

No:-DAHK/ESTT/35/8465-8486

DATE:- 11-01-2024.

**Government of Jammu and Kashmir
Directorate of Animal Husbandry
Kashmir
(Gowkadal Srinagar - 190001)**


Ph. No. 0194-2455091 E-mail:- est@jkanimalhusbandry.net Fax:-0194-2470518

Sub: - Time Bound Promotion (Non-gazetted).

C I R C U L A R

I am directed to request all the sub-ordinate controlling officers of this Department that Time Bound Promotion cases of eligible employees (non-gazetted/Class-IVth) of their respective organizations be supported with following documents:

1. Schedule-2 (Form of Undertaking)
2. Schedule-3 (Form of Option)
3. In situ Promotion Proforma
4. In situ Promotion service particular proforma
5. 1st appointment Order copy
6. Promotion order copies (both functional/Non-functional)
7. APRs for the last three years (only for Non-gazetted employees)
8. Work & Conduct/ Integrity certificate
9. HRMS Status certificate


Dy. Director (C)
Animal Husbandry Deptt.
Kashmir.

Copy to the:-

01. Joint Director Poultry Hariparath/ IAH&BP Zakura
02. CAHO / Equivalent _____.
03. Accounts Officer (Directorate).
04. I/c Website

for information and n/a.

(11)

SCHEDULE-2
FORM OF UNDERTAKING

Rule 10 of J&K Civil Services (HIGHER STANDARD PAY SCALE SCHEME)
RULES, 1996.

To

The _____

Sir/Madam,

I-----

working as-

----- in the Office Of-----

-----at-----, have gone through the provisions of Notification SRO-
14 dated 15-01-1996, promulgating the of J&K Civil Services (Higher Standard Pay
Scale Scheme) Rules, 1996 hereby agree to the terms and conditions as stated therein.

2. I further hereby give an undertaking to the effect that I shall not refuse the regular promotion as and when it becomes due to me. If, for any reasons, I decline the promotion when it becomes due to me, I shall forfeit the benefit admissible under the Higher Standard Pay Scale Scheme and shall revert back in original lower grade scale and shall draw the pay in original lower grade which I would have drawn had I not been given the benefit of the Higher Standard Pay Scale Scheme.

Place-----

Signature of Employee-----

Dated-----

Name of Employee-----

Designation Office-----

SCHEDULE-3
FORM OF OPTION

Rule 9(b) of J&K Civil Services (HIGHER STANDARD PAY SCALE SCHEME)
RULES, 1996.

I-----working as -----
----- in the Office Of -----
-----at -----,having been given the benefit of Senior/Selection Scale
with effect from -----vide order No.-----
- - dated ----- issued by----- hereby
opt to select Higher Standard pay Scale Scheme operated from 01-01-1995 introduced
under Notification SRO-14 dated 15-01-1996 issued under Finance Department's
endorsement No A/89(93)-88 dated 15-01-1996 instead of said Senior/Selection Scale.

2. I hereby agree that excess amount of difference of pay and allowances, if any,
paid to me, on account of grant of Senior/Selection Scale to me earlier, be adjusted
against the benefit to be accrued under the Higher Standard Pay Scale Scheme.

3. Option hereby exercised is final and shall not be modified at any subsequent date.

Place-----

Signature of Employee-----

Dated-----

Name of Employee-----

Designation Office-----

Signed before me-----

Signature and Official Seal
of Head of Department/Office.

Grant of Insitu promotion and service particulars thereof.

1. Name of the official _____
2. Designation _____
3. Place of posting _____
4. Date of entry into the Department/date of joining _____
5. Present Post held _____
6. Present Grade _____
7. Date from which present grade held _____
8. Promotion insitu already granted, if any/ stage _____
9. Date from which granted _____
10. Whether placed under suspension during the period from the last promotion _____
11. If Yes, reasons for suspension _____
12. Treatment of suspension period _____
13. Period spent on leave without pay/or break _____
14. Whether holding any post on stopgap basis _____
15. If Yes, state whether charge allowance drawn if any _____
16. Number of functional promotions availed from the date of 1st appointment
1. _____ 2. _____ 3. _____
17. Work and Conduct _____
18. Promotion In-situ due stage _____
19. Date from which due _____

Seal & Signature of DDO

Grant of Promotion "In Situ" proforma

S.No.	Name of the Official	Date of appointment	Present post held	Continuous service on the present post	Work & Conduct alongwith the details of any departmental proceedings pending against the official	Suspension period, if any/ treatment of suspension period	Functional promotions granted, if any	Time Bound promotion granted, if any	Time Bound promotion to be granted now with effect from in the pay band.

Seal & Signature of DDO

