

**PROFORMA FOR OPTING PAY FIXATION  
CONSEQUENT ON PROMOTION AS PER F.R. 22 (B)**

**Name of the Employee** :

**Designation** :

**Place of working** :

**Date of Joining in to promotion Post :**

a) either his/her initial pay may be fixed in the higher post on the date of Promotion on the basis of fundamental Rule 22 – B Straight away without any further review on accrual of increment in the scale of the lower post.

( OR )

b) his/her pay on promotion may be fixed initially in the manner as provided under Fundamental Rule 22(a) (i) which may be re-fixed on the basis of the provisions of Fundamental Rule 22-B, on the date of accrual of the next increment in the scale of the lower post.

(Strike out which is not applicable)

If the pay is fixed under (b) above, the next date of increment will fall due on completion of 12 months qualifying service from the date of the pay fixed on the Second occasion.

Promotion Option once exercised is final.

(A Note to this effect is to be entered in Service Book of the incumbent)

//Attested//

Signature.....  
Date.....  
Name of the Employee.....  
Designation.....  
Place of working.....