

# GEN-EWS Certificate Self-Verification Checklist

The benefit of reservation under GEN-EWS can be availed only on submission of an **Income & Asset Certificate** issued by a **Competent Authority** and in the **prescribed format ONLY (Central Format)**.

## Valid Issuing Authorities

- District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar.
- Sub-Divisional Officer of the area where the candidate or their family normally resides.

Refer to the sample formats (following pages). The sample certificate includes 11 key checkpoints (marked in red) that must be accurate.

## Key Checkpoints

1. Certificate Number – Must be clearly mentioned.
2. Date of Issue – On or after 1 April 2025.
3. Validity Year – Specified as 2025-26.
4. Candidate's Name should be mentioned.
5. Parent/Guardian's Name – Father's / Mother's / Husband's name mentioned.
6. Financial Year – Must be 2024-25 (since the validity year is 2025-26).
7. Asset Conditions – Sections I-IV must be exactly as per the format; units/measurements must match the prescribed standards.
8. Reconfirmation of Candidate's Name – Name is repeated and must match point 4.
9. Caste/Community – Clearly specify your caste/community you belong to.
10. Signature & Seal of Authority – For physical certificates: authority's signature, name, designation, and seal are mandatory. *(Seal & Signature are not required for digitally signed certificates)*
11. Photograph – Recent passport-size photo affixed and attested. *(Attestation is not required for digitally signed certificates)*

## Final Step

Before uploading, ensure that your certificate:

- Meets all the above requirements, and is clear, complete, and readable in the scanned copy.

# Reference for Checklist to self-verify your GEN-EWS certificate

(Refer to the first page for description of "Point Numbers")



Barcode

## Annexure-I Government of Maharashtra Haveli

### Documents

(This certificate has been issued on the basis of following proof/evidences/documents)

1. Application Form
2. Application Form 2
3. Appendix A
4. Appendix D
5. UID
6. School Leaving Certificate
7. UID Of Father
8. School Leaving Certificate Of Father
9. School Leaving Certificate Of Grandfather
10. Ration Card
11. Electricity Bill
12. Income Certificate

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### INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.: 1

Date: 2

VALID FOR THE YEAR 3

This is to certify that, 4 is Son of 5  
permanent resident of Permanent Address

whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income of His 'family' is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year 20. His family does not own or possess any of the following assets.

6

- I. Acres of agricultural land and above;
- II. Residential flat of 1000 sq. Ft. And above;
- III. Residential plot of 100 sq. Yards and above in notified municipalities;
- IV. Residential plot of 200 sq. Yards and above in areas other than the notified municipalities.

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2. 8 belong to the 9 caste which is not recognized as a Scheduled Caste, Scheduled Tribal and Other Backward Classes (Central List)

Digitally Signed by competent authority

Signature valid

10

Digitally Signed by  
Archana Vitthal Nikam  
Date: 20/10/2023 5:58:30 PM

Tehsildar

Place : Haveli

Date : 16/10/2023 2

# Reference for Checklist to self-verify your GEN-EWS certificate

(Refer to the first page for description of "Point Numbers")

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**Annexure-I**

Government of .....  
(Name & Address of the authority issuing the certificate)

## INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. 1

Date: 2

VALID FOR THE YEAR 3

This is to certify that Shri/Smt./Kumari 4 son/daughter/wife of 5 permanent resident of \_\_\_\_\_ Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family" is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year 6. His/her family does not own or possess any of the following assets\*\*\*:

- |      |  |   |
|------|--|---|
| I.   | 5 acres of agricultural land and above;  | 7 |
| II.  | Residential flat of 1000 sq. ft. and above;  |   |
| III. | Residential plot of 100 sq. yards and above in notified municipalities;                      |   |
| IV.  | Residential plot of 200 sq. yards and above in areas other than the notified municipalities. |   |

2. Shri/Smt./Kumari 8 belongs to the 9 caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of the Office <u>10</u>
Name _____
Designation _____

Recent Passport size  
attested photograph of  
the applicant

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\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

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

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

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of  
\_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/Street  
\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to  
Economically Weaker Sections, since the gross annual income\* of his/her "family" is below Rs. 8  
Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or  
possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not  
recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of the Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Recent Passport size  
attested photograph of  
the applicant**

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.