



గ్రామ - వార్డు సచివాలయము
ఆంధ్రప్రదేశ్ ప్రభుత్వం



Income Certificate Checklist

Application id: **IC** _____

S.No	Designation	Information	Remarks	
2	VRO	Applicant Name		
		Applicant Address Door.No.....ClusterVillageMandalDist.	
		Whether Verified copy of IT Returns/ Pay Slips or anyother documents	Yes	No
		Whether Verified the applicant Ration card/ any otherproof	Yes	No
		VRO Recommendation		
		RI Recommendation		
3	RI	Verification of Documents Submitted by Applicant	Yes	No
		Verification of Report submitted by VRO	Yes	No
		Any enquiry conducted at Door Step	Yes	No
		RI Recommendation		
4	Deputy Tahsildar	Any objections received	Yes	No
		Verified the reports submitted by VRO, RI	Yes	No
		Deputy Tahsildar Decision	Approve	Reject
		Remarks of Deputy Tahsildar		

VRO

RI

DT

Tahsildar