

National Council for Hotel Management & Catering Technology

(An autonomous body under Ministry of Tourism, Govt of India)

Appendix- 3

Government of

(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 _____ is permanent resident of
_____ Village/ Street _____ Post Office
_____ District : _____ in the State/Union Territory PIN
CODE _____ whose photograph is attested below 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 acres other than the notified municipalities

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

Signature with seal of office.....

Name:.....

Designation:.....

Recent Passport
size attested
photograph of
applicant

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

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****Note2:** 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.

*****Note3:**The property held by a 'Family' in different locations or different place/cities have been clubbed while applying the land or property holding test to determine EWS status.

INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE

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/ 1s* Class Stipendiary 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.
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.
3. The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for admission i.e.**30th September, 2021**, except in cases where crucial date is fixed otherwise.
4. The admission authorities should, in the offer of admission to the candidates claiming to the belonging to EWS, include the following clause :-

"The admission 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 admission will be cancelled 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 admission authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.
5. Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure admission on the basis of a false claim and if any person gets an admission on the basis of such false claim, his/her admission shall be cancelled invoking the conditions contained in the offer of admission.