

OPTION/ DECLARATION FORM

(In Triplicate)

(To be submitted by employees for time bound higher grade promotion as per order no. EA2/3266/2011/HRD dated 06.07.2015)

I
(Name & Designation) here by elect to come over to the 8/15/22/27 (as the case may be) years of time bound higher grade in the scale of pay of Rs. (scale of pay in full) with effect from

- i) I will have to apply for the internal promotion (ie. cadre promotion) as and when the applications are invited by IHRD through internal selection.
- ii) I will not relinquish the regular promotion due after the grant of time bound higher grade promotion.
- iii) I hereby agree to refund excess pay and allowances if any drawn by me in case it is found later that I have been paid such excess due to mistake in the grant of grade promotion or irregular fixation of pay.

Place:

Signature (with date) :

Date:

Name :

Designation :

Institution :

Countersigned

Head of Institution

(Principal/ Deputy Director/ Officer in-charge)