

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,
Adampur
2. Govt. Polytechnic for Women, Ambala, Faridabad, Sirsa

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

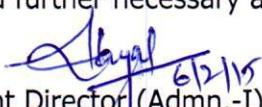
Dated: **06.02.2015**

Subject: Proforma for Application for Grant of Two Advance Increments (non-compoundable) 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

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

(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
	<i>Note: Responsibility of proving the mode of study shall vest with the applicant and</i>	

Sr. No.	Particulars		Submissions of the applicant
	<i>hence clarification to this effect must be obtained from the concerned University</i>		
	h) If through correspondence, i) Whether the applicant is covered under Finance Department Notification No. 1/76/2011-1PR(FD) dt 18.10.2011 ii) If no, why case is referred to DTE? Justify		
7.	Nature of Higher Qualification		
	a) Whether higher qualification obtained is in the 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)

Recommendation of the In-charge concerned:

I have gone through the FD instructions referred above carefully and recommend the case of two advance increments (Non-Compoundable) to Sh. / Ms _____

(mention name & designation of the applicant).

(Signature of In-charge)

Name: _____

Designation: _____

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)