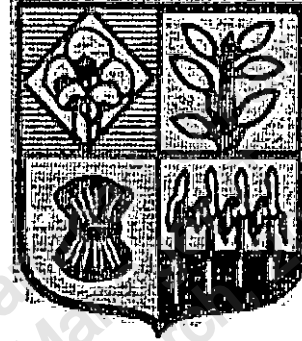


DELEGATION OF POWERS



**TRADING CORPORATION OF PAKISTAN (PRIVATE) LIMITED
GWADAR - KARACHI - MULTAN - LAHORE - ISLAMABAD**

A handwritten signature in black ink, appearing to read 'R. Shah'.

Syed Rafeo Bashir Shah
Chairman

A handwritten signature in black ink, appearing to read 'Kadir Bux'.

Kadir Bux
Executive Director (Administration)

TRADING CORPORATION OF PAKISTAN (PVT) LIMITED KARACHI
DELEGATION OF POWERS TO VARIOUS TIERS OF THE CORPORATION

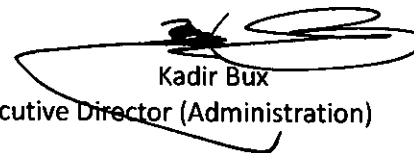
Revised on 26th of March, 2024.

Revised Version Approved by BoD on November 6th -7th, 2023.
The Board of Directors in its 167th meeting held on March 21, 1988.
Revised and amended up to 294th meeting of the Board of Directors held on 30th September, 2014.
Revised and amended up to 388th Meeting of The Board of Directors held on November 6th -7th, 2023.

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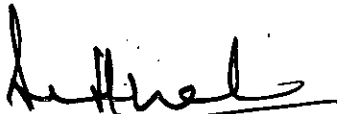



Syed Rafeeq Bashir Shah
Chairman



Kadir Bux
Executive Director (Administration)

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Syed Rafeeq Bashir Shah
Chairman


Kadir Bux
Executive Director (Administration)

A

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Appoint/terminate/nominate surveyors, clearing agents, stevedores, shipping agents, civil contractors, consultants, service providers, shipping agents etc. (16)
Appoint / terminate / nominate PSIA for Import/Export operations from approved PSIA as per IPO. (18)
Admin/HR/Legal purposes (27)
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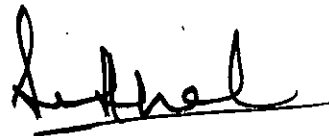
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Syed Rafeo Bashir Shah
Chairman



Kadir Bux
Executive Director (Administration)

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N

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(2)

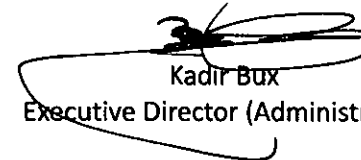
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Syed Rafeo Bashir Shah
Chairman



Kadir Bux
Executive Director (Administration)

O

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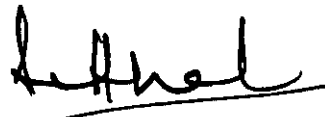
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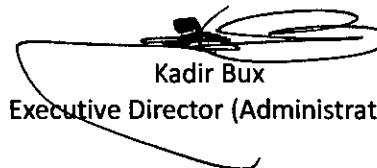
R

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- from all concerned agencies and in case of non-receipt of claims from them to encash their earnest money / bank guarantees / securities/ deposits, wholly or partially, as the case may be. (25)
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Chairman



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Executive Director (Administration)

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T

TCP's representative Wharf duties, including joint survey, clearance, and post-landing inspection etc./ Godown Duties. (17)

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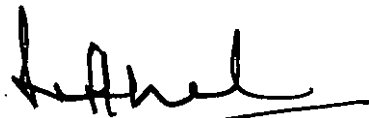
U

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W

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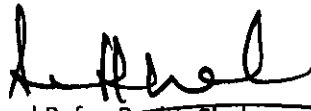
Syed Bafeo Bashir Shah
Chairman



Kadir Bux
Executive Director (Administration)

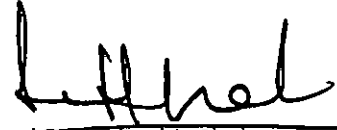
TRADING CORPORATION OF PAKISTAN (PVT) LIMITED KARACHI, (PREAMBLE)

1.	a) All issues and directions relating to policy only, shall vest with the Board of Directors. However, the Board reserves the right to decide any other issue of policy, its implementation or otherwise as per Board directives. b) Execution of policy in accordance with the directives of the Board, shall be the responsibility of the Management. c) The earlier designation of "Director" of TCP shall now be read as Executive Director (ED).
2.	All Powers exercisable by competent authorities, if delegated, are exercisable by the delegated officers concerned. As a fiduciary responsibility, a senior officer can always call the case disposed by his/her junior officer of the concerned Division. In case of absence of the concerned officer, the Executive Director concerned would be authorized.
3.	Executive Committee Management (ECM) comprises of the Chairman and all the Executive Directors posted / working in TCP at the time of a particular decision. It is compulsory for all Directors to give their opinion on ECM case(s) as and when the file is marked to them or during in a regular ECM meeting.
4.	The quorum of the ECM has been fixed to be at least TWO (02) Executive Directors excluding Chairman of the Corporation. For any decision taken by ECM, the presence and approval of the Chairman shall be compulsory for implementing the decision of the ECM. In case the position of the Chairman remains vacant, then the available Executive Directors shall select an Executive Director from among them to chair the ECM. Further, either due to non-availability of the quorum of the ECM, the Chairman TCP shall exercise authority of the ECM or due to vacancy of the post of Chairman, the decisions taken by the ECM shall be placed before the ECM / Chairman upon charge assumption for ratification.
5.	"Executive Director" in column VI includes all Four Executive Directors.
6.	a) "General Manager/HoD (PO)" in column IX includes all General Managers and DGM Incharges concerned with the subject matter for the time being and posted at Principal Office. b) "GM/HOD (Admin) / GM/Incharge (RO/SRO) includes General Managers, DGM Incharges and other officers posted as G.M./DGM Incharge (Admin) and GM/Incharge (RO/SRO).
7.	In case of any difficulty arising out of interpretation of "Delegation of Powers", matter shall be placed before the ECM for decision, which shall be chaired by Chairman TCP.
8.	All payments, budgetary allocations and their expenditures shall not be carried forward to the next financial year. Besides, all payments will be routed through Finance & Accounts Division.
9.	Budget shall be released on quarterly basis and expenditure will be made strictly according to the released / allocated budget.
10.	As and when the offices of the Chairman and CEO are separated, the word Chairman shall be replaced with the CEO or any nomenclature for the head of TCP as and when decided by the Federal Government.


Syed Rafeeq Bashir Shah
Chairman


Kadir Bux
Executive Director (Administration)

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CI/CS	G/M/HoD (ADMIN)/ G M/Incharge (RO/SRO)	G/M/HoD (PO)
I	II	III	IV	V	VI	VII	VIII	IX
1.	To decide and sanction opening or closing of Corporation's offices, display centers, business centers and show rooms in any part of the world.	Full Powers with Board on the recommendation of ECM Operational issues to be with ECM & to be noted by BoD	-	-	-	-	-	-
2.	i) To negotiate business and approve conclusions, modification or rescindment of business contracts or arrangements with any company, firm, or person in any part of the world. ii) However, if G2G contracts are allowed by GOP, then the same are to be approved by ECM, after approval of G2G for public procurement by the Cabinet.	-	(i) Full Powers	(ii) Full Powers	-	-	-	-
3.	To sign sale/ purchase contracts or business arrangement duly approved by ECM, with Pakistani or foreign firms, companies, government, or persons.	-	-	-	Concerned Executive Director	-	-	-


 Syed Rafeo Bashir Shah
 Chairman

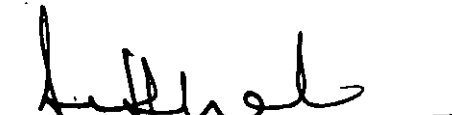

 Kadir Bux
 Executive Director (Administration)

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/GIA/CS	G-M/HoD (ADMIN) / G M/Incharge (RO/SRO)	G M/HoD (PO)
	II	III	IV	V	VI	VII	VIII	IX
4.	i) To approve tender notice/ documents and public notice, duly vetted by Legal and the concerned divisions (F&A, IC&C, IA&ID, D&POD, etc.). ii) Issuance thereof.			(i) Full Powers for International and Local Procurement	(ii) Concerned Executive Director for Local Procurement			
5.	To approve import/export contracts/ terms & conditions and their amendments/ corrigendum / addenda etc.			Full Powers				
6.	i) To authorize to negotiate agreements / MoUs, subject to the approval thereof by Federal Govt, for cooperation with counterpart SOE and /or other authorized foreign entity and /or related organizations situated in: a) Out of Country b) Within Pakistan ii) Approval for terms & conditions and signing thereof.			(i) (ii) Full Powers to ECM after vetting from office of Attorney General of Pakistan.				
7.	To sign Letters of Intent						Concerned GM Post Approval of Concerned ED	
8.	To approve discharge/ release of: i) Performance bond /guarantee, bank guaranties/ pay orders/ bank drafts etc. ii) bid bond/ earnest money / bid money to unsuccessful bidders.			(i) Full Power				(ii) Full Power with GM concerned on the recommendation of GM (F&A)


Syed Bateo Bashir Shah
Chairman

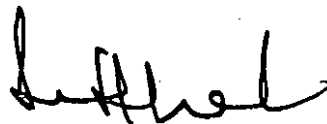

Kadir Bux
Executive Director (Administration)

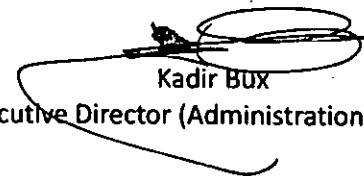
SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	GFO/GIA/CS	G M/HoD (ADMIN)/ G M/Incharge (RO/SRO)	G M/HoD (PO)
I	II	III	IV	V	VI	VII	VIII	IX
9.	To approve and authorize payments for approved contracts by ECM and/or TCP Management on account of: i) Import license fee, opening of L/C and marine insurance cover for imported cargo and transit insurance of locally procured cargo. ii) Godown Insurance and premium of imported and locally procured commodities.	-	-	-	-	-	-	(i) (ii) Full Powers with GM (F&A) on the recommendation of concerned GM
10.	To constitute any kind of management committee from time to time as deemed fit.	-	Full Powers	-	-	-	-	-
11.	To sanction expenditure and approve payment on account of: i) demurrages/penalties etc. ii) Duties/levies/cess/octroi, including Federal and Provincial taxes in connection with the business of the Corporation.	-	-	(i) Full Powers	(ii) Full Powers to Concerned ED	-	-	-
12.	To change the items and conditions of Purchase Order Forms, if required.	-	-	Full Powers	-	-	-	-


Syed Rafeeq Bashir Shah
Chairman

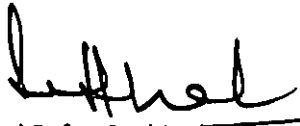

Kadir Bux
Executive Director (Administration)

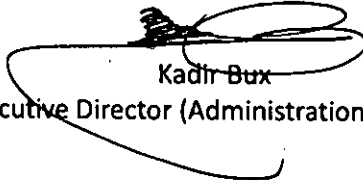
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I	II	III	IV	V	VI	VII	VIII	IX
13.	To obtain Foreign Exchange allocation for the importable items.	-	-	-	Executive Director (Finance) on recommendation of ED (Ops)	-	-	-
14.	i) Purchase / Sale of properties ii) Rentals/leasing out of owned property or extensions of lease (under existing lease or future lease) iii) if extension is > 33 years iv) if extension is < 33 years v) Assessment of & /or notification of revised rates vi) Hiring / rental of godowns abroad vii) Recoveries of rental/leased out properties. viii) New term renting/leasing/hiring of spaces.	(i) Full Powers with Board	(iii) Full Powers	(vi) Full Powers	(ii) (iv) (v) (vii) (viii) ED REMS	-	-	-
15.	To dispose off residual stocks through public tender and give approval for the disposal	-	-	Full Powers	-	-	-	-
16.	To appoint / terminate & assign work to: Clearing agents, surveyors, stevedores, Muqaddams, security agencies, civil contractors, consultants, service providers, shipping agents etc. through tender.	-	-	Full Powers	-	-	-	-


 Syed Rafeeq Bashir Shah
 Chairman

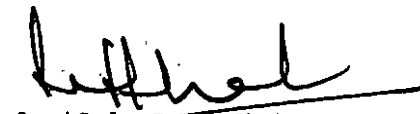

 Kadir Bux
 Executive Director (Administration)

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CIA/CS	G M/H6D (ADMIN) / G M/Incharge (RO/SRO)	G M/H6D (PO)
I	II	III	IV	V	VI	VII	VIII	IX
17.	To depute TCP's representative (s) to attend: i) Wharf duties, including joint survey, clearance, and post-landing inspection etc. ii) Godown Duties.	-	-	-	(i) ED (Ops) for operational issues (ii) ED (REMS) for godown issues	-	-	-
18.	i) To authorize joint survey of import / export consignments with the surveyors of carriers/ suppliers/ underwriters. ii) To appoint / terminate / nominate PSIA for Import/Export operations from approved PSIA as per IPO.	-	(ii) Full Powers	-	(i) Full Powers with ED (Ops)	-	-	-
19.	To sanction/withhold payment of bills of approved clearing agents, surveyors, stevedores, Muqaddams, Security agencies, service providers, contractors, consultants, etc.	-	-	Full Powers >Rs.1,000,000/-	Up to Rs,1,000,000/-	-	Up to Rs.100,000/-	Up to Rs.100,000/-
20.	To approve statement of facts / time sheets and calculation of demurrage / dispatch, relating to import / export consignment.	-	-	-	Full Powers with ED (Ops)	-	-	-


Syed Rafeo Bashir Shah
Chairman

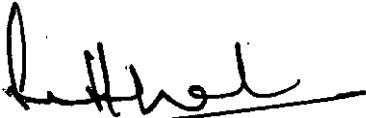

Kadir Bux
Executive Director (Administration)


SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	GFO/GIA/GS	G-M/H&D (ADMIN) / G-M/Incharge (RO/SRO)	G-M/H&D (PO)
	II	III	IV	V	VI	VII	VIII	IX
21.	i) To approve terms and conditions of Charter Party in respect of Import/Export Shipments. ii) To sign approved Charter Party both in respect of Import and Export shipments.	-	(i) Full Powers	-	(ii) Full Power ED (Ops)	-	-	-
22.	To give approval for booking of shipping space on approved freight rates.	-	-	Full Powers	-	-	-	-
23.	To call explanation of all concerned service providing agencies for their unsatisfactory performance / conduct.	-	-	-	Full Powers Concerned ED	-	-	-
24.	To sanction expenditure on account of work / services / purchases, necessary for smooth functioning of operational activities of urgent nature.	-	Full Power for Expenditure >Rs. 500,000/- Up to Rs. 1,000,000/-	Full Powers for any expenditure more than Rs.1,000,000/-	Up to Rs.500,000/-	Up to Rs.250,000/-	Up to Rs.100,000/-	Up to Rs.100,000/-
25.	To approve recovery of TCP's losses / damages from all concerned agencies and in case of non-receipt of claims from them to encash their earnest money / bank guarantees / securities/ deposits, wholly or partially, as the case may be.	-	-	Full Powers	-	-	-	-


Syed Rafeeq Bashir Shah
Chairman

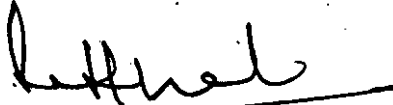

Kadir Bux
Executive Director (Administration)


SR	ITEMS	BOARD OF DIRECTORS / SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CA/CS	G-M/HoD (ADMIN) / GM/Incharge (RO/SRO)	G-M/HoD (PO)
	II	III	IV	V	VI	VII	VIII	IX
26.	Extension in period of contract of civil works contractors / consultants on expiry of contract subject to PPRA Rules.	-	-	Full Powers	-	-	-	-
27.	To make rules and regulations and procedures/ methods of working for the Corporation and approve their alteration, modification, addition, deletion, or rescindment. i) For Budget/Financial Statements, Policies. ii) For all operational rules and regulations. iii) For Admin/HR/Legal purposes iv) For REMS purposes	(i) Full Powers	-	(ii) (iii) (iv) Full Powers	-	-	-	-
28.	To approve annual or supplementary budget of the Corporation.	Full Powers	-	-	-	-	-	-
29.	i) To sanction creation /abolition/re-designation of permanent posts within the sanctioned budget and subject to availability of funds. ii) To sanction the creation /abolition of temporary posts subject to availability of funds.	(i) (ii) Full Powers for posts above Manager	(i) (ii) Full Powers up to Manager	-	-	-	-	-


 Syed Rafeeq Bashir Shah
 Chairman

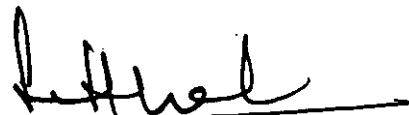

 Kadir Bux
 Executive Director (Administration)

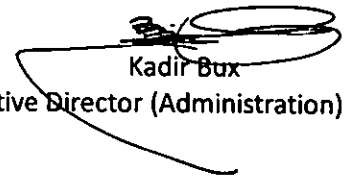
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I	II	III	IV	V	VI	VII	VIII	IX
30.	To make initial appointments against sanctioned post / temporary post (Officer/Staff).	Full Powers for appointment of CEO, CFO, CIA, CS & GM against sanctioned post(s).	Full Powers for appointment up to the level of DM.	Full Powers for appointment for the post of Manager and DGM				
31.	To appoint auditors and fix their remuneration.	Full Powers						
32.	i) To take decision to invest the money/ funds of the Corporation. ii) To borrow loans for settlement of COF against cash-credit limits granted by MoF. iii) In case of absence of BIC/RMC, decision will be taken by ECM on i) & ii) above subject to ex-post facto approval of BoD.	(i) Full Powers with Board Investment Committee (ii) Full Powers with RMC.		(iii) Full Powers				
33.	To Sign and submit relevant forms in SECP along with notified fee authorization.					Full Powers Company Secretary		
34.	To sanction/authorize penalty fee to be given to SECP due to delay in holding of AGM beyond due date.		Full Powers					


 Syed Rafeeq Bashir Shah
 Chairman

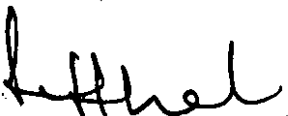

 Kadir Bux
 Executive Director (Administration)

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CIA/GS	G M/HoD (ADMIN) / G M/Incharge (RO/SRO)	G M/HoD (PO)
I	II	III	IV	V	VI	VII	VIII	IX
35.	To attest investment authorization letters and related bank documents for fund investments of TCP subject to prior approval of the Board Investment Committee & Chairman for the purpose of SECP.						Full Powers Company Secretary on the recommendation of ED (Finance)	
36.	i) To revise remuneration / fee for attending Board & its various Committee meetings. ii) To sanction / authorize payment of approved / notified remuneration for attending Board & its various Committee meetings.	(i) Full Powers with Shareholders (AGM) on the recommendation of BOD					(ii) Full Powers with Company Secretary	
37.	To increase or decrease the authorized and paid-up capital of the Corporation and to divide its shares and issue/pay dividend to Federal Government.	Full Powers with shareholders on the recommendation of Board.						


 Syed Rafeeq Bashir Shah
 Chairman

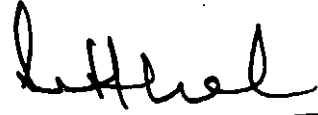

 Kadir Bux
 Executive Director (Administration)

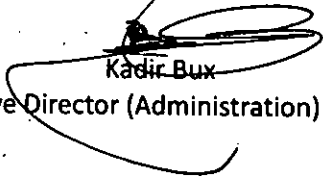
SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CIA/GS	G M/HoD (ADMIN)/ G M/Incharge (RO/SRO)	G M/HoD (PO)
		III	IV	V	VI	VII	VIII	IX
38.	<p>i) To sanction all kinds of leave in accordance with the rules and regulations in force.</p> <p>a. C/L to personal staff of officers shall be granted by the officers concerned.</p> <p>b. C/L should ordinarily be granted in proportion to the period spent on duty.</p> <p>c. C/L will not be granted for more than 10 days at a time except in the case of sickness.</p> <p>d. All cases of C/L where an official has been permitted to leave station should be reported to the G.M (HR)</p> <p>ii) Ex-Pakistan</p>		<p>(i) Full Powers for (Executive Directors, Company Secretary, CFO, CIA and GMs/DGMS/ HoDs</p> <p>(ii) Full Powers</p>		<p>(i) Full Powers with Executive Director (Admin) for grant of CL/LFP/Medical Leave only to employees of the Manager on recommendation of concerned Executive Director.</p>			<p>(i) Full Powers with GM (HR) for grant of CL/LFP/Medical Leave up to the level of Deputy Manager on recommendation of concerned GM.</p>


 Syed Rafeo Bashir Shah
 Chairman

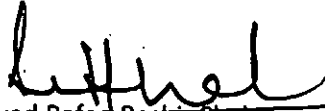

 Kadir Bux
 Executive Director (Administration)

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	GFO/CIA/CS	G M/HoD (ADMIN) / GM/Incharge (RO/SRO)	G M/HoD (PO)
I	II	III	IV	V	VI	VII	VIII	IX
39.	i) To transfer an employee from one division to another in the same station. ii) To transfer an employee from one establishment to another located out of station against sanctioned posts. iii) Deputation to & from TCP iv) Merger/absorption of officer/staff on deputation in TCP.	-	(i) (ii) (iii) (iv) Full Powers	-	(i) Full Powers with ED (Admin) up to DM posted in the Division under his control within the station or on the advice of concerned ED.	-	-	-
40.	To appoint an employee to hold dual charge, additional charge, current charge, etc.	-	Full Powers	-	-	-	-	-
41.	To permit an employee to undertake private work which does not interfere with his normal duties, and to accept remuneration thereof.	-	Full Powers	-	-	-	-	-
42.	To permit an employee to undertake tours on official duty within Pakistan.	-	Full Powers	-	Full Powers up to Manager with Concerned ED	Full Powers up to DMs.	Full Powers with GM/Incharge (RO) up to DMs.	Full Powers up to DMs.


 Syed Rafeeq Bashir Shah
 Chairman



 Kadir Bux
 Executive Director (Administration)


SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CIA/CS	G-M/HoD (ADMIN) / G M/Incharge (RO/SRO)	G-M/HoD (PO)
I	II	III	IV	V	VI	VII	VIII	IX
43.	i) To permit an employee to undertake tours on official duty abroad. ii) To review/revise local/international TA/DA rates.	-	(i) Full Powers	(ii) Full Powers				
44.	To authorize to: i) Certify successful completion or extend the probation period of staff. ii) Certify successful completion or extend/reduce the probation period of officer/staff. iii) Acceptance of resignation and waiver of notice period or surrender of pay in lieu of notice. iv) Fixation of Pay on Promotion, Demotion, Revision of Pay Scale & other related issues. v) Service Experience Certificate.	-	(ii) (iii) (v) Full Powers		(i) Full Power with ED (Admin) for all staff employees (iv) Full Power with ED (HR) in consultation with ED (Finance)			
45.	i) To appoint Lawyers, Legal Advisor and fix their remuneration as per existing rules. ii) To appoint Arbitrators and fix their remuneration (as per direction of Ministry of Law). iii) To appoint a Medical Doctor, Chemists, Hospital, CMO, MO etc. for the employees and fix/change/revise their remuneration. (iv) To constitute Medical Committee/Medical Board.		(ii) (iii) (iv) Full Powers	(i) Full Powers				


Syed Rafeed Bashir Shah
Chairman


Kadir Bux
Executive Director (Administration)

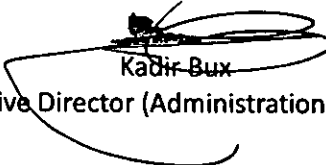
SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CIA/CS	G-M/HoD (ADMIN) / G-M/Incharge (RO/SRO)	G-M/HoD (PO)
	II	III	IV	V	VI	VII	VIII	IX
46.	To relax the time limit for the family of an employee to join him on transfer or on leave (if TA is enjoyed on such terms)	-	Full Powers for GMs and above	-	ED (Admin) full Powers for all posts below GMs	-	-	-
47.	To decide incidental matters connected with TA claims: i) International ii) Local	-	(i) Full Powers	-	(ii) Full Powers with ED (Admin)	-	-	-
48.	To sanction honorarium and approve advance increments.	-	Full Powers	-	-	-	-	-
49.	To countersign T.A. bills	-	Full Powers for self, Executive Directors, and CS/CIA/CFO	-	Full Powers for GMs, DGMS, RO Incharges and HoDs.	Full Powers up to Managers.	Full Powers up to Managers.	Full Powers up to Managers.
50.	To sanction/expenditure on all kinds of tours of officials other than TCP employees in connection with Corporation business.	-	Full Powers	-	-	-	-	-


 Syed Rafeeq Bashir Shah
 Chairman

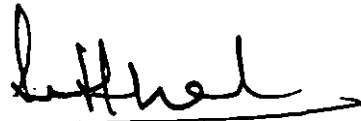

 Kadir Bux
 Executive Director (Administration)


SR	ITEMS	BOARD OF DIRECTORS / SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	GFO/CA/CS	G M/HoD (ADMIN) / G M/Incharge (RO/SRO)	G M/HoD (PO)
I	II	III	IV	V	VI	VII	VIII	IX
51.	Installation and shifting of telephone.	-	-	-	Full Powers ED (Admin) on the recommendation of concerned ED	-	-	-
52.	i) Power to annually declare stores as surplus /obsolescent / unserviceable and initiating auction. ii) to authorize /order sale thereof: a) Vehicles, stock, store, office equipment, furniture and fixture and unserviceable items. b) Miscellaneous items not specified at (ii-a) above.	-	-	(i)(ii) Full Powers	-	-	-	-
53.	Permission to forward application of TCP employees for employment outside TCP.	-	Full Powers	-	-	-	-	-
54.	To appoint / terminate petrol dealers on TCP's Panel	-	-	-	Full Powers with ED (Admin)	-	-	-


 Syed Rafeeq Bashir Shah
 Chairman


 Kadir Bux
 Executive Director (Administration)


SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CI/CS	G.M/HoD (ADMIN)/ G.M/Incharge (RO/SRO)	G.M/HoD (PO)	
	I	II	III	IV	V	VI	VII	VIII	IX
55.	To relax monthly ceiling of petrol / diesel for officers provided with official vehicles / generators.	-	Full Powers	-	-	-	-	-	
56.	To relax calls both in respect of office and residential telephones in excess of monthly ceiling.	-	-	-	Full Powers concerned ED	-	-	-	
57.	Permission to use official Vehicles.	-	Full Powers	-	-	-	-	-	
58.	i) To nominate officers and staff to attend Local / International training courses/ seminars & approve course fee. ii) To nominate officers/staff for Foreign Degree / Scholarship programs by Officers with Full Pay.	-	(i) (ii) Full Powers	-	-	-	-	-	
59.	To appoint Travel Agents / Advertisement Agencies on TCP's panel	-	Full Powers	-	-	-	-	-	
60.	To issue NOC for passport, visa application and travel abroad, etc. for employees of TCP and those on Deputation.	-	-	-	Full Powers ED (Admin)	-	-	-	


 Syed Rafeeq Bashir Shah
 Chairman



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 Executive Director (Administration)

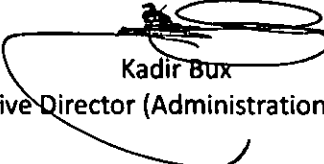
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I	II	III	IV	V	VI	VII	VIII	IX
61.	Condonation of break in service period.	-	Full Powers	-	-	-	-	-
62.	i) To terminate service under TCP's service Rules and to re-instate after such termination of service which was not either justifiable or was not according to Rules. ii) Review of reversion of TCP employees (Officers/Staff)	-	(i) Full Powers	(ii) Full Powers	-	-	-	-
63.	i) To approve / sanction the purchase of office machinery, chemicals, materials and equipment, books and journals, database subscription international and local for commodities, building material, furniture, fixtures and other office stationery and equipment etc. from local market and from abroad subject to budget provision. ii) Purchase of official / operational vehicles.	(ii) Full Powers	(i) Up to Rs.1 million	(i) Full Powers for >Rs.1 million	(i) Up to Rs.500,000/- concerned EDs	(i) Up to Rs. 100,000/-	(i) Up to Rs.100,000/-	(i) Up to Rs. 100,000/-


Syed Rafeo Bashir Shah
Chairman

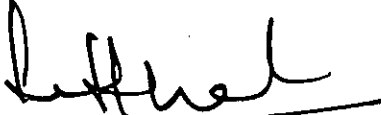

Kadir Bux
Executive Director (Administration)

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CI/CS	G/M/HoD (ADMIN)/ G-M/Incharge (RO/SRO)	G/M/HoD (PO)
I	II	III	IV	V	VI	VII	VIII	IX
64.	<p>i) To approve/sanction expenditure under all heads of contingencies, including arrangement for furniture and hiring employment and wages of contingent staff except for bills of entertainment, Utilities, authorized companies, and original Equipment Manufacturer (OEM) within the budget allocation under that head and in accordance with the prescribed procedure.</p> <p>ii) Administrative and Financial approval including approval for the release of payment in respect of Utility bills, authorized companies, and original Equipment Manufacturer (OEM).</p>	-	(i) Full Powers up to Rs.1 million	(i) Full Powers for >Rs.1 million	<p>(i) Full Powers up to Rs.500,000/-</p> <p>(ii) Full Powers with Concerned ED</p>	(i) to Rs.100,000/-	(i) to Rs.100,000/-	(i) to Rs.100,000/-
65.	<p>i) To write off irrecoverable value of stores, etc., provided that the loss is not due to theft, and it does not disclose a defect of systems or serious negligence on the part of some individual employee of the Corporation which may possibly call for disciplinary action requiring orders of higher authority.</p> <p>ii) Weeding out of old record as per GOP directives/ guidelines</p>	-	-	(i) Full Powers	(ii) Full Powers concerned ED after confirmation of digitalization/archiving thereof	-	-	-


 Syed Rafeeq Bashir Shah
 Chairman

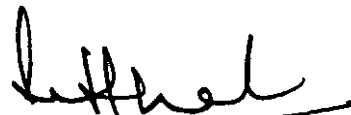

 Kadir Bux
 Executive Director (Administration)

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	GFO/CI/CS	G.M/HoD (ADMIN) / G.M/Incharge (RO/SRO)	G.M/HoD.(PO)
I	II	III	IV	V	VI	VII	VIII	IX
66.	<p>i) To accept tenders and award contracts for administratively approved works on the basis of detailed estimates subject to evaluation by Tender Evaluation Committee.</p> <p>ii) To decide on acceptance / rejection of bids / tenders of Local / International Import / Export of commodities, in line with Federal Government instructions / Policy.</p>	-	(i) > Rs. 500,000/- up to Rs. 1,000,000/-	<p>(i) Full Powers for >Rs.1,000,000/-</p> <p>(ii) Full Powers</p>	(i) > Rs. 250,000 up to Rs. 500,000/-	-	(i) Up to Rs.250,000 in each case G.M (Admin) only.	-
67.	To sanction expenditure on minor works, alteration, and special repairs of building (without destroying the concept and aesthetics of the original design) and maintenance, repairs of building, electricity, and water/ Power installations subject to budget provision and financial concurrence.	-	From Rs. 500,000/- up to Rs. 1,000,000/-	Full Powers for >Rs.1 million	From Rs.250,000/- up to Rs. 500,000/-	-	Up to Rs. 250,000/- only.	Up to Rs.250,000/- GM/HoD (REMS) only


 Syed Rafeeq Bashir Shah
 Chairman


 Kadir Bux
 Executive Director (Administration)

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CIA/CS	G.M/HoD (ADMIN) / G.M/Incharge (RO/SRO)	G.M/HoD (PO)
I	II	III	IV	V	VI	VII	VIII	IX
68.	i) To sanction reimbursement of medical expenses to employees. ii) To sanction reimbursement of medical expenses and to admit bills of doctors, hospitals, etc.	-	-	-	(i) (ii) > Rs. 50,000 & above ED (Admin) on the recommendation of CMO/MO	-	(ii) Up to Rs. 50,000/- with GM/HoD (Admin) on the recommendation of CMO/MO	-
69.	To sanction overtime and conveyance charges in lieu of late sitting to employees where admissible regular/daily/contract within the budget provisions.	-	Full Powers for >Rs.500,000/-	-	Up to Rs.500,000/- with ED (Admin)	-	-	-
70.	To present gift to distinguished visitors/businessman and to sanction expenditure on entertainment, for enhancing business relations of the Corporation subject to budget provision. (Under intimation to immediate superior).	-	Full Powers	-	Up to Rs.50,000/- concerned EDs in each case	Up to Rs. 25,000/- in each case (Under intimation to immediate superior)	Up to Rs.25,000 in each case GM/HoD (Admin) only. (Under intimation to ED(Admin)	Up to Rs. 25,000/- in each case (Under intimation to concerned Executive Director)


Syed Rafeeq Bashir Shah
Chairman

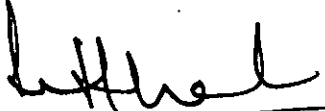

Kadir Bux
Executive Director (Administration)

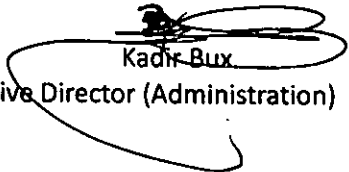
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I	II	III	IV	V	VI	VII	VIII	IX
71.	i) To sanction advance of pay and TA to employees where admissible under the rules. ii) To sanction advances for the purchase of vehicles for operational / administrative use, subject to budget provision and in accordance with the prescribed procedure.	-	(ii) Full Powers.	-	(i) Full Powers with Executive Director (Finance)	-	-	-
72.	i) To sanction expenditure from welfare fund within the sanctioned budget subject to prescribed procedure. ii) Marriage loan for staff	-	-	-	(i) (ii) Full Powers with Executive Director (Finance)	-	-	-
73.	Powers to sanction CSR.	Full Powers	-	-	-	-	-	-
74.	To sanction payment of rental for hired accommodation as per the lease agreement.	-	-	Full Powers	Concerned ED for payments up to Rs.2 million per annum	-	-	-
75.	Payment on account of leave salaries/pension contribution of deputationists and on account of education cess, EOBI and allied payments.	-	-	-	Full Powers with Executive Director (Finance)	-	-	-


Syed Rafeeq Bashir Shah
Chairman

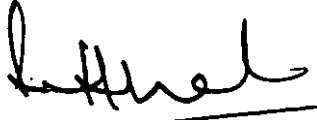

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Executive Director (Administration)

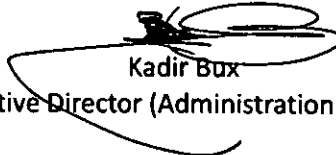
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	I	II	III	IV	V	VI	VII	VIII	IX
76.	To sanction payment on account of registration fee, insurance premium, road taxes etc. of official vehicles/ motorcycles.	-	-	-	-	-	-	Full Powers with G.M. (Admin)	-
77.	To sanction payment of: i) Retiring employees / legal heirs of deceased employee (s) on account of Group Insurance, Gratuity, and other dues. ii) TCP's share of gratuity to trust / employees.	-	(ii) Full Powers on recommendation of ED (Finance) and ED (Admin)	-	(i) Full Powers with ED (Finance) on the recommendation of GM (HR)	-	-	-	-
78.	To sanction death and funeral expenses and /or transportation cost of dead bodies of TCP's employees, according to rules.	-	-	-	-	-	-	-	Full Powers with GM (HR)
79.	Grant of imprest advance or cash float for specific purposes.	-	Full Powers on the recommendation of concerned Executive Director	-	-	-	-	-	-
80.	Transfer of surplus cash in hand in TCP's Cash Credit Accounts.	-	-	-	Full Powers with Executive Director (Finance)	-	-	-	-


 Syed Rafeeq Bashir Shah
 Chairman

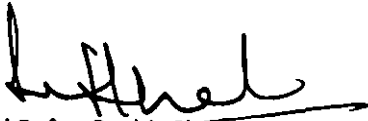

 Kadir Bux
 Executive Director (Administration)

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	GFO/GIA/CS	G M/HoD (ADMIN) / G M/Incharge (RO/SRO))	G M/HoD (PO)
I	II	III	IV	V	VI	VII	VIII	IX
81.	Transfer of funds to Regional Office(s) outside Karachi for operations and/ or business expenditure.	-	-	-	Full Powers with Executive Director (Finance)	-	-	-
82.	Obtaining certified and uncertified copies of judgment, orders and other documents.	-	-	-	-	-	GM/Incharge RO Up to Rs.50,000 for each case	GM/HoD (Legal) up to Rs. 50,000 for each case.
83.	Court fee and purchase of stamp papers.	-	-	-	-	-	Up to Rs.20,000 for each case	GM/HoD (Legal) up to Rs.20,000 for each case.
84.	Conveyance charge(s) for attending cases and other duties relating to Corporation's business in case official vehicle is not available.	-	-	-	-	-	Up to Rs.30,000 for each case	Up to Rs.30,000 in each case.
85.	Misc. court expenses in connection with legal cases.	-	-	-	Full Powers in each case of >Rs.20,000/- as per actual.	-	Up to Rs.20,000 per month in each case as per actual.	Up to Rs.20,000 per month in each case as per actual
86.	Repair / maintenance of official vehicles / machinery / equipment.	-	Full Powers	-	Up to Rs.500,000/- with ED (Admin.)	-	Up to Rs.25,000 at one time.	Up to Rs.50,000/- at one time.


 Syed Rafeq Bashir Shah
 Chairman


 Kadir Bux
 Executive Director (Administration)

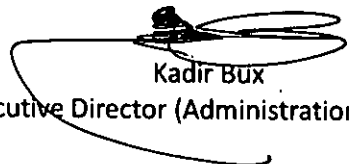
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I	II	III	IV	V	VI	VII	VIII	IX
87.	Leave encashment as per the rules in-vogue.	-	Full Powers	-	-	-	-	-
88.	Disbursement in lieu of uniform to employees as per the approved policy.	-	-	-	-	-	Full Powers with GM/HoD (Admin)	-
89.	Payment of audit fee to the auditors for audit of PF & Gratuity Accounts	-	-	-	Full Powers with ED (Finance)	-	-	-
90.	Sanctioning payments for maintenance of TCP House / Godowns / other properties.	-	-	Full Powers for >Rs.500,000/-	ED (REMS) up to Rs.500,000	-	-	-
91.	(i) Sanctioning & approving payments for ISP/ERP/Hosting/Cloud services/Software/Hardware, new Connection, Agreement renewal, change of service, upgradation / Maintenance and Repair and all bill payment. (ii) ISP bill Payment.	-	-	-	(i) Full Powers with Concerned ED (ii) Full Power for > Rs. 100,000/-	-	-	(ii) GM (IT) Up to Rs.100,000 /- in each case.
92.	Opening/closing of an official bank account (including foreign currency) in scheduled banks for business of the Corporation.	-	Full Powers on the recommendation of ED (Finance)	-	-	-	-	-
93.	i) Preparation/Compilation of Annual Report. ii) Printing of Annual Report duly approved by AGM/BoD.	-	-	-	-	i) Company Secretary in consultation with all EDs	ii) Full Power with GM/Hod (Admin)	-


Syed Rafeeq Bashir Shah
Chairman


Kadir Bux
Executive Director (Administration)

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	CHAIRMAN	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	CFO/CI/CS	G M/HoD (ADMIN) / G M/Incharge (RO/SRO)	G M/HoD (PO)
I	II	III	IV	V	VI	VII	VIII	IX
94.	Re-appropriation of budget heads within the approved budget.	-	-	-	Full Powers with ED (Finance)	-	-	-
95.	i) To authorize Administrative/Operational Disbursement Vouchers duly approved & audited. ii) To cancel the performance Guarantee & to authorize Disbursement Vouchers for refund of Pay orders deposited in lieu of Performance Guarantee after approval of ECM & audit clearance.	-	-	-	-	-	-	(i) (ii) Full Powers with GM (F&A)
96.	Provision of documents to any Government Investigation Agency or Ministries / Senate / National Assembly / PM Office / Courts etc.	-	Full Powers	-	-	-	-	-
97.	Items not elsewhere defined of similar in nature	-	-	Full Powers	-	-	-	-


Syed Rafeeq Bashir Shah
Chairman


Kadir Bux
Executive Director (Administration)