From

The Director General, Technical Education Haryana, Bays No. 7-12, Sector-4, Panchkula

To

The Principal

- 1. Govt. Polytechnic Ambala, Nilokheri, Jhajjar, Sirsa, Sonipat, Narnaul, Hisar,
- 2. Govt. Polytechnic for Women, Ambala, Faridabad, Sirsa

Memo No.: **944-54** /Admn.-I

Dated: **06.02.2015**

Subject:

Proforma for Application for Grant of Two Advance Increments (noncompoundable) for Higher Qualification (M. Tech., M. Phil./Ph D)

The subject noted above had been engaging the attention of this office for quite some time. It has now been decided that Principals of concerned Govt. Polytechnics shall send the application of the employees for grant of two advance increments (non-compoundable) for higher qualification (M. Tech., M. Phil./Ph D) in pursuance of Govt. of Haryana, Finance Department Notification No. 1/76/2011-1PR(FD) dated 18.10.2011 in the proforma duly approved by the competent authority. Applicants must apply in prescribed proforma only on Legal size paper.

Prescribed proforma is enclosed herewith (also available on departmental website www.techeduhry.gov.in) for information, circulation and further necessary action.

D/A as above

Joint Director (Admn.-I) for Director General, Technical Education, Haryana, Panchkula

Endst. No.: 955

/Admn.-I

Dated: **06.02.2015**

A copy is forwarded to Joint Director (Admn.-III) for further necessary action regarding Aided Polytechnics and Polytechnics run under the Society mode.

Joint Director (Admn.-I)

for Director General, Technical Education,

Haryana, Panchkula

Endst. No.: 956

/Admn.-I

Dated: **06.02.2015**

A copy is forwarded to DD (IT), IT Division, Directorate Office for uploading on the departmental website.

Joint Director (Admn.-I)

for Director General, Technical Education, Haryana, Panchkula

Endst. No.: 957-58

/Admn.-I

Dated: **06.02.2015**

A copy is forwarded to the following:

1. PS to PSTE for information of PSTE please.

2. PS to DGTE for information of DGTE please.

Joint Director (Admn.-I)

for Director General, Technical Education, Haryana, Panchkula

<u>APPLICATION FOR GRANT OF TWO ADVANCE INCREMENTS (NON-COMPOUNDABLE) FOR HIGHER QUALIFICATION (M.Tech. / M. Phil. / Ph. D.)</u>

(In terms of Govt. Of Haryana, Finance Department Notification No. 1/76/2011-1PR(FD) Dated 18.10.2011)

Sr. No.	Particulars	Submissions of the applicant		
1.	Name of Applicant			
2.	Designation			
3.	Date of joining on regular basis after latest recruitment through HPSC / by order of Govt.			
4.	Entry level qualification for the post as per service rules			
5.	Information about Possessing / Pursuing Higher			
	Qualification at the time of joining			
	a) Whether the applicant possessed higher qualification (M.Tech / M. Phil / Ph D.) at the time of joining the Govt. job on regular basis? If yes, i) Name of higher qualification			
	ii) Date of award of provisional degree / final degree			
	b) Whether the applicant was pursuing the higher			
	qualification at the time of joining the Govt. job on regular basis?			
	If yes, i) Name of higher qualification			
	ii) Date of award of provisional degree / final degree			
	c) Whether the applicant informed the office about			
	pursuing the higher qualification at the time of joining the Govt. job on regular basis?			
	If yes, i) Date of informing the office			
	d) Date of entry of higher qualification in the service book			
6.	Information about in-service acquisition of higher			
	qualification			
	a) Letter no. & date of permission from the competent authority for higher qualification			
	b) Name of higher qualification			
	c) Name of University / Technical Institute from which higher qualification acquired			
	d) Whether the University / Deemed University or the Technical Institute was recognized from UGC			
	or AICTE respectively in the year when the concerned applicant acquired higher qualification			
	or is a centrally sponsored / approved / recognized institute of national importance under various ministries of GOI such as IIT, NIT, IIIT etc.			
	e) Date of award of provisional degree / final degree			
	f) Date of entry of higher qualification in the service book			
	g) Mode of acquiring higher qualification: Indicate from the following options i) Regular (Full time) ii) Regular (Part time) iii) Regular (Modular Programme of NITTTR) iv) Correspondence	,		
	Note: Responsibility of proving the mode of study shall vest with the applicant and			

Sr. No.		Particulars	applicant		
		hence clarification to this effect must be			
	1-1	obtained from the concerned University			
	h)	If through correspondence,			
		i) Whether the applicant is covered under Finance Department Notification No.			
		Finance Department Notification No. 1/76/2011-1PR(FD) dt 18.10.2011			
		ii) If no, why case is referred to DTE? Justify			
7.	Nati	ure of Higher Qualification			
7.	a)	Whether higher qualification obtained is in the			
	a)	same line / related line of eligible qualification for			
		recruitment to the concerned post and in the line			
		related to sphere of duty of the post on which			
		applicant was recruited			
	b)	If yes, indicate whether qualification is in			
		i) Same line			
		ii) Related line			
	c)	In case the higher qualification is in related line,			
		i) Attach the copy of equivalency certificate			
		obtained from the concerned university			
		ii) In case of private university, attach			
		equivalency certificate obtained from the			
		Govt. University of the State / authorized			
		agency of State of Haryana, if any			
Undertaking of the applicant:					
I understand and certify that I am eligible as per conditions of FD instructions No. 1/76/2011-					
1PR(FD) Dt. 18.10.2011 for grant of two advance increments (Non-Compoundable)					
Dated:		(Full	signature of the applicant)		
Recomm	ienda	tion of the In-charge concerned:			

Recon	nmendation of the In-charge concerned:
	gone through the FD instructions referred above carefully and recommend the case of lvance increments (Non-Compoundable) to Sh. / Ms
.1	(mention name & designation of
the ap	plicant).
	(Signature of In chauge)
	(Signature of In-charge) Name:
Dated	
	TO BE FILLED IN BY THE OFFICE OF PRINCIPAL
1.	Diary No. & date of receipt of application
2.	Date of eligibility for grant of advance increments as per FD Notification No.
	1/76/2011-1PR(FD) dated 18.10.2011
3.	The recommendations have been given strictly in pursuance of FD Notification No.

1/76/2011-1PR(FD) dated 18.10.2011 in this regard.

Full signature of Principal (with seal)