

**FORM OF OPTION**

In pursuance of Government of India, Ministry of House Affairs (Department of Personnel and Admn. Reforms) O.M. No. F-7 (1)/80-Estt (P-I) 80, Dated 26-09-1981.

I.....  
hereby opt for fixation of pay in the higher grade as under: -

(a.) My pay may be fixed in the higher post on the basis of FR. 22(I)(a)(i) straightway without any further review on accrual of increment in the pay scale of the lower post.

(b.) My pay may be fixed initially in the manner as provided under Proviso to FR. 22(I)(a)(i) from the date of accrual of Next Increment in the Scale of Pay in lower grade and may be allowed the 1<sup>st</sup> Increment in Promotional Grade on 1<sup>st</sup> January/1<sup>st</sup> July as the case may be after completion of 06 months of Qualifying Service after such fixation on 1<sup>st</sup> July/1<sup>st</sup> January.

	<b>Signature</b> .....
	<b>Name</b> .....
Office Name.....	<b>Designation</b> .....
Phone Number.....	<b>Employee code</b> .....
Email ID.....	

*(Case score out which is not applicable)*

**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 future payments due to me or otherwise.

	<b>Signature</b> .....
	<b>Name</b> .....
	<b>Designation</b> .....
	<b>Employee Code</b> .....

**Date:**

**Place:**