	UR
130	19.50	9.75	35.10	13.00	OBC-35
131	19.65	9.83	35.37	13.10	<b>EWS-13</b>
132	19.80	9.90	35.64	13.20	UR
133	19.95	9.98	35.91	13.30	UR
134	20.10	10.05	36.18	13.40	OBC-36
135	20.25	10.13	36.45	13.50	SC-20
136	20.40	10.20	36.72	13.60	ST-10
137	20.55	10.28	36.99	13.70	UR
138	20.70	10.35	37.26	13.80	OBC-37
139	20.85	10.43	37.53	13.90	UR
140	21.00	10.50	37.80	14.00	SC--21
141	21.15	10.58	38.07	14.10	OBC-38
142	21.30	10.65	38.34	14.20	<b>EWS-14</b>
143	21.45	10.73	38.61	14.30	UR
144	21.60	10.80	38.88	14.40	UR
145	21.75	10.88	39.15	14.50	OBC-39
146	21.90	10.95	39.42	14.60	UR
147	22.05	11.03	39.69	14.70	SC-22
148	22.20	11.10	39.96	14.80	ST-11
149	22.35	11.18	40.23	14.90	OBC-40
150	22.50	11.25	40.50	15.00	<b>EWS-15</b>
151	22.65	11.33	40.77	15.10	UR
152	22.80	11.40	41.04	15.20	OBC-41
153	22.95	11.48	41.31	15.30	UR
154	23.10	11.55	41.58	15.40	SC-23
155	23.25	11.63	41.85	15.50	UR
156	23.40	11.70	42.12	15.60	OBC-42
157	23.55	11.78	42.39	15.70	UR
158	23.70	11.85	42.66	15.80	UR
159	23.85	11.93	42.93	15.90	UR
160	24.00	12.00	43.20	16.00	ST-12
161	24.15	12.08	43.47	16.10	OBC-43
162	24.30	12.15	43.74	16.20	SC-24
163	24.45	12.23	44.01	16.30	OBC-44
164	24.60	12.30	44.28	16.40	<b>EWS-16</b>
165	24.75	12.38	44.55	16.50	UR
166	24.90	12.45	44.82	16.60	UR

G. Sivasan

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167	25.05	12.53	45.09	16.70	OBC-45
168	25.20	12.60	45.36	16.80	SC-25
169	25.35	12.68	45.63	16.90	UR
170	25.50	12.75	45.90	17.00	<b>EWS-17</b>
171	25.65	12.83	46.17	17.10	OBC-46
172	25.80	12.90	46.44	17.20	UR
173	25.95	12.98	46.71	17.30	UR
174	26.10	13.05	46.98	17.40	SC-26
175	26.25	13.13	47.25	17.50	ST-13
176	26.40	13.20	47.52	17.60	OBC-47
177	26.55	13.28	47.79	17.70	UR
178	26.70	13.35	48.06	17.80	OBC-48
179	26.85	13.43	48.33	17.90	UR
180	27.00	13.50	48.60	18.00	SC-27
181	27.15	13.58	48.87	18.10	<b>EWS-18</b>
182	27.30	13.65	49.14	18.20	OBC-49
183	27.45	13.73	49.41	18.30	UR
184	27.60	13.80	49.68	18.40	UR
185	27.75	13.88	49.95	18.50	UR
186	27.90	13.95	50.22	18.60	OBC-50
187	28.05	14.03	50.49	18.70	SC-28
188	28.20	14.10	50.76	18.80	ST-14
189	28.35	14.18	51.03	18.90	OBC-51
190	28.50	14.25	51.30	19.00	<b>EWS-19</b>
191	28.65	14.33	51.57	19.10	UR
192	28.80	14.40	51.84	19.20	UR
193	28.95	14.48	52.11	19.30	OBC-52
194	29.10	14.55	52.38	19.40	SC-29
195	29.25	14.63	52.65	19.50	UR
196	29.40	14.70	52.92	19.60	<b>EWS-20*</b>
197	29.55	14.78	53.19	19.70	OBC-53
198	29.70	14.85	53.46	19.80	ST-15*
199	29.85	14.93	53.73	19.90	SC-30*
200	30.00	15.00	54.00	20.00	OBC-54*

\*/\*\* Squeezing resorted with a view to maintain the prescribed percentage of reservation

G. Sivasan

4/c  
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68/c

**Annexure-III**

**FOR DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION**

**Model Roster for cadre strength upto 13 posts**

Cadre Strength	Initial Recruitment	Replacement No.												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST
2	UR	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST	
3	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST		
4	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST			
5	UR	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST				
6	UR	SC	OBC	UR	EWS	UR	OBC	UR	ST					
7	SC	OBC	UR	EWS	UR	OBC	UR	ST						
8	OBC	UR	EWS	UR	OBC	UR	ST							
9	UR	EWS	UR	OBC	UR	ST								
10	EWS	UR	OBC	UR	ST									
11	UR	OBC	UR	ST										
12	OBC	UR	ST											
13	UR	ST												

**Note:**

1. For cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like "L"
2. All the posts of a cadre are to be earmarked for the categories shown under column initial recruitment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

*G. Sreenivas*

**FOR DIRECT RECRUITMENT**

**Model Roster of Reservation with reference to posts for Direct recruitment on All India Basis Otherwise than by Open Competition**

Sl. No. of Post	Share of Entitlement				Category for which the posts should be earmarked
	SC @16.66%	ST @7.5%	OBC @25.84%	EWS @10%	
1	0.166	0.075	0.258	0.100	UR
2	0.332	0.150	0.516	0.200	UR
3	0.498	0.225	0.774	0.300	UR
4	0.664	0.300	1.032	0.400	OBC-1
5	0.830	0.375	1.290	0.500	UR
6	0.996	0.450	1.548	0.600	UR
7	1.162	0.525	1.806	0.700	SC-1
8	1.328	0.600	2.064	0.800	OBC-2
9	1.494	0.675	2.322	0.900	UR
10	1.660	0.750	2.580	1.000	<b>EWS-1</b>
11	1.826	0.825	2.838	1.100	UR
12	1.992	0.900	3.096	1.200	OBC-3
13	2.158	0.975	3.354	1.300	SC-2
14	2.324	1.050	3.612	1.400	ST-1
15	2.490	1.125	3.870	1.500	UR
16	2.656	1.200	4.128	1.600	OBC-4
17	2.822	1.275	4.386	1.700	UR
18	2.988	1.350	4.644	1.800	UR
19	3.154	1.425	4.902	1.900	SC-3
20	3.320	1.500	5.160	2.000	OBC-5
21	3.486	1.575	5.418	2.100	<b>EWS-2</b>
22	3.652	1.650	5.676	2.200	UR
23	3.818	1.725	5.934	2.300	UR
24	3.984	1.800	6.192	2.400	OBC-6
25	4.150	1.875	6.450	2.500	SC-4
26	4.316	1.950	6.708	2.600	UR
27	4.482	2.025	6.966	2.700	ST-2
28	4.648	2.100	7.224	2.800	OBC-7
29	4.814	2.175	7.482	2.900	UR
30	4.980	2.250	7.740	3.000	<b>EWS-3</b>

G. Sivasan



3/6

5/6  
66/0

31	5.146	2.325	7.998	3.100	SC-5
32	5.312	2.400	8.256	3.200	OBC-8
33	5.478	2.475	8.514	3.300	UR
34	5.644	2.550	8.772	3.400	UR
35	5.810	2.625	9.030	3.500	OBC-9
36	5.976	2.700	9.288	3.600	UR
37	6.142	2.775	9.546	3.700	SC-6
38	6.308	2.850	9.804	3.800	UR
39	6.474	2.925	10.062	3.900	OBC-10
40	6.640	3.000	10.320	4.000	ST-3
41	6.806	3.075	10.578	4.100	<b>EWS-4</b>
42	6.972	3.150	10.836	4.200	UR
43	7.138	3.225	11.094	4.300	SC-7
44	7.304	3.300	11.352	4.400	OBC-11
45	7.470	3.375	11.610	4.500	UR
46	7.636	3.450	11.868	4.600	UR
47	7.802	3.525	12.126	4.700	OBC-12
48	7.968	3.600	12.384	4.800	UR
49	8.134	3.675	12.642	4.900	SC-8
50	8.300	3.750	12.900	5.000	<b>EWS-5</b>
51	8.466	3.825	13.158	5.100	OBC-13
52	8.632	3.900	13.416	5.200	UR
53	8.798	3.975	13.674	5.300	UR
54	8.964	4.050	13.932	5.400	ST-4
55	9.130	4.125	14.190	5.500	OBC-14
56	9.296	4.200	14.448	5.600	SC-9
57	9.462	4.275	14.706	5.700	UR
58	9.628	4.350	14.964	5.800	UR
59	9.794	4.425	15.222	5.900	OBC-15
60	9.960	4.500	15.480	6.000	<b>EWS-6</b>
61	10.126	4.575	15.738	6.100	SC-10
62	10.292	4.650	15.996	6.200	UR
63	10.458	4.725	16.254	6.300	OBC-16
64	10.624	4.800	16.512	6.400	UR
65	10.790	4.875	16.770	6.500	UR
66	10.956	4.950	17.028	6.600	OBC-17
67	11.122	5.025	17.286	6.700	SC-11
68	11.288	5.100	17.544	6.800	ST-5
69	11.454	5.175	17.802	6.900	UR
70	11.620	5.250	18.060	7.000	OBC-18
71	11.786	5.325	18.318	7.100	<b>EWS-7</b>

G. J. Johnson



72	11.952	5.400	18.576	7.200	UR
73	12.118	5.475	18.834	7.300	SC-12
74	12.284	5.550	19.092	7.400	OBC-19
75	12.450	5.625	19.350	7.500	UR
76	12.616	5.700	19.608	7.600	UR
77	12.782	5.775	19.866	7.700	UR
78	12.948	5.850	20.124	7.800	OBC-20
79	13.114	5.925	20.382	7.900	SC-13
80	13.280	6.000	20.640	8.000	ST-6
81	13.446	6.075	20.898	8.100	<b>EWS-8</b>
82	13.612	6.150	21.156	8.200	OBC-21
83	13.778	6.225	21.414	8.300	UR
84	13.944	6.300	21.672	8.400	UR
85	14.110	6.375	21.930	8.500	SC-14
86	14.276	6.450	22.188	8.600	OBC-22
87	14.442	6.525	22.446	8.700	UR
88	14.608	6.600	22.704	8.800	UR
89	14.774	6.675	22.962	8.900	UR
90	14.940	6.750	23.220	9.000	OBC-23
91	15.106	6.825	23.478	9.100	SC-15
92	15.272	6.900	23.736	9.200	<b>EWS-9</b>
93	15.438	6.975	23.994	9.300	UR
94	15.604	7.050	24.252	9.400	OBC-24
95	15.770	7.125	24.510	9.500	ST-7
96	15.936	7.200	24.768	9.600	UR
97	16.102	7.275	25.026	9.700	SC-16
98	16.268	7.350	25.284	9.800	OBC-25
99	16.434	7.425	25.542	9.900	UR
100	16.600	7.500	25.800	10.000	<b>EWS-10</b>
101	16.766	7.575	26.058	10.100	OBC-26
102	16.932	7.650	26.316	10.200	UR
103	17.098	7.725	26.574	10.300	SC-17
104	17.264	7.800	26.832	10.400	UR
105	17.430	7.875	27.090	10.500	OBC-27
106	17.596	7.950	27.348	10.600	UR
107	17.762	8.025	27.606	10.700	ST-8
108	17.928	8.100	27.864	10.800	UR
109	18.094	8.175	28.122	10.900	OBC-28
110	18.260	8.250	28.380	11.000	SC-18
111	18.426	8.325	28.638	11.100	<b>EWS-11</b>
112	18.592	8.400	28.896	11.200	UR

G. Sivasan

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64/c

17

113	18.758	8.475	29.154	11.300	OBC-29
114	18.924	8.550	29.412	11.400	UR
115	19.090	8.625	29.670	11.500	SC-19
116	19.256	8.700	29.928	11.600	EWS-12**
117	19.422	8.775	30.186	11.700	OBC-30
118	19.588	8.850	30.444	11.800	ST-9
119	19.754	8.925	30.702	11.900	SC-20*
120	19.920	9.000	30.960	12.000	OBC-31*

\*/\*\* Squeezing resorted with a view to maintain the prescribed percentage of reservation

*G. Jaiswal*

**FOR DIRECT RECRUITMENT**

**Roster for Direct Recruitment otherwise than through Open Competition for cadre strength upto 13 posts**

Cadre Strength	Initial Recruitment	Replacement No.												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST
2	UR	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST	
3	UR	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST		
4	OBC	UR	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST			
5	UR	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST				
6	UR	SC	OBC	UR	EWS	UR	OBC	SC	ST					
7	SC	OBC	UR	EWS	UR	OBC	SC	ST						
8	OBC	UR	EWS	UR	OBC	SC	ST							
9	UR	EWS	UR	OBC	SC	ST								
10	EWS	UR	OBC	SC	ST									
11	UR	OBC	SC	ST										
12	OBC	SC	ST											
13	SC	ST												

Note:

1. For cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like "L"
2. All the posts of a cadre are to be earmarked for the categories shown under column initial recruitment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

G. Sivasan

**Annexure-VI**

Name of the Ministry/Department:

Report for the fortnight ending	Unfilled vacancies as on 01.02.2019					Vacancies filled up during the fortnight ending					Total vacancies filled up since 01.02.2019				
	SC	ST	OBC	EWS	UR	SC	ST	OBC	EWS	UR	SC	ST	OBC	EWS	UR

Note 1: Single consolidated fortnightly report may be sent in respect of the Ministry/Department and its attached and sub-ordinate offices

Note 2: The first report should begin from 15.02.2019

Note 3: Filled up fortnightly report may be emailed at [jsest@nic.in](mailto:jsest@nic.in) and [g.sreenivasan@nic.in](mailto:g.sreenivasan@nic.in)

G. Sreenivasan





ANNEXURE-II

Government of NCT of Delhi

(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

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

Valid for the Year \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/ daughter/ wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_ village/street Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ "whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_ His/her family does not own or possess any of the following assets\*\*\*:

1. 5 acres of agricultural land and above;
2. Residential flat of 1000 sq. ft. and above;
3. Residential Plot of 100sq. yards and above in notified municipalities;
4. Residential Plot of 200 sq. yards and above in areas other than the notified municipalities.

Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and other Backward Classes (Central/State/UT List)

Recent Passport Size  
attested photograph  
of the applicant

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\*Note 1. Income covered from all sources i.e salary, agriculture, business, profession, etc.

\*\*Note 2. The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3. The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**ANNEXURE-III**

**APPLICATION FORM FOR ISSUANCE OF INCOME & ASSET CERTIFICATE**

**1. Personal Details**

Name of the Applicant \_\_\_\_\_  
Father's/Husband's Name \_\_\_\_\_  
Gender \_\_\_\_\_ Marital Status \_\_\_\_\_  
Age \_\_\_\_\_ Religion \_\_\_\_\_  
Caste \_\_\_\_\_ Sub-Caste \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Aadhaar No. \_\_\_\_\_  
Pan Card No., If any \_\_\_\_\_  
E-Mail ID \_\_\_\_\_  
Place of Birth \_\_\_\_\_

Photograph  
duly Self  
Attested

- 2. Whether the caste/sub caste is included in SCs/STs/OBCs (Central/UT/  
States List ) List notified for reservation in any of States/UTs/Central Govt.:**

**YES/NO**

**3. Family Details**

Father's Name \_\_\_\_\_  
Mother's Name \_\_\_\_\_  
Spouse Name \_\_\_\_\_  
Sibling Details \_\_\_\_\_  
(Below the age of 18 years)  
Children Details \_\_\_\_\_  
(Below the age of 18 years)

**4. Permanent Address**

Village/Town \_\_\_\_\_ Police Station \_\_\_\_\_  
Post Office \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_  
Pin \_\_\_\_\_ State \_\_\_\_\_

5. Present Address

Village Town \_\_\_\_\_ Police Station \_\_\_\_\_  
 Post Office \_\_\_\_\_ Tehsil \_\_\_\_\_  
 District \_\_\_\_\_  
 Pin \_\_\_\_\_ State \_\_\_\_\_

6. Places of stay since birth:

Sl.	Village/Town	Tehsil	District	State	Period
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

7. Details of Income & Asset Certificate/s issued earlier:

Sl.	Issuing Authority	Certificate No.	Issued Date	Valid up to
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

8. Gross annual income of the family\*

Sl. No.	Source	Income (in Rs.)
1.	Salary	
2.	Business	
3.	Agriculture	
4.	Profession	
5.	Other source (Please specify)	
<b>Total</b>		

9. Asset Details of the family\*

Sl No.	Asset	Area (in sq.yd/sq.ft)	Location
1.	Agricultural		
2.	Residential flat		
3.	Residential Plot in urban areas notified as urban local bodies of any name and anywhere i.e. Municipal Corporation/ Municipality/NAC /Delhi Cantonment Board etc.		
4.	Residential Plot in areas other than the urban areas i.e. Rural Areas anywhere.		

N.B: 1 sq. yd = 9 sq.ft

\*- The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

**10. Declaration:**

**Undertaking**

I, Shri/Miss/Mrs. \_\_\_\_\_ Son of/ daughter of/ wife of \_\_\_\_\_ age \_\_\_\_\_ of \_\_\_\_\_ (Presently residing at village/town), PO \_\_\_\_\_ PS \_\_\_\_\_ District \_\_\_\_\_ of the Delhi, do hereby declare that the information given by me in this application form and its attached enclosures is true to the best of my knowledge and that the information furnished is exhaustive and I have not suppressed any fact. That, I am solely responsible for the accuracy of the declaration and information furnished and liable for action under section 199 and 200 of the Indian Penal Code in case of wrong declaration and information. Also, I am well aware of the fact that the certificate shall be summarily cancelled and all the benefits availed by me shall be summarily withdrawn in case of wrong declaration and information.

Place:

Signature of the Applicant

Date:

**11. List of documents to be uploaded:**

1) Address proof: (Any one of these)

- a) Aadhaar Card b) Passport c) Bank passbook d) Telephone bill e) Voter ID Card  
f) Ration Card g) Electricity Bill h) Gas bill i) Driving license j) Water bill.

2) ID Proof: (Any one of these)

- a) Aadhaar Card b) Pan Card c) Passport d) Driving license e) Voter ID Card.

3) Income Tax Return for last 3 Assessment Years, if any.

4) Agricultural property i.e. land details including detail of area from concerned Revenue Office.

5) Report of any immovable property i.e. Flat/Plot/Godown/Shop/Land etc. including detail of area obtained from concerned authorities i.e. MCD, DDA, NDMC, Delhi Cantonment Board etc.

6) PAN Card, if any.

7) Affidavit by the applicant citing immovable property/Income details etc. interalia containing following contents:-



**CONTENTS OF THE AFFIDAVIT TO BE FURNISHED BY APPLICANTS FOR OBTAINING  
ISSUANCE OF INCOME & ASSET CERTIFICATE FOR EWS CATEGORY IN DELHI**

- That I am resident of Delhi and have submitted the application for issuance of Income & Asset Certificate for EWS Category reservation before the Competent Authority.
- That I fulfill all the eligibility criterion as prescribed in the DoPT OM dated 31.01.2019 for issuance of Income & Asset Certificate for EWS Category in Delhi.
- That my caste/sub caste is not covered in any of the list of SCs/STs and OBCs (States/UTs/Central Govt) as prescribed/notified by Competent Authority.
- That my gross annual income of my 'family' from all sources is below Rs.8.00 lakhs for the financial year \_\_\_\_\_ as per the definition of 'family' prescribed by DoPT OM No.36039/1/2019-Estt (Res) dated 31.01.2019.
- That the income of my 'family' from all sources as cited in my application for issuance of Income & Asset Certificate for EWS Category are correct as per the eligibility criterion prescribed for the purpose of issuance of Income & Asset Certificate for EWS Category.
- That details of all kind of assets as cited by me in respect of my 'family' in the application form for issuance of EWS Category certificate is correct as per the eligibility criterion prescribed for the purpose of issuance of Income & Asset Certificate for EWS Category.
- That all the information furnished by me in the application form and the supporting documents before the Issuing Authority for obtaining EWS Certificate are correct.
- That no material information/facts has been hidden or suppressed qua the criterion prescribed for issuance of Income & Asset Certificate for EWS Category by the Govt. of India as per their OM No.36039/1/2019-Estt (Res) dated 31.01.2019.