



PINGLA THANA MAHAVIDYALAYA
Maligram, Paschim Medinipur, Pin-721140

NAAC Accredited B grade (in 2nd cycle), Govt. aided college, affiliated to Vidyasagar University

Website: pinglacollege.ac.in

Date- 23/04/24

Notification regarding

STEPS FOR CAS OF TEACHERS

1. Application to Principal for the promotion under CAS, if due
2. Submission of one copy of document to IQAC Coordinator who will initially check the eligibility based on the submission of the teacher and will submit it to the Principal.
3. Submission of FORMAT-I for the assessment period by the Teacher to the Principal.
4. Preparation of Certificates by the Principal after verification of FORMAT-I.
5. Preparation and submission of CAS File following G.O. No. 1373–Edn. (CS)/5P-52/98 Date: 07.12.2017 & No. 314-Edn(A)/5P-90/12(Pt) Date: 22.02.2019 by the Teacher to the Principal.
6. The Principal will hand over the CAS File of the Teacher to the Coordinator, IQAC after a close look view.
7. The Coordinator, IQAC will submit the CAS File of the Teacher to the Principal after verification recommending the promotion under CAS.
8. The Principal will take necessary steps for the constitution of the Screening/Selection Committee for CAS of Teachers.
9. The Principal will send a Letter to the V.C., Vidyasagar university for her/his nominee to the Screening/Selection Committee as subject Expert.
10. The Principal will send a Letter to the D.P.I., Govt. of West Bengal for sending Govt. nominee to the Screening/Selection Committee.
11. The Principal will fix up the meeting of the Screening/Selection Committee in consultation with the subject Expert and the Govt. Nominee.
12. The Principal will convene the meeting of the Screening/Selection Committee as the Chairman in the stipulated date/s.
13. The Principal will place the recommendation of the Screening/Selection Committee before the G.B. meeting in order to make ready the PART- D format
14. Finally, the Principal will submit the proposal for approval of CAS and Fixation of Pay of the Teacher to the D.P.I.
15. The Principal will generate Pay Fixation Memo of the Teacher through HRMS Portal after receiving approval order from the D.P.I.
16. Subsequently, claim for current salary and arrear salary shall be processed.

Sd/- Dr. Sukumar Chandra, Principal, Pingla Thana Mahavidyalaya