

ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN-304501

F.No. 4(14)E/71/Adm.I/Vol.V/ 1913

Dated: 10.08.2016

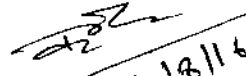
CIRCULAR

It has come to the notice of the Competent Authority that officer(s)/official(s) of the Institute are not submitting option form in proper format for fixation of pay, in the event of their promotion to the next higher grade/post.

In view of above, All Head of Division(s)/Section Incharge(s) are requested to bring this circular to the knowledge of all the concerned to submit option form in proper format as enclosed herewith.

This is issued with the approval of the Competent Authority.

Encl: as above


10/8/16
(Krishna Bhagwan Bairwa)
Assistant Administrative Officer

Distribution: for kind information and further necessary action, please.

1. All Head of Division/Section Incharges
2. Head, Sub-station(s)-ARC, Bikaner & NTRS, Garsa and Officer Incharge, SRRC, Mannavanur
3. Incharge AKM Unit: for uploading on the Institute's website
4. Administration II Section
5. Finance & Accounts Officer
6. File No. 7(2)E/76/Vol.IV/ and F.No. 6(71)Adm.I/2016/
7. Notice Board(s)
8. Guard File

FORM FOR EXERCISE OF OPTION

(In the event of fixation of Pay on Promotion to the next higher grade/post)

I _____, in view of my promotion to the post _____ with effect from _____ vide Office Order F.No. _____ dated _____, would like to get my pay fixed

#(a) From the date of Promotion i.e. _____

#(b) Next date of increment i.e. on 1st day of July.

(# Strike of whichever is not applicable)

Signature :

Date:

Full Name :

Designation :

Through: Head of Division/Section Incharge

Forwarded to: Chief Administrative Officer,
ICAR-CSWRI, Avikanagar