



Table of Authority

Sl#	Items	Approval Authority	Remarks
Human Resource Management			
1	Creation of new post		
1.1	- Director and above, post retirement contractual staff	ED	In consultation with Board/Board Chair
1.2	- Below the level of Director	ED/DED	Based on recommendation of concerned Director and EMT.
2	Staff Requisition		
2.1	- Director/DED	ED	In consultation with Board/Board Chair
2.2	- Regular staff other than Director	ED/DED	Based on recommendation of concerned Director and EMT.
2.3	- Short term staff	ED/DED	Based on recommendation of concerned Director and DFA/DF, EMT if applicable.
2.4	- Service staff	ED/DED	
2.5	- Consultant	ED/DED	
3	Short-listing of applications for job		
3.1	- Preliminary short-listing as per basics	Senior Manager HR	Final short listing should be done by at least two relevant staff at a level higher than the position; If available
3.2	- Final short-listing for Director and above level	ED/ DED	
3.3	- Final short-listing up to Senior Manager level	DED/Director	
3.4	- Final short listing up to Deputy Manager level	Senior Manager	
3.5	- Final short listing of Service staff at CCC	CCC recruitment committee	
3.6	- Final short listing of Service staff	Manager	
3.7	- Final shortlisting for short term contractual staff	Supervisor	
3.8	- Final shortlisting for short term contractual staff at CCC	CCC recruitment committee	
3.9	- Consultant	DED/Concerned Director	

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4	Examination of script of written test		
4.1	- Candidates for Office Assistant level	Three members at Manager/Deputy Manager level	
4.2	- Candidates for Driver level	One Senior Manager+ two Manager	
4.3	- Candidates for up to Deputy Manager level	Three Senior Managers	For technical position concerned Senior Manager plus two externals will examine.
4.4	-Candidates for Manager and Senior Manager level	Three Directors	For technical position two external examiners together with concerned Director will examine the script.
5	Oral Test (viva/interviews)		
5.1	- Candidates for Office Assistant level	Three managers + one external	
5.2	- Candidates for Driver level	One Senior Manager + one Manager + one external	
5.3	- Candidates up to Deputy Manager level	Two Directors/two Senior Managers from two divisions+ one external	Subject to availability ED/DED can be a member.
5.4	- Manager and Senior Manager level	ED/DED + two Directors + one external	
5.5	- Director/DED	ED, Board Chair, another Board members+ one external	
5.6	- ED	Board Chair, two Board Members + one external	
5.7	- Short term contractual staff	Two members from concern division/study + one from different division	
5.8	-Service staff	Three Managers	
5.9	- Short term contractual staff and Service staff at CCC	CCC Recruitment committee	
6	Appointment		
6.1	- ED	Board	Based on recommendation of selection committee.
6.2	- Director/DED	ED on behalf of Board	

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6.3	- Regular staff below Director level	ED/DED	
6.4	- Short-term staff & Service staff	DFA/DF	
6.5	- Short-term staff & Service staff at CCC	CCC recruitment committee	
7	Issue of offer letter		
7.1	- Up to Deputy Manager level	DFA/DF	
7.2	- Manager & above up to Directors	ED/DED	
7.3	- DED	ED	
7.4	-ED	Board Chair	
8	Disposal of acceptance of offer		
8.1	-Disposal of acceptance of offer	Person issuing offer letter	
9	Issue of Letter of Employment		
9.1	- Need based and service staff	Senior Manager-HR	
9.2	- Need based and Service staff at CCC level	CCC President	
9.3	- Bridge Staff	DFA/DF	
9.4	- Regular Staff up to Deputy Manager level	DFA/DF	
9.5	- Regular Staff of Manager to Directors	ED/DED	
9.6	-DED	ED	
9.7	-ED	Board Chair	
10	Acceptance of joining letter		
10.1	-Acceptance of Joining Letter	Person issuing letter of employment	
11	Issue of Confirmation Letter		
11.1	-Up to Deputy Manager level	DFA/DF	Based on Performance Appraisal Report of concerned Director.
11.2	-Manager to Director level	ED/DED	
11.3	-DED	ED	
11.4	-ED	Board Chair	
12	Change of Designation		
12.1	-Change of Designation	ED/ DED	Based on recommendation of EMT.
13	Transfer (within division/dept/unit)		
13.1	- Up to the level of Manager	Supervisor not below Director	For staff receiving technical support from other division,

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13.2	- Above Manager level	ED/ DED	subject to consent of the concerned division.
14	Transfer (inter divisional)		
14.1	- Director & above	N.A.	
14.2	- Below Director level	ED/DED	Based on recommendation of concerned Director(s).
15	Reallocation of job/working area		
15.1	- Up to the level of Senior Manager	ED/DED	In consultation with concerned Director.
15.2	- Director and above level	N.A	
16	Casual Leave		
16.1	-Casual Leave	Supervisor	
17	Earned Leave		
17.1	- Less than six working days	Supervisor	
17.2	- Up to one month	Supervisor not below Senior Manager level	Based on recommendation of Supervisor
17.3	- Above one month	Supervisor not below Director level and above	
18	Quarantine Leave		
18.1	-Up to 7 continuous days	Supervisor	Consultation with concerned Director will be required if the leave is more than 7 consecutive days (including holidays).
18.2	-Up to 15 continuous days	Supervisor not below Senior Manager level	
18.3	-More than 15 continuous days	Supervisor at Director level and above	
19	Maternity Leave		
19.1	-Maternity Leave	Supervisor at Director level and above	
20	Paternity Leave		
20.1	-Paternity Leave	Supervisor	
21	Leave on account of accident/Long sickness		
21.1	-Leave on account of accident/Long sickness	ED/DED	Based on recommendation of Supervisor and Concerned Director
22	Leave on account of Pregnancy & Child birth		
22.1	-Leave on account of miscarriage	Supervisor above Senior Manager Level	

Sl#	Items	Approval Authority	Remarks
22.2	-Leave on account of still birth	Supervisor above Senior Manager Level	
23	Leave without Pay		
23.1	a) Below Director - Up to one month	Supervisor at Director level and above	Based on recommendation of Supervisor.
23.2	- More than one month	ED/DED	Based on recommendation of relevant Director.
23.3	b) Director & above	ED	Based on recommendation of Supervisor.
24	Study Leave		
24.1	-Study Leave	ED/DED	Based on recommendation of relevant Director
25	Training Leave		
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.
26	Accrued Compensatory Leave		
26.1	-Accrued Compensatory Leave	Supervisor	
27	Rest & Recreation Leave		
27.1	-Rest & Recreation Leave	ED/DED	Recommendation of Supervisor and concern Director will be required
28	Work in Extended Hour		
28.1	- Dhaka Office (staff other than cleaner, office assistant, driver cum messenger)	Supervisor at Director level and above	Senior Manager-IT and Manager-Administration must be intimated in advance.
28.2	- At CCC offices	Supervisor	
29	Work on holidays/weekend		
29.1	- At Dhaka Office	Supervisor at Director level and above	Senior Manager-IT and Manager-Administration must be intimated in advance.
29.2	- At CCC	DFA/DF	Recommendation of DCE will be required.
30	Late Arrival/Early Departure		
30.1	Late Arrival/Early Departure (After 4:00 PM)	Supervisor	Based on justification
31	Deduction of EL/Salary for late		

Sl#	Items	Approval Authority	Remarks
	attendance/absence		
31.1	-Deduction of EL/Salary for late attendance/absence	Senior Manager-HR	Under intimation to concerned staff
32	Issue of Show Cause Notice		
32.1	-Issue of Show Cause Notice	Supervisor	
33	Issue of Warning Letter		
33.1	-Issue of Warning Letter	Supervisor at Manager or above level	Should be preceded by Show cause notice.
34	Suspension		
34.1	- Up to Manager level	Director	Based on recommendation of supervisor
34.2	- Senior Manager & above level	ED/DED	
35	Termination of staff		
35.1	- Any staff below the level of Director	ED/DED	Based on recommendation of EMT acting on investigation report.
35.2	- Director and above level	Board (Based on recommendation of ED.)	ED to implement subject to approval of Board
36	Dismissal of staff		
36.1	- Any staff below the level of Director	ED/DED	Based on investigation report and recommendation of a team consisting of three EMT members.
36.2	- Director and above level	Board (Based on recommendation of ED.)	ED to implement subject to approval of Board/Board Chair
37	Acceptance of resignation		
37.1	- Up to Deputy Manager level	ED/ DED	
37.2	- Above Deputy Manager level	ED/ DED	
37.3	- Director and above	ED on behalf of Board	ED to implement in consultation with Board/Board Chair
37.4	-Need based staff & Service Staff	SM-HR	
37.5	-Bridge Staff	DFA/DF	
37.6	-Need based staff & Service Staff at CCC Level	CCC President	
38	Approval of Training		
38.1	-Within country	Supervisor not below	Based on recommendation of

Sl#	Items	Approval Authority	Remarks
		Director	Supervisor.
38.2	-Outside country	ED/ DED	Based on recommendation of Supervisor and concerned Director.
39	Approval of salary and benefit package		
39.1	-For Regular Staff	Board	
39.2	- For Short-term Staff	ED/DED	
Procurement			
40	Approval of Purchase Requisition/purchase		
40.1	- Up to Taka 50,000 at Dhaka Office	DFA/DF	Based on recommendation of supervisor not below Manager
40.2	- Above Taka 50,000 at Dhaka Office	ED/ DED	Based on recommendation of concerned Director.
40.3	-Up to Taka 5,000 at CCCs	Area Manager-CE	
40.4	-Above Taka 5,000 at CCCs	CCC President	
41	Issue of Purchase Order		
41.1	- Dhaka Office upto Taka 50,000	DFA/DF	Based on recommendation of Procurement Manager/Committee and approval of DFA/DF (up to Taka 50,000)
41.2	-Dhaka Office above Taka 50,000	ED/DED	Based on recommendation of DFA/DF and approval of ED/DED
41.3	-Up to Taka 8,000 at CCCs	Area Manager-CE	
41.4	-Above Taka 8,000 at CCCs	CCC President	
42	Extension of delivery time for supply of goods/service:		
42.1	- At Dhaka office	DFA/DF	
42.2	- At CCCs	CCC President/Area Manager-CE	
43	Store Requisition		
43.1	- Regular Office & Programme supplies items	- Supervisor not below Manager	Senior Manager (F&A)/- Manager-Admin will review and issue based on availability.
43.2	- 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.

Sl#	Items	Approval Authority	Remarks
44	Acquisition		
44.1	- Vehicle	ED/DED	Procurement will be processed by the procurement committee.
44.2	- Land/Building	Board	
45	Official use of vehicle		
45.1	- Within Dhaka City	DFA/DF/SM F&A	Recommendation of Concerned Director will be required
45.2	- Outside Dhaka City (in exceptional cases)	ED/DED	
46	Private use of Vehicle		
46.1	- Within Dhaka City (in exceptional cases)	ED/DED	Based on proposal of concerned Director and review of Senior Manager-F&A
47	Purchase Advance		
47.1	Purchase Advance	Pl refer to Advance Management	
Budgetary Control			
48	Approval of Budget		
48.1	- Up to Taka 50,000 (for Dhaka Cost Centre)	DFA/DF	Based on proposal of concerned Director and review of Senior Manager-F&A
48.2	- Over Taka 50,000 (for Dhaka Cost Centre)	ED/ DED	Based on proposal of concerned Director and review of Senior Manager-F&A/DFA/DF
49	Approval of annual budget/revised budget of CCCs		
49.1	Approval of annual budget/revised budget of CCCs	DFA/DF	Based on Recommendation of concerned Director.
50	Re-allocation of budget within approved line items		
50.1	Re-allocation of budget within approved line items	DFA/DF	Based on Recommendation of concerned Director.
Expenditure/Payments			
51	Authorization of un-budgeted Expenditure		
51.1	- Up to Taka 20,000	DFA/DF	Based on proposal of concerned Director.
51.2	- More than Taka 20,000	ED/ DED	

Sl#	Items	Approval Authority	Remarks
52	Authorization of budgeted expenditure		
52.1	- Up to Taka 50,000	DFA/DF	Based on recommendation of concerned Director
52.2	- Above Taka 50,000	ED/DED	Based on review of Senior Manager-F&A and DFA/DF.
53	Approval of Voucher		
53.1	- Up to Taka 50,000	DFA/DF	Based on review of Senior Manager-F&A
53.2	- Above Taka 50,000	ED/ DED	Based on review of Senior Manager-F&A and DFA/DF.
54	Issue of Cash (open) Cheque at Dhaka Office		
54.1	- Up to Taka 10,000	DFA/DF	
54.2	- Above Taka 10,000	ED/DED	
55	Issue of Cash (open) Cheque at CCC Offices		
55.1	-Taka 3,001-Tk.5,000 at CCCs	CCC President	
55.2	-In exceptional case, up to Taka 20,000 at CCCs	CCC President	
56	Approval of expenditure of CCCs		
56.1	Approval of expenditure of CCCs	CCC President	Checked by Area Manager (CE) and reviewed by President of finance sub-committee. Budget allocation will be required for incurring any expenditure.
57	Transfer of Fund from one CCC to another		
57.1	Transfer of Fund from one CCC to another	DFA/DF	Based on recommendation of concerned Director and Manager-Finance & Accounts.
58	Stop payment of salary of staff		
58.1	- Below the level of Director	DFA/DF	Based on recommendation of Director.
58.2	- Director and above level	ED/ DED	Based on recommendation of DED.
59	Disbursement of salary of approved amount		
59.1	Disbursement of salary of approved amount	DFA/DF	Based on proposal of Manager-Finance & Accounts and recommendation of Senior Manager-F&A and

Sl#	Items	Approval Authority	Remarks
			Senior Manager-HR.
60	Issue of Salary Statement		
60.1	Issue of Salary Statement	Senior Manager-(F&A)	Statement will be as per salary sheet.
61	Issue of Pay Slip		
61.1	Issue of Pay Slip	Manager-Finance & Accounts	Statement will be as per salary sheet.
62	Cheque Signing		
62.1	- Up to Taka 500,000	DFA/DF+Any Directors	Based on review of Senior Manager-F&A
62.2	- Up to Taka 1,000,000	ED/DED+Any Directors	Based on review of Senior Manager-F&A
62.3	- Any amount	ED/DED+Any Authorized Board Member	
62.4	-Any amount at CCCs	Area Manager-CE/Assistant Manager-F&A (who is in-charge of CCC office)+CCC President/Authorized Member	Within the prescribed limit and subject to review by Assistant Manager (F&A). Consultation with relevant head office staff, if needed.
62.5	S2B/BEFTN:		
62.5.1	- Up to Taka 500,000	DFA/DF+Any Director	
62.5.2	- Any Amount	ED/DED+Any Director	
62.5.3	Signing of agreement with third parties at CCCs (except lease agreement)	CCC President	
Agreement			
63	Signing of Funding Agreement		
63.1	Signing of Funding Agreement	ED/DED	
64	Appointment of Consultant		
64.1	Appointment of Consultant	ED/ DED	All appointment of consultant must be recommended by concerned Director and reviewed by DFA/DF
65	Signing of MoU		
65.1	- With third party	ED/ DED	Based on recommendation of respective Director and review of DFA/DF for tax/VAT & other legal implications.
65.2	- Signing of MoU with partner at CCCs	CCC President + DFA/DF	Recommendation of Director-CE will be required
65.3	- MoU between TIB and CCC	ED/DED	

Sl#	Items	Approval Authority	Remarks
66	Signing of Lease Agreement/service contract		
66.1	Signing of lease agreement	ED/DED	
66.2	Signing of service contract (upto Tk. 50,000)	DFA/DF	
66.3	Signing of service contract (above Tk. 50,000)	ED/DED	
Advance Management			
67	IOU Advance		
67.1	Up to Taka 20,000	DFA/DF	Based on recommendation of Senior Manager-F&A.
68	Programme Advance		
68.1	- At Dhaka Office	DFA/DF	Recommendation of Supervisor will be required
68.2	- At CCCs	CCC President	
69	Travel Advance		
69.1	Travel Advance	DFA/DF	Recommendation of supervisor will be required
70	Advance to suppliers		
70.1	- Up to 50% of Agreed Amount	DFA/DF	
70.2	- More than 50%	ED/DED	
70.3	- Up to 50% of work order at CCCs	CCC President	Recommended by Area Manager
70.4	- Above 50% of work order at CCCs	DFA/DF	
71	Advance against House Rent		
71.1	- Any amount	DFA/DF	As per agreement
Bank Accounts			
72	Opening/closing of Bank Accounts and changing of bank signatories		
72.1	- At Dhaka Office	ED/DED (Subject to Board approval)	Board approval by circulation, when appropriate.
72.2	- At CCCs	DFA/DF	Recommendation of concerned Director will be required
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
73.2	- At CCCs	CCC President/Area Manager-CE	
Travel Approval			

Sl#	Items	Approval Authority	Remarks
74	Travel Authorization		
74.1	- At Dhaka Office	Supervisor	
74.2	- At CCCs	Supervisor	
75	Travel in higher class than entitlement (other than air travel)		
75.1	Travel in higher class than entitlement (other than air travel)	ED/DED	Recommendation of concerned Director will be required
76	Availing of accommodation at rate higher than the approved rate		
76.1	Availing of accommodation at rate higher than the approved rate (in exceptional cases)	ED/DED	With proper documentation and recommendation of concerned Director
77	Travel by Air		
77.1	Travel by Air	ED/ DED	
Reports			
78	Reports		
78.1	Financial Report of CCCs	CCC President	Prepared by Assistant Manager-F&A, Checked by Area Manager and Reviewed by Convener-Finance Sub-Committee
78.2	Narrative Report for Donors	ED/DED	Based on Directors' input
78.3	Financial Report for Donors	DFA/DF	
Others			
79	Opening/closing/editing Chart of Accounts		
79.1	Opening/closing/editing Chart of Accounts	DFA/DF	Proposal of Manager-Finance & Accounts and recommendation of Senior Manager-Finance & Accounts will be required.
80	Writing-off of Asset of any value		
80.1	Writing-off of Asset of any value	ED/DED (subject to EMT decision)	With the approval of Board, and consent of donors where necessary.
81	Change of Office Layout		
81.1	Change of Office Layout	ED/DED	Based on recommendation of EMT.
82	Approval of Requisition		
82.1	Conference Room Reservation	Manager-Administration	Requisition should be issued from the level of Manager & above

Sl#	Items	Approval Authority	Remarks
82.2	IT Item Requisition	Supervisor not below Senior Manager level	Based on recommendation of Senior Manager-IT.
83	Hiring of Office Space		
83.1	- At Dhaka	ED/DED	Subject to Board's approval
83.2	- At CCCs	DFA/DF	Based on recommendation of CCC President.
84	Issue of no-objection certificate for foreign travel (official/personal), request letter for visa, letter of introduction etc	ED/DED/Directors	Based on recommendation of supervisor at the level of Senior Manager and above.
85	Approval to take up outside assignment/consultancy	ED/DED	Subject to application in the due process

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.