

270/Incoming/CS

06/3/2024

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE:  
EAST DISTRICT, KARKARDOOMA COURTS, DELHI.


No. 86 /Accts/East/KKD/2024

Dated: 05-3-24

**CIRCULAR**

In reference to the Office Order bearing endorsement no. 13508-13758/Admn.-III/ACP/MACP/2024 dated 27.02.2024 issued by the Ld. Principal District & Sessions Judge (HQs), Delhi, it is informed that all the officials who have been **granted the benefit of first/second/third financial up-gradations under ACP/MACP Scheme** vide above said order are hereby asked to exercise their option to get their pay fixed and undertake that in the event of their pay having been fixed in a manner contrary to the provisions contained in rules, as detected subsequently any excess payment so made shall be refunded by them to the Government either by adjustment against future payments due to them or otherwise.

The "Option Form" (enclosed herewith) have to be submitted in Accounts Branch, East District, KKD (with covering letter mentioning mobile number) through R & I Branch **within one month from the date of issue** of this Circular (positively). The option once exercise will be final and Option Form received after due date will not be entertained by this office.


  
(Asstt. Accounts Officer/DDO)  
Accounts Branch  
(East District)  
Karkardooma Courts, Delhi.

No. 2236-2239 /SB/Accts/East/KKD/2024

Dated: 05-3-24

Copy forwarded for information and necessary action to:

1. All the Ld. Judicial Officers posted at East District, Karkardooma Courts **with the request to kindly bring the above said circular to the notice of staff under their control.**
2. The P.S. to the Ld. Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
3. All the Sr. AO (J)/ AO (J)/AO/PRO/APRO/ Branch Incharges, East District, Karkardooma Courts, Delhi **with the request to circulate the said circular among the staff posted under their control.**
4. The Incharge, Computer Branch, East District with request to upload the said circular on the official website of East District, Karkardooma Courts, Delhi.

  
(Asstt. Accounts Officer/DDO)  
Accounts Branch  
(East District)  
Karkardooma Courts, Delhi.

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE,  
EAST DISTRICT, KARKARDOOMA COURTS, DELHI.**

**FORM OF OPTION**

1. I, \_\_\_\_\_ S/oW/oD/o \_\_\_\_\_  
hereby elect the MACP/Promoted/NFS scale in \_\_\_\_\_ wef  
\_\_\_\_\_.

2. I, \_\_\_\_\_ S/oW/oD/o \_\_\_\_\_  
hereby elect to continue on the existing scale of pay of my substantively/officiating post  
mentioned below until the date of my next increment i.e. the date of my subsequent increment  
raising my pay to Rs. \_\_\_\_\_.

I vacate or cease to draw pay in the existing scale of Rs. \_\_\_\_\_ up to  
\_\_\_\_\_.

**UNDERTAKING**

I, \_\_\_\_\_ S/oW/oD/o \_\_\_\_\_  
hereby undertake that any excess payment that may be found to have been made to me as a  
result of fixation of pay on account of the implementation of promotion. It will be refunded to  
Government either by adjustment against future payments due to me or otherwise.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_

Name of Block letters \_\_\_\_\_

S/o W/o D/o \_\_\_\_\_

Designation \_\_\_\_\_

Office/Court \_\_\_\_\_

Emp. Code \_\_\_\_\_

Court No. \_\_\_\_\_

Contact No. \_\_\_\_\_