

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)  
(An ISO 9001: 2015 Certified Organisation)

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

Ref. No. I-12/1/2020-Admin-Part(1) Comp. No.:3101689/1127

December 9, 2024

OFFICE MEMORANDUM

As per the recommendations of 25<sup>th</sup> Management Board in its meeting held on 22.10.2024, Chairperson, Governing Council has approved the proposal alongwith the SOP for seeking undertaking / consent from employee desirous to pursue higher qualification to serve NIELIT for a minimum period of three years.

2. All such cases shall be dealt in line with the approved SOP. A copy of the approved SOP is enclosed with this OM.
3. This shall come into force with immediate effect.

  
(Dr. S.K. Dhurandher)  
Registrar

Encl: a/a

To:

1. The Executive Directors/Directors/Directors-in-Charge of NIELIT Centres
2. HOWs - NIELIT HQ
3. Hindi Section, NIELIT HQs - For issuing Hindi version of the OM.
4. ITIS Section - For uploading on NIELIT website

Copy to:

Director General - For kind information

**POLICY ON GRANTING PERMISSION FOR HIGHER STUDIES TO S&T AND  
NON-S&T EMPLOYEES OF NIELIT**

NIELIT aims to achieve greater success by leveraging advancing technology, and actively seeks opportunities to adopt and implement them based on its evolving needs. In line with this, NIELIT is continually seeking to recruit qualified and energetic professionals to enhance the quality of its workforce.

NIELIT always endeavors to assist all its S&T and Non-S&T employees who aspire to pursue further professional education or qualifications to improve their skills and knowledge. It aims to cultivate a team that is technically qualified, motivated, knowledgeable and result oriented. This team is expected to effectively tackle industry challenges and play an active role in the growth and fulfillment of NIELIT's business needs. This will enable the employees to significantly increase the level and quality of their technical know-how, as well as inculcate a culture of research in them.

2. In order to streamline the procedure for granting permission for higher studies to S&T and Non-S&T employees of NIELIT, policy guidelines as given blow will be adopted in NIELIT.

3. The policy will be applicable for all regular S&T and Non-S&T employees of NIELIT desirous of taking full time or part time admission into Ph D programmes/M Tech Programs/long term higher education courses for two years or more duration in universities and technical institutions recognized by UGC and AICTE.

4. **GUIDELINES FOR GRANT OF PERMISSION:**

- a. An employee who has successfully cleared his/her probation period shall be permitted to pursue PhD program (full time or part time)/M Tech Programs/long term higher education courses for duration of two years or more provided he/she fulfils the eligibility criteria for the said programme as prescribed by the institute running the program. The competent authority will decide grant of permission on case to case basis taking into consideration the overall strength in the cadre and in the particular Centre/Office at a time .
- b. Employees permitted for the programmes (Full time or Part time) will have to commit to serve NIELIT for a minimum period of three years by signing appropriate bond as per Government of India rules and provisions. This commitment ensures that the employee who has been granted permission for higher education programme, will continue working with NIELIT for at least three years after completing the programme.
- c. The employee will be expected to adhere to the current and applicable rules and regulations of NIELIT during his/her tenure.
- d. The employee will have to obtain prior permission from the competent authority as per the Delegation of Powers.





- e. The employee will have to bear the entire cost for the programme. No request for sponsorship will be entertained.
- f. The permission shall stand cancelled if the admission to the programme is not taken within 06 months of grant of permission.
- g. The three-year bond period will start from the date when the employee completes the degree. If the employee leaves NIELIT before completion of the bond period, amount specified in the bond will be recovered as per the extant rules in vogue.
- h. The employee can avail study leave as per Government of India instructions and rules on the subject.
- i. Pay, allowances and leave etc. during the period of full-time course (if permitted) will be governed by the extant rules in vogue.
- j. No financial support/assistance for pursuing the programme will be provided by NIELIT.
- k. No permission for higher studies will be given in case the employee does not have at least five years of residual service left.
- l. Permissions already granted but the course is yet to be completed will be covered under the provisions of this SOP.
- m. The management will have the discretion to make changes to this SOP whenever required.

#### 5 GUIDELINES / CRITERIA FOR GRANT OF INCENTIVE

As regards grant of incentive for acquiring fresh higher qualifications, the provisions laid down in **DoPT's OM No. 1/5/2017-Estt(Pay-I) dated 15/03/2019 will inter alia applicable to the employees of NIELIT. The provisions are reproduced as under:**

5.1 The following one-time lump-sum rates as incentive for acquiring fresh higher qualification by a Government employee shall be permissible for courses in fields that are directly relevant to the employee's job:

Sl. No.	Qualification	Amount (Rs.)
1.	Ph.D. or equivalent.	30,000
2.	PG Degree/Diploma of duration more than one year, or equivalent.	25,000
3.	PG Degree/Diploma of duration one year or less, or equivalent.	20,000
4.	Degree/Diploma of duration more than three years, or equivalent.	15,000

*Signature*

5.	Degree/Diploma of duration three years or less, or equivalent.	10,000
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- 5.2 The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.
- 5.3 No incentive shall be allowed for acquiring higher qualification purely on academic or literary subjects. The acquisition of the qualification should be directly related to the functions of the post held by him/her, or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and the qualification acquired and that it should be direct nexus between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the government servant.
- 5.4 The quantum of incentive will be uniform for all posts, irrespective of their classification or grade or the department.
- 5.5 The incentive shall not be admissible where an employee is sponsored by the NIELIT or he/she avails study leave for acquiring the qualification.
- 5.6 The incentive would be given only for higher qualification acquired after induction into service.
- 5.7 No incentive shall not be admissible if an appointment is made in relaxation of the educational qualification. No incentive would be admissible if employee acquires the requisite for such appointment at a later date.
- 5.8 The qualifications meriting grant of incentive should be recognized by University Grants Commission, respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central/State Government or recognized by the Government.
- 5.9 The incentive shall be limited to maximum two times in an employee's career, with a minimum gap of two years between successive grants.
- 5.10 The employee should prefer the claim within six months from the date of acquisition of the higher qualification.

