

**FORM FOR EXERCISE OF OPTION**

**( In the event of fixation of Pay on promotion/Financial upgradation to the next higher grade/post)**

I \_\_\_\_\_ in view of my promotion/upgradation to the post of \_\_\_\_\_ w.e.f \_\_\_\_\_, I would like to get my pay fixed:

(a) From the date of promotion

(b) Next date of increment i.e. on \_\_\_\_\_.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office \_\_\_\_\_

**Annex-III**

**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 payments due to me or otherwise.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date :

Station :