

Dated Lahore, the 17th March, 1988.

From

Mr. Farooq Haroon
Finance Secretary

To

- 1- All the Administrative Secretaries Govt. of the Punjab.
- 2- All Heads of Attached Departments in the Punjab.
- 3- All Commissioners of Divisions in the Punjab.
- 4- All Deputy Commissioners and District & Sessions Judges in the Punjab.
- 5- The Secretary to Governor, Punjab, Lahore.
- 6- The Secretary to Provincial Assembly, Punjab, Lahore.
- 7- The Secretary to Chief Minister, Punjab, Lahore.
- 8- The Secretary Punjab Public Service Commission Lahore.
- 9- The Registrar, Lahore, High Court Lahore
- 10- The Military Secretary to Governor, Punjab, Lahore.

RATIONALISATION OF COMPENSATION ON
HOLDING OF ADDITIONAL CHARGE.

Sir,

I am directed to refer to the subject and to say that under the existing instructions contained in the Finance Department circular letter No.FD.SR.II-2-38/70 dated 19.4.1977, an officer appointed to hold additional charge of a post is allowed additional pay at 10% or 20% depending on the pay of the civil servant concerned and subject to certain limits. The position has been reviewed and with a view to rationalising the payment of compensation for holding additional charge of post(a) and in supersession of above noted instructions, it has been decided that in future, special allowance shall be admissible at a uniform rate of 20% of basic pay upto a maximum of Rs. 800/-p.m. subject to the observance of the following conditions:-

- i- The work of the vacant post, as far as feasible be distributed among more than one Government servant of the same status and designation available in the department.
- ii- Where the distribution of work is not possible the additional charge of the vacant post may be given initially for a period of three months by the competent authority. It may be extended for another three months in consultation with the Finance Department.

iii- Immediately on the expiry of six months of the additional charge of the particular vacant post, the post shall be treated as having been abolished and its duties automatically becoming part of the normal duties of the other existing posts of the same category in the Department concerned. The post so treated as abolished shall not be revived without the prior concurrence of Finance Department.

2- These instructions shall also be applicable in the case of current charge against higher post.

3- The order shall take effect from the date of issue.

Your obedient servant,



(RIAZUL HAQUE AWAN)
DEPUTY SECRETARY (SR)
for Finance Secretary

NO.FD.SR.II-2-38/70 dated Lahore the 17th March, 1968.

A copy is forwarded for information to:-


- 1- The Accountant General Punjab, Lahore.
- 2- All the District Accounts Officers/Treasury Officers in the Punjab.

(MUHAMMAD TUFAIL GILL)
SECTION OFFICER (SR.II)

NO & DATE EVEN.

A copy is forwarded for information to:-

- 1- The Secretaries to Government of Sind, Baluchistan and NWFP, Finance Department, Karachi, Quetta and Peshawar.
- 2- The Secretary to Government of Jazad Jammu & Kashmir Finance Department, Muzaffarabad.
- 3- All Officers in the Finance Department Govt. of the Punjab, Lahore.



(MUHAMMAD TUFAIL GILL)
SECTION OFFICER (SR.II)