

**Annexure-2**

**RE-OPTION FORM**

**(Rule 28 A Part-I KSR)**

Consequent upon my promotion/ grade promotion as .....  
in the scale of pay ₹ ..... with effect from  
..... I hereby re-opt that my initial pay in  
the promoted post may be fixed.

1. In term of 28A straight away without any further review on account of increment in the lower scale.
2. Initially at the next stage in the higher time scale without granting notional increment in the Date of promotion/Grade promotion, but such increment being allowed on the date of accrual of the next increment in the lower time scale ie. ....  
I understand that the next increment in the higher time scale will fall due only after one year from the date this increment.

Place :

Date :

Signature :

Name :

Designation :

Employee Code:

Countersigned by

ARU Head/Drawing and Disbursing Officer

***(This re-option form is applicable only to those officers who were promoted/granted grade promotion between 01-07-2013 and 31-01-2016)***

### **Annexure-3**

#### **DECLARATION**

I hereby declare that any amount drawn by me is later found in excess due to wrong fixation of pay in the revised scales which has been ordered vide B.O. (DB)No.640/2016 (PSI)3764/2015 dated Tvpm 26.02.2016 shall be refunded in lump.

Place :

Date :

Signature :

Name :

Designation :

Countersigned by

ARU Head/Drawing and Disbursing Officer

## **DETAILS OF ANNEXURE**

Annexure-1- Illustrations

Annexure-2 - Re-option form

Annexure-3 – Declaration

Annexure-4 - GO (P) No.5/2013/Fin dated  
Tvpm 02.01.2013  
(Guidelines for LTC)

Annexure-5- B.O. (DB) No.640/2016  
(PSI/3764/2015) dated  
Tvpm 26-02-2016

Annexure-6- B.O. (FTD) No.746/2016  
(PSI/3764/2015) dated  
Tvpm 03-03-2016

## **Annexure-4**

## **Annexure-6**