



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

CIRCULAR

All Officers of the University/Deans of the Faculties/Heads of the Divisions/Co-ordinators/I/c Regional Research Stations/Sub-Stations/ CSS / KVKs are requested to forward the Bio-data (as per enclosed proforma) of Non-Teaching employees working under their control who become eligible upto **31.03.2020** and are interested to opt for placement in next higher pay scale under Two Tier CAS in vogue.

The applications/Bio-data, complete in all respects should reach to office of the Registrar upto **20.04.2020**.


**Sd/-
Registrar**

No: AUJ/Est./ **G-390 /19-20/ 8455- 0520**

Date: **13.03.2020**

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)


Asstt. Registrar (Est.) **13/3/2020**

SKUAST

Visit us at: www.skuast.org
E-mail-ID: registrar@skuast.org

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

Annexure to Circular No.: A/J/EST/G-390/2019-20/ 8455-8520

dated 13-03-2020

APPLICATION FORM FOR PLACEMENT IN NEXT HIGHER GRADE UNDER TWO TIER CAREER ADVANCEMENT SCHEME (TTCAS)

Name of the Employee with percentage and Designation	Date of Birth	Details of First Appointment in SKI/AST vide U. O. No. _____			Date of placement in next higher scale (if any vide U. O. No. _____)		Present post held vide U. O. No. _____	Date of joining	Pay scale	Date from which present Pay scale held	Next pay scale due as per TTCAS	Due date for placement in the next higher pay scale under TTCAS (FIM/ SIM)	Due date for placement in the next higher scale
		Designation	Date of Joining	Pay Scale	under Selection Scale/ Selection Grade	under OT/CAS/ TTCAS							
1	2	3	4	5	6	7	8	9	10	11	12	13	

*FIM= First Upward Movement
SIM= Second Upward Movement*

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

Signature of the Employee

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

Signature of concerned
Assistant Comptroller/ Accounts Officer

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



Signature of Head/In-charge Head

Counter signature of Director/ Dean