



**Sher-e-Kashmir University of Agricultural  
Sciences and Technology of Jammu**

**Circular**

In continuation to University Memorandum No. AUJ/Est./G-188/18-19/103-142 dated 09-04-2018, a check list is hereby enclosed/circulated for verification of the service particulars of the FCLAs from the concerned DDOs /HODs/controlling officers for further necessary action so that their case for placement in next higher scale could be processed.

**-Sd-  
Registrar**

No: AUJ/Est./ G-529/2018-19/445-75  
Dated: 27-04-2018  
Encl: a/a

**Cc for information to:**

- All officers of the University.
- Associate Director Extension & I/c KVK's, SKUAST-Jammu
- Concerned HODs/Controlling Officers \_\_\_\_\_
- ✓ I/c Data Center with the request to upload the same on the University website.
- All Asstt. Comptrollers/ Accounts Officers.
- SVC for kind information of the Hon'ble Vice-Chancellor.

*(Cancelled)* 27.4.18  
Asstt. Registrar (Est. /NT)



**Employee details/Check List for Promotion to the various Non-Teaching Cadre/post**

Table-1 Employee Detail

|    |  |  |
|----|--|--|
| 01 | Name of the employee                                     |  |
| 02 | Date of Birth  |  |
| 03 | <b>Details of first appointment</b>                      |  |
| a) | Designation  |  |
| b) | Date of joining  |  |
| c) | Pay Scale with grade pay                                 |  |
| 04 | <b>Details of placement in higher scale</b>              |  |
| a) | Under Percentage Quota                                   |  |
| b) | CAS  |  |
| 05 | <b>Present details of employee</b>                       |  |
| a) | Designation  |  |
| b) | Date from which present pay scale with grade pay is held |  |
| c) | Place of posting   |  |

Certified that the information given above is as per service records.

**Signature of concerned  
Assistant Comptroller/Accounts Officer**

**Signature of Controlling Officer**

**Checklist for declaration & verification for seeking promotion to various Non-Teaching cadres.**

**Table-2: Checklist for declaration & verification**

| S. No. | Contents of the verification  | Yes/No |
|--------|---|--------|
| 1      | Whether the employee is having 05 years of satisfactory service as T.C.A. in the GP + PB of 5200-20200 +GP1900 or RS 5200-20200 +GP 2400 as per Schedule III to Chapter III (Auxiliary Staff Cadre) of SKUAST-Jammu |        |
| 2      | Whether APRs of the last five years preceding the year of promotion have been submitted   |        |
| 3      | Whether any vigilance case is pending i.e. enquiry/verification/FIR   |        |
| 4      | Whether suspension order by the institution is issued   |        |
| 5      | Whether any disciplinary proceeding by the institution has been issued  |        |
| 6      | Whether any charge sheet has been filed in a court by the investigating agency in a criminal case and the case is pending   |        |
| 7      | Whether any charge sheet has been issued in a court by the investigating agency in a criminal case and the case is pending  |        |

*Certified that the information provided here above including Table-1 is correct to the best of my knowledge and belief. In case of any information found incorrect at any stage, the action under rules shall be taken.*

Signature of the applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

*Certified that the information provided here above and Table-1 is as per our records and reference*

Signature of the Controlling Officer with name & designation \_\_\_\_\_

*Information provided here above is verified and found correct*

Verification of the establishment section of the Concerned University Officer: \_\_\_\_\_

Countersign and Recommendation: Case is recommended for promotion \_\_\_\_\_

Signature of the Concerned University Officer: \_\_\_\_\_

**For office of the Registrar**

**1. Verification by the Establishment Section.**

*Certified that the above information has been verified and found correct. Besides the APRs for the last five years complete in all respects duly initiated, reviewed and accepted is enclosed herewith and their year wise grading is as under:*

| Grading | Grading of APRs of last Five years |                      |                      |                      |                      |
|---------|------------------------------------|----------------------|----------------------|----------------------|----------------------|
|         | 1 <sup>st</sup> Year               | 2 <sup>nd</sup> Year | 3 <sup>rd</sup> Year | 4 <sup>th</sup> Year | 5 <sup>th</sup> Year |
|         | 2013-14                            | 2014-15              | 2015-16              | 2016-17              | 2017-18              |
|         |                                    |                      |                      |                      |                      |

Signature of the Head Assistant \_\_\_\_\_

Signature of the Assistant Registrar (Est./ NT) \_\_\_\_\_

**2. Clearance from the Legal Cell of the University.**

*Certified that the information given at S. No. 3, 6 & 7 of the above declaration are correct/ incorrect and there is no legal implication for considering his/her case for promotion under SKUAST Statutes.*

Signature of the Assistant Registrar (Legal) \_\_\_\_\_