



भारतीय प्रौद्योगिकी संस्थान, कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR  
प्रशासनिक विभाग  
ADMINISTRATION SECTION

No. Estt./OO/2009/IITK/ 707  
Date : June 18 2009


OFFICE ORDER

**Sub: Incentive to non-teaching staff for acquiring fresh higher qualifications- Revised Conditions**  
**Ref: Office Order No. R/OO-32/2002-IITK/473 dated 04.10.2002 and Office Order No. No.1/1/2007- Pay-I of DOPT dated 16.05.2008**

Consequent upon the approval of Competent Authority of the Institute, the incentive for acquiring higher qualifications for the non teaching staff of the Institute after joining the Institute shall remain unchanged as per the above referenced office order of the Institute, subject to certain revisions stated hereunder:

The terms and conditions for the aforesaid incentive are mentioned below :

1. The incentive will not be granted for the qualifications which are laid down as essential, or desirable, qualifications, in the recruitment rules for the post.
2. The incentive will not be admissible, if the employee is sponsored with financial benefit, or availed study leave, for acquiring such qualifications.
3. The incentive will not be admissible, if the appointment is made in relaxation of educational qualification and the employee acquires such qualifications at a later date.
4. The qualifications meriting grant of incentive should be recognized by a University, Deemed University, All India Council of Technical Education (AICTE), Department of Electronics, **Distance Learning Council** Board, etc. recognized by the Government.
5. The acquisition of the qualification should be directly related to the functions of the post held by the incumbent, or to the functions to be performed in the next higher post.
6. **The claim for the incentive for the said purpose shall be made within six months from the date of acquisition of higher qualifications.**
7. **The incentive shall be admissible only to those incumbents who are likely to serve for not less than 3 years after acquisition of the higher qualification. If the period of service to be rendered is less than 3 years, the incentive amount shall be recovered from the incumbent before relieving from the Institute.**

  
R K Sachan  
Dy. Registrar (Admin.)

Copy to:

1. Director
2. Dy. Director
3. Registrar
4. Web Master
5. Notice Boards

Aks/-