

M.P. STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.
BHOPAL.

Ref: MPSEDC:P&A:HE:93:

09th September 1993

C I R C U L A R

**"MPSEDC SCHEME FOR ACQUIRING HIGHER/ADDITIONAL
QUALIFICATIONS"**

Development of human resources is the need of the hour. MPSEDC scheme for "Acquiring Higher/Additional Qualifications" is intended to encourage the employees of our Corporation to improve their knowledge and professional competence and acquire job oriented skills by acquiring higher/additional qualifications for better and more efficient performance in their respective fields.

This scheme will be applicable to all the employees of the Corporation except Apprentices, Trainees, Daily wage/Casual Employees, Contract Labourers and Deputationists.

The qualifications approved for the purpose of scheme are given in the Annexure 'I' enclosed herewith.

TERMS AND CONDITIONS:

- 01 The qualification must be significantly relevant to the duties performed by the employee in his area of work so that it helps to improve his skill and knowledge for better and more efficient performance of work.
- 02 The qualification must be higher than and/or additional to the minimum qualification required for direct entry to the post held by the employee.
- 03 Qualification acquired by the concerned employee shall be one of the qualifications prescribed in the Annexure 'I' attached.
- 04 Acquisition of parallel or equivalent qualification can not be considered as additional qualification.
- 05 An employee desirous to take advantage under this scheme must obtain prior permission of the Competent Authority in the prescribed proforma given in Annexure 'II' before registering himself with any University/Board.



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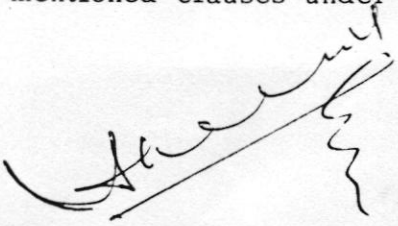
- 06 The reimbursement of amount claimed by the employee will stand as an advance till he successfully completes and passes the course within specified duration of the course. If the employee fails to qualify the examination the cash reimbursement claimed by him will be taken back. Though the same will be reimbursed back to him if he qualifies the examination for which permission was taken. This amount will be restricted to the original fees claimed by the employee. Further, that he will not be entitled to claim the reimbursement of re-examination fees paid by him.
- 07 In the event the employee leaves the Corporation and fails to complete the course or leaves the course on his own accord he shall not be eligible for reimbursement and under such circumstances he will be required to deposit the amount already taken by him as advance.
- 08 The Eligibility will be subject to the attendance records, satisfactory work performance and CRs in respect of the concerned employee.
- 09 The Management, if felt necessary may review the scheme at any time at its sole discretion and may either amend or alter or extend or discontinue this scheme.
- 10 This scheme will supercede the earlier scheme.

This scheme contemplates cash reimbursement restricted to Rs. 1,000/- (Rupees one thousand only) for one year; Rs. 2,000/- (Rupees two thousand only) for two years and a maximum of Rs. 3,000/- (Rupees three thousand only) for three years Diploma/Degree course of a Recognised University/Board/Institute subject to submission of original receipts mainly for part-time or correspondence courses which the employee may pursue while continuing to perform his official duties in the Corporation.

IN-HOUSE TRAINING:

It is approved that some in-house training programmes like performance appraisal, Executive Development Programmes, etc. may be organised through Professional Bodies.

The decision of the Managing Director shall be final in regard to interpretation of any one or all the above mentioned clauses under the scheme.


[V.A. Sharma]
Senior Manager (P&A)

Copy to: All concerned