

Indian Institute of Technology (ISM), Dhanbad – 826 004  
Admn. Deptt: Academic Section

No. 605001/Acad/2017-18

Date: 17.08.2017

**NOTICE FOR REMISSION OF TUITION FEE FOR THE SESSION 2017-18**

The MHRD vide its notification No F.No.24-2/2016 TS1 dated 8<sup>th</sup> April 2016 has revised the tuition fee and has approved revision of tuition fee to Rs 2.00 lakh a year from the Academic Year 2016-17 and allow tuition fee waiver as follows:

- a) The most economically backward students (whose family income is less than Rs 1.00 Lakh per annum) shall get full remission of the tuition fee
- b) The other economically backward students (whose family income is between Rs 1.00 Lakh to Rs 5.00 Lakh per annum) shall get remission of 2/3<sup>rd</sup> of the tuition fee.

Eligible students, who have taken admission in 1<sup>st</sup> semester (Monsoon) of B Tech/ Dual Degree/ Integrated Programme during 2017-18 by paying the full amount of fee, are advised to submit their application in prescribed format as issued in the Information Bulletin along with valid supporting documents for refund/ waiver of tuition fee to the office of **Deputy Registrar (Estt), Administrative Block, IIT(ISM) Dhanbad latest by 31.08.2017**. *Students, who have already submitted their application for refund / waiver of fee, need not apply again.*

  
[Col (Retd) M. K. Singh]  
Registrar

Copy to:

- DT/RG/Dean (SW)/Dean (Acad)
- Chairman, IITJE
- JR (Exam & Acad)
- DR (Estt.)
- DR (F & A)
- Students Notice Board



INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES),  
DHANBAD – 826004

**Form for declaration of parental income to avail Tuition Fee Waiver/  
Concession for admission through JEE (Advanced) (All the fields MUST be filled).  
(Candidates must provide supporting documents along with this given in subsequent pages)  
(All the fields MUST be filled)**

S No	Particulars	
1.	Name of the student	
2.	Full postal address	
3.	Home phone no	
4.	Student Mobile no	
5.	JEE Advanced Registration No	
6.	Amount of seat acceptance fee paid	
7.	Name of the Department/ Program	
8.	Category (GN, OBC, SC, ST, PH)	
9.	Parental details with income for FY 2016-17 (original certificate to be attached issued on or after 1.4.2017)	
A	Name of the father/ guardian	
B	Reasons for being under Guardianship, if other than father	
C	Father's/ guardian's occupation	
D	Father's AADHAR No	
E	Father's PAN No	
F	Particulars of employment	
G	Gross (pre-tax) annual income	
H	Name of the mother	
I	Mother's occupation	
J	Mother's AADHAR No	
K	Mother's PAN No	
L	Designation	
M	Gross (pre-tax) annual income	
N	Total (pre-tax) family annual income (e + i)	

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Father's/Guardian's signature

\_\_\_\_\_  
Mother's signature

### UNDERTAKING FOR FEE WAIVER

I hereby undertake and certify that the information provided in this form is correct and true to the best of my knowledge and belief. I understand that in the event of any information being found false, misleading or incorrect, or ineligibility to receive the benefit of tuition fee waiver/ concession being detected during or after completion of my programme at IIT (ISM), Dhanbad, or any of the personal information furnished in support thereof is found incorrect, neither I nor my parents/guardian shall have any objection whatsoever against the action taken by the Institute in the matter, in accordance with by-laws and provisions of IIT (ISM) Dhanbad.

I further undertake that during the course of availing the fee waiver/ concession, whenever there shall be any change in the income of my parents/guardian, I shall keep the Institute authorities informed and shall abide by its further decision on my eligibility to receive the benefit of fee waiver/ concession.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Counter Signed \_\_\_\_\_

Father's/Guardian's signature

Date: \_\_\_\_\_

Mother's signature

Date: \_\_\_\_\_

Encl: Family Income Certificate issued from Competent Authority

#### VERIFICATION

The family income certificate submitted by Mr/Ms \_\_\_\_\_ Son/Daughter of Mr \_\_\_\_\_ for the financial year 2016-17 is found to be in order and recommended for \_\_\_\_\_ tuition fee waiver for the academic session 2017-18.

Seal & Signature of Officer recommending for fee waiver

Mr/Ms. \_\_\_\_\_ JEE Advanced Roll No \_\_\_\_\_ is allowed

for \_\_\_\_\_ tuition fee waiver. He/ She has to pay the following fees at the time of admission:

Total fee due	Seat acceptance fee paid	Other payments	Balance due

Dealing Assistant

Signature of faculty member authorizing admission

**(TO BE FILLED IN BY ACCOUNTS SECTION)**

Balance fee paid	Date	Receipt No	Admission No	Signature
			17JE00	

**LIST OF IDENTIFIED COMPETENT AUTHORITY FOR ISSUING INCOME CERTIFICATE**

Sr. No.	States/ Union Territory	Income Certificate Issuing Authority
1	Andaman and Nicobar Islands	Tahsildar
2	Andhra Pradesh	Tahsildar
3	Goa	Mamlatdar of all Talukas
4	Gujarat	District Collector/ Deputy Collector/ Asst. Collector/ Prant Officer/ Mamlatdar
5	Karnataka	Tahsildar
6	Kerala	Village Officer
7	Maharashtra	Tahsildar
8	Mizoram	District Magistrate or any other Officer authorized by District Magistrate
9	Pondicherry	Tahsildar, Deputy Tahsildar
10	Rajasthan	Tahsildar
11	Tamil Nadu	Zonal Deputy Tahsildar
12	Uttar Pradesh	Tahsildar
13	Uttaranchal	Tahsildar/ SDM/ City Magistrate
14	Delhi	SDM of Govt. of NCT of Delhi
15	Chandigarh	Sub Divisional Magistrates
16	Himachal Pradesh	Tahsildar of Revenue Department
17	Chattisgarh	Nayab Tahsildar
18	Madhya Pradesh	Tahsildar / Naib Tahsildar
19	West Bengal	<ol style="list-style-type: none"> <li>1. District Level - Dist. Magistrate OR Addl. Dist. Magistrate</li> <li>2. Sub-Divisional Level - Concerned Sub-Divisional Officer</li> <li>3. Block Level - Block Development Officer of concerned block</li> <li>4. Kolkata Municipal Corporation - The Collector, Kolkata Corporation</li> <li>5. Students residing within Civil jurisdiction of Hon'ble High court, Kolkata (original side) - The Collector, Kolkata</li> <li>6. Other areas covered in Kolkata Police 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</li> </ol>
20	Jammu & Kashmir	Sub-Divisional Magistrate (Not below the rank of Tahsildar)
21	Jharkhand	Sub- Divisional officer in each District
22	Meghalaya	Employer in case of Government Employee and by the MP / MLA/DC/SDO Civil in case of others
23	Daman & Diu and Dadra & Nagar Haveli	Mamlatdar, Daman & Mamlatdar, Diu
24	Haryana	CRO (Tahsildar / Naib Tahsildar concerned)
25	Punjab	CRO (Tahsildar / Naib Tahsildar concerned)
26	Nagaland	Dy. Commissioners, Addl. Dy. Commissioner and Sub-Divisional Officers (C)
27	Lakshadweep	Dy. Collector in Agatti and Minicoy and SDOs in the remaining Islands
28	Assam	Revenue Circle Officers
29	Tripura	District Magistrate & Collector
30	Arunachal Pradesh	Dy. Commissioner of respective Districts
31	Odisha	Revenue Officers
32	Bihar	Circle officer form Circle office
33	Sikkim	Special Executive Magistrate (Block Development officers, Rural Management & Development Deptt )

Any other authority competent to issue such certificate

**Documents for Tuition fee waiver for GE and OBC students**

**A. For Salaried Class (Guardian's who are in service either Govt. or Private)**

- a) Annual Salary certificate for the immediate previous financial year in prescribed Form-A duly sealed/stamped by the Salary Distributing Officer. (If both of the parents are either in Government service or in Private Service, Annual Salary Certificates of both of the parents to be produced).
- b) Attested copy of Form-16 to be issued by employer along with ITR duly acknowledged by concerned income office for immediate previous financial year (2016-17). Low income group of salaried class, who need not submit IT Form 16/ITR, they have to submit an attested copy of Income certificate from concerned competent Authorities.

**B. For Non-Salaried Class (Guardians who are not in Service such as Businessmen, Agriculture (Farmer)/ Legal / Medical Practitioners/ Consultants, Private Tutors, Retired without Pension/Contractors /Self-employed persons, Agency, etc.)**

- a) An Annual Income Affidavit for the financial year 2016-17 in a Non-Judicial Stamp for Rs.20/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in Form -B).
- b) Attested Copy of Income Certificate from local District Authorities like S.D.O./ B.D.O./M.R.O./TAHASILDER/ Chairman/Executive Officer of Municipal Corporation etc. in addition to Income Affidavit and other documents as stated above & below.

N.B. : SUBMISSION THESE TWO DOCUMENTS as stated in a & b above, are MANDATORY FOR ANY CLASS OF OCCUPATION IN CASE OF NON-SALARIED GUARDIANS (such as Agriculture, Business class, self-employed, Legal/Medical Practitioners/Retired without Pension/Private Tutors/ Contractors/Consultants etc.)

- c) Attested copies of ITR Form/IT Return as applicable (to be attested by a Govt. Officer), for the year 2016-17 (Assessment Year 2017-18) duly stamped/sealed from concerned Income Tax Office. Copy of Registration Certificate must be submitted in case of Medical Practitioner and Legal Practitioner.

Those who Retired without Pension, they have to submit Retirement/Termination/ Superannuating letter/documents/papers etc. along with Income Affidavit, Income & Non-employment Certificate from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Executive Officer of Municipal Corporation

**C. For Pensioners / Family Pensioners:**

- a) Annual Pension Payment Certificate for the year 2016-17 in prescribed Form-C given below to be issued by the Pension Disbursing Officer.
- b) An Income & Non-employment Certificate from local District Authorities like S.D.O. /B.D.O./ M.R.O./ TAHASILDER, Chairman/ Executive Officer of Municipal Corporation etc. for the year 2016-17 also to be submitted in addition to the documents (a) above. Submission of all the documents as stated in a & b above, are mandatory for the guardians who are either pensioner or family pensioner.
- c) Copy of PPO, Superannuating/Retirement/Termination letter and attested copies of I.T. Documents, if any (such as ITR Form / IT Form16, IT return etc. for the current year, if applicable).

**FORM - A**

**ANNUAL SALARY (INCOME) CERTIFICATE FOR THOSE PARENTS / GUARDIANS WHO ARE IN SERVICE (Govt or Pvt.)**

PART - I : **Income from Salary (From Employer)**

1. Name and Address of the Employer \_\_\_\_\_ :
2. Certified that \_\_\_\_\_ is employed in this organisation in the Post of \_\_\_\_\_, (Designation held by the employee) and that the break-up of his Gross Annual Income from Salary received in the financial year \_\_\_\_\_ is as follows :

<u>ITEM</u>	<u>TOTAL Amount for 12 months</u>
i) Basic Pay :	_____
ii) D/Pay :	_____
iii) DA/ADA/Relief :	_____
iv) H. R.A. :	_____
v) Special Pay & Honorarium, Bonus, Arrears, etc., if any :	_____
vi) Other Allowances, if any :	_____
<b>TOTAL = Rs. :</b>	_____

Employer's Signature: \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**(Official Seal)**

**N.B.:** 1) All the entries as stated in Column 2 above must be supported by attested copy of IT Form 16 for the corresponding financial year of Annual Salary Certificate along with relevant ITR, if any.

2) Guardians who need not submit IT Form 16/ ITR due to their Low annual Income (Govt. or Pvt. Service), they must have to submit the following additional documents (instead of IT Form

16) along with Annual Salary Certificate as per Form 'A' – Annexure-IIA above :

(i) a certificate from Employer/Salary disbursing officer stating that their annual income is Not Taxable and they need not produce IT Form 16 and

(ii) an Annual Income Certificate for 2016-17 from District Authority like S.D.O./B.D.O./Tahalsidar/Anchal Officer, Executive Officer of Municipal corporation/ Gram Panchayet Pradhan etc. as stated in Col.2 (b) of Annexure-I : Submission of these to documents as stated above in Col : 2 (i) & (ii), along with annual Salary Certificate in prescribed Form 'A'

(Annexure-II), is mandatory for the guardians' having low salaried Income group / Private Job, who could not submit Income Tax documents/ ITR. Contd--2

**PART – II : Income from other sources**

**DECLARATION BY THE PARENT /GUARDIAN OF THE STUDENT**

I father/mother/guardian of Mr./Ms. \_\_\_\_\_ Roll No \_\_\_\_\_ has the following income for other sources addition to salary income during the financial year 20.....to 20 .....

**Income from :**

- a) Landed Properties (Certificate from \_\_\_\_\_  
Tahsilder/Gram Panchayat) \_\_\_\_\_
- b) Agriculture \_\_\_\_\_
- c) Investment in Bank/Post Office/Unit Trust etc. \_\_\_\_\_
- d) Share Certificates/Debentures \_\_\_\_\_
- e) Other sources \_\_\_\_\_

A. Total from Other Sources (Sum of item a to e above) : Rs. \_\_\_\_\_

B. Total of Salary from Income as stated in Part-I : Rs. \_\_\_\_\_

(Pl. see pre-page)

**Gross Annual Income (A+B) :Rs. \_\_\_\_\_**

Further I declare that the information given above are true. I understand that the Concessional Tuition Fees already availed by my son/ daughter on the basis of my above family income certificate, is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology (Indian School of Mines), Dhanbad, without assigning any reason, if in the event of any information in this declaration and also in the relevant family income certificate being proved incorrect/ false later on.

Date : \_\_\_\_\_  
Signature of the Father /Guardian \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address with Pin Code \_\_\_\_\_

Phone No., if any \_\_\_\_\_

FORM – B

FORMAT OF INCOME AFFIDAVIT

(FOR THOSE PARENTS/GUARDIANS WHO ARE NOT IN EMPLOYMENT ANYWHERE AND DERIVES INCOME FROM SOURCES OTHER THAN SALARY/PENSION)

(To be submitted on Non-Judicial Stamp paper of Rs.20/- and sworn in before a First Class Magistrate/Notary Public)

I, Shri/Smt. \_\_\_\_\_ a resident of \_\_\_\_\_

\_\_\_\_\_ solemnly declare that :

1. My son/daughter Shri/Miss \_\_\_\_\_ Roll No \_\_\_\_\_ is currently studying at the Indian Institute of Technology (Indian School of Mines), Dhanbad \_\_\_\_\_ Courses
2. He/She is an applicant for the tuition fee waiver for the Academic Year 2017-18
3. I declare that my spouse is employed/not employed and that the Annual Income of my family in the Financial Year \_\_\_\_\_ i.e. during the period from 1<sup>st</sup> April, \_\_\_\_\_ to 31<sup>st</sup> March, \_\_\_\_\_ was as mentioned hereunder (Supported by document) :

(A) From my own profession as indicated :

- i) Income from Business/Medical practice  
Legal Practice/Engineering Consultancy etc. Rs. \_\_\_\_\_ p.a.
- ii) Income from Agriculture Rs. \_\_\_\_\_ p.a.
- iii) Income from Landed Properties Rs. \_\_\_\_\_ p.a.
- iv) Income from Investment in Bank/Post Office etc. Rs. \_\_\_\_\_ p.a.
- v) Income from Share Certificates/Debentures Rs. \_\_\_\_\_ p.a.
- vi) Income from any other sources(i.e. Retirement Benefits for VRS/VSS etc., if any Rs. \_\_\_\_\_ p.a.

(B) Income of my wife/spouse's (if any) Rs. \_\_\_\_\_ p.a.

(if employed, Business/Pensioner then Salary / Income / Pension Certificate as applicable as per wife's / spouse's occupational status, to be enclosed with attested copies of Income Tax Documents, if applicable as stated in the Point 3, "List of documents to be submitted" .

(C) Income in the name of my son /ward (if any). Rs \_\_\_\_\_ p.a.

**GROSS TOTAL INCOME (A+B+C) :** Rs. \_\_\_\_\_ p.a.



Further I declare that the information given above are true. I understand that the Concessional Tuition Fees already availed by my son/ daughter on the basis of my above family income certificate, is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology (Indian School of Mines), Dhanbad, without assigning any reason, if in the event of any information in this declaration and also in the relevant family income certificate being proved incorrect/ false later on.

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(Signature of Father/Guardian)

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_ and signed.

(SEAL)

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Signature of First Class Magistrate /Notary Public

**PART – II : INCOME FROM OTHER SOURCES  
DECLARATION BY THE GUARDIAN**

I declare that my/my family's Annual Income from other sources during the Financial Year \_\_\_\_\_ was as follows in addition to my pension income :

**Income from :**

- a) Landed Properties (Certificate from Tahsilder/Gram Panchayat) : Rs. ....
- b) Agriculture : Rs. ....
- c) Investment in Bank/Post Office/Unit Trust etc. : Rs. ....
- d) Share Certificates/Debentures : Rs. ....
- e) Other sources : Rs. ....

A. Total Income from Other Sources (sum of Item a to e above)= Rs. ....

B. Total Income from Pension ( Pl. see pre-page) : Rs. ....

**Gross Annual Income (A+B): Rs. ....**

Further I declare that the information given above are true. I understand that the Concessional Tuition Fees already availed by my son/ daughter on the basis of my above family income certificate, is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology (Indian School of Mines), Dhanbad, without assigning any reason, if in the event of any information in this declaration and also in the relevant family income certificate being proved incorrect/ false later on.

Date : Signature of the Father/Guardian  
Full Name  
Address with Pin code

Phone Number (if any)

**N.B. : Those Pensioners who need not to file Income Tax Return (ITR) due to Low Annual Pension/Income, they must have to submit an Income & Non-Employment Certificate for financial year 2016-17 from local District Authorities like S.D.O./B.D.O./M.R.O./TAHASILDER, Anchal Officer, Chairman/ Executive Officer of Municipal Corporation etc. as applicable along with Annual Pension Certificate duly filled in as per above stated format (Form-C).**