

**No. 22/132/2013-IHRIII**  
**HARYANA GOVERNMENT**  
**HUMAN RESOURCES DEPARTMENT**

Dated: Chandigarh, the 31<sup>ST</sup> August, 2022

To

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State.
3. All the CAs/MDs of all Boards/ Corporations/ Public Sector Undertakings.
4. All the Divisional Commissioners in Haryana State,
5. The Registrar of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners & Sub Divisional Officers (Civil).
7. The Registrars of all the Universities in the State of Haryana.

**Subject: Regarding issuing Income Certificates through SARAL portal.**

Sir/Madam,

I am directed to invite your attention to provisions of the *Haryana Parivar Pehchan Act, 2021 (20 of 2021)* which provides for the assignment of the Parivar Pehchan Number (PPN) as a unique identifier number to each family. The database namely Family Information Data Repository (FIDR) contains PPN alongwith corresponding information generally required for determining eligibility for, or the provision of any scheme, service, subsidy or benefit provided/implemented by or on behalf of the State Government/any Government agency/local authority. State Government has been empowered under Section 8 of the Act to prescribe Parivar Pehchan Number (PPN) as a requirement for the purpose of determining above mentioned eligibility or provision. The verified information linked with PPN available in Family Information Data Repository (FIDR) has now made it feasible to issue Income Certificates across the counter through SARAL portal.

3. Keeping in view the above, Government has decided to issue instructions regarding issuance of Income Certificates, in suppression of previous instructions, if any, as under:-

**(i) Portal for issuance of Income Certificate.—**

Income Certificate shall be issued to eligible residents of Haryana on provision of PPN through the SARAL portal (<https://saralharyana.gov.in/>) facsimile signed by ADC-cum-DCRIO (Additional Deputy Commissioner cum District Citizen Resources Information Officer).

These certificates will be issued on the basis of verified data on income contained in FIDR.

**(ii) Person who is entitled to obtain Income Certificate.—**

A person who is a resident of State of Haryana shall be entitled to obtain Income Certificate on provision of PPN and having income verified in FIDR.

**(iii) Verify of Income.—**

The income shall be verified on the basis of the verified data contained in the Family Information Data Repository (FIDR) in accordance with the provisions of the Haryana Parivar Pehchan Act, 2021 and notifications issued thereunder.

**(iv) Competent Authorities for issuance of Income Certificate.—**

Income certificates shall be issued on provision of PPN through SARAL portal (<https://saralharyana.gov.in/>) to eligible residents of Haryana by ADC-cum-DCRIO (Additional Deputy Commissioner -cum- District Citizen Resources Information Officer) under his jurisdiction through his facsimile signature on the certificate.

**(v) Online Service for verification of income based on PPN.—**

Residents seeking to get their income verified in FIDR may visit '<https://meraparivar.haryana.gov.in/ReportGrievance>' portal. Once the request for verification of income is made by the resident on this portal, designated LC will verify and mark the same as verified in the FIDR for the resident.

**(vi) Validity of an Income Certificate.—**

- (i) An Income Certificate once issued (in its standard format) shall be valid for the current financial year, i.e till coming 31<sup>st</sup> March (included) from the date of issuance of the certificate.
- (ii) An Income Certificate may become invalid at any time during the financial year, if after due process, it has been concluded that the income was incorrectly mentioned on the certificate or wrongly verified in the FIDR, due to any reason whatsoever.

**(vii) Grievance Redressal and Correction Process.—**

If an applicant is not in agreement with his income contained in the FIDR, then he/she may lodge his/her grievance for re-verification on the Grievance Module of the PPN portal (<https://meraparivar.haryana.gov.in/ReportGrievance>). The grievances will be dealt with as per the mechanism separately notified by Haryana Parivar Pehchan Patra Authority under the provisions of the Haryana Parivar Pehchan Act, 2021.

**(viii) General Terms and Conditions.—**

- (a) The Income Certificate is usable without any restriction wherever it is accepted (i.e., subject to the criteria laid down by the entity accepting the certificate) and hence no usage/applicability restrictions shall be mentioned on the certificate.
- (b) From the effective date of this order, only the Income Certificates issued through SARAL portal in the format prescribed by the Citizen Resources Information Department, based on PPN and corresponding verified data contained in the FIDR shall be valid Income Certificates.
- (c) An Income Certificate obtained by means of any fraud, misrepresentation or concealment of facts or by any other illegal means shall be declared as invalid and the benefit availed by the candidate/applicant shall be withdrawn and legal action including criminal proceedings will be initiated against the applicant for misrepresenting the facts and playing fraud, as well as against the officials/authorized persons for incorrect/ wrong verification by collusion or otherwise. In such an event, the income shall

be marked as NOT VERIFIED in the FIDR.

- (d) Mere issuance of an Income Certificate does not entitle a person holding such certificate to any benefit that may be admissible under various Government schemes implemented from time to time. Hence, it is important that the authority concerned examines the applicant's entitlement to any specific benefit in accordance with the instructions on the subject at any given point of time. Other eligibility criteria for a particular scheme shall be addressed separately by the authority extending such benefit.
- (e) All Haryana Government organisations (including Departments, Educational Institutions, Boards, Corporations and Societies) are required to accept the Income Certificate in its standard format prescribed by the Citizen Resources Information Department from time to time.
- (f) Any Government organisation accepting physical copy of the income Certificate for the purpose of any scheme, benefit etc. may check the real-time status of the verified income of the person to whom the certificate pertains, on the PPP portal.

4. No Government Department of Haryana shall obligate any resident of the State to submit income related proof documents if he/she provides PPN and his/her income is marked as verified in Family Information Data Repository (FIDR).

5. The above instructions/guidelines may kindly be brought to the notice of all the concerned for strict compliance.

Yours faithfully,

  
Under Secretary Human Resources Department,  
for Chief Secretary to Govt. Haryana.

Endst. No. 22/132/2013-1HRH

Dated : Chandigarh, the 31<sup>st</sup> August, 2022

A copy is forwarded to the following for information and necessary action:-

- 1. Secretary, Haryana Public Service Commission, Panchkula.
- 2. Secretary, Haryana Staff Selection Commission, Panchkula.

  
Under Secretary Human Resources Department,  
for Chief Secretary to Govt. Haryana.