

To

The Pr. Secretary (SA) to the
Government of Himachal Pradesh.

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. Per(SAS-I) _____ dated _____ in 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 Rule 8 of the HP Civil Services (Revised Pay) Rules, 2022 read with FR 22(I)(a)(1) as under:-

- (i) 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
- (ii) That my pay may kindly be fixed on the higher post from the date of my promotion.

I also undertake that in case any overpayment is detected subsequently, as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently or due to any reasons, will be refunded by me to the Government 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 installments from my monthly salary or from other pay arrears.

Thanking you.

Yours faithfully,

Signature _____
Name _____
Salary Code No. _____
Section/Office _____

Dated:

Place: