

## Power Grid Company of Bangladesh Ltd.

Delegation of Administrative and Financial Authority of PGCB approved by Board of Directors on the 280<sup>th</sup> meeting (dated 17 July 2012).

Description of the work, purchase, expenditure etc.	Limit of Power (Tk.)				
	Managing Director (Tk.)	Director (Tk.)	General Manager (Tk.)	Deputy General Manager (Tk.)	Manag (Tk.)
<b>A CIVIL/ELECTRICAL / MECHANICAL WORKS:</b> 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.	(Nil)

মোঃ আশরাফ হোসেন  
কোম্পানীর সচিব  
পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ

(মোঃ জামাল উল্লাহ)  
ব্যবস্থাপনা পরিচালক  
পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ  
ঢাকা, বাংলাদেশ  
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পাঠত ও নিশ্চিত মোঃ আবুল কালাম আজাদ  
চেয়ারম্যান  
পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ

(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>B Substation &amp; Line materials as are capital in nature.</b>					
1. To accord administrative & Financial approval (subject to specific budget provision and approved Project Proposal) and acceptance of tender.	500 Lac	100 Lac	Nil	Nil	Nil
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 Baord 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.	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	Nil

মোঃ আব্দুল্লাহ হোসেন  
কোম্পানী ম্যানেজার  
পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিমিটেড

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<p><b>Purchase of Transport Vehicles, Crane, Hoisting equipment &amp; such other item as are capital in nature.</b></p> <p>1. To accord administrative &amp; 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>	200 Lac	75 Lac	Nil	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	Nil	Nil	Nil
<p><b>D Furniture, fixture, office equipment and other expenditure as are capital in nature.</b></p> <p>1. To accord administrative &amp; 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</p>	Full	10 Lac	5 Lac	Nil	Nil
<p>10% excess over approved estimate</p>	10% excess over approved estimate	10% excess over approved estimate	10% excess over approved estimate	Nil	Nil

মোঃ আশরাফ হোসেন  
কোম্পানী মনিটর  
গাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ

(মোঃ জাহাঙ্গীর উল্লাহ)  
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মোঃ আবুল কালাম আজাদ  
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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.

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

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

Nil

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

স্বাক্ষরিত  
স্বাক্ষরিত  
স্বাক্ষরিত

(স্বাক্ষরিত)  
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স্বাক্ষরিত  
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স্বাক্ষরিত

	v) Placing of order for single bidder against press advertisement with due processing through Tender Committee.	75 Lac	50 Lac	Nil	Nil	Nil
	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	Nil	Nil
	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 delimited 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	Nil	Nil
	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

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পঠিত ও নিশ্চিত

মোঃ জাহিদ উজ্জ্বল  
ব্যবস্থাপনা পরিচালক  
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MD

D

GM

DGM

M

iii)	To approve the excess over approved estimate.	10%	Nil	Nil	Nil	Nil
II	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

মেঃ আবদুল হোসেন  
কোম্পানী মনি  
পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ

পঠিত ও নিশ্চিত

(স্বঃ আবদুল জব্বার)  
ব্যবস্থাপক পরিচালক

পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ

মেঃ আবদুল কালাম আজাদ  
চেয়ারম্যান  
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xviii) Auditors' fee as approved in the AGM	Full	Full	Full	Nil	Nil
xix) Advance for Housing 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/-
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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)**

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পঠিত ও নিশ্চিত

(মোঃ জামাল উল্লাহ)  
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মোঃ আবুল কালাম আজাদ  
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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.)	Man (Tk.)
<b>2. Revenue Budget Item (Limit of Re-appropriation)</b>					
i) From one Minor Head to another	Upto 15% of the budget provision upto max. of Tk. 200,000/-	Nil	Nil	Nil	N
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	I
K To write off losses 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.	5,00,000/-	Nil	Nil	Nil	
L Managing Director is authorised to approve the time extension for BID submission (Local / International) 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).					

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কোম্পানীর পরিচালক  
গাজীপুর জিও কোম্পানী লিমিটেড

পঠিত ও বিতরণ


(মোঃ আবুল হুসাইন)  
ব্যবস্থাপনা পরিচালক  
গাজীপুর জিও কোম্পানী লিমিটেড  
গাজীপুর, বাংলাদেশ


মোঃ আবুল কালাম এ  
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গাজীপুর জিও কোম্পানী লিমিটেড

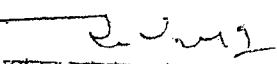


O	Managing Director may approve repeat order of local purchase or local tender or local work upto 5% of previous awarded contract value / work order with the concurrence of Director (Finance).
P	An official can approve advance to its sub-ordinate official upto his financial authority on case to case basis. Advance must be adjusted within one month by the receipt 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 & Director need to be approved by the next higher authority.
3. From time to time these delegations of authority may be reviewed.

  
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 (মোঃ কামাল উদ্দীন)  
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সিদ্ধান্ত :


**Delegation of Administrative and Financial Authority-2012 নিম্ন**

**উল্লিখিত ছক অনুসারে সংশোধন অনুমোদন করা হয়ঃ**

ধারা	বিদ্যমান ধারার বর্ণনা	পৃষ্ঠা নং	নতুন ধারা	সংশোধন সহ নতুন ধারা	পৃষ্ঠা নং	MD	ED	CE/ GM	SE/ DGM	XEN/ Manager
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):	4		To accord administrative & financial approval (subject to budget provision) & acceptance of tender for local purchase of goods, works & services and approval thereof (subject to specific budget/PP/ ADP/ Project Aid):						
E(ii)	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).	4		Purchase of goods, vehicle, works & services from Govt. controlled rate or from representative enterprises directly without calling for tender after due processing through Tender Evaluation Committee (subject to budget provision).						
E(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.	4		In case of emergency power to make spot purchase of goods, works & services through duly constituted committee (subject to budget provision) but more than Five Thousand Taka payment must be made by A/c Payee cheque.						
H (xxviii)	Advance Payment against any contract	6		Advance Payment against any contract/work order						
			H(xxx)	Advance against regulatory payments (Such as fitness/tax token of vehicle etc.)	6	Full	Full	Full	Full	Full
			H(xxxi)	Advance against training	6	Full	Nil	Nil	Nil	Nil
			J(3)	Power to make re-appropriation of Budget among various Offices/Projects without changing total amount of approved budget.	7	Full	Nil	Nil	Nil	Nil

  
 মোঃ মাসুম আল-বেররী  
 কোম্পানী সচিব  
 পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ  
 ঢাকা, বাংলাদেশ।

  
 (মাসুম-আল-বেররী)  
 ব্যবস্থাপনা পরিচালক  
 পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ  
 ঢাকা, বাংলাদেশ।

  
 মোঃ আবুল কালাম আজাদ  
 চেয়ারম্যান  
 পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ