



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

ACADEMIC SECTION

No- 15-49/2017-Acad  
Date-28.07.2017

**NOTICE**

**Online application for Remission of Tuition Fee for the Academic year 2017-18 for the 2<sup>nd</sup> year students (B.Tech. / Dual Degree admitted in 2016)**

Online applications are invited in the prescribed forms (by log in into Institute ERP site) from the students of 2<sup>nd</sup> year (B.Tech / Dual Degree Programme) admitted during the year 2016-17 for remission of Tuition fee for the Academic Year 2017-18. The students whose family income is not more than Rs.5 lakh per annum are eligible to apply. The students whose family income is less than Rs. 1 lakh per annum shall get full remission of Tuition fee and whose family income is between Rs. 1 lakh to Rs. 5 lakh per annum shall get remission of 2/3<sup>rd</sup> of the Tuition Fee.

Eligible students are advised to fill up the online Application Form given in the Institute ERP site as per the instructions. The family Annual Income Certificate for the year **2016-17 (from 01.04.2016 to 31.03.2017)** as per parents' occupational status (i.e. If Service then Salary Certificate, **Annexure- 2 Form-X** with other relevant enclosures / if Business, Agriculture etc. then Affidavit, **Annexure-3, Form-Y** with other relevant enclosures / if Pensioner, then Pension Certificate **Annexure-4, Form-Z** with other relevant enclosures as applicable, as stated in **Annexure-1** (List of Documents to be Submitted) as per parents/guardians' occupational status.

All the above Annexures / Forms related to parental income certificates etc. can be downloaded from ERP site / Institute Website. Students are advised to fill up the online application form and take the print out (hard copy) of the online submitted application. The print (hard copy) of application form must be signed by both the student and his/her guardian and should be submitted along with all the relevant documents / annexures (as stated above) to **Academic Section on or before 5<sup>th</sup> October, 2017**. Application form without signature of student and his/her guardian will not be considered.

**Under no circumstances the hard copy of the application and annexures for Remission of Tuition fee for the year 2017-18 will be accepted beyond 5<sup>th</sup> October, 2017.**

The last date for submission of online application: 3<sup>rd</sup> October, 2017.

The last date for submission of hard copy & enclosures: 5<sup>th</sup> October, 2017

OSD (Academic)

**Notice Board**

All HoS - With the request to arrange for bringing this to the notice of 2<sup>nd</sup> year (2016 -17 admitted batch) students.

**Copy to:-**

1. Dean (Academic Affairs)
2. Dean (Student Affairs)
3. Warden
4. PIC, Counselling Service Team.
5. PS to Director.
6. PS to Registrar.

## **LIST OF DOCUMENTS TO BE SUBMITTED**

### **FOLLOWING DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM FOR REMISSION OF TUITION FEE FOR 2017-18 for different Classes of Guardians' Occupation**

#### **1) For Salaried Class ( Guardians' who are in Service either Govt. or Private)**

- a) Salary Certificate for the Financial Year **2016-17 (from 01.04.16 to 31.03.17)** in prescribed Form 'X' given in Annexure 2 duly sealed/stamped by the Salary Disbursing Officer.
- b) Attested Copy of IT Form 16 to be issued by employer along with ITR for the year **2016-17** (Assessment Year **2017-18**) duly acknowledge by concerned Income office. **Submission of these two documents are mandatory**. 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 local District Authorities like S.D.O./B.D.O./M.R.O./TAHASILDER/ Chairman/ Executive Officer of Municipal Corporation etc. instead of IT Form 16.

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

- a) An Annual Income Affidavit for the financial year **2016-17** in a Non-Judicial Stamp for Rs.100/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in **Form -"Y"** (**Annexure-3**).
- 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 2 (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, Panchayet Officer etc , Income Tax documents , if applicable, as stated in item 2) a, b, & c above.

#### **3) For Pensioners/Family Pensioners:**

- a) Annual Pension Payment Certificate for the year **2016-17** in prescribed For 'Z' given in Annexure-4 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 other documents as stated in item 3 (a) above.  
**Submission of all the documents as stated in 3 (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 – X**

**ANNUAL SALARY CERTIFICATE FOR THOSE 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 organization 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 :

<b><u>ITEM</u></b>	<b><u>TOTAL Amount for 12 months</u></b>
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 along with Annual Salary Certificate as per Form 'X' – Annexure-2 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 etc. as stated in Col.2

(b) of Annexure-1 : Submission of these documents as stated above in Col : 2 (i) & (ii), alongwith annual Salary Certificate in prescribed Form 'X' (Annexure-2), is **mandatory** for the guardians' having low salaries Income group ./ Private Job, who could not submit Income Tax documents/ ITR.

PART – II : Income from other sources

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

I declare that my/my family's Annual Income from other sources during the financial year \_\_\_\_\_ was as follows in addition to my Salary 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.

Total = \_\_\_\_\_ Rs.

Plus Total of Salary Income as stated in item No.2 of Part-I \_\_\_\_\_ Rs.  
(Pl. see pre-page)

**Gross Annual Income = Rs. \_\_\_\_\_**

Further I declare that the information given above are true. I understand that the Merit-cum-Means Scholarship/Free Studentship/ if awarded to my son/daughter , is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Bhubaneswar, without assigning any reason. If subsequently (after award of MCM Scholarship to my ward) it is found that he/she has been granted any other Scholarship/Stipend /Financial Assistance etc. by any Govt./Non-govt. organizations for the same period, I shall bound to refund the entire amount of Scholarship/ Free studentship/ Stipend/ Financial Assistance etc. to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Scholarship/Free studentship amount (paid to my son/daughter by the Institute) in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect/ false later on.

Date :  
Signature of the Father /Guardian :  
Full Name :  
Address with Pin Code :  
Phone No., if any :

**FORM – Y**

**FORMAT OF INCOME AFFIDAVIT**

**(FOR USE OF THOSE 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.100/-** 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 \_\_\_\_\_ is currently studying at the Indian Institute of Technology Bhubaneswar, in 4-year B.Tech.(Hons.) Courses in the Branch of \_\_\_\_\_
2. He/ She is an applicant for the award of Merit-cum-Means Scholarship / Free Studentship for the Academic Year \_\_\_\_\_.
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 Annexure – 2 "List of documents to be submitted"

(C) Income in the name of my son /ward (if any).

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

Further I declare that the information given above are true. I understand that the Merit-cum-Means Scholarship/Free Studentship/ if awarded to my son/daughter , is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Bhubaneswar, without assigning any reason. If subsequently (after award of MCM Scholarship to my ward) it is found that he/she has been granted any other Scholarship/Stipend /Financial Assistance etc. by any Govt./Non-govt. organizations for the same period, I shall bound to refund the whole amount of Scholarship/Free studentship/ Stipend/ Financial Assistance etc .to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Scholarship/ Free studentship amount (paid to my son/daughter by the Institute) in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect later on.

\_\_\_\_\_  
(Signature of Father/Guardian)

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

(SEAL)

\_\_\_\_\_  
Signature of First Class Magistrate /Notary Public

**FORM - Z**

**(FOR PENSIONER/FAMILY PENSIONER ONLY)**

**(PENSION / INCOME CERTIFICATE (FROM EX-EMPLOYER)/ FOR THOSE GUARDIANS WHO ARE PENSIONER (RETIRED FROM SERVICE OR THEIR WIVES ARE GETTING FAMILY PENSION**

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**PART - I : Income from Pension / Family Pension**

1. Name and address of the Ex-Employer :  
with P.P.O. No. :
  
2. Certified that \_\_\_\_\_ was employed in this Organization/superannuated from in the capacity of \_\_\_\_\_ (post held by the retired employee) and that the break-up of his/her Annual Income from Pension /Family Pension received in the financial year \_\_\_\_\_ is as follows :

<b><u>ITEM</u></b>	<b><u>TOTAL Amount for 12 months</u></b>
i) Basic Pension/F. Pension	: Rs. ....
ii) Dearness Relief	: Rs. ....
iii) Other Allowances, Arrears, if any	: Rs. .... _____
Total	: Rs. _____

Signature of Ex-Employer/Pension  
Disbursing Authority : \_\_\_\_\_

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

Date :

(Official Stamp)

**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. \_\_\_\_\_

Total = Rs.

Plus Total of Pension Income as stated in item No.2) (i to v) of Part-I Rs. ( Pl. see pre- page) \_\_\_\_\_

**Gross Annual Income = Rs.**

Further I declare that the information given above are true. I understand that the Merit-cum-Means Scholarship/Free Studentship/ if awarded to my son/daughter , is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Bhubaneswar, without assigning any reason. If subsequently (after award of MCM Scholarship to my ward) it is found that he/she has been granted any other Scholarship/Stipend /Financial Assistance etc. by any Govt./Non-govt. organizations for the same period, I shall bound to refund the whole amount of Scholarship/ Free studentship/ Stipend/ Financial Assistance etc .to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Scholarship/Free studentship amount (paid to my son/daughter by the Institute) in the event of any information in this declaration and also in the enclosed s c h o l a r s h i p application form, being proved incorrect later on.

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

Signature of the Father/Guardian : \_\_\_\_\_

Full Name : \_\_\_\_\_

Address with Pin Code : \_\_\_\_\_

Phone No: ) 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 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, Annexure- IV).**