

To: Chairman &amp; Board of Directors

2017.09.22

From: DGM - Finance

The Associated Newspapers of Ceylon Ltd.

Delegation of Financial Authority- Amended wef 22nd Sep 2017

**1 Purchase of Goods & Services other than News Print , Ink , Plates , Other Papers & Other Imported Materials & Spare parts**

Limit- Per Order	Request originates	Approval	Pending Approval
Up to Rs. 10,000/=	Deputy Manager - Procurement	Manager - Procurement	-
Over Rs. 10,000/= up to 100,000/=	Manager - Procurement	Purchasing Committee	DGM-Finance
Over Rs. 100,000/= up to Rs. 1M.	Head of Procurement through DGM- Finance	Chairman/GM	GM
Over Rs. 1M.	DGM - Finance through GM	Board of Directors	Chairman

**Purchasing Committees**

Category	Members of purchasing committee
A Purchases for Electrtro Mechanical Commercial Printing/ Building & Maintenance ( <b>Green</b> )	DGM - Corporate Planning Senior Manager Financial Accounts & Tax Head of IT
B Purchases for Transport, Project and Information Technology Departments ( <b>Pink</b> )	Senior Manager Advertising Head of Fund Mgt Head of Procurement
C Purchases for other Departments ( <b>white</b> )	DGM - Finance <del>DGM - Admin</del> <b>DGM-Corporate planning &amp; Financial Service</b> Manager - Treasury

**2 Purchase of News print /Ink/Plates/Other papers/Spare parts/Imported Materials & Spare Parts**

Limit per order	Request originates	Approval	Pending Approval
Up to Rs. 100,000/=	Head of SCM	DGM - Finance	-
Over Rs. 100,000/= up to Rs. 1Mn.	Head of Procurement through DGM-Finance	Chairman	GM
Over Rs. 1Mn.	Head of Procurement through DGM-Finance	Procurement Committee	Chairman

**Procurement Committee**

Chairman, DF,DL, GM, DGM- Finance, DGM- Admin , Head of SCM, CIA,DGM - Production Planning.

Senior Manager Operation

**3 Purchase of Property, Plant & Equipment**

Limit- Per Asset	Request originates	Approval	Pending Approval
Up to Rs. 0.5 M	Head of Procurement through DGM - Finance	Chairman	GM
Up to Rs. 0.5 M - 20M	Head of Procurement through DGM - Finance	Board of Directors	Chairman
Up to Rs. 20 M - 100M	Head of Procurement through DGM - Finance	Board of Directors	-
Over Rs. 100 M	General Manager	Ministry Tender Board	-

**4 Out source of Labor / Rent, Rates & Deposit.**

Limit- Per month	Request originates	Approval	Pending Approval
Up to Rs. 100,000/=	Relevant Head of Dept. thro relevant DGM	GM	DGM - Finance
Over Rs. 100,000/= up Rs. 500,000/=	Relevant DGM through GM	Chairman	GM
Over Rs. 500,000/=	Company Secretary	Board of Directors	-

\* Approval for individual payments is not required if blanket approval has been obtained.

**5 Vehicle Hiring Charges**

Limit- Per vehicle per month	Request originates	Approval	Pending Approval
Up to Rs.100,000/=	Head of Transport thro DGM-Admin	GM	DGM - Finance
Over Rs. 100,000/=	DGM - Admin thro General Manager	Chairman	GM

**6 Donations**

Limit- Per Donation	Request originates	Approval	Pending Approval
Up to Rs. 500,000/=	GM	Chairman	-
Over Rs. 500,000/=	GM	Board of Directors	-

**7 Media Sponsorship**

Limit- Per event	Request originates	Approval	Pending Approval
Up to Rs. 1,000,000/=	DGM - Corporate Planning	Chairman	GM
Over Rs. 1,000,000/=	GM	Board of Directors	Chairman

**8 Legal Fees, Compensation , Exgratia Payments & Guarantees**

Limit- Per case	Request originates	Approval	Pending Approval
Up to Rs. 500,000/=	Head of Legal through Company Secretary	Chairman	GM
Over Rs. 500,000/=	Head of Legal through Company Secretary	Board of Directors	Chairman

**9 Training , Subscriptions**

Limit- Per case/term	Request originates	Approval	Pending Approval
Up to Rs.100,000/=	Manager - Training	DGM - HC	DGM - Finance
Over Rs. 100,000/= up to Rs. 500,000/=	DGM - HC	Chairman	GM
Over Rs. 500,000/=	DGM - HC thro GM	Board of Directors	Chairman

**10 Consultancy Fees**

Limit- Per case/term	Request originates	Approval	Pending Approval
No Limit	Relevant DGM thro GM	Chairman	GM

**11 Entertainments for Meetings & Occasions, incentives & commissions.**

Limit- Per payment	Request originates	Approval	Pending Approval
Up to Rs. 10,000/=	Relevant Head of Dept.	DGM - Finance	-
Over Rs. 10,000/=	Relevant DGM through GM	GM	DGM - Finance

**12 Distress Loan**

Limit- Per loan	Request originates	Approval	Pending Approval
12 Months Basic Salary	DGM-Finance	GM	-

**13 Educational Loans / Special Loan**

Limit	Request originates	Approval	Pending Approval
No Limit	Relevant DGM through GM	Board of Directors	-

**14 Petty Cash/On Accounts**

Maximum amount from petty cash is Rs. 5,000/= , On Account is Rs. 75,000/=

Limit Per Payment	Request originates	Approval	Classification
Up to Rs. 2,500/=	Relevant Heads	Accountants , Assistant Accountants, of Finance Dept	Petty Cash/On Account
Over Rs. 2,500/= up Rs. 5,000/=	Relevant Heads	Managers of Finance Dept. Heads of HC , Sales & Transport	Petty Cash/On Account
Over 5,000/= to Rs. 10,000/=	Relevant Heads	EXCO members	ON Account
Over Rs 10,000/=	Relevant Heads thro relevant DGM	Chairman/GM/Co. Sec/DGM Finance	ON Account

**15 Publicity & Promotions**

Limit	Request originates	Approval	Pending App :
Up to Rs. 500,000/=	DGM - Sales or DGM - Advertising	GM	DGM - Finance
Over Rs. 500,000/=	GM	Chairman	GM

**16 Statutory Payments -Other than EPF/ETF/PAYE**

Limit -per payment	Request originates	Approval	Pending App :
Gratuity- No limit	DGM- Finance through GM	Chairman	-
VAT,NBT & Other Taxes	DGM- Finance	GM	-

**17 Refunds - [Except Newspaper returns]**

Limit -per payment	Request originates	Approval	Pending App :
Up to Rs. 10,000/=	Relevant Manager	Relevant EXCO member	DGM - Finance
Over Rs. 10,000/= to Rs. 50,000/=	Relevant DGM	GM	-
Over Rs. 50,000/=	Relevant DGM through GM	Chairman/Co Sec	-

**18 (i) Off day Payments, Travelling Allowances, Incentives & Staff claims**

Scheme approved by the Board of Directors ,Chairman/ Director-Finance

**(ii) News paper returns**

Scheme approved by the Chairman/Board of Directors

**(iii) Subscribers direct delivery contract payments**

Scheme approved by the Chairman/Board of Directors

**19 Advertising Rates and Cover Prices,**

Limit	Request originates	Approval	Pending App :
No limit	DGM - Finance thro GM	Chairman	-

**20 Correspondence payments**

Limit	Request originates	Approval	Pending App :
No limit	Deputy CAO	GM	DGM - Finance

**21 Signing of cheques, Fund transfers, L/C and other documentation relating to payment are as per Board resolution.**

## NOTES

### Note 01 Blanket approvals

If an approval has been obtained for a period, bulk, price/rate and recurring basis (blanket approval) , no approval is required for individual transactions until such conditions are not changed. If agreements are entered in to for the purchase of goods and services such agreements are considered as approval.

### Note 02- Approval arrangement

Head of Supply Chain Management should obtain necessary approvals for purchase of Goods and services except capital expenditure with the assistance of the respective user department. Necessary approvals for capital expenditure should be obtained by the respective user department.

### Note 03 -EPF/ETF/PAYE/Final Accounts

No separate approval is required as they are covered under salary.

### Note 04- Supplementary payments

Duty, Tax and all other payments relating imports are considered to be approved when the purchase of such items are approved.

### Note 05 -Members of EXCO

General Manager  
Company Secretary  
All Deputy General Managers  
Main Editors

### Note 06- Abbreviation

GM- General Manager  
DGM- Deputy General Manager  
Co Sec - Company Secretary