

OPTION/ DECLARATION FORM

(To be submitted by employees during time bound higher grade promotion.
See Circular No.46/2008/Fin dated 08/08/2008)

- i) I.....(Name & Designation)
here by elect to come over to the 8/16/23/28 years time bound higher grade in the scale of
pay of Rs.
with effect from
- 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.

Station:

Signature :

Date:

Name :

Designation :

Office/Dept :

