



Finance (BPE) Department.
Fort St. George, Secretariat,
Chennai-600 009.

Letter No.7694/Fin(BPE)/2012-1 dated 29.03.2012

From
Thiru S.Krishnan, I.A.S.,
Secretary to Government (Expenditure)

To
The Chief Executive Officers of State Public Sector
Undertakings / Statutory Boards

Sir/ Madam,

Sub: State Public Sector Undertakings / Statutory Boards-Sanction of Additional Pay irrespective of the duration of the charge held or the number of posts of additional charge held by Group A and B Officers-Orders issued for Government Officers-Extension of the facility to the Officers in State Public Sector Undertakings / Statutory Boards -regarding.

Ref: G.O.Ms.No.122/P&AR(FR-IV)Dept dt.3.10.2011

I am directed to inform that the orders issued in the Government Order cited with respect to drawal of Additional Pay while holding full additional charge are extended to the State Public Sector Undertakings / Statutory Boards wherever their Service Rules provide for sanction of such additional charge allowance and subject to the following conditions that:

- (i) the additional pay shall be allowed only if the period of additional charge is more than thirty nine days. In computing the period of additional charge, holidays and casual leave should also be included;
- (ii) no additional pay shall be granted for holding additional charge of current duties of one or more posts;
- (iii) additional pay for holding full additional charge shall be granted at the rate of one fifth of the pay drawn in the regular post or half of the minimum pay of the additional post whichever is less;

- (iv) no additional pay shall be granted unless the previous incumbent of the other post has actually given over charge thereof under orders of the Competent authority;
- (v) no additional pay shall be allowed during any period of vacation, unless the additional duty is performed during such period;
- (vi) no additional pay shall be granted when a clerk discharges the duties of one or more clerks in the same office, as the posts cannot be held to be independent;
- (vii) additional pay shall not be allowed as a matter of course or granted when the extra duties to be performed are only nominal or comparatively light;
- (viii) additional pay shall not be admissible if the duties of the said additional post are of exactly identical nature and if the responsibilities are such as can easily be spread out among others holding the same posts;
- (ix) Additional pay shall be admissible only when the responsibilities are indivisible and cannot be distributed to more than one Officer.

2. I request you to place this letter before the Board of Directors for adoption in the next meeting.

Yours faithfully,

C. N. Balaji
2.4.2012
for Secretary to Government (Expenditure)

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02.04.2012