

With reference to this office order No:
.....dated....., on promotion to the post of
..... w.e.f....., I hereby exercise my option as given
under:

1) to have the pay fixed in the higher post from the date of promotion

OR

2) to have the pay fixed initially at the stage of the new post above the pay in
the lower post which may be refixed on the date of accrual of next
increment in the scale of pay of the lower post.

DATE:

NAME & DESIGNATION