



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी  
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY  
(An Institute of National Importance under MoE, Govt. of India)  
KARAIKAL-609 609

NITPY/ACAD/2021/085

Dated: 25.03.2021

**NOTICE**

**Application for Remission of Tuition Fee for the Academic Year 2021-2022**

Applications are invited in the prescribed forms from the students admitted in undergraduate programs for the batch 2018-2022, 2019-2023, 2020-2024 for remission of Tuition fee for the Academic year 2021-2022. Theremission of fees is applicable as per the OM letter F.No.33-4/2014- TS.III dated 24.06.2016.

The family annual income certificate for the financial year 2020-2021 as per parents / guardians occupational status and other documents (Annexure-1) as given below, need to be submitted to the Academic Office on or before 21st May 2021 for the fee remission to be considered for the academic year 2021-2022.

S.No.	Classification based on occupation	List of Documents to be submitted
1	In service	1. Salary Certificate 2. Form – X (Annexure – 2) with other relevant enclosures as applicable
2	In business, agriculture etc.	1. Affidavit 2. Form –Y (Annexure – 3) with other relevant enclosures as applicable
3	Pensioner	1. Pension Certificate, Non-employment certificate 2. Form-Z (Annexure – 4) with other relevant enclosures as applicable

Students are advised to fill up the application form. The hard copy of the application form must be signed by both the students and his/her guardian and should be submitted along with all the relevant documents / annexures (as stated above) to Academic Office. Incomplete Application form/s will not be considered.

**The last date for submission of hard copy & enclosures: 21st May 2021.**

**All the Original Hard Copy should be sent through Speed Post / Registered Post/Courier/by hand. Institute will not be responsible for any postal delay.** (Address: Dean (Academic), Academic Office, First Floor, Administrative Building, National Institute of Technology Puducherry, Karaikal – 609 609)

The Students may submit the scanned copy of necessary documents through email to [nitpyacademic@gmail.com](mailto:nitpyacademic@gmail.com) on or before deadline.

**Under no circumstances the hard copy of the application and annexures for Remission of Tuition fee for the year 2021-22 will be accepted beyond 21st May 2021 and they have to pay the full tuition fee.**

**This application form is valid ONLY for the academic year 2021-2022.**

Production of false certificate in this regard will be punishable as per law.

Sd/-

Dean (Academic)

Copy to: -

1. The Director, for kind information, please.
2. The Registrar (i/c) for kind information, please.
3. All Head of the Departments and Associate Dean Student Welfare for kind information.
4. File copy.

LIST OF DOCUMENTS TO BE SUBMITTED**FOLLOWING DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM FOR REMISSION OF TUITION FEE FOR 2021-2022 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 **2020-2021 (from 01.04.2020 to 31.03.2021)** 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 **2020-2021 (Assessment Year 2021-2022)** duly acknowledge by concerned Income office. **Submissions 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./TAHSILDAR/ Chairman/ Executive Officer of Municipal Corporation etc. instead of ITForm 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 **2020-2021** 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./TAHSILDAR/ 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 **2020-2021 (Assessment Year 2021-2022)** 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./ TAHSILDAR, Executive Officer of Municipal Corporation, Panchayat Officer etc, Income Tax documents, if applicable, as stated in item 2) a, b, & cabove.

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

- a) Annual Pension Payment Certificate for the year **2020-2021** 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./ TAHSILDAR, Chairman/ Executive Officer of Municipal Corporation etc. for the year **2020-2021** 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 returns etc. for the current year, if applicable)

**Note: All the above documents should be for the financial year 2020-2021 and issued on or after 01.04.2021.**

**FORM – X****ANNUAL SALARY CERTIFICATE PARENTS/GUARDIANS 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 2020-21. is as follows:

<b>ITEM</b>	<b>TOTAL Amount for 12 months (For financial year 2020-2021 i.e. 01-04-2020 to 31-03-2021)</b>
i) Basic Pay	:
ii) Grade 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 **2020-2021** from District Authority like S.D.O./B.D.O./ Tahsildar/ 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), along with 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 PARENT /GUARDIAN OF THE STUDENT**

I declare that my/my family's Annual Income from other sources during the financial year **2020-2021** was as follows in addition to my Salary Income:

**Income from:**

- a) Landed Properties (Certificate from Tahsildar/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 is 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 National Institute of Technology Puducherry, 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 – YFORMAT OF INCOME AFFIDAVIT**(FOR USE OF PARENTS/ 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 National Institute of Technology Puducherry, in 4-year B. Tech. Course in the Branch of \_\_\_\_\_
2. He/ She is an applicant for the award of Merit-cum-Means Scholarship / Free Studentship for the Academic Year **2021-2022**
3. I declare that my spouse is employed/not employed and that the Annual Income of my family in the Financial Year **2020-2021** i.e. During the period from **1st April, 2020 to 31<sup>st</sup> March, 2021** was as mentioned hereunder (Supported by document):

(A) From my own profession as indicated:

- |      |                                                                                      |                |
|------|--------------------------------------------------------------------------------------|----------------|
| i)   | Income from Business/Medical practice<br>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<br>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.**

Contd ....2

: 2:

Further I declare that the information given above is 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 National Institute of Technology Puducherry, 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 \_\_\_\_\_ 2021 and signed.

(SEAL)

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

FORM – Z

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

**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 2020-2021 is as follows:

<b>ITEM</b>	<b>TOTAL Amount for 12 months (01-04-2020 to 31-03-2021)</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)

Contd...2

**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 2020-21 was as follows in addition to my pension income:

**Income from:**

- a) Landed Properties (Certificate from Tahsildar/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 National Institute of Technology Puducherry, 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 2020-2021 from local District Authorities like S.D.O. / B.D.O. /M.R.O. / TAHSILDAR, 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).**