

WEST ZONE POWER DISTRIBUTION COMPANY LIMITED

Pay Fixation Form

FORM- 03

a) Name :			
b) Office :			
c) Reason for pay fixation:			
d) Office order ref:			
PART -1 (Normal case)			
e) Designation (Present Position):			
f) Joining date in the present position:			
g) Charge taken over/ asumed date:			
h) Initial Pay for the present post as per pay structure :	Tk.		
i) Pay as on -----	Tk.		
PART - 2 (In case of pay protection)			
j) Designation (Previous post prior promotion):			
k) Last pay drawn for the previous post	Tk.		
l) Initial pay for the present post per pay structure :	Tk.		
m) Increment @ 4% on pay	Tk.	-	
	Tk.	-	
	Tk.	-	
	Tk.	-	
	Tk.	-	
n) No. of increment required to reach the stage			
o) Total Increment amount	Tk.		
p) Pay as on ----- (l + o)	Tk.		
PART - 3			
q) Pay as per sl # (i) & pay as per sl # (p) whichever is higher :	Tk.		
r) Pay fixed as on -----	Tk.		
s) Date of next Increment :			

Signature
(Employee)

Signature
(Head of Office)

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For using Pay Fixation Cell of HQ/ Regional Accounting Office

Scale of pay:	Tk.	Rate of increment:	
Pay fixed:	Date :	Taka:	
(Taka :)			
Date of next increment :		Increment amount:	Tk.

Checked By:

Signature
(WZPDCL HQ/ Head of R A O)