

## LIST OF DOCUMENTS TO BE SUBMITTED

### Annexure -I

#### **FOLLOWING DOCUMENTS TO BE SUBMITTED ALONG WITH MCM SCHOLARSHIP APPLICATION FOR 2023-24 for different Classes of Guardians' Occupation**

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

- 1 a) Salary Certificate for the Financial Year 2023-24 (from 01.04.2023 to 31.03.2024) in the prescribed Form 'A given in Annexure II (to be downloaded from Institute Web page [Scholarships - Institute of Law - Nirma Law \(nirmauni.ac.in\)](http://Scholarships - Institute of Law - Nirma Law (nirmauni.ac.in))) duly sealed/stamped by the Salary Disbursing Officer.
- b) Attested Copy of IT Form 16 issued by employer for the year 2023-24 (Assessment Year 2024-25): **SUBMISSION OF THESE TWO DOCUMENTS ARE MANDATORY** Pl. note that Low income group of salaried class people, who need not submit IT Form 16, 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, Agriculture / Legal or Medical Practitioners, Consultants, Private Tutors, Retired without Pension /Agent / Self-employed persons.etc).**

- a) An Annual Income Affidavit for the financial year 2023 -24 in a Non-Judicial Stamp for Rs.20/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in Form Annexure III. (to be downloaded either from Institute Web page [Scholarships - Institute of Law - Nirma Law \(nirmauni.ac.in\)](http://Scholarships - Institute of Law - Nirma Law (nirmauni.ac.in))).
- 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, if applicable (to be attested by a Govt. Officer), for the year 2023-24 (Assessment Year 2024-25) 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. in addition to Income Affidavit, Income & Non-employment Certificate from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Local Municipal Corporation etc and also 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 2023-24 in prescribed For 'C' given in Annexure IV (to be downloaded from Institute Web [Scholarships - Institute of Law - Nirma Law \(nirmauni.ac.in\)](http://Scholarships - Institute of Law - Nirma Law (nirmauni.ac.in)) ) to be issued by the Pension Disbursing Officer.-**THIS IS MANDATORY**

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 2023-24 also to be submitted in addition to other documents as stated in item 3) a & b above.

**SUBMISSION THESE TWO 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).