

**URGENT**  
**TIME-BOUND**

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.8(5)/DOA/Estt./2016/dcaaudit/7207-7222

Dated: 22/08/16

**Sub.: Adoption of the Central Civil Services (Revised Pay) Rules, 2016.**

Please find enclosed herewith the copy of Option regarding fixation of pay and undertaking with the request to circulate the same among all the officers/officials of this department working in respective branches with the instruction to ensure that the same must reach to the undersigned by **26.08.2016 positively** so that further necessary action may be taken for the fixation of pay of the officers/officials accordingly.

This issues with the prior approval of the Competent Authority.

**Encl: As above.**

*Alka Bansal*  
22/08/16

**(ALKA BANSAL)**  
**ASSTT. ACCOUNTS OFFICER (ADMN.)**  
**TEL. NO. 23392280**

Copy to: -

1. Secretary to Hon'ble Dy. CM, Delhi.
2. Secretary to Hon'ble Minister (Tourism).
3. OSD to Chief Secretary, Delhi, 5<sup>th</sup> Level, A-Wing, Delhi Sectt. New Delhi.
4. Chairman, Delhi Dialogue Commission, GNCT of Delhi.
5. Secretary, Delhi Minority Commission, Vikas Bhawan, New Delhi.
6. P.S. to Pr. Secretary (Finance)/P.A. to Spl. Secretary (Finance)
7. PA to COA(Audit)/DCA(Audit).
8. Joint Secretary Finance (Expenditure/Accounts/Budget)/JD(Small Savings)
9. DSF-I/II/III/IV/V/VI, Finance Department.
10. Dy. Secretary -I & II (Services), Services Department, 7<sup>th</sup> Level, B-Wing, Delhi Sectt. New Delhi.
11. The Addl. Secretary (Vigilance), Dte. of Vigilance, Delhi Sectt. New Delhi.
12. All the Branch Incharges, Directorate of Audit.
13. All the IAOs, Directorate of Audit [Through AO (Audit)].
14. ✓ AAO/Nodal Officer (Website) with the request to place the above instructions on the website of this department for information of all the officers/officials of this department working in diverted capacity in different departments of Govt. of NCT of Delhi.
15. Notice Board.
16. Guard file.

FORM OF OPTION

[See rule 6 (2)]

\*1. I, \_\_\_\_\_ hereby elect the revised pay structure with effect from 1st January, 2016.

\*2. I, \_\_\_\_\_ hereby elect to continue on Pay Band and Grade 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 pay structure / the date of my promotion/upgradation to the post of \_\_\_\_\_.

Existing Pay Band and Grade Pay \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office in which employed \_\_\_\_\_

\* To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date :

Place :