

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
NORTH WEST DISTRICT, ROHINI COURTS, DELHI**

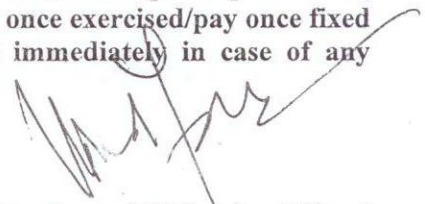
CIRCULAR

No. 8546-8656/Accts/SB/RC (NW)/2015

Dated 12-02-15

In pursuance of Judgement /Order dated 27.01.2015 in Civil Miscll. Petition No. 5205/2014 in Writ Petition (Civil) No. 1177/2012 title Sh. Mirza Zahid Beg & Ors. Vs. Union of India & Ors. Received from Registrar General, Hon'ble High Court of Delhi, New Delhi, endorsed to this office vide letter dated 6593 F-325/Lit/2012 dated 09.02.2015 the pay of the Clerical Cadre officials of this establishment needs to be refixed/revised w.e.f 01.01.96.

All the officers/officials from the Clerical Cadre who are drawing their salary from this office are hereby asked to exercise their option (in terms of clarification DoPT's O.M. No. 16.08.2000-Estt(Pay-I, dated 25.02.2003) in the prescribed proforma (copy enclosed) and submit the same in Accounts Branch, North West District on or before 16.02.2015. **In case of non receipt of option form, pay shall be fixed from the beneficiary side as per rules. The option once exercised/pay once fixed shall be final. Refund of excess payment, if any, shall be made immediately in case of any objection/ audit objection.**

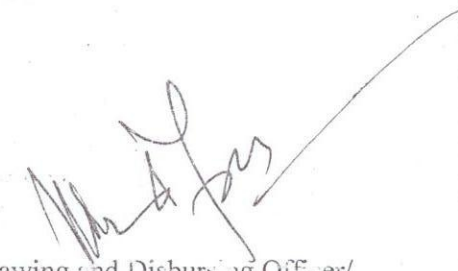

Drawing and Disbursing Officer/
Addl. District & Sessions Judge,
North West District,
Rohini Courts, Delhi

No. 8546-8656/Accts/SB/RC(NW)/2015

Dated 12-02-15

Copy forwarded to:-

1. All concerned staff members.
2. Notice Board
3. Official Website, North West District, Rohini Courts, Delhi


Drawing and Disbursing Officer/
Addl. District & Sessions Judge,
North West District,
Rohini Courts, Delhi

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,
NORTH WEST, ROHINI COURTS, DELHI**

To be Filled at the time of Promotion and Tick(✓) the appropriate:-

(1) Judicial Assistant

FORM OF OPTION

I _____ S/o/W/o/D/o _____ have been promoted to the post of UDC/Judicial Assistant as on _____ and _____

*(i) I opt to get my pay fixed w.e.f. _____ the date of my promotion. ().

*(ii) I opt to get my pay fixed w.e.f. _____ the date of next increment. ().

(2) Sr. Judicial Assistant

FORM OF OPTION

I _____ S/o/W/o/D/o _____ have been promoted to the post of Assistant/Sr. Judicial Assistant as on _____ and _____

*(i) I opt to get my pay fixed w.e.f. _____ the date of my promotion. ().

*(ii) I opt to get my pay fixed w.e.f. _____ the date of next increment. ().

(3) Administrative Officer(J)

FORM OF OPTION

I _____ S/o/W/o/D/o _____ have been promoted/appointment to the post of Superintendent/Administrative Officer(J) as on _____ and _____

*(i) I opt to get my pay fixed w.e.f. _____ the date of my promotion. ().

*(ii) I opt to get my pay fixed w.e.f. _____ the date of next increment. ().

(4) Sr. Administrative Officer(J)

FORM OF OPTION

I _____ S/o/W/o/D/o _____ have been appointed/promoted to the post of Administrative Officer/Sr. Administrative Officer(J) as on _____ and _____

*(i) I opt to get my pay fixed w.e.f. _____ the date of my promotion. ().

*(ii) I opt to get my pay fixed w.e.f. _____ the date of next increment. ().

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 or in the light of any subsequent order about Sixth Central Pay Commission from the office or department may be issued will be refunded by me to department concerned either by adjustment against any future payments due to me or otherwise.

Signature: _____

Name: _____

Designation: _____

E.C. _____

Office in which employed: _____

Contact No. _____

THE SECOND SCHEDULE

Form of Option

[See Rule _____]

*(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: _____

E.C. _____

Office in which employed: _____

Contact No. _____

Station: _____

Date: _____

*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 or in the light of any subsequent order about Sixth Central Pay Commission from the office or department may be issued will be refunded by me to department concerned either by adjustment against any future payments due to me or otherwise.

Signature: _____

Name: _____

Designation: _____

E.C. _____

Office in which employed: _____

Contact No. _____