

To
The Principal

Sub: Promotion under CAS

Sir/Madam,

With due respect I would like to submit before you that I have become eligible under Career Advancement Scheme for placement in the:

wef:

Further, I have fulfilled all the necessary eligibility conditions for the said promotion.

In this connection, I would cordially request you kindly to forward the proposal for my promotions to the office of the Director of Higher Education, Assam for approval at your earliest convenience.

Details of the particulars regarding my promotion are given below for your kind perusal and necessary action.

01. Name of incumbent : _____
02. Department : _____
03. Present Designation : _____
04. Date of Approval : _____
05. Date of regularization, if any : _____
06. (a) M.Phil. Degree : _____
- (b) Ph.D. Degree : _____
- (c) NET / SLET : _____

07. OP / RC attended:-

OP/RC	Name/s of UGC ASCs	Duration	No.of days/weeks

contd.

08. API Score (Self-Assessed API Score under PBAS for Promotion)

Category	Assessment Period	API Score
Category I :	to	
Category II :		
Category I & II		
Category III :	to	

09. Present Scale of Pay : _____

10. Stage of Promotion with AGP : _____

(a) Date of eligibility in the AGP **7,000/-** : _____
(if already placed - date of effect,
Letter No. / Date - copy to enclose) : _____

(b) Date of eligibility in the AGP **8,000/-** : _____
(if already placed - date of effect,
Letter No. / Date - copy to enclose) : _____

(c) Date of eligibility in the AGP **9,000/-** : _____

11. List of enclosures:

- i. Photocopy of Formal Approval Letter of Appointment
- ii. x
- iii. x
- iv. x
- v. x
- vi. x
- vii. x
- viii. x
- ix. x
- x. x
- xi. x
- xii. x

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

With regards.

Sincerely yours,

Signature: : _____

Name : _____

Date: : _____

CHECKLIST FOR PROMOTION UNDER CAS

College: _____

01. Name of incumbent : _____
02. Department : _____
03. Present Designation : _____
04. Date of Approval : _____
05. Date of regularization, if any : _____
06. MPhil / PhD / NET / SLET : _____

07. OP / RC attended:- (Certificate enclosed) : _____

08. API Score (Self-Assessed API Score under PBAS for Promotion)

Category	Assessment Period	API Score
Category I :	to	_____
Category II :		_____
Category I & II		_____
Category III :	to	_____

09. Present Scale of Pay : _____

10. Stage of Promotion with AGP : _____

(a) Date of eligibility in the **AGP 7,000/-** : _____

(if already placed - date of effect,
Letter No./Date - copy to enclose) : _____

(b) Date of eligibility of in the **AGP 8,000/-** : _____

(if already placed - date of effect,
Letter No./Date - copy to enclose) : _____

(c) Date of eligibility of in the **AGP 9,000/-** : _____

I, _____ do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.

Counter-signature
Principal of the College

Signature of incumbent
Date:

Following documents are enclosed along with this proposal for promotion:-

1. Certified copy of nomination of subject experts in the concerned subject nominated by the VC from the University panel of experts.
2. Original copy of Scrutiny-cum-Evaluation-Committee's Report.
3. Certified copy of GB Resolution vide **No. _____ dated _____**
4. Appraisal Reports of the incumbent in a sealed envelope.
5. Duly attested photocopies of Service Book of the incumbent.
6. Duly filled application for promotion submitted by the concerned incumbent along with _____ **nos.** of enclosures.
7. Duly filled in PBAS Proforma.

Signature
Principal of the College