



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला
NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

OFFICE OF THE DEAN ACADEMIC
nitadeanacademic@gmail.com

NITA.5/(22-Acad)/Registration Fee (UG, PG, Ph.D)/2024-25 (Vol-IX) /A-1635

Date: 01/05/2024

NOTICE

All the B. Tech students of the Institute belonging to Gen/EWS/OBC(NCL) categories and want to avail the benefit of tuition fee concession based on the notification issued by the Ministry of Human Resource and Development (MHRD (now MOE)), Govt. of India, vide order no. F.No.33 - 4 / 2014- TS.III, dated: 24th June, 2016, are hereby instructed to upload the following documents from **02-05-2024 to 09-06-2024**:

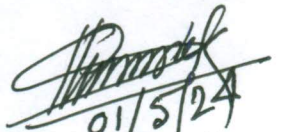
1. A valid "Annual Family Income Certificate (in Hindi/English) from all sources" issued on or after 1st April, 2024 strictly by the Competent Authority of the District of students' residence, as per Annexure-III, attached with the notice. (A format of income certificate (Annexure-I) is also attached with the notice, in case the issuing authority desires one).
2. An Affidavit in the format attached with the notice (Annexure-II) is to be submitted by the student duly signed by his/her parents.
3. The documents mentioned in sl. no. 1 should be self-attested by the student mentioning on name and enrolment no.
4. After signing, the documents of sl. 1 and 2 should be converted into a single pdf file (original color scanned only) and upload in the MIS as per guidelines given in point 5 by 09/06/2024.
5. **The Guidelines to be followed by the students for uploading the Income Certificate through MIS portal of the Institute:-**

Step 1 Log in through the link <https://mis.nita.ac.in>.

Step 2 After log in, use the path Academic >>> Admission >>> Upload Document

6. **All the students should upload the above mentioned documents to claim remission in tuition fees as per the instruction.**
7. **Institute will start verification of the documents from June 10, 2024 to 30th June, 2024 and income status will be showing in their respective MIS A/c of the students after verification and based on that they will register in their current odd semester.**
8. In connection with the above, any students belonging to the aforementioned categories, if fails to upload the valid **Annual Family Income Certificate alongwith affidavit by 09-06-2024**, he/she will be ineligible for getting the benefit of the tuition fee remission for the ODD semester of the academic session 2024-25, and **shall pay full tuition fee.**
9. In the event of failure of submission of above mentioned documents, on or before 9th June, 2024 and rejected if any, their claim for fee remission will not be entertained for the Odd semester (2024-25).

The above procedure will be strictly maintained for smooth services.


01/5/24
(Prof. Swapan Bhaumik)
Dean (AA)

Note:

- i. For SC, ST & PwD students, no income Certificate is required to claim tuition fee waiver.
- ii. Students are also instructed to retain the original copy of the Annual Family Income Certificate and affidavit with them and have to be submitted to UG Co-ordinators of the respective Departments during the Physical Registration.

Copy to:-

1. PS to the Director, NITA, for kind information of the Director.
2. The Dean (SW-I and SW-II), for kind information.
3. The Registrar, NIT Agartala, for kind information.
4. All HODs and W/S, for kind information and necessary action.

PTO



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5. The Asso. Dean (Exam), for kind information.
6. The 1st year Co-ordinator, for kind information and necessary action.
7. The Faculty-in-Charge, MIS for kind information & necessary action.
8. In-Charge Stipend Section, NIT Agartala for kind information.
9. The System Administrator, for kind information with a request to upload the notice in the Institute website.

[Handwritten Signature]
01/2/19



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Guideline for Annual Family Income for Tuition fee remission and for various income related issues:

1. The link for uploading Annual family income document **for the academic session 2024-25** will be available in the MIS portal of Institute.
2. All students who are interested to avail tuition fee remission linked to family income, must submit their family income documents as per the mentioned guidelines. Certificate should be in Hindi/ English only.
3. Students must upload a Annual family income certificate as per **Annexure – I** along with an **affidavit as per Annexure – II**.
4. The Issuing authority of Family Income Document and Certificate must be a local District Authority like S.D.O./B.D.O./Tahsildar/Mandal Revenue Officer (MRO), etc. State-wise list of Issuing authority is listed in **Annexure-III**, for reference. Certificate issue below that rank specified in Annexure-III will not be accepted.
5. **The Annual Family Income Certificate must be issued on or after 01/04/2024.**
6. **All income documents should be issued for the Financial Year 2023-24.**
7. In the event of non-submission of the income documents as mentioned above, within the notified date, the student will be required to pay full tuition fee.
8. **Candidates not eligible for tuition fee waiver and remission, are required to pay the Balance Institute Fee as per date notified by Institute.**

INCOME CERTIFICATE

(Name and Address of the authority issuing the certificate)

(To be issued on or after 1st April of Current Financial Year)

Certificate Number:

Date of Issue:

VALID FOR THE YEAR : 2024-2025

Certified that the Annual Family Income from all sources for the previous Financial Year (2023 --2024) whose details mentioned below is Rs (Rupees.....
.....).

Name of the student	
Gender	
Age	
Name of Father	
Address	
Post Office with Pin code	
Name of Local Body	
Village/ Street	
Taluk	
District	
State	
Date of issue of certificate	
Name of Office	
Purpose issued for	

Recent Passport
size attested
photograph of
the student

Signature with of the Approving Authority:

Name:

Designation:

Round stamp of the office of the Competent issuing Authority

Place:

Date:

N.B.: This Certificate must be issued by an officer as mentioned in Annexure- A.

AFFIDAVIT REGARDING INCOME CERTIFICATE (on Rs 50/- Stamp Paper)

I, _____ (Father of/ Mother of) _____ (Name of the student) residing at _____ (Full Address), inform that my son/ daughter _____ (Name of student) _____ (Enrollment no.) studying in the National Institute of Technology Agartala do hereby state and declare on solemn affirmation as under:

1. That, my son/ daughter _____, enrolment no. _____, is claiming remission in Tuition Fee against the Income Certificate bearing No _____ dated _____ submitted by me, issued by the _____ Government of _____.

2. That, the Income Certificate submitted by me includes the **Annual Income of all my family members from all sources** during the previous Financial Year 2023-2024.

3. That, in case my Annual Family Income exceeds the prescribed limits for seeking remission in Tuition Fees as per the letter dated F. No. 33-4/2014-TS.III dated June 24, 2016 and July 02, 2016, as notified by the MHRD (now MoE), Govt. of India, I shall inform immediately to the NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA.

4. That, I hereby solemnly aware and undertake that the above submitted Income Certificate is true and correct as per the norms of Government of India. I am fully aware that in case the Income Certificate is found untrue/false at any point of time, I have to pay the full Tuition Fees with penalty as imposed by the Institute for my ward. I am also aware that in case of untrue/false Income Certificate, the Institute can take any disciplinary action against me and my ward and that shall be acceptable to me.

5. That, the said affidavit is true to the best of my knowledge and no facts have been hidden in it and not written untrue. I hereby, understand that in case any information regarding Income Certificate submitted by me found to be false or there is alteration/ misrepresentation of any facts, criminal case can be registered against me under the Indian Penal Code Section 177, 197, 198, 199, 200 and 420 and I am aware that, if found guilty, I can be punished with imprisonment for term of 3 to 7 years and fine.

I am making this Affidavit to produce the same before the National Institute of Technology, Agartala to indicate the Income Certificate submitted by me for remission in Tuition Fee for the Academic Year 2024 - 2025 (current academic session for which fee remission is being claimed).

DEPONENT
(Father/ Mother)

(Student)

Verification

Verified at on this day of, that the contents of the above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and noting material has been concealed therefore.

DEPONENT
(Father/ Mother)

(Student)

ANNEXURE-III

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	Deputy commissioner of respective Districts
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,
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	VillageOfficers
18	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDOs in the remaining Islands

19	MadhyaPradesh	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	Nagaland	Dy. Commissioners, Addl. Dy. Commissioners and Sub-Divisional Officers(C)
25	Odisha	Revenue Officers
26	Punjab	CRO(Tahsildar/Naib Tahsildar concerned)
27	Pondicher	Tahsildar, Deputy Tahsildar
28	Rajasthan	Tahsildar
29	Sikkim	Special Executive Magistrate(Block Development Officers, Rural Management & Development Deptt.)
30	TamilNadu	Zonal Deputy Tahsildar
31	Tripura	District Magistrate & Collector and SDM , DCM, DC (Competent Authority as per Govt. Notification)
32	UttarPradesh	Tahsildar
33	Uttaranchal	Tahsildar/SDM/City Magistrate

34	WestBengal	<ol style="list-style-type: none"> 1. Dist. Magistrate or-District Level Addl. Dist. Magistrate 2. Sub-Divisional Officer-Sub Divisional Level Of the concerned 3. Block Development officer-Block Level Of the concerned Blocks 4. The Collector, Kolkata-Kolkata Municipal Corporation. 5. The Collector, Kolkata-Student residing within civil Jurisdiction of Hon'ble High Court, Kolkata 6. Other areas covered in Kolkata Police are concerned i.e. areas over which Collector, Kolkata does not exercise jurisdiction- Concerned District Magistrate or any other Officer authorized by the District Magistrate of the respective district i.e. South 24 Paraganas and North 24 Paraganas.
35	For All other remaining states and Union Territories	Not below the rank of Tahsildar/Competent Authority as per Govt. Notification

Points to be checked on Income certificate and Affidavit

1. The certificate must be **ANNUAL FAMILY INCOME CERTIFICATE**
2. **Issue date of certificate: On or After 01/04/2024**
3. **Ranges of Annual Family Income:**
 - a. **Below 1 lakh.**
 - b. **1 to 5 lakh.**
 - c. **Above 5 lakh.**
4. **Issuing authority** of Annual Family Income Certificate must be as per Annexure- _____ of notice.
5. Annual Family Income Certificate submitted by the student must be of **FINANCIAL YEAR will be 2023-24.**
6. Certificate must be valid for the **ACADEMIC YEAR 2024-25.**
7. Income certificates in the **standard formats** of respective States/ UTs are also **acceptable**, subject to **condition that the certificate contains all the required details and signed by authorized signatory.**
8. Affidavit must be **on Non-Judicial Stamp paper of Rs. 50/- (minimum) and sworn in before a First Class Magistrate/Notary Public).**
9. The declarer must be the same in the affidavit.
10. Critical areas to look are **highlighted** in the attachment.

INCOME CERTIFICATE

(Name and Address of the authority issuing the certificate)

(To be issued on or after 1st April of Current Financial Year)

Must be seen minutely before uploading

Certificate Number:

VALID FOR THE YEAR : 2024-2025

Date of Issue:

Certified that the Annual Family Income from all sources for the previous Financial Year (2023 --2024) whose

details mentioned below is Rs (Rupees.....)

.....).

Must not be vacant

Name of the student	
Gender	
Age	
Name of Father	
Address	
Post Office with Pin code	
Name of Local Body	
Village/ Street	
Taluk	
District	
State	
Date of issue of certificate	
Name of Office	
Purpose issued for	

Must not be vacant

Must not be vacant

Recent Passport size attested photograph of the student

Signature with of the Approving Authority:

Name:

Designation:

Round stamp of the office of the Competent issuing Authority

Place:

Date:

Name, Designation and Seal of authority and Office stamp mandatory

N.B.: This Certificate must be issued by an officer as mentioned in Annexure- A.

AFFIDAVIT REGARDING INCOME CERTIFICATE (on Rs 50/- Stamp Paper)

I, _____ (Father of/ Mother of) _____ (Name of the student) residing at _____ (Full Address), inform that my son/ daughter _____ (Name of student) _____ (Enrollment no.) studying in the National Institute of Technology Agartala do hereby state and declare on solemn affirmation as under:

1. That, my son/ daughter _____, enrolment no. _____, is claiming remission in Tuition Fee against the Income Certificate bearing No _____ dated _____ submitted by me, issued by the _____ Government of ____-

2. That, the Income Certificate submitted by me includes the **Annual Income of all my family members from all sources** during the previous **Financial Year 2023-2024.**

3. That, in case my Annual Family Income exceeds the prescribed limits for seeking remission in Tuition Fees as per the letter dated F. No. 33-4/2014-TS.III dated June 24, 2016 and July 02, 2016, as notified by the MHRD (now MoE), Govt. of India, I shall inform immediately to the NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA.

4. That, I hereby solemnly aware and undertake that the above submitted Income Certificate is true and correct as per the norms of Government of India. I am fully aware that in case the Income Certificate is found untrue/false at any point of time, I have to pay the full Tuition Fees with penalty as imposed by the Institute for my ward. I am also aware that in case of untrue/false Income Certificate, the Institute can take any disciplinary action against me and my ward and that shall be acceptable to me.

5. That, the said affidavit is true to the best of my knowledge and no facts have been hidden in it and not written untrue. I hereby, understand that in case any information regarding Income Certificate submitted by me found to be false or there is alteration/ misrepresentation of any facts, criminal case can be registered against me under the Indian Penal Code Section 177, 197, 198, 199, 200 and 420 and I am aware that, if found guilty, I can be punished with imprisonment for term of 3 to 7 years and fine.

I am making this Affidavit to produce the same before the National Institute of Technology, Agartala to indicate the Income Certificate submitted by me for remission in Tuition Fee for the **Academic Year 2024 - 2025** (current academic session for which fee remission is being claimed).

Verification
Verified at on this day of, that the contents of the above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing material has been concealed therefore.

Same as the person whose name is there on the top as declarer of this affidavit

DEPONENT
(Father/ Mother)

(Student)

MANDATORY

DEPONENT
(Father/ Mother)

(Student)

Must not be vacant

Must not be vacant

Certificate no. and date should match with that of the Income certificate submitted