

FORM FOR EXERCISE OF OPTION

(In the event of promotion/Financial Up-gradation)

I, _____ in view of the promotion of the Post/Grade of _____ with effect from _____ vide office order No _____ dated _____

I would like to get my pay fixed from:

- (a) From the date of Promotion i.e. _____ or
- (b) Next date of increment i.e. 1st day of July/January _____

Or

I, _____ in view of my financial up-gradation from Level _____ to Level under NFU/MACPS with effect from _____ vide office order No. _____ dated _____, I would like to get my pay fixed from:

- (a) From the date of Promotion i.e. _____ or
- (b) Next date of increment i.e. 1st day of July/January: _____

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies notice subsequently will be refunded by me to the Government either by the adjustment against further salary/ payments due to me or otherwise without raising any objection to it.

Signature: _____

Name: _____

Designation: _____

Office/Department: _____

Date: _____