



**ISLAMIC UNIVERSITY OF SCIENCE TECHNOLOGY
AWANTIPORA, KASHMIR**

OFFICE OF THE FINANCE OFFICER

CIRCULAR NO. 3(FIN) OF 2018

DATED :- 22-06-2018

With the implementation of the Seventh Pay Commission in the Islamic University of Science and Technology, it is mandatory to obtain undertaking in the enclosed format from all employees both teaching and non teaching staff working in the different schools/departments/colleges/centres/offices/sections/units. All employees are therefore advised to submit the said undertaking duly signed to the Accounts Section by or before 29th of June 2018, so that necessary action is initiated accordingly.

**Sd/-
(Sameer Wazir)
Finance Officer**

Copy to:

1. All Deans for information.
2. All Dy. Registrars for dissemination of information amongst the staff.
3. All HOD's for dissemination of information amongst the staff.
4. Assistant Registrar for dissemination of information amongst the staff.
5. Coordinator ACIT for making the format available for download on the University Website.
6. Pvt. Secretary to VC for Kind information of the Hon'ble Vice Chancellor.
7. PA to Registrar for information of the Registrar.

**Mursheed Ahmad Khan
I/C Deputy Finance Officer**



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Undertaking

I hereby undertake that in the extent of my pay having been fixed in the manner contrary to the provisions contained in the Revised Pay Rules, as detected subsequently, any excess payment so made shall be refunded by me to the University either by adjustment against further payments due to me or otherwise.

Signature _____

Name _____

Designation _____

Place of posting _____

Date:



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FORM OF OPTION

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.

Handwritten signature

Handwritten signature