



NORTHERN POWER DISTRIBUTION COMPANY OF A.P.LTD

PROFORMA CONTAINING THE DETAILS OF ADDITIONAL DUTIES PERFORMED BY THE OFFICE TO ACCOMPANY THE PROPOSALS FOR PAYMENT OF FULL ADDITIONAL CHARGE PAY / CURRENT ADDITIONAL CHARGE PAY

1. Name of the officer with :
Designation & Head quarter :
2. Name of the Addl. Post held :
and the period with dates (with
clear indication of FN/AN)
3. The cause for the addl. Charge :
4. Authority under which the :
Additional Charge is held Ref.
No. & Date
5. Whether the claims was preferred :
for on a complete shape with the
time limit of three weeks (the time
limit is to be reckoned from the
date of termination of addl. Charge
held)
6. Details of the Addl. duties :
performed by the officer in additional
to his own regular duties.
 - a) No. of references take over from :
relieved officer (with full details)
 - b) No. of references received :
during the addl.charge period
(with full details)
 - c) No. of references disposed off :
during the addl. charge period
(with full details)
 - d) No. of references left over on :
the date of termination of
addl. charge (with full details)
7. i) No. of works inspected (with :
full details)
ii) No. of estimated processed (with :
full details)

- iii) No. of work order closed (with full details) :
 - iv) No. of works measured (with full details) :
 - v) No. of works check measured (with full details) :
 - vi) No. of bills made out (with full details) :
 - vii) Whether the statutory functions attached to the regular and addl. posts have been discharged satisfactory by the officer. :
8. Whether any lay on works was normal and up to progress :
9. (In applicable words to be scored off)
Nature of charge held(i.e., Full Additional charge/Current Additional Charges) :
10. Signature of the Officer with date Who held charge :
11. Specific remarks/ recommendation of the DE/SE (with indication of date of receipt of the proposals from AE in the Sub-Division office) :
12. Specific remarks/ recommendation of the CE/SE of the following additional information i.e., the nature of post held by the officer, viz.,
- i) Substantive post held :
 - ii) Officiating post held :
 - a) Approved probationer :
 - b) Probationer :
 - c) Emergency :
 - d) Pay of the officer in the substantive post :
 - e) Pay of the officer in the post holding as on the date of holding additional charge :
 - iii) Date of receipt of the proposal in the office :

(Signature)

