

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

F. No. 64(4)/2018-NIELIT | 518

17.05.2019

OFFICE MEMORANDUM

Subject: Consolidated instructions regarding Service Rules of NIELIT pertaining to grant of incentives to employees acquiring higher qualifications - reg

In continuation of NIELIT's OM No. 1(51)2013/NIELIT/1106 dated 31/10/2013 read with OM No. DOEACC/CCU/MIS(J/S)/01003/292 dated 13/02/2017 containing NIELIT's Service Rules regulating grant of incentive to employees upon acquiring higher qualifications, in order to remove any ambiguity and discretion, as well as, rationalise the interpretation of the extant instructions/ guidelines/ principles therein, the same have been examined and clarified by a duly constituted committee and accordingly, the duly approved simplified extant instructions/ guidelines/ principles are consolidated, as under: -

(1) NIELIT shall encourage the employees to pursue higher studies and research leading to better academic qualifications in the interest of job roles and NIELIT activities.

(2) Permission for higher studies, through correspondence or on part time basis, shall be granted by the Director General/ Head of the Centre as per Delegation of Power (*as corresponding Appointing Authority*) at his/ her discretion, based on the utility of the course and its applications to the job of the employee concerned.

(Note: Permission of the Competent Authority is a pre-requisite for grant of incentive under the scheme. Also, pursuing higher studies without prior permission is in contravention of terms and conditions governing any regular appointment, as well as, in violation of CCS (Conduct) Rules, thus unbecoming of a Government servant.)

(3) Request for registration for higher studies should normally be made on or after the applicant has satisfactorily completed the probation period. However, this condition may be relaxed in deserving cases e.g., the individuals already undergoing the course at the time of joining the Society etc. by the Director General/ Director of the Centre for the reasons to be recorded in writing.

(4) The topic of the higher studies should have direct relevance to and an impact on the objectives of the Society.

(5) With an unfinished mission task on hand, no long-term leave would be admissible to enable one to work on the higher studies or the research or the completion of the thesis.

(6) Mere permission for higher studies would not automatically be a criterion for getting the leave for preparation, appearing in Examination, etc., which will be subject to the exigencies of work.

(7) NIELIT employees shall be sanctioned incentive for acquiring higher qualification useful in the discharge of higher official work. The following are the scales of incentive admissible on acquiring the prescribed qualifications without affecting the date of next increment in the level: -

S. No	Course	Maximum period for acquiring qualification	No. of Increments
1	Ph.D	Employees of NIELIT are required to complete the course being pursued within the maximum time prescribed for the course of study by the concerned University/Institute. In case of Ph.D, the date of submission of Thesis would be treated as completion of the qualification.	3
2	M.Tech		2
3	B.Tech / BE		2
4	MBA		2
5	MCA		2
6	ICWA / CA		2
7	PG in Finance / HRM/ Marketing / Materials Management, Personnel Management / Industrial Relations / Labour Laws / Law/ Operations Research and other specialisations which may be useful from the point of view of the Society.		2
8	Diploma / PG Diploma		1

2. The guidelines for the employees and the dealing officials/ officers responsible for implementing the above-mentioned incentive scheme are as under: -

(1) "Higher Studies" for the purpose of grant of incentive upon acquiring higher qualification in NIELIT is defined, as under: -

- (i) Qualifications, which are laid down as essential or desirable qualifications for the posts of the employee as per extant Recruitment Rules, will not be considered higher qualification.
- (ii) Qualification is higher for an employee with reference to the employee's existing qualification, i.e. an employee who is already post-graduate cannot be termed as pursuing higher qualification when pursuing another post-graduate degree/ diploma.

For example,

Case - I: An employee, who is MA(Economics), cannot be counted as pursuing higher studies when pursuing M.Com.

Case - II: An employee possessing a PG Diploma HRM would be counted as pursuing higher studies if he/ she enrolls for Masters Degree in HRM or another subject.

केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चंडीगढ़, चैन्नई, दिल्ली, दमटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, पटना, रोपड़, रांची, शिमला, शिलांग और श्रीनगर
विस्तार केन्द्र :	अलावलपुर, पासीघाट, तेज, सिलचर, डिब्रूगढ़, कोकराझार, जोरहाट, तेजपुर, जम्मू, लेह, सेनापति, चुराचंद्रपुर, तुरा, लुंगलेई, चुचुइमलांग, पाली और लखनऊ
Centers :	Agartala, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Patna, Ropar, Ranchi, Shimla, Shillong and Srinagar
Extension Centres :	Alawalpur, Pasighat, Teju, Silchar, Dibrugarh, Kokrajhar, Jorhat, Tejpur, Jammu, Leh, Senapati, Churachnadpur, Tura, Lunglei, Chuchuyimlang, Pali and Lucknow

Case - III: *An employee, who is M. Sc., cannot be counted as pursuing higher studies when pursuing M. Phil., M. Phil. being yet another post graduate degree, normally undertaken only as a stepping stone for taking admission/ gaining exemption(s) into another higher qualification in future, but not a wholesome qualification over and above post-graduation.*

(Note: - NIELIT being a non-traditional academic institution does not stand to benefit from persons qualified in B.Ed., M. Ed., M. Phil. and such degrees/ diplomas that fall somewhere in between Graduation, Post Graduation and Ph.D. but not exactly a wholesome Graduation/ Post Graduation/ Ph.D. degree.)

- (iii) Incentive will be considered only if the higher qualification makes the employee more effective in the present and/ or next higher assignment.

Employees will henceforth be required to submit a short note on why he/ she should be granted permission for higher studies, along with a brief account of one's duties and responsibilities in NIELIT, further supported by a short note of justification and recommendation from the Reporting/ Controlling Officer of the concerned employee. Proforma for seeking permission for higher studies is enclosed at Annexure - I.

- (iv) The streams of specialization for Post Graduate Degree at S. No. 7 of table at Para 1(7) above will be read as suggestive, and includes other specialisations that may be in the organizational interest, such as Law, Materials Management, Operations Research etc.

- (3) Employee will be considered for grant of incentive only upon completing the entire qualification for which permission was originally granted. In case of completing on a part of the qualification, only his/her service records can be updated.

For example,

Case - I: *An employee seeks permission for pursuing MBA in HRM. He can be considered for grant of applicable 2(two) increments only upon acquiring the MBA qualification.*

Case - II: *An employee seeks permission to pursue MBA in HRM with PG Diploma in HRM, as the diploma forms a part of the qualification. When permission granted on such basis, the employee can request for incentive upon acquiring PG Diploma in HRM (i.e. 1 (one) increment). However, the remaining increment, upon adjusting the increment already granted subject to the ceiling limit prescribed for the qualification (i.e. 1 (one) increment), can be sought upon acquiring the MBA qualification.*

- (4) The employees may be allowed to acquire more than one higher qualifications during one's entire career along with entitlement for grant of incentive each time. However, the magnitude/ amount of incentive will not surpass the incentive prescribed for the highest qualification in terms of Para 1(7) above. Thus, there is no bar on grant of incentive on multiple qualifications. However, maximum amount of incentive cannot be more than 3 (three) increments in one's entire career.

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(5) The effective date for grant of incentive on acquiring higher qualification shall be with effect from the date of receipt of the intimation of successful completion of the course of study from the employee to the organisation (not prior to course completion date), along with document(s) in support.

(6) Grant of permission would explicitly convey (leaving no room for ambiguity) as and when the permission would NOT entitle incentive upon acquiring of the certain qualification. If permission granted without such a mention, it would implicitly suggest that the case may be considered for entitlement to incentive as per prevailing rules at the point of time and subject to the merits of the application, as and when presented before the Competent Authority. *Checklist for use of dealing hands is enclosed at Annexure - II.*

(7) In cases of Group 'A' Officers, where Director General, NIELIT is the sole Competent Authority to grant the permission, the cases from NIELIT Centers will be forwarded to NIELIT Headquarters with adequate examination and documentation in support and recommendation of the Director/ Director Incharge of the Centre.

(8) Representation from the employees, in respect of any official communication concerning grant of incentive upon acquiring higher qualification, will be accepted up to 45 days from the date of issue of the communication.

(9) In order to have a proper response mechanism in NIELIT on the subject, applicant would be given response to his/ her application within 60 days from the date of receipt of the application. In case matter remains under consideration, an interim reply must be conveyed without fail. The applicant may write to higher authority under intimation to concerned office in case of no reply/ response within 90 days.

(10) Any fresh representation, in respect of grant of incentive upon acquiring higher qualification prior to 30.10.2013, will not be entertained. Accordingly, NIELIT employees who pursued qualification(s) with/ without permission between 01.04.2005 and 30.10.2013 will be accorded approval solely for the purpose of updating their service records with the qualification(s) so acquired by the concerned, on request.

(11) The decision of Director General, NIELIT will be final and binding on the subject of grant of permission for acquiring higher qualification with/ without incentive.

3. This issues with the approval of the Competent Authority for compliance at NIELIT Headquarters and all NIELIT Centres.


(Janak Raj)
Registrar

To all the employees of NIELIT

Copy to: -

- (1) Executive Director/ Director/ Director-in-Charge, all NIELIT Centres
- (2) All Head of Wings, NIELIT Headquarters
- (3) Respective P&A Wings and Finance Wings of the concerned NIELIT Centres.
- (4) Webmaster, NIELIT Headquarters – *for uploading on NIELIT website*
- (5) Guard File/ Office Order File

Copy for kind information to: -

- (1) Director General, NIELIT
- (2) CVO, NIELIT

ANNEXURE - I

राष्ट्रीय इलेक्ट्रॉनिकी सूचना एवं प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

**APPLICATION FOR GRANT OF PERMISSION
TO PURSUE HIGHER QUALIFICATION**

PART I: PARTICULARS OF THE APPLICANT	
1.	Name of the employee
2.	Designation
3.	Pay Particulars
4.	Present Qualification, starting with highest qualification possessed.
5.	Job Profile (in brief) (Not more than 20-30 words)
PART II: PERMISSION SOUGHT FOR	
6.	Course of study
7.	Mode of study
8.	University from which course to be pursued
9.	Academic Session
10.	A short note from applicant as to why the permission may be granted to him/her (up to 100 words)

Date:**Signature of the employee**

ANNEXURE - II

CHECKLIST FOR ELIGIBILITY FOR INCENTIVE

For administration use only

a.	Qualification is neither essential nor desirable for the post held by the employee, as per extant Recruitment Rules of NIELIT.	Yes/ No
b.	Qualification is a wholesome and recognized qualification for employment purposes, and equivalent to a qualification specified in terms of Para 2.21.7 of NIELIT's Service Rules.	Yes/ No
c.	Employee doesn't already possess an equivalent or higher qualification as on date.	Yes/ No
d.	Qualification is aligned with the job profile of the employee.	Yes/ No
e.	Recommendations by the Reporting Officer (<i>in narration form</i>)	Yes/ No
f.	Number of additional increments already granted in respect of qualification to the employee in the past is less than 3. (Number of additional increments with details to be specified)	Yes/ No