

**GOVERNMENT OF ASSAM  
REVENUE & DISASTER MANAGEMENT(REFORMS) DEPARTMENT  
ASSAM SECRETARIAT (CIVIL): DISPUR  
GUWAHATI-6**

No. RRG.18/2017/Pt/160

Dated Dispur the 21<sup>st</sup> December, 2020.

**Office Memorandum**

**Subject:** Declaration of services under Revenue & D.M. Department as per provision of the Section 4 of the Assam Right to Public Service Act, 2012.

With a view to provide the delivery of Public Service to the eligible citizens within stipulated time limit the following service of the Revenue & D.M. Department has been identified as Notified service under Section 4 of the Assam Right to Public Services Act, 2012.

**Service Name: Income Certificate.**

Income certificate is an important document issued to Indian citizens that state their annual income. Income certificate is used to make the citizens of a State eligible for various schemes offered by the Central or State Government. This service can be obtained in the Offices of the Circle Officers.

**Eligibility Criteria:**

Applicant should be a citizen of India.

**Procedural Steps for Issuance of Income Certificate:**

Income Certificate can be applied either in the Circle Offices (processed in Dharitree) or in the PFC centres for processing through e-District Application.

**1. Through Circle Office (Dharitree):**

The Applicant has to apply in Standard Application Format before the Circle Officer of the concerned Circle and he will endorse the same to the concerned Dealing Assistant/copyist. Dealing Assistant/copyist after verifying the application enters the details in Online System (Dharitree) and forwards to Lot Mandal. Lot Mandal, after verification, submits the report to the Circle Officer. Finally Circle Officer put his signature on the Income Certificate for its delivery to the Applicant.

**2. Through e-District:**

The Applicant can apply for Income Certificate in the PFC centres for processing through e-District. After the PFC Operator submits the application online, concerned Circle Officer verifies the application in e-District portal and forwards to Supervisor Kanungo. After Supervisor Kanungo verifies the application, the application is forwarded to concerned Lot Mandal for his remarks based on field verification of submitted documents. Supervisor Kanungo, based on the remarks submitted by Lot Mandal, forwards to Circle Officer. Finally Circle Officer approves the application online and PFC/CSC operator can download the income certificate for its delivery to the Applicant.

**Documents to be annexed alongwith the Application:**

1. Applicant must furnish the filled Standard Application form duly signed.
2. Address proof of the Applicant.
3. Identity proof of the Applicant.
4. If the Applicant is employed, he/she must furnished the latest salary slip
5. Applicant must furnish up-to-date Land Revenue receipt.
6. Land Holding Certificate, in case the Applicant is an Agriculturist.
7. Income Tax Return Statement, in case of Businessman
8. Any other documents (Any voter list, GaonBurah Certificate, Land Revenue Payment Receipt etc.).

User Charges: Rs.30/-  
Citizen Charter: Annexure-I  
Form: Annexure-II  
Time-line: 7(seven) working Days.

Sd/-**(Avinash Joshi, IAS)**  
Principal Secretary to the Govt. Of Assam  
Revenue & D.M. Department.

**Memo No. RRG.18/2017/Pt/160-A**

**Dated Dispur the 21<sup>st</sup> December, 2020.**

Copy to for information and necessary action:

1. The Chairman, Assam Board of Revenue, Pan Bazaar, Guwahati-01.
2. The Principal Secretary to the Govt. Of Assam, Administrative Reforms & Training Deptt., Dispur, Ghy-06.
3. The Principal Secretary to the Autonomous Council (KAAC, DHAC/BTC).
4. All Commissioners of Divisions.
5. The Director of Land Records & Survey etc., Assam, Rupnagar, Ghy-32.
6. The Inspector General of Registration, Assam, Rupnagar, Ghy-32.
7. The Deputy Commissioners (All Districts)/ Settlement Officers.
8. The Director of Land Requisition, Acquisition & Reforms, Assam, Rupnagar, Ghy-32.
9. All Sub-Divisional Officers(Civil).
10. All Circle Officers.
11. All Sub-Registrars.

By orders etc.,

  
**Deputy Secretary,**  
Revenue & D.M. Department.

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### Citizen Charter

Notified Public Service	Designated Public Servant (DPS)	Stipulated Time limit for providing the service	Designation of Appellate Authority	Time limit for disposal by the Appellate Authority	Designation of Reviewing Authority	Time limit for disposal by the Reviewing Authority	Documents to be enclosed along with the Application	User Charges
Income Certificate	Circle Officer / Circle Officer(Attached)	7 days	Additional Deputy Commissioner	15 working Days	Deputy Commissioner	15 working Days	<ul style="list-style-type: none"> <li>i. Applicant must furnish the filled Standard Application form duly signed.</li> <li>ii. Address proof of the Applicant.</li> <li>iii. Identity proof of the Applicant.</li> <li>iv. If the Applicant is employed, he/she must furnished the latest salary slip</li> <li>v. Applicant must furnish up-to-date Land Revenue receipt.</li> <li>vi. Land Holding Certificate, in case the Applicant is an Agriculturist.</li> <li>vii. Income Tax Return Statement, in case of Businessman</li> <li>viii. Any other documents (Any voter list, Gaon Burrah Certificate, Land Revenue Payment Receipt etc.).</li> </ul>	Rs.30/-