

Checklist

For granting permission to pursue higher /Additional qualification

Sl.No.	Items	Checklist
01	Duly filled Application for permission to pursue higher /Additional qualification	Check
02	Date of Application	___/___/20__
03	Date of Forwarding Application	___/___/20__
04	Probable Date of Admission for the course applied	___/___/20__
05	Duration of the course applied for	
06	Copy of prospectus / any other relevant documents regarding admission in the institution	
07	Details of University	
08	Details of course applied for Degree or Diploma or any there course.	
09	Details of Admission	
10	Whether the course is Correspondence or regular	
11	Details of Existing Qualification as recorded Officially, with year of passing.	
12	Recommendation of GM of the Area/ GM/HOD	

Checked By:-

Name:-

Designation:-

Area/Unit:-

Application for granting permission to pursue higher/additional qualification.

(Under the relevant provision of Common Coal Cadre in Chapter VII)

To,

**The General Manager(EE)
MCL HQ., Burla.**

Through : GM of the Area/ GM/HOD-HQ.

Part 'A'

01. Employee No. :
02. Name of the Executive :
03. Present Design. and Grade :
04. Cadre/discipline to which belongs :
05. Date of initial appointment :
06. Date of birth :
07. Present place of posting and Area :
08. Existing qualification recorded officially :
09. Details of the study of higher studies if
done earlier to this application :
10. Ref.of permission if granted earlier :

Part 'B'

01. Details of the course for which applicant had applied:
02. Whether it is technical or non-technical course :
03. Whether it is a Diploma or Degree Course :
04. Duration of the course.(with dates) :
05. Whether it is a correspondence or regular course :
06. Whether it is semester system or annual exam.system:
07. Name of the University from which the course is
intended to be done. :
08. Whether the Degree/Diploma is recognised by :
09. Whether admission has been confirmed or not
(if so attach the admission letter of the university)
10. If it is a regular course how the classes will be attended:

Part " C "

(DECLARATION)

- 01.It should not restrict the right of the management for his transfer on administrative grounds.
- 02.It should not attract any financial burden to the company.
- 03.The normal working of the company should not be affected in any manner.
- 04.Extending of any benefits subsequent to completion of the aforesaid course will be at the discretion of the Competent Authority.
- 05.Earned Leave only will be granted for appearing in the examination and if there is no leave to credit it will be treated as Leave Without Pay.
- 06.No claim on account of the higher studies for promotion etc. will be entertained.

Certified that the above information are true and correct and requested for granting permission to pursue higher/additional qualification on approval of competent authority.

Signature of the Applicant

Part "D"

(To be certified by the GM of the Area/GM/HOD-HQ)

The acquisition of the proposed additional qualification will help the executive to improve efficiency in his/ her existing area of functioning and will make him/ her potential for shouldering the higher responsibilities.

It will not in any manner affect the normal working of the executive and cause hindering to the smooth functioning of the company.

It will not attract any financial burden nor will cause any administrative inconvenience including that of transfer if held due to any administrative reasons or otherwise.

Hence recommended and forwarded for consideration for granting permission to do _____ course from _____
by Sri _____ for a duration of _____

General Manager

Area/Deptt.:

Date :

General Manager(EE)/MCL HQ Burla