

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
 (इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त संस्था)
 (An Autonomous Society under Ministry of Electronics & Information Technology, Govt. of India)

**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. | Duration of Course |
| 9. | University from which course to be pursued |
| 10. | Academic Session |
| 11. | 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

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PART III : RECOMMENDATION OF THE REPORTING OFFICER

[*Certifying that grant of permission to the employee reported upon will be beneficial to the organization*]

RECOMMENDED/ NOT RECOMMENDED

Subject to condition(s), if any applicable –

Date :

Reporting Officer

CHECKLIST FOR ELIGIBILITY FOR INCENTIVE*(For use by P&A wing of the Centre / HQ only)*

Name of Employee and Designation.....

Current Place of Posting :

| | | | |
|----|---|---|------------|
| 1. | Qualification is either essential or desirable for the post held by the employee, as per extant Recruitment Rules of NIELIT. | | Yes / No |
| 2. | 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 |
| 3. | Employee already possesses an equivalent or higher qualification as on date. | | Yes / No |
| 4. | Qualification is aligned with the job profile of the employee. | | Yes / No |
| 5. | Recommendation(s) by the Reporting Officer (<i>in narration form</i>) | | Yes / No |
| 6. | Additional increments already granted on attaining higher education | | Yes / No |
| | 6.1 | If yes, number of addition Increments granted in the past (Number of increments with details to be specified) | Nos. |

Checklist filled by :

Date :

Name:

Designation

Signature: