



**ABC LIMITED**

S.NO.	Particulars of Delegation	Exercised Jointly / Solely	BOD	Audit CMT	Mngt CMT	CEO	CFO	MANAGER					DEPT. HEAD		Remarks & Clarification		
								OPERATIONS	IT	HR	ADMIN	FINANCE	SALES & MARKETING	COMMUNICATION			
	Approval	S			S												
<b>5 PROVISION / WRITE OFF</b>																	
(a)	<b>Trade Debtors</b>																-do-
	Recommendation	J				J	J										
	Approval	S	S														
(b)	<b>Other receivables/advances</b>																
	Recommendation	J				J	J										
	Approval	S	S														
<b>6 STOCK (PROVISION FOR SLOW MOVING)</b>																	
	Approval	S	S														As per already approved policy
<b>7 INVESTMENT AND LOANS</b>																	
(a)	<b>Any amount (other than to employees)</b>																
	Approval	J	J	J	J												Recommended by CFO
(b)	<b>INVESTMENT IN ASSOCIATES COMPANIES</b>																
	Approval	S	S														Shareholder will approve
<b>8 ADVANCES TO SUPPLIERS</b>																	
(a)	<b>Against approved</b>																
	Purchased orders upto PKR _____ Approval	S				S											Jointly Recommendation of HOD(Operation) / CFO Recommended by concerned Dept. and jointly approved by CEO / MNGT committee
(b)	<b>Over PKR _____</b>	J			J	J											Jointly approved by CE / MNGT committee
<b>9 PROCUREMENT POLICY</b>																	



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								OPERATIONS	IT	HR	ADMIN	FINANCE	SALES & MARKETING	COMMUNICATION		
(c)	Over PKR _____	S			S											Management Committee will approve the price
	<b>EXPORT PRICING</b>															
	upto PKR _____ M/tons															
	Recommendation	J					J				J		J			Jointly recommendation of HOD(S&M) / M(A)/CFO
	Approval	S					S									CE will approve the Price (FOB)
	Over _____ M/tons Or any long term commitment	S				S										MC will approve
<b>11</b>	<b>INCENTIVE TO CUSTOMERS - COMMERCIAL MARKET</b>															
	Recommendation	J					J				J		J			Jointly recommendation of HO(S&M) / M(A) CFO with CE
	Approval	S				S										Management Committee will approve incentive
<b>12</b>	<b>COMMISSION TO MIDDLEMEN</b>															
(a)	Up to Rs. _____ PMT															
	Recommendation	J					J				J		J			
	Approval	S					S									
(b)	Over Rs. _____ PMT Commission - Export up to US \$ _____	S				S										Management committee will approve commission
(c)	Over US \$ _____	J				J	J									MC & CEO will approve
<b>13</b>	<b>APPOINTMENT OF SALES DEALERS &amp; OTHER SELLING AGENTS</b>															

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								OPERATIONS	IT	HR	ADMIN	FINANCE	SALES & MARKETING	COMMUNICATION	
	Appraisals	J					J				J		J		Jointly recommendation of HOD(S&M)/ M(A) CFO with CE
	Dealership agreement	S			S										MNGT will approve the dealership
<b>14</b>	<b>FIXING CREDIT PERIOD &amp; LIMITS OF CUSTOMERS / DEALERS NO CREDIT TO INDIVIDUALS</b>														
<b>(a)</b>	Up to Rs. _____ million against bank guarantee for 15 days														Jointly by M(A) / HO(S&M)/CFO
	Recommendation	J					J				J		J		
	Approval	S				S									
<b>(b)</b>	Over Rs. _____ million & 15 days	J			J	J									MNGT –CMT will Approve.
<b>(c)</b>	For all unsecured cases														
	Recommendation	J				J	J				J		J		MNGT – CMT will Approve
	Approval	S			S										
<b>15</b>	<b>BANK OPERATION</b>														
	Opening / closing bank accounts & operations (including signatories, funding and non-funding limits)														
	Recommendation	J				J	J				J	J			
	Approval	S	S												Board will approve.
<b>16</b>	<b>SERVICE CONTRACTS</b>														
<b>(a)</b>	General Services, Transportation, clearance, Telephone, Fax, Maintenance (Recurring expenses within approved budget)														
	Recommendation	J					J	J	J	J					Jointly by all the concerned HOD
	Approval	S				S									
<b>(b)</b>	Non-Recurring														
	Recommendation	J					J	J	J	J					

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								OPERATIONS	IT	HR	ADMIN	FINANCE	SALES & MARKETING	COMMUNICATION		
	Approval	J			J	J										Jointly by CE/ MC
<b>16-A</b>	<b>MAJOR CONTRACTS / FACTORY</b>															
	All raw material, packing material, cement packing/ loading, shale/overburden / lime stone transportation, staff transportation and staff canteen etc.															
	Recommendation	J					J	J		J				J		Jointly by CFO/HOD(Operation)/ SM(IR&A)
	Approvals	S			S											MC will approve all the contracts
<b>17</b>	<b>RENTING PREMISES</b>															
<b>(a)</b>	<b>WITHIN APPROVED BUDGET</b>															
	Recommendation	J					J	J		J						
	Approval	S				S										CE will approve.
<b>(b)</b>	<b>EXCLUDING BUDGET</b>	J			J	J										Jointly by CE/ MC
<b>18</b>	<b>EXPENSES ADVERTISING AND PROMOTION</b>															
<b>(a)</b>	<b>All advertising and promotions expenses within approved budget</b>	S				S										
<b>(b)</b>	<b>Outside approved budget</b>															
	Approval	J			J	J										
<b>19</b>	<b>Expenses –Entertainment</b>															
<b>(a)</b>	<b>Within approved budget upto PKR _____</b>															
	Recommendation	J					J	J	J	J	J	J	J	J		By concerned HOD
	Approval	S				S										
<b>(b)</b>	<b>Exceeding _____</b>	J			J	J										Jointly by CE/ MC



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								OPERATIONS	IT	HR	ADMIN	FINANCE	SALES & MARKETING	COMMUNICATION		
(b)	Approval	S				S										CE will approve
	<b>Outside the country involving payment in foreign currency</b>															
	Approval	J			J	J										Jointly by CE/MNGT-CMT.
<b>23</b>	<b>FINES &amp; PENALTIES INCLUDING OTHER CHARGES</b>															
	Recommendation	J				J	J	J	J	J	J	J	J	J	J	Recommended by HOD & approval by MC
	Approval	S			S											
<b>24</b>	<b>INSURANCE</b>															
(a)	<b>Plant &amp; Machinery &amp; Motor Vehicles</b>															
	Recommendation Approval (Renewal)	J				J	J									
(b)	Approval	S			S											MC will approve
	<b>Group Life Insurance</b>															
(c)	Approval (Renewal)	S			S											-do-
	<b>New policies</b>															
	Recommendation	J				J	J									
	Approval	J	J													Board will approve
<b>25</b>	<b>FINANCIAL CHARGES</b>															
	<b>Under Mark-up arrangements &amp; under long term loans</b>															
	Recommendation	J					J				J	J				
	Approval	S				S										CE will approve
<b>26</b>	<b>APPOINTMENT OF CUSTOM CLEANING AGENTS / LOCAL HANDLING AGENTS (Export)</b>															
	Recommendations	J				J	J						J	J		
	Approval	S			S											MC will approve
<b>27</b>	<b>EXPORT EXPENSES (FREIGHT, AGENTS SERVICES AND ALL OTHER CHARGES)</b>															
	Recommendation	J					J				J		J	J		
	Approval	J			J	J										Approval by CE later by MC



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								OPERATIONS	IT	HR	ADMIN	FINANCE	SALES & MARKETING	COMMUNICATION	
<b>28</b>	<b>LONG TERM DEPOSITS / PREPAYMENTS</b>														
	Recommendation	J					J				J	J			
	Approval	S			S	S									Jointly by CE/MC
<b>29</b>	<b>AUDITORS REMUNERATION (STATUTORY AUDIT FEE)</b>														
	Recommendation	J		J			J								
	Approval	S	S												Board will approve on the recommendation of the Audit Committee
<b>30</b>	<b>INTERNAL AUDIT OUT SOURCE SERVICES PERIODICAL REMUNERATION / AUDIT FEE</b>														
	Recommendation	J		J			J								
	Approval	S	S												Board will approve
<b>31</b>	<b>CHANGES IN ORGANOGRAM</b>														
	Recommendation	J			J		J	J	J	J	J	J	J	J	Recommended by Concerned HOD
	Approval	J	J			J									
<b>32</b>	<b>PERSONNEL AUTHORITIES – EMPLOYMENT &amp; REMUNERATION (within the approved terms &amp; conditions of employment and the approved manpower budget)</b>														
<b>(a)</b>	<b>Appointment /Termination</b>														
	<b>(i) Chief Executive</b>														
	Recommendation	S			S										
	Approval	S	S												Approval by the Board
	<b>(ii) Company Secretary &amp; CFO</b>														
	Recommendation	S			S										
	Approval	S	S												Approval by the CE / Board
	<b>(iii) Other – SR. Management Staff A-GM Grade</b>														
	Recommendation	J					J	J	J	J	J	J	J	J	Recommended by HOD
	Approval	J			J	J									Jointly by CE / MNGT Committee

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								OPERATIONS	IT	HR	ADMIN	FINANCE	SALES & MARKETING	COMMUNICATION	
<b>(b)</b>	(iv) Workers/Junior Management staff														
	Recommendation	J					J	J	J	J	J	J	J	J	Recommended by HOD
	Approval	S				S									CE will sign the letter
	<b>Increments / Promotions</b>														
	(i) Chief Executive														
	Recommendation	S				S									To be informed to the chairman
	Approval	S	S												Approval by GRCE
	(ii) All other Sr. MNGT Staff														Later by Board
	Recommendation	S				S	S	S	S	S	S	S	S	S	Recommended by HOD
	Approval	J				J	J								Approval by the Chairman
<b>(c)</b>	(iii) All workers & JR. MNGT Staff														
	Recommendation	J					J	J	J	J	J	J	J	J	Recommended by HOD
	Approval	S				S									Approval by the CEO
	<b>CONTRACT TO RETIRED EMPLOYEES</b>														
	Recommendation	J					J	J	J	J	J	J	J	J	Recommendation by HOD
	Approval	S				S									MC will approve. However all the cases of MNGT staff will be approved by the chairman.
<b>33</b>	<b>BANK GUARANTEES ISSUED BY THE COMPANY</b>														
	UPTO PKR _____														
	Recommendation	J					J	J	J	J	J	J	J	J	Recommended by HOD
	Approval	S				S									
	Over PKR _____														
	Approval	J				J	J								MC will approve

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								OPERATIONS	IT	HR	ADMIN	FINANCE	SALES & MARKETING	COMMUNICATION		
<b>34</b>	<b>DISBURSEMENT OF ANNUAL PERFORMANCE BONUS / SPECIAL AWARD</b>															
	Recommendation	J			J											Recommended by concerned HOD, approval by MC
	Approval	S	S													Approval of the Chairman / Board
<b>35</b>	<b>AGREEMENT WITH COLLECTIVE BARGAINING AGENT</b>															
	Recommendation	J					J			J						
	Approval	J			J	J										Approval of CE/MC
<b>36</b>	<b>PERSONNEL AUTHORITIES - OTHERS</b>															
<b>(a)</b>	<b>Recruitment etc – advertising (within budget).</b>															
	Recommendation	J					J		J	J						
	Approval	S				S										
<b>(b)</b>	<b>STAFF &amp; WORKERS WELFARE SCHEME</b>															
	Recommendation	J			J	J										
	Approval	S	S													Approval by the Board
<b>(c)</b>	<b>Incentive Scheme</b>															
	Recommendation	J					J	J								
	Approval	S	S													Approval by the Board
<b>37</b>	<b>TRAINING ASSIGNMENTS ABROAD</b>															
<b>(a)</b>	<b>Abroad</b>															
	Recommendation	J					J	J	J	J						
	Approval	S			S											Approval by the MC
<b>(b)</b>	<b>Within Pakistan</b>															
	Recommendation	J					J	J	J							
	Approval	S				S										Approval by the CE

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								OPERATIONS	IT	HR	ADMIN	FINANCE	SALES & MARKETING	COMMUNICATION	
<b>38 LEAVE / VACATIONS</b>															
(i)	<b>Chief Executive</b>														
	Recommendation	S				S									
	Approval	S			S										Approval by the GRCE
(ii)	<b>All Sr. Management Staff</b>														
	Recommendation	S					S	S	S	S	S	S	S	S	Recommended by HOD
	Approval	S				S									Approval by CE
(iii)	<b>Workers / Jr. Management Staff</b>														
	Recommendation	S						S	S	S	S	S	S	S	Recommended by HOD
	Approval	S						S	S	S	S	S	S	S	Approval by HOD
(iv)	<b>Leave without pay</b>														
	Recommendation	S					S	S	S	S	S	S	S	S	Recommended by HOD
	Approval	J			J	J									Approval by MC
(v)	<b>Grant of special leave</b>														
	Recommendation	J					J	J	J	J	J	J	J	J	Recommended by HOD
	Approval	J			J	J									Approval by MC
<b>39 LOANS TO DIRECTORS</b>															
	Recommendation	J				J	J								Recommended by CFO / CE
	Approval	S													Approval by SECP
<b>40 APPOINTMENT OF EXTERNAL AUDITORS / LEGAL ADVISORS AND THEIR FEE IN ACCORDANCE WITH COMPANIES ORDINANCE</b>															
	Recommendation	J		J		J	J								
	Approval	S	S												Approval by the Shareholders

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								OPERATIONS	IT	HR	ADMIN	FINANCE	SALES & MARKETING	COMMUNICATION		
<b>41</b>	<b>ISSUANCE OF FINANCIAL STATEMENTS</b>															
	Recommendation	J				J	J									
	Approval	S	S													
<b>42</b>	<b>PAYMENT OF DIVIDEND</b>															
	Recommendation	S	S													
	Approval	S	S													Approval by the Shareholders
<b>43</b>	<b>CHARITY AND DONATIONS</b>															
	Recommendations	S	S													
	Approval	S	S													Board will approve the donations