

Annexure - II

**FORM FOR EXERCISING OPTION TO COME OVER TO THE
REVISED UGC SCALES OF PAY**

1. _____ holding the post of _____ in the Pay Band of Rs. _____ do hereby elect* to come under the revised scale of pay before / after earning increment in the existing scale of pay with effect from 1st January 2016 / to retain the existing scale of pay and rate of dearness allowance for the period upto _____ and come under the revised scale with effect from _____.

2. The option hereby exercised is final and will not be modified at any subsequent date.

3. I hereby also undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government / University either by adjustment against future payments due to me or otherwise without insisting for any prior notice.

Dated.....

Signature

Signed before me

Signature
(with date)

Registrar,
Annamalai University.

Received the above declaration.

Dated: _____ 2019.

* - Strike out whichever is not applicable.

Annexure – III

UNDERTAKING

I hereby undertake that any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised scales or grant of inappropriate pay band or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the institute either by adjustment against future payments due to me or otherwise.

Signature : _____

Name : _____

Designation : _____

Date : _____