The Principal Date: \_\_\_\_\_\_\_\_

Vasanta College for Women

Rajghat fort, Varanasi

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_