

From

Director General,  
General Treasuries & Accounts Department,  
Haryana, Chandigarh.

To

All the Commissioners & Deputy Commissioners in the State  
All the Head of Departments in the State  
All the Chief Administrators/Managing Directors of Board/  
Corporation/Federation in the State

Memo No. HR-TA(4T)/2021/ 1389  
Dated, the Chandigarh 05-03-21


**Subject:- Regarding assignment of additional charge to Section Officers.**

In continuation of this office Memo No. 8900TA-HAR(4T)2017/8801-06 dated 06.12.2017 vide which it was requested not to assign the additional duties/charge to the Section Officers posted in their respective Department at their own as the powers for such orders are vested with the Director General of this Department. It was also requested in the referred memo to send the proposal to this Department for assigning additional charge to the Section Officer (SAS Cadre) instead of assigning at their own level, copy enclosed for ready reference.

2. I have been directed to inform you again that not to assign the additional duties/charge to the Section Officer(s) (SAS Cadre) posted in their respective Department at their own level. Further, if any such orders are issued may please be withdrawn immediately under intimation to this Department and send a proposal to this Department recommending the name of the Section Officer(s) in the performa mentioned below, to whom the additional charge is to be assigned, in your department at HQ/field offices only against the sanctioned and vacant post as on that date.

Sr. No.	Name of the department with address	Name of the Section Officer with his/her UCP	Present Place of Posting with office address	Proposed additional charge with details address of the office	Vacancy Position as on date (in number)			Remarks
					Total Sanctioned Posts	Total filled posts	Total vacant post	
1	2	3	4	5	6	7	8	9

3. Further, I have also been directed to inform you that in case such orders are issued, in future, by any Department at their own level will stand null & void and deemed to be cancelled itself.

  
Joint Director (Admn.)  
for Director General,  
Treasuries & Accounts Department,  
Haryana, Chandigarh