

Government of West Bengal  
Education Directorate, Higher Education  
Bikash Bhavan, Salt Lake City, Kolkata 700091

Memo No – ED- 403./2015

Date – 31/3/15

From : Dr N C Saha  
Director of Public Instruction  
Government of West Bengal

To : Principal/Teacher-in-charge/Officer-in-charge  
All Government/Govt. aided colleges of the State

**Subject :** Clarification on various aspects/modalities towards the implementation of CAS GO No - 922 Edn(CS) dated 14/11/2014 & 1262 Edn(A) dated 14/11/2014

In continuation of the Higher Education Department's GO No – 922 Edn(CS) dated 14/11/2014 & 1262 Edn(A) dated 14/11/2014 regarding notional and actual date of effect of CAS/Re-designation for the teachers, librarians of the Government & Government aided colleges in West Bengal, the undersigned is directed to issue the following clarifications for information and guidance of all concerned : -

Sl. No	Points of Doubt/Query	Clarification(s)
1	What is the cut-off date for completion of Refresher Course( R.C.) & Orientation program ( O.P.) for incumbents whose promotion is due within 31 <sup>st</sup> December 2013 ?	The last date for completion of R.C. and/or O.P. as specified in UGC Order [No :1-2/2009 ( EC/PS) Pt VIII dt 7.12.12] is 31 <sup>st</sup> December 2013. The R.C. or O.P. against which one promotion has been awarded , shall not be counted for awarding the next promotion.

5	<p>What will be the modalities of promotion in respect of the above mentioned candidates whose screening has been done but proposal not yet submitted by college authority to the Education Directorate ?</p>	<p>a) No further screening-meeting is required. b) For Government- Aided college: The college authority must submit proposal ( PBAS) along with specific G.B. resolution ( in the prescribed format Annex D1) in addition to Part D, indicating the date from which notional fixation is due.</p>
		<p>c). Notional fixation will be given w.e.f. due date if he/she has fulfilled the API score of Part-B, Category-III. If not, it will be w.e.f. the date of fulfillment of the API score of Part-B, Category-III.</p>
6	<p>What will be the modalities of promotion in respect of the above mentioned candidates whose screening has been done and proposal submitted by college authority to the Education Directorate ?</p>	<p>a) No further screening meeting is required. b) For Government- Aided college: The College Authority must submit proposal(PBAS) along with specific G.B. resolution ( in the prescribed format: Annex D1) in addition to Part D, indicating the date from which notional fixation is due.</p>
		<p>c) Notional fixation will be given w.e.f. due date if he/she has fulfilled the API score of Part-B, Category-III. If not, it will be w.e.f. the date of fulfillment of the API score of Part-B, Category-III.</p>

9	What will be the period for which ACR for Government College Teachers/ Librarians/ Physical instructors is to be submitted?	ACR for last three financial years from the due date of promotion is to be submitted.
10	If the candidate has availed Study Leave under FDP/FIP , what will be the acceptable API score for Category – I & II ?	Subject to the condition that the study leave ( any type) was approved by the competent authority and provided the candidate concerned has submitted a completion certificate with appropriate documents to justify the successful execution of study leave, requirement of the API score under Category I and Category II may be waived upon examination of the merits of each case.

 31.9.15

Dr. N C Saha

Director of Public Instruction  
Government of West Bengal

**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:

Date of award of Ph.D./ M. Phil. :

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

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

Date of effect: Notional: ----- Actual:-----

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. 920-Edn(CS) dated 31.12.2012 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage2/ Stage 3) /Associate Professor (Stage 4) with AGP of Rs. 7000 / 8000 / 9000 with effect from ..... (Notional) and ----- (Actual) in terms of G.O no 922 Edn (CS) dt 14.11.2014/ G.O no 1262 Edn (A) dt 14.11.2014 . 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 to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

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/ TIC  
of the College with Date and Seal

## Certificate of justification

This is to certify that Shri/Smt./Dr -----,  
of-----  
College, Presently posted as Assistant Professor (-Stage 1/ Stage 2/ Stage 3) of  
.....( Subject), with the Scale of Pay: Rs. 15600-39100/- with AGP of ` 6000 / 7000 / 8000 , has been awarded /is to be awarded to the post of : Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4 ) notionally on ----- and actually on -----as per G.O. no. 922 Edn( CS) dt 14.11.14 / 1262 Edn(A) dt 14.11.14 at the Scale of Pay: Rs. 15600-39100/- or ` 37400-67000/- with AGP of ` 7000 / 8000 / 9000 after promotion in the Screening/Selection Committee meeting held on ----- at -----  
-----(venu)

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. 920-Edn(CS) dated 31.12.2012/1196 Edn(A) dated 31.12.2012 for promotion under CAS, and thus the incumbent is to be promoted to the post of Assistant Professor (Stage2/ Stage 3) /Associate Professor (Stage 4) with AGP of Rs. 7000 / 8000 / 9000 with effect from ..... (Notional) and ----- (Actual) in terms of G.O no 922 Edn (CS) dt 14.11.2014 /1262 Edn(A) dated 14.11.2014. as per clarification made in memo no -----

Signature of the Principal/OIC/ TIC  
of the College with Date& Seal