



**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
MAHATMA GANDHI AVENUE, DURGAPUR – 713209, WEST BENGAL, INDIA

**NOTICE**

No: NITD/Acad/2021-22

Date: 22.12.2021

**Sub: Updation of annual family income certificate – issued on or after 01.04.2021.**

The students of B. Tech / Dual Degree / Integrated M.Sc Programme may update (only if there is a change in the family income level) their respective annual family income certificate issued by the competent authority (as per list enclosed), for determining tuition fee of Even Semester 2021-2022.

The students are advised to submit the self attested scan copy of annual family income certificate through E-mail (from Institute E-mail of the respective student to [academicsectionug@admin.nitdgp.ac.in](mailto:academicsectionug@admin.nitdgp.ac.in) ) with subject line as **Updation of annual family income certificate**

- The document should have clear mention of student name, Roll number, Registration number, Signature with date.
- The document should be submitted from January 12, 2022 to January 16, 2022.

**Dean (Academic Courses)**

Copy to:

1. All Dean(s)
2. All HOD(s)
3. Institute website
4. File copy



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INCOME CERTIFICATE ISSUING AUTHORITY IN VARIOUS STATES/UNION TERRITORIES

| SL. NO | State/Union Territory              | Income Certificate Issuing Authority.  |
|--------|------------------------------------|--|
| 1      | Andaman & Nicobar                  | Tahsildar  |
| 2      | Andhra Pradesh                     | Tahsildar  |
| 3      | Arunachal Pradesh                  | District Magistrate & Collector  |
| 4      | Assam                              | Revenue Circle Officers  |
| 5      | Bihar                              | Circle Officer of Circle Office  |
| 6      | Chandigarh                         | Sub Divisional Magistrates   |
| 7      | Chattisgarh                        | Naib Tahsildar.  |
| 8      | Daman & Diu & Dadra & Nagar Haveli | Mamlatdar ,Daman and Mamlatdar, Diu  |
| 9      | Delhi                              | SDM of Govt of NCT of Delhi  |
| 10     | Goa                                | Mamlatdar of all Talukas   |
| 11     | Gujarat                            | District Collector/Depurt Collector/Asst. Collector/Prant Officer /Mamlatdar |
| 12     | Haryana                            | CRO (Tehsildar /Naib Tehsildar concerned)                                    |
| 13     | Himachal Pradesh                   | Tahsildar of Revenue Department  |
| 14     | Jammu & Kashmir                    | Sub Divisional Magistrate(not below the rank of Tahsildar                    |
| 15     | Jharkhand                          | Sub Divisional Officer in each District                                      |
| 16     | Karnataka                          | Tahsildar  |
| 17     | Kerala                             | Village Officers   |
| 18     | Lakshadweep                        | Deputy Collectors in Agatti and Minicoy and SDOs in                          |



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|    |                |  |
|----|----------------|--|
|    |                | the remaining Islands  |
| 19 | Madhya Pradesh | Tahsildars/Naib Tahsildasr   |
| 20 | Maharashtra    | Tahsildar  |
| 21 | Manipur        | District Authorities i.c. DC/ADC/SDO (not below the rank of SDO/SDM)   |
| 22 | Meghalaya      | Employer in case of Govt. employee and by the MP/MLA/DC/SDO Civil in case of others.   |
| 23 | Mizoram        | District Magistrate or any other officers authorized by District Magistrate  |
| 24 | Nagatand       | Dy. Commissioners, Addl.Dy. Commissioners and Sub-Divisional Officers (C)  |
| 25 | Odisha         | Revenue Officers   |
| 26 | Punjab         | CRO (Tehsildar/ NaibTehsildar concerned)   |
| 27 | Pondicher      | Tahsildar, Deputy Tahsildar  |
| 28 | Rajasthan      | Tahsildar/Notary (To Certify the documents given by the Applicant. Refer Government of Rajasthan order No P. 13 (34) RAJ./Group-1/2012 dated 09.08.2012) |
| 29 | Sikkim         | Special Executive Magistrate (Block Development Officers, Rural Management & Development Deptt.)   |
| 30 | Tamil Nadu     | Zonal Deputy Tahsildar   |
| 31 | Tripura        | Deputy Commissioner of Respective Districts  |
| 32 | Uttar Pradesh  | Tahsildar  |
| 33 | Uttaranchal    | Tahsildar/SDM/Cit Magistrate   |



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|----|-------------|--|
| 34 | West Bengal | <ol style="list-style-type: none"><li>1. Dist. Magistrate or       -District Level<br/>Addl.Dist. Magistrate</li><li>2. Sub-Divisional Officer -Sub Divisional Level<br/>Of the concerned</li><li>3. Block Development officer -Block Level<br/>Of the concerned Blocks</li><li>4. The Collector, Kolkata -Kolkata Municipal<br/>Corporation.</li><li>5. The Collector, Kolkata -Student residing within<br/>civil Jurisdiction of Hon'ble High Court, Kolkata</li><li>6. Other areas covered in Kolkata Police are<br/>concerned i.e. areas over which Collector,<br/>Kolkata does not exercise jurisdiction-<br/>Concerned District Magistrate or any other Officer<br/>authorized by the District Magistrate of the<br/>respective district i.e. South 24 Paraganas and North<br/>24 Paraganas.</li></ol> |
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\*In the remaining States/Union Territories, the Income Certificate issuing authority/ies are yet to be designated