

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES - Revenue Department - Issue of Income Certificate/Rice Cards by Revenue Authorities - Revised Orders - Issued.

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REVENUE (SER.II) DEPARTMENT

G.O.MS.No. 205

Dated: 25-07-2020.
Read the following:

- 1) G.O.Ms.No.186, Revenue(Ser.II)Dept., dt. 26.5.2015.
- 2) G.O.Ms.No.229, Revenue(Ser.II)Dept., dt. 23.6.2017.
- 3) From the GVWV&VSWS Dept., E-file (Computer) No. 1174764, dt. 29.6.2020.
- 4) Remarks of Spl.CS&CCLA, in E-file dt.7.7.2020.

ORDER:

In the G.O. first read above, while taking into consideration of the views of various relevant departments Govt. have issued orders to issue Income Certificates by Tahsildars/Dy. Tahsildars for various purposes including School Admission, Fee reimbursement, scholarship schemes, SC/ST/BC/Minority Corporation loans and other Govt. schemes, Bank loans etc. so that to remove hardships for BPL beneficiaries and prescribed certain norms for obtaining Income Certificate for various purposes.

2. Later, it was brought to the notice of Govt. that the instructions issued in the above GO are not being followed in letter and spirit. Contrary to the orders issued by the Govt., various educational institutions /departments /banks are insisting the beneficiaries including BPL beneficiaries for submission of Income Certificates annually which resulting in much inconvenience and diversion of entire energy of Revenue officials in attending work related to issue of Income Certificates, particularly during the months from May to August.

3. Keeping in view of the circumstances, Govt. had issued revised orders in G.O. 2nd read above, while reiterating the orders read in the GO direct that:

- i. "No State Government Department and corporations / Institutions / State PSUs / selecting BPL beneficiaries shall ask for an Income certificate as long as any person to be treated as BPL category. No separate Income certificate need be insisted in such cases.
- ii. With respect to beneficiaries who does not have White Ration Card, the validity of Income Certificate issued shall be for a period of Four (4) Years".

4. Now, the GVWV&VSWS Dept., in the reference 3rd read above, has informed that recently Govt. issued Rice Cards to BPL families in lieu of Ration Cards, based on 6 step validation for the same income criteria identification and to reduce the hardship to public with respect to requirement of Income certificate for selecting BPL beneficiaries to various programmes. The GVWV & VSWS Dept. has requested as: a) Six step validation may be considered for selecting the beneficiaries without insisting for Income Certificate b) The Income Certificate issued before 4 years should be considered as Valid for selection of beneficiary c) The validity of Caste certificate shall be for a period of 4 years.

Contd.,2

5. The CCLA has also informed vide reference 4th read above, that the beneficiaries who does not have White Ration card, the validity of Income Certificate issued shall be for a period of Four (4) years for Scholarships or for any other scheme where income limit prescribed is more than the BPL category and income certificate is required for the first time and not for renewals. Further, no Department shall retain the Original Certificate and it shall be returned immediately after spot verification and recording. The Govt. sector (or) Private sector, corporations/ Institution/State/PSUs shall not ask for Income Certificate for the purposes with which they are extending any benefit to the BPL beneficiaries as long as produces Rice Card, since the Rice Card shall be proof for any person to be treated as BPL category. No separate Income Certificate need be insisted in such cases.

6. Government, while taking into consideration of the views of above Departments, has decided to issue specific orders afresh on issuance of income certificates by the Tahsildars/ Deputy Tahsildars, despite issued orders vide G.Os 1st and 2nd read above, as the Govt. recently issued Rice Cards to BPL families in lieu of Ration Cards, based on 6 step validation for the same income criteria identification, so as to reduce the hardship to public with respect to requirement of Income Certificate for selecting BPL beneficiaries to various programme.

7. Accordingly, Government hereby issue the following orders/instructions afresh, in supersession of the previous orders issued vide G.O.Ms.No.186, Rev. (Ser.II) Dept., dt.26-05-2015 & G.O.Ms.No.229, Rev.(Ser.II) Dept., dt.23-06-2017:

- (i) Govt. sector (or) Private sector, Corporations/ Institution/ State /PSUs shall not ask for an Income Certificate as long as beneficiary produces Rice Card for selecting BPL beneficiaries to extend any Govt. welfare schemes. The Rice Card shall be a proof for any person to be treated as BPL individual. No separate Income Certificate need be insisted in such cases.
- (ii) The Income Certificate for Scholarships (or) for any other scheme where Income limit prescribed is more than the BPL category, be insisted only for the first time and not for renewals.
- (iii) No Department shall retain the Original Certificate. The Original Certificate shall be returned immediately after spot verification and recording.
- (iv) No employer i.e. be it Government (or) Private sector, shall ask for Income Certificate for employment purpose.
- (v) No bank shall ask for Income Certificate while extending crop/ land loan to farmers.
- (vi) The validity of Income Certificate issued shall be for a period of Four (4) years.

8. All the Heads of Department/institutions/corporations/State PSUs shall ensure that the above instructions are scrupulously followed by in letter and spirit.

9. The procedure and the format of Income Certificate to be issued by the Tahsildars/ Deputy Tahsildars concerned has also been annexed. On reverse of the above certificates/Rice cards, the above instructions shall also be printed.

10. The CCCLA, AP, Vijayawada shall communicate this order to all the District Collectors and Tahsildars in the State.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

**V.USHA RANI
PRINCIPAL SECRETARY TO GOVERNMENT**

To
The Special Chief Secretary & CCLA, AP, Vijayawada.
All the District Collectors in Andhra Pradesh.
The Principal Secretary to Govt., GVWV&VSWS Dept.
All departments in A.P. Secretariat.
All the Heads of Departments.

Copy to:

The PS to Prl. Secretary to Chief Minister.
The OSD to Chief Secretary to Govt.
The PS to Deputy Chief Minister (Revenue).
The PS to Prl. Secretary (Lands), Revenue Dept.
The Convenor, SLBC. (with a request to inform all Banks/Branches)
The Publicity Cell, AP Secretariat. Head Office of Andhra Bank, Vijayawada.
The MD, APCOB, Vijayawada.
SF/SCs.

//FORWARDED:: BY ORDER//

SECTION OFFICER

(Contd., Annexure)

ANNEXURE TO G.O.Ms.NO. , REVENUE (SERVICES.II) DEPARTMENT,
DT.25.07.2020

Procedure for applying Income Certificate:

The Income Declaration Form along with copy of Aadhaar Card should be filed by the applicant in triplicate, of which only the first copy should be on non-judicial stamp paper of Rs.10/-. The first copy should be kept in office records, the second copy may be forwarded for field enquiry while the third copy should be used for appending the Income Certificate duly signed by the Tahsildar concerned immediately below the format of the Income Declaration Form. The Income Certificate should be given in the following format and would be valid for a period of four (4) years from the date of issue.

INCOME CERTIFICATE

File No./Sl.No.

Date:

This is to certify that the annual income from all sources of Sri/Smt. ----
-----, S/o D/o W/o F/o, Resident of
H.No..... (Village.....(Mandal),, District is
Rs.------(Rupees.....only).

The Aadhaar Card Number of the applicant is -----

This certificate is issued for the purpose of filing application for sanction of Scholarship/Fee reimbursement, availment of benefits under any Government Welfare Scheme as requested by the applicant. This certificate will be valid for a period of four (4) years from the date of issue.

Date:

Office Seal

Signature of the Tahsildar
/Deputy Tahsildar

Name (in block letters)

Emp. Code.....

..... Mandal

..... District

**THE FOLLOWING INSTRUCTIONS SHALL ALSO BE PRINTED ON THE
REVERSE SIDE OF INCOME CERTIFICATE**

- (i) Govt. sector (or) Private sector, Corporations/ Institution/State/PSUs shall not ask for an Income Certificate as long as beneficiary produces Rice Card for selecting BPL beneficiaries to extend any Govt. welfare schemes. The Rice Card shall be a proof for any person to be treated as BPL individual. No separate Income Certificate need be insisted in such cases.
- (ii) The Income Certificate for Scholarships or for any other scheme where Income limit prescribed is more than the BPL category, be insisted only for the first time and not for renewals.
- (iii) No Department shall retain the Original Certificate. The Original Certificate shall be returned immediately after spot verification and recording.
- (iv) No employer i.e. be it Government (or) Private sector, shall ask for Income Certificate for employment purpose.
- (v) No bank shall ask for Income Certificate while extending crop/ land loan to farmers.
- (vi) The validity of Income Certificate issued shall be for a period of Four (4) years.

**V.USHA RANI
PRINCIPAL SECRETARY TO GOVERNMENT**

// FORWARDED::BY ORDER //

SECTION OFFICER