

CEO's Office
Sri Lanka Telecom Plc
Colombo.
01st April 2022

To All Staff,

DELEGATION OF FINANCIAL AUTHORITY

Board of Directors has approved to revise the CEO's circular number 39/2020 dated 4th September 2020 with effect from 01st April 2022.

**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
Chief Officer	3,000,000
Chief Administrative Officer/ Group 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)	25,000,000
Junior Tender Board	5,000,000- 75,000,000
Senior Tender Board	75,000,000- 150,000,000
SLT Board	Over 150,000,000

Note 01: Payments of Non-Standardized Goods and Services between LKR 5 Million to 75Million should 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 25 Million respectively.

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

b. Standardized Goods and Services

Approval Authority	LKR
	Limit (Up to)
General Manager – Supply Chain Management	2,000,000
Chief Administrative Officer / Group 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)	25,000,000
Junior Tender Board	8,000,000- 75,000,000
Senior Tender Board	75,000,000- 150,000,000
SLT Board	Over 150,000,000

Note 01: Payments of Standardized Goods and Services between LKR 8 Million to 75 Million should 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 25 Million respectively.

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 up to the limit of LKR 100 Million for any of the above category of payments. Board approval should be obtained for over LKR 100 Million

2. Minor Changes on STB approved procurements

Any changes in STB approved procurement with price or scope changes shall go through STB approval process.

GCEO can approve minor change requests made on approved procurements with the recommendation of CAO and GCFO 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	Up to LKR 5,000,000 not necessary unless user requires
GM / SCM & CAO	5,000,000 to 30,000,000
CEWO & CEO	5,000,000 to 75,000,000 related to Enterprise Solutions
CAO or GCFO & COO or CEO	30,000,000 to 75,000,000
CAO or GCFO & COO or CEO	Over 75,000,000 related to Enterprise Solutions
COO & CEO	Over 75,000,000 excluding Enterprise Solutions-STB and Board Approval

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 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/ Group 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)
General Manager – Fixed Assets & Budget	200,000
Chief Financial Officer/ Group 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 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 39/2020 dated 4th September 2020.



Janaka R. Abeysinghe
Chief Executive Officer