

GOVERNMENT OF MEGHALAYA
OFFICE OF THE SUB DIVISIONAL OFFICER (C), SOHRA CIVIL SUB DIVISION, SOHRA
APPLICATION FORM FOR INCOME CERTIFICATE
(Please use **CAPITAL** letters to fill in the application form)

1. Income certificate for * Self or Parents
2. Applicant's Name*: Shri/Smt/Kum/Dr/ _____
(First Name) (Middle Name) (Last Name)
3. Gender *: Male Female
4. Father's/Husband Name*infull:Shri/Dr./Lt _____
(First Name) (Middle Name) (Last Name)
5. Mother's Name* in full: Smti / Dr. / Lt _____
(First Name) (Middle Name) (Last Name)

Address of Applicant:

6. Locality*: _____ 7. Village/Town/*: _____
8. District*: _____ 9. State* : MEGHALAYA
10. Total Annual Income* (Father/Mother/Both/Self): _____
11. Employer* : _____
12. Contact Number* : _____ (Residence with STD Code) _____ (Mobile)
13. Email ID : _____

DECLARATION:

I do hereby declare that the statements made above are true to the best of my knowledge and belief. If these statements are found to be misrepresented or suppressed or the statement found to have been falsely stated, I shall be liable to be prosecuted and legal action can be taken against me.

Date:

Signature of Applicant

Place:

For Office Use:

Verification checks before accepting the application:

1. All mandatory fields (Marked with *) should have been filled in properly
2. Signature of applicant & date of submission should be mentioned
3. Following necessary documents to be submitted along with the applicant
 - (i) Pension payment Order/ Certificate from Treasury Officer (For retired Government Servants)
 - (ii) Proof of Salary in form of Affidavit (for non Government Applicants)
 - (iii) Any one of Residential Proof (Ration Card / Patta / EPIC / Electricity Bill / Telephone Bills)
 - (iv) Salary Certificate from Employer in case Parent (s) / Applicant are employed
 - (v) Proof of requirement for the Certificate, if applicable
 - (vi) Declaration if either of them is not employed