

Government of Himachal Pradesh  
Department of Personnel  
(Secretariat Administration Services-I)

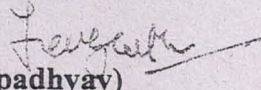
No. Per (SAS-I) B (7)-1/2022 Dated: Shimla-2, the

04<sup>#</sup> January, 2022.

**CIRCULAR**

The Himachal Pradesh Civil Services (Revised Pay) Rules, 2022 have been notified by the Government vide Finance Department's notification No. Fin-(PR)B(7)-1/2021 dated 3<sup>rd</sup> January, 2022. Now the pay of all the regular employees will be fixed in the revised pay structure w.e.f. 1-1-2016 onwards. As per provision of Rule 6(1) of these rules, employee shall exercise option within a period of one month from the date of notification of these rules. The employee whose date of increment falls on 1-1-2016, shall have the option to draw the increment in the existing scale or in the revised pay structure as per Note 2. below Rule 7 (II) (b) (iii). Further, as per provision of Rule 8(V), a Government employee, who stand promoted between the period from 1<sup>st</sup> day of January, 2016 to the date of notification of these rules, may exercise option within a period of one month from the date of such notification alongwith the option for pay revision as per rule 6. The option(s) once exercised shall be final.

Therefore, all the officers/officials who were/are working under the control of Secretariat Administration Services-I on or after 1-1-2016 are requested to exercise their option(s) as stated above on the prescribed proforma enclosed with this circular.

  
(J.N. Uppadhyay)  
Under Secretary (SA) to the  
Government of Himachal Pradesh

All the concerned Officers/officials,  
H.P.Secretariat, Shimla-171002.



**Form of Option**

Option(s) once exercised shall be final

**Option No.1**

*(See rule 6)*

I, \_\_\_\_\_ designation \_\_\_\_\_, hereby opt for pay fixation by factor of \_\_\_\_\_ in the revised pay structure with effect from \_\_\_\_\_ under the Himachal Pradesh Civil Services (Revised Pay) Rules, 2022.

Signature \_\_\_\_\_

Name \_\_\_\_\_

**Option No.2**

(To be exercised by those whose date of increment falls on 1<sup>st</sup> January, 2016)

*{See Note 2. below Rule 7 (II) (b) (iii)}*

I, \_\_\_\_\_ designation \_\_\_\_\_, hereby opt to draw my increment falling on 1-1-2016:-

- (i) in the existing pay scale; or  
(ii) in the revised pay structure.

Signature \_\_\_\_\_

Name \_\_\_\_\_

**Option No.3**

(May be exercised by those who promoted between 1-1-2016 to 3-1-2022)

*{See Rule 8 (V)}*

I, \_\_\_\_\_ was promoted to the post of \_\_\_\_\_ on \_\_\_\_\_, hereby opt to fix my pay on promotion as under:-

- (i) that my pay may be fixed on the higher post from the date of promotion; or  
(ii) from the date of next increment in the lower post w.e.f. \_\_\_\_\_

**UNDERTAKING**

I, hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in Himachal Pradesh Civil Services (Revised Pay) Rules, 2022, as detected subsequently, any excess payment(s) made to me shall be refunded by me to the Government either in lump sum or by adjustment against future payments due to me.

Date:

Place:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Salary Code \_\_\_\_\_

PMIS Code \_\_\_\_\_