

Government of India
Ministry of Mines
Indian Bureau of Mines

No. G-28019/1/M&G/2019-Estt.A

Nagpur, dated 10/05/2019

CIRCULAR

Subject:- Processing of applications for grant of incentive for acquiring fresh higher qualifications in the 7th CPC Scenario – regarding.

It is to bring to the kind notice that the detailed criteria/guidelines for grant of incentive for acquiring higher qualifications in the 7th CPC scenario have been issued by the Department of Personnel & Training vide Office Memorandum No. 1/5/2017 Estt (Pay I) dated 15.03.2019.

In the subject matter, it is pertinent to mention that a number of applications are being received for grant of incentives for acquiring fresh higher qualifications in respect of officers/officials of IBM without any certificate and recommendations to the effect that the fresh qualification acquired by the officer/official had been pursued in the relevant fields and has direct nexus with the functions of the post. It is also found that the requisite certificate is not being furnished whether the fresh higher qualifications shall contribute to the efficiency of the officer/official concerned in discharge of their official duties, or not.

Therefore, the concerned offices of IBM are requested to scrutinize such applications scrupulously in terms of DoPT OM No. 1/5/2017 Estt (Pay I) dated 15.03.2019 and forward only those applications which fulfill the conditions as laid down in the said DoPT OM dated 15.03.2019.

Accordingly, a checklist for processing the applications for grant of incentive for acquiring fresh higher qualifications in respect of employees of IBM has been prepared and enclosed herewith for further necessary action in the matter.

This issues with approval of Competent Authority.

Encls: As above.


10/05/19

(CAPT S.S. CHAUDHARY)
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To

1. All Divisional/ Zonal/ Regional/ RMPL / Sectional Heads of IBM.
2. OIC, TMIS, IBM, Nagpur for uploading this Circular in the IBM's website.

**CHECKLIST FOR PROCESSING THE APPLICATIONS FOR GRANT OF INCENTIVE
FOR ACQUIRING FRESH HIGHER QUALIFICATIONS**

**(I) INFORMATION/DETAILS TO BE SUBMITTED BY OFFICER/OFFICIAL CONCERNED
FOR CLAIMING INCENTIVE:**

1. Request letter for grant of incentive for acquiring fresh qualifications after induction into service in terms of DoPT OM No. 1/5/2017 Estt (Pay I) dated 15.03.19.
2. Copy of permission letter for acquiring the said qualification for which the incentive is claimed.
3. Attested copy of PG/Degree/Diploma Certificate etc. alongwith Mark Sheets.
4. Number of occasions for claiming incentives (First/Second).

**(II) INFORMATION/DETAILS TO BE SUBMITTED BY THE CONCERNED DIVISIONAL/
ZONAL HEAD OF THE EMPLOYEE:**

1. Name & Designation of the Officer/Official :
2. Details of fresh qualification acquired after induction into service :
3. It may be confirmed before forwarding the application for grant of incentive that the qualification acquired by the officer/official concerned is recognized by the UGC, respective regulatory bodies like AICTE, Medical Council of India etc. set up by Central/State Government or recognized by the Government.
4. Brief details of duties assigned to the officer/official :
5. It may be certified that there is direct relation between the functions of the post and the qualification acquired by the officer/official and it shall contribute to the efficiency of the government servant. It may also be certified that the officer/official fulfills the conditions for grant of incentive for acquiring fresh higher qualifications in terms of DoPT OM No. 1/5/2017-Estt (Pay I) dated 15.03.19.
6. Recommendation.


(CAPT. S.S. CHAUDHARY)
Chief Administrative Officer &
Head of Office