



**राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश**  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**  
Near National Highway No. 216A, Kadakatla, Tadepalligudem – 534101  
West Godavari District, Andhra Pradesh, India

**No. NITANP/SASS/SCH/2025-26/064**

**Date: 29-09-2025**

**Notice For Fee Remission Applications - First Year B. Tech**

**Subject:** Submission of Tuition Fee Remission Applications for 1<sup>st</sup> Year B.Tech. Students (A.Y. 2025-26)

All First-Year B.Tech. students who are eligible for tuition fee remission based on their parent's family income are requested to submit a duly filled and signed application in the prescribed format.

As per Government norms, **UNRESERVED/OBC category students** are eligible for fee remission if their family income falls within the following brackets:

**Eligibility Criteria:**

- Category I: Most Economically Backward (MEB) Students  
Family annual income below ₹1,00,000 (**Maximum allowable income: ₹99,999**)
- Category II: Other Economically Backward (OEB) Students  
Family annual income between ₹1,00,000 and ₹5,00,000 (**Maximum allowable income: ₹4,99,999**)

**Submission Details:**

Students must submit the following documents to the **Scholarship Section** (Room No: 010, Ground Floor, SV Patel Central Vista) on or before **25-10-2025**.

**Required Documents:**

1. **Application Form for Fee Remission** (Annexure-A attached)
2. **Family Income Certificate** issued in the name of the father, mother (if the father is deceased), or guardian (if both parents are deceased), by the competent authority as prescribed by the respective State Governments. The certificate must be issued on or after **1<sup>st</sup> April 2025**, for the financial year **2024-25**.
3. **Student Declaration Form** as per the **Annexure-B**, if applicable.
4. **Affidavit for Income Certificate** by the **Parent/Guardian** as per the **Annexure-C**.

**Important Notes:**

1. As per Government of India norms, income certificates are valid for **one year only**, regardless of the validity mentioned by local authorities. A fresh certificate must be submitted for each academic year.
2. The income certificate **must not be issued in the name of the student**, as it reflects **family income**, not individual income.
3. If the certificate does not explicitly mention "**Family Income**," students must submit **individual or combined income certificates of his/her parents**. The total income must not exceed the prescribed limits of ₹1 lakh/₹5 lakhs.
4. In case of the demise of one or both parents, students must submit the **death certificate(s)** along with a **declaration** in the prescribed format (**Annexure-B**).
5. Certificates must be issued by authorities empowered by the respective State/Local Governments. Certificates issued by unauthorized entities shall not be considered.
6. **Applications received after the deadline will not be considered.**



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**INCOME CERTIFICATE ISSUING AUTHORITIES IN VARIOUS STATES / UTs**

| <b>S. No</b> | <b>State/Union Territory</b> | <b>Income Certificate Issuing Authority</b>   |
|--------------|------------------------------|---|
| 1            | Andaman & Nicobar            | Tahsildar   |
| 2            | Andhra Pradesh               | Tahsildar/Deputy Tahsildar  |
| 3            | Arunachal Pradesh            | District Magistrate & Collector   |
| 4            | Assam                        | Revenue Circle Officers   |
| 5            | Bihar                        | Circle Officer of Circle Office, Revenue Officer, Sub-Divisional Officer, District Magistrate.                            |
| 6            | Chandigarh                   | Sub Divisional Magistrates  |
| 7            | Chhattisgarh                 | Naib Tahsildar  |
| 8            | Daman & Diu & Dadra & Nagar  | Mamlatdar, Daman, and Mamlatdar, Diu  |
| 9            | Delhi                        | SDM of Govt. of NCT of Delhi  |
| 10           | Goa                          | Mamlatdar of all Talukas  |
| 11           | Gujarat                      | District Collector / Deputy Collector / Asstt. Collector / Prant Officer / Mamlatdar                                      |
| 12           | Haryana                      | CRO (Tahsildar / Naib Tahsildar concerned), Additional Deputy Commissioner, District Citizen Resource Information Officer |
| 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, Deputy Commissioner,   |
| 16           | Karnataka                    | Tahsildar   |
| 17           | Kerala                       | Village Officers  |
| 18           | Lakshadweep                  | Deputy Collectors in Agatti and Minicoy and SDOs in the remaining Islands   |
| 19           | Madhya Pradesh               | Tahsildar / Naib Tahsildar, The Collector   |
| 20           | Maharashtra                  | Tahsildar   |
| 21           | Manipur                      | District Authorities i.e., DC / ADC / SDO (not below the rank of SDO/SDM)   |
| 22           | Meghalaya                    | Employer in case of Govt. employee and by the 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 (C)  |
| 25           | Odisha                       | Revenue Officers  |
| 26           | Punjab                       | CRO (Tahsildar / Naib Tahsildar concerned)  |
| 27           | Pondicherry                  | Tahsildar, Deputy Tahsildar   |



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|    |               |  |
|----|---------------|--|
| 28 | Rajasthan     | Tahsildar  |
| 29 | Sikkim        | Special Executive Magistrate (Block Development Officers, Rural Management & Development, Sub Divisional Magistrate)   |
| 30 | Tamil Nadu    | Zonal Deputy Tahsildar   |
| 31 | Telangana     | Tahsildar, Naib 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 -District Level Addl. Dist. Magistrate<br>2. Sub-Divisional Officer – Sub Divisional Level of the concerned<br>3. Block Development officer (BDO) - Block Level of the concerned Blocks<br>4. The Collector, Kolkata – Kolkata Municipal Corporation.<br>5. The Collector, Kolkata – Student residing within Civil Jurisdiction of Hon'ble High Court, Kolkata<br>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 Paraganas and North 24 Paraganas. |

**Important Note:**

1. In the remaining States and Union Territories, Income Certificate issuing authorities are yet to be designated. Any certificates submitted from these regions will be subject to verification by the competent authority.
2. **Students must complete all required fields in the Google Form and submit the application form; otherwise, their application will be rejected.**

**Fill in the required details using the Google Form link provided below.**

**<https://forms.gle/QuehkwvTVZHwEjUt8>**

**In case of any queries, reach out to: [scholarship@nitandhra.ac.in](mailto:scholarship@nitandhra.ac.in)**

Sd/-  
**Dr. J Krishnamurthy,**  
**AD AA (SASS)**  
(NIT ANDHRA PRADESH)

Sd/-  
**Dr. Jayaram Nakka,**  
**Dean Academic Affairs**  
(NIT ANDHRA PRADESH)



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**Annexure-A**

**Application Form for Fee Remission of Tuition Fee for the A.Y. 2025-26.**

| S. No | Particulars                                    |  |
|-------|--|--|
| 1.    | Name of the Student                            |  |
| 2.    | Roll no.                                       |  |
| 3.    | Programme (UG)                                 |  |
| 4.    | Branch   |  |
| 5.    | Year & Semester                                |  |
| 6.    | Caste (GENERAL/OBC)                            |  |
| 7.    | Aadhaar Number of the Student                  |  |
| 8.    | Fee Remission Category: (MEB/OEB)              |  |
| 9.    | Institute E-mail ID (student's)                |  |
| 10.   | Mobile Number of the student                   |  |
| 11.   | Name of the Father                             |  |
| 12.   | Father's occupation                            |  |
| 13.   | Aadhaar Number of the Father                   |  |
| 14.   | Pan Card Number of the Father (If available)   |  |
| 15.   | Name of the mother                             |  |
| 16.   | Mother's occupation                            |  |
| 17.   | Aadhaar Number of the mother                   |  |
| 18.   | Pan Card Number of the mother (If available)   |  |
| 19.   | Name of the Guardian (If applicable)           |  |
| 20.   | Guardian's occupation                          |  |
| 21.   | Aadhaar Number of the Guardian                 |  |
| 22.   | Pan Card Number of the Guardian (If available) |  |
| 23.   | Present Postal Address                         |  |



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|            |   |  |
|------------|---|--|
| <b>24.</b> | <b>Bank Account details for fee reimbursement</b> |  |
|            | i. Name of the Account Holder                     |  |
|            | ii. Account Number                                |  |
|            | iii. Bank Branch Name                             |  |
|            | iv. IFSC Code                                     |  |
| <b>25.</b> | <b>Annual Income of Family</b>                    |  |
|            | i. Father's Annual Income                         |  |
|            | ii. Mother's Annual Income                        |  |
|            | iii. Annual Income from other sources, (if any)   |  |
|            | iv. Total Family Annual Income                    |  |

I declare that the information provided is true and correct to the best of my knowledge. I undertake to comply with the institute's rules and regulations. Also, I understand that furnishing false information or concealing facts may result in liability for cancellation of admission, withdrawal of fee remission benefits, and repayment of any waived or refunded fees.

**Signature of the Student with date**

**Signature of Father/Mother/Guardian  
with date**



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**Annexure - B**

**DECLARATION BY STUDENT**

(When either anyone or both parents are not alive)

I, Mr./Mrs \_\_\_\_\_ RollNo. \_\_\_\_\_

Do hereby declare that in lieu of my family income, I have submitted Income Certificate of my father/mother/guardian only as my father / mother /both father & mother is/are not alive and I am fully dependent only on my father/mother/guardian.

I, further declare that I have signed the aforesaid declaration, which is true, and nothing has been concealed.

**Date:**

**Signature of the student**



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**Annexure-C**

**Affidavit for Income Certificate by the Parent/Guardian**

(To be executed on a non-judicial stamp paper of Rs.100/- and notarized)

**AFFIDAVIT**

I, **[Full Name of Parent/Guardian]**, aged **[Age]**, residing at **[Full Residential Address]**, do hereby solemnly affirm and declare as follows:

1. That I am the **father/mother/legal guardian** of **[Full Name of Student]**, Roll no. **[XXXXXX]** who has been admitted to **NATIONAL INSTITUTE OF TECHNOLOGY, ANDHRA PRADESH** in the **First Year B.Tech. program** for the Academic Year **2025–26**.
2. That my total annual family income from all sources (including salary, business, agriculture, pension, rental income, interest, etc.) for the financial year **2024–25** is **Rs. [Amount in figures]** (Rupees [Amount in words] only).
3. That I have submitted a valid **Income Certificate** issued by the competent authority as per the guidelines of the Government of India for fee remission eligibility.
4. That the income certificate is issued in my name and includes my **Aadhaar Number: [XXXX -XXXX-XXXX]**.
5. That I understand the fee remission policy of the Government of India and declare that the information provided is true and correct to the best of my knowledge and belief.
6. That I undertake to inform the institute immediately, if there is any change in my income status or if any discrepancy is found in the submitted documents.
7. That I am aware that furnishing false information or suppressing facts may result in liability for **cancellation of my ward's admission, withdrawal of fee remission benefits, and an obligation to repay any fees** that were waived or refunded under the scheme.
8. That I agree to abide by any **legal or institutional action** initiated by the institute or the Government of India in the event of any violation of the fee remission policy.

**Signature of Deponent**

(Name: \_\_\_\_\_)

**Verified at [City] on this [Date] Day of [Month], 2025.**