

General Instruction for CAS Application Submission

- The application forms are to be filled in as per the UGC guidelines-2018.
- The scanned copy of all the relevant documents along with PDF format of the filled in application form and the checklist need to be submitted to the Registrar through e-office from their personal e-office ID (soft copy).
- The printout of the application form and the documents sent to the Registrar through e-office need to be submitted with full signature of the applicant in each page in blue ink.
- The hard copy preferably spirally bound is to be submitted to the Registrar through proper channel in sealed envelope. One copy of the filled in forwarding letter in the prescribed format is to be kept inside the sealed envelope and another copy is to be placed along with the sealed envelope which need to be duly forwarded through proper channel.