

Appendix – II

Form of Option

(See G.O. (P) No: dated.....)

*1. I, (Name) hereby elect
the revised pay structure with effect from 1st January 2016.

2. I, (Name) hereby
elect to continue on pay Band and Grade Pay of my
substantive/officiating post mentioned below until:

* the date of my next increment/the date of my subsequent increment
raising my pay to ₹ /I vacate or cease or draw pay in
the existing pay structure/the date of my promotion/upgradation to the
post of

Existing Pay Band and Grade Pay

Signature:

Name:

Designation:

Office in which employed :

* To be scored out, if not applicable

Appendix – III

UNDERTAKING

(See G.O. (P) No: dated.....)

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature:

Name:

Designation:

Date:

Place:

Appendix – IV

**STATEMENT OF FIXATION OF PAY UNDER THE REVISED UGC
SCHEME, 2016**

(See GO (P) No: Dated:)

1. Name of the College/University :

2. Name of the Employee :

3. Designation of the post with AGP in which
pay is to be fixed :

4. Pre-revised Pay Band and Academic
Grade pay (AGP) applicable to the post :

5. Existing emoluments as on 01.01.2016 :
 - a) Basic Pay (Pay in the Pay Band + AGP) :

 - b) Dearness Allowance applicable :

 - c) Total existing emoluments ((a) + (d)) :

6. Applicable academic level in Pay Matrix
(Corresponding to pay band and academic
grade pay as shown at Sl. No.4) :

7. Amount arrived at by multiplying basic pay
at Sl. No. 5 (a) by 2.57 :

8. Applicable Cell in the academic level
either equal to or just above the amount
at Sl. No.7 :
9. Revised Basic Pay as per Sl. No. 8 :
10. Stepped up pay of junior with reference
to the revised pay of the junior, if applicable
(Name of the junior is to be included distinctly):
11. Personal pay, if admissible :
12. Special pay, if admissible :
13. Non-Practicing allowance, if admissible :
14. Date of next increment :

Date of increment

Pay after increment in applicable
level of pay Matrix

15. Any other information

Name and Signature of the Head of the office

Station :

Date :

(Office Seal)

Appendix – V

STATEMENT OF FIXATION OF PAY DUE TO FURTHER PLACEMENT

(See GO (P) No: Dated:)

1. Name of the College/University :
2. Name of the Employee :
3. Designation of the present post :
4. Academic level of the present post :
5. Date of placement to the higher post :
6. Designation of the higher post in which
pay is to be fixed :
7. Academic level of Higher post :
8. Applicable Cell of the present post :
9. Existing Basic Pay in the applicable cell :
10. Figure in the next higher applicable cell
(After adding a notional increment of 3%
of the existing basic pay & rounded off to
the nearest hundred) :
11. Applicable academic level after placement :
12. Applicable cell number in the higher
academic level containing the amount
equal to or higher obtained in Serial No. 10 :

13. The figure arrived as per Sl. No. 12 :
14. Basic Pay fixed for the higher post
(The amount as per Sl. No. 13) :
15. Personal pay if, admissible :
16. Special Pay, if admissible :
17. Non- practicing allowance, if admissible :
18. Date of next increment :

Date of increment Pay after increment in applicable level of
Pay Matrix

19. Any other information :

Name and Signature of the Head of the Office

Station:

Date :

(Office Seal)