NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI

Ref. No. D-3015/PA/Dir(P) Date 13.11.2009

CIRCULAR

In pursuance of office order No.D-3080/PA/Dir(P)/09 dated 10.11.2009, employees serving in Category 'A', 'B' and 'C' posts are required to exercise their option in writing for fixation of pay within three months from the date of issue of this circular before the pay of the individual is fixed in the revised scale. They are also required to give an undertaking to the effect that any excess payment detected subsequently will be refunded either by adjustment against future payments or otherwise. Copies of option form/undertaking are enclosed.

All the HODs/Branch Incharge are requested to bring the above circular to the notice of all concerned. The blank forms can be either photo copied by the concerned departments and distributed to the concerned employees or down-loaded from NDMC web-site.

The Option once exercised shall be final.

Encl.: As above

(RAJNEESH TINGAL)
Director(Personnel)

Copy to:-

1. All HODs
2. Vice Chairperson
3. Council Members
4. Director(IT) – with a request to upload the Circular with Option Form & Undertaking on website.
5. PS to Chairman
6. PS to Secretary
7. PS to Financial Advisor
8. PS to Advisor (Revenue)
9. Deputy Directors (Establishments)
10. S.O. (Establishments)
11. Notice Board

Form of Option

(i) I_____hereby elect the revised pay structure with effect from 1st January, 2006.

(ii) I_____hereby elect to continue on the existing scale of 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 Rs. _____
  I vacate or cease to draw pay in the existing scale
  The date of my promotion to_____

Existing Scale _____

Signature_____

Name_____

Designation_____

Office in which employed _____

_____

Date

Station

- To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature: _____

Name_____

Designation: _____

Date:

Station: