



# CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament, 2020)  
[Under Ministry of Education, Govt. of India]  
New Delhi – 110 058

## NOTICE

### **Subject: Technical matters in CAS application – reg.**

It is for kind information of all Regular Academic Staff who are eligible and wish to apply for promotion under Career Advancement Scheme (CAS), as per UGC regulations.

It is advised to update all data regarding Academic, Administrative, Teaching details in Personal Profile before going to (clicking) ‘Create Application’ button in SAMARTH portal.

As all records automatically get fetched to the CAS application and only attachments wherever necessary are to be uploaded, it is important to update the details (Academic, Administrative & Teaching) in Personal Profile.

Once the CAS Application is created, the system will not accept to add/further update of the records/details anymore in Personal profile, saying ‘Your CAS application is in process’, and so the required data didn’t get fetched in the application form. Only after submission/closing period of CAS application, the employee can update further records, if any.

(Note: The employees who didn’t applying for CAS may update details/records in personal profile in the CAS live period also).

Hence, it is for the notice for all concerned staff who wish to apply for promotion under Career Advancement Scheme (CAS) to first update all records/details for once and don’t go for creation of CAS application before the updating.

If any employee, already created CAS application, the same may intimated to resolve necessary technical issue. For any other technical assistance, contact the Project Section at CSU, Headquarters Office, Delhi.

This is issued with the approval of Competent Authority.

Sd/-  
REGISTRAR