CIRCULAR

All Officers of the University/Deans of the faculties/Heads of the Divisions/Co-ordinators/I/c Regional Research Stations/Sub-Stations/ CSSs/KVKs are requested to forward the Bio-data (as per enclosed proforma) of Non-Teaching employees working under their control, if any, who are interested to opt for placement in next higher pay scale under Two Tier CAS in vogue and have become eligible upto 30.06.2019.

The applications/Bio-data complete in all respects should reach to office of the Registrar upto 07-08-2019.

No: AUJ/Est./ G-390 /19-20/2279-2338
Date: 29-07-2019

Copy for information to:
- All Officers of SKUAST-J
- All HoDs
- Chief Scientist FSR/WMRC Chatha
- I/c Data Centre with the request to upload the same on the University Website
- I/c Station/Sub-Station/KVKs
- SVC for kind information of Hon’ble Vice-Chancellor
- Corresponding section Secrecy and Legal
- General Correspondence file (w3sc)

Sd/-
Registrar

Asstt. Registrar (Est./NT)
APPLICATION FORM FOR PLACEMENT IN NEXT HIGHER GRADE UNDER TWO TIER CAREER ADVANCEMENT SCHEME (TTCAS)

<table>
<thead>
<tr>
<th>Name of the Employee with parentage and Designation</th>
<th>Date of Birth</th>
<th>Details of First Appointment in SKUAST vide U. O. No.</th>
<th>Date of placement in next higher scale (if any vide U. O. No.)</th>
<th>Present post held vide U. O. No.</th>
<th>Due date for placement in the next higher pay scale as per TTCAS (FUM/ SUM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td>Date of Joining</td>
<td>Pay Scale under Selection Scale/ Selection Grade</td>
<td>Pay Scale under OTCAS/ TTCAS</td>
<td>Designation</td>
<td>Date of Joining</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

FUM= First Upward Movement  
SUM= Second Upward Movement

Certified that the statements given here above are true and to the best of my knowledge.

The pay scale and post held by the concerned official are verified as per service record.

Completion of the prescribed regular satisfactory service in the grade pay and pay band is verified.

Signature of the Employee

Signature of concerned Assistant Comptroller/ Accounts Officer

Signature of Head/In-charge Head

Counter signature  
Dean/ Director