

**No.11022/01/2021-AIS-II**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel and Training**  
**AIS(AIS-II (Pay))**  
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**North Block, New Delhi**  
**Dated 13 August, 2021**

**OFFICE MEMORANDUM**

**Subject:- Grant of incentives to AIS officers for acquiring fresh higher qualification**

I am directed to state that this Department is in receipt of references regarding grant of incentive in the form of one-time lump-sum amount to the officers of All India Services (AIS) for acquiring fresh higher qualification, in line with the similar benefits being provided to the Central Government Servants.

2. Accordingly, the matter has been examined in this Department and it has been decided to grant incentive in the form of one-time lump-sum amount to the officers of All India Service for acquiring fresh higher qualification in the fields that are directly relevant to the officers' job at the rates mentioned below:

Sl. No.	Qualification	Amount
i.	Ph.D. or equivalent	30,000
ii.	PG Degree / Diploma of duration more than one year, or equivalent	25,000
iii.	PG Degree / Diploma of duration one year or less, or equivalent.	20,000
iv.	Degree / Diploma of duration more than three years, or equivalent.	15,000
v.	Degree / Diploma of duration three years or less, or equivalent.	10,000

3. Professional courses directly relevant to the functional requirement of the respective Organizations / Ministries / Departments in State Government / Central Government but not covered by any one of the categories mentioned in table given above, shall be notified specifically under Sl. Nos. (iv) or (v) of the table in para 2 above, by the concerned Organizations / Ministries / Departments in State Government / Central Government in consultation with their respective IFD.

4. Administrative Authorities are free to choose courses on their own. However, the grant of incentive in the form of one-time lump-sum amount in

respect of above qualifications will be subject to the fulfillment of the criteria laid down in the para 5 below and the same shall be considered by the administrative authorities in consultation with their IFD subject to the fulfilment of the said criteria.

5. Criteria / guidelines for granting incentive in the form of one-time lump-sum amount for acquiring fresh higher qualifications are as under:

5.1. The incentive in the form of one-time lump-sum amount will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.

5.2. No incentive in the form of one-time lump-sum amount shall be allowed for acquiring fresh higher qualification purely on academic or literary subjects. The acquisition of the qualification should be directly related to the functions of the post held by the officer or to the functions to be performed in the next higher post. There should be direct relation between the functions of the post and the fresh higher qualification acquired by the officer and that it should contribute to the efficiency of the officer.

5.3. The quantum of incentive in the form of one-time lump-sum amount will be uniform for all posts, irrespective of their Scale / Grade.

5.4. The incentive in the form of one-time lump-sum amount shall not be admissible where the fresh higher qualification in respect of the claimant officer has been sponsored by the government or he/she avails study leave for acquiring such fresh higher qualification.

5.5. The incentive in the form of one-time lump-sum amount would be given only for higher qualification acquired after induction into service.

5.6. No incentive would be admissible if an appointment is made in relaxation of the educational qualification. No incentive would be admissible if the officer acquires the requisite qualification for such appointment at a later date.

5.7. The qualifications meriting grant of incentive in the form of one-time lump-sum amount should be recognized by University Grants Commission, respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central/State Government or recognized by the Government.

5.8. The incentive in the form of one-time lump-sum amount shall be limited to maximum two times in an officer's career, with a minimum gap of two years between successive grants.

5.9. The incentive in the form of one-time lump-sum amount will be available to those AIS officers who have acquired their higher qualification on or after 01.07.2017.

5.10. The AIS officers should prefer the claim within six months from the date of acquisition of the higher qualification. However, as a one-time measure, the officers who have acquired their fresh higher qualification on or after 01.07.2017 till the date of issue of this letter, may apply for the claims within six months from the date of issue of this letter.

6. This issues with the approval of the competent authority.

[OM No: 11022/01/2021-AIS-II Dated: 13/8/2021](#)

**(Sign of Authority)**  
**Kuldeep Chaudhary**  
**Under Secretary**  
**01123094714**

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**Other Reference OMs**

- 1. [OM No: 11022/01/2021-AIS-II Dated: 13/8/2021](#)