



सं. No. – NITR/ES/2013/M/ 2065

दिनांक Date – 29/08/2013

**CIRCULAR**

The matter of processing of application (Form – ES/10) of employees seeking permission to pursue higher studies was under consideration for quite sometime. On examination of the regulatory provisions vis-à-vis resources required for processing and difficulty faced by the employees in the process, the following were observed.

1. While the CCS (Conduct) Rules provides that seeking permission for the purpose is mandatory, the same rule also provides that "Ordinarily, there can be no objection to the pursuit of knowledge" and that "Ordinarily permission is to be granted".

2. Processing of such applications require a lot of institutional resources both in terms of time and stationary. Besides, this process may discourage an employee for enrolling for higher studies.

In view of above following policy is decided:-

1. No prior or post-facto permission is required for the Institute employees for joining any academic program of any form outside the institute. The Institute will neither support nor destruct any effort by an employee to pursue higher qualification.

2. Any loss of efficiency observed during the course of and/or as a consequence of such enrollment will be treated in its own merit without making reference to the academic program and will be addressed in the same way without giving an eye to his/her enrollment in the academic program.

3. Sanction of incentive for acquiring any higher qualification will be as per the BOG Resolution No. – 31(2012)-13, dated 04/10/2012 as circulated vide No. – NITR/RG/BOG-31/2012/389, dated 19/10/2012.

4. Form – ES/10 is dispensed with.

This issues with the approval of the competent authority.

**REGISTRAR**

Copy to –

1. All Deans/HODs/HOOs for information and circulation.
2. Secretary to Director.
3. Establishment File.