

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED**

**SECRETARIAT BRANCH,**  
144, Anna Salai, Chennai-2.

**Memorandum (Per) No.13379/A18/A181/2012-1 Dated the 16<sup>th</sup> July, 2012.**

**Sub: Establishment - Sanction of Additional Charge Allowance - Amendment to Regulation 49 of Tamil Nadu Electricity Board Service Regulations - Orders issued – Certain Clarifications - Issued.**

**Ref: 1. (Per) FB TANGEDCO Proceedings No.4 (SB) dated 09.01.2012.**  
**2. From the SE/P&A/TTPS, Lr.No.002099/Adm.I/A2/2012-1, dt.17.02.2012.**  
**3. From the SE/Operation/Salem, Lr.No.0658/2012/J.Class I Service, dated 01.03.2012.**  
**4. From the CE/D/Coimbatore Region, Lr.No.1972/206/ Adm.I(1)/2012-1 dated 01.03.2012.**  
**5. From the SE/Coal/Chennai, Lr.No.0559/790/P.O.U.III/R.7/ R.71/2012, dated 08.03.2012.**  
**6. From the CE/D/Villupuram Region, Lr.No.04056/Adm.B/B3/2012, dated 19.04.2012.**

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Based on the orders issued by the Government in G.O.Ms.No.122, P&AR (FR.IV) Department, dated 03.10.2011, orders have been issued in (Per) FB TANGEDCO Proceedings No.4 (SB) dated 09.01.2012, amending Regulation 49 of TNEB Service Regulations in respect of sanction of Additional Charge Allowance. According to the said amendment, 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. Further, the Additional Pay shall be sanctioned irrespective of the duration of the charge held or the number of posts of additional charge held by Class-I and II officers.

2. Certain field offices and Headquarters offices have requested to clarify certain points in connection with sanctioning of the Additional Charge Allowance. The following clarifications on the points raised by them, are issued:-

Sl.No (1)	Points raised (2)	Clarification issued (3)
1	An officer was holding additional charge of another post prior to 03.10.2011, but the period till the said date, was less than 5 months. The said arrangement continued even after 03.10.2011. In such case, whether he is	The orders issued in (Per) FB TANGEDCO Proceedings No.4 (SB) dated 09.01.2012 came into effect from 03.10.2011. Hence, additional charge allowance for the period less than 5 months prior to 03.10.2011 and for the entire period after 03.10.2011 irrespective of the duration, may be paid in

	eligible to draw additional charge allowance for the entire period?	full.
2	An officer is still holding additional charge of another post for more than a year. Whether, the additional charge allowance may be sanctioned to him for the entire period?	The additional charge allowance should be allowed only for 5 months prior to 03.10.2011 and the period between "the end of 5 months and 03.10.2011" should be ignored. If the said arrangement continues even after 03.10.2011, the additional charge allowance should be paid for the entire period after 03.10.2011 irrespective of the duration.

Sl.No (1)	Points raised (2)	Clarification issued (3)
3	In Reg.49, under (i) in sub-reg.(1) of TNEB Service Regulations, it has been prescribed that additional charge allowance is allowed only if the period of additional charge is more than thirty nine (39) days. Whether any change has been made in the above said condition?	There is no change in the existing condition for sanction of additional charge allowance.
4	An officer held additional charge of another post for a certain period. Due to administrative reasons, the said arrangement was terminated and additional pay also paid for that period. Subsequently, another officer was appointed to hold full additional charge of the said post. Whether he may be allowed additional charge allowance?	In such case, the additional charge allowance may be sanctioned, subject to the completion of 39 days of additional charge. However, appointment of another person to hold the same post by terminating the additional charge held by another officer, should be made only if the preceding officer retires from the service on superannuation/Voluntary Retirement (or) relieved off his duties consequent on promotion / transfer (or) he/she is placed under suspension (or) a D.P. is initiated against him/her (or) he/she proceeds on long leave under Medical Grounds.
5	An officer is holding additional charge of one or more posts. Whether he may be allowed additional charge allowance for all the posts?	As per Regulation 49 of TNEB Service Regulations, an employee may be appointed to hold full additional charge or to discharge the current duties of one or more independent posts at one time, as a temporary measure and granted additional pay for the same.  The term "Independent" means "Separate" and "Distinct". Hence, an Independent Officer is an officer, who is empowered to take independent decisions.

		<p>Hence, additional charge allowance may be allowed for all the posts. However, while making such arrangement, it must be ensured that all the posts are independent posts.</p> <p>The need for making such appointments should be periodically reviewed by the Competent Authority.</p>
6	<p>As per the new amendment, the Additional Pay shall be sanctioned irrespective of the duration of the charge held by Class-I and II officers only. As such, whether the senior most Administrative Supervisors (Class-III employee) can hold the post of Assistant Administrative Officer on Additional charge as per the instructions issued in Memo. (Per) No.74194/A18/A181/2005-3 (SB) dated 03.01.2006.</p>	<p>The instructions issued in Memo. (Per) No.74194/A18/A181/2005-3 (SB) dated 03.01.2006 still hold good. However, in exceptional cases only, the officials in Class-III service should be appointed to hold full additional charge of an independent post in Class-II service, but additional pay should be restricted to 5 months only.</p> <p>The term "Independent" has been described in the clarification column against SI.No.5 above.</p>
7	<p>At present, the Additional Charge Allowance is claimed within one month from the date of completion of 5 months (or) within one month from the date of termination of Additional Charge. As per the new amendment, whether the claim proposal has to be submitted by the officer within one month from the date of termination irrespective of the duration?</p>	<p>Consequent on removal of the maximum duration to claim Additional Charge Allowance from five months, the Additional Charge Allowance proposal should be submitted by the officer within one month from the date of termination of Additional Charge arrangement.</p>

**3.** All the Competent Authorities are requested to follow the above clarifications scrupulously while making additional charge arrangement and sanctioning additional charge allowance, as the case may be.

**4.** The receipt of this Memorandum should be acknowledged in the slip enclosed.

(BY ORDER OF THE CHAIRMAN-CUM-MANAGING DIRECTOR)

**A.S.PASUPATHI,  
SECRETARY**