

**Sub: Application for seeking permission for 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.	Emp.code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Status	* Regular/Adhoc/Contract	6.	Date of Apptt.	

Ref. Page No. of prospectus

7.	Name of the course	
8.	Duration of the course	
9.	Name of the Institution	
10.	University/Board to which the institution is affiliated / associated	
11.	Whether the Board/University is recognized? If yes, Name of the Authority with which it is registered	*Yes / No
12.	Whether the course is correspondence or regular	*correspondence / regular
13.	Timings & periodicity of the classes / lectures	
14.	Place where the classes / lecturers would be held	

**Undertaking:** I hereby undertake that –

- The above course will not hamper in discharging my official duties.
- I will bear all expenses for acquiring the \*additional / higher qualification.
- I will avail leave as may be due for pursuit of the course. This, however, in no way binds the company to grant leave to me.
- Permission to pursue the course for acquiring \*additional / higher qualification will not be a bar to my transferability.

Encl: Photocopy of prospectus (self-attested)

Signature of the employee \_\_\_\_\_

***Certificate from the Controlling Officer / Project Incharge***

Shri \_\_\_\_\_, \_\_\_\_\_ \*may / may not be allowed to join the above mentioned course. He can / cannot be spared to attend the course without affecting the office work.

Signature of Controlling Officer \_\_\_\_\_  
Name & Desgn. \_\_\_\_\_

**Project / Functional Head**

**FOR USE IN HRM, CORPORATE OFFICE**

The above information has been checked / scrutinized and found to be in order. May kindly accord approval for pursuing additional / higher qualification of \_\_\_\_\_ (Correspondence / regular).

Sr.Assistant/HRM

**JGM/HRM**

**AGM / HRM**

**M.D.**