

Service details for seeking the benefit of next higher pay scale
Under order No. 01-13/3676/58 Jabalpur dated 29. 09. 2003
(To be filled-in by the officers in addition to the required option form A & B)

1. Name in full :
2. Father's/Husband Name :
3. Designation :
4. Date of birth :
5. G.P.F. No. :
6. Educational Qualification:
7. Office to which attached :
8. Details of appointment as : Date of order Date of Joining

- a) DT/GT
- b) Tro. Extn. (if any)
(Duration)
- c) J.E.
- d) A.E.
- e) E.E.
- f) S.E.

9. Position in Gradation list - Sr.No. Ref. of Gr. list No. & Dt.

- a) Sr. No. in latest gradation list of - J.E.
- b) Sr.No. in latest gradation list of - A.E.
- c) Sr.No. in latest gradation list of - E.E.
- d) Sr.No. in latest gradation list of - S.E.

10. i) Option No. desired: Ist/IInd (tick whichever is applicable)

- ii) The post for which HPS :
is being exercised
iii) Date of Option desired:-

11. If opting IInd option give full details of higher pay scale granted under Ist option-

- a- Order No. and date of Ist HPS :-
- b- Dt. from which higher pay scale granted:-
- c- Post for which higher pay scale granted-

12. Tick the relevant criteria for grant of higher pay scale:-

- a) - Ist option i) AE to EE - Minimum 9 yrs. qualifying service from the date of joining as G.T.

- ii) EE to SE- Minimum 9 years Q/S as E.E.
18 yrs. Q/S service as EE
and AE taken together with
minimum 5 yrs. as E.E.

contd.....2

:2 :
(iii) S.E. to Addl. Minimum 9 years Q/S
as SE CE OR
for Degree 25 years Q/S service as EE
holders only EE to AE taken together
with minimum 5 years as SE.

(b) IInd option i) AE to EE (a) JEs who have acquired P.T.D. :-

-9 years from the date of G.T.

(b) JEs promoted to the cost of
AE :-

-18 years of service as AE
and JE taken together plus 2
years probation period as AE.

ii) EE to SE - Minimum 18 years of service as
EE and AE taken together OR
5 years as EE whichever is
earlier.

iii) SE to Addl. CE - Minimum 25 years of service
(for degree holders only) as SE, EE, and AE taken
together OR 5 years as
SE whichever is earlier.

13. Details of service period declared as not on duty (if any)

14. During the period of service whether leave without pay was sanctioned if so details thereof

	<u>Period</u>	<u>Grounds</u>
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15. During the period of service:-

15 a) Whether any departmental enquiry is pending.

b) whether undergoing any punishment if so give full details of punishment.

c) Adverse/Advisory remarks received during last 5 years (indicate period and grading only).

16. Supersession period if any -

(a) JE to AE

(b) AE to EE

(c) EE to SE

17. Whether refused promotion earlier to the cost for which higher pay scale granted.

Certified that the above information furnished by me is correct
In the above information is not found correct, the Board may take
disciplinary action against me.

Encl: Form 'A' (Option)

Form 'B' (undertaking)

Signature
Name
Designation
Place of posting
Date.

OPTION FORM

(Under order No.01-05/I/WC/145 dated 19.07.1990)

(Under order No.01-D3/3676/58 Jabalpur dated 29.09.2003)

I, _____ S/o Shri _____
 working as _____ in the office of _____
 _____ at _____
 (Place of posting)

have gone through the contents or the provisions of order No.01-05/I/145 dated 19.07.1990.

* I, hereby opt for the benefit or next higher pay scale with effect from _____ as per the aforesaid order. I hereby declare that I have not availed the benefit of higher pay scale in my service period.

OR

* I have availed the benefit of higher pay scale earlier w.e.f. _____ sanctioned to me vide order No. _____ Dated _____ Now, I hereby opt for the second option for the benefit of next higher pay scale w.e.f. _____ as per aforesaid order.

Place

Dated:

SIGNATURE OF THE OFFICER

Name _____

Designation _____

Office to which
attached

* (strike out whichever is not applicable)

N.B. (No addition, alteration, substitution or deletion is permitted.)

FORM OF UNDERTAKING

(Order No.01-05/I/WC/145 dtd.19.07.1990)
Under order No.01-03/3676/58-Jabalpur dated 29.09.2003)

I, _____ working as _____
(Full Name) (Designation)

in the office of _____ at _____
(Place of posting)

have gone through the provisions of order No.01-05/I/WC/145 dated 19.07.90 and while accepting the benefit of option of higher pay scale under this order. I hereby agree to the terms and conditions as stated therein. I further hereby give an undertaking that on my absorption against the regular post I shall join the post at the place of my posting and on my refusal to do so, I shall fore-feit the benefit under aforesaid order and shall stand reverted to my original lower grade of _____ and shall draw pay which I would have drawn had I not been given benefit of this order.

Place :

Date :

SIGNATURE OF OFFICER

Name _____

Designation _____

Office to which attached _____

N.B. (No addition, alteration substitution or deletion is permitted)