

**Sub: Acceptance of Promotion to the post of \_\_\_\_\_**

In pursuance of the Regional Office Order No. \_\_\_\_\_  
dated: \_\_\_\_\_, I submit that I unconditionally accept & join the regular  
promotion to the post of \_\_\_\_\_ w.e.f \_\_\_\_\_ at ordered  
place of posting \_\_\_\_\_.

**( Signature of the Official)**

Name:- \_\_\_\_\_

Date:- \_\_\_\_\_

Place of Posting:- \_\_\_\_\_

**Sub: Non-acceptance of Promotion to the post of \_\_\_\_\_**

In pursuance of the Regional Office Order No. \_\_\_\_\_  
dated: \_\_\_\_\_, I submit that I am not able to accept the regular  
promotion to the post of \_\_\_\_\_ as ordered.

**(Signature of the Official)**

Name:- \_\_\_\_\_

Date:- \_\_\_\_\_

Place of posting:- \_\_\_\_\_

