FAISALABAD ELECTRIC SUPPLY COMPANY LTD.

WEST CANAL ROAD, ABDULLAHPUR, FAISALABAD

http://www.fesco.com.pk **E-mail:** dir_hr@fesco.com.pk

Tel # 041-9220370
Fax # 041-9220233

HR DIRECTORATE
(HRM)

No. 8404 **/HR-**

Dated: 05/11/2026

OFFICE ORDER

1. BOD FESCO in its 333rd / 47th meeting held on 06.10.2026, notified by Company Secretary FESCO Memo No.6491 dated 27.10.2026, has resolved and approved as under:-

"BOD resolved and approved the FESCO Acting, Current and Additional Charge Policy-2025, on the recommendations of HR, Admn, Legal & HSE Committee."

2. Above Policy (Annex-F) is hereby circulated for adherence and implementation.

DA/As above

Ghulam Mujtaba Khan
Director General (HR)
FESCO Faisalabad
05/11/26

CC:-

1. Chief Financial Officer FESCO Faisalabad.
2. All Management Directors FESCO.
3. All DGs / SEs / Directors concerned.
4. Company Secretary FESCO for information w.r.to his Minutes of Meeting quoted above.
5. SO to Chief Executive Officer FESCO.
6. Master file.

CamScanner

FESCO

FESCO ACTING, CURRENT AND ADDITIONAL CHARGE POLICY-2025

FESCO

FESCO ACTING, CURRENT AND ADDITIONAL CHARGE POLICY-2025

FESCO

FESCO ACTING, CURRENT AND ADDITIONAL CHARGE POLICY-2025

TABLE OF CONTENTS

1. TITLE & OBJECTIVE OF THE POLICY 3
2. DEFINITIONS 3
3. ELIGIBILITY CRITERIA 3
4. APPROVING AUTHORITIES 5
5. MISCELLANEOUS 5

27/10/26

CamScanner

1. TITLE & OBJECTIVE OF THE POLICY

This policy shall be called as "**FESCO Acting, Current and Additional Charge Policy-2025**". The arrangements of Acting, Current and Additional Charge are considered as an administrative measure to fill a vacant post when a regular promotion / posting of a suitable incumbent is not possible due to different reasons. The policy outlines the procedures and criteria for assigning the Acting, Current and Additional Charge to FESCO employees for all posts in BPS-17 and above.

2. DEFINITIONS

2.1. Acting Charge: When a higher post is vacant and the senior most employee of the respective cadre cannot be promoted for want of certain procedural requirements on the part of the department, the Acting Charge may be assigned to the incumbent in the next lower scale of the respective cadre to perform the duties provided he/she is fulfilling the requisite length of service / experience / criteria prescribed for promotion to the higher post.

2.2. Current Charge: When a higher post is vacant and the senior most employee of the respective cadre cannot be promoted for want of certain procedural requirements on the part of the incumbent i.e. he/she is not presently fulfilling the requisite length of service / experience and other criteria like DPE/DPT etc. prescribed for promotion to the higher post, the Current Charge may be assigned to the incumbent in the next lower scale of the respective cadre to perform duties of the higher post.

2.3. Additional Charge: An employee can be allowed to hold Additional Charge to perform duty of another equivalent grade post in the same cadre (identical posts). In case, no officer is available in the seniority of the respective cadre, a suitable employee from other cadre can be entrusted with the Additional Charge of an equivalent/higher post (non-identical post) in addition to his/her own duties.

3. ELIGIBILITY CRITERIA

3.1. Acting Charge:

3.1.1. The Officer/ Official, being considered for Acting Charge of the higher post, must be senior most in the respective cadre.

3.1.2. The Officer / Official must possess / fulfill the requisite length of service / experience / criteria prescribed for promotion to the higher post.

3.1.3. Pay will be fixed in the light of existing provisions. The incumbent shall also be admissible for all perks (allowances/benefits) of the next higher posts as per rules.

27/10/26

CamScanner

3.1.4. The arrangements can be extended / continued until the conducting of promotion Board/retirement of the Official/Officer, as the case may be, to avail the benefit of being the senior most in the cadre.

3.2. Current Charge:

3.2.1. It shall be assigned to the senior most Officer/official of the same cadre available in the lower grade, presently not entitled for entrusting the Acting Charge.

3.2.2. He / she will be admissible to Current Charge Pay (20% of running basic pay) will be admissible as per rules.

3.2.3. The Current Charge may be converted into Acting Charge from the date when an Officer / Official qualifies the requisite length of service / experience / criteria prescribed for promotion to the higher post.

3.2.4. The Current Charge may also be assigned in addition to the post of lower grade already held by the Officer/official. However, the Current Charge Pay will be admissible in both cases whether the Officer/official is performing duties of higher post only or in addition to his own duties of lower grade post.

3.2.5. The Current Charge Pay shall be admissible for a duty with duration of at least 30 calendar days or more. The duty performed for less than 30 calendar days shall be treated as a temporary arrangement and the Officer/official shall not be admissible to the financial benefit of Current Charge.

3.2.6. If a need arises to extend the time of the Current Charge beyond the six (06) months, the case should be initiated immediately after the fourth month of the Charge, and the HR, Admin, Legal & HSE Committee or Board (whatever the case may be) review and approval is obtained before the expiry of six months' time.

3.3. Additional Charge:

3.3.1. The Officer should be in same or equivalent grade in the same cadre (identical post).

3.3.2. In case a suitable Officer is not available in the same cadre, the additional charge may be entrusted to an Officer belonging to other cadre (non-identical post) subject to the condition that he/she is possessing/fulfilling the criteria i.e. education / required skills prescribed for direct induction on the post for the time being until the suitable Officer from the same cadre becomes eligible for additional/current/acting charge.

27/10/26

CamScanner

3.3.3. The Additional Charge Allowance (20% of running basic pay) will be admissible as per rules.

3.3.4. The Additional Charge Allowance shall be admissible for a duration of at least 30-calendar days or more. The duty performed for less than 30 calendar days shall be treated as a temporary arrangement and the Officer shall not be admissible to the benefit of Additional Charge Allowance.

3.3.5. The Additional Charge shall be for six (06) months, and if the need arises to extend the time, cases from Grade-17 to 19 shall be brought to the notice of the HR, Admin, Legal & HSE Committee and from Grade-20 onward, they shall be brought to the notice of the Board for extension of time.

4. APPROVING AUTHORITIES

4.1. BPS-17 & above: -

4.1.1. The CEO FESCO is empowered to approve the Acting, Current and Additional Charge for all posts in BPS-17 & above with financial benefits.

4.1.2. HR, Admin, Legal & HSE Committee will approve extension in time of Additional and Current Charge beyond six (06) months, in respect of Grade-17 to 19 Officers.

4.1.3. BOD FESCO will approve extension in time of Additional and Current Charge beyond six (06) months, in respect of Grade-20 to onward.

4.1.4. All cases to be formally notified with clear terms and duration.

5. MISCELLANEOUS

5.1. A lower grade Officer shall not be posted for a position 2 grades up.

5.2. No officiating period will count towards seniority or promotion unless provided by law.

5.3. Additional Charge of more than 2 Nos. posts may be held concurrently; however, the financial benefit of only one post will be admissible.

5.4. The Acting/Current/Additional charge arrangements shall be notified by adhering all the above-mentioned instructions/terms & conditions/requirements.

27/10/25

CamScanner

5.5. This policy shall supersede all prior policies/instructions issued on the subject from time to time.

5.6. The Look After Charge arrangements shall not be notified from now onwards.

5.7. In case of any material deviation with respect to above FESCO Acting, Current and Additional Charge Policy-2025, such cases should be put up to HR, Admin, Legal & HSE Committee with cogent reasons for consideration.

5.8. BOD FESCO is empowered to amend/substitute any of the aforesaid provisions or may repeal the above policy as a whole, as the case may be.

27/10/26

CamScanner