

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.1/21/76-AR.I/R.II

Rawalpindi, the 18th June, 1980.

OFFICE MEMORANDUM

Subject:- APPOINTMENT OF OFFICERS ON CURRENT CHARGE AGAINST
HIGHER POSTS AND PAYMENT OF ADDITIONAL REMUNERATION
THEREFOR.

The undersigned is directed to say that according to the existing instructions all appointments by promotion in higher posts are to be made through regular selection process, i.e. with the approval of the Central Selection Board/ Departmental Promotion Committee and the authority competent to make appointment to the grade in which the vacancy exists. However, in those cases where a vacancy in a higher post occurs for less than two months and it is considered impossible for good reasons to make arrangements for day to day work of that post to be carried on otherwise, the current charge of the duties of that post may be given temporarily, with the approval of the authority competent to make appointments to the said post, to the seniormost officer in the cadre present at the place or in the organization where the vacancy may have occurred if he is otherwise fit and eligible for promotion.

2. Situations arise in various departments where higher posts have to be filled urgently for short periods independently of the normal promotion and appointment procedure which takes time. The matter has been considered in consultation with the Ministry of Finance. In order to overcome the difficulty, the President has been pleased to delegate the power to make current charge appointments

as follows :-

- i) Secretaries/Additional Secretaries. || For
- ii) Heads of Attached Departments not || Grade-17
below grade 21 including Chairman || to 20.
FPSC & Chairman Federal Inspection
Commission in respect of their own
officers. ||
- iii) Auditor General of Pakistan ||
for Pakistan Audit Department. ||
- iv) Military Accountant General || Upto
for Military Accounts Department. || Grade-20.
- v) Member Finance, Railway Board, ||
for Railway Audit Department. ||
- vi) Head of Department as defined || For Grade-17
in S.R.2(10) not below grade-20 || and 18.

3. The exercise of the powers so delegated shall be subject to the observance of the following conditions :-

- i) the arrangement should not be made for a period of less than one month and should not exceed 3 months. However, it may be extended by another three months with the approval of the (next higher authority); *appoint. authority*
- ii) as soon as the current charge is given, a proposal for regular appointment should be initiated and referred to DPC/CSB within a month ; and
- iii) in making current charge arrangement, the seniormost officer available in the organization and present at the place where the vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be considered.

** Modified under
modific. in
OM No. 1177/1973
Def. Secy 24/11/73*

4. An officer appointed to hold current charge of a higher post shall be allowed, in terms of F.R.35 and proviso to Section 17 of the Civil Servants Act, 1973 pay in his own grade plus additional pay equal to 10% of his grade pay.

5. £ The existing orders on the above subject are modified to the above extent.

6. This Office Memorandum issues with the concurrence of the Ministry of Finance.

(AIZAZ HUSSAIN ZUBERI)
Deputy Secretary to the
Government of Pakistan
Phone : 64236.

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
(ESTABLISHMENT DIVISION)

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No.1/21/76-AR-I/R-II.

Rawalpindi, the
6th April, 1982.

OFFICE MEMORANDUM

✓ SUBJECT:- APPOINTMENT OF OFFICERS ON CURRENT CHARGE AGAINST
HIGHER POSTS AND PAYMENT OF ADDITIONAL REMUNERATION
THEREFOR.

The undersigned is directed to refer to the Establishment Division O.M.No.1/21/76-AR-I/R-II., dated the 18th June, 1980 as amended vide Establishment Division O.M. of 10th April, 1981 on the above subject (copy enclosed), and to say that a question has been raised as to which authority is competent to extend current charge appointment beyond 6 months.

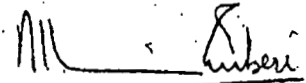
2. The delegation made vide the Establishment Division O.M. No.1/21/76-AR-I/R-II., dated the 18th June, 1980 as amended vide O.M. dated 10-4-1981 is in partial modification of the Establishment Division O.M.No.7/22/70-AVII, dated 7th August, 1970 (page 85 Establishment Code). The cases of extension of current charge appointment beyond 6 months will, therefore, continue to be sanctioned by the Establishment Secretary in respect of posts in grade-17 to 19 and by the President in respect of posts in grade-20 and above.

3. The current charge arrangement is made as a temporary measure pending appointment of a person to the post on a regular basis. It is expected that the case for regular appointment will be simultaneously initiated and finalised within the period of 6 months which is considered sufficient for the purpose. Normally, therefore, there should be no occasion for extending current charge arrangement beyond 6 months. In those cases only where it is necessary to continue the current charge arrangement beyond this period, ^{the} case should be referred to the Establishment Division.

Such cases should indeed be rare. The case should be referred in the form of a summary for the President in the case of posts in grade 20 and above and for Establishment Secretary in the case of posts in grade 17 to 19, stating what action was taken to fill the post on a regular basis, the reasons why it has not been possible to make a regular appointment within the prescribed period of 6 months and full justification for further extension of temporary arrangement. The period for further extension should be as short as possible necessary to make regular arrangements.

4. The proposal to continue payment of additional pay beyond 6 months will also require approval from the Ministry of Finance. The proposals may therefore be referred initially to the Ministry of Finance for their concurrence before referring the case to the Establishment Division.

5. This O.M. issues with the concurrence of the Ministry of Finance.



(AIZAZ HUSSAIN ZUBERI)
Deputy Secretary to the
Government of Pakistan
Phone: 64236

ALL MINISTRIES/DIVISIONS
RAWALPINDI/ISLAMABAD/KARACHI.

Government of Pakistan
Cabinet Secretariat
Establishment Division

No.1/17/2000-R.2.

Islamabad, the 21st November, 2000.

Office Memorandum

Subject:- APPOINTMENT OF OFFICERS ON CURRENT CHARGE
AGAINST HIGHER POSTS AND PAYMENT OF ADDITIONAL
REMUNERATION THEREFOR.

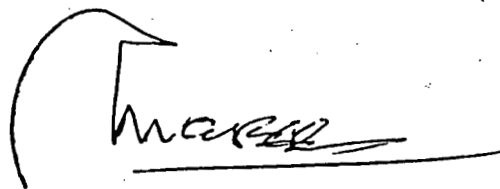
The undersigned is directed to refer to the instructions contained in para 3 of Establishment Division O.M.No.1/21/76-AR-I/R-II, dated 6-4-1982 which provide that the extension of current charge arrangement should be sought from the President and the Establishment Secretary in case of posts in BS-20 and above and posts in BS 17-19, respectively, and to state that the aforesaid instructions have been reviewed in consequence of amendment in Rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 notified vide SRO No.276(I)/2000, dated 25.5.2000 under which Secretaries of the Ministries/Divisions have been authorized to make appointments to posts in BS 17 to 19, and it is clarified that extension of current charge arrangement to posts in BS 17 and above is now required to be sought from the appointing authority prescribed in Rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.

2. While approving/extending current charge arrangements, the following guidelines are required to be strictly observed:-

- (i) Current charge arrangement is a temporary measure pending appointment of a person on regular basis in the prescribed manner.
- (ii) Proposal for regular appointment in the prescribed manner should be initiated at the earliest opportunity and current charge arrangement should not be considered as a justification for delay in filling the posts on regular basis in the prescribed manner.
- (iii) Six months is considered a sufficiently long period for the purpose of filling of posts on regular basis and, therefore, there should normally be no occasion or necessity for seeking extension of current charge arrangement beyond six months.

- (iv) Extension of current charge beyond six months requires prior consultation with the Finance Division before seeking the orders of the competent appointing authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.
- (v) Current charge of a higher post can be given only to those persons who fulfil eligibility conditions for regular promotion to that higher post.
- (vi) Normally the most senior persons available in the Wing/Unit where higher post falls vacant, should be given current charge of higher post.

3. While issuing formal sanction for grant of additional remuneration on account of current charge, it may be specifically certified that the above mentioned guidelines have been kept in view while approving/extending current charge arrangement.



(NASEER-UD-DIN)
Joint Secretary

All Ministries/Divisions,
Islamabad/Rawalpindi.

No. 8/9/2004-R-II

Islamabad, the 2nd February, 2017

OFFICE MEMORANDUM

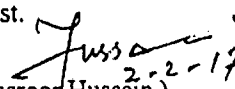
Subject: **APPOINTMENT OF OFFICERS ON CURRENT CHARGE AGAINST HIGHER POST AND PAYMENT OF ADDITIONAL REMUNERATION THEREFOR**

The undersigned is directed to say that the administrative instructions regarding current charge appointments contained in this Division's O.M. No.1/21/76-AR-I/R-II dated 18.06.1980 read with O.M No. 1/21/76-AR-I/R-II dated 6.4.1982 read with O.M No.1/17/2000-R-II dated 21.11.2000 on the subject provide that all appointments by promotion in higher posts are required to be made through regular selection process i.e. with the approval of CSB/DPC and the Authority competent to make appointment to the grades in which the vacancy exists. However, in those cases where a vacancy in higher posts occurs for less than two months and it is considered impossible for good reasons to make arrangements for day to day work of that post to be carried on otherwise, the duties of that post may be given temporarily with the approval of Authority competent to make appointments to the said posts, to the senior most officer in the cadre present at the place or in the organization where the vacancy may have occurred, if he is otherwise fit and eligible for promotion. In order to overcome the difficulties, authorities competent to approve such arrangements from BS-17 to BS-20 have also been prescribed. The above referred instructions also provide that the said arrangements should not be made for a period of less than one month and should not exceed three months. However, the arrangements can be extended with the approval of the Appointing Authority for another period of three months. Extension beyond six months requires prior consultation with the Finance Division before seeking orders of the competent authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.

2. It has been observed that the said instructions are not being complied with in letter and spirit and the current charge arrangements are extended with a gap of couple of days for one reason or the other which amounts to deviation from the above mentioned administrative instructions on the subject.

3. The Prime Minister has taken a serious notice of the above practice and has been pleased to observe that current charge is a temporary arrangement to run day to day work of Organizations. Extensions are frequently made without any cogent reasons and without making arrangements for regular appointment to the post.

4. In view of the above, all Federal Secretaries/Additional Secretaries Incharge of Ministries/Divisions are requested to ensure that the administrative instructions regarding current charge arrangements as mentioned above are being complied with in its letter and spirit in the Ministries/Divisions/Departments and Organizations under their administrative control and current charge arrangements are made only for cogent and valid reasons while simultaneously making arrangements for regular appointment to that post.


(Masroor Hussain)
2-2-17
Section Officer(R-II)

**All Federal Secretaries/Additional Secretaries Incharge
of Ministries/Divisions, Islamabad/Rawalpindi**