



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University
Kakryal, Katra – 182 320 (J&K)
(Establishment Wing; Non-Teaching Affairs)

No. SMVDU/Adm/Estt./NT/33rd EC/ATR/2024/066-068

Dated : 12/01/2024

ORDER

Subject: Applicability of Three Tier Career Advancement (In-Situ Promotion) Scheme for Category C employees- reg.

Ref. 1. Ratified (Item No. 33.22) by the Executive Council in its 33rd meeting held on 08.06.2022.
2. Minutes of meeting of the 18th Executive Council held on 1st September 2012.

As ratified by Executive Council in its 33rd Meeting held on 8th June 2022, the policy concerning the implementation of Three Tier Career Advancement (In-Situ Promotion) Scheme (1st Step/ 2nd Step/ 3rd Step i.e. After 08 /09 /10 years) for the Non-Teaching staff Category C, subject to their satisfactory appraisal reports for preceding 03 years is hereby notified for information of all concerned. In case of any incumbent having availed the benefit of 1st/2nd upgradation level, before completion of the required length of service as laid down, under any provision in force, the benefit of further upgradation under this scheme of such employee(s) (In situ) shall be granted from the date of his/her having fulfilled the requirement of complete length of service for 1st and 2nd upgradation as laid down for the purpose hereunder. Under this 'In-Situ Promotion' scheme, the employees placed in the 1st Step/ 2nd Step/ 3rd Step shall however continue to hold their existing posts and there shall be no functional promotion of the incumbent. There shall be no change in the designation to which he/she is initially appointed.

1. First Upward Movement:

The employees who complete 08 years of regular satisfactory service in a particular payband/ grade pay/ Level shall be eligible for placement/upgradation in the 1st Step in their respective category/ cadre, as applicable;

2. Second Upward Movement:

The employees who complete 17 years' of regular satisfactory service including service in the 1st Step as per above & shall be eligible for placement/upgradation in 2nd Step in their respective category/cadre, as applicable;

3. Third Upward Movement:

The employees who complete 27 years' of regular satisfactory service including service in the 1st & 2nd Step as per above shall be eligible for placement in 3rd Step in their respective category/cadre, as applicable;

Pay of the employees placed in the 1st Step/2nd Step/ 3rd Step shall be fixed under the provisions of SRO-93 dated. 15.04.2009 and SRO-193 dated 24-04-2018.

The incumbents placed in the 1st Step/2nd Step/3rd Step under the Scheme shall be eligible to exercise option to avail of the First Upward Movement/ Second Upward Movement/ Third Upward Movement benefit from the date of placement in the 1st Step/2nd Step/3rd Step as the case may be or defer the said benefit to the date of next/annual increment in the initial pay scale/1st Step/ 2nd Step/ 3rd Step. Such incumbents shall communicate their option in writing to the Administration within a period of one month from the date of issuance of the Order for First Upward Movement/ Second Upward Movement/ Third Upward Movement. The option once exercised shall be treated as final.

There shall be a Screening Committee comprising of following for recommending the cases of the employees for upgradation to next level:

1. Registrar
2. Finance Officer
3. Any Dean of Faculty, nominated by Hon'ble Vice Chancellor

Further, any deviation/ variation, in pay scales and category, if found at a later stage shall be dealt with separately.

This shall be in supersession to any of the existing/ related provisions as applicable to the employees concerned under the above category.

The above is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. Finance Officer, SMVDU, for kind information and necessary action.
2. Faculty I/c. Website for publishing the same on University Website.
3. AR to VC for kind information of the Hon'ble Vice Chancellor, SMVDU
4. Concerned File.