

ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

APPLICATION FORM

FOR GRANT OF NEXT HIGHER GRADE UNDER THREE TIER CAS

For non-Teaching Employees

Part - I

(To be filled by the employee)

1.	Name of the employee	
2.	Date of birth	
3.	Designation	
4.	Academic qualification	
5.	Date of 1 st appointment (regular) with designation/ scale of pay	
6.	Present place of posting	
7.	Date of promotion/ placement in senior scale/ selection scale graded from time to time.	Pay Scale/ Pay Band (i) _____ (ii) _____ (iii) _____
8.	Present pay Band (PG+GP) and Basic Pay (PB+GP) drawn	Pay Band Basic Pay + G.Pay Total
9.	Date of placement in higher scale under enhanced job profile with scale of pay giving reference to university order No. and date	
10.	Due date for placement in next higher grade/ pay band as first upward movement on completion of 08 years of consistently satisfactorily service in one grade/ pay band.	
11.	Due date for placement of	

	second upward movement on completion of 09 year of satisfactory service of after grant of first upward movement or after granted grade promotion under enhanced job profile.	
12.	Due date for placement in third upward movement on completion of 10 years of satisfactory service after grant of second upward movement	

Declaration

- I. I opt for grant of next higher grade/ pay band as First/ Second/Third upward movement.
- II. I hereby declare that the particulars given here-in-above are correct and true to the best of my knowledge and belief. In case of any misrepresentation of facts, I shall be personally responsible for the consequences that may arise.

Date: _____ Signature of the applicant : _____

Name in full (Capital letter) : _____

Designation/ Department: _____

Part- II

(Recommendation of Controlling Officer)

The above details given by the employee is correct as per the records and I recommend that case of Mr/Ms/Mrs..... May be considered under three tier scheme of IUST.

Date: _____

**Signature of Controlling Officer
With seal**

Part- III**(for use at Registrar's office)**

1. The particulars indicated above have been verified with reference to the service records of employee and found correct.
2. Performance of the employee for the last three years: Indicator APR's).
3. The employee is meeting the requirement for grant of First/Second/Third Upward Movement under Three Tier CAS for Non-Teaching Employees.
4. Release of next higher scale of Pay as First/Second/Third Upward Movement for non-teaching employees as applied for is recommended/ not recommended

Grant of next grade of Rs. _____ as First/ Second/ Third Upward Movement under Three Tier CAS is due to Mr. /Ms. _____ working as _____ at _____ (office) w.e.f. _____.

The employee is/ is not due for promotion / grant of senior scale/ Selection Scale during the period.

Jr. Assistant/Dealing Assistant

Sr. Assistant/ Head Assistant

Assistant Registrar (Est-NT)

Part IV**(Report/recommendation of the screening committee)**

Grant of higher grade of Rs. _____ w.e.f. _____ is recommended/ not recommended in respect of _____ working as _____ at _____ (office)

Assistant Registrar

Deputy Registrar

Finance Officer

Registrar

Part V**(Orders of the Competent Authority)**Approved/ Not approved**Vice-Chancellor**