

FEE-Waiver Check List

1. Application (**Refer Page 1/8 to 3/8**)
2. Affidavit (**Refer Page 4/8**)
3. Schedule – A (**Refer 5/8**)
4. Income Certificate Original (**Refer Notice 1/2**) point 5(c)
5. ITR Acknowledgment and ITR Intimation (**Refer Notice 1/2**) point 5(d)
6. Family Members Aadhar cards Numbers (**Refer Notice 1/2**) point 5(e)

Check list for Gross Family Income (without deductions) up to Rs 2.5 lakh

Sl. No	Check List Document	Yes/No
1	Application	<input type="checkbox"/>
2	Affidavit	<input type="checkbox"/>
3	Schedule – A	<input type="checkbox"/>
4	Income Certificate Original	<input type="checkbox"/>
5	Family Members Aadhar cards Numbers	<input type="checkbox"/>

Check list for Gross Family Income (without deductions) above 2.5 lakh and up to 5 Lakh

Sl. No	Check List Document	Yes/No
1	Application	<input type="checkbox"/>
2	Affidavit	<input type="checkbox"/>
3	Schedule – A	<input type="checkbox"/>
4	Income Certificate Original	<input type="checkbox"/>
5	ITR Acknowledgment and ITR Intimation	<input type="checkbox"/>
6	Family Members Aadhar cards Numbers	<input type="checkbox"/>

Important Dates : (Tentative)

15th Sep 2023 – Publishing the Application

20th Oct 2023 – Last Date for Submission of the Application

26th Oct 2023 – Verification of application by the Screening Committee

9th Nov 2023 –Fee Waiver Status List (Accepted/Rejected/ITR Intimation pending)

16th Nov 2023 –Last date for submission of ITR intimation

21st Nov 2023 – Final list submit to ERP and Finance Section

Important instructions:

1. The application form should be duly filled and signed in all pages. Incomplete applications and data if found missing (such as employer's details, land details, sibling's names and occupation, etc.) may lead to rejection of the application.
2. The Income Affidavit and Schedule A should be signed and stamped in ALL pages by Tehsildar/SDM (or above rank).
3. Family Income Certificate should include the name of the student, father, mother, and any unmarried earning siblings.
4. If income certificate does not include both the parents' or unmarried earning siblings' names, their ITRs acknowledgement and intimation should be submitted.
5. Any corrections/ overwriting in the application/ affidavit/ schedule A is not acceptable and may lead to rejection.
6. The digital income certificate should be traceable online. In case of offline Income certificates, all pages of the income certificate should be signed and stamped by the competent authority.
7. Family Income Certificate from Revenue Office/ Tehsildar office is only acceptable.
8. If multiple family income certificates are submitted, application will be rejected.
9. Once an application form is submitted, further changes or change requests will not be entertained.
10. Applications once rejected will not be re-considered.
11. Temporary acceptance is only for the applications for which only ITR intimation is awaited.