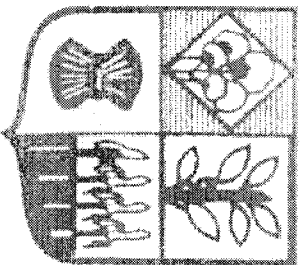


# DELEGATION OF POWERS



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



*Rizwan Ahmed*

RIZWAN AHMED  
CHAIRMAN

*Ozafi Rind*

OZAFI RIND  
COMPANY SECRETARY

TRADING CORPORATION OF PAKISTAN (PVT) LIMITED KARACHI

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

**Approved by**

The Board of Directors in its 167<sup>th</sup> meeting held on March 21, 1988.  
Revised and amended upto 294<sup>th</sup> meeting of the Board of Directors held on 30<sup>th</sup> September, 2014.



*Rizwan Ahmed*  
RIZWAN AHMED  
CHAIRMAN

*Qazaifi Rind*  
QAZAIFI RIND  
COMPANY SECRETARY

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*Rizwan Ahmed*

RIZWAN AHMED

CHAIRMAN


*Qazafi Rind*

OAZAFI RIND

COMPANY SECRETARY

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RIZWAN AHMED  
CHAIRMAN



  
QAZAFI RIND  
COMPANY SECRETARY

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CHAIRMAN

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OZAFI RIND

COMPANY SECRETARY

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

1.	Delegation of these powers was first approved by the Board of Directors in its 167 <sup>th</sup> meeting held on 21-3-1988. The Delegation of Powers were lastly revised and amended by the Board of Director in its 294 <sup>th</sup> meeting held on 30 <sup>th</sup> September, 2014.
2.	All powers vest in the Board of Directors and are exercisable by it notwithstanding their delegation herein.
3.	All powers exercisable by competent authorities are also exercisable by their senior/higher officers concerned. A senior officer can always call the case disposed by his/her junior officer of the concerned Division.
4.	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.
5.	The quorum of the ECM has been fixed to be atleast TWO (02) Directors including Chairman* of the Corporation. For any decision taken by ECM, the presence or approval of the Chairman is compulsory for implementing the decision of the ECM. In case the position of the Chairman remains vacant, then the available Directors shall select a Director from among them to chair the ECM. Further, either due to non availability of the quorum of the ECM, the Chairman of TCP shall exercise authority of the ECM or due to vacancy of the post of Chairman the decisions taken by the ECM should be placed before the Board for its ratification.
6.	No instructions made by the Board shall be ignored / modified by the officers to whom the concerned power has been delegated.
7.	"Director" in column VII includes Finance Director and means Director concerned with the subject matter for the time being. The word "Director" means the Executive Director not the member of Board of Directors of the Corporation.
8.	"General Manager (PO)" in column IX includes, "Secretary" and "General Manager (RO)" and means G. M. concerned with the subject matter for the time being.
9.	In case of any difficulty arising out of interpretation of "Delegation of Powers", matter shall be placed before the ECM for decision.
10.	All the non-budget payments will be routed through Finance Division.
11.	Budget shall be released on quarterly basis and expenditure will be made strictly according to the released / allocated budget. *As & when the offices of the Chairman & CEO are separated, the word Chairman will be replaced by the CEO.



*Rizwan Ahmed*

**RIZWAN AHMED**

**CHAIRMAN**

*Ozafi Rind*

**OZAFI RIND**

**COMPANY SECRETARY**

SR	I	II	III	IV	V	VI	VII	VIII	IX
SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G. M (ADMIN) (G. M. (RO))	G. M. (RO)	
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	-	-	-	-	-	-	
2.	To negotiate business and approve conclusion, modification or rescindment of business contracts or arrangements with any company, firm, government or person in any part of the world.	-	Full Powers	-	-	-	-	-	
3.	To sign sale/ purchase contracts or business arrangement duly approved by ECM, with Pakistani or foreign firms, companies, government or persons.	-	-	-	-	-	-	Full powers	
4.	i) To approve tender notice/ documents and public notice, and issuance thereof duly vetted by Legal and the concerned divisions (Finance, IAD, Accounts, etc). ii) Issuance thereof.	-	Full powers	-	-	-	-	-	
5.	To approve import contracts/ terms & conditions and their amendments/ addenda etc.	-	Full Powers	-	-	-	-	-	
6.	i) To authorize to negotiate agreements / MoUs, subject to the Federal Govts. Policy, for cooperation with counterpart & related organizations situated in : a) Out of Country b) Within Pakistan ii) Approval for terms &	i) Full Powers with Board	-	-	-	-	-	-	

*Rizwan Ahmed*  
RIZWAN AHMED  
CHAIRMAN



*Ozaifi Rind*  
OAZAFI RIND  
COMPANY SECRETARY

SR	ITEMS	BOARD OF DIRECTORS / SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCIAL DIRECTOR	DIRECTOR	G.M. ADMIN. / G.M. (EO)	G.M. (FO)
7.	To sign Letters of Intent	-	-	-	-	-	-	Full Powers
8.	To approve discharge/ release of: i) Performance bond /guarantee, bank guarantees/ pay orders/ bank drafts etc ii) bid bond/ earnest money / bid money to unsuccessful bidders.	-	i) Full power with ECM for release of performance guarantee etc.	-	-	-	-	ii) Full power with GM for release of bid bond on the recommendation of GM (Finance)
9.	To approve and authorize payments 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.	-	-	-	-	-	-	Full powers with GM Finance on the recommendation of concerned GM
10.	To constitute any kind of committee from time to time as deem fit.	-	-	Full Powers	-	-	-	-
11.	To sanction expenditure and approve payment on account of: i) duties/ levies / cess/ octroi, including Federal and Provincial taxes in connection with the business of the Corporation. ii) To sanction expenditure and approve payment on account of demurrages/penalties etc.	-	i) Full Powers	-	i) Full powers	-	-	-
12.	To change the items and conditions of purchase Order Forms, if required.	-	Full powers	-	-	-	-	-
13.	To obtain Foreign Exchange allocation for the importable	-	-	-	Director (Finance)	-	-	-

*Rizwan Ahmed*  
RIZWAN AHMED  
CHAIRMAN

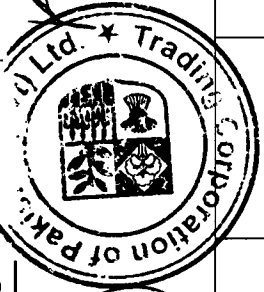


*Ozaifi Rind*  
OAZAFI RIND  
COMPANY SECRETARY



SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G.M. (ADMIN) / G.M. (EO)	G.M. (PO)
I	II	III	IV	V	VI	VII	VIII	IX
	Items.							
14.	To appoint / terminate /nominate, surveyors, clearing, agents, stevedores, shipping agents, etc. through tender.	-	Full powers	-	-	-	-	-
15.	To sanction expenditure on transport charges in connection with Corporation's business, if office transport is not available.	-	-	Full powers	Up to Rs.30,000/- in THREE months	Up to Rs.25,000 in THREE months	Up to Rs. 15,000 GM (Admin) in THREE months	Rs.15,000/- in THREE months
16.	i) To approve acquisition / purchase/sale of godowns / storage space/ office as well as longterm lease of upto 33years etc. ii) Renting out of godown spaces on notified rates. ii) Short term hiring of spaces.	i) Full Powers with Board	-	ii) & iii) Full powers on the recommendation of concerned Director	-	-	-	-
17.	To dispose of residual stocks through public tender and give approval for the disposal	-	Full power	-	-	-	-	-
18.	To approve recovery of godown shortages from clearing agents.	-	Full power	-	-	-	-	-
19.	To assign work to: Clearing agents, surveyors, stevedores, Muqaddams, security agencies, civil contractors, consultants etc through tender.	-	Full powers	-	-	-	-	-
20.	To depute TCP's representative (s) to attend: i) Wharf duties, including joint survey, clearance and post – landing inspection etc. ii) Godown Duties.	-	-	-	-	-	-	i&ii) Full power on the recommendation of the concerned GM.

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RIZWAN AHMED  
CHAIRMAN

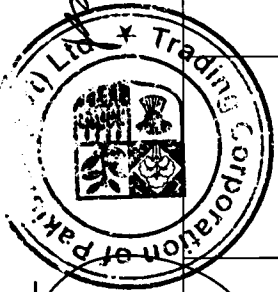


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OAZAFI RIND  
COMPANY SECRETARY

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G.M (ADVN)	G.M (RO)	G.M (PO)
I	II	III	IV	V	VI	VII	VIII	IX	X
21.	To authorize joint survey of imported consignments with the surveyors of carriers/ suppliers/ underwriters and also to associate preshipment inspection agent etc, if required.	-	-	-	-	Full powers	-	-	-
22.	To sanction/withhold payment of bills of clearing agents, surveyors, stevedores, Muqaddams, Security agencies, contractors, consultants etc.	-	Full powers	Up to Rs.1,000,000	Up to Rs,500,000	Up to Rs.300,000/-	-	-	Concerned GM Up to Rs,100,000/- on the advice of Finance Division.
23.	To approve statement of facts / time sheets and calculation of demurrage / dispatch, relating to import / export consignment.	-	-	-	-	-	-	-	Full powers(with the advise of Finance Division)
24.	To sign Charter Party both in respect of import and export shipments.	-	-	-	-	-	-	-	Full powers on the recommendation of Finance Division
25.	To give approval for booking of shipping space on approved freight rates.	-	Full powers	-	-	-	-	-	-
26.	To call explanation of all concerned service providing agencies for their unsatisfactory performance / conduct.	-	-	-	-	-	-	-	Full powers
27.	To suspend temporarily (not exceeding 6 months) the assignment of fresh work to clearing / forwarding agents, surveyors, pre-shipment inspection agents, stevedores, tally contractors, Muqaddams, Shipping agents etc in case of their unsatisfactory performance /conduct.	-	-	-	-	Full powers	-	-	-

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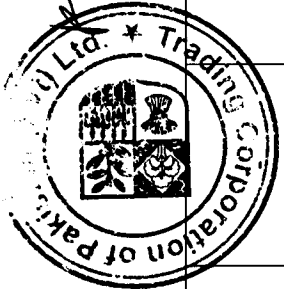
*Rizwan Ahmed*  
RIZWAN AHMED  
CHAIRMAN



*Ozaifi Rind*  
OAZAFI RIND  
COMPANY SECRETARY

SR	ITEMS	BOARD OF DIRECTORS / SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCIAL DIRECTOR	DIRECTOR	G.M (ADMIN) / G.M (RO)	G.M (PO)
I	II	III	IV	V	VI	VII	VIII	IX
28.	To sanction expenditure on account of work / services / purchases, necessary for smooth functioning of operational activities of urgent nature.	-	Full powers	Up to Rs, 500,000/-	Up to Rs,200,000/-	Up to Rs,100,000/-	Up to Rs,25,000/-	Up to Rs,25,000/-
29.	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	-	-	-	-	-
30.	To appoint / terminate / nominate pre-shipment inspectors and shipping agents for: i) Import. ii) Export through tender.	-	ii) Full powers	-	-	i) Full powers	-	-
31.	Extension in period of contract of civil works contractors / consultants on expiry of contract.	-	Full powers	-	-	-	-	-
32.	To make rules and regulations and procedures/ methods of working for the Corporation and approve their alteration, modification, addition, deletion or rescindment.	Full powers with AGM / BOD on the recommendation of ECM	-	-	-	-	-	-
33.	To approve annual or supplementary budget of the Corporation.	Full powers with Board	-	-	-	-	-	-
34.	To sanction creation /abolition of permanent posts with in the sanctioned budget and subject to availability of funds.	i) Full powers with Board	-	-	-	-	-	-

Rizwan Ahmed  
RIZWAN AHMED



Ozaafi Rind  
OAZAFI RIND

SR	ITEMS	BOARD OF DIRECTORS / SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G. M. (ADMN) / G. M. (CO)	G. M. (PO)
	I	III	IV	V	VI	VII	VIII	IX
	ii) To sanction creation /abolition of temporary posts with in the sanctioned budget and subject to availability of funds.			ii) Full powers				
35.	To make initial appointments against sanctioned post / temporary post. (Note:- Appointments shall be made on the recommendations of respective Selection Committees constituted by the competent authority)	Full powers with Board for appointment of GM against sanctioned post(s).	Full powers for appointment on the posts below GM against sanctioned post(s).	Full powers in respect of appointment of Temporary Employees up to the level of DM.	-	-	-	-
36.	To appoint auditors and fix their remuneration	Full powers with shareholders on the recommendation of the Board	-	-	-	-	-	-
37.	To take decision to borrow, raise, deposit or withdraw funds or to invest the money/ funds of the Corporation.	-	-	Full Powers with Chairman on recommendation of Investment Committee	-	-	-	-
38.	To Sign and submit relevant forms in SECP alongwith notified fee authorization.	-	-	-	-	-	-	Full powers with Secretary
39.	To sign hypothecation mortgage form and other related documents of TCP stocks for various banks subject to prior approval of Chairman.	-	-	-	-	-	-	Full powers with Secretary on the recommendation of Finance Division
40.	To sanction /authorize penalty fee to be given to SECP due to delay in holding of General Meeting beyond due date.	-	-	Full Powers	-	-	-	-

  
 RIZWAN AHMED  
 CHAIRMAN

  
 QAZAFI RIND  
 COMPANY SECRETARY



SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	INVESTMENT COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G.M (ADMIN) & M.(RO)	G.M.(RO)
41.	To attest investment authorization letters and related bank documents for fund investments of TCP subject to prior approval of the Investment Committee & Chairman for the purpose of SECP.	-	-	-	-	-	-	Full Powers with Secretary on the recommendation of GM Finance
42.	To sanction / authorize payment of approved / notified remuneration for attending Board & its various Committee meetings.	-	-	-	-	-	-	Full Powers with Secretary
43.	To increase or decrease the authorized and paid up capital of the Corporation and to divide its shares.	Full powers with shareholders on the recommendation of Board.	-	-	-	-	-	-
44.	i) To sanction all kinds of leave except C/L in accordance with the rules and regulations in force. ii) Ex-Pakistan	-	-	i) Full powers (Directors, Secretary, GMs) ii) Full powers	-	i) Full powers with Director (admin) for grant of LFP only to employees up to the level of Manager/D.M on recommendation of concerned Director	i) Full powers with GM (admin) for grant of Leave on full pay up to the level of Assistant Manager on recommendation of concerned GM.	-
45.	To sanction casual leave. Note: (1) C/L to personal staff of officers shall be granted by the officers concerned. (2) C/L should ordinarily be granted in proportion to the period spent on duty. (3) C/L will not be granted for more than 10 days at a time	-	-	Full powers for Directors, Secretary and G.Ms/ DGMs.	-	Full powers with Director (Admin/HR) on the recommendation of the concerned Director in respect of Managers/DMs.	Full powers with GM (Admin) upto the level of Assistant Manager on the recommendation of Head Division/Cell. In case of ROs under intimation to GM (Admin)	Full powers for employee's upto the level of Deputy managers posted in the Division under his /her control under intimation to Admn / HR Division.

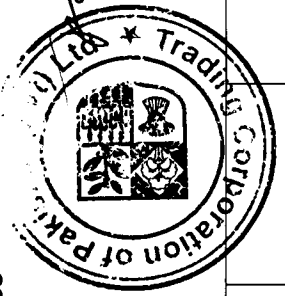
RIZWAN AHMED  
CHAIRMAN



OZAFI RIND  
COMPANY SECRETARY

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	MANAGEMENT COMMITTEE	CHAIRMAN	MANAGED DIRECTOR	DIRECTOR	G.M (ADMIN)/ G.M (RO)	G.M (RO)
	except in the case of sickness. (4) All cases of C/L where an official has been permitted to leave station should be reported to the G.M (Admin)							
46.	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.			i) Full powers upto Directors. ii) Full Powers				
47.	To appoint an employee to hold dual charge, additional charge, current charge, etc.			Full powers				
48.	To permit an employee to undertake private work which does not interfere with his normal duties, and to accept remuneration therefore.			Full powers				
49.	To permit an employee to undertake tours on official duty within Pakistan.			Full powers upto Directors.				
50.	To permit an employee to undertake tours on official duty abroad.			Full power				
51.	To authorize to certify successful completion, or extend the probationary period of officers/staff.			Full Powers for officers				
				Full powers with Director (Admin) for all staff employees.				
								Note: All cases beyond 3 days should be sent to (Admin/HR) for approval.

*Rizwan Ahmed*  
RIZWAN AHMED  
CHAIRMAN

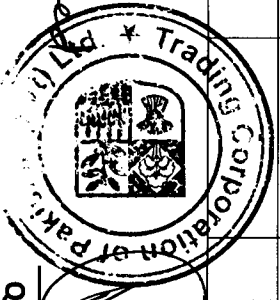


*Ozaifi Rind*  
OAZAFI RIND  
COMPANY SECRETARY

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	MANAGEMENT COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G.M (ADMIN) / G.M (RO)	G.M (PO)
I	II	III	IV	V	VI	VII	VIII	IX
52.	1) To appoint Legal Advisor and fix their remuneration as per existing rules. ii) To appoint Lawyer/Arbitrators and fix their remuneration (as per direction of Ministry of Law) iii) To appoint Medical Doctor, Chemists, Hospital, etc for the employees and fix their remuneration.	i) Full powers on the recommendation of Board	-	-	-	-	-	-
53.	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	-	-	-	-
54.	To decide incidental matters connected with TA claims, e.g. shortest and cheapest route, mileage.	-	-	-	Full Powers	-	-	-
55.	To sanction honoraria and advance increments.	-	-	Full Powers	-	-	-	-
56.	To countersign T.A. bills	-	-	Full powers for self and Directors.	-	Full powers for Secretary / G.M / G.M (R.O) / DGMS.	Full powers for Managers /D.Ms/other employees.	-
57.	To sanction/expenditure on all kinds of tours of officials other than TCP employees in connection with Corporation business.	-	-	-	-	Full powers	-	-
58.	Acceptance of resignation and waiver of notice period or surrender of pay in lieu of notice.	Full Powers with Board for TCP Employees only.	-	Full Powers for employees up to the level of DGM.	-	-	-	-
59.	Installation and shifting of telephone / telex	-	-	Full powers	-	-	-	-

*Rizwan Ahmed*  
RIZWAN AHMED

*Ozaifi Rind*  
OZAFI RIND



SR	ITEMS	BOARD OF DIRECTORS / SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G. M. (ADMIN)	G. M. (RO)	G. M. (PO)
		II	III	IV	V	VI	VII	VIII	IX
60.	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 typewriters and calculators. b) Miscellaneous items not specified at (ii-a) above.		i) Full Power  ii) Full Powers	-	-	-	-	-	-
61.	i) Approval of advertisements / NIT for all kind of tenders. ii) Allocation of News papers for any kind of advertisement including NITs.		i) Full powers	ii) Full powers	-	-	-	-	-
62.	Permission to forward application of TCP employees for employment outside TCP.		-	Full Powers	-	-	-	-	-
63.	To appoint/ terminate petrol dealers on TCP's panel		-	Full powers	-	-	-	-	-
64.	To relax monthly ceiling of petrol/ diesel for officers provided with official vehicles.		-	Full Powers	-	-	-	-	-
65.	To relax calls both in respect of office and residential telephones in excess of monthly ceiling.		-	-	Full Powers	-	-	-	-
66.	Permission to use official Vehicles		-	Full powers	-	-	-	-	-
67.	To nominate officers and staff to attend training courses/ seminars.		-	Full Powers.	-	-	-	-	-
68.	To appoint Travel Agents / Advertisement Agencies on TCP's panel		-	Full powers	-	-	-	-	-
69.	To issue NOC for passport, visa		-	-	-	Director (Admin)	-	-	-

*Rizwan Ahmed*  
RIZWAN AHMED  
CHAIRMAN



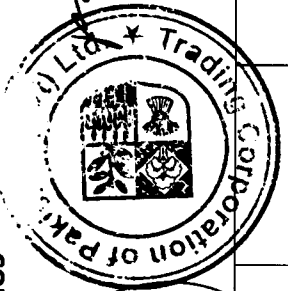
*Ozaafi Rind*  
OAZAFI RIND  
COMPANY SECRETARY



SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G.M (ADMIN) G.M (RO)	G.M (RO)
	application and travel abroad, etc.					for issuance of passport and visa only to the officials/officers of the Corporation		
70.	Condonation of break in service period			Full Powers				
71.	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.			Full powers in respect of all employees.				
72.	i) To purchase machinery, chemicals, materials and equipment, books, and journals, etc. from local market and from abroad subject to budget provision and procurement plan. ii) To sanction expenditure on building material, furniture, fixtures, typewriters, calculators, staff cars, cycles and other office stationary and equipment subject to budget provision and procurement plan.		More than Rs. 1 million	Upto Rs. 1 million	Up to Rs.300,000 in each case.	Up to Rs.200,000 (in his/her respective jurisdiction).	Up to Rs.50,000 on the recommendation of concerned GM. G.M (Admin). Upto Rs. 10,000/- GM(RO)	
73.	To sanction expenditure under all heads of contingencies including arrangement for furniture and hiring employment and wages of contingent staff except entertainment within the budget allocation under that head and in accordance with the prescribed procedure.		-do-	-do-	-do-	-do-	-do-	
				Full powers	Up to Rs.150,000/- in each case.	Up to Rs.100,000/- in each case.	Up to Rs.50,000 in each case G.M (Admin).	Up to Rs.10,000/-

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 CHAIRMAN

*Ozafi Rind*  
**OZAFI RIND**  
 COMPANY SECRETARY



SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G. M. (ADMIN) / G. M. (RO)	G. M. (PO)
I	II	III	IV	V	VI	VII	VIII	IX
74.	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 servant of the Corporation which may possibly call for disciplinary action requiring orders of higher authority.	-	Full powers	-	-	-	-	-
75.	To accept tenders and award contract for administratively approved works on the basis of detailed estimates subject to evaluation by tenders evaluation committee.	-	More than Rs. 500,000/-	Up to Rs. 500,000.	-	-	Up to Rs. 50,000 in each case G.M (Admin) only.	-
76.	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.	-	More than Rs. 500,000/-	Upto Rs. 500,000/-	Upto Rs. 100,000/-	-	Upto Rs. 50,000/- GM (Admin) only. Upto Rs. 20,000/- GM (R.O) only	-
77.	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) More than Rs. 500,000/- ii) Full powers	i) Upto Rs. 500,000/- on the recommend-dation of Director Finance	i) Upto Rs. 300,000/- on the recommend-dation of CMO	-	i) Upto Rs. 50,000/-	-

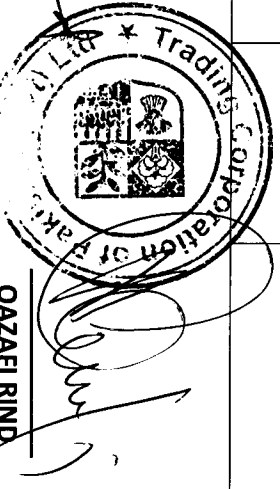
*Rizwan Ahmed*  
RIZWAN AHMED  
CHAIRMAN



*Ozaafi Rind*  
OZAFI RIND  
COMPANY SECRETARY

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G. M. (ADMIN) / G. M. (RO)	G. M. (PO)
I	II	III	IV	V	VI	VII	VIII	IX
78.	To sanction overtime and conveyance charges in lieu of late sitting to employees where admissible <u>regular/daily/contract</u> within the budget provisions.	-	-	Full Powers.	-	-	-	-
79.	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.30,000/- per month.	Up to Rs.20,000/- per month	Up to Rs.10,000 each case G. M (Admin) only. (Under intimation to Director (Admin))	Rs. 5000/- Each case (Under intimation to Director (Admin))
80.	a) To sanction advance of pay and TA to employees where admissible under the rules. b) To sanction advances for the purchase of vehicle subject to budget provision and in accordance with the prescribed procedure.	-	-	-	Full powers	-	-	-
81.	To present gift to distinguished visitors/ businessmen	-	-	Full Powers	-	-	-	-
82.	To sanction expenditure from staff welfare fund within the sanctioned budget subject to prescribed procedure.	-	-	-	Full powers	-	-	-
83.	Powers to sanction CSR.	Full Powers	-	-	-	-	-	-
84.	To sanction payment of rental for hired accommodation as per lease agreement.	-	-	-	-	-	Full powers GM (Admin) with advise of Finance Division	-
85.	Payment on account of leave salaries/pension contribution of deputationists and on account of education cess, EOBI and allied payments.	-	-	-	Full powers	-	-	-

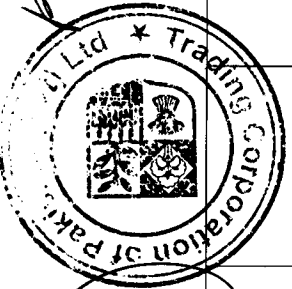
RIZWAN AHMED  
CHAIRMAN



QAZAFI RIND  
COMPANY SECRETARY

SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G.M (ADMIN)/ G.M (RO)	G.M (PO)
I	II	III	IV	V	VI	VII	VIII	IX
86.	To sanction payment on account of registration fee, insurance premium, road taxes etc. of official vehicles/ motorcycles.	-	-	-	-	-	Full powers.	-
87.	To sanction payment : i) Of 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.	i) Full powers on the recommendation of GA/HR Div.	-	-	-
88.	To sanction funeral expenses and /or transportation cost of dead bodies of TCP's employees, according to rules.	-	-	-	-	-	Full powers	-
89.	Grant of imprest advance or cash float for specific purposes.	-	-	Full Powers (on the recommendation of Director Finance.)	-	-	-	-
90.	Transfer of surplus cash in hand in TCP's Cash Credit Accounts.	-	-	-	Full powers	-	-	-
91.	Transfer of funds to Regional Offices(s) outside Karachi for operations and/ or business expenditure.	-	-	-	Full powers	-	-	-
92.	Obtaining certified and uncertified copies of judgment, orders and other documents.	-	-	-	-	-	-	Up to Rs.5,000 for each case.
93.	Court fee and purchase of stamp papers.	-	-	-	-	-	-	Up to Rs.20,000 G.M (L.D.).
94.	Conveyance charge(s) for attending cases and other similar duties.	-	-	-	-	-	-	Up to Rs.1,000 G.M (L.D.).

*Rizwan Ahmed*  
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CHAIRMAN



*Ozaifi Rind*  
OAZAFI RIND  
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SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G.M (ADMIN) / G.M (RO)	G.M (RO)
95.	Misc. court expenses in connection with legal cases.	-	-	-	-	More than Rs. 20,000/-	-	Up to Rs.20,000 per month in each case as per actual.
96.	Repair/maintenance of vehicles.	-	-	Full Powers	Up to Rs100,000/-	Up to Rs50,000/-	Up to Rs.25,000 at one time.	-
97.	Petty cash imprest account.	-	-	-	-	-	Rs.15,000 recoverable G.M (RO).	-
98.	To sanction the financial cases for Regional offices and Sub Regional offices of TCP or otherwise provided in specific cases.	-	-	-	-	-	Up to Rs20,000 for G.M (R.O) For SRO Rs. 10,000/- /DGM /Manager /DM Incharge	-
99.	Leave encashment as per the rules in-vogue.	-	-	-	-	-	Full Powers	-
100.	Sanctioning & disbursement of Hajj expenses as per the said scheme	-	Full Powers	-	-	-	-	-
101.	Disbursement in lieu of uniform to employees as per the approved policy	-	-	-	-	-	Full powers	-
102.	Disbursement pertaining to death aids	-	-	-	Full powers	-	-	-
103.	Payment of audit fee to the auditors for audit of PF & Gratuity Accounts	-	-	-	Full powers	-	-	-
104.	Sanctioning payments for maintenance of TCP House including utilities.	-	-	-	-	-	Full Powers	-
105.	Sanctioning & approving payments for internet facility: i) New EVO connection ii) WiFi service provider's bills iii) Change of WiFi service provider.	-	-	i) Full Powers	ii) Full powers on the recommendation of IT Cell	-	-	-



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SR	ITEMS	BOARD OF DIRECTORS/ SHAREHOLDERS	EXECUTIVE COMMITTEE	CHAIRMAN	FINANCE DIRECTOR	DIRECTOR	G.M.(ADMIN)/ G.M.(RO)	G.M.(PO)
I	II	III	IV	V	VI	VII	VIII	IX
106.	Opening/closing of an official bank account (including foreign currency) in scheduled banks for business of the Corporation.	-	-	Full Powers	-	-	-	-
107.	Printing of Annual Report/Books	-	-	-	-	-	-	Full Power
108.	Re-appropriation within the approved budget.	-	-	-	Full Powers	-	-	-
119.	i) To authorize Administrative/Operational DVs duly approved & audited. ii) To cancel the performance Guarantee & to authorize DVs for refund of Pay orders deposited in lieu of Performance Guarantee after approval of ECM & audit clearance.	-	-	-	-	-	-	i) GM Accounts ii) GM Finance
110.	Provision of documents to any Government Investigation Agency	-	-	Full Powers	-	-	-	-
111.	Items not elsewhere defined of similar in nature	-	Full powers	-	-	-	-	-



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CHAIRMAN

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