

From

Date

Name

Designation

To

The Principal
Bishop Moore College
Mavelikara

Sub: Promotion under CAS, Designation with subject reg:-

Dear Sir,

My promotion from(stage) in (subject) to(stage) in(subject) is due from The relevant details are furnished below.

Name of Candidate	Gender	Details of CAS Promotion From (Designation and Academic Level with subject)	Details of CAS Promotion to (Designation and Academic Level with subject)	Expert assessment system (Selection/ Screening)	Due Date	Date of Birth	Date of joining service	Date of Retirement

Kindly do the needful.

Thank You