

CEO Circular No. 39/2020

CEO's Office  
Sri Lanka Telecom PLC  
Colombo  
04<sup>th</sup> September 2020

To: All Staff,

### **DELEGATION OF FINANCIAL AUTHORITY**

Board of Directors has approved to revise the CEO's Circular number 15/2020 dated 05<sup>th</sup> March 2020 with effect from 01<sup>st</sup> September 2020.

#### **1. Payment /Purchase Approval Authority.**

##### **a. Non-Standardized Goods & Services**

<b>Approval Authority</b>	<b>LKR</b>
	<b>Limit (Up to)</b>
Executive in A5 or above	100,000
Deputy General Manager	750,000
General Manger/Deputy Chief Officer	1,500,000
Chief Officer	2,000,000
Chief Supply Chain Mgt. Officer/ Chief Financial Officer	5,000,000
Chief Operating Officer ( Note 1)	8,000,000
Chief Executive Officer ( Note 1)	12,000,000
Group Chief Executive Officer ( Note 1)	20,000,000
Junior Tender Board	5,000,000 – 30,000,000
Senior Tender Board	30,000,000 – 75,000,000
SLT Board	Over 75,000,000

Note 01: Payments between LKR 5 Million to 30 Million should normally channel through Junior Tender Board. However due to business requirement, Chief Operating Officer, Chief Executive Officer and Group Chief Executive Officer can approve up to LKR 8 Million, LKR 12 Million, and LKR 20 Million respectively.

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

b. Standardized Goods & Services

Approval Authority	LKR
	Limit (Up to)
General Manger - Procurement	2,000,000
Chief Supply Chain Mgt. Officer/ Chief Financial Officer	8,000,000
Chief Operating Officer ( Note 1)	10,000,000
Chief Executive Officer ( Note 1)	15,000,000
Group Chief Executive Officer ( Note 1)	20,000,000
Junior Tender Board	8,000,000 – 30,000,000
Senior Tender Board	30,000,000 – 75,000,000
SLT Board	Over 75,000,000

Note 01: Payments between LKR 08 Million to 30 Million should normally channel through Junior Tender Board. However due to business requirement, Chief Operating Officer, Chief Executive Officer and Group Chief Executive Officer can approve up to LKR 10 Million, LKR 15 Million and LKR 20 Million at the discretion of Chief Operating Officer, Chief Executive Officer and Group Chief Executive Officer respectively.

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

c. Statutory Payments

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

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

Approval Authority	LKR
	Limit (Up to)
Any Executive in A5 and above	1,000,000
Respective Deputy General Manager	3,000,000
Respective General Manager	10,000,000
Respective Chief Officer	Any amount

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

Due to business requirements, CEO is authorised to approve up to the limit of LKR 75.0 million for any of the above category of payments. Board approval should be obtained for over LKR 75.0 million.

## 2. Contract Signing Authority

Non-Standardized/Standardized Goods & Services

Contract Signing Authority	Limit (LKR)
No contract/agreement is required	Up to LKR. 5,000,000 not necessary unless user requires
GM Procurement & CSCMO	5,000,000 to 30,000,000
CSCMO or CFO & COO or CEO	30,000,000 to 75,000,000
CSCMO or CFO & COO or CEO	Over 75,000,000-Related to Enterprise Solutions
COO & CEO	Over 75,000,000 excluding Enterprise Solutions-STB & Board approved

Exceptions to Contract Signing Authority;

Agreements with International IPLC, Internet Connectivity Providers, ITSA and Rate Agreements can be signed by CEWO 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 the financial commitment.

## 3. Additional Budget Authorization

### a. CAPEX

Designation	Limit
	LKR
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)

Designation	Limit
	LKR
General Manager – Fixed Assets & Budget	200,000
Chief Financial Officer	10,000,000
Chief Executive Officer	Any amount within approved OPEX envelop

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

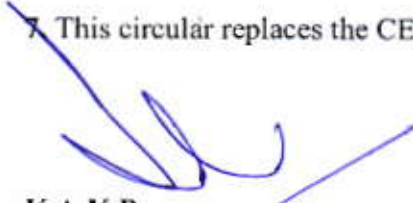
**4. SLT Vision Com Payments**

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.

5. The above authorisation limits are including Taxes and Levies except VAT as long as VAT is recoverable.

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

7. This circular replaces the CEO circular number 15/2020 dated 05<sup>th</sup> March 2020



**K.A.K Perera**  
Chief Executive Officer