



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

Indian Institute of Technology Bhubaneswar

APPLICATION FOR GRANT OF INCENTIVE FOR ACQUIRING FRESH HIGHER QUALIFICATIONS

(Ref: DoPT OM No. 1/5/2017-Estt (Pay-I) dated 15-Mar-2019)

Part – I (To be filled by the employee concerned)

1. Employee Details:

Name:	Employee Code:
Designation:	Department:

2. Fresh Higher Qualification acquired and Incentive Amount:

S. No.	Higher Qualification	Amount (₹)
(a)	PhD	
(b)	PG Degree / Diploma of duration more than one year	
(c)	PG Degree / Diploma of duration one year or less	
(d)	Degree / Diploma of duration more than three years	
(e)	Degree / Diploma of duration three years or less	

3. Criteria for Considering Grant of Incentive:

(a)	Name of the Qualification and Acquiring date (Attach Self-attested Copy of Certificate)	
	Date of joining IIT Bhubaneswar	
(b)	Date of joining the Course: Date of Completion of the Course:	
(c)	Name of the University / Institute	
(d)	Whether the acquired qualification is essential or desirable to the present post?	
(e)	How the acquired qualification is directly related to the functions of the present post or to the functions to be performed in the next higher post? Please specify.	
(f)	Whether the acquired qualification is sponsored by the Institute? If yes, please provide details thereof:	
(g)	Whether you have availed study leave for acquiring of the higher qualification?	
(h)	Whether the qualification was acquired after induction into service of the Institute?	
(i)	Whether you were previously given any relaxation of educational qualification at the time of initial appointment?	
(j)	Whether you have taken prior permission for acquiring above higher qualification? (if yes, enclose copy of Institute approval)	
(k)	Whether the qualification meriting grant of incentive is recognised by University Grants Commission, respective regulatory bodies? Please specify.	
(l)	Whether you have taken incentive in the past for acquiring higher qualification? (if yes, please provide details)	Qualification: _____ Incentive amount: _____ Granted on: _____

Signature of employee

Date:

HoD Recommendation:

Date:

PART II

ESTABLISHMENT SECTION REMARKS

Sl.	Criteria	Remarks
1.	Whether the employee preferred the claim within six months from the date of acquisition of the higher qualification	
2.	Whether the employee is complying for grant of incentive limited to maximum two times in an employee's career, with a minimum gap of two years between successive grants	
3.	Non-compliance of any other criteria, if any, (specify)	

Grant of Incentive may be considered for Rs._____ (Rupees_____)

OR

Grant of Incentive may not be considered due to _____

Dealing Assistant (JA/JS)

Date:

Assistant / Deputy Registrar (Estb-II)

Date:

Recommended / Not Recommended

Registrar

Date:

Approved / Not Approved

Director

Date:

Forwarded to: Finance & Accounts section for payment of Incentive **(if approved)**.

Copy to:

1. Establishment Section for record
2. Concerned Employee- for information

Note: No incentive shall be allowed for acquiring higher qualification purely on academic or literary subjects.