

Government of Pakistan  
Finance Division  
( Regulations Wing )

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No. F. 8 (4) R-2/97

Islamabad, the 19th September, 2003.

OFFICE MEMORANDUM

Subject:- APPOINTMENT OF AN OFFICER OF LOWER GRADE TO A POST OF HIGHER GRADE AND GRANT OF PAY OF THE HIGHER POST.

The undersigned is directed to say that the courts have held from time to time that where a Civil Servant is called upon to discharge duties and responsibilities of a higher post, he is entitled to pay of that higher post. The Law, Justice and Human Rights Division in their Office Memorandum No. F. 3 (9)/81 Sol.II dated 18<sup>th</sup> March, 1986 issued necessary guidelines in that regard. To further clarify the matter, it has been decided that pay of the higher post will be admissible to civil servants during the period of appointment on higher post subject to the following conditions:-

- i) The officer has been appointed on higher post by the authority competent to make appointment on that post.
- ii) The officer is fully qualified in every respect to be appointed to that higher post.
- iii) The officer discharges all the duties and responsibilities of the higher post independently and severs all connections with his lower post.
- iv) The pay of the higher post will be fixed presumptively w.e.f. the date the officer assumes charge of the higher post and it will include the increments of the pay scale of the higher post for the period of higher post appointment on that post.

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- 2)
- v) On relinquishment of charge of the higher post or on transfer or on regular promotion to that higher post, the pay will be re-fixed with reference to original scale of pay of the officer and increments earned (if any) on higher post will count for increments in his original scale as per provisions of FR-26.
  - vi) The pay of the higher post will be given only with the concurrence of Finance Division.

2. All Ministries/Divisions/Departments are advised that only those cases may be referred to Finance Division which are covered under sub-paras (i) to (iii) of para-1 above and pay of the concerned officers may be fixed/re-fixed in terms of sub-para (iv) and (v) of para-1 above after obtaining prior concurrence of the Finance Division.

  
(MALIK HAMID NAWAZ)  
SECTION OFFICER (R-2)

ALL MINISTRIES/DIVISIONS/DEPARTMENTS