

No. _____ Dated:-dd/mm/yyyy

ORDER

On the recommendation of the Departmental Promotion Committee, the below-mentioned **Lower Division Clerks** are hereby promoted on a regular basis to the post of **Upper Division Clerks** in the Pay Matrix **Level-4** with immediate effect.

- 1.
- 2.

The above officials shall intimate the acceptance of the promotion within 07 working days from the date of receiving the order. On joining the new assignment, the officials shall send joining reports to the establishment section of the College.

The above officials shall exercise their option for fixation of their pay in the promotional post in terms of provisions under F.R. 22(I)(a)(1) within a period of one month from the date of joining as Upper Division Clerk. The option, once exercised, shall be final.

**(Name and Designation of
Appointing Authority)**

To,
The Official Concerned.

Copy to:-

1. The Accounts Section of the College.
2. The Dealing Hand maintaining APAR.
3. Personal file.
4. Guard file.
5. O/c.