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No.4/2/89-Estt.(Pay-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, the // Aug., 1989

OFFICE MEMORANDUM

Subject:-FR 49 - Additional charge of the current duties of another post-clarification regarding.

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The undersigned is directed to say that as per FR 49(iv) no additional pay is admissible to a Government servant who is appointed to hold current charge of the routine duties of another post irrespective of the duration of the additional charge. In practice it is observed that in a number of cases, officers are appointed to hold additional charge of current duties of another post but the duties are not defined in the order and therefore, the officer performs all the functions of the other post including even some statutory functions. However, no additional remuneration is paid to him in view of the specific language of the order of his appointment. In certain other cases, an officer is asked to hold additional charge of another post (which implies full charge of the other post), but he is not formally appointed to that post and, therefore, no additional remuneration is paid to him under FR 49. These have led to representations and litigations.

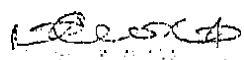
2. With a view to avoiding recurrence of such situations, the following guidelines may be followed while considering the question of entrusting additional charge of another post to an officer:

- (i) When an officer is required to discharge all the duties of the other post including the statutory functions e.g. exercise of power derived from Acts of Parliament such as Income Tax Act or the Rules, Regulations, By-laws made under various articles of Constitution such as FRs, CCS(CCA) Rules, CSRs, DFPs etc., then steps should be taken to process the case for getting the approval of the competent authority and formal orders appointing the officer to the additional post should be issued. On appointment, the officer should be allowed the additional remuneration as indicated in FR 49.
- (ii) Where an officer is required only to attend to the usual routine day to day work of non-statutory nature attached to the post, an office order may be issued clearly stating

that the officer will be performing only the routine day to day duties of non-statutory nature and that he would not be entitled to any additional remuneration. The office order should also specify what duties he would be discharging or what duties he would not be discharging.

3. Ministry of Finance etc. are requested to ensure that above guidelines are followed while appointing a person on additional charge basis.

4. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, this issues in consultation with the Comptroller & Auditor General of India.


(E. K. Sreedharan)

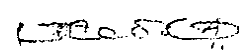
Under Secretary to the Government of India

To

All Ministries/Departments of the Govt. of India

Copy to:

1. The Comptroller & Auditor General of India and all States under his control.
2. Controller General of Accounts/Controller of Accounts, Ministry of Finance.
3. Secretaries to Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Sectt./Rajya Sabha Sec Cabinet Sectt./Central Vigilance Commission/President's Sectt Vice President's Sectt./Prime Minister's Office/Planning Commission.
4. Department of Pers. & Trg. (AIS Div./JCA/Administration Section)
5. Additional Secretary (UT), Ministry of Home Affairs.
6. All State Governments and Union Territories.
7. Governors of All States/Lt. Governors of Union Territories.
8. Secretary National Council (Staff Side), 13-Feroz Shah Road, New Delhi.
9. All Members of the Staff Side of the National Council of JCM/Departmental Council.
10. All Officers/Sections of the Department of Personnel and Training/Department of Administrative Reforms and Public Grievances/DEPARTMENT OF PENSION AND PENSIONERS' WELFARE.
11. Ministry of Finance, Deptt. of Expenditure.
12. All Benches of Central Administrative Tribunals.
13. Secretary, North Eastern Council, Shillong.
14. 300 spare copies.


(E. K. SREEDHARAN)

Under Secretary to the Government of India