

No.E.643270- F&PO(7)/2026/ 4662
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

Chandigarh, dated the 5-5-26

To

All the Heads of the Departments/Offices
Chandigarh Administration.

Subject: Inclusion of Option Clause for Pay Fixation in Promotion Orders

I am directed to refer to OM No.13/02/2017-Estt. (Pay-I) dated 27.07.2017 regarding the 'option' clause in promotion orders, as reiterated in the consolidated instructions issued by the Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (Establishment Pay-I Section) on 13.09.2022. These instructions stipulate that "in order to enable the officials to exercise the option within the time limit prescribed, the option clause for pay fixation on promotion with effect from the date of promotion/ the date of next increment (DNI) shall invariably be incorporated in the promotion/appointment order so as that there are no cases of delay in exercising the options due to administrative lapses".

2. Accordingly, it is hereby instructed that all the Departments/Offices shall ensure that an appropriate option clause regarding pay fixation is invariably incorporated in all future promotion orders issued by them. The option clause should clearly provide the concerned employee with the choice to have their pay fixed either from the date of promotion or from the date of next increment, in accordance with the applicable rules. This measure is intended to avoid delays in exercising options and to prevent administrative complications arising from omission of such provisions in promotion orders.

3. All the Departments/Offices are directed to ensure strict compliance with these instructions with immediate effect.


Finance & Planning Officer
For Finance Secretary,
Chandigarh Administration

Endst. No.E.643270- F&PO(7)/2026/ 4663

Chandigarh, dated the 5-5-26

A copy of above is sent to the Director, Information Technology, UT. Chandigarh for updating the same on the Chandigarh Administration Website.


Finance & Planning Officer
For Finance Secretary,
Chandigarh Administration