

**Government of Jammu & Kashmir**  
**Finance Department, (Codes Division)**  
**Civil Secretariat, Jammu/Srinagar**

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**C I R C U L A R**

**Subject:** Clarification regarding admissibility of charge allowance to Government Servants holding additional charge of another identical or equivalent post- reg.

Finance Department has been receiving references seeking clarification regarding the admissibility of charge allowance in cases where a Government servant is assigned the additional charge of another identical or equivalent post along with his/her own duties.

The matter has been examined in light of the relevant provisions of the Jammu and Kashmir Civil Services Regulations (CSR), 1956, and the position is clarified as under:

- i. A Government servant may be assigned the additional charge of an identical post in the same or a different office merely to discharge its current duties in terms of Article 85(2)(i) of the J&K CSR-1956.
- ii. A Government servant may also be assigned the additional charge of another identical or equivalent post, either within the same office or in a different office, involving the full duties and responsibilities of the post in terms of Article 85(2)(ii) and 85(2)(iii) of the J&K CSR-1956.

In terms of Article 86(1) of the J&K CSR-1956, it is mandatory that the appointing authority, while assigning the additional charge of a post, shall clearly specify whether the Government servant is being assigned only the current/routine duties of the post or the full/plenary responsibilities of the post.

However, it has been observed that in a number of cases additional charge is assigned without specifying the nature of duties. Consequently, the Government Servant performs all functions of the post, including statutory functions, however, charge allowance is not paid due to lack of clarity in the assignment order.

The admissibility of charge allowance to officers holding additional charge of another identical or equivalent post shall be regulated as under;

- i. Where a Government servant is assigned additional charge under sub-clauses (ii) and (iii) of Article 85(2), involving full duties and responsibilities of the post, charge allowance shall be admissible in terms of Article 87(a) of the J&K

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CSR-1956. The rate of charge allowance shall be 1/10th of the minimum pay of the post in the pre-revised scale (6<sup>th</sup> Pay Commission) of the post for which additional charge is held. The amount of charge allowance shall remain constant unless the minimum pay of the post is revised.

- ii. Where a Government Servant is assigned additional charge of an identical post merely to discharge its current/routine duties, whether in the same or a different office, no charge allowance shall be admissible in terms of Article 86 read with Article 87-A(iii) of the J&K CSR-1956.

Additionally, Article 87-A of the J&K CSR-1956, specify the cases where charge allowance shall not be admissible:

- i. Where the additional or independent charge is held for less than 40 days in one spell.
- ii. Where the additional charge held is of a lower post.
- iii. Where a Government Servant is appointed to hold only the current/routine duties of a post, either in addition to or independent of his own charge.
- iv. Where Government Servant on transfer retains the charge of his earlier office due to non-posting of a substitute or for any other reason.

It is therefore, enjoined upon all Administrative Secretaries, Head of the Departments and Appointing Authorities, to ensure strict compliance with the above provisions while issuing orders for assignment of additional charge and grant of charge allowance.

**Sd/-**  
**(Shailendra Kumar), IAS,**  
**Financial Commissioner, (ACS),**  
**Finance Department.**

**No: FD-Code/144/2025- A0- 853.**

**Dated: 27.03.2026.**

**Copy to:-**

1. Ld. Advocate General, The High Court of Jammu & Kashmir and Ladakh.
2. All Financial Commissioners (Additional Chief Secretaries).
3. Additional Chief Secretary to the Hon'ble Chief Minister.
4. Director General of Police, Jammu & Kashmir.
5. Principal Accountant General, (A&E), J&K.
6. All Principal Secretaries to Government.
7. Principal Secretary to Hon'ble Lieutenant Governor.
8. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
9. Chief Electoral Officer, Jammu & Kashmir.
10. All Commissioners /Secretaries to Government.

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11. Principal Resident Commissioner, 5-Prithvi Raj, New Delhi.
12. Divisional Commissioner Jammu/Kashmir.
13. Chairperson, Jammu & Kashmir Special Tribunal.
14. Principal Secretary to Chief Justice, The High Court of Jammu & Kashmir and Ladakh.
15. Registrar General, The High Court of Jammu & Kashmir and Ladakh.
16. Director, Anti-Corruption Bureau, J&K.
17. Director General, Accounts and Treasuries.
18. Director General, Funds Organization.
19. Director General, Audit and Inspections.
20. Director General, Local Fund Audit & Pensions, J&K.
21. Director General, Budget Division.
22. Director Information, J&K.
23. All District Development Commissioners.
24. All Head of Departments/ Managing Directors/ Chief Executives Officers of State PSUs/ Autonomous Bodies/ Societies.
25. Secretary, J&K Public Service Commission.
26. Secretary, J&K Legislative Assembly.
27. Director, Accounts & Treasuries, Jammu/Kashmir.
28. Principal/Director Finance, Accountancy Training Institute, Srinagar/ Northern Zonal Accountancy Training Institute, Jammu.
29. All Director(s) Finance/Financial Advisors & CAOs.
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32. General Manager, Government Press, Jammu/Srinagar for publication in Government Gazette.
33. Private Secretary to the Chief Secretary.
34. Private Secretary to all the Hon'ble Ministers.
35. Private Secretary to Advisor to the Hon'ble Chief Minister, J&K.
36. Private Secretary to Deputy Chief Minister, J&K.
37. Private Secretary to the Principal Secretary to Government, Finance Department.
38. I/C website, Finance Department ([www.jakfinance.jk.gov.in](http://www.jakfinance.jk.gov.in)).
39. I/C website, GAD ([www.jkgad.nic.in](http://www.jkgad.nic.in)).
40. Government Order File (W2scs).

  
 (Mahesh Dass), 27/3/26  
 Director General Codes,  
 Finance Department.