



WESTERN COALFIELDS LIMITED

FORMAT FOR PERMISSION TO PURSUE HIGHER/ADDITIONAL QUALIFICATION WHILE IN SERVICE

Part A – Personal Details.

1. Name of the Employee & EIS No. : _____
2. Designation, Discipline & Grade : _____
3. Date of Appointment : _____
4. Date of Birth : _____
5. Place of Posting : _____
6. Highest qualification submitted to the Company : _____
7. Details of qualification obtained while in service, if any : i. _____
ii. _____

Part B – Details of Qualification applied for.

1. Name & type of the course to be pursued (Technical/Non-technical/Diploma/Degree etc.) : _____
2. Expected duration of the course : _____
3. Date of commencement of course : _____
4. Regular/Part-time/Distance learning : _____
5. Details of classes/contact classes required to be attended, (If any) : _____
6. Semester or Annual pattern : _____
7. Name of the college/institution & University : _____
8. University/course Accredited to or Recognized by : _____

DECLARATION BY THE APPLICANT:

I, _____, am aware that grant of permission will be without prejudice to the right of management to transfer me from _____ Area and that it will not interfere with the normal discharge of my duties.

Date : _____

Signature of the applicant

RECOMMENDATION BY THE CONTROLLING OFFICER:

I am convinced that pursuing the aforesaid course by Mr./Ms. _____, will not adversely affect the performance of the executive and not cause hindrance to the smooth functioning of the Company.

Place : _____

Date : _____

Seal & Signature of the Controlling Officer

Enclosures:

1.