

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

To

The Mandal Educational Officer,

\_\_\_\_\_

Respected Sir,

Sub:-Request for sanction of Annual Grade Increment (AGI) w.e.f

\_\_\_\_/\_\_\_\_/\_\_\_\_ Req, Reg.

I \_\_\_\_\_, working as  
a \_\_\_\_\_ at \_\_\_\_\_  
would like to put the following few lines for your kind consideration.

I have been working in the present cadre since \_\_\_\_/\_\_\_\_/\_\_\_\_. My Annual Grade Increment falls in the month of \_\_\_\_\_. My present basic pay is Rs. \_\_\_\_\_/-. Hence I request you sir to sanction my periodical increment, and issue necessary orders at an earliest date before to present bills to STO.

Thanking you sir

Yours sincerely

\_\_\_\_\_