

**FAQs on grant of incentives for acquiring fresh higher qualification:**

<b>Sl. No.</b>	<b>Frequently Asked Questions (FAQs)</b>	<b>Clarification</b>
1.	Whether incentive for higher qualification may be granted for qualifications categorised as desirable qualification in recruitment rules.	No.
2.	Is the incentive granted for acquiring the higher educational qualification purely on academic basis?	No. The acquisition of the qualification should be directly related to the functions of the post held by the Government servant, or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and the qualification acquired and it should contribute to the efficiency of the Government servant.
3.	What is the maximum number of incentives that can be granted on the basis of higher educational qualification acquired?	Maximum two times in the entire career, with a minimum gap of 2 years between two successive grants.
4.	What is the time limit for submitting claim for grant of incentive for acquiring fresh higher qualification?	Within 6 months from the date of acquiring the fresh higher qualification.
5.	Which date should be considered as the crucial date for counting of six months for submission of claim for the grant of incentives?	The date of issue of the Original Degree is to be considered as the crucial date for counting of time limit for submission of the claim for grant of the incentive.
6.	Is the Government servant eligible for grant of incentive if the course is sponsored by the Government or he/she avails study leave for acquiring the qualification?	No.
7.	Which are the regulatory bodies to recognize the qualification meriting grant of incentives?	The qualifications meriting grant of incentive 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.

8.	What is the amount of incentive to be granted for acquiring higher qualification for various courses?	<b>Qualification</b>	<b>Amount (Rs)</b>
		Ph.D. or equivalent.	30,000
		PG Degree/Diploma of duration more than one year, or equivalent.	25,000
		PG Degree/Diploma of duration one year or less, or equivalent.	20,000
		Degree/Diploma of duration more than three years, or equivalent.	15,000
		Degree/Diploma of duration three years or less, or equivalent.	10,000
9.	If an employee was already pursuing a course at the time of his joining the Government service and some portion of the course is completed before joining service and some portion after joining service, whether that employee will be eligible for the incentive?	No. The incentive would be given only for higher qualification acquired after induction into service.	
10.	If an appointment is made in relaxation of the educational qualification and the employee acquires the requisite qualification for such appointment at a later date, whether the incentive would be admissible to that employee?	No incentive would be admissible, if an appointment is made in relaxation of the educational qualification. No incentive would be admissible if employee acquires the requisite qualification for such appointment at a later date.	
11.	What is the procedure for grant of incentive to the eligible employee?	Grant of incentive for acquiring fresh higher qualifications shall be considered by the administrative authority concerned in consultation with their IFD and necessary orders shall be issued after ensuring that the criteria laid down in para 8 of <a href="#">DoPT's OM No. 1/5/2017-Estt.(Pay-I) dated 15.03.2019</a> are fulfilled.	
12.	Whether approval of DoPT is required for granting this incentive for any course?	No. Ministries/Departments are free to choose courses on their own. However, grant of incentive will be subject to the fulfillment of the criteria laid down in para 8 of DoPT's OM No. 1/5/2017-Estt.(Pay-I) dated 15.03.2019.	
13.	What if the professional course acquired by the employee does not fall in any of the categories mentioned in para 5 of DoPT's OM No. 1/5/2017-Estt.(Pay-I) dated 15.03.2019?	They shall be notified specifically by the concerned Ministry/Department in consultation with their respective IFD. However, these professional courses must be directly relevant to the functional requirement of the Organization/Ministry/Department.	

**FAQs on participation of Central Government Servants in sporting events and tournaments of National or International importance:**

<b>Sl. No.</b>	<b>Frequently Asked Questions (FAQs)</b>	<b>Clarification</b>
1.	How many days of Special Casual Leave is granted to Central Government employees for participating in the following events:	
1.1	attending coaching or training camps under Rajkumari Amrit Kaur Coaching Scheme or similar All India Coaching or Training schemes;	<p>Not exceeding 30 days in a calendar year.</p> <p><b>[Refer Para 1 and 3 (ii) of OM No. 6/1/85-Estt.(Pay-I) dated 16.07.1985]</b></p>
1.2	attending coaching or training camps at the National Institute of Sports, Patiala;	
1.3	participating in mountaineering expeditions;	
1.4	participating in trekking expedition;	
1.5	for attending the pre-selection trails/camps connected with sporting events of National / International importance.	
1.6	attending coaching camps in sports organized by National Sports Federations/Sports Boards recognized by Government of India, Department of Youth Affairs and Sports	<p>Not exceeding 30 days in a calendar year.</p> <p><b>[Refer Para 3 (i) of OM No. 6/1/85-Estt.(Pay-I) dated 07.11.1988]</b></p>
1.7	participating in programmes of adventure sports/similar activities conducted by Central Civil Services Cultural & Sports Board	<p>Not exceeding 30 days in a calendar year.</p> <p><b>[Refer OM No. 6/3/2015-Estt.(Pay-I) dated 29.02.2016]</b></p>
1.8	for participating in inter-ministerial and inter-departmental tournaments and sporting events held in and outside Delhi.	<p>Not exceeding 10 days in a calendar year.</p> <p><b>[Refer Para 2 of OM No. 6/1/85-Estt.(Pay-I) dated 16.07.1985]</b></p>
2.	How is period of absence from duty will be treated in case a Central Government servant is selected for participating in sporting events of National / International importance?	<p>In case of Central Government servants who are selected for participating in sports events of National / International importance, the period of the actual days on which they participate in the events and also the time spent in traveling to and from such tournaments / events may be treated as duty. Further, if any pre-participation Coaching Camp is held in connection with the above-mentioned events and the Government servant is required to attend the same, this period may also be treated as on duty.</p>

		[Refer Para 3(i) of <a href="#">OM No. 6/1/85-Estt.(Pay-I) dated 16.07.1985</a> ]
3.	Whether TA and DA is also admissible for participating in sports events of National / International importance and attending pre-participation Coaching Camp held in connection with these events?	<p>Yes. Central Government employees who are required to travel to a station other than their headquarters for participating in any of the events mentioned in para 3(i) of this Department's <a href="#">OM No. 6/1/85-Estt.(Pay-I) dated 16.07.1985</a>, will be entitled to claim Travelling Allowance for such journey in accordance with the TA rules applicable to them.</p> <p><b>[Refer Para 1 of OM No. 6/1/2019-Estt.(Pay-I) dated 08.05.2020]</b></p> <p>Further, the employees participating in sporting events are treated as on duty and as such they are entitled to DA under the rules as on tour.</p> <p><b>[Refer Para 1(c) of OM No. 6/2/85-Estt.(Pay-I) dated 30.01.1989]</b></p>
4.1	How many special increments in the form of personal pay can be granted for achieving excellence in sports events of National / International importance?	One special increment (personal pay) for National event and two special increments (personal pay) for International events.
4.2	What is the total number of these special increments (personal pay) to be awarded to an individual in his / her entire career?	<p>Should not exceed five in entire career.</p> <p><b>[Refer Para 3(iv) of OM No. 6/1/85-Estt.(Pay-I) dated 16.07.1985]</b></p>
5.	Whether the rate of special increment (personal pay) so granted will count for any service matter?	<p>The special increments so granted would continue to be drawn at the same rate till retirement. They will not count for any service matter like pay fixation on promotion, retirement benefits or DA/CCA or any other allowance like HRA etc.</p> <p><b>[Refer Para 3(vi) of OM No. 6/1/85-Estt.(Pay-I) dated 07.11.1988 and Para 5 of OM No. 6/1/2017-Estt.(Pay-I) dated 11.06.2018]</b></p>

6.	Whenever the new rates of these special increments are notified by DoPT, whether these revised rates are also applicable in respect of the Government Servants who are already getting these special increments as Personal Pay?	<p>Yes. However, the revised rates of special increment (Personal Pay) to these Government servants is to be granted based on the Pay Scale/Grade Pay/Level attached to the post in which they were placed at the time of participating in the sports event for which they are getting special increment as Personal Pay.</p> <p>[Refer Para 2 of <a href="#">OM No. 6/1/85-Estt.(Pay-I) dated 07.11.1988</a>, Para 2 of OM No. 6/1/97-Estt.(Pay-I) dated 08.08.2001, Para 2 of OM No. 6/1/2013-Estt.(Pay-I) dated 19.09.2013 and Para 3 of <a href="#">OM No. 6/1/2017-Estt.(Pay-I) dated 11.06.2018</a>]</p>
7.	Whether these special increments (personal pay) may also be granted to Referees / Umpires?	<p>Yes. Two advance increments may be granted for each event subject to total five increments in the entire career to Referees / Umpires who excel at the International level. The increments so granted would be continued to be drawn at the same rate till retirement. The term 'excellence' would mean that the Umpire / Referee has been accepted as a Referee / Umpire by the International Federation governing the particular sports discipline and has performed the duties in International Competitions recognized by such International Federation. However, no such incentive will be allowed to those Referees / Umpires, who perform such duties at the National level.</p> <p>[Refer Para 2 of <a href="#">OM No. 13/26/92-Estt.(Pay-I) dated 11.08.1994</a>]</p>

8.1	Whether these special increments (personal pay) may also be granted to <b>Managers / Coaches / Masseurs / Doctors?</b>	<p>Yes. Managers / Coaches / Masseurs / Doctors, as may be approved or required by the Federations, under rules to administer/coach/manage the team's participation in sports event of National / International importance may be treated as an integral part of the teams and these officials may also be allowed the same facilities as are available to sports persons for such participation except that the question of grant of rewards in the form of advance increments could be considered on merits, if and when sponsored by the Departments concerned.</p> <p>[Refer Para 3 (iv) of <a href="#">OM No. 6/1/85-Estt.(Pay-I) dated 07.11.1988</a>]</p>
8.2	What are the special provisions for Coaches, who are associated with Gold Medal Winning Teams at the Asian Games / World Championship / Olympic Games?	<p>The Coaches, who are associated with Gold Medal Winning Teams at the Asian Games / World Championship / Olympic Games, can be considered for grant of the same number of increments as available to the Members of the Team and thus, only Coaches, who imparted training to Teams, will be eligible for advance increments. However, this benefit would not be available to (i) Coaches in whose case imparting training to National Teams is a part of their normal duties (for example SAI Coaches) (ii) Coaches training sportsperson who win gold medals in individual events.</p> <p>[Refer Para 3 of <a href="#">OM No. 13/26/92-Estt.(Pay-I) dated 11.08.1994</a>]</p>
9.	Whether these special increments (personal pay) may also be granted to Technical Officials? If not, what other facilities may be granted to these Technical Officials?	<p>No. This special increment (personal pay) is not admissible to Technical Officials. However, they will be given the facilities of availing of special casual leave not exceeding 30 days in a calendar year, as is admissible in the case of persons covered in Para 1(iii) to (vii) of this Department's <a href="#">OM No. 6/1/85-Estt.(Pay-I) dated 16.07.1985</a>.</p> <p>[Para 3 (iv) of <a href="#">OM No. 6/1/85-Estt.(Pay-I) dated 07.11.1988</a>]</p>

10.	What is the definition of the term 'excellence' in the following cases:	Refer Para 2 of <b>OM No. 6/2/2009-Estt.(Pay-I)(Vol-II) dated 15.07.2016</b>
10.1.	What is the criteria to decide achievement of excellence in the case of athletic / equivalent sporting events, which are generally decided on the basis of finishing position and which do not involve level-related concept e.g. finals, semi-finals and are held all at one go, there would be no 'finals'.	The three individuals / teams that secure first three positions shall be said to have achieved excellence, if more than three individuals / teams have participated in the sports events of National / International importance, for the purpose of grant of incentive increments. This benefit, however, is allowed to the individual / team achieving the first position only, if the number of individuals / teams that participate in the sports event, is three or two.
10.2	What is the criteria to decide achievement of excellence in the case of non-athletic / equivalent sports events which involve level-related concept and the Game's format provide for awarding 1 Gold + 1 Silver + 1 Bronze Medals -	Individuals / members of the teams achieving first and second positions (i.e. Gold and Silver Medals) respectively, in the finals and the individual / members of the team who has / have achieved third position and has / have been awarded Bronze Medal, shall be said to have achieved excellence for the purpose of grant of incentive increments, if more than three individuals / teams have participated in the sports events of National / International importance. This benefit, however, is allowed to only the individual / members of the team securing first position, if the number of individuals / teams that participate in a sports event is three or two.
10.3	What is the criteria to decide achievement of excellence in the case of non-athletic / equivalent sports events which involve level-related concept and the Game's format provide for awarding 1 Gold + 1 Silver + 2 Bronze Medals and there is no "play off" match for the Bronze Medal which is awarded to both the loosing semi-finalists -	Individuals / members of the teams, achieving first and second positions (i.e. Gold and Silver Medals) respectively, in the finals and both the losing semi-finalist individuals / members of the teams who have been awarded Bronze Medals (i.e. the third position is a tie between the two semi-finalists), shall be said to have achieved excellence for the purpose of grant of incentive increments, if more than four individuals / teams have participated in the sports events of National / International importance. This benefit, however, is allowed to only the individual / team securing first position, if the number of individuals / teams that participate in a sports event is four or three or two.

11.	Which sports tournaments/events are recognized as events of National importance?	<p>1. National Championships / Tournaments being conducted by the recognized National Sports Federations in individual disciplines and National Games conducted by Indian Olympic Associations are treated as events of National importance.</p> <p>[Refer Para 3 (ii) of OM No. 6/1/85-Estt.(Pay.I) dated 07.11.1988 and Para 1 of OM No. 6/2/2004-Estt.(Pay.I) dated 18.03.2008]</p> <p>2. Tournaments conducted by the Central Civil Services Sports Board are recognized as events of National importance.</p> <p>[Refer OM No. 6/1/85-Estt.(Pay-I) dated 08.06.1989]</p>
12.	Whether the All India Civil Services tournaments/competitions held in various sports discipline, conducted by the Central Civil Services Cultural and Sports Board [CCSCSB] or under the aegis / auspices of CCSCSB or in collaboration with States/UTs/Regional Sports Board, are recognized as events of National importance?	<p>Yes. Tournaments conducted by the Central Civil Services Sports Board are recognized as events of National importance.</p> <p>[Refer OM No. 6/1/85-Estt.(Pay-I) dated 08.06.1989]</p>
13.	Which sports tournaments/events are recognized as events of International importance?	<p>Events recognized by the International Sports Bodies in the concerned disciplines and in which participation has been with prior approval of the Government (Department of Youth Affairs and Sports) may be treated as sports event of international importance.</p> <p>[Refer Para 3 (iii) of OM No. 6/1/85-Estt.(Pay-I) dated 07.11.1988]</p>
14.	Whether DoPT maintains the list of recognized National / International Sports Federations?	<p>No. Ministry of Youth Affairs and Sports may be consulted for list of recognized National / International Sports Federations.</p>
15.	What is the Revised Rates of Special Increment (Personal Pay) w.e.f. 01.07.2017?	<p>Refer Para 2-4 and Annexure to OM No. 6/1/2017-Estt.(Pay-I) dated 11.06.2018.</p>



16.	What is the Time Limit for claiming Special Increment (Personal Pay)?	<p>The entitled Central Government employee should submit claim for grant of special increment (personal pay) within six months from the date of completion of the overall sports event.</p> <p>[Refer Para 6 of <a href="#">OM No. 6/1/2017-Estt.(Pay-I) dated 11.06.2018</a>]</p>
17.	What is the date of effect of grant of Special Increment (Personal Pay)?	<p>It is to be granted from the first of the month following the month in which the sports events are completed.</p> <p>[Refer Para 1(f) of <a href="#">OM No. 6/2/85-Estt.(Pay-I) dated 30.01.1989</a>]</p>
18.	Who is the competent authority to grant the Special Increment (Personal Pay)?	<p>Since advance increments are to be granted under F.R. 27, the authority competent to grant these increments will be as defined under F.R. 27.</p> <p>[Refer <a href="#">OM No. 6/2/85-Estt.(Pay-I) dated 02.07.1986</a>]</p>
19.	Whether the special increment (personal pay) can be granted for both Indoor and Outdoor sports events of National / International importance?	<p>Yes. It is to be considered for all events of sports (both Indoor and Outdoor) at National / International events.</p> <p>[Refer Para 1(d) of <a href="#">OM No. 6/2/85-Estt.(Pay-I) dated 30.01.1989</a>]</p>
20.	Whether the special increment (personal pay) can be granted for achieving excellence in veteran events / meets ?	<p>No. The provision of <a href="#">OM No. 6/1/85-Estt.(Pay-I) dated 16.07.1985</a> are not applicable to veteran meets.</p> <p>[Refer Para 1(l) of <a href="#">OM No. 6/2/85-Estt.(Pay.I) dated 30.01.1989</a>]</p>
21.	Whether stepping up of pay can be claimed in cases junior is drawing more pay than senior, owing to grant of these special increments in the form of personal pay to junior?	<p>No. Benefit of these special increments (personal pay) will not be treated as an anomaly for the purpose of stepping up of pay of seniors.</p> <p>[Refer Para 4 of <a href="#">OM 13/26/92-Estt.(Pay-I) dated 11.08.1994</a>]</p>

22.	What all benefits are allowed to Central Government employees for participating in All India Civil Services Music, Dance and Drama Competitions / events?	<p>Participation of Central Government servants in the All India Civil Services (AICS) Competitions / events in Music, Dance and Drama conducted by the Central Civil Services Cultural &amp; Sports Board or under its aegis, may be treated as on duty, and such Central Government servants may also be considered for travel entitlements for Journey on Tour.</p> <p>[Refer <a href="#">OM No. 6/2/2019-Estt.(Pay-I) dated 11.02.2020</a>]</p>
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**Note:** In case any reference to the relevant OM is required, the same may be accessed by clicking on the hyperlink or from DoPT's website.