**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**

****

 **(Form for Fee Remittance)**

Name:

Roll No:

Discipline:

Semester:

**Personal Details:**

1. **Name:**
2. **Nationality:**
3. **Category:**
4. **Gender: Male Female**
5. **Date of Birth: Year Month Date**
6. **Father’s Name**
7. **Father’s Occupation:**
8. **Mother’s Name:**
9. **Mothers’s Occupation:**

|  |
| --- |
|  |
|  |
|  |
| **City:** | **State:** |
| **Pin Code:** | **Ph. No. of Parents:** |

1. **Postal Address of Parents:**
2. **Your Bank Account Details:**

|  |
| --- |
| **Bank Name & Branch:** |
| **Account Holder’s Name:** |
| **Account No:** |
| **Savings/Current Account:** | **IFSC Code:** |

1. **E-Mail I.D & Ph. No.:**
2. **Alternate E-Mail I.d:**
3. **Family’s Annual Income:**

|  |
| --- |
|  i) Father’s Gross Annual Income: |
|  ii) Mother’s Gross Annual Income (if any): |

 iii) Annual Income from other source, (if any):

1. **Father’s/Guardian’s Name & Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Mother’s Name & Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**17. Declaration by the Student & Parents:**

1. I hereby declare that the information provided is correct.
2. I also undertake that if at any stage, it is found that the information provided or the income related documents submitted by me are false then the Authority may take any action as deemed appropriate.

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

 Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **1) Signature of the Student**

**2) Signature of Father/Guardian**

 **3) Signature of Mother**

**\*Submit Category Certificates as applicable.**

**Annexure :I**

**LIST OF DOCUMENTS TO BE SUBMITTED**

**Following documents have to be submitted for verification**

1. **For the Salaried Class (Parents/Guardians who are in Service either in the Govt. Or Private Sector:**
2. Latest Salary Certificate in prescribed Form ‘A” given in **Annexure II** duly sealed/stamped by the Salary Disbursing Officer along with a copy of latest salary slip.
3. Latest Copy of ITR Processed form for the Assessment Year 2019-20.

Note: SUBMISSION OF **THESE DOCUMENTS ARE MANDATORY** Please note that Low income group of salaried class people, who need not submit Latest copy of ITR Processed form, they have to submit an attested copy of Income Certificate from Local District Authorities like S.D.O./B.D.O./M.R.O./TAHSILDAR/Chairman/Executive Officer of Municipal Corporation etc. instead of Latest Copy of ITR Processed form.

**2) For Non-Salaried Class (Guardians who are not in Service such as Businessman, Agriculture/Legal or Medical Practitioners, Consultants, Private Tutors, Retired without Pension/Agent/Self-employed persons, etc)**

1. An **Annual Income Affidavit** for the financial year 2019-20 in a Non-Judicial Stamp for Rs.20/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in **Form “B” Annexure III .**
2. Attested Copy of Income Certificate from local District Authorities like S.D.O./B.D.O./M.R.O./TAHSILDAR/Chairman/Executive Officer of Municipal Corporation, etc in addition to Income Affidavit and other documents as stated above and below.

 Note: SUBMISSION OF **THESE TWO DOCUMENTS as stated in 2 (a & b) above, ARE MANDATORY** FOR ANY CLASS OF OCCUPATION IN CASE OF NON-SALARIED GUARDIANS.(such as Agriculture, Business class, self-employed, Legal/Medical Practitioners/Retired without Pension/Private Tutors/Contractors/Consultants etc.)

c) Latest Copy of ITR Processed form for the Assessment Year 2019-20.

 Copy of Registration Certificate must be submitted in case of Medical Practitioner and Legal Practitioner. Those who retired without pension has to submit Retirement/Termination/Superannuating letter/documents/papers, etc, in addition to Income Affidavit, Income and non employment Certificate from Local District Authorities like SDO/BDO/MRO/ TAHSILDAR, Local Municipal Corporation, etc and also Income Tax Documents, if applicable, as stated in item 2) a & b above.

1. **For Pensioners/Family Pensioners:**
	* 1. Latest Annual Pension Payment Certificate in prescribed Form ‘C’ given in Annexure IV to be issued by the Pension Disbursing Officer along with a copy of latest pension received. Pass book photocopy or Pension Slip issued by State Bank of India showing latest Pension received details.

b) An Income Certificate from Local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHSILDAR, Chairman/ Executive Officer of Municipal Corporation etc. for the year 2019-20 also to be submitted or else a NON-Employment Certificate.

 **N.B.: SUBMISSION THESE TWO DOCUMENTS as stated in 3 (a & b) above, ARE MANDATORY FOR THE GUARDIANS WHO ARE EITHER PENSIONER OR FAMILY PENSIONER.**

c) Copy of PPO, Superannuating/Retirement/Termination letter and Latest Copy of ITR Processed form for the Assessment Year 2019-20.

***Annexure : II***

***FORM – A***

**ANNUAL INCOME CERTIFICATE FOR THOSE PARENTS/GUARDIANS WHO ARE IN SERVICE**

**(Govt or Pvt.)**

**PART – I : Income from Salary :**

1. Name and Address of the Employer :
2. Certified that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is employed in this Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the organisation), in the Post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,(Designation held by the employee) and that the break-up of his Gross Annual Income from Salary received in the Financial Year \_\_\_\_\_\_\_\_\_\_\_\_ is as follows :

|  |  |
| --- | --- |
|  ITEM  | TOTAL AMOUNT FOR 12 MONTHS |
|  i) | Basic Pay  |   |
| ii) | D/Pay  |   |
| iii)  | DA/ADA/Relief |   |
| iv) | H. R.A. |   |
| iv)  | Special Pay & Honorarium, Bonus, Arrears, etc. ,if any |   |
| v) | Other Allowances, if any  |   |
| Gross Income |  |
| Net Income |   |
|  | **Name :****Signature:****Designation:****Contact No& Mail ID:**  |  |

 **Date :**

(Official Seal)

**N.B. 1):** All the entries as stated above must be supported by Latest Copy of ITR Processed form for the Assessment Year 2019-20 if applicable.

2) Guardians whose annual gross income is low and need not submit Latest Copy of ITR Processed form, **have to submit (i)** A certificate from Employer/Salary disbursing officer sating that their annual income is Not Taxable and they need not produce Latest Copy of ITR Processed form and **(ii)** Attested copies of an Annual Income Certificate for 2019-20 from District Authority like S.D.O./B.D.O./TAHSILDAR, Anchal Officer, Executive Officer of Municipal Corporation/ Gram Panchayat etc.

Contd…

: 2 :

**PART – II :** **Income from other Sources**

**DECLARATION BY THE FATHER /GUARDIAN OF THE STUDENT**

I declare that my/my family’s Annual Income from other sources during the Financial Year­­­­­

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was as follows in addition to my Salary Income:

|  |  |
| --- | --- |
| **Income from:**  | **Amount in Rs.** |
| a) | Landed Properties (Certificate from Tahsildar/Gram Panchayat) |   |
| b) | Agriculture |   |
| c) | Investment in Bank/Post Office/Unit Trust etc. |   |
| d) | Share Certificates/Debentures |   |
| e) | Other Sources |   |
| f) | Total of Salary Income as stated in item No.2 of Part-I , ( Pl. see pre-page) |   |
|  **Gross Total Annual Income (add all of the above)** | **Rs.** |

*Further, I declare that the information given above is true. I shall also be personally held responsible in the event of any information or documents provided by me are found to be incorrect/false.*

|  |  |  |
| --- | --- | --- |
| **Date :** | **Signature of the Father /Guardian** | **:** |
|  | **Full Name** | **:** |
|  | **Address with Pin Code** | **:** |
|  |  **Phone No. & *e-mail ID*** | **:** |

***Annexure : III***

***FORM – B***

**(FOR USE BY THOSE GUARDIANS WHO ARE NOT IN EMPLOYMENT ANYWHERE**

**AND DOES NOT DERIVE INCOME FROM SALARY/PENSION)**

I, Shri/Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a resident of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

solemnly declare that :

2. My son/daughter Mr/Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is currently studying at the National Institute of Technology, Meghalaya, in 4-year B.Tech Programme, in the Branch of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. I declare that my spouse is employed/not employed and that the Annual Income of my family in the Financial Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ i.e. during the period from 1st April, \_\_\_\_\_\_\_\_\_\_\_ to 31st March, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was as mentioned hereunder

**(Supported by document) :**

|  |  |
| --- | --- |
| **(A) From my own profession as indicated:**  |  |
| i) Income from Business/Medical practice/Legal Practice/Engineering /Consultancy etc. | **Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.a.** |
| ii) Income from Agriculture | **Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.a.** |
| iii) Income from Landed Properties | **Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.a.** |
| iv)  Income from Investment in Bank/Post Office  | **Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.a.** |
| v) Income from Share Certificates/Debentures | **Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.a.** |
| vi)   Income from any other sources(i.e. Retirement Benefits for VRS/VSS etc., if any) | **Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.a.** |
| **(B) Income of my wife/husband (if any)** |  |
| ( if employed, Salary certificate from Employer to be enclosed) | **Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.a.** |
| **(C) Income in the name of my son/ward (if any)** | **Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.a.** |
|  |  |
|  **GROSS TOTAL INCOME (A+B+C) :** |  |

*Further, I declare that the information given above is true. I shall also be personally held responsible in the event of any information or documents provided by me are found to be incorrect/false.*

|  |  |  |
| --- | --- | --- |
|  **Date :** | **Signature of the Father /Guardian** | **:** |
|  | **Full Name** | **:** |
|  | **Address with Pin Code** | **:** |
|  |  **Phone No. & *e-mail ID*** |  |

***Annexure : IV***

***FORM – C***

**(FOR PENSIONER/FAMILY PENSIONER ONLY)**

**(**INCOME /SALARY CERTIFICATE FOR THOSE GUARDIANS WHO ARE IN PENSION (RETIRED FROM SERVICE OR THEIR WIVES ARE GETTING FAMILY PENSION

|  |  |  |
| --- | --- | --- |
| **PART – I** | : | **Income from Pension /FamilyPension :** |
| 1. | Name and address of the Ex-Employer | : |
|  | with P.P.O. No. |  |

1. Certified that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was employed in this Organisation/superannuated from in the capacity of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(post held by the retired employee) and that the

break-up of his/her Annual Income from Pension /Family Pension received in the financial year\_\_\_\_\_\_\_\_\_\_\_\_ is as follows :

|  |  |  |
| --- | --- | --- |
|  | **ITEM** | **TOTAL AMOUNT FOR 12 MONTHS** |
| i) | Basic Pension/F. Pension | : |
| ii) | Dearness Relief | : |
| iii) | Other Allowances, |  |
|  | Arrears, if any | : |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Total** | **:** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Ex-Employer/Pension**

**Disbursing Authority : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date :**

 **(Official Stamp)**

Contd…2

: 2:

**PART – II :** **Income from Other Sources**

**DECLARATION BY THE PARENT/ GUARDIAN**

I declare that my/my family’s Annual Income from other sources during the Financial Year

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was as follows in addition to my pension income:

|  |  |
| --- | --- |
| **Income from:**  | **Amount in Rs.** |
| a) | Landed Properties (Certificate from Tahsildar/Gram Panchayat) |   |
| b) | Agriculture |   |
| c) | Investment in Bank/Post Office/Unit Trust etc. |   |
| d) | Share Certificates/Debentures |   |
| e) | Other Sources |   |
| f) | Total of Salary Income as stated in item No.2 of Part-I , ( Pl. see pre-page) |   |
|  **Gross Total Annual Income (add all of the above)** | **Rs.** |

*Further, I declare that the information given above is true. I shall also be personally held responsible in the event of any information or documents provided by me are found to be incorrect/false.*

|  |  |  |
| --- | --- | --- |
|  **Date :** | **Signature of the Father /Guardian** | **:** |
|  | **Full Name** | **:** |
|  | **Address with Pin Code** | **:** |
|  |  **Phone No. & *e-mail ID*** |  |

|  |  |  |
| --- | --- | --- |
| **N.B. : Those** | **Pensioners who need not to file Income** | **Tax Return (ITR) due to Low Annual** |

**Pension/Income, they must have to submit attested copies of Income & Non-Employment Certificate from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHSILDAR, Anchal Officer, Local Municipal Corporation etc. as applicable along with Annual Pension Certificate duly filled in as per above stated format (Form-C, Annexure- IV)**