



भारतीय प्रौद्योगिकी संस्थान कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
प्रशासन अनुभाग / ADMINISTRATION SECTION

To,  
The Officer-in-Charge  
Administration Section  
IIT Kanpur

Sub: Application for claiming incentive for acquiring fresh higher qualification.  
Ref: Office Order No. Estt./OO/2020/IITK/399 dated May 20, 2020

I, the undersigned, would like to apply regarding the subject matter cited above. My details are as follows:

- (i) Name of the course - .....
- (ii) University - .....
- (iii) Mode of Study - .....
- (iv) Course Duration - .....
- (v) Institute Permission Date (attach a copy)- .....
- (vi) Date of acquiring the qualification.....
- (vii) Highest Qualification (Completed/Pursuing) at the time of joining the Institute.....
- (viii) Details of higher qualification incentive(s) received since Joining - .....

Enclosures(self-attested): (i) Permission Letter (ii) Fresh Qualification Certificate (iii) Copy of recruitment advt..

I hereby undertake that: -

1. I had not availed study leave and was not sponsored by the Institute to acquire higher qualification.
2. Above mentioned higher qualification has been acquired after induction into service.
3. My appointment was not made in relaxation of the educational qualification.
4. Above mentioned qualification is recognized by UGC/other regulatory body.

I, Mr./Ms.....hereby confirm and declare that I have understood all the guidelines related to grant of incentive and hereby undertake that the above information submitted by me is correct.

Date: .....

Signature of the Employee: .....

Name of the Employee: .....

P.F. No.: .....

Date of Joining the Institute: .....

Designation: .....

Department Office: .....

(To be filled/ forwarded by Head of Dept./ Section/ Unit)

I, hereby certify:

- That the qualification acquired by above mentioned employee is **relevant/ not relevant** (please tick as applicable) to the functions of the post held by him/her, or to the functions to be performed in the next higher post in the Institute and it would contribute to the efficiency of the said employee.
- That .....

Date: .....

Signature of Head of Dept./Section/Office



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(for office use only)

The information furnished by the applicant and the HoD/HoS/HoO has been verified and the application is submitted for consideration with the following remarks:

1. Mr./Ms..... has not availed study leave to acquire the said higher qualification.
2. Qualifications at the time of joining: .....
3. Fresh higher qualification acquired: .....
4. Institute permission taken to pursue the course.....
5. Relevancy of qualification with job: .....
6. No. of times incentive taken in entire career (out of 02).....  
(with minimum gap of 02 years)
7. **Qualification may be added in his personal records - May be added/May not be added.**
8. **Remarks on eligibility (for incentive) - Eligible/ Not Eligible.**

.....

Recommended / Not Recommended

JA/SA (Admin)

JS/Supdt. (Admin.)

AR (Admin)

DR/JR (Admin)

Recommended / Not Recommended

Recommended / Not Recommended

Registrar

Dy. Director

Approved/Not Approved

Director