

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)**  
**SAKET COURTS COMPLEX, NEW DELHI**

**CIRCULAR**

In pursuant to Order No.10943-11003/MACP/S&P(JA/SJA)/Admn.II(HQs) /THC/2025 dated 01.03.2025 regarding granted the benefit of Second Financial Up-gradation under MACP scheme to the officials with effect from the dates mentioned against their names, all beneficiary officials, whose name is in the above order are hereby informed that they may exercise their option for fixation of Pay (Form enclosed) within one month from the date of issuance of the order. Option Form received after one month will not be entertained.

  
**(Head of Office)**

O/o Principal District & Sessions Judge  
South District, Saket Courts Complex  
New Delhi.

8854-8964  
No...../SB/Accts./South /SB/2025

Dated.....6-3-25

**Copy forwarded for information and necessary action to:-**

1. P.S. To Ld. Principal District Judge & Sessions Judge, South District, Saket, New Delhi, with the request to bring the same to the notice of Ld. Principal District & Sessions Judge, South and staff posted under their control.
2. All the Judicial Officers, South District, Saket, New Delhi with the request to bring the same to the notice of staff posted under their control.
3. Administrative Officer (J)/Assistant Accounts Officer/Branch In Charges, all Branches South District, Saket, New Delhi with the request to bring the same to the notice of the staff posted in the branches.
4. **The Dealing Official, Layers Seat for uploading on Layers (copy enclosed).**
5. **The Branch Incharge, Computer Branch (South District) for uploading on the official website of this court (copy enclosed).**
6. Office record.

  
**(Head of Office)**

O/o Principal District & Sessions Judge  
South District, Saket Courts Complex  
New Delhi.

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE  
SOUTH DISTRICT, SAKET COURTS, NEW DELHI**

FORM OF OPTION

1. I Mr./Mrs. \_\_\_\_\_ S/o / W/o / D/o \_\_\_\_\_  
hereby elect the promotion in Pay Band \_\_\_\_\_ Grade Pay  
\_\_\_\_\_ w.e.f. \_\_\_\_\_.
2. I, \_\_\_\_\_ hereby elect to continue on the new pay scale /  
Level \_\_\_\_\_ w.e.f. \_\_\_\_\_ (MACP /Promotion /NFS date) and promotional /  
MACP / annual increment benefit w.e.f. \_\_\_\_\_.

UNDERTAKING

I \_\_\_\_\_ S/o / W/o / D/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/MACP/NFS. It will be  
refunded to Government either by adjustment against future payments due to me or  
otherwise.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name (in block letters) \_\_\_\_\_

Designation \_\_\_\_\_

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

EC \_\_\_\_\_

Contact no. \_\_\_\_\_