



PRESS RELEASE



South West Garo Hills Administration

Issues SOP for Issuance of Income Certificates

AMPATI, SEPTEMBER 6: The Office of the Deputy Commissioner, South West Garo Hills, Ampati, has issued a Standard Operating Procedure (SOP) for the issuance of Income Certificates to streamline the process and ensure proper verification of income claims made by applicants.

As per the SOP, applicants are required to submit a valid Proof of Address, proof of the requirement for the certificate, and a self-attested affidavit declaring their source and amount of income, along with relevant supporting documents.

Depending on the source of income, applicants may also be required to obtain income certification or assessment from the concerned authority. These include the District Agriculture Officer for agricultural income, Superintendent of Taxes (GHADC) for business and trade, General Manager, DCIC for commerce, industry, craft and related occupations, District Labour Commissioner for labour income, District AH & Veterinary Officer for animal husbandry, District Horticulture Officer for horticulture-related activities, Superintendent of Fisheries for fishery income, and the concerned authority for salaried employees. Pensioners are required to submit their Pension Payment Order and a certificate from the Treasury Officer, along with an affidavit.

The SOP also clarifies that submission of a Land Patta is not mandatory for income assessment related to agricultural activities. Land documents issued by the Nokma, Gaonbura or Village Headman will also be accepted.

Concerned departments and district offices have been directed to assess income claims promptly, preferably within one week of being approached by an applicant.

Once a complete application and the required documents have been submitted, the Income Certificate will be issued by the authorised officer. In cases where there is considerable doubt regarding the authenticity of an income claim, the matter may be referred to the Deputy Commissioner for further verification, including a field inquiry, within 30 days under the Meghalaya Right to Public Services Act, 2020.

The SOP aims to make the issuance of Income Certificates systematic, transparent and efficient, while ensuring that certificates are issued only to genuine applicants who require them to access income-based benefits provided by the Government or other institutions.