

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Non-Teaching Staff Only

Date: _____

REQUEST FOR REIMBURSEMENT OF INCENTIVE FOR ACQUIRING FRESH HIGHER QUALIFICATIONS

(Ref.: Finance Committee resolution vide agenda item no.FC 17.15 dated 29/03/2019)

Name: _____ Emp. Code: _____

Designation: _____ Matrix & Level: _____

Dept./Section: _____ Date of Joining: _____

S.No.	Qualification	Amount (In ₹)
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
5.	Degree/Diploma of duration three years or less, or equivalent	₹10,000

- Name of the Qualification & acquiring date : _____
- Duration of Course & Full time/Part time: _____
- Name of the University/Institute : _____
- Whether the acquired qualification is essential or desirable to the present post: _____
- Whether 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: _____
- Whether the acquired qualification is sponsored by the government: _____
- Whether you have avails study leave for acquiring of the higher qualification: _____
- Whether you have previously given any relaxation of the educational qualification: _____
- Whether you have taken the prior permission for acquiring of higher qualification: _____ (If yes, enclose the copy of the Institute's Office Order).
- Whether you have taken the Incentive in the past for higher qualification: _____ (If yes, please provide following details:
Qualification: _____ Incentive amount and granted on: ₹ _____

Forwarded to Establishment

Signature of Employee

Counter Signature of the HoD/Section Head/Coordinator

FOR OFFICE USE ONLY

Admissible for the amount of ₹ _____ and same may be approved.

Junior Assistant (Estt.)

Superintendent (Estt.)

Asstt./Dy. Registrar (Estt.)

Jr. Asst. (A/cs.)

Superintendent (A/cs.)

Asstt./Dy. Registrar (A/cs.)

Registrar

NOTE: Account Section shall forward photocopy of this form to Establishment Section for keeping the record in the respective file.