

The Principal  
Vasanta College for Women  
Rajghat fort, Varanasi

Date: \_\_\_\_\_

**Subject: Promotion under Career Advancement Scheme (CAS) from Stage \_\_\_\_\_ to Stage \_\_\_\_\_**

Dear Madam,

I joined Vasanta College for Women on \_\_\_\_\_ on the substantive post of Assistant Professor in the Department of \_\_\_\_\_ in the Pay Scale of \_\_\_\_\_ and Academic Grade Pay (AGP) of Rs. \_\_\_\_\_. I have completed my M.Phil/Ph.D. on \_\_\_\_\_ (Certificate enclosed).

After completion of \_\_\_\_\_ years of my services on the Academic Grade Pay (AGP) of Rs. \_\_\_\_\_ in this college, my promotion from stage \_\_\_\_\_ to stage \_\_\_\_\_ is due on \_\_\_\_\_.

This is for your kind information and necessary action.

Thanking you

Yours sincerely,

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Employee No: \_\_\_\_\_