

STATEMENT OF FIXATION OF PAY IN THE HIGHER GRADE/SENIOR GRADE/SELECTION GRADE/FOURTH HIGHER GRADE/ HEADMASTER'S HIGHER GRADE OF PRIMARY/SECONDARY/HIGHER SECONDARY TEACHERS OF DEPTL/AIDED SCHOOLS/
(SANCTIONED IN – GO(P) No.27/2021/Fin Dated: 10/02/2021)

1. **Permanent Employee Number (PEN)** :
2. Name of Teacher with Designation :
3. Name of School :
4. Name of Sub-district :
5. Name of District :
6. Date of commencement of continuance Service as :
7. Details of broken period of service admissible for Grade (broken service beyond 5 years at stretch may be excluded)

Sl.No	Nature of service with Name of School	Period of Service		Total Service		
		From	To	Y	M	D
1						
2						
3						
4						
5						
6						
7						
8						
		Total				

8. Date of completion of 7/8/15/22/27/28 years of Service :
9. **Due date of Grade** :
10. Date on which Higher/Senior/Selection Grade/ Headmaster Grade is admissible :
11. Pay in the Lower post with time scale (enlarged) :
12. Next incremental stage in the Lower time scale :
13. Next stage in the Higher time Scale (enlarged) :
14. Pay fixed in the Higher/Senior/Selection Headmaster Grade with time scale (enlarged) :
15. **Date of effect** :
16. Normal date of next increment (the date of increment in the lower scale) :
17. Remarks :

Certified that the details of service reckoned for fixation of pay consequent on grant of Grade have been verified with reference to relevant records including Service Book and found correct.

Place :

Signature :

Date :

Name :

Designation of Head of office if the Head of office is the sanctioning authority and if not those of the sanctioning authority.

ORDERS of Headmaster of Dep.High School / Asst. Edl. Officer / Dist. Edl. Officer

No:.....Dated.....

Higher / Senior / Selection / Headmaster Grade is sanctioned to Shri/Smt.....

From and pay fixed at as indicated in column 13 there from.

Place :

Signature of AEO / DEO

Name

Date :

Designation with Seal

DECLARATION

(GO.(P) No.7/2016/Fin. dated 20-01-2016)

I
will not relinquish the regular promotion due after the grant of Time Bound Higher Grade promotion.

I do 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 due to mistake in the grant of Grade promotion or irregular fixation of pay.

Signature :

Name :

Designation :

Office/Dept :

Station :

Date :

Countersigned :

Annexure V

ANNEXURE

UNDERTAKING (vide G.O.(P) No.169/2019/FIN dated 13/12/2019)

I hereby undertake that in the event of my pay, leave salary or pension or any other item having been fixed in a manner contrary to the provisions contained in the rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payment due to me or in cash.

Place :

Date :

Signature :

Name :

Designation :

PEN :

Countersignature of Drawing and Disbursing officer/Head of office with date

Name :

Designation:

PEN :