

To

The Registrar,
Himachal Pradesh University,
Shimla-5.

Subject: - Option for fixation of pay on promotion.

Sir,

It is brought to your kind notice that I have been promoted to the post of _____ vide your office order/ notification No. _____ Dated _____ in Pay Level _____ of the Pay Matrix as specified in the Schedule under HP Civil Services (Revised Pay), Rules, 2022. I hereby opt to fix my pay on promotion under Rules 8 of the HP Civil Services (Revised Pay) Rules, 2022 read with FR (I)(a)(1) as under: -

- 1) That my pay may kindly be fixed on the higher post from the date of next increment in the lower post w.e.f. _____.

OR

- 2) That my pay may kindly be fixed on the higher post form the date of my promotion.

I, also undertake that in case any overpayment is detected subsequently, as a result of incorrect fixation of payor any excess payment detected in the light of discrepancies noticed subsequently or due to any reasons, will be refunded by me to the University either in lump sum or by adjustment against future payments due to me, failing which, the DDO concerned shall have every right to recover the said amount of overpayment in monthly instalments from my monthly salary or from other pay arrears.

Thanking you.

Yours faithfully,

Signature _____

Name _____

Designation _____

Branch/Office _____

Dated

Place