



Office of the Dean of Students 'Welfare  
Indian Institute of Engineering Science and Technology, Shibpur  
(Formerly BESU, Shibpur, Estd. In 1856)

No. DSW/Int.52 /23

Dated: April 26, 2023

**NOTICE**

This is for information to all concerned that the 1<sup>st</sup> year Undergraduate (UG) students admitted in the academic session 2022-23 are eligible for full/partial tuition fee waiver provided their total family income does not exceed Rs. 5 Lakh in the last Financial Year, i.e. 2021-22. In view of that, applications are invited from the 1<sup>st</sup> year UG students (**except SC/ST/PH**) who could not either submit their proper Family Income Certificate or made some mistakes while uploading the same in the academic session 2022-23. For this purpose, the concerned students must use the link (<https://forms.gle/QsvxRCto3DaB8jVJ8>) of the Google Form to fill the requisite information and upload their Family Income Certificate (PDF), issued for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March, 2022. Students are advised to fill-in Google Form through G-Suite ID. The list of competent authorities issuing Family Income Certificate for various states is given below.

**List of competent authorities issuing Family Income Certificate for various states**

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 Magistrate
7.	Chhattisgarh	Naib Tahsildar
8.	Dam & Diu & Dadra & Nagar Haveli	Mamiatdar, Daman and Mamiatdar, Diu
9.	Delhi	SDM of Govt. of NCT of Delhi
10.	Goa	Mamiatdar of all Taluks
11.	Gujrat	District Collector/Deputy Collector/Asst. Collector/Prant Officer/Mamiatdar
12.	Haryana	CRO (Tahsildar/Naib Tahsildar 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 remaining Islands
19.	Madhya Pradesh	Tahsildar/Naib Tahsildar
20.	Maharashtra	Tahsildar
21.	Manipur	District Authorities, i.e., DC/ADC/SDO (not below the rank of SDO/SDM)

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22.	Meghalaya	The employer in the case of Govt. Employee and by 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
25.	Odisha	Revenue Officer
26.	Punjab	CRO (Tahsildar/Naib Tahsildar concerned)
27.	Pondicherry	Tahsildar, Deputy Tahsildar
28.	Rajasthan	Tahsildar
29.	Sikkim	Special Executive Magistrate (Block Development Officers, Rural Management and Development Dept.).
30.	Tamil Nadu	Zonal Deputy Tahsildar
31.	Telangana	Tahsildar
32.	Tripura	Deputy Commissioner of Respective Districts
33.	Uttar Pradesh	Tahsildar
34.	Uttaranchal	Tahsildar/SDM/City Magistrate
35.	West Bengal	1. Dist. Magistrate or Dist. Level Additional 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 Parganas and North 24 Parganas

All such certificates must be uploaded latest by **8<sup>th</sup> May, 2023 (by 11:59 pm)** along with relevant information as mentioned in the Form. On verification of the Family Income Certificates, the Tuition Fees waiver for the Odd and Even Semester (2022 – 2023) will be extended to the eligible students as per rule.

Sd/-

Prof. Sudipta Mukhopadhyay  
Dean (Students' Welfare)

**Copy to:**

1. Office of the Director
2. All Deans
3. All Heads of Departments
4. Registrar
5. Chief Warden
6. Joint Registrar (Finance)
7. G. S., Students' Senate
8. Associate Dean (Students' Welfare)
9. Institute Website
10. Office Copy

(Prof. Sudipta Mukhopadhyay)

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