

Government of West Bengal
Department of Higher Education
Appointment Branch
Bikash Bhawan, Salt Lake, Kolkata- 700091.

No. 941 – Edn(A)/DPI/11/2026-JD(DPI)-DPI

Date: 07.09.2026.

From: Shri Partha Ghosh,
Joint Secretary to the Govt. of west Bengal

To: The Director of Public Instruction,
Government of West Bengal,
Bikash Bhavan,
Salt Lake, Kol-91.

Sub: Clarification of CAS Memorandum

Madam,

Consequent upon issuance of Memorandum No. 1565–Edn(A)/HED–15014(22)/12/2023-APP SEC –Dept of HE dated 31.12.2025. related to Terms & Conditions towards CAS Promotion for the Teachers and Librarians of Government Colleges in West Bengal belonging to WBES Cadre, a few confusions have been reported by the prospective beneficiaries of the scheme.

After careful consideration of the matter, the Governor is pleased to accord approval for clarification as stated below:

Sl N o.	Specific part of the document where confusion arises	Specific Confusion reported	Clarification
1.	Page No. 4 Eligibility criterion ii for promotion from Assistant Professor(Senior Scale /Academic Level 11) to Assistant Professor (Selection Grade/Academic Level12) : ' Attended any two of the following in the last five years of Academic Level-11/ Senior Scale: (1) Completed course/programme from among the categories of Refresher Course/Research Methodology course/ Academic Workshop/Syllabus Up Gradation Workshop/ Training on Teaching-Learning-Evaluation/ Technology	WHETHER TWO COURSES FROM OPTION 1 ITSELF MAY BE CONSIDERED FOR FULFILLMENT OF ELIGIBILITY CRITERION II	YES TWO COURSES FROM ANY SINGLE OPTION OUT OF THE FOUR GIVEN OPTIONS 1,2,3 and 4 may be considered for Fulfillment of ELIGIBILITY CRITERION II [As there are variety of courses under each option including option 1, two courses can be chosen within or across the broad categories of courses

	Training Programme/ Faculty Development Programme of at least two weeks (ten days')duration OR two courses of at least one week' (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); (2) Completed one MOOCs course in the relevant subject (with e-certification), (3) Contributed towards development of e-contents of minimum 10 modules of a course in four quadrant (at least one quadrant) MOOCs course (4) Contributed towards conducting of a MOOCs course during the assessment period.'	included against serial nos. 1,2,3 and 4 (A similar note is already present following UGC guidelines in Appendix I, Table1 in the context of 'Involvement in the University/College students related activities/research activities')]
2.	Page No. 7 Eligibility criterion ii for promotion from College Librarian (Senior Scale/Academic level 11) to College Librarian (Selection Grade/ Academic level 12): Completed any two of the following in the last five years: (1) Training/Seminar/Worksho p/Course on automation and digitalization, (2) Maintenance and other activities as per Appendix I, Table 2, of at least two weeks (ten days) duration OR Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),	(a) WHAT WILL BE THE MINIMUM DURATION OF ANY COURSE UNDER OPTION (1) [Minimum duration of any course under option (1) i.e. Training/Seminar/Workshop/C ourse on automation and digitalization, required for fulfillment of eligibility ii, is not mentioned] (a) IT WILL BE SAME AS OPTION (2) [To keep parity with option (2), minimum duration of courses under (1) needs to be identical with that of option (2) i.e. ' at least two weeks (ten days) duration OR two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration)']

	(3) Taken/developed one MOOCs course in the relevant subject (with e-certification), (4) Completed Library up-gradation course.	(b) WILL SEMINAR BE OMITTED FROM THE LIST OF COURSES UNDER OPTION (1) AS DURATION OF SEMINAR WILL NOT PROBABLY MATCH	(b) YES [Duration of a seminar is most unlikely to exceed three days of duration]
		WITH THE MINIMUM DURATION CONDITION OF ANY COURSE UNDER OPTION (1) AS MENTIONED ABOVE AT POINT (a)? (c) WHETHER TWO COURSES FROM ANY SINGLE OPTION OUT OF THE FOUR GIVEN OPTIONS 1,2,3 and 4 MAY BE CONSIDERED FOR FULFILLMENT OF ELIGIBILITY CRITERION II	(c) YES [As there are variety of courses under each option including option 1, two courses can be chosen within or across the broad categories of courses included against serial nos. 1,2,3 and 4]
3.	Page No. 12 Appendix I, Table 1, (Assessment Criteria and Methodology for College Teachers) Sl. No. 2(g) <i>At least one single or joint publication in peer reviewed or UGC list of Journals</i>	WHETHER 'BOOK CHAPTER' WITH ISBN NUMBER CAN BE INCLUDED AS AN ALTERNATIVE Under 2(G)	YES [In Appendix-II A, Part B, 2(g), where annual activity related to option 2(g) of Appendix I, Table 1, needs to be reported, 4th column head reads ISSN/ISBN No. In absence of the option of book chapter against Sl. No. 2(g) in Appendix I, Table 1, mention of ISBN No. (International Standard Book No) becomes redundant. So presence of 'book chapter' is implicit, which needs to be made an explicit option against Sl. No. 2(g) in Appendix I, Table 1]

4.	Page No. 14 Appendix I, Table 2, (Assessment Criteria and Methodology for College Librarians) Sl. No. 5(vi) <i>Publications of at least one research paper in UGC approved journals</i>	(a) WHETHER PEER REVIEWED JOURNALS CAN BE GIVEN AS AN ALTERNATIVE TO UGC APPROVED JOURNALS? (b) WHETHER 'BOOK CHAPTER' WITH ISBN NUMBER CAN BE INCLUDED AS AN ALTERNATIVE TO JOURNAL PUBLICATION UNDER 5(VI)	(a) YES [As UGC-CARE list of journals has been discontinued with effect from February 11, 2025, this alternative can be given.] (b) YES [If this alternative 'book chapter' with ISBN is approved as an alternative to journal publication for Assistant Professors, the same can be approved for College librarians as well]
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Yours faithfully,

Sd/-

Joint Secretary to the Govt. of West Bengal

No. 941/1(21) – Edn(A)/DPI/11/2026-JD(DPI)-DPI

Date: 07.09.2026.

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), WB, Treasury Buildings, Kolkata – 700001.
2. The DPI, WB, Bikash Bhavan, Salt Lake, Kolkata- 700091.
3. Finance Department, Gr P1, Nabanna, Howrah.
4. The Financial Advisor, Higher Education Department, Bikash Bhavan, 8th Floor, Salt Lake, Kolkata- 700091.
5. The Secretary, West Bengal State Council of Higher Education.
6. The Director of Treasuries & Accounts, New India Assurance Buildings, 4, Lyons Range, Kolkata -700001.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –I, Old Khadya Bhawan, 3rd Floor (East Side), 11A, Mirza Galib Street, Kolkata- 700087.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –II, , Old Khadya Bhawan, 3rd Floor (East Side), 11A, Mirza Galib Street, Kolkata-

700087.

9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –III, Subhanna, SGO Complex, 5th & 6th Floor, Plot No 9, DF Block, Sector-I, Salt Lake, Kolkata—700064.
10. The Joint Secretary, Technical Branch, Higher Education Department.
11. Integrated Law Cell, Higher Education Department.
12. IT Cell, Higher Education Department.
13. The Joint DPI (Dr. Arindam Dasgupta), Bikash Bhavan, Salt Lake, Kolkata-700091.
14. The Joint DPI (Dr. Mahuya Chakrabarti), Bikash Bhavan, Salt Lake, Kolkata-700091.
15. The Joint DPI (NGC) &DDO, Education Directorate, Bikash Bhavan, Salt Lake, Kolkata- 700091.
16. The P.S. to the HMIC, Higher Education Department.
17. The Sr. P.S. to the Additional Chief Secretary, Higher Education Department.
18. The P.A. to the Spl. Commissioner, Higher Education Department, Appointment Branch.
19. The Sr. P.A. to the Sr. Spl. Secretary, Higher Education Department, University Branch and Budget Branch.
20. The P.A. to the Additional Secretary, Higher Education Department, CS Branch.
21. Guard File.


Joint Secretary