



VIDYASAGAR UNIVERSITY

Midnapore – 721 102
West Bengal

APPLICATION FORM FOR PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME (CAS) FOR UNIVERSITY OFFICERS

(Vide G.O. Nos. 1363(20)-Edn(U) dated 14.12.2017 & 228 Edn(U) dated 08.03.2001)

Category of Promotion sought (tick the appropriate box):

- I. **Assistant Registrar or equivalent post to Senior Scale** (Rs.8,000 – 10,000/-) :
(Revised Pay Band of Rs.15,600 – 39,100/- with Grade Pay of Rs.7,000/- Ref.
G.O. No. 78-Edn(U) dated 23.02.2010) **
Grade Pay of Rs.7,000/- due with effect from
- II. **Assistant Registrar or equivalent post from Senior Scale to Selection Grade**
(Rs.10,000 – 12,000/-)
(Revised Pay Band of Rs.15,600 – 39,100/- with Grade Pay of Rs.8,000/-) **
Assistant Registrar with Selection Grade or equivalent post (Rs.15,600 /- with
Grade Pay of Rs.8,000/-) re-designated as Assistant Registrar to Deputy Registrar
or equivalent.
Grade Pay of Rs.8,000/- due with effect from
- III. **Deputy Registrar or equivalent post** (Revised Pay Band of Rs.15,600 –
39,100/- with Grade Pay of Rs.8,000/-) ** **to the upper** Pay Band , **i.e. Rs.**
37,400/- - Rs.67,000 with Grade Pay of Rs.9,000/-
Grade Pay of Rs.9,000/- due with effect from
- IV. **Deputy Registrar or equivalent post to Joint Registrar or equivalent** (Revised
Pay Band of Rs.37,400 – Rs. 67,000/- with Grade Pay of Rs.9,000/-) to the upper
Pay Band of Rs.37,400 – Rs. 67,000/- with Grade Pay of Rs.10,000/-) ** **re-**
designated as Deputy Registrar to Joint Registrar
Grade Pay of Rs.10,000/- due with effect from

1. Name :

2. Date of Birth :

3. Address :

4. Designation (Present) :

5. Department :

6. Date of Joining at the present cadre:



VIDYASAGAR UNIVERSITY

Midnapore – 721 102
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7. (a) Basic pay in 1996 UGC Scale of Pay as on 31-12-2005:

Pay Scale -

Basic Pay -

(b) Basic Pay in Revised Pay Band as on 01.07.2017 :

Pay Band -

Grade Pay -

8. Date of increment in the present Scale :

9. (a) Academic Qualifications :

| Examination / Degree | Council/Board/University | Year of Passing | Division / Class | Remarks | Specialisation/Project/Thesis title (where applicable) |
|----------------------|--------------------------|-----------------|------------------|---------|--|
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(b) Membership of Professional bodies:



VIDYASAGAR UNIVERSITY

Midnapore – 721 102
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10. Experience profile:

A. Administrative :

(attach additional sheet if required)

| Name of the Employer | Designation | Type of work done | Duration | Scale of Pay |
|----------------------|-------------|-------------------|----------|--------------|
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B. Academic :

| Name of the Employer | Designation | Type of work done | Duration | Scale of Pay |
|----------------------|-------------|-------------------|----------|--------------|
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C. Research :

| Name of the Employer | Designation | Type of work done | Duration | Scale of Pay |
|----------------------|-------------|-------------------|----------|--------------|
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| | | | | |

D. Industrial

| Name of the Employer | Designation | Type of work done | Duration | Scale of Pay |
|----------------------|-------------|-------------------|----------|--------------|
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11. Additional Information if any :

12. List of enclosures:

Place:

Signature :

Date:

Designation:



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PROFORMA FOR SELF-APPRAISAL REPORT OF OFFICERS FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)

1. Name and Designation :
2. Department / Officer
3. Sphere of work:
4. Contribution to Administrative Activities:

(a) Job Allotted:

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(b) Monitoring of Attendance and discipline of staff under direct supervision

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c) Punctuality , attendance recording , details of leave availed in the last 3 years

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d) Brief Profile of Activities for the last 3 years and performance

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e) Additional responsibilities undertaken

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f) Innovative / Administrative Reforms initiated / executed

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g) Achievements:

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5. In Service Training / Seminar/Conferences / Symposia / Workshop Refresher / Orientation Course Organised / attended

| Title | Duration(s) with date | Place | Remarks on Participation/ Organisation |
|-------|-----------------------|-------|--|
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**6. Contribution to Institutional / Corporate Life :
(Such as responsibilities undertaken in university activities other than departmental activities)**

7. Any other relevant information:

I hereby declare that all the statement made above are true to the best of my knowledge and belief.

Date:

Signature:

[Use separate sheet if required]