



NO.FD.SR-I/9-52/2015
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 16th September, 2016

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. All the Commissioners in the Punjab.
6. All District Coordination Officers in the Punjab.
7. All Heads of Attached Departments, Government of the Punjab.
8. The Registrar, Lahore High Court, Lahore.
9. All District & Sessions Judges in the Punjab.
10. The Secretary, Punjab Public Service Commission, Lahore.
11. The Secretary, Provincial Assembly, Punjab, Lahore.
12. The Director General, Audit & Accounts (Works), Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.
14. The Chief Pilot, VIP Flight, Lahore.

Subject: **GRANT OF ADDITIONAL CHARGE ALLOWANCE.**

I am directed to refer to this Department's circular letter No.FD.SRII.2-38/70, dated 17.03.1988, on the subject cited above and state that following questions have arisen about the subject matter:-

- i) Whether additional charge allowance for more than one posts can be granted to the same officer?
- ii) Whether additional charge allowance against a post lower in status than the incumbent post of the officer, holding the charge, can be allowed?

2. The case has been examined in the Finance Department. It is clarified that where the Administrative Departments/organizations grant additional charge of more than one posts to its officers due to service exigencies, the additional charge allowance in this behalf shall

be allowed against all such additional charges by the concerned authority, for a period not exceeding 3 months, against each post. However, if the need persists, the additional charge of the same post may be extended for another three months in consultation with the Finance Department.

3. As regards the second question, it is further clarified that the additional charge of a post of equal/higher/one step lower status can be assigned, for the time stipulation as mentioned above, and allowance in this behalf can be allowed accordingly.



(MUHAMMAD NAWAZ KHALID ARBI)
ADDL: FINANCE SECRETARY (REG.)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:-

1. The Accountant General Punjab, Lahore.
2. All District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. PS to F.S.
5. PS to SSF(B&R).


(NADEEM RIAZ MALIK)
SECTION OFFICER (SR-I)


As
20-9-16