



To

Tehsildar,  
\_\_\_\_\_

**Subject: - Particulars of Income Certificate**

Sir,

I beg to submit as under:

1. Name of the applicant: \_\_\_\_\_
2. Father's name and occupation: \_\_\_\_\_
3. Total Income from all sources \_\_\_\_\_
4. Residential address: \_\_\_\_\_
5. Details of family members: \_\_\_\_\_

S.No.	Name	Occupation	Relation	Age	Monthly Income

6. I am a permanent resident of J&K State.
7. I am a Ration Card holder of Tehsil \_\_\_\_\_.
8. Nobody / \_\_\_\_\_ is a Govt. servant in my family.
9. The Copy of P.R.C., Ration Ticket; Affidavit & a certificate from a Gazetted Officer are enclosed herewith
10. The total income from all sources in my family is Rs. \_\_\_\_\_ as such, an Income certificate my kindly be issued in my favour.

Signature of Applicant

**Certificate from Gazzated Officer**

This is to certify that \_\_\_\_\_  
S/W/D of \_\_\_\_\_ R/o \_\_\_\_\_  
has got Rs \_\_\_\_\_ (Rupees \_\_\_\_\_)  
only as his/her monthly income from all sources in his/her family.

Signature of Gazetted Officer  
With seal

## OFFICE OF THE NAIB TEHSILDAR

To

The Tehsildar,

\_\_\_\_\_

No. \_\_\_\_\_

Dated \_\_\_\_\_

**Subject: - Issuance of Income/un-employment certificate**

**In favour of** \_\_\_\_\_ **S/o** \_\_\_\_\_

**Resident** \_\_\_\_\_

Sir,

Kindly refer to the circular issued from your office, the enquiry has been conducted by the undersigned and necessary formalities were fulfilled, the undersigned is satisfied with the claim as it being genuine and the documents of the case as under:-

1. The contents of the application have been verified and found correct and hence attested by the undersigned.
2. The affidavit produced by the applicant duly attested.
3. Certificate issued by the Gazetted Officer working in \_\_\_\_\_ Deptt duly signed and sealed is enclosed.
4. P.R.C. of the applicant (attested copy) is enclosed.
5. A copy of Ration Ticket duly attested is also enclosed.
6. The applicant's \_\_\_\_\_ who is working in \_\_\_\_\_  
As \_\_\_\_\_ is earning \_\_\_\_\_ P.M. and there is no body else in the family standing as Govt./Semi-Govt. employee and the Said income is from all sources.
7. There is no Gr./Landed/rental or other source of income in the family of the applicant.
8. His/Her \_\_\_\_\_ is Govt. servant and is working in the \_\_\_\_\_ deptt as \_\_\_\_\_ and his /her monthly income is Rs. \_\_\_\_\_ including all allowances, the pay certificate from the concerned office is enclosed and the said income is the only income of the family of the applicant.
9. The said income certificate is required by the applicant for the \_\_\_\_\_ Purpose only.
10. And that the applicant is not income-Tax payer. It is , therefore requested that the income Certificate for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) from all sources.

**OR**

Un-employment certificate in favour of \_\_\_\_\_

S/W/D Of \_\_\_\_\_ R/o \_\_\_\_\_

May very kindly be issued and the undersigned recommends for the same.

Yours faithfully  
Naib Tehsildar