## **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**

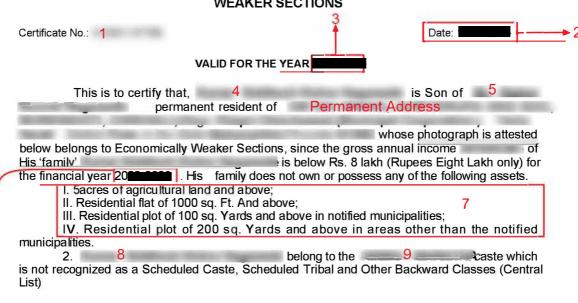
(This certificate has been issued on the basis of following proof/evidences/documents)

- **Application Form**
- **Application Form 2**
- 2. Appendix A
- 4. Appendix D

- 6. School Leaving Certificate
  7. UID Of Father
  8. School Leaving Certificate Of Father
- School Leaving Certificate Of Grandfather
- 10. Ration Card
- 11. Electricity Bill
- 12. Income Certificate



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





Printed By -OMTID :MH032200757 VLE Name :Vikas Sidheshwar Sakhare, Date:16/10/2023 3:53PM

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

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

7

Govern	ment of	<u>Annexure-I</u>			
(Name & Address of	the authority issuing the ce	ertificate)			
INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS					
ertificate No <b>1</b>		Date: <b>2</b>			
VALID FOR THE YEAR3					
his is to certify that Shri/Smt./Kumari perm					
Post Office					
Pin Code	whose photogra	ph is attested below belongs to			
conomically Weaker Sections, since the g	and the second s	•			
Lakh (Rupees Eight Lakh only) for the financial year 6 His/her family does not own or possess any of the following assets***:					
<ul> <li>I. 5 acres of agricultural land and above;</li> <li>II. Residential flat of 1000 sq. ft. and above;</li> <li>III. Residential plot of 100 sq. yards and above in notified municipalities;</li> <li>IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.</li> </ul>					
2. Shri/Smt./Kumari					
	Name	e Office			
Recent Passport size attested photograph of the applicant					

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

<sup>\*\*</sup>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.

<sup>\*\*\*</sup>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.

7

An	ın	ex	ur	e-l	
----	----	----	----	-----	--

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 residen				
Post Office	eDistrict	in the State/Union Territory		
Pin Co	de whose	e photograph is attested below belongs to		
<b>Economically Weaker Section</b>	s, since the gross annual incor	ne* of his/her "family"** is below Rs. 8		
Lakh (Rupees Eight Lakh only) possess any of the following a		His/her family does not own or		
II. Residential flat of III. Residential plot of IV. Residential plot of		otified municipalities; eas other than the notified municipalities.		
recognized as a Scheduled Ca		r Backward Classes (Central List).  n seal of the Office		
	Name			
Designation				
Recent Passport size attested photograph of the applicant				

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

<sup>\*\*</sup>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.

<sup>\*\*\*</sup>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.