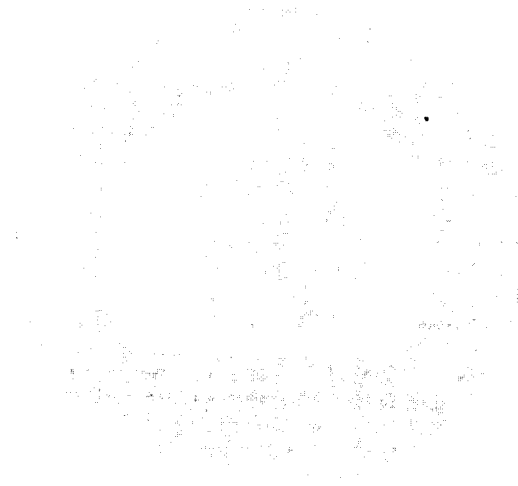


Power Grid Company of Bangladesh Ltd.

Delegation of Administrative and Financial Authority-2012



The Board of Directors of Power Grid Company of Bangladesh Limited approved the Delegation of Administrative and Financial Authority-2012 in its meeting number 280 (on 17 July 2012) and confirmed it in the meeting number 281 (on 24 July 2012). It will be effective from 17 July 2012.

Published by : Md. Ashraf Hossain, Company Secretary, PGCB.

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N.	Managing Director may approve non-tendered items of local tender execution upto 15% of awarded contract value with the concurrence of Director (Finance).	7
O.	Managing Director may approve repeat order of local purchase or local tender or local work upto 5% of previous awarded contract value / work order with the concurrence of Director (Finance).	7
P.	An official can approve advance to its sub-ordinate official upto his financial authority on case to case basis. Advance must be adjusted within one month by the receipt of the advance.	7

Power Grid Company of Bangladesh Ltd.

Delegation of Administrative and Financial Authority-2012

Description of the work, purchase, expenditure etc.	Limit of Power (Tk.)				
	Managing Director (Tk.)	Director (Tk.)	General Manager (Tk.)	Deputy General Manager (Tk.)	Manager (Tk.)
A CIVIL/ ELECTRICAL / MECHANICAL WORKS : 1. To accord administrative & Financial approval (subject to specific budget provision and approved Project Proposal) and acceptance of tender. Provided that in case of acceptance of tender he may approve upto 10% of excess over approved estimate. Further provided that the approval of the next higher authority is to be obtained in case where the tendered/ bid amount exceeds the approved estimate over 10% or the work is not proposed to be awarded to the lowest responsive bidder, or the work is proposed to be awarded on single tender (subject to budget provision). Note: If the Tender Quoted price against an estimate is more than 30% that may be placed before the Board of Directors with recommendation of the Managing Director and Director concerned. Provided that an officer who can approve quoted price above 10% of estimate, can exercise the authorized limit of subordinate officers but not exceeding 30% in total.	500 Lac	100 Lac	50 Lac	20 Lac	Nil
	10% excess over approved estimate	10% excess over approved estimate	10% excess over approved estimate	10% excess over approved estimate	Nil
	2. (i) To approve excess over original work order amount / any turnkey contract amount including a contract approved by Board (subject to budget provision and no gross change in the drawing / specification).	15%	10% of excess over approved estimate of G.M. and 10% of DGM.	10% of excess over approved estimate of DGM and 10% of Manager.	10% of excess over approved estimate.
(ii) To approve non-tendered items of any contract (subject to budget provision).	15%	10% of excess over approved estimate of G.M. and 15% of DGM.	10% of excess over approved estimate of DGM and 15% of Manager	10% of excess over approved estimate.	Nil

B Substation & Line materials as are capital in nature. 1. To accord administrative & Financial approval (subject to specific budget provision and approved Project Proposal) and acceptance of tender. Provided that in case of acceptance of tender he may approve upto 10% of excess over approved estimate. Further provided that the approval of the next higher authority is to be obtained in case where the tendered/ bid amount exceeds the approved estimate over 10% or the work is not proposed to be awarded to the lowest responsive bidder, or the work is proposed to be awarded on single tender (subject to budget provision). Note: If the Tender Quoted price against an estimate is more than 30% that may be placed before the Board of Directors with recommendation of the Managing Director and Director concerned. Provided that an officer who can approve quoted price above 10% of estimate, can exercise the authorized limit of subordinate officers but not exceeding 30% in total.	500 Lac	100 Lac	Nil	Nil	Nil
	10% excess over approved estimate	10% excess over approved estimate	Nil	Nil	Nil
	2.To approve excess over original work order amount / any turnkey contract amount including a contract approved by Board (subject to budget provision and no gross change in the drawing / specification)	15%	10% of excess over approved estimate of G.M. and 10% of DGM.	Nil	Nil
C Purchase of Transport Vehicles, Crane, Hoisting equipment & such other item as are capital in nature. 1. To accord administrative & Financial approval (subject to specific budget provision and approved Project Proposal) and acceptance of tender. Provided that in case of acceptance of tender he may approve upto 10% of excess over approved estimate. Further provided that the approval of the next higher authority is to be obtained in case where the tendered/bid amount exceeds the approved estimate over 10% or the work is not proposed to be awarded to the lowest responsive bidder, or the work is proposed to be awarded on single tender (subject to budget provision).	200 Lac	75 Lac	Nil	Nil	Nil
	10% excess over approved estimate	10% excess over approved estimate	Nil	Nil	Nil

<p>Note: If the Tender Quoted price against an estimate is more than 30% that may be placed before the Board of Directors with recommendation of the Managing Director and Director concerned. Provided that an officer who can approve quoted price above 10% of estimate, can exercise the authorized limit of subordinate officers but not exceeding 30% in total.</p>					
<p>2. To approve excess over original work order amount / any turnkey contract amount including a contract approved by Board (subject to budget provision and no gross change in the drawing / specification)</p>	15%	10% of excess over approved estimate of G.M. and 10% of DGM.	Nil	Nil	Nil
<p>D Furniture, fixture, office equipment and other expenditure as are capital in nature.</p> <p>1. To accord administrative & Financial approval (subject to specific budget provision and approved Project Proposal) and acceptance of tender.</p> <p>Provided that in case of acceptance of tender he may approve upto 10% of excess over approved estimate. Further provided that the approval of the next higher authority is to be obtained in case where the tendered/ bid amount exceeds the approved estimate over 10% or the work is not proposed to be awarded to the lowest responsive bidder, or the work is proposed to be awarded on single tender (subject to budget provision).</p> <p>Note: If the Tender Quoted price against an estimate is more than 30% that may be placed before the Board of Directors with recommendation of the Managing Director and Director concerned. Provided that an officer who can approve quoted price above 10% of estimate, can exercise the authorized limit of subordinate officers but not exceeding 30% in total.</p>	Full	10 Lac	5 Lac	Nil	Nil
<p>2. To approve excess over original work order amount / any turnkey contract amount including a contract approved by Board (subject to budget provision and no gross change in the drawing / specification)</p>	15%	10% of excess over approved estimate of G.M. and 10% of DGM	10% of excess over approved estimate of DGM and 10% of Manager	Nil	Nil

E	To accord administrative & Financial approval (subject to budget provision) & acceptance of tender for local purchase of goods & services and approval thereof- (subject to specific budget/PP/ ADP/ Project Aid):					
i)	Acceptance of bid/tender when a representative of selection of bids/tenders have been received and the lowest being accepted after due processing through Tender Evaluation Committee (subject to budget provision).	150 Lac	75 Lac	40 Lac	25 Lac	2 Lac
ii)	Purchase at Govt. controlled rate or from representative enterprises without calling for tender after due processing through Tender Evaluation Committee (subject to budget provision).	200 Lac.	75 Lac	40 Lac	20 Lac	2 Lac
iii)	Proprietary materials or services for reasons recorded in writing (subject to budget provision).	100 Lac	50 Lac	20 Lac	15 Lac	Nill
iv)	Placing of order on other than lowest bidder against press advertisement for reasons recorded in writing after due processing through Tender Evaluation Committee (subject to budget provision and as delegated in E (i)).	Next higher authority	Next higher authority	Next higher authority	Next higher authority	
v)	Placing of order for single bidder against press advertisement with due processing through Tender Committee.	75 Lac	50 Lac	Nill	Nill	Nill
vi)	Placing of order for specialised work/service without calling for bids /tenders in emergent cases for reasons recorded in writing (subject to budget provision).	50 Lac	10 Lac	5 Lac	Nill	Nill
vii)	Power to make spot purchase of goods & services through duly constituted committee (subject to budget provision) but more than Five Thousand Taka payment must be made by A/c Payee cheque.	10 Lac	3 Lac	1,00,000/-	30,000/-	15,000/-
viii)	Petty expenses or cash purchase of goods & services without quotation.	1,00,000/-	20,000/-	7,000/-	3,000/-	1,500/-
ix)	Expenditure on immediate safety of employees, plant, machinery, property etc. in case of emergency like flood, explosion, fire etc. (as delegated in)	Take such action as deemed fit upto 200 Lac and report to the Chairman.	Take such action as deemed fit upto 100 Lac and report to MD.	Take such action as deemed fit upto 50 Lac and report to the Concerned Director immediately	Nill	Nill
x)	To approve the excess over approved estimate.	10%	10%	10%	10%	10%

F	To accord administrative & Financial approval (subject to specific budget/ Project Proforma / Annual Development Programme / Project Aid) & acceptance of tender for foreign purchase of goods & services.	500 Lac	Nil	Nil	Nil	Nil
G	To accord administrative & Financial approval (subject to specific budget/ Project Proforma / Annual Development Programme / Project Aid) & acceptance of tender for foreign purchase of proprietary goods & services for reasons recorded in writing.					
	i) Acceptance of bid / tender when a representative selection of bids / tenders have been received and the lowest being accepted after due processing through Tender Committee (subject to budget provision).	500 Lac	Nil	Nil	Nil	Nil
	ii) Proprietary materials & services for reasons recorded in writing (subject to budget provision).	100 Lac	Nil	Nil	Nil	Nil
	iii) To approve the excess over approved estimate.	10%	Nil	Nil	Nil	Nil
H	To approve general office expenditure etc.					
	i) Taxes, VAT, duties, charges, telephone bill, Electricity bill, Wasa bill, Gas bill, Insurance, Fuel, Postage, Courier, DSL payment, Bank charges and other regulatory payments (subject to budget provision)	Full	Full	Full	Full	Full
	ii) Electricity, gas, water, telephone, internet etc. connection reconnection and shifting charges and also Re-imburement/ Claim.	Full	Full	Full	Full	Full
	iii) T.A. / D.A. & medical bills & conveyance	Full	Full	Full	Full	Full
	iv) Publicity (Non Tender)	Full	20,000/-	10,000/-	Nil	Nil
	v) Tender advertisement	Full	75,000/-	50,000/-	30,000/-	Nil
	vi) Imprest fund (Petty cash)	Tk. 1 lac	Tk. 1 lac	10,000/-	7,000/-	5,000/-
	vii) Hiring of office / residential accommodation / godown etc.	Full	50,000/- monthly	Nil	Nil	Nil
	viii) Office furnishing expenses.	Full	1.50 lac	1,00,000/-	50,000/-	10,000/-
	ix) Repair & maintenance to transport Vehicles.	Full	1.50 lac	1,00,000/-	75,000/-	40,000/-
	x) Repair & maintenance of plant, machinery, sub-stations and lines.	Full	Full	20 lac	12 lac	8 lac
	xi) Repair & maintenance of building, roads, bridge, culverts and other civil structure.	Full	Full	5 lac	3 lac	1 lac
	xii) Repair & maintenance of office furniture, office equipment & other equipment.	Full	Full	Full	40,000/-	10,000/-

xiii) Salary, allowances, fringe benefits, compensation welfare expenses, insurance, gratuity and other benefits to the employees as per rule.	Full	Full	Full	Full	Full
xiv) Entertainment of Local & Foreign Experts / Delegation.	Full	10,000/-	7,000/-	3,000/-	1,500/-
xv) Erection of Stalls at Exhibitions.	Full	Nil	Nil	Nil	Nil
xvi) Illumination and other expenses on ceremonial occasions.	Full	Nil	Nil	Nil	Nil
xvii) Sanction of uniform, liveries, umbrella etc. for employees entitled to free supply.	Full	Full	Full	Full	Full
xviii) Auditors' fee as approved in the AGM	Full	Full	Full	Nil	Nil
xix) Advance for House Building, Car / Motor Cycle / Bi-cycle purchase as per duly approved scheme.	Full	Nil	Nil	Nil	Nil
xx) Compensation for damage of crops, trees, houses during construction as per government rate.	Full	Full	Full	Full	Nil
xxi) Land acquisition through D.C.	Full	Full	Full	Full	Nil
xxii) Club membership.	Full	Nil	Nil	Nil	Nil
xxiii) Professional conference / seminar / workshop fees.	Full	Full	25,000/-	Nil	Nil
xxiv) Legal Expenses	Full	Full	50,000/-	25,000/-	10,000/-
xxv) Fees of Legal / Tax Adviser	Full	Nil	Nil	Nil	Nil
xxvi) Honorarium of Staff / Officer	Full	Full	Nil	Nil	Nil
xxvii) Special audit fee as per recommendation of audit committee	Full	Nil	Nil	Nil	Nil
xxviii) Advance payment against any contract	Full	Nil	Nil	Nil	Nil
xxix) Advance against expenses/ purchase	1 lac	20,000/-	7,000/-	3,000/-	1,500/-
I To accord administrative & financial approval (subject to budget provision) & acceptance of tender for purchase of -					
i) Books, journals, newspaper etc. (subject to budget provision).	Full	7,000/-	4,000/-	2,000/-	1,000/-
Sale, Lease etc.					
i) Lease of company's properties, equipment etc.	50 lac Monthly	15 lac Monthly	2 lac Monthly	Nil	Nil
ii) Scrap declaration of all civil/ electrical/ mechanical installations, vehicles and stores.	Full	Full	10 lac	Nil	Nil
iii) Sale of scrap, unserviceable materials, equipment, installations etc. by auction.	Full	Full	Full	15 lac	5 lac
J Power to make appropriation among budget heads only (but not for any matter outside the budget)					
1. Capital Budget Item (Limit of Re-appropriation)					
i) From one major head to another (within the total budget)	Full	Nil	Nil	Nil	Nil
ii) From one minor head to another within the same major head.	Full	Nil	Nil	Nil	Nil

iii) From one sub-head to another within the same major head.	Full	Nil	Nil	Nil	Nil
Note:					
1. (i) Major heads in the capital budget:-					
1. Land, Right of way and compensation;					
2. Transmission line, Sub-station, Load despatch centre and allied installations.					
3. Civil Engineering and Electrical works;					
4. Construction, Operational & Maintenance Equipment;					
5. Transport;					
(ii) Minor heads are those, which appear under the different major heads. Sub-heads are those which appear under the different minor heads.					
Description of the work, purchase, expenditure etc.	Limit of Power (Tk.)				
	Managing Director (Tk.)	Director (Tk.)	General Manager (Tk.)	Deputy General Manager (Tk.)	Manager (Tk.)
2. Revenue Budget Item (Limit of Re-appropriation)					
i) From one minor head to another	Upto 15% of the budget provision upto max. of Tk. 200,000/-	Nil	Nil	Nil	Nil
ii) From one sub minor head to another within the same major head.	Upto 15% of the budget provision upto max. of Tk. 100,000/-	Nil	Nil	Nil	Nil
K	To write off loses in each case as per procedure lay down, provided there is no culpable negligence involved. He shall submit report of loss for ratification by the Board.	Tk. 5,00,000/-	Nil	Nil	Nil
L	Managing director is authorised to approve the time extension for BID submission (Local / International), if justifiable.				
M	Managing director is authorized to approve the work completion time extension of local tender without penalty and maximum 5% work completion time extension of foreign tender without penalty.				
N	Managing director may approve non-tendered items of local tender execution upto 15% of awarded contract value with the concurrence of Director (Finance).				
O	Managing director may approve repeat order of local purchase or local tender or local work upto 5% of previous awarded contract value / work order with the concurrence of Director (Finance).				
P	An official can approve advance to its sub-ordinate official upto his financial authority on case to case basis. Advance must be adjusted within one month by the recipient of the advance.				
N.B:1. Before placing a proposal to get administrative and financial approval the immediate lower officer has to approve the technical / estimate as the immediate lower officer is the estimate/technical approving authority. Exception- when the Manager is the administrative and financial approving authority, technical / estimate approval will not be necessary.					
2. All type of reimburseable bill such as TA, DA, Medical, Gas, Electricity, Telephone etc. of Manager to Director need to be approved by the next higher authority.					
3. From time to time these delegations of authority may be reviewed.					
MD. ASHRAF HOSSAIN Company Secretary Power Grid of Bangladesh Ltd.		MD. JAMAL ULLAH Managing Director Power Grid of Bangladesh Ltd.		MD. ABUL KALAM AZAD Chairman Power Grid of Bangladesh Ltd.	