

South Central Railway
Vijayawada division

Divisional Office,
Personnel Branch,
Vijayawada,
Date:23.05.2024.

No.SCR/P.BZA/Sr.DPO/2024/Notes

Circular

Sub: Submission of shouldering higher grade responsibility letter on
Promotion and exercising Option for refixation of pay on Prom/MACP

In-terms of Rule No. 1313 (FR-22)(1)(a)(1), as amended vide ACS No.63 (RBE.No. 51/2019), every Railway servant upon promotion shall have the option (except in ad hoc cases or for ex-cadre posts) to be exercised within one month from the date of promotion. This option allows the employees to have pay fixed initially at the next higher cell in the level of the post to which they are promoted on a regular basis. Subsequently, on the date of accrual of increment in the level of the post from which they are promoted, their pay shall be re-fixed, and two increments shall be granted in the level from which they were promoted. If no such cell is available in the level to which they are promoted, they shall be placed at the next higher cell in the Pay Matrix. This provision is equally applicable on grant of financial up-gradations, from one level to another under the MACP Scheme.

Despite, mention in every promotion order on submission of individual higher grade responsibility consent letter on promotion and option letter on promotion/MACP to Personnel Department, in many cases, consent/Options letters are not receiving within the stipulated period of one month, results in cumulative financial loss to such employees.

In this regard, a specimen option format is enclosed as Annexure-A and all Controlling officers/Supervisors of Vijayawada division are requested to notify and circulate the provisions and benefit under FR-22 to all staff working under your control. Also clear instructions may be issued to concerned supervisors to furnish the higher grade responsibility letter of the every employee on promotion and the option form on promotion/MACP within specified time limit of one month.

Encl: Option Form



(Anand Katta) IRPS
Sr.Divisional Personnel Officer,
Vijayawada.

E-File No: SCR-BZAOPERS(SDPO)/7/2024

Copy to PS/Gaz to DRM/BZA for kind information to DRM/BZA,
Copy to Sec.to PCPO/SC for kind information to PCPO/SC,
Copy to ADRM/Infra/BZA & ADRM/OP/BZA for kind information,
Copy to All Branch Officers/BZA for information and circulation to all concerned.
Copy to DSs-SCRE Sangh, SCRM Union; DPs-SC&ST and OBC Associations.

OPTION FORM FOR REFIXATION OF PAY ON PROMOTION/MACP

From:

_____,

PF-_____. BU-_____

Station:_____

DT: _____

To

Sr.DPO/BZA

(Through proper channel)

Respected sir,

Sub: Exercising option for refixation of pay under FR-22.

I would like to submit the following lines for your kind consideration and favorable orders please.

I was promoted/granted MACP from Level___ to Level___ of Pay Matrix vide Office Order No. _____ dated _____ and accordingly I have shouldered higher grade responsibility w.e.f. _____ * at _____ Station//Unit (*in the case of promotion only).

In this connection hereby exercising my option for refixation of pay as per Rule No.1313(FR-22)(1)(a)(1) of IREC.Vol.II from the date my next annual increment due in lower level but for this promotion/MACP w.e.f. _____ and arrange to refix my pay accordingly.

Thanking you sir,

Yours faithfully,

(_____)

PF:_____

Two copies forwarded to Sr.DPO/O/BZA (_____Cadre, Bills sections) for necessary action.

Office Seal

Signature of Supervisor*,
Design/Station (*with date)