

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.: **1685-95** /Admn.-I

Dated: **11.03.2015**

**Subject: Proforma for Application for Permission for Higher Qualification**

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 obtaining permission for higher qualification 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](http://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.: **1696**

/Admn.-I

Dated: **11.03.2015**

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.: **1697**

/Admn.-I

Dated: **11.03.2015**

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.: **1698-99**

/Admn.-I

Dated: **11.03.2015**

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 PERMISSION FOR HIGHER QUALIFICATION**

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.	If similar permission was taken in the past? If yes, (i) Name of Course (ii) Institute (iii) Result be given	
5.	Details of Higher Qualification (which the applicant intends to pursue) alongwith name(s) of proposed Technical Institute / University / Deemed University etc. with complete address	
6.	<b>Mode of Study:</b> Indicate from the following options  i) Regular (Full time) ii) Regular (Part time)- holidays-weekend, evening classes iii) Regular (Modular Programme of NITTTR) iv) Correspondence  <i>Note: Responsibility of proving the mode of study shall vest with the applicant and hence clarification to this effect must be obtained from the concerned University</i>	
7.	Duration of course (Year(s) & Months)	
8.	Tentative date of start of course	From _____ To _____
9.	If higher qualification is in regular mode, whether applicant intends to avail study leave as per Rule – 8.126 of CSR Vol. I Part – I (Yes / No)	
10.	Whether candidate intends to avail leave for Course Work (other than study leave) for Ph.D.	<b>Duration:</b> ____ months ____ days <b>Schedule:</b> From ____ To ____
11.	Leave (more than 30 days) availed in the past, reason thereof and duration of leave	
12.	Undertaking from the applicant that:  i) No inquiry/explanation/charge sheet is pending against me. ii) The expenditure involved, if any, will be borne by the employee concerned. iii) For Correspondence / Part time courses leave if required shall be availed during the examinations days of said course only. iv) In case of correspondence course, applicant shall not claim benefit of two advance increments for higher qualification as per Finance Department Notification No. 1/76/2011-1PR(FD) dt 18.10.2011. v) The applicant understands and agrees that responsibility and the resultant consequences, if any, shall vest with himself / herself if the qualification / institution of study is fake, unrecognized, unapproved by the competent authority / agency or violative of applicable laws in force.	

**Signature of the applicant**

**FOR OFFICE USE ONLY**

In view of the above facts, it is recommended to allow the applicant for acquiring higher education. The work of the Polytechnic shall not suffer due to this.

Alternative arrangement for teaching during Study Leave / Course Work of the applicant is proposed as \_\_\_\_\_ (for the period from \_\_\_\_\_ to \_\_\_\_\_).

**Full signature of Principal (with seal)**