

Sub: Pay fixation on Promotion.

Note:	1. Information in respect of all columns is compulsory for processing of application. 2. * Strikeout whichever is not applicable.
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1.	Employee code No.		2.	Name of the employee		
3.	Designation		4.	Place of posting		
Existing information of the employee before promotion						
5.	Scale of pay		Rs.	_____ * CDA / IDA		
6.	Date of Increment	___/___/20__	7.	Basic pay	Rs. _____	
Information of the employee after promotion						
8.	Scale of promotion		Rs.	_____ (IDA)		
9.	Office order No. & date (by which promotion has been made)		O.O.No.	_____ dt. _____		
10.	Date of assumption in the promoted scale	___ / ___ / 20__				
11.	Option to be exercised by the employee (To understand Options, example attached)				* Option I / Option II	

Encls: Copy of fixation in the existing scale before promotion, if available.

Date: _____

Signatures of the employee: _____

For use in Corporate / Project Office dealing with HRM

Pay Fixation on Promotion			
Option - I		Option - II	
Pay Fixed from date of Promotion.		Pay Fixed from date of Increment in lower scale.	
Existing basic pay	Rs.	Pay would be drawn in higher grade from the date of assumption of charge in the Promoted grade as under.	
		Existing basic pay	Rs.
		Pay fixed in the Promoted pay scale from the date of assumption of charge and round off to the next multiple of Rs. 10/- (If it is less than Minimum of the Promoted scale then Minimum is to be charged).	Rs.
		Pay is re-fixed from the date of Increment in lower scale	
One notional Increment in lower scale @ 3% and round off to the next multiple of Rs. 10/-.	Rs.	Pay in lower scale	Rs.
		Normal Increment in lower scale	Rs.
		One notional Increment in lower scale @ 3% and round off to the next multiple of Rs. 10/-.	Rs.
Total (Pay fixed in the Promoted pay scale from the date of assumption of charge).	Rs.	Total (Pay fixed in the Promoted pay scale from the date of Increment in lower scale).	Rs.
Date of next Increment.	___/___/___	Date of next Increment.	___/___/___

Signature of :-

Signatures of dealing official (HRM / Accounts)

Manager / HRM (In case of Corporate Office)

Manager / Finance (In case of Project Office)

Manager / Salary (In case of Corporate Office)

Project Head (In case of Project Office)

Rules for pay fixation (ON PROMOTION)

Pay is always fixed from the date of promotion. Exercise of option for pay fixation is independent of seniority in higher grade. Hence pay fixation, in either option can be opted by the employee, whichever is beneficial. The details for options are given below:

Option I -	<ul style="list-style-type: none"> • From the date of assumption of charge in higher post - Pay is fixed <u>at the next stage</u> in the grade of promotion <u>after giving one notional increment in the lower scale</u> or the minimum of scale of promotion, whichever is higher. • Date of next increment would be after 12 months from the date of fixation of pay in the scale of promotion.
Option II -	<ul style="list-style-type: none"> • First - From the date of assumption of charge in higher post - Pay is fixed <u>at the next stage</u> in the grade of promotion or the minimum of scale of promotion, whichever is higher. Then - Pay is re-fixed from the date of increment in the lower scale – First normal increment is drawn in lower scale , as due. Then one notional increment is granted in the lower scale (before promotion) and pay is fixed at the next stage in the grade of promotion. • Date of next increment would be after 12 months from the date of re-fixation of pay.