



# 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:



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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)

(b) Membership of Professional bodies:



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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

### B. Academic :

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

### C. Research :

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

### D. Industrial

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

## 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)

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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

**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]