

**FORM OF OPTION TO BE SUBMITTED FOR PAY FIXATION ON  
PROMOTION/ MACP**

I, ..... (name) hereby opt that my pay on promotion as ..... (promoted post) / grant of MACP to the Pay Level of L-....., with effect from.....(the date of assumption of charge in the promoted post or date of grant of MACP), may be fixed as under:

(a) My initial pay may be fixed straightway in the higher pay level on the date of promotion/ grant of MACP on the basis of FR 22(l)(a)(1) without any further review on account of increment in the pay level of the lower post.

**OR**

(b) My pay on the date of promotion/ MACP, may initially be fixed at the next higher cell in the pay level of promoted post or pay level granted under MACP, above my pay in the lower post/ pay level, which may be re-fixed on the date of accrual of next increment in the pay level of the lower grade on the basis of the provisions of FR 22(l)(a)(1) read with DoP&T OM No. 13/02/2017-Estt.(Pay-I) dated 27 July 2017 and OM No. 4-21/2017-IC/E.IIIA dated 28 November 2019 (RBE No.212/2019).

The date of next increment in the Level of pay of the lower post is.....

**(Please strike-off completely whichever is not applicable)**

I also understand that the option exercised by me is final.

Place .....  
Date .....

Signature .....  
Name .....  
Designation.....  
Office .....  
PF No. ....

**UNDERTAKING**

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Place .....  
Date .....

Signature .....  
Name .....  
Designation.....  
Office .....  
PF No. ....

**Signature of immediate Supervisor with Seal**