

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

No.2587/DRDM/C2/EWS/2019

Puducherry, the 21st May 2019.

MEMORANDUM

- Sub : DRDM – Issue of Income & Asset Certificate to the Economically Weaker Sections (EWSs) – Instructions – Reg.
- Ref: 1. O.M No.20013/01/2018-BC-II dated 17.01.2019 of the Ministry of Social Justice and Empowerment, New Delhi.
2. O.M No.36039/1/2019-Estt (Res) dt. 31.01.2019 of the Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions, New Delhi communicated vide G.O.Ms. No. 22 dt. 05.03.2019 of the Department of Personnel And Administrative Reforms (Personnel Wing), Puducherry
3. O.M No.12-4/2019-U1 dated 17.01.2019 of the Ministry of Human Resource Development, Department of Higher Education, New Delhi.

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Attention is invited to the Office Memorandum cited above, wherein, the Ministry of Social Justice and Empowerment, New Delhi vide reference 1st cited had provided 10% reservation to the Economically Weaker Sections (EWSs), who are not covered under the existing scheme of reservations for the Scheduled Castes, Scheduled Tribes and Socially & Educationally Backward Classes, in civil posts and services in Govt. of India and admission in educational institutions. The criteria prescribed for income & assets is that, the persons who are not covered under existing reservations for the Scheduled Castes, Scheduled Tribes and Socially & Educationally Backward Classes and whose family has gross annual income below Rs.8.00 lakh are identified as Economically Weaker Sections for the benefit of reservation. Income shall also include from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of the application. Also, the persons whose family owns or possesses any of the following assets shall be excluded from being identified as Economically Weaker Sections, irrespective of the family income such as:

- 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. It has also been clarified that 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 Economically Weaker Sections status. 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.

3. Further, the Department of Personnel and Training, Ministry of Personnel, Public Grievances & Pensions, New Delhi vide reference 2nd cited and the Ministry of Human Resource Development, Department of Higher Education, New Delhi vide reference 3rd cited have notified the reservation for Economically Weaker Sections in civil posts & services in the Govt. of India and for admission in central educational institutions respectively. Further, it has been stated that the benefit of reservation under Economically Weaker Sections can be availed upon production of Income & Asset Certificate in the prescribed format issued by the competent authority.

4. A copy of the Format for issue of 'Income & Asset' Certificate and the Application Form is enclosed herewith. The Sub/Deputy Collectors (Revenue) may arrange for printing sufficient number of copies of this format & application and supply to the Taluk/Sub-Taluk Offices for issue of Certificates without any delay as there is emergent need for the issue of such certificates.

5. Regarding the Authority competent to issue the Income & Asset Certificates, it is hereby directed that besides the Tahsildar in-charge of Taluks, the Deputy Tahsildars -cum- Executive Magistrates in charge of Taluks and the Deputy Tahsildars -cum- Executive Magistrates in Sub-Taluk Offices may also issue the certificate by affixing the seal reading as "Tahsildar/Deputy Tahsildar-cum- Executive Magistrate".

6. Further, it is directed that the certificate issuing authorities shall issue the 'Income & Asset' Certificates with due care and diligence as per the prescribed criteria after thorough field enquiry and after carefully verifying all relevant documents.

7. The above instructions shall be scrupulously followed and shall not give room for any complaints. Any deviation in this regard will be viewed seriously.



(Dr. ARUN. T, I.A.S)

SPECIAL SECRETARY (REVENUE)-cum-
DISTRICT COLLECTOR, PUDUCHERRY

o/c

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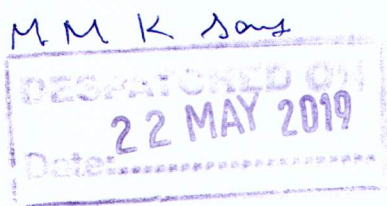
Encl: As above.

To

1. The District Collector, Karaikal.
2. The Sub/Deputy Collector (Revenue), South/ North/ Karaikal/Mahe/Yanam.
3. The Tahsildar/Dy. Tahsildar, Taluk/Sub-Taluk Offices, Puducherry/Oulgaret/Villianur/Bahour
Nettapakkam/Karaikal/Thirunallar/Mahe/Yanam.

Copy submitted to:

The Secretary (Revenue), Chief Secretariat, Puducherry.



**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT**

TALUK OFFICE,.....

**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 ofVillage/StreetPost.
Office..... District in the State/Union TerritoryPin 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./Kumaribelongs 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**

*Note1: 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

8. Gross Annual Income of the Family:

Sl. No.	Source	Income (in Rs.)					
		Self	Parents	Siblings below 18 years	Spouse	Children below 18 years	Total
1.	Salary						
2.	Business						
3.	Agriculture						
4.	Profession						
5.	Other Sources (please specify)						
TOTAL							

9. Asset Details

Sl. No.	Asset	Area (in acre/sq.yd/sq.ft) with Location					
		Self	Parents	Siblings below 18 years	Spouse	Children below 18 years	Total
1.	Agricultural Land						
2.	Residential Flat						
3.	Residential Plot in notified municipal areas.						
4.	Residential Plot in areas other than notified municipalities						

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

10. List of Documents Attached

- a) Copies of documents in support of all assets
- b) Ration Card
- c) Voter ID/Aadhaar Card
- d) Rental/Lease agreement, if any
- e) Birth Certificate of the applicant/parents/spouse
- f) Copy of Salary Certificate/Pay Slip, if any
- g) IT returns of the last Financial Year, if any
- h) PAN card
- i) Documentary proof for Caste/Community (Transfer Certificate etc.)
- j) Any other documents (please specify)

11. Declaration

I, Shri/Miss/Mrs..... son of /daughter of /wife ofage.....permanent resident ofVillage/Street.....Post Office.....District in the State/Union TerritoryPin Code..... do hereby declare that the information given by me in this application form and its self-attached enclosures is true to the best of knowledge and that the information furnished is exhaustive and I have not suppressed any fact. I declare that I do not belong to SC/ST/OBC. I further declare that there are no other immovable properties in other States/U.Ts except the one declared in the application. That, I am solely responsible for the accuracy of the declaration and information furnished and I am liable for action under section 199 and 200 of the Indian Penal Code in case of wrong declaration and information. Also, I am aware of the fact that the certificate shall be summarily cancelled and all benefits availed by me shall summarily withdrawn in case of wrong declaration and information.

Place:

Signature of the Applicant/Parent/Guardian

Date: