

**FIXATION OF PAY ON PROMOTION**

Sub.: Fixation of Pay on Promotion to grade -  
Option reg.  
Ref.: Office Order No .....  
Issued under File No .....

OPTION for fixation of pay on promotion may be exercised as under in terms of Railway Board's letter No. E(P&A)II-91/PP4 of 13.11.81 (PB Circular No 89/81 dated 5.12.81).

a) For fixation of pay in the higher post on the basis of Rule 2018(B) RII Rule (a) (I) (FR) 22-C) straight away without any further review on accrual of increment in the pay scale of the lower post.

(OR)

b) For fixation of pay on promotion initially in the manner as provided under Rule No. 2017(a) (I)/RII 1313(2) (FR.22 (a) (i) which may be refixed on the basis of the provision of Rule 2018(B) 1313 (a) (I) R II (FR-22-C) on the date of accrual of next increment in the scale of pay of the lower post.

**NOTE:**

(i) If the pay is fixed under (b) above, the next date of increment will fall due on the completion of 12 months qualifying service from the date, Pay is refixed on the second occasion.  
(ii) Option should be exercised within one month from the date of Office Order or on assuming higher responsibility in the promoted grade.  
(iii) Option once exercised shall be final.

**TO BE FILLED BY THE EMPLOYEE**

I opt for fixation of pay under : \* Option (ii) above  
Option (i)

(In BLOCK LETTERS)

Signature.....

Name .....  
and Staff No.....  
P.F./Account No.....  
Designation.....  
Office/Station.....

(\*) Strike out and initial where not applicable.

Forwarded to Sr.DPO/PGT :

The employee has shouldered higher responsibility on Promotion  
CTN

Place  
Date

.....  
(Signature of Supervisory Official)  
(Name/Design with Office Seal)