

FORMAT TO APPLY FOR HIGHER EDUCATION

1. Name of the Employee :
2. Designation :
3. Department :
4. DOJ (on Initial posting) :
5. DOJ (on promotion) [If applicable] :
6. Educational Qualification at the time of joining the post:
7. Higher study/course which employee wants to pursue :
8. Session with Mode [Regular/Distance] :
9. Institute Name :
10. Kindly justify how this higher qualification would enhance your skills and benefits you and the organization in terms of the post you held at IGNTU, Amarkantak,(M.P) [not more than 150 words]

Signature of Concerned Head

Signature of the Employee
Date: