



दामोदर घाटी निगम/ DAMODAR VALLEY CORPORATION
कार्यपालक निदेशक (मा.सं.) का कार्यालय/ OFFICE OF THE EXECUTIVE DIRECTOR (HR)
डीवीसी टावर्स : वीआईपी रोड/ DVC TOWERS : VIP ROAD
कोलकाता-700054/ KOLKATA-700054

No.PL-28/734(Con)/Pay Revision:2016 (Pt.)/Comp No.36670/- 1538

August, 2023
31st

OFFICE MEMORANDUM

Sub.: Adoption of GOI OM on date of next increment under Rule 10 of Central Civil Services (Revised Pay) Rules, 2016 and revised option thereof.

1. The OMs regarding pay revision as per 7th CPC were issued vide No.: PL/28/734(Con)/Pay revision 2016/498 & even No. 499, both dtd. 13.06.2017 and were made effective from 01.01.2016 in DVC. As per the said OMs, rules in respect of date of next increment in revised pay structure were communicated in line with the CCS (RP) Rules, 2016. As per the Rule 11 (2), the increment in respect of an employee appointed or promoted or granted financial upgradation during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.
2. GOI vide its OM dated 28.11.2019 issued clarifications in respect of date of next increment under Rule 10 of CCS (RP) Rules, 2016, which was adopted by the Corporation vide its OM dtd. 16-12-2021.
3. Further, GOI issued OM dtd. 04-07-2023 for providing another opportunity to exercise/re-exercise the option for fixation of pay as allowed under OM dtd. 28-11-2019.
4. In view of the above, the Corporation is pleased to adopt the GOI OM No. 04-21/2017-IC/ E.III.A dtd. 04-07-2023 in DVC.
5. It has been decided that the employees who have been regularly promoted or granted financial upgradation on or after 01.01.2016 and desire to exercise/re-exercise option for pay fixation under FR 22(I)(a)(1) shall be given an opportunity to exercise or re-exercise of the option there under. Such an option shall be exercised within three months of the issuance of this OM. No further request for extension of date or relaxation of condition in exercising of option will be entertained under any circumstances. A copy of the option form is enclosed as Annexure. Employees are requested to submit option form in the prescribed format only.
6. This issues with the approval of the Competent Authority.


31.8.23
(Rakesh Ranjan)
Executive Director (HR)

Distribution:
DVC Portal.

Application Format (applicable for employees promoted/upgraded between 2nd July and 1st January)

Ref: OM No. dated

With reference to the above, I, _____
 Designation _____ Office/Project _____
 state that, I have been promoted/upgraded to the post of _____
 w.e.f. _____ (between 2nd July and 1st January) and would like to exercise/re-exercise my
 option to fix my pay:

(A) 1. After accrual of normal increment in the lower post under FR-22(1)(a)(1) as on 1st July/1st Jan
 20____.

OR

2. On the date of promotion, i.e., w.e.f. _____

(B) 1. Considering the above change in the date of increment, I like to opt/re-opt for fixation of pay on
 subsequent promotion on _____ in the post of _____ after
 accrual of normal increment in the lower post under FR-22(1)(a)(1) on _____

OR

2. On the date of promotion, i.e., w.e.f. _____

It is therefore requested to kindly fix/ re-fix my pay at the earliest.

Promotion order and pay authorization after promotion/upgradation are enclosed herewith for further
 necessary action, please.

(Please strike-off completely whichever is not applicable)

This is my consent that the option exercised by me is final.

Signature :

Name :

Employee No :

Designation :

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 Corporation either by adjustment against future payments due to me or otherwise.

Date: Signature :

Place: Name :

Employee :

Designation :

To be submitted to:

1. In case of Gr. 'A' employee: Concerned local Accounts for preparation of pay fixation
 and communication to P&A, HQ for final vetting.
2. In case of Gr. B, C, D employees: Concerned local HR/HOO/Station in-charge for issuance of
 pay fixation after necessary vetting from local Accounts.

Application format (applicable for employees promoted/upgraded between 2nd January and 1st July)

Ref: OM No.dtd.....

With reference to the above, I Shri.....
 Designation:....., Office/Project:.....
 states that I have promoted/upgraded to the post of:w.e.f.....
 and already opted my pay fix after accrual of normal increment in the lower post under
 FR-22(1)(a)(1) as on 1st July 20..... My date of next increment will be 01-01-20----- as
 per the order above.

Considering the above change in the date of increment, I like to opt/re-opt for fixation of pay on
 subsequent promotion on.....in the post of with
 re-fixation on

It is therefore, requested to kindly fix my pay at the earliest.

Promotion order and pay authorization after promotion are enclosed herewith for your necessary
 action, please.

(Please strike-off completely whichever is not applicable)

I also understand that the option exercised by me is final.

Signature:.....

Name:.....

Employee No:.....

Designation:

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 Corporation either by adjustment against future payments due to me or
 otherwise.

Date:

Signature:

Place:

Name:

Employee No:

Designation:

To be submitted to:

1. In case of Gr. 'A' employee: Concerned local Accounts for preparation of pay fixation
 and communication to P&A, HQ for final vetting.
2. In case of Gr. B, C, D employees: Concerned local HR/HOO/Station in-charge for issuance
 of pay fixation after necessary vetting from local Accounts.

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