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**रक्षा लेखा प्रधान नियंत्रक (द0प0क0), खातीपुरा रोड, जयपुर-302012**  
**Principal Controller of Defence Accounts (SWC),**  
**Khatipura Road, Jaipur-302012**

No. Pay/Tech/7th CPC

Date: 04.11.2016

To

~~All sub-offices~~

All MES/Army units/formation under audit jurisdiction of PCDA(SWC) Jaipur

Subject: Implementation of the recommendation of the 7th Central Pay Commission- fixation of pay and payment of arrears – instructions-regarding

Reference: This office letter No. even dt 03.08.2016, 12.08.2016 & 31.08.2016

With reference to above, it is intimated that instructions have been issued for pay fixation under 7<sup>th</sup> CPC regarding submission of an undertaking as prescribed as per a “**Form of Option**” under Rule 6 (2) of the CCS(RP) Rules, 2016 obtained in writing from every employee at the time of exercising option under Rule 6 (1) thereof and should be forwarded to this office **latest by 15.08.2016 along with Statement of fixation of pay** in revised pay structure as per CCS(RP) Rules, 2016 **in triplicate** along with Service Book duly completed in all respect.

It is found that around 1500 Service Book alongwith required documents have not been received in this office from various units so far. As the payment of arrear is being made without pre check, therefore it is required to be reconciled with copy of Pay Fixation approved by Audit at the earliest.

As per Rule 6(1) under 7<sup>th</sup> CPC, the option is required to be exercised in writing in prescribed form within three months of date of 7<sup>th</sup> CPC notification dt 25.07.2016. As the last date of exercising of option has already been passed, **pay fixation may be done directly in all remaining cases** (where option has not been exercised) **w.e.f. 01.01.2016** as per 7<sup>th</sup> CPC rule and submit the **Statement of fixation of pay** in revised pay structure as per CCS(RP) Rules, 2016 **in triplicate** along with option form, undertaking, if any, and service book of the individual.

—sd—

(S.N.Pandey)

Dy.CDA(Pay/Tech)

Copy to,  
The OI/c

✓ EDP sec, Local: with a request to email to all concerned & to upload it on PCDA(SWC) website.

  
Sr.AO