

Degradation of Power

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ADMINISTRATIVE POWERS

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| 1. Selection for recruitment/
promotion and grant of
special increment and
approval thereof. | Both at Head Office and Enterprise by the appropriate
Selection Committees as per Recruitment Rules
and approval by the <u>appropriate authority</u> | |
| 2. Issuance of appointment/
promotion, confirmation in
service and special incre-
ments orders : | At Head Office
Chief of Personnel in respect
of all officers and staff of
the Corporation including
Shipping & Liaison Office
after approval of the
<u>appropriate authority</u> | At Enterprise/Project
Head of Enterprise/Project
in respect of all officers, staff
and workers of the Enterprise
/Project after approval of the
appropriate authority |
| 3. Sanctioning of leave : | | |
| (i) Casual leave : | (i) Head of Divn./Deptt. in
respect of all officers/staff
working in the Divn./Deptt.
(ii) Concerned Director in
case of Heads of Divisions. | (i) Head of Enterprise/Project/in
respect of all officers and
staff directly reporting to them
(ii) Head of Deptt./Section in
respect of all officers, staff
& workers directly reporting
to them.
(iii) Director-in-charge in
case of Head of Enterprise/
Project. |
| (ii) Earned leave : | (i) Chief of Personnel in
respect of all officers and staff
of the Corporation & Liaison
Office on recommendation from
the concerned Divn./Deptt.
(ii) Concerned Director in case
of Heads of Division. | (i) Head of Administration in
respect of all officers, staff and
workers of the Enterprise/
Project on recommendation
from the concerned Deptt./Sectn.
(ii) Head of enterprise in respect
of Head of Deptt./Section (with
intimation to Chief of Personnel
in respect of Corporation
personnel).
(iii) Director-in-charge in case of
Heads of Enterprise/Project. |
| (iii) Medical/Sick/
Extraordinary leave : | (i) Chief of Personnel in respect
of all officers and staff of the
Corporation including shipping
& Liaison Office on recommen-
dation from the concerned
Divn./Deptt.
(ii) Concerned Director in case of
Heads of Division. | (i) Head of Administration in
respect of all officers, staff and
workers of the Enterprise/Project
on recommendation from the
concerned Deptt./Section.
(ii) Head of enterprise in respect
of Head of Deptt./Section (with
intimation to Chief of Personnel
in respect of Corporation
personnel).
(iii) Director-in-charge in case
of Heads of Enterprise/Project. |
| 4. Transfer and change
of designation : | Upto Jr. Officers, Chief of
Personnel with the concurrence | Head of Enterprise/Project
in respect of all officers below |

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| | of the Head of Division in Head Office & Head of Enterprise/Project concerned. Beyond Jr. Officer, with the approval of Chairman | his rank within same cadre and and all staff and workers within the same enterprise/Project N.B. In case of Corporation Officers, Chief of Personnel is to be kept informed. |
| 5. Grant of normal increment : | : Chief of Personnel in respect of all officers and staff of the Corporation including Shipping & Liaison Office. | Head of Enterprise/Project in respect of all officers, staff and workers of the enterprise/project. |
| 6. Disciplinary matters: | | |
| (i) Issue of show-cause notice/charge sheet/warning letter | : (a) Head of Divn./Deptt. in respect of all staff working in the Divn./Deptt. with intimation to Chief of Personnel.

(b) Chief of Personnel in respect of all officers in Head Office with approval of Chairman and all staff working in Personnel Divn. | Head of Enterprise/Project in respect of all officers, staff and workers of the Enterprise/Project. Also in respect of all other officers below his rank working in the enterprise/project for initiating disciplinary proceedings for, against or in regard to them with intimation to Chief of Personnel. |
| (ii) Suspension order : | : Chief of Personnel in respect of all officers and staff of the Corporation including Shipping & Liaison Office with approval of Chairman | Head of Enterprise/Project in respect of all officers, staff & workers of the enterprise/project. Also in respect of all other officers below his rank working in the enterprise/project for initiating disciplinary proceedings for, against or in regard to them with intimation to Chief of Personnel. |
| (iii) Discharge/termination/dismissal order/stoppage or with-holding of annual increment/acceptance of resignation | : Chief of Personnel in respect of all officers and staff of the Corporation including Shipping & Liaison Office with approval of Chairman | Head of Enterprise/Project in respect of all officers, staff and workers of the enterprise/project. |
| 7. Approval of O. T. | : Head of Divn./Deptt. in respect of all officers and staff working in the Divn./Deptt. provided his prior approval was taken | Head of Enterprise/Project in respect of all officers, staff and workers working in the enterprise/project. |
| 8. Approval of Tour Programme : | (i) Heads of Divns./Deptts. in respect of all officers and staff working in the Divn./Deptt.

(ii) Concerned Director in case of Heads of Divns. | (i) Head of Enterprise/Project in respect of all officers, staff & workers working in the enterprise/project.

(ii) Director-in-charge in case of Heads of Enterprise/Project. |

FINANCIAL POWERS

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GENERAL GUIDELINES ON FINANCIAL POWERS:

1. Cases not covered by the given delegation shall be submitted to Chairman, BCIC for approval.
2. The powers delegated are subject to the relevant orders/instructions issued by the Government from time to time on specific issues.
3. All powers are to be exercised as per the prescribed procedures. For any deviation from it, prior approval of the next higher authority is to be taken.
4. All cases requiring approval at Head Office, are to be submitted to the concerned Division of Head Office who will examine the same and submit to the appropriate authority for approval.
5. Excess over original estimates shall be approved by the authorities as under:
 - (i) Upto 10% by the authority according administrative approval.
 - (ii) Above 10% and upto 30% by the next higher authority of the authority according to administrative approval.
6. Only those civil/electrical/mechanical works are to be taken up for design/estimates etc. leading to technical approval, which are included in the approved PP or approved capital budget or have otherwise been cleared for execution by the competent authority.
7. While submitting write of proposal to the appropriate authority full particulars of the loss are to be given by filling up the required proforma as given in the Book of Financial Regulations (Financial Code & Powers). Write off cases requiring approval of Head Office, are to be submitted to the Audit & Investigation Division of Head Office for initial examination.
8. All revenue expenditure for Enterprises/Projects shall be approved by the appropriate authority as mentioned provided budget provision exists and normal rules and regulations are complied with.
9. No change in entitlements to service/working facilities having immediate or future financial implications is to be made even if budget provisions covers without approval of the appropriate authority.
10. Procurement cases of enterprises beyond Tk. 2.00 crores are to be sent to Head Office Purchase Division for obtaining approval of the competent authority.
11. Cases of purchase of land and building are to be processed through the Estate Management Deptt. of Sectt. Division of Head Office.
12. In the enterprise/project, sales of surplus/unuseable materials are to be considered through tender irrespective of the quantity and value involved after obtaining the required prior administrative approval and in the manner as prescribed by the Corporation. Delivery of such materials are to be effected under the supervision of a responsible officer to be nominated by the Head of Enterprise/Project.

**POWER TO ACCORD ADMINISTRATIVE APPROVAL
FOR
(A) NON-ADP CAPITAL EXPENDITURES OF
CIVIL, ELECTRICAL & MECHANICAL
NATURE FOR ENTERPRISE :**

Authority	Extent of power	Remarks
1. Director-in-charge with concurrence of Director (T&E) Director (Fin.) and Chairman.	Above Tk. 3.00 crores and upto Tk. 5.00 crores.	Provided budget provision exists
2. Enterprise/Company Management Board.	Above Tk. 2.00 crores and upto Tk. 3.00 crores.	-do-
3. Head of Enterprise	Upto Tk. 2.00 crores.	-do-

**(B) NON-ADP CAPITAL EXPENDITURE OF GENERAL
NATURE SUCH AS TRANSPORT, FURNITURE,
FIXTURE ETC. FOR ENTERPRISES:**

Authority	Extent of power	Remarks
1. Director-in-charge with concurrence of Director (Finance) & Chairman	Above Tk. 3.00 crores and upto Tk. 5.00 crores.	Provided budget provision exists
2. Director-in-charge with concurrence of Director (Fin.)	Above Tk. 2.00 crores and upto Tk. 3.00 crores.	-do-
3. Enterprise/Company Management Board.	Above Tk. 0.75 crores and upto Tk. 2.00 crores.	-do-
4. Head of Enterprise.	Upto Tk. 0.75 crores.	-do-

**POWER TO ACCORD ADMINISTRATIVE APPROVAL
FOR
(A) CAPITAL EXPENDITURE OF CIVIL, ELECTRICAL
AND MECHANICAL NATURE TO BE FINANCED
THROUGH ADP FOR ENTERPRISE AND PROJECTS:**

Authority	Extent of power	Remarks
Director (P&I) with concurrence of Director (T&E) Director (Fin.) and Chairman.	Above Tk. 3.00 crores and upto Tk. 5.00 crores.	Provided budget provision exists in sanctioned ADP Budget and approved PP
2. Enterprise/Company Management Board	Above Tk. 2.00 crores and upto Tk. 3.00 crores.	-do-
3. Head of Enterprise/ Project	Upto Tk. 2.00 crores.	-do-

NOTE: In case where there is no Enterprise/Company Management Board, Director (P&I) with concurrence of Director (T&E) and Director (Finance) shall accord approval for cases above Tk. 2.00 crores and upto Tk 3.00 crores

**(B) CAPITAL EXPENDITURE OF GENERAL NATURE SUCH
AS TRANSPORT, FURNITURE, FIXTURE ETC. TO BE
FINANCED THROUGH ADP FOR ENTERPRISES AND
PROJECTS:**

Authority	Extent of power	Remarks
1. Director (P&I) with concurrence of Director (Finance) and Chairman.	Above Tk. 3.00 crores and upto Tk. 5.00 crores.	Provided specific provision exists in the sanctioned ADP budget and approved PP
2. Director (P&I) with concurrence of Director (Finance).	Above Tk. 2.00 crores and upto Tk. 3.00 crores.	-do-
3. Enterprise/Company Management Board.	Above Tk. 0.75 crores and upto Tk. 2.00 crores.	-do-
4. Head of Enterprise/ Project.	Upto Tk. 0.75 crores.	-do-

NOTE: In case where there is no Enterprise/Company management Board, Director (P&I) with the concurrence of Director (Finance) shall accord approval for cases above Tk. 0.75 crores and upto Tk. 3.00 crores.

**POWER TO ACCORD TECHNICAL APPROVAL/SANCTION
FOR WORKS : (CIVIL/ELECTRICAL/MECHANICAL).**

(BOTH ADP AND NON-ADP)

Authority	Extent of power	Remarks
1. Head of Construction and Head of MTS Division of Head Office and Chief Engr. of Enterprise/Project.	Full power	Provided budget provision exists in case of Non-ADP and specific provision exists in the sanctioned ADP budget and approved PP in case of ADP expenditures.
2. Addl. Chief Engineer (Civil/Elect / Mech.) of Enterprise/Project /H.O.	Upto estimated cost of Tk. 75.00 lacs.	-do-
3. Dy. Chief Engineer (Civil/ Elect./Mech.) of Enterprise/ Project/H.O.	Upto estimated cost of Tk. 40.00 lacs.	-do-
4. Civil Engineer holding charge of Constrn. Deptt. of Enterprise/Project.	Upto estimated cost of Tk. 20.00 lacs (for Civil Engineering works).	-do-
5. Asstt. Civil Engineer holding charge of Constrn. Deptt of Enterprise/ Project.	Upto estimated cost of Tk. 5.00 lacs (for Civil Engineering works).	-do-

POWER TO ACCORD APPROVAL TO PURCHASES FOR ITEMS TO BE PROCURED BY THE CORPORATE HEADQUARTERS.

Item of purchase	Authority and extent of power	Remarks	
A. All items notified from time to time by the Purchase Divn. BCIC Head Office to be procured by the Corporate Headquarters within the limits of purchase power ceiling	(i) Director (Comm.)	Above Tk. 1.00 crore and upto Tk. 2.00 crores with concurrence of Director (Fin.) and Chairman in an individual case.	Subject to (i) Budget provision (ii) Availability of fund (iii) Processing by the concerned Tender Committee and observance of purchase procedure.
	(ii) -do-	Above Tk. 50 (fifty) lacs and upto Tk. 1.00 (one) crore with concurrence of Director (Finance) in an individual case.	-do-
	(iii) -do-	Above Tk. 10 (ten) lacs and upto Tk. 50 (fifty) lacs in an individual case.	-do-
	(iv) Sr. G. M./ G. M. (Purchase)	Upto Tk. 10 (ten) lacs in an individual case.	-do-
B. Cash Purchase (Head Office)	(i) Sr. G. M./ G. M. (Purchase).	Upto Tk. 10,000/- (Tk. ten thousand) only or, individual item.	Subject to (i) Budget provision (ii) availability of fund and (iii) observance of cash purchase procedure.
	(ii) -do-	Upto Tk. 25,000/- (Tk. twenty five thousand) only on individual item with concurrence of Director (Comm.) and Director (Finance).	-do-

POWER TO ACCORD APPROVAL TO PURCHASE AT THE ENTERPRISES/PROJECTS UNDER BCIC

Item of purchase	Authority	Extent of power	Remarks
A. Raw materials, spares.	i) Head of Enterprise/ Project	i) Above Tk.250 lacs and upto Tk. 2.00 crores in an individual case.	Subject to: i) Budget provision. ii) availability of fund and iii) processing by the tender Committee and observance of purchase procedures
B. Consumables of local origin Excluding items to be procured by Head Office Central Purchase Division	ii) Head of purchase Deptt not below the rank of D.G.M.	ii) Upto Tk. 2.50 lacs in an individual case.	-do-
ii) Import of Raw materials, spares, consumables excluding items to be procured by Head Office Central Purchase Division.			
iii) Items manufactured abroad but locally available excluding items to be procured by Head Office Central Purchase Division.			
C. Cash Purchase	Head of Enterprise/ Project.	i) Upto Tk. 25,000/- at a time ii) Above Tk. 25,000/- with written prior approval of Director-in-charge and Director (Fin.).	Subject to: i) Budget provision. ii) availability of fund iii) observance of purchase procedures. -do-

NOTE:

- i) In no case total amount spent for cash purchase in a financial year shall exceed Tk. 5.00 lacs (five lacs) in a medium size enterprise/project and Tk. 10.00 lacs (ten lacs) in a big size enterprise/project (Enterprise having turn over upto Tk. 10 (ten) crores and Project having investment upto Tk. 10 (ten) crores is considered as medium size).
- ii) For import of spares upto Tk. 2.50 lacs, administrative approval to be accorded by Head of Enterprise and beyond Tk. 2.50 lacs, by the Enterprise/Company Management Board.

SCHEDULE -VII

POWER TO ACCORD ADMINISTRATIVE APPROVAL
FOR
(A) CAPITAL EXPENDITURE OF GENERAL NATURE AT
BCIC HEAD OFFICE:

Item	Authority	Extent of power	Remarks.
1. Vehicle	Secretary with the concurrence of Director (Finance) and Chairman	Full	Subject to budget provision & purchase to be effected by Purchase Divn. of H.O.
2. Purchase of furniture fixtures, brief case office equipments and miscellaneous/other expenditures as are capital in nature	1. Head of C.S. Deptt with concurrence of Secretary.	Upto Tk. 25,000/- (Tk. twentyfive thousand) only.	-do-
	2. Secretary with the concurrence of Director (Fin.)	Full	-do-
3. Purchase of Books, Journals.	Secretary	Full	Subject to budget provision and purchase to be effected by MIS Divn.

(B) LAND, BUILDING, ESTATE PROPERTIES AND CIVIL
ENGINEERING WORKS (NON-ADP) AT BCIC HEAD OFFICE:

Authority	Extent of power	Remarks.
1. Director(Finance) with concurrence of concerned Director and Chairman.	Above Tk. 50(fifty) lacs and upto Tk. 2.00 crores	Provided budget provision exist Valuation of land and building should be done by the EMD in consultation with the Chief Engineer (Civil) before such cases are processed for approval.
2. Secretary with the concurrence of Director (Finance).and concerned Director	When the value is upto Tk. 50 (fifty) lacs.	-do-
3. Civil Engineering works (Non-ADP) :		
(i) Technical approval by Head of Constrn. Divn. Head Office.	Full	Provided budget provision exist
(ii) Administrative approval by Director (T&E) with concurrence of Director(Fin.)	Upto Tk. 50 (fifty) lacs.	-do-
(iii) Administrative approval by Director (T&E) with concurrence of Director (Fin.) and Chairman.	Above Tk. 50 (fifty) lacs and upto Tk. 2.00 crores.	-do-

POWER FOR SALE OF GOODS AND OTHER ITEMS.

Description	Authority	Extent of power	Remarks
1. Export sales	i) Director(Comm)	Upto Tk.25 (twenty-five) lacs.	The standing Export Committee shall review the Corporation's export performance from time to time and fix the price and quantity from time to time.
	ii) Director (Comm) with concurrence of F. D. and Director (P&R)	Above Tk. 25 lacs and upto Tk. 1 (one) crore.	
	iii) Director (Comm) with concurrence of Director (P&R), F.D. and Chairman	Above Tk. 1 (one) crore and upto Tk. 2(two) crores.	
2. Local sales	Head of Enterprise/Project	Full	Subject to Corporation's rules & regulations in this regard.
3. Sales of surplus construction materials, if any, at the Head Office.	Head of Const. Division.	i) Upto Tk. 10,000/- only	Sales may be considered either by public auction or by calling tenders as may be considered more profitable for the Corporation
		ii) Above Tk. 10,000/- and upto Tk. 50,000/-	
		iii) Beyond Tk. 50,000/ with concurrence of Director (T&E) and Director (Fin)	
4. Sales of surplus materials/furniture/fixture other than construction materials at Head Office.	i) Head of CSD with concurrence of Secy.	Tk. 10,000/- only.	Sales may be considered either by calling of tenderers as may be considered more profitable. In case of sales by tender this shall be processed through the Tender Committee
	ii) Secretary with concurrence of Director (Fin.)	Above Tk. 10,000/- and upto Tk.50,000/- (fifty thousand) only.	
	iii) Secretary with concurrence of Director (T&E) and Director (Finance)	Above Tk. 50,000/-	

SCHEDULE-VIII (Contd.)

Description	Authority	Extent of power	Remarks.
5. Sales of surplus materials at the Enterprises/Projects.	By following the procedures as approved by the Corporation.		
i) Surplus/unusable raw materials.		-do-	
ii) Scraps & un-serviceable materials/furniture/fixtures		-do-	
iii) Process by-product which can not be re-used		do	
iv) Surplus/unusable construction materials		-do-	
6. Sale of surplus/unserviceable transport/equipment by Head Office and Enterprise/Project.		-do-	

POWER TO SIGN CONTRACTS/AGREEMENTS ETC.

Authority	Extent of power	Remarks
1. Secretary, BCIC	Power of Attorney to sign bi-partite contracts/ Agreements etc. on behalf of BCIC	Subject to Contracts, Agreements etc. having been duly processed and approval of competent authority authorities obtained
2. Head of Construction & MTS Division in Head Office.	Power to sign bi-partite Agreements/ contracts with Bangladeshi firms/ individual for execution of works (Civil/ Electrical/ Mechanical) of BCIC Head Office	-do-
3. Head of Enterprise/ Project	Power to sign bi-partite agreements/ contracts with Bangladeshi firms/ individual for execution of works (Civil/ Electrical/ Mechanical) of the respective Enterprise/ Project	-do-

POWER TO WRITE OFF LOSSES

A. WRITE OFF LOSSES FOR CORPORATION HEAD OFFICE

Authority	Extent of power	Remarks
a) Secretary with concurrence of Director (Fin.)	Upto Tk. 10,000/- only in each case	All proposals for write off losses are subject to proper enquiry having been made to fix responsibility for loss and all efforts having failed to recover the loss
b) Secretary with concurrence of Director(Fin.) and Chairman.	Above Tk. 10,000/- and upto Tk. 25,000/- only in each case.	do

B. WRITE OFF LOSSES FOR ENTERPRISE/PROJECT :

a) Head of Enterprise/ Project with concurrence of Director in-charge and Director (Fin.)	Upto Tk. 10,000/- only in each case.	All proposals for write off losses are subject to proper enquiry having been made to fix responsibility for loss and all efforts having failed to recover the loss
b) Director in charge with concurrence of Director (Fin.) and Chairman	Above Tk. 10,000/- and upto Tk. 25,000/- only in each case	-do-

POWER TO AWARD WORK TO CONSULTANTS/ADVISERS AND TO APPOINT PROFESSIONAL ACCOUNTANTS FOR ASSIGNMENTS OF AUDITING, ACCOUNTING ETC. IN ENTERPRISE/ PROJECT :

Authority	Extent of power	Remarks.
1. Concerned Director with concurrence of Director (Fin.) and Chairman.	For works costing Tk. 25,000/- only and above but below Tk.1 (one) lac.	In case of foreign consultants, also subject to Govt. clearance.
2. Concerned Director on recommendation of the Head of concerned Division	For works costing upto Tk. 25,000/only in each individual case.	-do-
3. Director (Finance) with concurrence of Chairman.	Special assignments involving fees above Tk. 25,000/- and upto Tk. 50,000/- -only	To appoint professional Accountants
4. Director (Finance).	Special assignments involving fees upto Tk. 25,000/- -only.	-do-

**POWER TO SANCTION GENERAL OFFICE EXPENDITURE
I.E. EXPENDITURE OF THE NATURE OF OFFICE
CONTINGENCY AS ARE DEALT AT HEAD OFFICE.**

Item of expenditure	Authority	Extent of power	Remarks
1. Prize, award, cash reward.	Concerned Director	Upto Tk.2,000/-only in each individual case	Subject to budget provision
2. Installation of office/residential telephone.	Secretary with administrative approval of Chairman.	Full	-do-
3. Hire of residential/official accommodation.	Secretary	Full	-do-
4. Hire/renewal of lease agreement for one year	Head of EMD	Full	-do-
5. (i) Purchase of Newspapers	a)Head of Divn./ independent Deptt.	(a) One Newspaper per day	-do-
(ii)Purchase of Newspaper and Journal	b)Secretary	(b) Upto Tk.500/-	-do-
6. Law charges/fees of legal advisers.	Secretary	Full	Subject to budget provision
7. Tax Advisers fees and charges.	Secretary	Full	-do-
8. Sanction of payment of fines imposed on the drivers of the Corporation vehicles provided the default was not due to avoidable negligence or breach of traffic rules.	Head of CSD	Full	-
9. a) Routine advertisement such as for tender.recruitment, lega; notice etc.	Head of MIS	Full	Subject to budget provision

Item of expenditure	Authority	Extent of power	Remarks
b) Advertisement other than routine advertisement such as sales promotional advertisement in Newspaper, journal and in Radio, T.V. for Head Office as well as for Enterprise and Project.	Head of MIS	a) Upto Tk. 2,000/- only at a time b) Exceeding Tk 2,000/- only under authorisation of Chairman	-do- -do-
c) Sanction for printing of various publications including brochures, catalogues literatures, souvenir*	(a) Head of MIS	(a) Upto Tk. 5000/-	-do-
	(b) Head of MIS with concurrence of Director (Comm.)	(b) Upto Tk. 25,000/-	-do-
	(c) Head of MIS with concurrence of Director (Comm.) and Director (Fin.)	(c) Upto Tk. 50,000/-	-do-
	(d) Head of MIS with concurrence of Director (Comm.), Director (Fin.) and Chairman.	(d) Above Tk. 50,000/-	-do-
10 Postage and Telegram, freight charges etc. electricity bills, office telephone bills, residential telephone bill upto ceiling, rents, rate and taxes of bldgs. owned or hired by the Corporation.	Head of CSD	Full	-do-
11 Sanctioning expenditure for the maintenance and repairs of office buildings/Rest Houses.	a) Head of CSD	(a) Upto Tk 10,000/- only	-do- In case of works costing Tk 5000/- and above prior technical approval of Const./MTS Divn. will have to be obtained.
	b) Secretary	(b) Beyond Tk 10,000/- only	
and related other materials			
12. Repair and maintenance of furniture, fixture, office equipments like Typewriter calculator and Duplicating machine	(a) Head of CSD and Head of Division.	(a) Upto Tk. 1000/- in each individual case	Subject to budget provision. In case of works costing Tk. 5,000/- and above, prior technical approval of Const./MTS Divn. will be obtained. -do-
	b) Secretary	(b) Full Full	
13. Purchase of diesel oil, petrol, fuel and oils at contract rates in respect of pool cars and car attached to Chairman and Directors and Secretary	b) Secretary Head of CSD	(b) Full Full	Subject to budget provision and limitation as per entitlement

Item of expenditure	Authority	Extent of power	Remarks
14. Repair and maintenance of vehicles	a) Head of CSD b) Secretary and other Heads of Divisions : c) Secretary with concurrence of Director (Finance) :	(a) Upto Tk.1,000/- (b) Upto Tk.10,000/- (c) Above Tk.10,000/-	Subject to budget provision and as per prescribed procedures
15. Subscription, other miscellaneous and non-recurring expenses.	a)Secretary b)Secretary with concurrence of F.D.	(a) Upto 2,000/- in each case (b) Upto Tk 10,000/- in each case	Subject to budget provision
16. Training expenses	a)Chief of Personnel b) Secretary on recommendation of R&T Deptt. and COP. c)Secy. with concurrence of F.D. d)Secy. with concurrence of F.D. & Chairman. Heads of Divn/ Dept.	(a) Upto Tk.10,000/- (b) Upto Tk.25,000/- only (c) Upto Tk.50,000/-only (d) full	-do- -do- -do- -do-
17. Reimbursement of Medical, TA/DA, Conveyance, Overtime		Full	Subject to budget provision and the requirement of relevant rules.
18. a)Erection of stalls of exhibitions.	a)Exhibition Committee b)Director(Com) with concurrence of F. D.	(a) Upto Tk.1(one)lac (b) Upto Tk.5(five)lacs	Subject to budget provision -do-
b)illuminations and other expenditures on ceremonial occasions.	a)Secy. with concurrence of F.D. b) Secy. with concurrence of F.D. and Chairman	(a) Upto Tk 10,000/-only (b) full	-do- -do-
19. Expenditure in connection with business promotion	a) Concerned Head of Divn. with concurrence of concerned Director b)Concerned Director with concurrence of F.D. c) Concerned Director with concurrence of F.D. and Chairman	a) Not exceeding Tk.1000/- in a month (b) Above Tk.1000/- and Upto Tk.5000/- per month. (c) Above Tk.5000/- per month	-do- -do- -do-
20. Entertainment expenses in connection with Parties/Conference etc.	a)Head of CSD and Head of Division b)Secretary	(a) Upto Tk.500/- in each occasion (b) Upto Tk 5000/- in each occasion	-do- -do-

Item of expenditure	Authority	Extent of power	Remarks
	c) Secy. with concurrence of F.D.	(c) Upto Tk. 10,000/- in each occasion	-do-
	d) Secy. with concurrence of F.D. and Chairman.	(d) -Full	-do-
21. Power to sanction renting of office/ Gowdown to private parties	Secy. with concurrence of Director(Finance)	Full	Rent to be fixed by assessment of current rates.
22. Power to sanction uniforms, liveries, Umbrellas etc. for employaes entitled to free supply of the same	Secy. for corporation Head-quarters	Full	Subject to budget provision as per rules
23. Essential utility services in hired office accommodation	a) Head of Divn./ Head of CSD	(a) Upto Tk. 500/- only	Subject to budget provision
	b) Secy.	(b) Upto Tk. 10,000/- only	-do-
	c) Secy. with concurrence of Director(T&E) and Director(Fin.)	(c) Above Tk. 10,000/-	-do-
24. Misc. Office expenses including purchase of emergency office supplies	a) Head of Divn./ Deptt. holding independent charges and Head of CSD in respect of Sectt. Divn.	a) Upto Tk. 500/- in each case. and Upto Tk. 1,000/- by the Head of Divn. with concurrence of concerned Director and Head of CSD with concurrence of Secretary	-do- -do-
	b) Secy. with concurrence of F.D.	(b) Full	-do-
25. Unforeseen contingencies	a) Secretary	(a) Upto Tk. 5,000/- only	-do-
	b) Secy. with concurrence of Director(Finance)	(b) Upto Tk. 10,000/- only and	-do-
	(c) Secretary with concurrence of Director (Fin.) and Chairman.	(c) Above Tk. 10,000/- only	-do-
26. Renting of BCIC Head Office owned building :	Secretary	Full	Subject of standard rent and lease agreement.
27. Lease of BCIC Head office owned land :	Secretary	Full	Subject to standard lease agreement.

**POWER TO ACCORD APPROVAL FOR REVENUE AND OTHER
GENERAL EXPENDITURE AT THE ENTERPRISES/ PROJECTS
UNDER BCIC.**

Item	Authority of the Head of the Enterprise/Project	Remarks.
1. Establishment expenditure on salary, wages etc.	Full	This is subject to condition that number of personnel is within approved set-up and no recruitment is made without approval of competent authority and also all payments are within the provision of MNS and IWWPC orders and any other instruction given by the Govt./Corporation from time to time.
2. Advertisement a) Advertisement in the press.	a) By following the advertisement policy of the Govt. and corporation.	
(b) T.V. Radio Bill Board, Neonsign, film, cinema, Harding, Bell Sign etc.	b) -Full-	Texts and designs of sales promotional advertisement meant for Press/Radio/ T.V/Bill Board/ Bill sign/Neonsign Hoarding/ short films/Cinema slides/ Talops/Calenders shall have to be submitted to PRD of BCIC Head Office for obtaining prior approval of Director(Comrn.)and Chairman, BCIC
3. Repair and maintenance	(a) Upto Tk.1(one)lac (b) Above Tk.1(one) lac with the approval of Enterprise/Company Management Board.	
4. Sanction of residential tele-phones/ subscription	-Full-	with the approval of the Enterprise/Company Management Board.

SCHEDULE - XIII(Contd.)

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1	Item	Authority of the Head of the Enterprise/Project	Remarks.
21.	5. Prize, award cash reward.	(a) Upto Tk 500/- in a specific case not exceeding 6 (six) such awards in a financial year (b) Upto Tk.2000/- with approval of Director Incharge	Guidelines for prize awards; cash rewards are to be followed. -do-
22.	6. Erection of stalls etc. for exhibition	Full	With concurrence of Director in-charge and Director(Finance)
23.	7. Sanction for renting/Hiring of to / from office/ Godown to/ from private parties	Full	With the approval the Enterprise/ Company Management Board and in case of Project with the approval of Director in-charge.
24	8. Other revenue expenditure	Full	Subject to budget provision and observance of existing rules/ procedures.