

A.29015/1/2016-Admn.  
Government of India  
Ministry of Water Resources, River Development  
& Ganga Rejuvenation  
Administration Section  
(ISO 9001 : 2008 Certified)

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Shram Shakti Bhawan, Rafi Marg,  
New Delhi, 27<sup>th</sup> July, 2016

**CIRCULAR**

Subject - Fixation of pay of employees of Ministry(Sectt.) on implementation of Central Civil Services (Revised Pay) Rules, 2016

In terms of Rule 5 of Central Civil Services (Revised Pay) Rules, 2016 notified vide Ministry of Finance, Department of Expenditure's Notification No. G.S.R. 721(E), dated 25<sup>th</sup> July, 2016, "A Government servant shall draw pay in the Level (in the pay matrix specified in Part A of the Schedule) in the revised pay structure applicable to the post to which he is appointed: Provided that a Government servant may elect to continue to draw pay in the existing pay structure until the date on which he earns his next or any subsequent increment in the existing pay structure or until he vacates his post or ceases to draw pay in the existing pay structure: Provided further that in cases where a Government servant has been placed in a higher grade pay or scale between 1st day of January, 2016 and the date of notification of these rules on account of promotion or upgradation, the Government servant may elect to switch over to the revised pay structure from the date of such promotion or upgradation, as the case may be."

2. All the employees of Ministry(Sectt.) are hereby requested to exercise their option under Rule 6 of CCS(RP) Rules, 2016 for fixation of their pay under revised pay structure, in writing, in the form prescribed under these Rules(copy enclosed) to 'Head of Office' within three months of the date of Notification of CCS(RP) Rules, 2016.

2. If the intimation regarding option is not received within the specified time, the officer shall be deemed to have elected to be governed by the revised pay structure with effect from the 1<sup>st</sup> day of January, 2016.

3. The option once exercised shall be final.

Encl. : As above.

*Sobhana Francis*  
(Sobhana Francis)  
Section Officer(Admn.)

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To,

1. All employees of the Ministry(Sectt.), M/oWR,RD&GR.

✓ Copy to:-

2. NIC Cell for uploading on the intranet of this Ministry.



**FORM OF OPTION**  
**[See rule 6 (2)]**

\*1. I, \_\_\_\_\_ hereby elect the revised pay structure with effect from 1st January, 2016.

\*2. I, \_\_\_\_\_ hereby elect to continue on Pay Band and Grade Pay of my substantive / officiating post mentioned below until :  
\* the date of my next increment / the date of my subsequent increment raising my pay to Rs. \_\_\_\_\_ / I vacate or cease to draw pay in the existing pay structure / the date of my promotion/upgradation to the post of \_\_\_\_\_.

Existing Pay Band and Grade Pay \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Office in which employed \_\_\_\_\_

\* To be scored out, if not applicable.

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

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Date :  
Place

