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Approved
By the Board
on 18.09.19.
[Signature]

Amended Table of Authority at the 101st Board Meeting

ToA until 18 Sept 2019				Amended ToA on 18 Sept 2019			
Sl#	Items	Approval Authority	Remarks	Sl#	Items	Approval Authority	Remarks
2 Staff Requisition							
2.3	- Short term staff	DFA	Based on recommendation of concerned Director and EMT.	2.3	- Short term staff	ED/DED	Based on recommendation of concerned Director and DFA, EMT if applicable
2.4	- Service staff	DFA		2.4	- Service staff	ED/DED	
					- Consultant	ED/DED	
3 Short-listing of applications for job							
			Final short listing should be done by at least two relevant staff at a level higher than the position.		- Final short listing of Service staff	Manager	Final short listing should be done by at least two relevant staff at a level higher than the position; If available
					- Final shortlisting for short term contractual staff	Supervisor	
					- Final shortlisting for short term contractual staff at CCC	CCC recruitment committee	
					- Consultant	DED/Concerned Director	
4 Examination of script of written test							
4.3	- Candidates for Deputy Manager level	Three Senior Managers	For technical position concerned Senior Manager plus two externals will examine the script.	4.3	- Candidates for up to Deputy Manager level	Three Senior Managers	For technical position concerned Senior Manager plus two externals will examine

							the script.
5 Oral Test (viva/interviews)							
					- Short term contractual staff	Two members from concern division/study + one from different division	
					-Service staff	Three Managers	
					- Short term contractual staff and Service staff at CCC	CCC Recruitment committee	
6 Appointment							
					- Short-term staff & Service staff at CCC	CCC recruitment committee	
9 Issue of Letter of Employment							
9.1	- Need based staff	Senior Manager-HR		9.1	- Need based and Service staff	Senior Manager-HR	
					- Need based and Service staff at CCC level	CCC President	
20 Paternity Leave							
20.1	Paternity Leave	Supervisor at Director level and above		20.1	Paternity Leave	Supervisor	
21 Leave on account of accident							
21	Leave on account of accident			21	Leave on account of accident/long sickness	ED/DED	Based on recommendation of Supervisor and Concerned Director
21.1	- Period of	Supervisor					

	hospitalization	not below Director					
21.2	- Up to one month (post hospitalization)	Supervisor not below Director					
21.3	- Above one month (post hospitalization)	ED/DED					
25 Training Leave							
25.1	Leave to attend training arranged by staff	Supervisor at Director level and above	SMT to decide on the relevance of the training to staff work.	25.1	Leave to attend training arranged by staff	Supervisor at Director level and above	Concerned supervisor to decide on the relevance of the training to staff work.
27 Rest & Recreation Leave							
27.1	Rest & Recreation Leave	Supervisor not below Senior Manager level	ED/DED	27.1	Rest & Recreation Leave	Recommendation of Supervisor and concern Director will be required	ED/DED
30 Late Arrival/Early Departure							
30.1	Late Arrival/Early Departure	Supervisor	Based on justification.	30.1	Late Arrival/Early Departure (After 4:00 PM)	Supervisor	Based on justification.
37 Acceptance of resignation							
37.1	- Up to Deputy Manager level	Supervisor not below Director		37.1	- Up to Deputy Manager level	ED/ DED	
					Bridge Staff	DFA	
					Need based staff & Service Staff	SM-HR	
					Need based staff & Service Staff at CCC Level	CCC President	

ToA until 18 Sept 2019				Amended ToA on 18 Sept 2019			
Sl#	Items	Approval Authority	Comments	Sl#	Items	Approval Authority	Comments
29	Work on holidays/weekend						
29.2	- At CCC	Supervisor			- At CCC	DFA/DF	Recommendation of DCE will be required.
40	Approval of Purchase Requisition/purchase						
40.1	- Up to Taka 50,000 at Dhaka Office	DFA/DF	Based on recommendation of concerned Director.				Based on recommendation of supervisor not below Manager
40.3	- Any amount at CCCs	CCC President	Subject to Budget Allocation		-Up to Taka 5,000 at CCCs	Area Manager-CE	
					-Above Taka 5,000 at CCCs	CCC President	
41	Issue of Purchase Order						
41.2	-Dhaka Office above Taka 50,000	ED/DED	Based on recommendation of DFA		-Dhaka Office above Taka 50,000	ED/DED	Based on recommendation of DFA/DF and approval of ED/DED
41.3	- Any amount at CCCs	CCC President/Area Manager-CE	Recommendation of procurement committee will be required. Subject to budget allocation		-Up to Taka 8,000 at CCCs	Area Manager-CE	

					-Above Taka 8,000 at CCCs	CCC President	
44	Store Requisition						
44.1	- Regular Office & Programme supplies items	- Supervisor not below Manager	Senior Manager (F&A) will review and issue based on availability.		- Regular Office & Programme supplies items	- Supervisor not below Manager	Senior Manager (F&A)/-Manager-Admin will review and issue based on availability.
44.2	- Calendar, Diary and other communication materials with limited supply	- Supervisor not below Senior Manager			- Calendar, Diary and other communication materials with limited supply	- Supervisor not below Senior Manager	Senior Manager (F&A) will review and issue based on availability.
51	Re-allocation of budget within approved line items						
51.1	Re-allocation of budget within approved line items	DFA/DF					Based on Recommendation of concerned Director.
54	Approval of Voucher						
54.1	- Up to Taka 50,000	DFA/DF	Based on recommendation of concerned Director		- Up to Taka 50,000	DFA/DF	Based on review of Senior Manager-F&A
55	Issue of Cash (open) Cheque at CCC Offices						
55.1	- Up to Taka 10,000	CCC President			-Taka 3,001-Tk.5,000 at CCCs	CCC President	
					-In exceptional case, up to Taka 20,000 at CCCs	CCC President	
60	Disbursement of salary of approved amount						
60.1	Disbursement of salary of	DFA	Based on		Disbursement of	DFA/DF	Based on proposal

	approved amount		proposal of Manager-Finance & Accounts and recommendation of Senior Manager-F&A.		salary of approved amount		of Manager-Finance & Accounts and recommendation of Senior Manager-F&A and Senior Manager-HR.
62	Cheque Signing						
62.1	- Up to Taka 500,000	ED/DED+Any Directors (DFA preferred)	Based on review of Senior Manager-F&A.		- Up to Taka 500,000	DFA/DF+Any Directors	Based on review of Senior Manager-F&A
62.2	- Above Taka 500,000	ED/DED+Any authorized Board Member	Based on review of DFA/DF.		- Up to Taka 1,000,000	ED/DED+Any Director	Based on review of Senior Manager-F&A
62.3					- Any amount	ED/DED+Any Authorized Board Member	
	<u>S2B/BEFTN:</u>						
					- Up to Taka 500,000	DFA/DF+Any Director	
					- Any Amount	ED/DED+Any Director	
					Signing of agreement with third parties at CCCs (except lease agreement)	CCC President	
67	IOU Advance						

67.1	- Any amount	DFA/DF	Based on recommendation of Senior Manager-F&A.		Up to Taka 20,000	DFA/DF	Based on recommendation of Senior Manager-F&A.
69	Travel Advance						
69.1	Travel Advance	DFA/DF	Recommendation of supervisor not below Senior Manager will be required		Travel Advance	DFA/DF	Recommendation of supervisor
69.2	Payment of Travel/Programme Advance in cash	Senior Manager-F&A	Recommendation of Supervisor will be required		To be deleted		
70	Advance to suppliers						
70.1	- Dhaka Office: Specified position of value of work order as per relevant provisions	DFA/DF	Based on proposal of Manager-Procurement /Area Manager-CE & Recommendation of Senior Manager-F&A/Manager-Finance & Accounts		- Up to 50% of Agreed Amount	DFA/DF	
					- More than 50%	ED/DED	

73	Approval of Bank Reconciliation Report (BRR)						
73.1	- At Dhaka Office	Senior Manager-F&A	BRR will be prepared by staff member who is not involved in bank transaction process				
74	Travel Authorization						
74.1	- At Dhaka Office	Supervisor not below Senior Manager Level	Recommendation of supervisor will be required		- At Dhaka Office	Supervisor not below Manager level	
74.2	- At CCCs	Location Head/Supervisor			- At CCCs	Supervisor	
78	Reports						
78.1	Financial Report of CCCs	CCC President/Area Manager	Prepared by Assistant Manager-F&A and Reviewed by PM		Financial Report of CCCs	CCC President	Prepared by Assistant Manager-F&A, Checked by Area Manager and Reviewed by Convener-Finance Sub-Committee

Note:

1. Amendments approved by the 101st meeting of Board of Trustees held on 18 September, 2019;
2. Any authority vested with a manager can be exercised by his/her supervisor; and
3. This Table of Authority is a living document, which may be from time to time updated. Any change in Authority as per Manuals duly amended after 18 September 2019 will be integral part of this Table subject to approval of the Board.