

National Institute of Fashion Technology
Establishment Department
Head Office

NIFT/HO/Estt-II/7th CPC)/2016

2nd September 2016

OFFICE MEMORANDUM

The undersigned is directed to say that the Standing Committee of Board on Establishment matters has in its meeting held on 24th August 2016 approved the proposal for implementation of the revised pay matrix in replacement of pay bands and grade pay recommended by 7th CPC in regard to (i) pay fixation in revised pay structure (ii) annual increments (iii) modified assured career progression scheme notified by Ministry of Finance (Department of Expenditure) vide their resolution and notification No. 1-2/2016-IC dated 25th July 2016.

2. The notification dated 25th July 2016 of Ministry of Finance provides that option under provisos to rule 5 shall be exercised in writing in the enclosed form. The instruction also provide for obtaining an undertaking from all employees that in the event of his pay having been fixed contrary to the provisions of, excess payment so made shall be refunded by him.

3. Accordingly all officers/ employees whose service book is maintained in NIFT Head Office may immediately submit their option and undertaking in the enclosed Performa to Establishment department of Head office. The campuses may also initiate action for fixation of pay in the revised pay structure in respect of all officers/ employees whose service book is maintained by them.


Registrar

To

1. All Campus Director
2. All Officers/ Employees of NIFT Head Office
3. Director IT – for uploading on NIFT website

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 :