

FORM FOR EXERCISE OPTION

(In the event of Promotion/financial up-gradation)

I _____, in view of my promotion to 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. on 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 financial up-gradation i.e. _____ or
- (b) Next date of increment i.e. on 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 noticed subsequently will be refunded by me to the Government either by adjustment against future salary/payments due to me or otherwise, without raising any objection to it.

Signature _____

Name _____

Designation _____

Office _____

Date _____