

**FORWARDING LETTER**

From

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Registrar  
Rama Devi Women's University,  
Vidya Vihar, Bhubaneswar, Odisha

**Sub: Submission of Application Form for Promotion under CAS – regarding**

Madam,

I, Prof./Dr./Mr./Ms.....(name)  
.....(Present designation).....  
..... (department), hereby submit the application form completed in all  
respect along with the supporting documents and testimonials for promotion under CAS  
from Academic Pay Level/Grade Pay .....to Academic Pay Level/Grade Pay  
..... **as per UGC Regulations, 2018**, and offer myself to be assessed/evaluated  
for such promotion.

Yours faithfully,

**Date**.....

**Signature:** .....

**Name**.....

**Designation:** .....

**Department:** .....

- Enclosure:**
- (1) Forwarding Letter
  - (2) Information regarding eligibility
  - (3) Part A: General Information and Academic Background
  - (4) Part B: Annual Performance Assessment Report (Year-wise)
  - (5) Part C: Research Score
  - (6) Part D: Summary of PAR Grading & Research Score
  - (7) Part E: Other Relevant Information
  - (8) Supporting documents/papers- Total numbers of documents with page  
Numbers to be mentioned.

Forwarded by HOD:

Forwarded by CPGC:

**Note:** Two copies of forwarding letters (one inside the closed envelope and another outside the envelope forwarded by HOD & CPGC).