



# 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, as and when they become eligible and are interested to opt for placement in next higher pay scale under Two Tier CAS in vogue. The cases shall be considered on quarterly basis during the financial year.

The applications/Bio-data, complete in all respects should reach to office of the Registrar upto every following month so that process is initiated for their placement in the higher pay scales.

Sd/-  
Registrar

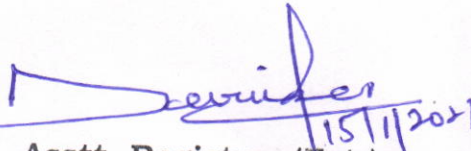
No: AUJ/Est./ G-390/20-21/

Date: 15 -01-2021

8950-9034

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.)



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

Annexure to Circular No.: AUJ/Est./G-390/2020-21/

Dated

-12-2020

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

Service Particulars of First Appointment in the University					Service Particulars of Present Post held					
Name of the Employee with parentage & Date of Birth	Appointed Vide U. O. No. _____ Dated _____		Placement in next higher scale (if any)		Appointed/ Promoted vide U. O. No. _____ Dated _____		Placement in next higher scale under SS/OTCAS/ TTCAS (If any)		Due date for placement in the next higher pay scale under TTCAS (FUM/SUM)	
	Designation with Date of Joining	Pay Scale	Selection Scale Vide U. O. No. (Pay scale/ Date of placement)	OTCAS/ TTCAS Vide U. O. No. (Pay scale/ Date of placement)	Designation with Date of Joining	Pay Scale	Vide U. O. No. _____ Dated _____	Present Pay Scale held w.e.f.	Next pay scale due as per TTCAS	Due date for placement in the next higher scale under TTCAS
1	2	3	4	5	6		9	10	11	12
Name: _____ Parentage: _____ DOB: _____										

SS= Selection Scale, FUM= First Upward Movement, SUM= Second Upward Movement

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

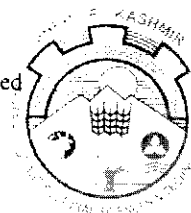
**Signature of the Employee**

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**