

**SCHEME TO PROVIDE INCENTIVE FOR ACQUIRING
HIGHER QUALIFICATION**

1.0 Introduction and Objective

With a view to encourage employees to acquire higher qualifications as are relevant to their field of work and enable them to improve their job effectiveness, the Corporation provides incentive by way of one-time lump-sum payment to employees in regular scales of pay in accordance with the following guidelines.

2.0 Applicability and Quantum of Incentive

All employees of the Corporation, in regular scales of pay who acquire additional qualifications as mentioned under Group A, B and C will be paid one-time lump-sum monetary incentive as indicated below:

<u>Group</u>	<u>Incentive(Rs.)</u>
A	15000
B	10000
C	7000

3.0 Qualifications eligible for Incentive

The group-wise list of qualifications eligible for payment of incentive is as detailed in the Annexure-A. The candidates must ensure that the qualification acquired by them is recognized by the concerned statutory / other authorities. In order to facilitate them, framework for recognition of various qualifications by statutory / other authorities, acceptable to IndianOil, is placed at Annexure-B.

4.0 General

- i) The monetary incentive will be payable only on successful completion of the prescribed course of instructions leading to the employee acquiring the formal qualification. No interim or advance payment will be made in this connection. Further, no payment will be due/payable for undergoing part of the course of instructions or passing any intermediate examination.
- ii) No other payments or facilities like time off, transport etc., will be provided by the Corporation to the employees under the scheme.
- iii) Once an employee has drawn incentive on acquiring a listed qualification under one group, he would not be entitled to the same again if he acquires another qualification from the same group subsequently. In other words, the employees would be entitled to incentive only once for pursuing any of the listed qualifications in a particular group.
- iv) The pursuit of the prescribed course, attending of classes etc., by the employee shall not in any way interfere with his official duties.
- v) The employee will himself meet all the expenditure for seeking admission and/or undergoing the course of instructions for acquiring the proposed additional qualification.

- vi) The employee will have to avail himself of leave as may be due to him for preparation and for appearing in the examination or other purposes in pursuit of the course of instructions for acquiring the additional qualification. The Corporation will have no obligation whatsoever to grant leave to the employee merely in consideration of the permission having been granted to the employee.
- vii) The incentive will be payable only if the additional qualification obtained by the employee is awarded by the Institute/University recognized by Govt. of India.
- viii) An employee who is sponsored and granted special leave, financial assistance etc., by the Corporation for pursuing any of the specified courses shall not be eligible for monetary incentive under the scheme.
- ix) The employee acquiring the qualification will have no superior claim over others merely because of acquiring the additional qualification except as may be due to him in accordance with the promotion policy applicable to him.
- x) The Management's approval to an employee to pursue a course of instruction for acquiring additional qualification will not be a bar to the transferability of the employee.
- xi) The Corporation reserves the right to amend, alter, modify and/or withdraw the scheme at any time without any prior intimation/notice at its absolute discretion.

Group-wise list of qualifications & incentive payable

Group	Qualifications	Rate of cash incentive
A	B.Tech/AMIME/AMIE/AMICE/AMIM B.Arch MBBS/MD/MS: Specialization in any Branch of Medicine MA in Personnel Management & Industrial Relations Masters in Social Work Masters in Management Studies Masters Degree in Engineering/M.Tech. Masters Degree in Finance Management/CA/ICWA/CS/ACS Post Graduate Diploma in Personnel Management equivalent to MBA (Regular course) Masters in Business Administration Masters in Computer Applications Degree/Post Graduate Diploma in Mass Communications & Public Relations Ph.D.	Rs.15000/-
B	Diploma in Industrial Engineering Diploma in Computer Management Diploma in Petroleum Technology Diploma in Instrumentation Diploma in Systems Management Diploma in Management Studies Diploma in Marketing Management Diploma in Social Work Diploma in Personnel Management Diploma in Clinical Pathology Diploma in Industrial Safety Diploma in HRD Diploma in Training & Development Diploma in Materials Management Diploma in Shipping Diploma in Advertising/ Journalism/ Mass Communications/ PR Diploma in Finance Management Diploma in Catering/Hotel Management Masters/Bachelor in Library Science Post Graduation/Graduation in Science/Arts/Law/Commerce/ Information Technology DME(3 years) Post MBBS Diploma in any Branch of Medicine/Surgery Associate of Institute of Chemists PGDFA from ICFAI, Hyderabad First Class Boiler Competency Certificate	Rs.10000/-
C	Trade Certificate from ITI/NCTVT/SSC Second Class Boiler Competency Certificate	Rs.7000/-

Qualification/ Institutions – Recognition

S.No	Qualification	Standalone Institute	University			
			Govt University	Deemed University	Private University	Institutes of national Importance
1.	MBA-Fulltime 2 yr prog	Can not offer MBA	Accept	Accept	Accept	Accept
2.	MBA-Part-time with classes - prog 2 years or more duration		Refer to AIU for equivalence to two year full regular MBA	Refer to AIU for equivalence to two year full regular MBA	Refer to AIU for equivalence to two year full regular MBA	Refer to AIU for equivalence to two year full regular MBA
3.	MBA Distance Mode – 2 years or more		DEC approval and AIU equivalence	DEC approval and AIU equivalence	DEC approval and AIU equivalence	DEC approval and AIU equivalence
4.	PGDM/ PGDBM - Fulltime 2 yr prog	AICTE approval and AIU equivalence	Accept	Accept	Accept	Accept
5.	PGDM/ PGDBM – Part-time with classes – prog 2 years or more duration	AICTE approval and AIU equivalence	AIU equivalence	AIU equivalence	AIU equivalence	AIU equivalence
6.	PGDM/ PGDBM - Distance Mode – 2 years or more	AICTE approval DEC approval & AIU equivalence	DEC approval & AIU equivalence	DEC approval & AIU equivalence	DEC approval & AIU equivalence	DEC approval & AIU equivalence
7.	MCA-Fulltime 2 yr prog	Can not offer	Accept	Accept	Accept	Accept

S.No	Qualification	Standalone Institute	University			
			Govt University	Deemed University	Private University	Institutes of national Importance
8.	MCA equivalent Part-time with classes – prog 2 years or more duration	AICTE approval and AIU equivalence	AIU equivalence	AIU equivalence	AIU equivalence	AIU equivalence
9.	MCA – Distance Mode – 2 years or more	Can not offer	DEC approval & AIU equivalence	DEC approval & AIU equivalence	DEC approval & AIU equivalence	DEC approval & AIU equivalence
10.	MCA equivalent - Distance Mode – 2 years or more	AICTE approval and AIU equivalence	AIU equivalence	AIU equivalence	AIU equivalence	AIU equivalence
11.	Engineering Degree (fulltime) minimum 4 years duration after 12 th standard	Can not offer	Accept	Accept	Accept	Accept
12.	Engineering Degree (fulltime) minimum three years after diploma in engg	Can not offer	Accept	Accept	Accept	Accept
13.	Engineering Degree (part time classes) minimum 4 years after diploma	Cannot offer	AIU equivalence	AIU equivalence	AIU equivalence	AIU equivalence

S.No	Qualification	Standalone Institute	University			
			Govt University	Deemed University	Private University	Institutes of national Importance
14.	Engineering Degree (part time classes) after diploma Distance Mode – 4 years or more	Can not offer	DEC approval & AIU equivalence	DEC approval & AIU equivalence	DEC approval & AIU equivalence	DEC approval & AIU equivalence