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4/7/19

Administration of,
Dadra & Nagar Haveli, (U.T.),
(Law Section),
Collectorate.

No. RD/EWS/F.Y.2017-18/2019/3255

Silvassa. Date: 03/07/2019

To,
The Dy. Secretary,
Revenue,
Secretariat – Daman.

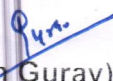
Subject: Regarding issuance of Office Memorandum regarding Income and Asset Certificate to the Economically Weaker Sections (EWS) in the UT of Daman & Diu and Dadra & Nagar Haveli, in the Official Gazette of Daman & Diu.

Madam,

With reference to the subject cited above, it is stated that the Hon'ble Administrator, DD & DNH, is pleased to approve the draft of Office Memorandum on the subject cited above on **(Note N/05)** of File No. RD/EWS/F.Y.2017-18/2019 bearing F.T.S. No. 93062. A copy of the above mentioned Office Memorandum is enclosed herewith.

It is therefore requested to kindly issue the same in the Official Gazette of Daman & Diu to give effect to the said Office Memorandum.

This is for information and further necessary action please.


(Nilesh Gurav),
Resident Dy. Collector (K),
Dadra & Nagar Haveli,
Silvassa.

Encl.: As above.

UT Administration of
Dadra and Nagar Haveli
Revenue Department
Silvassa

No. RD/ EWS/F.Y.2017-18/2019/3256

Date: 03/06/2019
07

OFFICE MEMORANDUM

Subject: Issuance of Income and Asset Certificate to the Economically Weaker Sections (EWS) in the UT of Daman & Diu and Dadra & Nagar Haveli.

Reference is invited to O. M. No. 36039/1/2019-Estt (Res) dated 31.01.2019 of DoPT, Govt. of India on the above cited subject.

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 and Asset Certificate and their verification etc. may be issued by the Revenue Department.

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 EWS 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 EWS 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.

Based on the above cited DoPT OM, and keeping in view the prevailing circumstances in the UT of Daman & Diu/ Dadra & Nagar Haveli, following set of guidelines/ process/ Instructions for issuance of Income and Asset Certificate for the EWS category is issued:

1. The concerned Mamlatdar shall be the Issuing Authority in respect of Income and Assets Certificate of EWS Category in the UT of Daman & Diu/ Dadra & Nagar Haveli.
2. The issuing Officer i.e. Mamlatdar would issue the Income and Assets Certificate after carefully verifying all relevant documents, in the format placed at Annexure-I.
3. Applicants applying for obtaining Income and Assets Certificate under EWS category shall apply in prescribed application form placed at Annexure-II.
4. The applicant shall attach all the requisite documents as listed in the list of documents required for the issuance of the certificate stipulated in application form.
5. The Income and Assets Certificate under EWS 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.
6. The Income and Assets Certificate under EWS shall be issued within 15 working days from the date of receipt of application form duly completed in all respect to the satisfaction of the Issuing Authority.
7. 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 and Assets Certificate under

EWS category as prescribed by GoI vide O. M. dated 31.01.2019 as aforesaid.


8. It is relevant to mention here that in case of obtaining Income and Assets Certificate under EWS category by any applicant by furnishing incorrect, false and fraudulent information in the application/ documents furnished for issuing the certificate, proceeding may be initiated against him under the relevant Sections of Law.
9. It is also noteworthy that in case the Income and Assets Certificate under EWS category is issued by the Issuing Authority without due diligence qua the fulfilment 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.
10. 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 Government of India as per the 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 Sub-Divisional Magistrate 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 Sub-Divisional Magistrate concerned that the said certificate had been submitted before any employer by such applicant. Any person aggrieved by the cancellation order may file an appeal with the District Magistrate.
11. The Income and Assets Certificate under EWS 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 the certificate Issuing Authority and it also implies that a Income and Assets Certificate under EWS issued shall be valid only for the financial year in which it has been issued. To illustrate by an example; If an application 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 31st March 2020.

12. Further, for Income and Assets Certificate under EWS 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 and Assets Certificate under EWS category obtained in earlier years in the application form for the period starting from financial year 2019-20 and onwards.

This issues with the prior approval of the competent authority.

Encl: As above.


Deputy Secretary (Revenue)
Dadra & Nagar Haveli
Silvassa

Copy to:

1. The PA to the Hon'ble Administrator, Daman & Diu/ Dadra & Nagar Haveli for kind information please.
2. The PA to the Advisor to the Hon'ble Administrator, Daman & Diu/ Dadra & Nagar Haveli for kind information please.
3. HODs of all the Departments, Daman & Diu/ Dadra & Nagar Haveli for kind information please.
4. All Hos, Daman & Diu/ Dadra & Nagar Haveli for kind information.
5. The Department of Information Technology, DD & DNH for uploading on <http://dnh.nic.in> , <http://daman.nic.in> and website of the Collectorate, of both DD and DNH.

UT ADMINISTRATION OF DADRA AND NAGAR HAVELI
OFFICE OF THE MAMLATDAR,
OLD CIRCUIT HOUSE BUILDING, SILVASSA

**INCOME & ASSESST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY
WEAKER SECTIONS.**

Certificate No RD/EWS/F.Y. 2019-20/2019/ <<Sr_No>>

Date: <Issue_Dt>

VALID FOR THE YEAR <<F_Year>>

This is to certify that, Shri/Smt./Kumari <<F_Name>> <<M_Name>>
<<L_Name>> son/daughter/wife of <<R_F_Name>> <<M_Name>> <<L_Name>>
permanent resident of <<Resi_Village>> Village/Street <<Street>> Post Office
<<Resi_Post_Off>> District Dadra and Nagar Haveli in the Union Territory of Dadra
and Nagar Haveli Pin Code <<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 lakhs (Rupees Eight Lakhs Only) for the financial year
<<F_Year>>. His/her family does not own or possess any of the following assets***

- I. 5 acres of agriculture 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 <<F_Name>> <<M_Name>> <<L_Name>> belongs to the
<<App_Caste>> caste which is not recognized as a Scheduled Caste, Scheduled
Tribe and Other Backward Classes (Central List).

Recent
Passport size
attested
photograph
of the
applicant

Office seal

**Mamlatdar,
Dadra and Nagar Haveli
Silvassa**

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 seek benefits of reservation, his/her parents and siblings below the age of 18 years and 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.*

UT ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE MAMLATDAR,
COLLECTORATE, DAMAN

**INCOME & ASSESST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY
WEAKER SECTIONS.**

Certificate No RD/EWS/F.Y. 2019-20/2019/ <<Sr_No>>

Date: <Issue_Dt>

VALID FOR THE YEAR <<F Year>>

This is to certify that, Shri/Smt./Kumari <<F Name>> <<M Name>>
<<L Name>> son/daughter/wife of <<R F Name>> <<M Name>> <<L Name>>
permanent resident of <<Resi Village>> Village/Street <<Street>> Post Office
<<Resi Post Off>> District Daman/Diu in the Union Territory of Daman & Diu Pin
Code <<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 lakhs (Rupees Eight Lakhs Only) for the financial year <<F Year>>. His/her
family does not own or possess any of the following assets***

- I. 5 acres of agriculture 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 <<F Name>> <<M Name>> <<L Name>> belongs to the
<<App Caste>> caste which is not recognized as a Scheduled Caste, Scheduled
Tribe and Other Backward Classes (Central List).

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photograph
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Office seal

**Mamlatdar,
Daman/Diu.**

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 benefits of reservation, his/her parents and siblings below the age of 18 years and 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.*

APPLICATION FORM FOR ISSUANCE OF INCOME & ASSET CERTIFICATE

1. Personal Details

- i. Name of the Applicant: _____
- ii. Father's Husband's Name: _____
- iii. Gender: _____ Marital Status: _____
- iv. Age: _____ yrs. Date of Birth: _____ (DD / MM / YYYY)
- v. Place of Birth: _____
- vi. Religion: _____
- vii. Caste: _____ Sub-Caste: _____
- viii. Mobile No. _____
- ix. Aadhaar No. _____
- x. PAN Card No. _____
- xi. e-mail Id: _____

Recent
Passport size
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/ Centra 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 Certificates/s issued earlier:

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

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)	_____
Total		_____

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 i.e. notified Municipality/ Municipal Corporation/ Municipality etc. anywhere in the Country	_____	_____
4.	Residential plot in areas other than the urban areas i.r. Rural Areas anywhere in the Country.	_____	_____

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), of the Union Territory of Daman & Diu/ Dadra & Nagar Haveli, 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 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 attached:

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.from concerned authorities

6) PAN Card, if any.

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

**CONTENTS OF THE AFFIDAVIT TO BE FURNISHED BY APPLICANTS FOR OBTAINING
ISSUANCE OF INCOME & ASSET CERTIFICATE FOR EWS CATEGORY IN THE UNION
TERRITORY OF DAMAN & DIU/ DADRA & NAGAR HAVELI**

- That I am resident of Daman & Diu/ Dadra & Nagar Haveli and have submitted the application for issuance of income & Asset Certificate for EWS Category reservation before the Competent Authority.
- That I fulfil all the eligibility criterion as prescribed in the DoPT OM dated 31.01.2019 for issuance of Income & Asset Certificate for EWS Category in Daman & Diu/ Dadra & Nagar Haveli.
- That my caste/sub caste is not covered in any of the list of SCs/STs and OBCs (State/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 '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