

FORM OF OPTION

[See rule 6(2)]

\*1. I, \_\_\_\_\_ hereby elect the revised pay structure with effect from 1<sup>st</sup> January, 2016.

\*2. I, \_\_\_\_\_ hereby elect to continue on Pay Band and Grade Pay of my substantive/officiating post mentioned below until:

\* the date of my next increment / the date of my subsequent increment raising my pay to Rs. \_\_\_\_\_ / I vacate or cease to draw pay in the existing pay structure / the date of my promotion / upgradation to the post of \_\_\_\_\_.

Existing Pay Band and Grade Pay \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

\* To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that in the event of any excess payment made on account of my pay having been fixed in a manner contrary to the provisions contained in the Rules or incorrect fixation of pay in the revised pay level or grant of inappropriate pay level and pay cells, as detected subsequently, shall be refunded by me to the Institute either by adjustment against future payments due to me or otherwise.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date:

Place:

Forwarded by

Concerned Heads of the Departments/  
Coordinators of the Schools