

**TEZPUR UNIVERSITY**  
Napaam, Tezpur- 784028

**OPTION OF FIXATION OF PAY**

I, the undersigned, do hereby exercise my option by putting tick (✓) mark in the appropriate block given against the options below for fixation of pay, consequent upon promotion to the post of ..... / 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> financial upgradation granted under ACP / MACP / CAS / DACP or other Govt. of India / UGC Schemes ..... (state the scheme, if it is other than the mentioned ones) w.e.f. .... vide Order No. .... dated ..... as under :

☐

(i) My pay be fixed on the date of promotion/upgradation

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(ii) My pay be fixed initially on the date of promotion/upgradation and then be re-fixed on the date of next increment following the date of promotion/upgradation

Submitted to the **Registrar, Tezpur University**, for favour of necessary action.

**Date :** .....

**Signature** .....

**Name of the employee (In Block Letter) :** .....

**Designation :** ..... **Employee ID No. :** .....

**Department / Centre / Section / Cell / Hostel :** .....

**Note :- Please strike off the clause(s) which is / are not applicable**