

To,

Date:

The Registrar
Uttarakhand Open University,
Haldwani

Through: The Director, School of

Sub: Application for promotion to Assistant Professor Senior Scale/ Selection Grade/ Associate Professor/ Professor (from Level to Level

Dear Madam/ Sir,

It is to bring to your kind notice that I have been working in Uttarakhand Open University from, and vide UGC's Notification dated 18th July 2018, I'm eligible to be considered for promotion to the Senior Scale/ Selection Grade/ Associate Professor/ Professor (from Level to Level) with effect from **(Date)**.....

The assessment period of my application is **(Date)**..... to

I fulfil all the requirements on, as laid down in the UGC's said notification. Accordingly, I'm submitting my application in the prescribed Performa along with all the relevant annexures.

Kindly expedite the matter and oblige.

In anticipation of your favourable response.

Thanking You.
Sincerely Yours,

Name:

Signature:

Designation:

School:

Date of Joining:

Date of Award of Ph.D.:

Assessment Period: From To