

PROFORMA

PARTICULARS TO BE FURNISHED WHILE SUBMITTING THE
PROPOSAL FOR ADDITIONAL PAY UNDER FUNDAMENTAL
RULE 49

- 1 (i) Nomenclature of the post which fell vacant :
(ii) Date from which the post fell vacant :
(iii) Reasons for arising of the vacant post. :
(iv) Scale of pay of the post :
- 2 (i) Name and designation of the officer placed in :
full additional charge
(ii) Date of joining the additional post as per CTC :
(CTC & copy of order for full additional charge
to be enclosed)
(iii) Scale of pay of the regular post held by the :
officer placed in full additional charge.
(iv) Date of relief from the full additional charge :
(CTC to be enclosed)
(v) Number of days served in full additional charge:
(from to)
(vi) Whether full additional charge post is :
independent.
- 3 Whether any one has already been posted in full :
additional charge before the date indicated in
column 2(ii). If so,
(i) The period during which such officer / :
officers were in full additional charge of the
post.
(ii) Whether total period of full additional charge:
exceed five months (2(v) + 3(i))
- 4 Authority empowered to place in full additional :
charge under Appendix – II of Fundamental rule 49.
Quote the relevant item number or put up a copy of

of the Government Orders for such delegation.

5. Justify the reasons why the additional charge should not be treated as current duties. :
 6. Whether full additional charge is under Public Sector Undertakings
 7. Whether the officer holds full additional charge or appointed merely to discharge current duties. :-
 8. Whether the previous incumbent has actually given over charge under the orders of competent authority. :
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