

## 18.10 ACTING AND RESPONSIBILITY ALLOWANCES

- 18.10.1 Acting Allowance is paid to an officer who is appointed to act in a higher post by the appropriate Service Commission or by the Responsible Officer/ Supervising Officer as delegated.
- 18.10.2 The Acting Allowance, whether in a grade-to-grade or class-to-class situation, represents the difference between the initial or flat salary of the higher post and the substantive salary of the officer, provided the allowance is not less than three increments worth at the incremental point reached in the substantive post. Where the salary scales overlap, the allowance is equivalent to three increments moved in the master salary scale, as from the point reached by the officer in the salary scale of his substantive post provided the total emoluments of the officer is not less than the initial salary and not more than the maximum salary of the higher post.
- 18.10.3 An acting appointment is an assignment given to an officer deemed capable of performing the full duties and assuming the full responsibilities of a vacant position on the replacement of an employee who is on authorized leave of absence, including sick leave, maternity leave, leave without pay, pre-retirement leave or a vacancy arising until it is filled on a permanent basis.
- 18.10.4 The Responsible/Supervising Officer seeks approval from the appropriate Service Commission or under delegated power appoints an officer from the immediate lower grade (generally the senior most one) in an acting capacity in a higher office.
- 18.10.5 Before assigning the duties of a higher post to an officer, the Responsible/ Supervising Officer ensures that the appointee has the relevant expertise/ competencies to undertake most of the core duties and also to shoulder the responsibilities of the absentee.
- 18.10.6 Beneficiaries of actingship are, therefore, provided with an opportunity for advancement both in terms of reward and experience thus leading to enhanced career development. The acting appointment does not give any claim to permanent appointment to the higher post.

### Recommendation 1

- 18.10.7 We recommend that the provision governing the payment of Acting Allowance be maintained.**

### Responsibility Allowance

- 18.10.8 Where, for administrative convenience, an officer is assigned the duties of a higher office by the appropriate Service Commission or by the Responsible Officer as delegated, the Supervising Officer authorises payment of a responsibility allowance to the officer as follows:

- (i) where the officer is fully qualified to act in the higher post, the allowance is equivalent to the Acting Allowance;
- (ii) where the officer is not fully qualified to act in the higher post, the allowance should be 80% of the Acting Allowance; and
- (iii) where appointment to a higher office is made by selection and no additional qualification is required, whether in terms of academic or technical qualification or experience or in terms of physical requirements, the Responsibility Allowance payable to officers who are assigned the duties of the higher office is equivalent to the Acting Allowance.

## Recommendation 2

**18.10.9 We recommend that the above provision be maintained.**

### Responsibility Allowance to employees in the Workmen's Group

18.10.10 At present, a Supervising Officer authorizes payment of a responsibility allowance to an employee in the Workmen's Group who is required to perform the duties of a higher post.

18.10.11 The quantum of the allowance is computed on the same basis as for Acting Allowance and is payable on the actual number of days worked. We have received representations to the effect that there is some form of discrimination in the computation of Responsibility Allowance as compared to the Responsibility Allowance payable to other categories of officers. We are, therefore, rationalising the computation of Responsibility Allowance in respect of employees of the Workmen's Group.

## Recommendation 3

**18.10.12 We recommend that the Responsibility Allowance payable to employees in the Workmen's Group should be computed (a) on the same basis as for Acting Allowance even if the employee is not fully qualified; (b) for the full period of actingship (inclusive of Saturdays, Sundays and Public Holidays) whenever the period of actingship exceeds seven continuous days; and (c) on the basis of the actual number of days worked in case the actingship is less than seven days.**

### Qualifying Conditions/Specific Provisions

18.10.13 At present the qualifying period/specific provision governing Acting and Responsibility Allowances is as per the following:

- (i) No Acting or Responsibility Allowance is paid to an officer unless he acts in the higher office for a continuous period of seven days, i.e., the assignment should be for a minimum period of seven continuous days, inclusive of Saturdays, Sundays and Public Holidays.

- (ii) An officer performing higher duties is not eligible for Acting or Responsibility Allowance for any period of absence exceeding seven days at a stretch.
- (iii) Where an officer who is acting in a higher office proceeds on official mission overseas, he is paid a special allowance equivalent to the Acting Allowance he would have drawn had he not gone on mission.

**Recommendation 4**

**18.10.14 We recommend that the above provisions be maintained.**

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