

To,

Joint Secretary to Government,
Department of Personnel (A-I),
Government of Rajasthan, Jaipur.

Subject:-For granting incentive for acquiring fresh higher qualifications in 7th CPC for AIS officers.

Reference:- DoPT, GoI's letter No. 11022/01/2021-AIS-II dated 13.08.2021.

Respected Sir,

I have acquired fresh higher qualification and request that incentive for the same may be granted to me.

Encl:- 1. Checklist
2. Copy of Degree/Diploma
3. Copy of prior permission for higher study

Yours faithfully,

(Name of Officer)
Service & Batch
Present Posting

**Check list for incentive for acquiring fresh higher qualifications in 7th
CPC for AIS officers**

Reference:- DoPT, GoI's letter No. 11022/01/2021-AIS-II dated 13.08.2021

1.	Qualification acquired (Please tick whichever is relevant)	1.	Ph.D. or equivalent	
		2.	PG Degree/ Diploma of duration more than one year, or equivalent	
		3.	PG Degree/ Diploma of duration one year or less, or equivalent	
		4.	Degree/Diploma of duration more than three years, or equivalent	
		5.	Degree/Diploma of duration three years or less, or equivalent	
		6.	Any other	
2.	Is higher education acquired purely on academic or literary subjects only?	Yes/No Provide Details		
3.	Please provide details/summary on how freshly acquired higher education is relevant to function being performed in present post or post that may be held in future.			
4.	Have you availed study leave for acquiring fresh higher education?	Yes/No		
5.	Has your acquiring of higher education been partially/fully sponsored by government or any government organization?	Yes/No Provide Details		
6.	Has the education acquired after induction (Confirmation) into service?	1.	Date of induction into Service	
		2.	Date of start of higher education course	
		3.	Date of completion of higher education course	
7.	Is the qualification gained as a result of acquiring higher education recognized by University Grants Commission or respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central and State Government or recognized by State Government.	Yes/No Provide Details		
8.	Have you claimed the incentive before? (It can be claimed only twice with a minimum gap of two years between grants)	Yes/No Please mention date of last claim.		
9.	Date of acquisition of higher qualification. (which is the date of issue of the degree)			

Date:-

(Signature of officer with Name)
Present Posting