

Government of West Bengal  
Finance Department  
Audit Branch,  
NABANNA, Howrah – 711102

Memo. No. 1878 –F(Y)

Date: 10/05/2022

**MEMORANDUM**

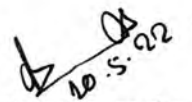
**Sub:** Extension of the period for submission of online Self Appraisal Report

In view of the fact that the last date of submission of SAR and Asset Declaration both are 30th April but the date of Submission of is Declaration of Assets is needed to be mentioned in the SAR, the Governor is pleased to revise the last dates of processing of SAR with effect from Appraisal year '2021-22' onwards as below :-.

<b>Type of Officer</b>	<b>Last date of submission of SAR</b>
Officer Reported Upon	30 <sup>th</sup> June of a year corresponding to the previous Appraisal Year
Reporting Authority	31 <sup>st</sup> August of a Year corresponding to the previous Appraisal Year
Reviewing Authority	31 <sup>st</sup> October of a Year corresponding to the previous Appraisal Year
Accepting Authority	31 <sup>st</sup> December of a Year corresponding to the previous Appraisal Year

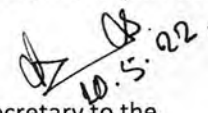
Moreover, in partial modification of the Memo No. 1021- F(Y) dated 14/03/2022 the last dates for submission of SAR **for the Appraisal Year 2020-21** are extended as below

Type of Officer	Last date of submission of SAR extended up to
Officer Reported Upon	31 <sup>st</sup> May , 2022
Reporting Officer	31 <sup>st</sup> July, 2022
Reviewing Officer	30 <sup>th</sup> September, 2022
Accepting Officer	30 <sup>th</sup> November, 2022

  
Joint Secretary to the  
Government of West Bengal

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-I.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-I.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5<sup>th</sup> Floor, Sector-I, Salt Lake, Kolkata-700064.
4. The PA to the Chief Secretary to the Government of West Bengal.
5. The General Manager, Reserve Bank of India, Banking Department, 15 N.S. Road, Kolkata-I.
6. The General Manager, Reserve Bank of India, PAD, 15 N.S. Road, Kolkata-I.
7. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.
8. The Additional Chief Secretary/Principal Secretary/Secretary,  
..... Department, Government of West Bengal.
9. The Secretary, Finance (Audit) Department, Government of West Bengal.
10. The Commissioner, ..... Division.
11. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
12. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the Finance Department's website.
13. The.....Department/Directorate.....
14. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-I.
15. The Director .....
16. The District Magistrate/District Judge/Superintendent of Police,.....
17. The Sub-Divisional Officer, .....
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kol-12.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -II, P-I, Hyde Lane, Kol-12.
20. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, SUVANNA, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
21. The Treasury Officer, .....
22. The Group ...../..... Branch, Finance Department

  
 Joint Secretary to the  
 Government of West Bengal

**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION, SCIENCE & TECHNOLOGY  
AND BIOTECHNOLOGY DEPARTMENT  
(APPOINTMENT BRANCH)  
BIKASH BHABAN, SALT LAKE  
KOLKATA-700091**

**No. 198–EH/ (CG)/ (A) 5P–90/12 (Pt)**

**Date: 07.12.2017**

**NOTIFICATION**

Consequent upon the Notification of the University Grants Commission's (4<sup>th</sup> Amendment) Regulations published vide Number F.1-2/2016 dated 11.07.2016, and in continuation of the Department's Order vide No. 1196–Edn (A) dated 31.12.2012, the matter regarding adoption of the Regulations was under active consideration of this Department for sometime past.

After careful consideration of all the aspects in this regard, the Governor, has now been pleased to direct that the teachers, librarians and Physical Instructor of Government College in West Bengal, who come under the administrative jurisdiction of this Department, shall be guided by the Career Advancement Scheme (CAS) detailed in the Annexures to this notification.

In this connection, the Governor is further pleased to direct that if the assessment period of any incumbent for the purpose of Career Advancement falls under both the UGC's Regulations, 2010 and Regulations 2016, then for the purpose of computation of API score, the period prior to issuance of this notification shall be guided by the Department's Order vide No. 1196–Edn (A) dated 31.12.2012, and all corresponding orders issued in this regard, and for the period falling after the date of issuance of this Notification shall be guided by the scheme provided in the Annexures to this notification.

This notification shall take immediate effect from the date of its issuance.

By Order of the Governor,

SD/-

(Madhumita Ray)

Secretary

Government of West Bengal

To G.O. No. 198–EH/ (CG) dated 07.12.2017

**Guidelines and terms and conditions towards Career Advancement Scheme subject to fulfillment of required API scores as prescribed in the UGC Regulations (4th Amendment) 2016 for the teachers, librarians and Physical Instructors of Government Colleges in West Bengal.**

**APPENDIX – III: TABLE I**(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER  
ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT  
PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.**

	<b>Direct Teaching Hours per week</b>
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

<b>Category</b>	<b>Nature of Activity</b>	<b>Assistant Professor</b>		<b>Associate Professor</b>	
		Max.	Actual Score	Max.	Actual Score
<b>I</b>	a. Direct Teaching	<b>70</b>	Actual hours spent per academic year $\div 7.5$	<b>60</b>	Actual hours spent per academic year $\div 7.75$
	b. Examination duties (question	<b>20</b>	Actual hours spent per academic year	<b>20</b>	Actual hours spent per academic

	paper setting, Invigilation, evaluation of answer scripts) as per allotment		÷10		year ÷10
	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.	<b>10</b>	Actual hours spent per academic year ÷10	<b>15</b>	Actual hours spent per academic year ÷10

**Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual Score
a.	<p>Student related co-curricular, extension and field based activities</p> <p>(i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</p> <p>(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)</p> <p>Extension and dissemination activities (public /popular lectures/talks/seminars etc.)</p>	15	Actual hours spent per academic year ÷10
b.	<p>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</p> <p>i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)</p> <p>(ii). Participation in Board of Studies, Academic and Administrative Committees</p>	15	Actual hours spent per academic year ÷10
c.	<p>Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution)</p>	15	Actual hours spent per academic year ÷10

### **CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International -10 per Chapter National – 5 per Chapter
<b>III (C)</b>	<b>RESEARCH PROJECTS</b>			
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project

		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project
		(c) Minor Project with grants above Rs. 1 lakh up to Rs.5 lakhs	Minor Project with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Patent/Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO /UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	<b>RESEARCH GUIDANCE</b>			
III (D) (i)	M. Phil.	Degree awarded	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III (E)(i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies/Associations	15 per award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/Associations	10 per award / 10 per Fellowship
		State/University level award from academic bodies	State/University level award from academic bodies/Associations	5 per award
III (E)(ii)	Invited lectures/ papers	International	International	7 per lecture /5 per paper presented
		National level	National level	5 per lecture /3 per paper presented



	State/University level	State/University level	3 per lecture /2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (F)	Development of e-learning delivery process/material		10 per module

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journal subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journal approved from the list, by the UGC Standard Committee shall be included "List of Journal" notified by the UGC.

**APPENDIX - III TABLE - II (A)**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

<b>Cate gory</b>	<b>Activity</b>	<b>Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)</b>	<b>Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)</b>
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed	50/ Assessment period	50/ Assessment period	50/ Assessment period

	cumulatively			
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
IV	Expert Assessment system	Screening cum evaluation committee	Screening Cum evaluation committee	Selection Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance

\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

### APPENDIX-III - TABLE: III

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

#### MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES

Sl.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M. Phil / PG Degree in Professional Courses such as LLM, M. Tech, M. V. Sc., M.D., or six years of service who are without	(i) Minimum Proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher course/ Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.

		Ph. D/ M. Phil / PG Degree in Professional courses	
2.	Assistant Professor/equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).

**APPENDIX- III TABLE VII**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS).**

**Direct Work load and weightage to be given to different levels of Librarians**

	Direct working hours per week	Direct working hours per week
Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)	40	100
Assistant Librarian / College Librarian (Stage 3 to 4)	36 + 4*	90

**Based on the Librarian Cadre’s self-assessment, API scores are proposed for (a) Library resources** organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies’ application for upgradation of library services and

(c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

**\*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

**CATEGORY-I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

Nature of Activity	Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)		Assistant Librarian/College Librarian (Stage 3 to 4)	
	Max. Score	Actual Score	Max. Score	Actual Score
<p>a) Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)</p> <p>Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (15 Points)</p> <p>User awareness and instruction programmes (Orientation lectures, users’ training in the use of library services as e-resources, OPAC; knowledge resources</p>	<b>70</b>	Actual Score (Actual hours spent per Academic Year ÷20)	<b>60</b>	Actual Score (Actual hours spent per Academic Year ÷20)

user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points)				
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools(software), Intranet management	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)
c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian/College Librarian (Stage 3) to Assistant Librarian / College Librarian (Stage 4).

<b>Nature of Activity</b>	<b>Maximum API Score</b>	<b>Actual Score</b>
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷10

c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷10
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### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian/College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian/College Librarian (Stage 3 to Stage 4).

Category	Activity	University/College Librarian	Maximum score*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International-10 per Chapter National – 5 per Chapter
III (C)	<b>RESEARCH PROJECT</b>		
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project

		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project
		(c) Minor Project with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 2 lakhs	10 for every Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Major policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./ Local bodies prepared	Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	<b>RESEARCH GUIDENCE</b>		
III (D) (i)	M. Phil.	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III (E)			
III (E)(i)	Awards / Fellowship	International Award/Fellowship from academic bodies	15 per Award/15 per Fellowship
	Awards / Fellowship	National Award/Fellowship from academic bodies/ association	10 per Award/10 per Fellowship
	Awards / Fellowship	State/University level award from academic bodies/ association	5 per Award
III (E)(ii)	Invited lectures/ papers	International	7 per lecture/ 5 per paper presented
		National level	5per lecture/3 per paper presented
		State/University level	3 per lecture/2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (E)(iii)	Development of e-learning delivery process/material		10 per module

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the

First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journal subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journal approved from the list, by the UGC Standard Committee shall be included “List of Journal” notified by the UGC.

**APPENDIX - III TABLE - VII (A)**

**(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)**

**MINIMUM APIS FOR THE CAREER ADVANCEMENT SCHEME (CAS) OF PROMOTION OF FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN COLLEGES**

<b>Category</b>	<b>Activity</b>	<b>Assistant/ College Librarian: (Stage 1 to Stage 2)</b>	<b>Assistant/ College Librarian: (Stage 2 to Stage 3)</b>	<b>Assistant/ College Librarian (Stage 3 to Stage 4)</b>
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
	Expert Assessment system	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20% - Interview performance

\* One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.



**APPENDIX-III - TABLE: IX**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN COLLEGES**

<b>S N</b>	<b>Promotion of Librarian Cadres through CAS</b>	<b>Service (as prescribed by the MHRD Notification) requirement</b>	<b>Minimum Academic Performance Requirements and Screening/Selection Criteria</b>
<b>1</b>	Assistant Librarian/College Librarian to Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/College Librarian completed four years of service in Stage 1 with Ph. D or five years of service in Stage 1 with Ph.D or five years of service with M.Phil or six years of service without Ph.D./M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII(A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
<b>2</b>	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale)/College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provide in Table VIII(A) of Appendix III for Librarian Cadres in universities and for college Librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
<b>3</b>	Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) ( stage 3 to stage 4)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (selection Grade ) with three years of completed service in stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix- III Three publications over 12 years. In Colleges, a exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph.D. holders. (ii) Additionally one course/training under the categories of Library automation/Analytical tool Development for Academic documentation. (iii) A selection committee process as stipulated in the regulation and in Tables VIII(A).

**Note:** The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

A format for Annual Self-Assessment for the performance Based Appraisal System (PBAS) in respect of Teachers is annexed for ready references to frame the same for Assistant/College Librarian in Colleges.

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**ANNEXURE (B)**

To G.O. No. 198–EH (CG) dated 07.12.2017

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/ OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)  
Session/ Year \_\_\_\_\_  
(To be completed and submitted at the end of each academic year)**

**PART A: GENERAL INFORMATION**

1. Name (Block letters) :
2. Father's /Mother's name/  
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence :  
(with pin code)
7. Permanent Address :  
(with pin code)  
Telephone No.:
- E-mail:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

<b>Name of the Course/Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

10. Date of Appointment :
11. For which position & AGP you are applying under CAS :
12. Date of eligibility for Promotion :
13. Educational Qualification (Graduation onwards):

<b>Examination</b>	<b>Name of the University</b>	<b>Year of passing</b>	<b>Marks obtained(%)</b>	<b>Class/grade</b>
BA/B.Sc./ B.Com.				
MA/M.Sc./ M.Com.				
Other examination, if any				

14. Research Degree(s):

<b>Degree</b>	<b>Name of the University</b>	<b>Date of award</b>	<b>Title</b>
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

15. Details of Teaching/ Research/Academic Experience:

<b>Designation</b>	<b>Employer</b>	<b>Period of service</b>		<b>Scale of pay</b>
		<b>From</b>	<b>To</b>	

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Co-ordinator, IQAC

Date:

Seal:

Signature of the Principal/OIC

Date:

Seal:

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED**

**ACTIVITIES**

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. )	API Score
	<b>Maximum API Score :</b>					
	<b>i) Assistant Professor Stage I :</b>					
	<b>70</b>					
	<b>ii) Assistant Professor Stage II :</b>					
	<b>70</b>					
	<b>iii) Assistant Professor Stage III:</b>					
	<b>70</b>					

\* Lectures, Tutorials, Practical, Project Supervision and Field Work

**Workload as per UGC Regulations 2016:**

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

**b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

<b>Sl. No.</b>	<b>Type of Examination Duties</b>	<b>Actual hours spent per Academic Year</b>	<b>Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)</b>	<b>API Score</b>
	<b>Maximum API Score :</b> <b>i) Assistant Professor Stage I : 20</b> <b>ii) Assistant Professor Stage II : 20</b> <b>iii) Assistant Professor Stage III : 20</b> <b>iv) Associate Professor: 20</b>			

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative – Interactive courses:
- (c) Participation./Innovative – Learning Modules
- (d) Participation. /Innovative – Case Studies prepared:
- (e) Use of ICT or Computer-aided methods – ppt:
- (f) Use of ICT – Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Soft skill/Communication/Personality Dev:
- (i) Special Programs in Phys. Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Performing Arts:
- (k) Organizing & cond. of popular Programme/Teaching Web-based/E-Library/IT-asst teaching:

Sl. No.	Short Description (in terms of items) as listed above	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)	API Score
	<b>Maximum API Score :</b> <b>i) Assistant Professor Stage I : 10</b> <b>ii) Assistant Professor Stage II : 10</b> <b>iii) Assistant Professor Stage III : 10</b>			

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

<b>i)</b>	<b>Stage I to II</b>	<b>80/ Year</b>
<b>ii)</b>	<b>Stage II to III</b>	<b>80/Year</b>
<b>iii)</b>	<b>Stage III to IV</b>	<b>75/Year</b>

**CATEGORY 2 : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

Sl. No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)*	API Score

<b>(a)</b>	<b>Student related Extension, Co-curricular &amp; field based Activities</b>			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other)			
	ii) Other co-curricular activities (Cultural, Sports, NSS, and NCC etc.)			
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars)			
	<b>(Max API Score : 15)</b>			
<b>(b)</b>	<b>Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)</b>			
	i) ) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)			
	iii) Participation in Board of Studies, Academic and Administrative committees			
	<b>(Max API Score : 15)</b>			
<b>(c)</b>	<b>Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)</b>			
	<b>(Max API Score : 15)</b>			
	*For all categories of Teachers ( Assistant/Associate)			
	<b>Total Score (a + b +c) (Max : 45)</b>			

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

<b>i)</b>	<b>Stage I to II</b>	<b>50/Assessment Period</b>
<b>ii)</b>	<b>Stage II to III</b>	<b>50/Assessment Period</b>
<b>iii)</b>	<b>Stage III to IV</b>	<b>50/Assessment Period</b>

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:**

**Minimum API Score for CATEGORY III, required to be assessed cumulatively –**

<b>i)</b>	<b>Stage I to II</b>	<b>20/Assessment Period</b>
-----------	----------------------	-----------------------------

ii)	Stage II to III	50/Assessment Period
iii)	Stage III to IV	75/Assessment Period

### III (A) Research Papers Published in

- Refereed Journals as notified by UGC in ‘List of Journals’ –  
25/publication

-Other Reputed Journals as notified by UGC in ‘List of Journals’ -10 per publication

Sl. No.	Title with page no.	Journal	ISSN/IS BN No.	Whether peer Reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

### III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :  
International -10 per chapter  
National – 05 per chapter



Sl. No.	Title of the publication with page no. and year of publication	Name of the of publisher	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

### III (C) RESEARCH PROJECTS

#### III (C) (i) Sponsored Projects:

(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15 per project

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03 lakhs (Arts) - 10 per project

Sl. No.	Title of the Major /Minor Project	Sponsoring Agency	Period	Grant/ Amount	API score

#### III (C) (ii) Consultancy Projects:

Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs ( Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs

Sl. No.	Title of the Consultancy Project	Agency	Period	Grant/ Amount mobilized	API score

#### III (C) (iii) Projects outcome/outputs

- **API score:**

Patent / Technology transfer / Product/Process (**for Science**)-  
International level output--30 / each output

National level output--- 20/each output

**(a) For Science: Patent / Technology transfer / Product/Process:**

Sl. No.	Details of the Patent / Technology transfer / Product/Process	Date and year of acceptance of the patent/Technolo	National /International	API score

**(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies**

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies  
(for Arts )—
  - a) Major Policy document prepared for International bodies-30
  - b) Central Government-20
  - c) State Government --10
  - d) Local Bodies---05

Sl. No.	Title of Major Policy document prepared	Date and year of acceptance of the Major Policy documents	Name of the body for which the policy was prepared	International/ National/Cent ral Govt./State Govt./Local Bodies.	API score

**III(D) Research Guidance**

**API Score – (i) Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate**

**(ii)M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.**

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M.Phil. or equivalent			

	Ph.D.or equivalent			
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### III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

#### (III) E.(i) Fellowship /Award :

- a) International Award/Fellowship from academic bodies- 15/award & 15 / fellowship
- b) National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
- c) State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the ward or Fellowship awarding Academic Body	Date &Year of achievement of Award/Fellowsh ip	API Score

#### III) E.(ii) Invited Lectures/papers.

- a)International-7/lecture or 5/paper presented
- b) National-5/lecture or 3/paper presented
- c)State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State or University	API score
	<b>Total* :</b>				

\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

i)	Stage I to II	04/Assessment Period
ii)	Stage II to III	10/Assessment Period
iii)	Stage III to IV	15/Assessment Period

**III(F) Development of e-learning delivery process /material**

**API score -10/ Module**

Sl. No.	Title of the Module	Course/Paper for which the module was prepared	Year and Date of presentation	API Score

**\*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II\*:**

<b>i)</b>	<b>Stage I to II</b>	<b>90/Assessment Period</b>
<b>ii)</b>	<b>Stage II to III</b>	<b>120/Assessment Period</b>
<b>iii)</b>	<b>Stage III to IV</b>	<b>150/Assessment Period</b>

**\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III**

**IV. Summary of API scores: Name of the applicant:**

**Subject:**

	Criteria	API Score for previous 3 / 4 / 5 / 6 academic years as applicable for specific proposed stage of promotion <i>from Stage I/II/III to Stage II/III/IV.</i>						Total- API score for assessment period	Percentage Distribution of Weightage Points in the Expert Assessment ( applicable only for selection committee)
<b>I</b>	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)								

<b>II</b>	<b>CATEGORY II:</b> Co- curricular, extension and professional development related activity ( <b>to be assessed cumulatively for assessment period</b> )			
<b>III</b>	<b>CATEGORY III:</b> Research and Academic Contributions ( <b>to be assessed cumulatively for assessment period</b> )			
<b>II + III</b>	<b>Total API score (Category II + Category III)/ Assessment Period)</b>			
	<i>Signature of the incumbent</i>	<i>Signature of the Coordinator, IQAC with date and Seal</i>	<i>Signature of the Principal /TIC / OIC with date and seal</i>	
	<i>Date of Screening Committee / Selection committee and Venue</i>	<i>Date:</i>	<i>Venue:</i>	
	<i>Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion</i>	<ul style="list-style-type: none"> <li>• <i>Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable)</i></li> <li>• <i>Date of effect</i></li> </ul>		
	<i>Signature of the Principal/TIC/OIC with date and seal</i>	<i>Signature of the DPI Nominee with date and seal</i>	<i>Signature of the Subject Expert/s with date and seal</i>	<i>Signature of the Subject Expert/s with date and seal</i>

**SUMMARY OF API SCORE : FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS , 2016 ( 4<sup>th</sup> AMENDMENT)**

- **Date of Screening Committee / Selection committee :**
- **Venue:**
- **Name of the applicant:** \_\_\_\_\_ **Subject:** \_\_\_\_\_
- **Date of RC/OP/ WORKSHOP :**

Assessment period						
API score up to 06.12.2017			API score w.e.f 07.12.2017			
		API (A)		API (B)	Total API score in Assessment period (A+B)	Percentage Distribution of Weightage Points in the Expert Assessment ( applicable only for selection committee for Associate Professor)
<b>CAT I</b>	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)		<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)			
<b>CAT II</b>	<b>CATEGORY II:</b> Co- curricular, extension and professional development related activity ( to be assessed yearly)		<b>CATEGORY II:</b> Co- curricular, extension and professional development related activity ( to be assessed cumulatively for assessment period)			
<b>CAT III</b>	<b>CATEGORY III:</b> Research and Academic Contributions ( to be assessed cumulatively for assessment period)		<b>CATEGORY III:</b> Research and Academic Contributions ( to be assessed cumulatively for assessment period)			
<b>Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion</b>			<b>Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strikeout which are not applicable)</b> • <b>Date of effect</b>			
<b>Signature of the Principal/TIC/OIC with date and</b>		<b>Signature of the DPI Nominee with date and seal</b>				
			<i>Signature of the Subject Expert/s with date and seal</i>		<i>Signature of the Subject Expert/s with date and seal</i>	

**Part C: For use of the Screening/ Selection Committee**

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Assistant Professor (Stage 1/ Stage 2/ Stage 3) of .....

Date of joining:

Awarded Ph. D. on:

Date of Confirmation:

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000 / 7000 / 8000

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4) Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. 7000 / 8000 / 9000

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]:

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. .... dated ..... for promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 / 8000 / 9000 with effect from

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 / 8000 /

9000 with effect from ..... and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal  
(Nominated by the VC of the affiliating University)

Signature of the Expert with Date and Seal  
(Nominated by the VC of the affiliating University)

Signature of Govt. Nominee with Date and Seal  
(Nominated by the DPI, West Bengal)

Signature of the Principal/ OIC of  
College with Date and Seal

\*\*\*\*\*

Copy forwarded for information and for necessary action to:–

- (1) Accountant General, (A&E), West Bengal,
- (2) Finance Department, Group – P (Pay) of the State Government,
- (3) Finance Department (Group –B) of the State Government,
- (4) Special Secretary, Appointment Branch of this Department,
- (5) Joint Secretary, Budget Branch of this Department,
- (6) Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata – 91.
- (7) The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata – 700 001.
- (8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
- (9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata – 73.
- (10) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata – 106.
- (11) The Treasury Officer, \_\_\_\_\_ Treasury,
- (12) P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
- (13) Sr. P.A. to the Additional Chief Secretary of this Department,
- (14) Sr. P.A to the Secretary of this Department,
- (15) Computer Cell of this Department,
- (16) Guard File.

Joint Secretary



**Government of West Bengal**  
**Education Directorate**  
**6<sup>th</sup> Floor, Bikash Bhavan, Salt Lake, Kolkata-91**

Memo No: ED-049/2016/OM-38L/2016

Dated, Kolkata 3<sup>rd</sup> March, 2016

In partial modification of this Director's Memos No.ED-103 dated 18.02.2013 and ED-104 dated 18.02.2013, it is hereby notified that column 4 and 6 of the above mentioned memos may be substituted and read as follows:

4. Service length requirement for promotion under CAS:

a. Assistant Professor Stage 1 to Stage 2:

- i. An Assistant Professor with completed service of four years, possessing Ph D Degree in the relevant discipline.
- ii. Possessing M. Phil. Degree or post graduate degree in professional courses approved by the relevant statutory body, such as LL.M/ M. Tech etc. after completion of five years of service as Assistant Professor.
- iii. Without Ph.D./ M. Phil and Master Degree in the relevant Professional course, only after completion of six years of service as Assistant Professor.
- iv. In respect to a(i) and a(ii) above, it is clarified that an Assistant Professor who completes Ph.D. or M.Phil Degree within 4 or 5 years from the date of his/her appointment shall also be eligible for moving from the AGP of Rs. 6000/- to AGP of Rs.7000/- after completion of 4 and 5 years of his/her service respectively. Further, if the incumbent acquires Ph.D/M.Phil after completion of 4 years of service/ 5 years of service and before 6 years of service respectively, he/ she shall be eligible to move for Stage II (AGP Rs. 7000/-) from the date of award of Ph.D/M.Phil Degree subject to the fulfillment of other conditions stipulated in UGC Regulations.

b. Assistant Professor Stage 2 to Stage 3:

Completed 5 (five) years of service in Stage 2 subject to meeting API based PBAS requirement.

c. Assistant Professor Stage 3 to Stage 4:

Completed 3 (three) years of service in Stage 3 subject to meeting API based PBAS requirement.

6. On Orientation Programme (OP)/ Refresher Courses (RC): Minimum requirement:

- a. For Stage 1 to Stage 2: One O.C. and one R.C.
- b. For Stage 2 to Stage 3: One R.C. or equivalent course for a duration of not less than two weeks
- c. For Stage 3 to Stage 4: One R.C. or equiv course for a duration of not less than one week

  
(Dr N C Saha)


Director of Public Instruction,  
Government of West Bengal

Memo No: ED-049(7)/2016/OM-38L/2016

Dated, Kolkata 3<sup>rd</sup> March, 2016

Copy forwarded for information and necessary action to:

1. Addl. DPI (A), Bikash Bhavan, Salt Lake, Kolkata-91
2. Jt. DPI (UCS/NGC/PPS), Bikash Bhavan, Salt Lake, Kolkata-91
3. The Principal/ Officer-in-Charge/ Teacher-in-Charge
- .....
4. P.S. to Hon'ble MIC, Higher Education Department, Govt. of West Bengal.
5. P.A. to the Principal Secretary, Higher Education Department, Govt. of West Bengal.
6. Nodal Officer, I.L.C, 8<sup>th</sup> Floor, Bikash Bhavan, Salt Lake, Kolkata-91
7. Guard File

  
(Dr S. Dutta Gupta)  
Jt. Director of Public Instruction,  
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**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No.6042-F(P<sub>2</sub>)

Dated, 7<sup>th</sup> November, 2019.

**MEMORANDUM**

It has been observed that the criterion for admissibility of the benefit of career advancement scheme published vide Memo. No-6075-F dt. 21.06.1990 since modified vide Memo. No-3015-F dt. 13.03.2001 and the provisions for fixation of pay on such benefits, which were prescribed keeping in view the pay structure (scales of pay) as were in force at that time, no longer match with the present structure of pay introduced through the WBS(ROPA) Rules, 2019. Keeping in view such fact and the provisions laid down in Note-2 below Rule -11 of the WBS(ROPA) Rules, 2019, the undersigned is directed by order of the Governor to revise the existing career advancement scheme for State Govt. employees in the manner as indicated in the following paragraphs and the scheme so revised shall be effective in respect of an existing government employee notionally from a date on which he opts to come under the revised pay structure under the WBS(ROPA) Rules, 2019 and actually from 01.01.2020 and in respect of a new entrant who joined service on or after 01.01.2016, this scheme will be effective from the date of publication of the WBS (ROPA) Rules, 2019.

2. Subject to fulfilment of usual norms of promotion and also subject to the provisions as undernoted, a government employee directly appointed to a post borne in revised Level-1 to 15 in the Pay Matrix of the WBS(ROPA) Rules, 2019 or its corresponding pre-revised Pay Band and Grade Pay /scales of pay under the previous WBS(ROPA) Rules, is entitled to move to the first, second and third higher Level in relation to the basic Level, as shown in the annexure to this Memo., on completion of continuous and satisfactory service of 8 (eight), 16 (sixteen) and 25 (twenty five) years respectively.

i) (a) A government employee, who has not got any promotion within 8 (eight) years of service, will move to the first higher Level from the date of completion of 8 years of service, (b) if such employee has got one or more promotion (s) (functional/non-functional) below the second higher Level within 16 years of service, he will move to the second higher Level from the date of completion of 16 years of service and (c) if such an employee has got two or more promotions (functional/non-functional) below the third higher Level within 25 years of service, he will move to the third higher Level from the date of completion of 25 years of service.

In each of the above cases, the employee will get his pay fixed either from the date of entitlement or from the date of next increment as per his option.

(A) In case the employee opts to get his pay fixed from the date of entitlement, then on the date of entitlement one increment shall be added to the existing pay (in the lower Level) of the employee and he shall be placed at a Cell equal to the figure so arrived at in the higher Level to which he moves and if no such Cell is available in the higher Level, he shall be placed at the next higher Cell in that Level. His next increment will fall due on the 1<sup>st</sup> July on completion of at least six months service from the date of such fixation.

(B) In case the employee opts to get his pay fixed from the date of next increment, then on the date of entitlement, there will be no interim pay fixation and after allowing the normal annual increment on 1<sup>st</sup> July the procedure indicated at (A) above shall be followed.

ii) (a) A government employee, who has got only one promotion (functional/non-functional) before completion of 16 years of service in a Level higher than the first higher Level, will not be allowed to move further higher Level except pay fixation benefit of one increment in the same Level from the date of completion of 16 years of service without having any scope of option and (b) likewise, a government employee, who has got only two benefits before completion of 25 years of service in the form of pay fixation in the same Level as at (a) above or promotion(s) (functional/non-functional) - one of which in a Level higher than the second higher Level, will not be allowed to move further higher Level except pay fixation benefit of one increment in the same Level from the date

iv) When a government employee is promoted to a post carrying lower Level than the Level he is holding due to non-functional movement, he shall be allowed to retain the higher Level in the promotion post as personal to him and his pay on promotion shall be fixed by allowing one increment from the date of such promotion and he will get next increment on next 1<sup>st</sup> July whether he completes six months service or not.

v) When the Level of a promotion post is same as that of the feeder post, it will be treated as the Level of the feeder post for the purpose of operation of the provisions of this Memo.

vi) (a) A pass graduate teacher of a government school who has got the benefit of movement to a Level (scale) similar to or above the second/third higher Level on the basis of higher qualification acquired during service will not get any further movement to higher Level except fixation benefit of one increment on each occasion of completion of 16 and 25 years of service with the date of next increment remaining the same. However, such a teacher if acquires such higher qualification after getting 1<sup>st</sup> higher Level on completion of 8 years of service will get pay fixation benefit in the same manner on completion of 25 years of service only and if such higher qualification is acquired after 16 years of service no further benefit is available on completion of 25 years of service. (b) An Assistant Master of a government school who before getting 1<sup>st</sup> higher Level on completion of 8 years of service has got the benefit of movement to a Level next above on the basis of higher qualification acquired during the service will only be eligible to move to second and third higher Level on completion of 16 and 25 years of service respectively with pay fixation benefit in the manner as indicated in preceding para 2 (i). (c) An Assistant Master of government school who acquires higher qualification after availing 1<sup>st</sup> higher Level on completion of 8 years of service will be eligible for movement to 2<sup>nd</sup> and 3<sup>rd</sup> higher Level on completion of 16 years and 25 years of service respectively with pay fixation benefit in the manner as indicated in preceding para 2(i).

3. (a) (i) Subject to fulfilment of usual norms of promotion, a government employee not belonging to any State Constituted Service, directly appointed to a post borne in the revised Level 16 in the Pay Matrix of the WBS(ROPA) Rules,2019 or its corresponding pre-revised Pay Band and Grade Pay/scale of pay under the previous WBS(ROPA) Rules, is entitled to move to Level 17 and Level-19 (as indicated in the annexure to this Memo.) from the date of completion of continuous and satisfactory service of 8 (eight) and 16 (sixteen) respectively provided he has not reached Level-17 during 8 years, Level-19 during 16 years of service by way of promotion or otherwise. In such cases the manner of pay fixation shall be same as indicated in the preceding para 2 (i).

(ii) Subject to fulfilment of usual norms of promotion, a government employee belonging to any State Constituted Service, directly appointed to a post borne in the revised Level 16 in the Pay Matrix of the WBS(ROPA) Rules,2019 or its corresponding pre-revised Pay Band and Grade Pay/scale of pay under the previous WBS(ROPA) Rules, is entitled to move to Level 17, Level-19 and Level 21 (as indicated in the annexure to this Memo.) from the date of completion of continuous and satisfactory service of 8 (eight), 16 (sixteen) and 25 (twenty five) years respectively provided he has not reached Level-17 during 8 years, Level-19 during 16 years and Level-21 during 25 years of service by way of promotion or otherwise. In such cases the manner of pay fixation shall be same as indicated in the preceding para 2 (i).

N.B. In the case of State Constituted Service other than WBSS, the period 8 years, 16 years and 25 years of service in respect of a member shall count from the date of joining such State Constituted Service either by direct recruitment or by promotion irrespective of the fact that such a promotee member has got any promotion or movement through CAS/MCAS in his feeder service.

(b) (ii) Subject to fulfilment of usual norms of promotion, a government employee whether belonging to any State Constituted Service or not, directly appointed to a post borne in the revised Level- 17 or Level – 18 in the Pay Matrix of the WBS(ROPA) Rules,2019 or its corresponding pre-revised Pay Band and Grade Pay/scale of pay under the previous WBS(ROPA) Rules, is only entitled to move to Level-19 (as indicated in the annexure to this Memo.) from the date of completion of 8 (eight) years provided he has not reached Level-19 during 8 years of service by way of promotion or otherwise. In such cases the manner of pay fixation shall be same as indicated in the preceding para 2 (i).

(c) Any employee as mentioned above when appointed to a post carrying same Level as that of the Level he is

4. In respect of the State Constituted Services availability of posts in Level – 21 (Pre-revised Grade Pay Rs. 8700/- / Scale No. 19), Level – 22 (pre-revised Grade Pay Rs. 8900/- / Scale No. 20) and Level – 24 (Pre-revised Grade Pay Rs. 10000/- / Scale No. 21) as have been sanctioned in terms of Memo No. 6075 – F dated 21.06.1990 read with Memo No. 3015 – F dated 13.03.2001 and subsequent orders issued by Finance Department and various administrative departments (with the concurrence of F.D.) from time to time and eligibility criterion for admissibility of such higher Levels (Pay Scales) as prescribed therein or prescribed by any subsequent orders shall remain in force.

5. The orders allowing higher Levels as per this Memo in respect of the employees directly appointed to the posts borne in Level 13 and above in the Pay Matrix including the members of the State Constituted Service shall be issued by the respective administrative departments and in respect of others by the Head of Office.

6. If a regular promotion in due course is refused by an employee before he is entitled to movement to the higher Level or any pay fixation benefit in the same Level as per the provisions of this Memo., he shall not be allowed movement to higher Level or any pay fixation benefit because he has not been put to stagnate due to lack of promotional opportunity.

7. The period of service which does not count for increment will not be taken into account for computing 8/16/25 years of service for the purpose of this Memo.

8. All previous Orders/Memo.s /Clarifications issued in connection with admissibility of CAS/MCAS stand modified to the extent of the provisions of this Memo.

Sd/- H.K. Dwivedi

Additional Chief Secretary to the  
Government of West Bengal

Annexure to Memo No.6042-F(P<sub>2</sub>) Dated 7<sup>th</sup> November, 2019

Scale of pay under ROPA-98	First appointed (basic) Pay Band and Grade Pay under ROPA-09	Level of pay in the Pay Matrix	First Higher Level (Scale)	Second Higher Level (Scale)	Third Higher Level (Scale)
	<b>(1)</b>		<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
Rs.2600-4175/-	PB-1 with GP Rs.1700/-	Level 1	Level 2	Level 3	Level 4
Rs.2700-4400/-	PB-1 with GP Rs.1800/-	Level 2	Level 3	Level 4	Level 5
Rs.2850-4680/-	PB-2 with GP Rs.1900/-	Level 3	Level 4	Level 5	Level 6
Rs.3000-5230/-	PB-2 with GP Rs.2100/-	Level 4	Level 5	Level 6	Level 7
Rs.3150-5680/-	PB-2 with GP Rs.2300/-	Level 5	Level 6	Level 7	Level 8
Rs.3350-6325/- or Rs.3350-6325/- with higher initial start at Rs.3440/- or Rs.3350-6325/- with H.I. start Rs.3530/-	PB-2 with GP Rs.2600/- or PB-2 (Entry point Minimum pay Rs.6400/-) with GP Rs.2600/- or PB-2 with Gr. Pay Rs.2680/- (Entry point minimum pay Rs.6570/-)	Level 6 or Level 6 with higher initial at Rs.23400/- or Level 6A	Level 7	Level 8	Level 9
Rs.3600-7050/-	PB-2 with GP Rs.2900/-	Level 7	Level 8	Level 9	Level 10
Rs.3800-7775/-	PB-3 with GP Rs.3200/-	Level 8	Level 9	Level 10	Level 11
Rs.4000-8850/- or Rs.4000-8850/- with higher initial start at Rs.4250/-	PB-3 with GP Rs.3600/- or PB-3 (Entry point Minimum pay Rs.7910/-) with GP Rs.3600/-	Level 9 or Level 9 with higher initial at Rs.29800/-	Level 10	Level 11	Level 12
Rs.4500-9700/-	PB-3 with GP Rs.3900/-	Level 10	Level 11	Level 12	Level 13
Rs.4650-10175/-	PB-3 with GP Rs.4100/-	Level 11	Level 12	Level 13	Level 14
Rs.4800-10925/- or Rs.4800-10925/- with higher initial start at Rs.5675/-	PB-4 with GP Rs.4400/- or PB-4 (Entry point Minimum pay Rs.10560/-) with GP Rs.4400/-	Level 12 or Level 12 with higher initial at Rs.39100/-	Level 13	Level 14	Level 15
Rs.5000-11275/- or Rs.5000-11275/- with higher initial start at Rs.5525/5900/6100/-	PB-4 with GP Rs.4600/- or PB-4 (Entry point Minimum pay Rs.10280/ 10980/11350/-) with GP Rs.4600/-	Level 13 or Level 13 with higher initial at Rs.39300/40500/ 41700/-	Level 14	Level 15	Level 16
Rs.5500-11325/- or Rs.5500-11325/- with higher initial start at Rs.5700/6100/6300/6525/-	PB-4 with GP Rs.4700/- or PB-4 (Entry point Minimum pay Rs.10610/ 11350/ 11720/12140/-) with GP Rs.4700/-	Level 14 or Level 14 with higher initial at Rs.42430/43600/-	Level 15	Level 16	Level 17
Rs.6000-12000/- or Rs.6000-12000/- with higher initial start at Rs.6225/-	PB-4 with GP Rs.4800/- or PB-4 (Entry point Minimum pay Rs. 11580/-) with GP Rs.4800/-	Level 15	Level 16	Level 17	Level 19
	<b>For the Officers belonging to State Constituted Service</b>				
Rs.8000-13500/- or Rs.8000-13500/- with higher initial start at Rs.9100/-	PB-4A with GP Rs.5400/- or PB-4A (Entry point Minimum pay Rs.16930/-) with GP Rs.5400/-	Level 16 or Level 16 with higher initial at Rs.57800/-	Level 17	Level 19	Level 21
Rs.10000-15525/-	PB-4A with GP Rs.6600/-	Level 17	Level 19	-	-
Rs.10000-18000/-	PB-4A with GP Rs.7000/-	Level 18	Level 19	-	-
	<b>For the Officers not belonging to any State Constituted</b>				

No. 6042/1(500)—F(P<sub>2</sub>).

Dated, Howrah, the 7<sup>th</sup> November, 2019.

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- 1) The Principal Accountant General (A & E), West Bengal,  
Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
- 2) The Principal Accountant General (General & Social Sector Audit), West Bengal,  
Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
- 3) The Accountant General (Economic and Revenue Sector Audit), West Bengal,  
3<sup>rd</sup> M.S.O. Building, C.G.O. Complex, DF Block, 5<sup>th</sup> Floor, Sector-1, Salt Lake, Kolkata-700 064.
- 4) The Chief Secretary to the Government of West Bengal, Nabanna, Howrah.
- 5) The Residential Commissioner, Government of West Bengal,  
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- 6) The Governor's Secretariat, Governor House, Raj Bhavan, Kolkata-700 062.
- 7) The Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_
- 8) The Divisional Commissioner, \_\_\_\_\_  
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- 9) The Commissioner / Additional Secretary / Special Secretary / Joint Secretary / Deputy Secretary of  
Finance Department.
- 10) The Director of Treasuries and Accounts, West Bengal,  
8, Lyons Range, Mitra Building, 2<sup>nd</sup> and 3<sup>rd</sup> Floor, Kolkata-700 001.
- 11) The District Magistrate, \_\_\_\_\_  
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81/2/2, Phears Lane, Kolkata-700 012.
- 17) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II,  
P-1, Hyde Lane, Jawahar Building, Kolkata-700 073.
- 18) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, Subhanna, S.G.O. Complex,  
5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No.9, DF Block, Sector-I, Salt Lake City, Kolkata-700 064.
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- 20) The Superintendent of Police, \_\_\_\_\_  
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07/11/19  
O.S.D. & E.O. Deputy Secretary to the