

प्रेषक,

शिक्षा निदेशक(उ0शि0)

उच्च शिक्षा निदेशालय,

उ0प्र0, प्रयागराज।

सेवा में,

1. समस्त क्षेत्रीय उच्च शिक्षा अधिकारी,  
उत्तर प्रदेश।

2. प्राचार्य/प्राचार्या  
राजकीय/अशासकीय सहायता प्राप्त महाविद्यालय,  
उत्तर प्रदेश।

पत्रांक-सहा0नि0(समर्थ)/

28

/ 2026-27 दिनांक-18.08.2026

विषय- समर्थ पोर्टल पर कैरियर एडवांसमेंट स्कीम के समयबद्ध क्रियान्वयन हेतु अद्यतन कार्यप्रणाली के अनुपालन के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक शासनादेश संख्या-1411-सत्तर-1-2024 दिनांक- 16-10-2024 का सन्दर्भ ग्रहण करने का कष्ट करें, जो कि राजकीय/अनुदानित महाविद्यालय में कार्यरत शिक्षकों/पुस्तकालयाध्यक्षों की प्रोन्नति(CAS) समर्थ पोर्टल के द्वारा ऑनलाईन माध्यम से किये जाने के सम्बन्ध में है। उक्त के क्रम में प्रोन्नति(CAS) आवेदनों को सुगम, प्रभावी एवं समयबद्ध रूप से निस्तारित करने हेतु समर्थ पोर्टल के CAS मॉड्यूल में कतिपय महत्वपूर्ण अद्यतन/संशोधन करते हुए नवीन सत्र अगस्त, 2026 को दिनांक 05 अगस्त, 2026 से क्रियाशील किया गया है।

उक्त के सम्बन्ध में समर्थ पोर्टल पर CAS आवेदनों के निस्तारण हेतु आवश्यक दिशानिर्देशों से संबंधित विस्तृत कार्यप्रणाली(Workflow) इस पत्र के साथ संलग्नक के रूप में प्रेषित की जा रही है।

अतः आपको निर्देशित किया जाता है कि कार्यप्रणाली में दिये गये निर्देशों एवं चरणबद्ध प्रक्रियाओं का अनुपालन करना सुनिश्चित करें।

संलग्नक-उक्तवत।

भवदीया

Digitally signed by  
SHASHI KAPOOR  
Date: 19-08-2026  
17:00:15

डा0(शशि कपूर)

संयुक्त निदेशक(उ0शि0)

उ0प्र0, प्रयागराज।

## WorkFlow

### **Implementation of Time-Bound Career Advancement Scheme (CAS) Application Workflow as per GO No. 411-Sattar-1-2024 dated 16.10.2024 and UGC Regulations, 2018**

With a view to addressing the existing challenges and ensuring effective implementation of **GO No. 411-Sattar-1-2024 dated 16.10.2024** and the **UGC Regulations, 2018**, as well as making the Career Advancement Scheme (CAS) application process more **effective, transparent, streamlined, and time-bound**, the following updates to the **CAS Module** shall come into effect from **05 August 2026**.

All concerned **applicants, Principals, CAS Committee Members, Subject Matter Experts (SMEs), Director Nominees, and other stakeholders** are requested to carefully take note of the revised provisions and strictly adhere to the **updated workflow, prescribed procedures, and stipulated timelines** to ensure timely and efficient processing of CAS applications.

#### **1. Introduction of New CAS Session – August 2026**

A new CAS application session titled “**Aug 2026**” shall be available in the user login from **05 August 2026**.

- All **new CAS applications** shall be created and submitted through the **Aug 2026 session**.
- CAS applications already submitted in the previous/old session shall **continue to remain valid** and shall proceed through the existing approval workflow until their final disposal. Such applications shall not be interrupted, cancelled or required to be resubmitted merely due to the introduction of the new session.
- Applicants who have created a CAS application in the old session, but whose application is still in **Draft status** and has not been submitted, shall not be able to submit that draft application. Such applicants shall be required to **create a fresh application under the Aug 2026 session** and complete the submission process therein.
- It is specifically clarified that the term “**Session**” in the CAS portal refers only to the **date/time window during which the portal accepts CAS applications**. It does **not refer to, determine, alter or modify the assessment period or eligibility period** of the applicant for CAS.

#### **2. Meeting Postponement Workflow**

Under the previous workflow, postponement/rescheduling of a CAS meeting required cancellation of the existing meeting and creation of a new meeting, which could result in the reassignment of Subject Matter Experts and Committee Members.

Under the **Aug 2026 session**, the meeting postponement/rescheduling process has been simplified as follows:

- The **principal** shall be able to postpone/reschedule an already scheduled CAS meeting by modifying only:
  - **Meeting Date**
  - **Meeting Time**
  - **Meeting Link**
- The existing **Committee Members and Subject Matter Experts (SMEs)** shall remain unchanged.
- There shall be no requirement to cancel and recreate the meeting merely for postponement/rescheduling.

This provision is intended to ensure continuity of the duly constituted CAS Committee and avoid unnecessary reassignment of Committee Members and SMEs.

### 3. Meeting Quorum Management and Validation

The CAS portal shall incorporate **quorum validation in accordance with the applicable UGC Regulations, 2018, as applicable.**

During the CAS meeting:

- The **principal** shall record/Mark the attendance of all Committee Members and other mandatory participants through the portal.
- The principal shall ensure that the meeting is conducted only after confirming the **prescribed quorum.**
- Only those Committee Members who are marked “**Present**” in the CAS meeting shall be required/allowed to submit their meeting remarks.
- The presence of the **Subject Matter Expert(s) (SMEs)** shall be treated as mandatory for the CAS meeting.
- The presence of the **Director’s Nominee (DE Nominee)** shall also be ensured as prescribed under the applicable CAS procedure.
- The principal shall be responsible for ensuring that the constitution of the meeting, attendance and quorum are in accordance with the applicable rules before concluding the meeting.

### 4. Attendance, Meeting Conclusion and Remarks Submission Workflow

Under the new **Aug 2026 session**, the following sequence shall be followed:

#### **Step 1 – Attendance:**

The Principal shall mark the attendance of all CAS meeting participants through the portal.

#### **Step 2 – Conduct and Conclusion of Meeting:**

After ensuring the prescribed quorum, the CAS meeting shall be conducted

#### **Step 3 – Upload of Meeting Recording:**

The Principal shall upload the **video recording of the CAS meeting** on the portal, same day after meeting.

#### **Step 4 – Committee Members’ Remarks:**

After conclusion of the meeting, the eligible/present Committee Members shall be provided a **48-hour window** to submit their remarks.

#### **Step 5 – Automatic Forwarding at Committee Member Level:**

If a Committee Member does not submit the required remarks within the prescribed **48-hour period**, the CAS application shall be **automatically forwarded to the next level, and such non-submission shall be treated as acceptance/no objection from the concerned Committee Member** to follow timeline of GO No. 411-Sattar-1-2024 dated 16.10.2024

#### **Step 6 – Director Nominee’s Remarks:**

After completion/receipt of the Committee Members’ remarks, the **Director Nominee** shall submit his/her remarks within the prescribed **48-hour period** to follow timeline of GO No. 411-Sattar-1-2024 dated 16.10.2024

Steps 5 and 6 have been introduced to ensure strict adherence to the **20-day timeline prescribed for convening the CAS meeting**, in accordance with **GO No. 411-Sattar-1-2024 dated 16.10.2024**, and to facilitate the timely completion of the CAS process.

#### **Step 7 – Automatic Forwarding at Director Nominee Level:**

If the Director Nominee does not submit the required remarks within the prescribed **48-hour period**, the CAS application shall be **automatically forwarded to the next level, and such non-submission shall be treated as acceptance/no objection from the concerned Director Nominee.**

All concerned CAS meeting stakeholders are therefore advised to **carefully read the Meeting Invitation email before accepting the assignment** and ensure that all assigned actions, including attendance, remarks and other required activities, are completed within the prescribed time limit.

## 5. Introduction of CAS Module for Librarians (Other Academic Staff)

The CAS module shall now also facilitate the **Career Advancement Scheme (CAS) application process for Librarians (Other Academic Staff)**, as applicable under the UGC Regulation 2018 and U.P. Government Orders.

All stakeholders involved in the CAS process are directed to ensure **strict compliance with the revised workflow and prescribed timelines**.

Any technical issue encountered during implementation shall be reported through the designated technical/support email:

[uphed.samarth@gmail.com](mailto:uphed.samarth@gmail.com)

The complaint/email should clearly mention the following:

- **User details like user id (Ehrms code)**
- **College AISHE code**
- **CAS Application Reference Number**
- **Relevant screenshot(s)**
- **Brief description of the issue/error encountered**