

Table of Authority

Sl#	Items	Approval Authority	Remarks
Human Resource Management			
1	Creation of new post		
1.1	- Director and above, post retirement contractual staff	ED	In consultation with Board/Board Chair
1.2	- Below the level of Director	ED/DED	Based on recommendation of concerned Director and EMT.
2	Staff Requisition		
2.1	- Director/DED	ED	In consultation with Board/Board Chair
2.2	- Regular staff other than Director	ED/DED	Based on recommendation of concerned Director and EMT.
2.3	- Short term staff	ED/DED	Based on recommendation of concerned Director and DFA/DF, EMT if applicable.
2.4	- Service staff	ED/DED	
2.5	- Consultant	ED/DED	
3	Short-listing of applications for job		
3.1	Preliminary short-listing as per basics	Preliminary shortlisting will be done by the HRMS system.	Final short listing should be done through the automated HRMS or by one staff at a higher level or by an external in case of technical position as appropriate.
3.2	Final short-listing for Executive Director (ED)	ED in Consultation with Board Chairperson	
3.3	Final short-listing for Deputy Executive Director (DED)	ED	
3.4	- Final short-listing for Director and above level	ED/ DED	
3.5	- Final short-listing up to Coordinator level	DED/ Director	
3.6	- Final short listing up to Deputy Coordinator level	Coordinator	
3.7	- Final short listing of Service staff at CCC	CCC recruitment committee	
3.8	- Final short listing of Service staff	Deputy Coordinator	
3.9	- Final shortlisting for short term contractual staff	Supervisor	
3.9	- Final shortlisting for short term contractual staff at CCC	CCC recruitment committee	
3.10	- Consultant	DED/Concerned Director	
4	Examination of script of written test		
4.1	- Candidates for Office Assistant	One Deputy Coordinator+ One	If the difference between the scores of

	level	Assistant Coordinator	two examiners is above 14, the script/s will be sent to a third examiner
4.2	- Candidates for Driver level	One Coordinator+ One Deputy Coordinator	
4.3	- Candidates for up to Assistant Coordinator level	Two Coordinators	For technical position concerned Coordinator plus one external will examine. In case of technical positions, depending on availability of examiners with the requisite skills set, examination of the script/s by a single examiner would suffice. If the difference between the scores of two examiners is above 14, the script/s will be sent to a third examiner
4.4	-Candidates for Deputy Coordinator and Coordinator level	Two Directors	For technical position one external examiners together with concerned Director will examine the script. In case of technical positions, depending on availability of examiners with the requisite skills set, examination of the script/s by a single examiner would suffice If the difference between the scores of two examiners is above 14, the script/s will be sent to a third examiner
5	Oral Test (viva/interviews)		
5.1	- Candidates for Office Assistant level	One Deputy Coordinator + one Assistant coordinator+ one external	
5.2	- Candidates for Driver level	One Coordinator + one Deputy Coordinator + one external	
5.3	- Candidates up to Assistant Coordinator level	Two Directors/two Coordinators from two divisions+ one external	Subject to availability ED/DED can be a member.
5.4	- Deputy Coordinator and Coordinator level	ED/DED + two Directors + one external	
5.5	- Director/DED	ED, Board Chair, another Board members+ one external	
5.6	- ED	Board Chair, two Board Members + one external	
5.7	- Short term contractual staff	Two members from concern division/study + one from different division	
5.8	-Service staff	Three Deputy Coordinator	
5.9	- Short term contractual staff and Service staff at CCC	CCC Recruitment committee	
6	Appointment		
6.1	- ED	Board	Based on recommendation of selection committee.
6.2	- Director/DED	ED on behalf of Board	
6.3	- Regular staff below Director level	ED/DED	
6.4	- Short-term staff & Service staff	DFA/DF	

6.5	- Short-term staff & Service staff at CCC	CCC recruitment committee	
7	Issue of offer letter		
7.1	- Regular staff & above up to Directors	ED/DED	
7.2	- DED	ED	
7.3	-ED	Board Chair	
8	Disposal of acceptance of offer		
8.1	-Disposal of acceptance of offer	Person issuing offer letter	
9	Issue of Letter of Employment		
9.1	- Need based and service staff	Coordinator-HR&OD	
9.2	- Need based and Service staff at CCC level	CCC President	
9.3	- Bridge Staff	ED/DED	
9.4	- Regular Staff up to Assistant Coordinator level	ED/DED	
9.5	- Regular Staff of Deputy Coordinator to Directors	ED/DED	
9.6	-DED	ED	
9.7	-ED	Board Chair	
10	Acceptance of joining letter		
10.1	-Acceptance of Joining Letter	Person issuing letter of employment	
11	Issue of Confirmation Letter		
11.1	- Regular staff & above up to Directors	ED/DED	Based on Performance Appraisal Report of concerned Director.
11.2	-DED	ED	
11.3	-ED	Board Chair	
12	Change of Designation		
12.1	-Change of Designation	ED/ DED	Based on recommendation of EMT.
13	Transfer (within division/dept/unit)		
13.1	- Up to the level of Deputy Coordinator	Supervisor not below Director	For staff receiving technical support from other division, subject to consent of the concerned division.
13.2	- Above Deputy Coordinator level	ED/ DED	
14	Transfer (inter divisional)		
14.1	- Director & above	N.A.	
14.2	- Below Director level	ED/DED	Based on recommendation of concerned Director(s).
15	Reallocation of job/working area		
15.1	- Up to the level of Coordinator	ED/DED	In consultation with concerned Director.
15.2	- Director and above level	N.A	
16	Casual Leave		
16.1	-Casual Leave	Supervisor	

17	Sick Leave		
17.1	Sick leave	Supervisor	
18	Earned Leave		
18.1	- Less than six working days	Supervisor	
18.2	- Up to one month	Supervisor not below Coordinator level	Based on recommendation of Supervisor
18.3	- Above one month	Supervisor not below Director level and above	
19	Quarantine Leave		
19.1	-Up to 7 continuous days	Supervisor	Consultation with concerned Director will be required if the leave is more than 7 consecutive days (including holidays).
19.2	-Up to 15 continuous days	Supervisor not below Coordinator level	
19.3	-More than 15 continuous days	Supervisor at Director level and above	
20	Maternity Leave		
20.1	-Maternity Leave	Supervisor at Director level and above	
21	Paternity Leave		
21.1	-Paternity Leave	Supervisor	
22	Leave on account of accident/Long sickness		
22.1	-Leave on account of accident/Long sickness	ED/DED	Based on recommendation of Supervisor and Concerned Director
23	Leave on account of Pregnancy & Child birth		
23.1	-Leave on account of miscarriage	Supervisor above Coordinator Level	
23.2	-Leave on account of still birth	Supervisor above Coordinator Level	
24	Leave without Pay		
24.1	a) Below Director - Up to one month	Supervisor at Director level and above	Based on recommendation of Supervisor.
24.2	- More than one month	ED/DED	Based on recommendation of relevant Director.
23.3	b) Director & above	ED	Based on recommendation of Supervisor.
25	Study Leave		
25.1	-Study Leave	ED/DED	Based on recommendation of relevant Director
26	Training Leave		
26.1	-Leave to attend training arranged by staff	Supervisor at Director level and above	Concerned supervisor to decide on the relevance of the training to staff work.
27	Accrued Compensatory Leave		
27.1	-Accrued Compensatory Leave	Supervisor	
28	Rest & Recreation Leave		
28.1	-Rest & Recreation Leave	ED/DED	Recommendation of Supervisor and concern Director will be required
29	Work in Extended Hour		

29.1	- Dhaka Office (staff other than cleaner, office assistant, driver cum messenger)	Supervisor at Director level and above	Coordinator-IT and Manager-Administration must be intimated in advance.
29.2	- At CCC offices	Supervisor	
30	Work on holidays/weekend		
30.1	- At Dhaka Office	Supervisor at Director level and above	Coordinator-IT and Manager-Administration must be intimated in advance.
30.2	- At CCC	DFA/DF	Recommendation of DCE will be required.
31	Late Arrival/Early Departure		
31.1	Late Arrival/Early Departure (After 4:00 PM)	Supervisor	Based on justification
32	Deduction of EL/Salary for late attendance/absence		
32.1	-Deduction of EL/Salary for late attendance/absence	Coordinator-HR&OD	Under intimation to concerned staff
33	Issue of Show Cause Notice		
33.1	-Issue of Show Cause Notice	Supervisor/ HR	In consultation with HR / relevant director
34	Issue of Warning Letter		
34.1	-Issue of Warning Letter	ED/DED	Should be preceded by Show cause notice
35	Suspension		
35.1	- Up to Deputy Coordinator level	Director	Based on recommendation of supervisor
35.2	- Coordinator & above level	ED/DED	
36	Termination of staff		
36.1	- Any staff below the level of Director	ED/DED	Based on recommendation of EMT acting on investigation report.
36.2	- Director and above level	Board (Based on recommendation of ED.)	ED to implement subject to approval of Board
37	Dismissal of staff		
37.1	- Any staff below the level of Director	ED/DED	Based on investigation report and recommendation of a team consisting of three EMT members.
37.2	- Director and above level	Board (Based on recommendation of ED.)	ED to implement subject to approval of Board/Board Chair
38	Acceptance of resignation		
38.1	- Up to Deputy Coordinator level	ED/ DED	
38.2	- Above Deputy Coordinator level	ED/ DED	
38.3	- Director and above	ED on behalf of Board	ED to implement in consultation with Board/Board Chair
38.4	-Need based staff & Service Staff	Coordinator- HR&OD	
38.5	-Bridge Staff	DFA/DF	

38.6	-Need based staff & Service Staff at CCC Level	CCC President	
39	Approval of Training		
39.1	-Within country	Supervisor not below Director	Based on recommendation of Supervisor.
39.2	-Outside country	ED/ DED	Based on recommendation of Supervisor and concerned Director.
40	Approval of salary and benefit package		
40.1	-For Regular Staff	Board	
40.2	- For Short-term Staff	ED/DED	
Procurement			
41	Approval of Purchase Requisition/purchase		
41.1	- Up to Taka 50,000 at Dhaka Office	Concerned Directors	Based on the recommendation of Supervisor not below Deputy Coordinator
41.2	- Above Taka 50,000 at Dhaka Office	ED/ DED	Based on the recommendation of Concerned Director.
41.3	-Up to Taka 5,000 at CCCs	Area Coordinator -CE	
41.4	-Above Taka 5,000 at CCCs	CCC President	
42	Issue of Purchase Order		
42.1	- Dhaka Office upto Taka 50,000	Concern Directors	Based on the recommendation of Deputy Coordinator Procurement/ Committee and approval of DFA/DF (Up to Taka 50,000). Two different persons should be involved in approving the Purchase Requisition (PR) and Purchase Order (PO).
42.2	-Dhaka Office above Taka 50,000	ED/DED	Based on the recommendation of DFA/DF and approval of ED/DED
42.3	-Up to Taka 8,000 at CCCs	Area Coordinator-CE	
42.4	-Above Taka 8,000 at CCCs	CCC President	
43	Extension of delivery time for supply of goods/service:		
43.1	- At Dhaka office	DFA/DF	
43.2	- At CCCs	CCC President/ Area Coordinator-CE	
44	Store Requisition		
44.1	- Regular Office & Programme supplies items	- Supervisor not below Deputy Coordinator	Coordinator (F&A)/-Deputy Coordinator-Admin will review and issue based on availability.
44.2	- Calendar, Diary and other communication materials with limited supply	- Supervisor not below Coordinator	Coordinator (F&A) will review and issue based on availability.
45	Acquisition		
45.1	- Vehicle	ED/DED	Procurement will be processed by the procurement committee.
45.2	- Land/Building	Board	
46	Official use of vehicle		
46.1	- Within Dhaka City	DFA/DF/Coordinator F&A	Recommendation of Concerned Director will be required
46.2	- Outside Dhaka City (in exceptional cases)	ED/DED	
47	Private use of Vehicle		

47.1	- Within Dhaka City (in exceptional cases)	ED/DED	Based on proposal of concerned Director and review of Coordinator-F&A
48	Purchase Advance		
48.1	Purchase Advance	PI refer to Advance Management	
Budgetary Control			
49	Approval of Budget		
49.1	- Up to Taka 50,000 (for Dhaka Cost Centre)	DFA/DF	Based on proposal of concerned Director and review of Coordinator-F&A
49.2	- Over Taka 50,000 (for Dhaka Cost Centre)	ED/ DED	Based on proposal of concerned Director and review of Coordinator-F&A/DFA/DF
50	Approval of annual budget/revised budget of CCCs		
50.1	Approval of annual budget/revised budget of CCCs	DFA/DF	Based on recommendation of Concerned Director
51	Re-allocation of budget within approved line items		
51.1	Re-allocation of budget within approved line items	DFA/DF	Based on recommendation of Concerned Director
Expenditure/Payments			
52	Authorization of un-budgeted Expenditure		
52.1	- Up to Taka 20,000	DFA/DF	Based on proposal of concerned Director
52.2	- More than Taka 20,000	ED/ DED	
53	Authorization of budgeted expenditure		
53.1	- Up to Taka 50,000	DFA/DF	Based on recommendation of concerned Director
53.2	- Above Taka 50,000	ED/DED	Based on review of Coordinator-F&A and DFA/DF.
54	Approval of Voucher		
54.1	- Up to Taka 50,000	DFA/DF	Based on review of Coordinator-F&A
54.2	- Above Taka 50,000	ED/ DED	Based on review of Coordinator-F&A and DFA/DF
55	Issue of Cash (open) Cheque at Dhaka Office		
55.1	- Up to Taka 10,000	DFA/DF	
55.2	- Above Taka 10,000	ED/DED	
56	Issue of Cash (open) Cheque at CCC Offices		
56.1	-Taka 3,001-Tk.5,000 at CCCs	CCC President	
56.2	-In exceptional case, up to Taka 20,000 at CCCs	CCC President	
57	Approval of expenditure of CCCs		
57.1	Approval of expenditure of CCCs	CCC President	Checked by Area Coordinator (CE) and reviewed by President of finance sub-committee. Budget allocation will be required for incurring any expenditure.
58	Transfer of Fund from one CCC to another		
58.1	Transfer of Fund from one CCC to another	DFA/DF	Based on recommendation of concerned Director and Deputy

			Coordinator-Finance & Accounts
59	Stop payment of salary of staff		
59.1	- Below the level of Director	DFA/DF	Based on recommendation of Director
59.2	- Director and above level	ED/ DED	Based on recommendation of DED
60	Disbursement of salary of approved amount		
60.1	Disbursement of salary of approved amount	DFA/DF	Based on proposal of Deputy Coordinator F&A and recommendation of Coordinator-F&A and Coordinator-HR
61	Issue of Salary Statement		
61.1	Issue of Salary Statement	Coordinator-(F&A)	Statement will be as per salary sheet
62	Issue of Pay Slip		
62.1	Issue of Pay Slip	Deputy Coordinator -Finance & Accounts	Statement will be as per salary sheet
63	Cheque Signing		
63.1	- Up to Taka 500,000	DFA/DF + Any Directors	Based on review of Coordinator-F&A
63.2	- Up to Taka 5,000,000	ED/DED + Any Directors	Based on review of Coordinator-F&A
63.3	- Any amount	ED/DED + Any authorized Board Member (Except Staff Salary Transfer, Internal Transfer, Provident Fund and Gratuity Transfer, Tax and VAT Payment to Govt. Exchequer)	Based on review of Coordinator F&A and/or DFA/DF
63.4	-Any amount at CCCs	Area Coordinator-CE (who is in-charge of CCC office)+CCC President/Authorized Member	Within the prescribed limit and subject to review by Area Coordinator - CE. Consultation with relevant head office staff, if needed
63.5	S2B/BEFTN:		
63.5.1	- Up to Taka 500,000	DFA/DF + Any Director	
63.5.2	- Up to Taka 5,000,000	ED /DED + Any Director	
63.5.3	- Any Amount	ED/DED + Any authorized Board Member (Except Staff Salary Transfer, Internal Transfer, Provident Fund and Gratuity Transfer, Tax and VAT Payment to Govt. Exchequer)	Based on review of Coordinator F&A and/or DFA/DF
Agreement			
64	Signing of Funding Agreement		
64.1	Signing of Funding Agreement	ED/DED	
65	Appointment of Consultant		
65.1	Appointment of Consultant	ED/ DED	All appointment of consultant must be recommended by concerned Director and reviewed by DFA/DF
66	Signing of MoU		
66.1	- With third party	ED/ DED	Based on recommendation of respective Director and review of DFA/DF for tax/VAT & other legal implications
66.2	- Signing of MoU with partner at CCCs	CCC President + DFA/DF	Recommendation of Director-CE will be required

66.3	Signing of agreement with third parties at CCCs (except lease agreement)	CCC President	
66.4	- MoU between TIB and CCC	ED/DED	
67	Signing of Lease Agreement/service contract		
67.1	Signing of lease agreement	ED/DED	
67.2	Signing of service contract (upto Tk. 50,000)	DFA/DF	
67.3	Signing of service contract (above Tk. 50,000)	ED/DED	
Advance Management			
68	IOU Advance		
68.1	Up to Taka 20,000	DFA/DF	Based on recommendation of Coordinator-F&A
69	Programme Advance		
69.1	- At Dhaka Office	DFA/DF	Recommendation of Supervisor will be required
69.2	- At CCCs	CCC President	
70	Travel Advance		
70.1	Travel Advance	DFA/DF	Recommendation of supervisor will be required
71	Advance to suppliers		
71.1	- Up to 50% of Agreed Amount	DFA/DF	
71.2	- More than 50%	ED/DED	
71.3	- Up to 50% of work order at CCCs	CCC President	Recommended by Area Coordinator - CE
71.4	- Above 50% of work order at CCCs	DFA/DF	
72	Advance against House Rent		
72.1	- Any amount	DFA/DF	As per agreement
Bank Accounts			
73	Opening/closing of Bank Accounts and changing of bank signatories		
73.1	- At Dhaka Office	ED/DED (Subject to Board approval)	Board approval by circulation, when appropriate.
73.2	- At CCCs	DFA/DF	Recommendation of concerned Director will be required
74	Approval of Bank Reconciliation Report (BRR)		
74.1	- At Dhaka Office	Coordinator-F&A	BRR will be prepared by staff member who is not involved in bank transaction process
74.2	- At CCCs	CCC President/ Area Coordinator-CE	
Travel Approval			
75	Travel Authorization		
75.1	- At Dhaka Office	Supervisor	
75.2	- At CCCs	Supervisor	
76	Travel in higher class than entitlement (other than air travel)		
76.1	Travel in higher class than entitlement (other than air	ED/DED	Recommendation of concerned Director will be required

	travel)		
77	Availing of accommodation at rate higher than the approved rate		
77.1	Availing of accommodation at rate higher than the approved rate (in exceptional cases)	ED/DED	With proper documentation and recommendation of concerned Director
78	Travel by Air		
78.1	Travel by Air	ED/ DED	
Reports			
79	Reports		
79.1	Financial Report of CCCs	CCC President	Prepared by Area Coordinator-CE and Reviewed by Convener-Finance Sub-Committee
79.2	Narrative Report for Donors	ED/DED	Based on Directors' input
79.3	Financial Report for Donors	DFA/DF	
Others			
80	Opening/closing/editing Chart of Accounts		
80.1	Opening/closing/editing Chart of Accounts	DFA/DF	Proposal of Deputy Coordinator-Finance & Accounts and recommendation of Coordinator-Finance & Accounts will be required
81	Writing-off of Asset of any value		
81.1	Writing-off of Asset of any value	ED/DED (subject to EMT decision)	With the approval of Board, and consent of donors where necessary
82	Change of Office Layout		
82.1	Change of Office Layout	ED/DED	Based on recommendation of EMT
83	Approval of Requisition		
83.1	Conference Room Reservation	Deputy Coordinator-Administration	Requisition should be issued from the level of Deputy Coordinator & above
83.2	IT Item Requisition	Supervisor not below Coordinator level	Based on recommendation of Coordinator-IT
84	Hiring of Office Space		
84.1	- At Dhaka	ED/DED	Subject to Board's approval
84.2	- At CCCs	DFA/DF	Based on recommendation of CCC President.
85	Issue of no-objection certificate for foreign travel (official/personal), request letter for visa, letter of introduction etc	ED/DED/Directors	Based on recommendation of supervisor at the level of Coordinator and above
86	Approval to take up outside assignment/consultancy	ED/DED	Subject to application in the due process

Note:

1. Amendments approved by the 110st and 112th meeting of Board of Trustees;
2. Any authority vested with a coordinator/deputy coordinator can be exercised by his/her supervisor; and
3. This Table of Authority is a living document, which may be from time to time amended subject to the Board's approval. Any change in Authority as per Manuals duly amended after 23 June 2022 will be integral part of this Table subject to approval of the Board.