CAREER ADVANCEMENT /PROMOTION OF OFFICERS

(APPLICATION & SELF APPRAISAL REPORT)

To

The Registrar,

Uttar Banga Krishi Viswavidyalaya

Pundibari, Cooch Behar

Through Proper Channel

Subject: Prayer for C.A./ Promotion to Officer of BCKV in terms G.O. No. 1068-Edn/3E(U)-09/2001 dated 07.03.2002 and University Notification No. Rect/CA(O)/2001 dated 07.10.2002.

Sir,

On fulfillment of the criteria laid down in the G.O. as aforesaid, I do hereby submit my Bio-data and Self Appraisal Report for kind consideration of my Career Advancement / Promotion to the pay scale of Rs………………………………w.e.f. …………………… .

1. Name (in Block letters) :
2. Present post held (name of the post) :
3. Present post attained : By direct appointment/Promotion/C.A. w.e.f.
4. Date of joining in the present post :
5. (a) Scale of pay attached to the present post & basic Pay :

(b) Basic Pay as on 31.12.95:

(c) Date of Increment in the present pay scale:

6. Name of the Department/ Faculty/ Unit where placed:

7. Date of Birth:

8. (a) Academic qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | University/Board | Year of passing | Class |
|  |  |  |  |

(b) Address:

9. Experience profile (starting from the most recent job continue upto the first one)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of the employer | Post held and scale of pay | Duration  From to | Nature of duties | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

10. Mention category of the candidate (with documentary evidence):

Gen/SC/ST/OBC

11. Date of first joining in the University with the name of post and pay scale :

12. Additional information, if any :

13. List of enclosures :

Certificate that the above mentioned statements are true to the best of my knowledge and belief.

Date:

(Signature of the incumbent Officer)

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*(Details to be filled in by the Office)*

1. Present post held by the applicant:
2. Period of holding present position:
3. Scale of Pay:
4. Status of approval of the post by the competent authority:
5. Post created Vide G.O. No. ( give details):
6. Details of Promotion availed during the service period:
7. Details of confirmation in the present post (Order No. date etc.)

Signature of Registrar

SELF APPRISAL REPORT

(To be filled in by the incumbent officer and submitted along with the application)

An account at achievements during the entire service period (prior to the date from which C.A./Promotion is sought) in relation to the specific duties assigned is to be provided. If needed a separate sheet may be attached.

|  |  |
| --- | --- |
| Broad spheres of duties assigned | Specific activities performed in relation to the duties (details of activities and sub-activities to be given) |
| Administrative |  |
| Financial |  |
| Duties specific to the professional field |  |
| Any other (specific) |  |

An account of professional achievements besides the assigned duties and responsibilities during the entire service period (prior to the date from which CA/Promotion is sought).

(i) Professional/Administrative training received:

|  |  |  |  |
| --- | --- | --- | --- |
| Name (s) of Training Programme | Name of Institute | Organization | Duration |
|  |  |  |  |

(ii) Computer Training Received :

|  |  |  |  |
| --- | --- | --- | --- |
| Name (s) of Training Programme | Name of Institute | Organization | Duration |
|  |  |  |  |

(iii) Details of Seminar/Workshop/Symposium attended

(iv) Details of membership of Professional Bodies (if any) :

(v) Details of Professional examination passed:

(vi) Details of Awards/Fellowship/ Honours Received:

Signature of the incumbent Officer