



**GOVERNMENT OF TELANGANA**

**REVENUE DEPARTMENT**  
**APPLICATION**  
**INCOME CERTIFICATE**



**Photo**

To  
The Tahsildar  
\_\_\_\_\_ Mandal,  
\_\_\_\_\_ Dist Telangana.

Date : \_\_\_\_ / \_\_\_\_ / 20\_\_

**Applicant Name** : \_\_\_\_\_

**Relation** : S/o,D/o,W/o,H/o,F/o,C/o,(with Name) : \_\_\_\_\_

**Gender** : Male / Female **Date of Birth \*** : \_\_\_\_\_

**ADDRESS:**

Door No : \_\_\_\_\_ Locality/ Land Mark : \_\_\_\_\_

District : \_\_\_\_\_ Mandal : \_\_\_\_\_

Village : \_\_\_\_\_ Pin code : \_\_\_\_\_

**Ration Card No** : \_\_\_\_\_

**Mobile No** : \_\_\_\_\_

**AADHAAR NO** : \_\_\_\_\_

**INCOME FROM ALL SOURCES (JOB, BUSINESS OR OTHERS) :**

Income from Land and Buildings Rs. \_\_\_\_\_

\_\_\_\_\_ By Business Rs. \_\_\_\_\_

Total Income of husband and Wife Rs. \_\_\_\_\_

\_\_\_\_\_ Daily wage Earner Rs. \_\_\_\_\_

Income from Others Source's Rs. \_\_\_\_\_

(Total Income Details)

**Total** : Rs. \_\_\_\_\_

**Purpose of Certificate** : \_\_\_\_\_

The information submitted is true and accurate to the best of my knowledge. If the information found incorrect, legal action as deemed fit.

**Parents Signature.**

**Signature of the Applicant**

**DOCUMENTS :**

- **Application Form\***
- **Proof of Address\***: Aadhaar Car/ EPIC Card/ Gas Bill/ Electricity Bill/ Bank Passbook/ Ration Card/ Driving License/ Post Office Account Statement/ Government-Issued Photo ID or PSU-Issued Service Photo ID Card.
- **Proof of Identity\***: Aadhaar Card/ EPIC Card or Any Other Identity Proof.
- **Proof of Income\***: FSC Card/ Copy of IT Returns/ Pay Slip or Any Other Document Showing Income.
- **Passport Size Photo\***

| CHECK SLIP FOR INCOME                                |                  |                                                                                        |  |
|------------------------------------------------------|------------------|----------------------------------------------------------------------------------------|--|
| Procedure:                                           |                  |                                                                                        |  |
| 1)Application *                                      |                  |                                                                                        |  |
| 2)Ration Card copy/EPIC Card/AADHAR Card #           |                  |                                                                                        |  |
| 3)Copy of IT Returns/Pay Slips(Govt/Pvt Employees) # |                  |                                                                                        |  |
| *-Mandatory    #-Any of them                         |                  |                                                                                        |  |
| 1                                                    | VRO              | Name of the Applicant                                                                  |  |
|                                                      |                  | Father Name                                                                            |  |
|                                                      |                  | Address                                                                                |  |
|                                                      |                  | Conduct of enquiry at door level                                                       |  |
|                                                      |                  | Is the applicant Agri. labour / Govt.Employee / Private Employee / Others              |  |
|                                                      |                  | Details of Income sources to the applicant and annual income of the applicant's family |  |
|                                                      |                  | Statement recorded from applicant / Parents of applicant                               |  |
|                                                      |                  | Mediators statement                                                                    |  |
|                                                      |                  | Recommendation of the VRO                                                              |  |
|                                                      |                  | Signature of the VRO                                                                   |  |
| 2                                                    | MRI              | Verification of report of the VRO                                                      |  |
|                                                      |                  | Verification of records produced by the applicant                                      |  |
|                                                      |                  | Recommendation of the MRI                                                              |  |
|                                                      |                  | Signature of the MRI                                                                   |  |
| 3                                                    | Deputy Tahsildar | Preparation of Certificate                                                             |  |
|                                                      |                  | Signature of the Tahsildar                                                             |  |
|                                                      |                  | Dispatched on                                                                          |  |