

Subject: Grant of incentive on acquiring additional / higher qualification.

Note:	1. Information in respect of all columns is compulsory for processing of application.
	2. * Strikeout whichever is not applicable.

1.	Employee code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Status	* Regular / Probation	6.	Date of Appointment	
7.	Name of Course				
8 a)	Year of commencement of the course				
b)	Year of completion of the course				
c)	Duration of the course				
9.	Subjects / areas covered in the course				
10.	Name of the Institution				
11.	University / Board to which the institution is affiliated/associated.				
12.	Whether the Board / University is recognized? If yes, Name of the Authority with which it is registered		* Yes / No		
13.	Whether the course was correspondence or regular		* Correspondence / Regular		
14.	Brief justification how this course would be useful in the working of the employee and the company. (If required additional sheet may be enclosed).				
15.	Declaration: 1. It is certified that I have not claimed incentive earlier from Iicon for acquiring this qualification. 2. I have not claimed incentive for AMIE Section 'A', earlier. (Applicable to employees claiming incentive for AMIE (both sections)).				

- Encls: 1. Copy of Office Order conveying prior permission for acquiring additional / higher qualification.
 2. Copy of mark-sheet duly attested by the Functional Head.
 3. Copy of certificate in proof of having acquired the qualification duly attested by the Functional Head.

Signature of the employee _____

Remarks, if any, of the Controlling Officer duly countersigned by Project Head

Signatures of Controlling Officer _____
 Name & Designation _____

Project / Functional Head

FOR USE IN HRM, CORPORATE OFFICE

The above information has been checked / scrutinized and found to be in order. Employee is eligible for grant of incentive amounting of Rs. _____ (lump sum) for acquiring the above qualifications. Submitted for approval, please.

Sr.Asst./HRM

JGM/HRM

AGM / HRM

MD