

UNIVERSITY OF CALICUT
(Administration 'A' Section)

Service Details For Pay Fixation

1.	Name and I.D. No	:	
2.	Designation	:	
3.	Branch/Office with Telephone No.	:	
4.	Date of Birth	:	
5.	Date of entry in the University Service	:	
6.	LWA if any, affecting the service/increment	:	
7.	Date of option	:	
8.	Designation as on the date of option	:	
9.	Pay & scale of pay on the date of option(Pre-revised)	:	
10	Date of increment (after 01.07.2009) (in the pre-revised scale)		
11	Total years of service (University Service) as on date of option	:	
12.	Revised scale of pay of the post held on date of option	:	
13	Date of promotion (if promoted on or after date of option *)	:	
	a. Whether opted (A) or (B) for fixation as per Rule 28(A) to the promoted post.	:	
	b. Date of option to the promoted post	:	

Place: Signature :

Date: Name & Designation :
Office/Branch :

* Those who are promoted on or after 01.07.09 are required to furnish two sets of options as per Rules for each promotions.

(see Rules for fixation of pay)

FORM OF OPTION

I,
..... hereby elect to the revised scale of
Rs..... with effect from
.....

or

I, hereby elect to continue in the
existing scale of pay of Rs. my substantive/officiating post
mentioned below till20.....

I hereby agree to refund excess pay and allowances, if any, drawn by me, in case it is found later
that I have been paid such excess(even if it is due to erroneous fixation).

Signature :

Name :

I.D.No. :

Station: Designation :

Date: Office/Department :