# DELEGATION OF POWERS

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



**Syed Rafeo Bashir Shah**
**Chief Executive Officer**

**Rizwan Tariq**
**Executive Director (Administration)**

**TRADING CORPORATION OF PAKISTAN (PVT) LIMITED KARACHI**

**DELEGATION OF POWERS TO VARIOUS TIERS OF THE CORPORATION**

**Revised on 09th of March, 2026.**

**The Board of Directors in their meeting held on 167th meeting on March 21, 1988.**
**Revised and amended up to the 294th meeting of the Board of Directors held on 30th September 2014.**
**Revised and amended up to the 388th Meeting of the Board of Directors held on November 6th -7th, 2023.**
**Revised and amended up to the 413th meeting of the Board of Directors held on 30th December, 2025.**



**Syed Rafeo Bashir Shah**
**Chief Executive Officer**

**Rizwan Tariq**
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**Syed Rafeo Bashir Shah**
**Chief Executive Officer**

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**Executive Director (Administration)**

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| TRADING CORPORATION OF PAKISTAN (PVT) LIMITED KARACHI, (PREAMBLE) | |
|---|---|
| 1. | a) All issues and directions relating to policy 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.<br>b) Execution of policy in accordance with the directives of the Board shall be the responsibility of the Management.<br>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 of by his/her junior officer of the concerned Division. In case of the absence of the concerned officer, the Executive Director concerned would be authorized. |
| 3. | Executive Committee Management (ECM) comprises the CEO 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 a regular ECM meeting. |
| 4. | The quorum of the ECM has been fixed to be at least TWO (02) Executive Directors, excluding the CEO of the Corporation. For any decision taken by ECM, the presence and approval of the CEO shall be compulsory for implementing the decision of the ECM. In case the position of the CEO 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 CEO TCP shall exercise authority of the ECM, or due to vacancy of the post of CEO the decisions taken by the ECM shall be placed before the ECM / CEO 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 the Principal Office.<br>b) "GM/HOD (Admin) / GM/Incharge (RO/SRO) includes General Managers, DGM Incharges, and other officers posted as GM/DGM Incharge (Admin) and GM/Incharge (RO/SRO). |
| 7. | In case of any difficulty arising out of the interpretation of "Delegation of Powers", the matter shall be placed before the ECM for decision, which shall be chaired by the CEO 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. | All powers are subject to the applicable legal framework as laid down under the Companies Act, 2017, the State-Owned Enterprises (Governance and Operations) Act, 2023, and the Rules / Regulations / Policy / Directives made there under. In case of any inconsistency, the provisions of the applicable legal framework shall prevail at all times. |



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| SR | ITEMS | BOARD OF DIRECTORS/ SHAREHOLDERS | Chief Executive Officer (CEO) | EXECUTIVE COMMITTEE OF THE MANAGEMENT (ECM) | EXECUTIVE DIRECTOR | CFO / CIA / CS | G.M./HoD (ADMIN) / G.M./Incharge (RO/SRO) | G.M./HoD (P.O.) |
|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (1) | To decide and sanction the opening or closing of the Corporation's offices, display centers, business centers, and showrooms 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, modifications, or rescindment of business contracts, addendums, amendments etc. or arrangements with any company, firm, or person in any part of the world.<br>ii) However, if G2G contracts are allowed by the GOP, then approval for tenders etc would be with the ECM for public procurement by the Cabinet. | - | (i) Full Powers | (ii) Full Powers | - | - | - | - |
| (3) | To sign sale/ purchase contracts or business arrangements duly approved by ECM, with local or foreign firms, companies, government, or persons. | - | - | - | Concerned Executive Director | - | - | - |
| (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.).<br>ii) Issuance thereof.<br>iii) Reissuance (without any change) of tender notice/ documents and public notice, duly vetted by Legal and the concerned divisions (F&A, IC&C, IA&ID, D&POD, etc.)if the tender is scrapped or no bid is received | - | - | (i) Full Powers for International and Local Procurement | (ii) Concerned Executive Director for Local Procurement<br>(iii) Concerned Executive Director | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (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 the Federal Government, for cooperation with counterpart SOE and /or other authorized foreign entity and /or related organizations situated in:<br>a) Out of Country<br>b) Within Pakistan<br>ii) Approval for terms & conditions and signing thereof. | - | - | (i) (ii) Full Powers to ECM after vetting from the office of the Attorney General of Pakistan. | - | - | - | - |
| (7) | To sign Letters of Intent | - | - | - | - | - | Concerned GM Post Approval of ECM | - |
| (8) | To approve discharge/ release of:<br>i) Performance bond /guarantee, bank guarantees/ pay orders/ bank drafts, etc.<br>ii) bid bond/ earnest money/bid money to unsuccessful bidders. | - | - | (i) Full Power | (ii) Full Powers | - | - | |
| (9) | To approve and authorize payments for approved contracts by ECM and/or TCP Management on account of:<br>i) Import license fee, opening of L/C, and marine insurance cover for imported cargo and transit insurance of locally procured cargo.<br>ii) Godown Insurance and the premium of imported and locally procured commodities. | - | - | - | - | - | - | (i) (ii) Full Powers with GM (F&A) on the recommendation of the concerned GM |
| (10) | To constitute any kind of management committee from time to time, as deemed fit. | - | Full Powers | - | - | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (11) | To sanction expenditure and approve payment on account of:<br>i) Demurrages/penalties etc.<br>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 | - | - | - | - |
| (13) | To obtain or surrender, Foreign Exchange allocation for the importable items approved by the Government of Pakistan. | - | - | - | Executive Director (Finance), on the recommendation of ED (OPS) | - | - | - |
| (14) | i) Purchase / Sale of properties<br>ii) Rentals/leasing out of owned property or extensions of lease (under existing lease or future lease) as per rental policy<br>iii) If extension is > 33 years<br>iv) If extension is < 33 years<br>v) Assessment of & /or notification of approved revised rates<br>vi) Hiring/rental of godowns abroad<br>vii) Recoveries of rental/leased out properties.<br>viii) New term renting/leasing/ hiring of spaces. | (i) Full Powers with Board | (iii) & (iv) Full Powers | (vi) Full Powers | (ii) (v) (vii) (viii) ED REMS | - | - | - |
| (15) | To dispose of residual stocks through public tender and give approval for the disposal. | - | - | Full Powers | - | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (16) | To appoint/terminate & assign work to: Clearing agents, Surveyors, Stevedores, Muqaddams, Shipping Agent, etc., through tender. | - | - | Full Powers | | - | - | - |
| (17) | To depute TCP's representative (s) to attend:<br>i) Wharf duties, including joint survey, clearance, and post–landing inspection, etc.<br>ii) Godown Duties. | - | - | - | (i) ED (OPS) for operational issues<br>(ii) ED (REMS) for godown issues | - | - | - |
| (18) | i) To authorize a joint survey of import/export consignments with the surveyors of carriers/ suppliers/ underwriters.<br>ii) To appoint/terminate/nominate PSIA for Import/Export operations from the 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) | i. To approve the statement of facts/time sheets and calculation of demurrage/dispatch, relating to import/export consignment.<br>ii. To release approved payment of the statement of facts/time sheets and calculation of demurrage/dispatch, relating to import/export consignment | - | - | i. Full Powers | ii. Full Powers | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (21) | i) To approve the terms and conditions of the Charter Party in respect of Import/Export Shipments.<br>ii) To sign the approved Charter Party, both in respect of Import and Export shipments. | - | (i) Full Powers | - | (ii) Full Power ED (OPS) | - | - | - |
| (22) | To give approval for the booking of shipping space on approved freight rates. | - | - | Full Powers | - | - | - | - |
| (23) | To call an 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 the smooth functioning of operational activities of urgent nature. Release post sanction will be by the concerned ED/HoD | - | 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 | - | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (26) | Extension in the period of contract of civil works contractors/consultants on expiry of the 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.<br>i) For Budget/Financial Statements, Policies.<br>ii) For all operational rules and regulations.<br>iii) For Admin/HR/Legal purposes<br>iv) For REMS purposes | (i) Full Powers | - | (ii) (iii) (iv) Full Powers | | - | - | - |
| (28) | To approve the 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 the availability of funds.<br>ii) To sanction the creation /abolition of temporary posts subject to the availability of funds. | (i) (ii) Full Powers for posts above Manager | (i) (ii) Full Powers up to Manager | - | - | - | - | - |
| (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 | - | - | - | Full Powers with CFO for release of approved payment. | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (32) | i) To take a decision to invest the money/ funds of the Corporation.<br>ii) To borrow loans for the settlement of COF against cash-credit limits granted by the MoF.<br>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<br>(ii) Full Powers with RMC. | - | (iii) Full Powers | - | - | - | - |
| (33) | To sign and submit relevant forms in SECP along with the notified fee authorization. | - | - | - | - | Full Powers Company Secretary | - | - |
| (34) | To sanction/authorize a penalty fee to be given to SECP due to the delay in holding of AGM beyond the due date. | - | Full Powers | - | - | - | - | - |
| (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 CFO | - | - |
| (36) | i) To revise remuneration/fee for attending the Board & its various Committee meetings.<br>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 the 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 dividends to the Federal Government. | Full Powers with shareholders on the recommendation of the Board. | - | - | - | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (38) | i) To sanction all kinds of leave in accordance with the rules and regulations in force.<br>(a) C/L to the personal staff of officers shall be granted by the officers concerned.<br>(b) C/L should ordinarily be granted in proportion to the period spent on duty.<br>(c) C/L will not be granted for more than 10 days at a time except in the case of sickness.<br>(d) All cases of C/L where an official has been permitted to leave the station should be reported to the G.M. (HR)<br>ii) Ex-Pakistan | - | (i) Full Powers for (Executive Directors, Company Secretary, CFO, CIA, and GMs/CMO/MO/ DGMs/ HoDs<br>(ii) Full Powers | - | (i) Full Powers with the Executive Director (Admin) for the grant of CL/LFP/Medical Leave only to employees of the Manager on the recommendation of the Concerned ED. | - | - | (i) Full Powers with GM (HR) for grant of CL/LFP/Medical Leave up to the level of Deputy Manager on recommendation of the concerned GM. |
| (39) | i) To transfer an employee from one division to another in the same station.<br>ii) To transfer an employee from one establishment to another located out of station against sanctioned posts.<br>iii) Deputation to & from TCP<br>iii) Merger/absorption of officers/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 the 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 the Manager with Concerned ED | Full Powers up to DMs. | Full Powers with GM/Incharge (RO) up to DMs. | Full Powers up to DMs. |
| (43) | i) To permit an employee to undertake tours on official duty abroad.<br>ii) To review/revise local/ international TA/DA rates. | - | (i) Full Powers | (ii) Full Powers | - | - | - | - |



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**Executive Director (Administration)**

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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (44) | To authorize to:<br>i) Certify successful completion or extend the probation period of staff.<br>ii) Certify successful completion or extend/reduce the probation period of the officer/staff.<br>iii) Acceptance of resignation and waiver of notice period or surrender of pay in lieu of notice.<br>iv) Fixation of Pay on Promotion, Demotion, Revision of Pay Scale & other related issues.<br>v) Service Experience Certificate.<br>vi) Issuance of LPC | - | (ii) (iii) (v) Full Powers | - | (i) Full Power with ED (Admin) for all staff employees<br>(iv) Full Power with ED (Admin) in consultation with ED (Finance) | vi. Full power with CFO on the recommendation of GM (HR) | - | |
| (45) | i) To appoint Lawyers, Legal Advisor, and fix their remuneration as per existing rules.<br>ii) To appoint Arbitrators and fix their remuneration (as per the direction of the Ministry of Law).<br>iii) To appoint a Medical Doctor, Chemists, Hospital, CMO, MO, etc. for the employees and fix/change/revise their remuneration.<br>iv) To constitute the Medical Committee/Medical Board.<br>v) To appoint and / or authorize any person to represent TCP, and to do all necessary acts that are necessary including execution of deeds / contracts in the best interest of TCP, before any forum, authority and / or court of competent jurisdiction." | | (ii) (iii) (iv) & (v)<br>Full Powers | (i) Full Powers | To release approved payment as per i, ii, iii full powers with ED (Admin) | - | - | - |
| (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:<br>i) International<br>ii) Local | - | (i) Full Powers | - | (ii) Full Powers with ED (Admin) | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (48) | To sanction honorariums 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 the Corporation business. | - | Full Powers | - | - | - | - | - |
| (51) | Installation and shifting of the telephone. | - | - | - | Full Powers ED (Admin) on the recommendation of the Concerned ED | - | - | - |
| (52) | i) Power to annually declare stores as surplus /obsolescent/unserviceable and initiate an auction.<br>ii) To authorize /order sale thereof:<br>a) Vehicles, stock, store, office equipment, furniture and fixtures, and unserviceable items.<br>b) Miscellaneous items not specified at (ii-a) above. | - | - | (i)(ii) Full Powers | - | - | - | - |
| (53) | Permission to forward applications of TCP employees for employment outside TCP. | - | Full Powers | - | - | - | - | - |
| (54) | To appoint/terminate petrol dealers on TCP's Panel | - | - | - | Full Powers with ED (Admin) | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (55) | To relax the 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 the 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 the course fee.<br>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<br>-- | - | Full Powers | - | - | - | - | - |
| (60) | i. To issue NOC for passport, visa application, and travel abroad, etc., for employees of TCP and those on Deputation.<br>ii. Travel approvals:<br>(a) Chief Executive officer:<br>(b) All other employees including deputationists ." | For ii (a) full powers with Chairman BoD | For ii (b) full powers | - | i. Full Powers ED (Admin) | - | - | - |
| (61) | Condonation of break in service period. | - | Full Powers | - | - | - | - | - |
| (62) | i) To terminate service under TCP's service Rules and to reinstate after such termination of service, which was not either justifiable or was not according to the Rules.<br>ii) Review of reversion of TCP employees (Officers/Staff) | - | (i) Full Powers | (ii) Full Powers | - | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (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 the local market and from abroad, subject to budget provision.<br>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 ED | (i) Up to Rs. 100,000/- | (i) Up to Rs. 100,000/- | (i) Up to Rs. 100,000/- |
| (64) | i) To approve/sanction expenditure under all heads of contingencies, including arrangements 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.<br>ii) Administrative and Financial approval, including approval for the release of payment in respect of Utility bills, authorized companies, and original Equipment Manufacturer (OEM). | - | (i) Full Powers up to Rs.1 million | (i) Full Powers for > Rs. 1 million | (i) Full Powers up to Rs. 500,000/-<br>(ii) Full Powers with Concerned ED | (i) up to Rs. 100,000/- | (i) & (ii)Up to Rs. 100,000/- | (i) & (ii) Up to Rs. 100,000/- |
| (65) | i) To write off the 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.<br>ii) Weeding out of old records as per GOP directives/ guidelines | - | - | (i) Full Powers | (ii) Full Powers Concerned ED after confirmation of digitalization/archiving thereof | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (66) | i) To accept tenders and award contracts for administratively approved works on the basis of detailed estimates, subject to evaluation by the Tender Evaluation Committee.<br>ii) To decide on acceptance/rejection of bids/tenders of Local / International Import / Export of commodities, in line with Federal Government instructions / Policy.<br>(iii) To release payment/bills of Tenders/Contracts administratively and financially approved by ECM | - | | (ii) Full Powers | (i) Full Powers<br>(iii) Full powers | - | (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 buildings (without destroying the concept and aesthetics of the original design) and maintenance, repairs of buildings, 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 |
| (68) | i. To sanction reimbursement of medical expenses to employees.<br>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 | - | (i) (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) | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (70) | To present a gift to distinguished visitors/businessmen 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 ED 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 the concerned ED) |
| (71) | i) To sanction advance of pay and TA to employees where admissible under the rules.<br>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 ED (Finance) | - | - | - |
| (72) | i) To sanction expenditure from welfare funds within the sanctioned budget, subject to the prescribed procedure.<br>ii) Marriage loan for staff | - | - | - | (i) (ii) Full Powers with ED (Finance) | - | - | - |
| (73) | Powers to sanction CSR. | Full Powers | - | - | - | Full power for release approved CSR initiatives | - | - |
| (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 ED (Finance) | - | - | - |



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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:<br>i) Retiring employees / legal heirs of deceased employee (s) on account of Group Insurance, Gratuity, and other dues.<br>ii) TCP's share of gratuity to trust / employees. | - | (ii) Full Powers on recommendation of ED (Finance) and ED (Admin) | - | Full Powers with ED (Finance) on the recommendation on of GM (HR) | - | - | - |
| (78) | To sanction the death and funeral expenses and /or transportation costs of the dead bodies of TCP's employees, according to rules. | - | - | - | - | | | Full Powers with GM (HR) |
| (79) | Grant of an imprest advance or cash float for specific purposes. | - | Full Powers on the recommendation of the concerned ED | - | - | - | - | - |
| (80) | Transfer of surplus cash in hand to TCP's Cash Credit Accounts. | - | - | - | | Full Powers with CFO | - | - |
| (81) | Transfer of funds to Regional Office(s) outside Karachi for operations and/ or business expenditure. | - | - | - | | Full Powers with CFO | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (82) | Obtaining certified and uncertified copies of judgments, 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 the Corporation's business in case an 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. 50,000 at one time for R.O Lahore and Islamabad | Up to Rs. 50,000/- at one time. |
| (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 the maintenance of TCP House / Godowns / other properties. | - | - | Full Powers for >Rs.500,000/- | ED (REMS) up to Rs. 500,000 | - | - | - |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (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 payments.<br>ii) ISP bill Payment. | - | - | - | (i) Full Powers with Concerned ED<br><br>(ii) Full Power for > Rs. 100,000/- | - | (ii) Up to Rs. 100,000 /- in each case.<br>For RO Lahore and Islamabad | (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 the business of the Corporation. | - | Full Powers on the recommendation of CFO | - | - | - | - | - |
| (93) | i) Preparation/Compilation of Annual Report.<br>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) | - |
| (94) | Re-appropriation of budget heads within the approved budget. | - | - | - | | Full Powers with CFO | - | - |
| (95) | i) To authorize Administrative/ Operational Disbursement Vouchers duly approved & audited.<br>ii) To cancel the performance Guarantee & to authorize Disbursement Vouchers for the refund of Pay orders deposited in lieu of the 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) | i. Delete name of the employees from payroll<br>ii. Condonations of loan and advances of deceased employees | | i. & ii<br>Full power with CEO | | | | | |



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|---|---|---|---|---|---|---|---|---|
| I | II | III | IV | V | VI | VII | VIII | IX |
| (98) | Items not elsewhere defined & similar in nature | | | Full Powers | | | | |



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