



Delegation of Financial Powers

Approved by the Board
in their 49th Meeting
held on September 3, 2016
and Revised in 78th Board
Meeting held on November
10, 2021



ANNEXURE A

S.No.	Nature of power	Board of Directors	Chief Executive Officer
1.	Creation of posts	Full powers	Within approved organisational strength
2.	Selection (Direct recruitment)	Full Powers	Within the approved position
3.	Remuneration package		
	i. Staff increments	Full Powers	Guidelines issued by the BoD from time to time
	ii. Faculties increments	Full Powers	-do-
4.	Promotions	Full Powers	As per guideline / criteria issued by BoD
5.	Disciplinary action	Full Powers	As per service rules & laws
	i. Appellate authority	Full Powers	As per service rules
6.	Termination of service	Full Powers	As per service rules & laws
7.	Contract employment	Full Powers	Within the approved position

POWERS OF THE BOARD OF DIRECTORS AND CHIEF EXECUTIVE OFFICER

S.No.	Nature of power	Board of Directors	Chief Executive Officer
1.	Operating expenditure		
	i. Annual operating budget	Full powers	Within approved budget
	ii. Variations to approved budget	Full powers	Within the approved amount
	iii. Un-budgeted / supplementary	Full powers	Within the approved amount
	iv. Operational emergency	Full powers	As necessary subject to ratification of Board
2.	Capital expenditure		
	i. Annual capital expenditure budget	Full powers	Within approved budget
	ii. Variations to approved budget	Full powers	Within approved amount
	iii. Un-budgeted / supplementary	Full powers	Within approved amount
	iv. Write-off of assets / stores	Full powers	Subject to ratification of BoD
3.	Bank account operations		
	i. Local currency	Full powers	In accordance with delegated Authority
4.	Sale contracts	Full powers	Guidelines issued by the BoD from time to time
5.	Purchase and works contracts	Full powers	Within approved budget limits and procedures
6.	Investment of funds	Full powers	As per approval of Audit and Accounts Committee / BoD
7.	Borrowing powers	Full powers	In accordance with mandate given by the Board.
8.	Approval of financial statements	To be approved by Directors and signed by Chief Executive and atleast one Director in accordance with section 241 of the Companies Ordinance, 1984	In accordance with mandate given by the Board.
9.	Re-allocation of budget	Full powers	Upto 10% of each of the revenue and capital items; within the total amount of revenue and capital expenditure budget for the year; subject to ratification of the BoD.

ANNEXURE B

FINANCIAL AUTHORITY LEVELS

For approved budgeted Operating Expenditure (Rupees)

Position	Limit	Description
CEO	Rs 500,000	Expenses within the approved budget for the single item
GM Finance (Petty Cash only)	Rs. 10,000	Expenses within the approved budget for the single item

For approved budgeted Capital Expenditure (Rupees)

Position	Limit	Description
CEO	Rs 500,000	Expenses within the approved budget for the single item

For disposal of materials in terms of the original cost (Rupee) (subject to ratification of the Board):

Position	Limit
CEO	Rs. 200,000

Note 1: Item is defined as an activity. E.g. Travel would be taken as a single item which would include traveling ticket, boarding and lodging and other travelling cost.

Note 2: Certain items although might be might of approved budget would require the specific approval of the Board. E.g. Purchase of Car in any form i.e. either outright purchase or taken on lease.

Note 3: The person approving the item cannot approve the amount for himself/herself irrespective of the amount involved. For such cases approval of the higher authority would be required.

ANNEXURE C

DESIGNATIONS AND CEILINGS OF CHEQUE SIGNATORIES

Designation		Ceiling (Rupees)
General Manager Finance and Company Secretary as first signatory	1st Signatory	As defined in the delegation of Financial Authority Annexure A & B
Chief Executive Officer	2nd Signatory	
Board of Directors (If necessary)	1 st & 2 nd Signatory As necessary (Mandated)	