



Ceylon Shipping Corporation Ltd.
Delegation Of Authority for Financial Control
For the Year 2021/22



Object	Area	Authorization (F.R.136)	Approval (F.R.137)	Certification (F.R. 138)	Payment Approval (F.R.139)
0001	Personal Emoluments Directors' Remuneration (PED Circulars relating to this) including Office/Shore Staff/Casual/ Contract/ Industrial Trainees as per the MSD Circulars relating to the Salaries. Medical Leave payment/Bonus (As per MOP of CSC (Sec.5,16,1&2))	Board of Directors of CSC (MSD Approved earlier)	Chairman/GM/DGM (HR/LI)	AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants	AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants
0002	Overtime <u>Staff Officers</u> Week days/Week end <u>Management Assistants & Other Staff</u> Week days/Week end i. Upto 100 hrs as per month ii. Above 100hrs. As per month (As per MOP (Sec.64))	Board of Directors of CSC Board of Directors of CSC	Chairman/GM/DGMs AGM's/M's/HOD's Chairman/GM/DGMs AGM's/M's/HOD's GM/DGM's/AGM's/M's HOD's Chairman	AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants	AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants
0003	Risk & Other Allowances - Norochchole Operation Staff officers & Management Assistant & Other Staff (As per AGM (RDD/HRD) Memo dated 28th November 2011 & MOP of CSC (Sec.5,10))	Board of Directors of CSC	GM/DGM's/AGM's/M's HOD's	DGM (HR/LI)/DGM's/AGM(HR)/ AGM's/M (HR)/M's/HOD's	AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants
0004	Traveling Expense <u>Domestic</u> Chairman & BOD Staff officers & Management Assistant & Other Staff (As per MSD Circular no. 34 dated 20.06.2007; PED1/2015 1/2015(i); 3/2015; 1/2020 MOP of CSC Sec.5.5,5.6,5.8) <u>Foreign</u> Staff officers (As per Circular No. MF 01/2015/01 dated 15/05/2015) Purchase of Air Ticket	Board of Directors of CSC Board of Directors of CSC Chairman	Chairman/GM Chairman/GM Chairman/GM	DGM (HR/LI)/DGM's/AGM(HR)/ AGM's/M (HR)/M's DGM (HR/LI)/AGM(HR)/ (M (HR) DGM (HR/LI)/AGM(HR)/ (M (HR)	AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCI. & Accountant/ Asst. Accountants

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0005	Telecommunication, Postal & Internet Telecommunication, Postal & Internet - (New Connection) Telecommunication, Postal & Internet - (Bill settlement) As per PED Circular 2/2015 & MOP of CSC Sec.5.12	Chairman GM/DGM's	GM/DGM's/AGM's/HOA DGM's/AGM's/HOA	DGM/HOA DGM/HOA	AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants
0006	Clothes/ Uniform & Shoe Allowance As per the resolution no. 105/2018 dated 19/01/2018 & Board Paper No. 35/2018 & MOP OF CSC 5.16.3; 5.16.4	Board of Directors of CSC	Chairman	GM/DGM (HR/LI/ M(HR))	AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants
0007	Fuel & Lubricants i. Bill Payment ii. Fuel Advance / Reimbursement up to Rs. 10,000/= Above Rs.10,000/= iii. Assigned Vehicles (Monthly allowance) As per the PED Circular Nos. 1/2015 dated 25/05/15 & 1/2015(ii) dated 27/10/16 iv. Fuel Allowance - for Assigned Vehicles As per the PED Circular Nos. 1/2015 dated 25/05/15 & 1/2015(ii) dated 27/10/16 President Secretariat at Circular No.PS/SP/Circular/02/20/dated 13/1/2020/PED01/2020 approval given by the Board of Directors of CSC	GM/DGM's DGM's/AGM's GM Board of Directors of CSC	DGM's/DPA/AGM's/M's HOD's DGM's/DPA/AGM's/M's HOD's DGM's/DPA/AGM's/M's HOD's GM/DGM's/DPA/AGM's/M's HOD's	DGM/HOA DGM/HOA DGM/HOA DGM/HOA	AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants
0008	Supplies. Stationary & Office Requisites Ships Repaire & Maintenance Bunker/Lub Oil & any other services * Under Sec. 3.5 P.G. - Direct Purchase- Goods & Services (for Small Value) As per the P.M. 2.14.1 * Under Sec. 3.4P.G. - Shopping Goods & Services As per the P.M. 2.14.1 * Under Sec. 3.6P.G. - Direct Purchase /Shopping Goods & Services (Repeat Order) As per the P.M. 2.14.1 * Under Sec. 3.1,3.2,3.3,Open Competitive Bidding Procedure As per the P.M. 2.14.1	Chairman/GM Chairman/GM Chairman/GM Chairman/GM	DGM's/AGM's/DPA/TS/M's HOD's/HOA	DGM's/DPA/TS/AGM's/M's HOD's/HOA	AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants

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0009	<u>Maintenance & Repair Expenditure</u> <u>Vehicles</u> Under Sec 3.5 & 3.6 P.G. Direct Contracting -Goods & Services/ Repairs 1 Procurement of spare parts from the original manufacture of equipment, or their authorized local agent or independent manufacture of spare parts, dealers where it is uneconomical to follow competitive procedure. i. Up to Rs. 200,000/= ii. Above Rs. 200,000/= (Minimum 03 Nos sealed quotation should be invited) 2 Repairs to Motor Vehicles & Equipments from the local accredited agents of the manufacture. (The PE satisfied that the quotation is reasonable, having taken in to account the economy of the repair cost, the age & condition of the vehicle) - PG 9.3.1 - suppliment 19-of-06.09.2010 i. Up to Rs.200,000/= ii. Above Rs. 200,000/=	Chairman Secretary, Line Ministry Chairman Secretary, Line Ministry	GM/DGM's/AGM's/HOA GM/DGM's/AGM's/HOA GM/DGM's/AGM's/HOA GM/DGM's/AGM's/HOA	DGM/HOA DGM/HOA DGM/HOA DGM/HOA	AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants
	3 Repairs to Motor vehicles & Equipments directly from the open market when it is uneconomical to follow the competitive procedure i. Up to Rs. 200,000/= ii. Above Rs. 200,000/=	Chairman Secretary, Line Ministry	GM/DGM's/AGM's/HOA GM/DGM's/AGM's/HOA	DGM/HOA DGM/HOA	AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants AGM(F)/FM/Snr. ACCL & Accountant/ Asst. Accountants

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0010	Plant, Machinery & Equipment - Direct Purchase Repairs- P.G.3.5 & 3.6 (PM Supplementary 35.)				
	i. Up to Rs. 200,000/=	GM/DGM's	DGM's/AGM's/HOA	DGM/HOA	AGM(F)/FM/Snr. ACCt. & Accountant/ Asst. Accountants
	ii. Above 200,000/=	Chairman	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/FM/Snr. ACCt. & Accountant/ Asst. Accountants
	(Minimum 3 Nos of sealed quotations should be obtained)				
0011	Buildings & Structures. (As per the limits of the 0010) should be followed)				
	i. Up to Rs. 200,000/=	GM/DGM's	DGM's/AGM's/HOA	DGM/HOA	AGM(F)/FM/Snr. ACCt. & Accountant/ Asst. Accountants
	ii. Above 200,000/=	Chairman	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/FM/Snr. ACCt. & Accountant/ Asst. Accountants
	(Minimum 3 Nos sealed quotations should be obtained)				
0012	Contractual Services Transport (Rent - Vehicle)				
	i. Temporally/ Short term	Chairman	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/FM/Snr. ACCt. & Accountant/ Asst. Accountants
0013	ii. Permanently (Operation Lease) (As per PED Circular no. 1/2018, dated 18/09/2018)	Board of Directors of CSC	Chairman	GM/DGM's/AGM's/HOA	AGM(F)/FM/Snr. ACCt. & Accountant/ Asst. Accountants
	Electricity and Water (Bill Settlement)	GM/DGM's	DGM's/AGM's/HOA	DGM/HOA	AGM(F)/FM/Snr. ACCt. & Accountant/ Asst. Accountants

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0014	Rents & Local Taxes	Board of Directors of CSC Chairman	GM/DGM's	AGM (Fy)HOA	AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants
0015	Others. (As per the limits of the 0010 should be followed) (i) News papers (ii) Other services	Chairman	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants
0016	Retirement Benefits <i>As per MOP Of CSC (Sec.5.14)</i>	Board of Directors of CSC	Chairman	GM/DGM (HR)/ M(HR)	AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants
0017	Property Loan Interest reimburse to CSC Staff <i>As per MOP Of CSC (Sec.6.7)</i>	Board of Directors of CSC	Chairman	GM/DGM (HR)/ M(HR)/IA	AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants
0018	Human resources Development Knowledge Enhancement & Institutional Development i. Up to Rs.50,000/- ii. Above Rs. 50,000/-	GM/DGM's Chairman	DGM's/AGM's/HOD GM/DGM's/AGM's/HOD	DGM/HOD DGM/HOD	AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants
0019	Advance & Loan to the CSC Staff 1 Petty cash Advance i. Up to Rs.10,000/-(at a time) ii. Above Rs.10,000/- Up to Rs.50,000/-(at a time) 2 Ad-Hoc sub imprest to Procurement Department i. Up to Rs.20,000/- Requirement for day to day Procurement (at a time) ii. Up to Rs.30,000/- Requirement for Vessels Procurement requirement (at a time) iii. Up to Rs.5,000/- Requirement for settlement of taxi faice (at a time) iv. Up to Rs.5,000/- Requirement for settlement of parking fee (at a time)	GM GM GM GM GM GM	HOD's/HOA HOD's/HOA HOD's/HOA HOD's/HOA HOD's/HOA	FM/Snr. ACCT FM/Snr. ACCT FM/Snr. ACCT FM/Snr. ACCT FM/Snr. ACCT	AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants AGM(Fy)FM/Snr. ACCT. & Accountant/ Asst. Accountants

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3	Cash Advances for Logistics/Chartering/ Liner Dept.				
	i. Upto Rs.500,000/= per employee	DGM's/AGM's/M's/HOD's/HOA	HOD's/HOA	FM/Snr. ACCT	AGM(F)/FM/Snr. ACCT. & Accountant/ Asst. Accountants
	ii. Above Rs.500,001/- Upto Rs.750,000/- per employee	GM	HOD's/HOA	FM/Snr. ACCT	AGM(F)/FM/Snr. ACCT. & Accountant/ Asst. Accountants
	iii. Above Rs.750,001/- Upto Rs.1000,000/- per employee	Chairman/GM	HOD's/HOA	FM/Snr. ACCT	AGM(F)/FM/Snr. ACCT. & Accountant/ Asst. Accountants
4	Loan Advance to Public Officers				
	i. Distress Loan				
	ii. Vehicle Loan <i>As per MOP of CSC (Sec.6.5 & 6.6)</i>				
	iii. Bicycle Loan				
	iv. Special Festival Advance				
	v. Festival Advance	Board of Directors of CSC	Chairman	HOD's	AGM(F)/FM/Snr. ACCT. & Accountant/ Asst. Accountants
	vi. Book Loan	Chairman	GM	AGM(F)/FM/Snr. ACCT. & Accountant/ Asst. Accountants	AGM(F)/FM/Snr. ACCT. & Accountant/ Asst. Accountants
	vii. Vessak Loan <i>As per MOP of CSC (Sec. 6.4)</i>	Chairman	GM	AGM(F)/FM/Snr. ACCT. & Accountant/ Asst. Accountants	AGM(F)/FM/Snr. ACCT. & Accountant/ Asst. Accountants
	viii. Housing Loan (From Commercial Banks) <i>As per MOP of CSC (Sec.6.7)</i>	Board of Directors of CSC	Chairman	Housing Loan Committee (Headed by IA)	Housing Loan Committee (Headed by IA)
0020	Entertainment	Chairman	GM/DGM's	GM/DGM's/AGM's/M's/HOA	AGM(F)/FM/Snr. ACCT. & Accountant/ Asst. Accountants
0021	Insurance				
	1 Vessel Insurance				
	i. Hull & Machinery				
	ii. P & I Cover (Protection & Indemnity)	Board of Directors of CSC	Chairman	GM/DGM (HR/LI)	AGM(F)/FM/Snr. ACCT. & Accountant/ Asst. Accountants
	iii. War Cover				
	iv. FD&D (Freight Demurrage & Defence)				
	v. Kidnap & Ransom				
	vi. Any other				

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2	General Insurance Employee Surgical & Hospitalization Policy Personal Accident Cover for CSC Employees Personal Accident Encashment (Coal project Operation) Property Cash in Transit cover with Infidelity Strike Riot & Commotion Cash In Safe Motor Vehicle any other	Board of Directors of CSC	Chairman	GM/DGM (HR/LI)/HOD's	AGM(FY/FM/Snr. ACCt. & Accountant/ Asst. Accountants
3	Other Non Vessel Operating Common Carrier Freight forwarders Liability	Board of Directors of CSC	Chairman	GM/DGM (HR/LI)/HOD's	AGM(FY/FM/Snr. ACCt. & Accountant/ Asst. Accountants
0022	<u>NVOCC/Logistics/Chartering Dept. Payments</u>				
1	Upto 1mn.	DGM /HOD	DGM /HOD	AMs of the respective department	AGM(FY/FM/Snr. ACCt. & Accountant/ Asst. Accountants
2	Upto 3mn.	DGM /HOD	DGM /HOD	DM of the respective department	AGM(FY/FM/Snr. ACCt. & Accountant/ Asst. Accountants
3	Upto 6mn.	Chairman/GM	Chairman/GM	DGM/ HOD of the respective department	AGM(FY/FM/Snr. ACCt. & Accountant/ Asst. Accountants
4	Over 6mn	Board of Directors of CSC	Chairman/GM	GM/ DGM of the respective department	AGM(FY/FM/Snr. ACCt. & Accountant/ Asst. Accountants
	(Above limits were approved by the Board of Directors at its 230th & 231st Board Meetings held on 04th January 2018 and 27th February 2018, respectively.)				

Note: 1. Strictly adhered to guidelines given by F.R. 136,137,138, and 139. Accordingly, avoid same person (designation) being involved the authority for approval, certification and payment in a single payment.

2. Circular issued by the president Secretariat PED/Finance Ministry and any other authorities in time to time will be bound by CSC.

1 Cheque Signing Authority For Rupee Accounts
SPECIFIED LIMITS

<u>FIRST SIGNATORY</u>	<u>SECOND SIGNATORY</u>	<u>LIMIT</u>
Assistant General Manager (Finance)/Senior Accountant	Chairman/ Executive Director General Manager/ Deputy General Manager (Commercial)/ Deputy General Manager Manager (Legal & Insurance /HR)	Over Rs.6,000,000/-
Senior Accountant	Deputy General Manager (Commercial)/ Deputy General Manager Manager (Legal & Insurance /HR)	Upto Rs. 6,000,000/-
Senior Accountant/ Accountant	Actg. Manager (Human Resource)	Up to Rs.3,000,000/-
Senior Accountant/ Accountant	Asst. Accountant/ Asst. Manager (Legal & Insurance)	Up to Rs.1,000,000/-

The Officers who have been authorized to sign the upper limits will IPSO FACTO, have authority to sign the lower limits.

2. Cheque Signing Authority For United States Dollar Accounts Maintained in People's Bank International Division (BECA)**SPECIFIED LIMITS****FIRST SIGNATORY****SECOND SIGNATORY****LIMIT**

Assistant General Manager (Finance)/Senior Accountant

Chairman/ Executive Director
General Manager/ Deputy General
Manager (Commercial)
Deputy General Manager
Manager (Legal & Insurance /IIR)

Over US\$ 30,000/-

Senior Accountant

Deputy General Manager
(Commercial)
Deputy General Manager
Manager (Legal & Insurance /HR)

Up to US\$ 30,000/-

Senior Accountant/
Accountant

Actg. Manager (Human Resource)

Up to US\$ 15,000/-

Senior Accountant/
AccountantAsst. Accountant/
Asst. Manager (Legal & Insurance)

Up to US\$ 5,000/-

The Officers who have been authorized to sign the upper limits will IPSO FACTO, have authority to sign the lower limits.

3 Cheque Signing Authority For United States Dollar Accounts Maintained in People's Bank Overseas Customer Services (BFCA)

SPECIFIED LIMITS

<u>FIRST SIGNATORY</u>	<u>SECOND SIGNATORY</u>	<u>LIMIT</u>
Assistant General Manager (Finance)/Senior Accountant	Chairman/ Executive Director General Manager/ Deputy General Manager (Commercial)/ Deputy General Manager Manager (Legal & Insurance /HR)	Over US\$ 30,000/-
Senior Accountant	Deputy General Manager (Commercial)/ Deputy General Manager Manager (Legal & Insurance /HR)	Up to US\$ 30,000/-
Senior Accountant	Actg. Manager (Human Resources)	Up to US\$ 15,000/-

The officers who have been authorized to sign the upper limits will IPISO FACTO, have authority to sign the lower limits

4 Online Banking Facility from Commercial Bank of Ceylon PLC.

<u>Multilevel Authorization</u>	<u>LIMIT</u>
Chairman General Manager Assistant General Manager (Finance) Senior Accountant	No Limits
Accountant Actg. Manager (human Resources)	Up to Rs.3,000,000/-
Asst. Manager (Legal & Insurance)	Up to Rs.1,000,000/-
Assistant Accountants Associate Officers System Administrator	Initiate/Supervision Initiate Administrator

5 Online Banking Facility from Bank of Ceylon.**Multilevel Authorization****LIMIT**

Chairman
 General Manager
 Assistant General Manager (Finance)
 Senior Accountant

No Limits

Accountant
 Acrg Manager (human Resources)

Up to Rs.3,000,000/-

Asst. Manager (Legal & Insurance)
 Assistant Accountants

Up to Rs.1,000,000/-
 Initiate/Supervision

Associate Officers
 Management Assistant

View & Initiate only

6 Abbreviations

CSC	Ceylon Shipping Corporation
PED	Public Enterprises Department
MSD	Management Service Department
MF	Ministry of Finance
FR	Financial Regulation
PG	Procurement Guideline
PM	Procurement Manual
MOP	Manual of Procedure
GM	General Manager
IA	Internal Auditor
DGM	Deputy General Manager
DGM (HR/LI)	Deputy General Manager(Human Resources/Legal & Insurance)
AGM(F)	Assistant General Manager (Finance)
AGM	Assistant General Manager
DPA	Designation Person ashore
TS	Technical Superintendent
FM	Finance Manager
M	Manager
M(HR)	Manager(Human Resources)
Snr. ACCT	Senior Accountant
DM	Deputy Manager
ACCT	Accountant
AM	Assistant Manager
HOD	Head of Department
HOA	Head of Administration
Asst. Acct.	Assistant Accountant
AO	Associate Officer
MA	Management Assistant