

**STATEMENT OF FIXATION OF PAY IN THE HIGHER GRADE / SENIOR GRADE
SELECTION GRADE /YEAR'S TIME BOUND HIGHER GRADESANCTIONED IN
(G.O. (P) No. 7/2016/Fin.Dated.20-01-2016)**

1. Name with Designation :
2. Name of Office/Institution :
3. Date of Commencement of Continuous Service :
4. Details of broken periods of service :
5. Date of completion of 8/15/22/27 years of service :
6. Date on which Higher/Senior/Selection/year's Time bound Grade is admissible :
7. Pay in the lower post with time scale (enlarged) :
8. Next incremental stage in the lower time scale :
9. Next stage in the higher time scale (enlarged) :
10. Pay fixed in the Higher/Senior/Selection/year's Time bound Grade with time scale (enlarged) [on the due date itself] :
11. Date of effect :
12. Normal date of next increment
* (Normal next increment date of the lower scale) :
13. 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

Signature

Name

Place: _____ Designation of Head of office if the Head of office is the sanctioning authority, and if not those of the sanctioning authority

Date: _____

KGRA *In the case of an officer who got the benefit of more than two increments on account of fixation of pay on sanction of higher grade, he will draw his next increment on completion of one year of service in the grade scale