

**Particulars to be furnished while submitting the proposal for
Additional Pay under Fundamental Rule-49**

Prescribed in Govt. Lr. No. 12062/F.R.IV/2000-1/P&AR dt. 15.5.2000

1. (i) Nomenclature to 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 and 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) No. of days served in Full Additional charge (from - to) :
 - (vi) Whether full charge post is independent :
3. Whether any one has already been posted in Full Additional charge before the date indicated in Col.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 requirement item No. or put up a copy of the G.O.s for such delegations. :
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 the Competent Authority :