



CENTRAL POLLUTION CONTROL BOARD
(Ministry of Environment, Forest & Climate Change)
Parivesh Bhawan, East Arjun Nagar
Delhi – 110 032.

**FORM TO BE FILLED BY STAFF WHO WISH TO PURSUE
HIGHER STUDIES DURING THE COURSE OF THEIR SERVICE**

S.No.	Particulars	
1.	Name of the official	:
2.	Designation	:
3.	Date of Birth	:
4.	Presently posted at	:
5.	Date of joining in CPCB	:
6.	Previously taken permission for higher studies (if any)	: Yes / No. If yes, name of course:
7.	Whether the course completed	: Yes / No
8.	Permission requested for (Name of the Course)	:
9.	Name of University / Institute	:
10.	Essential Qualification required	:
11.	Last date of submission of application	:
12.	Duration of study (Commencement from _____)	:
13.	Mode of Study	:
14.	Mode of submission of application	:

(Terms and conditions overleaf.....)

GENERAL TERMS & CONDITIONS

1. I shall attend my duties punctually without exception.
2. All work related to duties will be performed by undersigned without any hitch and shall be liable for disciplinary action in case of my work is not up to the mark or falls into arrears of work.
3. The permission for higher studies so granted shall not bestow any claim on me for any type of leave.
4. In case of any emergency, if CPCB needs my services during my study/exam, I will comply the directions of office to complete the office work, and shall bear all financial expenses from my own pocket, if any.
5. That for pursuing the study I will bear all the expenses towards the course.
6. That the permission for higher studies so granted shall not prevent CPCB for assigning duties or transfer me from one place to another in the public interest.
7. That the permission for Higher Studies can be withdrawn at any time, if it is found that the undersigned is not paying proper attention to the office work.
8. I am aware that the permission granted to me is liable to be cancelled or withdrawn assigning any reason or giving any notice.
9. That I will not claim any type of incentive/promotion on acquiring the above qualification.
10. I hereby attach the Prospectus / Details of the Course.

I _____ undertake that the information given by me is true and correct, I will be liable for any action in case any information found to be false/incorrect.

Signature of the Employee

Name :
Designation :
Division :
Mobile Number :

Signature of the Incharge