

Request Letter for Automatic Advancement Scheme

To

The Mandal Educational Officer

Mandal Parishad-

Sir/Madam,

Sub:-Primary Edn- (Name)Completion ofYears
service as (Designation)Request to sanction Automatic
Advancement Special Grade Scale- Reg.

★★★★★★

I Namelyworking asin MPPS
.....Mandal humbly submit the following details for sanction of AAS
SG Scale in Cadre.

I was selected through DSC....., and joined in service on.....
as

.....and posted at MPPS..... on.....I have
completed.....years of service as onI haven't availed any EOL during this period.
I humbly request you to kindly sanction Automatic Advance Scheme Scale in Special Grade (.....Years)
Scale fromas per norms. My service details are annexed in the table below.

Name of the Teacher	
Designation	
Treasury I D	
Present Place of working	
Date of joining in Service	
Completion ofyears service	
EOL if any during the service	
Eligible date for award of G Scale	

I request you to kindly sanction Automatic Advance Scheme Special Grade
Scale from.....

Thanking You Sir,

Yours Faithfully