

CEO Circular No: ...81... /2023

CEO's Office
Sri Lanka Telecom PLC
Colombo.
3rd November 2023

To All Staff,

DELEGATION OF FINANCIAL AUTHORITY

Board of Directors has approved to revise the CEO's circular number 40/2023 dated 14th June 2023 with effect from 1st November 2023.

**1. Payment / Purchase Approval Authority,
a. Non-Standardized Goods and Services**

Approval Authority	LKR
	Limit (Up to)
Executive in A5 or above	100,000
Deputy General Manager	750,000
General Manager	1,500,000
Deputy Chief Officer	2,000,000
Company Secretary	5,000,000
Chief Officer	5,000,000
Chief Officer with Group Responsibilities	8,000,000
General Manager-Supply Chain Management / Chief Financial Officer	10,000,000
Chief Operating Officer (Note-01)	12,000,000
Chief Executive Officer (Note-01)	50,000,000
Junior Tender Board	10,000,000- 100,000,000
Senior Tender Board	100,000,000- 350,000,000
SLT Board	Over 350,000,000

Note-01: Payments of Non-Standardized Goods and Services between LKR 10 Million to 100 Million should normally channel through Junior Tender Board. However due to business requirement, Chief Operating Officer and Chief Executive Officer can approve up to LKR 12 Million and 50 Million respectively. For transactions over LKR 25 Million up to LKR 50 Million CFO recommendation is required

Note-02: Under the normal circumstances unless specified, all the items shall be treated as non-standardized.

Note-03: Chief Officers with Group responsibilities have the above authority levels for SLT-Mobitel Group

b. Standardized Goods and Services

Approval Authority	LKR
	Limit (Up to)
General Manager – Supply Chain Management / Chief Financial Officer	10,000,000
Chief Operating Officer (Note-01)	12,000,000
Chief Executive Officer (Note-01)	50,000,000
Junior Tender Board	10,000,000- 100,000,000
Senior Tender Board	100,000,000- 350,000,000
SLT Board	Over 350,000,000

Note-01: Payments of Standardized Goods and Services between LKR 10 Million to 100 Million should normally channel through Junior Tender Board. However due to business requirement, Chief Operating Officer and Chief Executive Officer can approve up to LKR 12 Million and LKR 50 Million respectively, however for transactions over LKR 25 Million up to LKR 50 Million, CFO recommendation is required.

Note-02: Standardized products and services are the items Standardized by respective Standardization committees.

c. Statutory Payments

Approval Authority	LKR
	Limit (Up to)
Executive in A5 or above of relevant field	1,000,000
Deputy General Manager of relevant field	100,000,000
General Manager of relevant field	500,000,000
Chief Officer of relevant field	Any Amount

d. Utility Payments – Electricity, Water, Postage and Fuel etc.

Approval Authority	LKR
	Limit (Up to)
Any Executive in A5 or above	1,000,000
Respective Deputy General Manager	100,000,000
Respective General Manager	500,000,000
Respective Chief Officer	Any Amount

e. Payments for International connectivity & IP Transit services from International Operators and Global ISPs, Operation and Maintenance to Central Billing parties of respective cable systems, Capacity Swaps/Sales/Leasing etc.

Due to the business requirements, CEO is authorized to approve equal LKR value of USD 1,000,000 for any of the above category of payments. Board approval should be obtained for over USD 1,000,000.

2. Minor Changes on STB/Board approved procurements

Any changes in STB/Board approved procurement with price, scope changes shall go through STB/Board approval process.

CEO can approve minor change requests including payment terms/methods made on approved procurements with the recommendation of the respective CET and CFO subject to no change in price or scope of the affirmed approval.

3. Contract Signing Authority

Non-Standardized/Standardized goods and services

Contract Signing Authority	LKR
	Limit (Up to)
No Contract / Agreement is required (Note -1)	Up to LKR 25 Million, Not necessary unless user / supplier requires
GM/SCM or CFO & CEO	Over LKR 25 Million excluding enterprise solutions
CBO-EB & CEO	LKR 25 Million to LKR 100 Million related to Enterprise Solutions
GM/SCM or CFO & CEO	Over LKR 100 Million related to enterprise solutions

Note-1: Mechanism to forfeit the advance payment guarantee/Performance bond is to be addressed in the Letter of Intent (LOI)

Exceptions to Contract Signing Authority

Agreements with International IPLC, Internet Connectivity Providers, ITSA and Rate Agreements can be signed by CBO-EB and CEO. Order forms can be signed by GM - Carrier Business or DGM -Carrier Business International with CEO's prior approval for the amount of financial commitment.

4. Additional Budget Authorization

a. CAPEX

Approval Authority	LKR
	Limit (Up to)
General Manager – Financial Planning and Management Accounting	1,000,000
Chief Financial Officer	10,000,000
Chief Executive Officer	75,000,000 within approved Capex envelop
Strategic Investment Management Committee	Unlimited within approved CAPEX envelop

b. OPEX (Within the approved ABP envelop)

Approval Authority	LKR
	Limit (Up to)
Accountant/OPEX Control	300,000
Deputy General Manager/OPEX Control	750,000
General Manager – Fixed Assets & Budget	1,500,000
Chief Financial Officer	25,000,000
Chief Executive Officer	Amount exceeding LKR 25,000,000 within approved OPEX envelop

Note: Any amount of additional OPEX outside the ABP approved envelop should be authorized by Board of Directors

5. SLT Vision Com Payments

CEO of SLTVC shall be given the authority equivalent to the level of SLT Chief Officer to contract with the content providers under the conditions of the authority matrix. If CEO of SLTVC is an employee of SLT, Contracts with the local content providers for video on Demand can also be signed by CEO of SLTVC.

6. The above authorization limits are including Taxes and levies except VAT as long as VAT is recoverable.

7. The officer approving the payments / budgets and the officer signing the agreements are responsible to strictly adhere to the authorization limits stated above.

8. The circular replaces the CEO circular number 40/2023 dated 14th June 2023.



Janaka R. Abeysinghe
Chief Executive Officer