

No.1/2/89-Est.(Pay.I)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

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New Delhi, dated the 9<sup>th</sup> April 1999

OFFICE MEMORANDUM

Subject: Incentive for acquiring fresh higher qualifications.

The undersigned is directed to say that in pursuance of the recommendation made by the Fourth Central Pay Commission, the question of grant of incentive on acquiring higher qualifications was considered by the Government and a centralized committee constituted. The Ministries/ Departments of Government of India were advised vide this department's O.M. of even number dated the 28<sup>th</sup> June, 1993 that from the financial year 1993-94, the present system of giving advance increments shall be replaced by grant of lump-sum amount as incentive. Policy guidelines were also provided to consider grant of lump-sum incentive for acquiring fresh qualifications for which presently there is no scheme for grant of advance increments. The Ministries/Departments were requested to review the existing schemes in the light of the aforesaid guidelines.

2. On the basis of information received from various Ministries/Departments, the matter was considered by the Government and the standardised scales of lump-sum incentives in respect of the existing increment based schemes were issued vide O.M. of even number dated the 31<sup>st</sup> Jan, 1995.
3. The question of finalising fresh qualifications (in addition to the ones which presently qualify for grant of this incentive) which would merit grant of lump-sum incentive was considered by the centralised committee and after taking into account the recommendations made by the Fifth Central Pay Commission in Chapter 23 of their supplementary report No.1, it has been decided to grant lump-sum incentive on acquiring fresh qualifications listed in the annexure. The grant of incentive in respect of these qualifications will be subject to fulfilment of the criteria laid down in this department's O.M. dated 28<sup>th</sup> June, 1993, referred to above. The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post. The quantum of incentive will be uniform for all posts irrespective of their classification or grade or the department. The incentive will not be admissible where the government servant is sponsored by the government or he avails of study leave for acquiring the qualification. The incentive would be given only for higher qualification acquired after induction into service and will not apply for the incentives now being given in the existing schemes for possession of higher qualification at an entry stage. No incentive would be admissible if an appointment is made in relaxation of the educational qualification. No incentive would be admissible if the employee acquires the requisite qualification for such appointment at a later date. The acquisition of the qualification should be directly related to the functions of the post held by him/her or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the government servant. The qualifications meriting grant of incentive should be recognised by the All India Council for Technical Education, Department of Electronics, Deemed University, University or recognised by the Government. No stepping up of pay shall be allowed in the case of juniors by virtue of drawing more pay under the scheme of advance increments.

4. The grant of incentive for the qualifications listed in the annexure may be considered by the administrative authorities in consultation with their integrated finance and necessary orders issued after ensuring that the criteria laid down above is fulfilled. The incentive will be admissible on acquiring these qualifications on or after the date of issue of these orders.
5. Should any of the Ministries/Departments consider the extension of the incentive scheme to qualifications other than those listed in the annexure necessary, this should be done only with the prior approval of this department and the Ministry of Finance.
6. The Ministry of Agriculture and Cooperation etc. are requested to bring these instructions to the notice of all concerned. In so far as the persons working in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

*J. Wilson* 9.4.99  
(J. Wilson)

Deputy Secretary to the Government of India

To :

All Ministries/Departments  
as per standard list

Copies also forwarded to:

1. The Comptroller & Auditor General of India and all offices under his control (with 400 spare copies)
2. Registrar General, Supreme Court of India
3. Secretaries to Union Public Service Commission/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat/Prime Minister's Office/Planning Commission.
4. Controller General of Accounts/Controller of Accounts, Ministry of Finance
5. Department of Personnel & Training (AIS Division)/ JCA/ Admn. Section
6. Additional Secretary (Home), Ministry of Home Affairs
7. Joint Secretary (Union Territories), Ministry of Home Affairs /All State Governments and Union Territories
8. Secretary, National Council (Staff Side), 13-C, Feroz Shah Road, New Delhi/  
All Members of the Staff Side of the National Council (JCM)/  
Departmental Council.
9. All officers/Sections of the Department of Personnel & Training/Department of Administrative Reforms & Public Grievances/ Department of Pension & Pensioner's Welfare
10. Joint Secretary (Pers.), Ministry of Finance, Department of Expenditure
11. 300 Spare sets.

*J. Wilson* 9.4.99  
(J. Wilson)

Deputy Secretary to the Government of India

**Annexure to Department of Personnel & Training's O.M.No.1 /2/89-Estt.(Pay.I)  
dated 31<sup>st</sup> March 1999.**

<u>Qualification</u>	<u>Lump-sum incentive</u>
1. Degree in Engineering or equivalent in the respective discipline	Rs.8,000/-
2. Post Graduate degree or equivalent in Engineering in respective discipline	Rs.10,000/-
3. Ph. D in the field relevant to the functions of the government servant	Rs.10,000/-
4. Diploma or equivalent in Computer Science / Computer Applications/ Information Technology relevant to the functions of the government servant	Rs. 4,000/-
5. PG Diploma in Computer Science/Computer Applications/Information Technology relevant to the functions of the Government servant	Rs. 6,000/-
6. Degree in Computer Science/Computer Applications/ Information Technology relevant to the functions of the Government servant	Rs.8,000/-
7. Post Graduate Degree in Computer Science/ Computer Applications/Information Technology relevant to the functions of the government servant	Rs.10,000/-
8. P. G. Diploma in Materials Management from Institute/University/Deemed University etc. recognised by the All India Council for Technical Education/ Government of India	Rs. 6,000/-
9. (a) On passing Intermediate/ Part I Examination of the Institute of Chartered Accountants of India, Cost & Works Accountants of India/Institute of Chartered Financial Analysts of India	Rs. 4,000/-
(b) On passing final examination of Institute of Chartered Financial Analysts of India/ Cost & Works Accountants of India/ Institute of Chartered Financial Analysts of India	Rs. 8,000/-
10. (a) On passing intermediate examination of the Institute of Company Secretaries of India	Rs. 2,000/-
(b) On passing Final Examination of the Institute of Company Secretaries of India	Rs. 4,000/-
11. Multi skill diploma in relevant fields	Rs. 4,000/-
12. PG/ Ph. D in Veterinary Science	Rs. 10,000/-