



# Ceylon Shipping Corporation Ltd



**Delegation of Authority for Financial Control**

**For the Year 2024/2025**



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Object	Area	Authorization (F.R 136)	Approval (F.R.137)	Certification (F.R. 138)	Payment Approval (F.R.139)
0001	<b>Personal Emoluments</b> Directors' Remuneration (PED Circulars relating to this) including Office/Shore Staff /Casual/ Contract/ Industrial Tranees 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 carder)	Chairman/GM/DGM (HR/LI)	AGM(F)/DFM/ Accountant Asst. Accountants	AGM(F)/DFM/ Accountant Asst. Accountants
0002	<b>Overtime</b> <b>Staff Officers</b> Week days /Week end  <b>Management Assistants &amp; Other Staff</b> Week days/Week end  i. Upto 100 hrs. per month  ii. Above 100hrs. per month (As per MOP (Sec.04))	Board of Directors of CSC  Board of Directors of CSC	Chairman/GM/DGM's AGM's/M's/HOD's  Chairman/GM/DGM's AGM's/M's/HOD's  GM/DGM's/AGM's/M's HOD's  Chairman	AGM(F)/DFM/ Accountant Asst. Accountants  AGM(F)/DFM/ Accountant Asst. Accountants  AGM(F)/DFM/ Accountant Asst. Accountants	AGM(F)/DFM/ Accountant Asst. Accountants  AGM(F)/DFM/ Accountant Asst. Accountants  AGM(F)/DFM/ Accountant Asst. Accountants
0003	<b>Risk &amp; Other Allowances - Norochhole Operation</b> Staff officers & Management Assitant & Other Staff ( As per AGM (BDD/HRD)Memo dated 28th November 2011 & MOP of CSC Sec.5.10 & Chairman Approvals )	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)/DFM/ Accountant Asst. Accountants
0004	<b>Traveling Expense.</b> <b>Domestic</b> Chairman & BOD Staff officers & Management Assitant & Other Staff ( As per MSD Circular no. 34 dated 20.06.2007 ;PED1/2015 1/2015(i); 3/2015,1/2020,1/2015(ii) MOP of CSC Sec.5.5,5.6,5.8)  <b>Foreign</b> Staff officers ( As per Circular No. M.F 01/2015/01 dated 15/05/2015)&Circular issued by Presedent secretarydated 15/03/2023 no.ps/csa/004/8 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)/DFM/ Accountant Asst. Accountants  AGM(F)/DFM/ Accountant Asst. Accountants  AGM(F)/DFM/ Accountant Asst. Accountants
0005	<b>Telecommunication, Postal &amp; Inernet</b> Telecommunication, Postal & Inernet - (New Connection)  Telecommunication, Postal & Internet - ( Bill settlement) As per PED Circular 2/2022.& 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)/DFM/ Accountant Asst. Accountants  AGM(F)/DFM/ Accountant Asst. Accountants
0006	<b>Clothes/ Uniform &amp; Shoe Allowance.</b> 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/DFM/Snr. ACct. & Accountant/ Asst. Accountants

0007	<b>Fuel &amp; Lubricants</b> i. Bill Payment  ii. Fuel Advance / Reimbursement up to Rs. 10,000/=  Above Rs.10,000/=  iii. Assigned Vehicles (Monthly allowance) <i>As per the PED Circular Nos. 1/2015 dated 25/05/15 &amp; 1/2015(i) dated 27/10/16</i>  iv. Fuel Allowance - for Assigned Vehicles <i>As per the PED Circular Nos. 1/2015 dated 25/05/15 &amp; 1/2015(i) dated 27/10/16 President Secretariat at Circular No PS/SP/Circular/02/20/dated 13/1/2020/PED01/2020 ;1/2015(ii) approval given by the Board of Directors of CSC</i>	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)/DFM/ Accountant Asst. Accountants  AGM(F)/DFM/ Accountant Asst. Accountants  AGM(F)/DFM/ Accountant Asst. Accountants  AGM(F)/DFM/ Accountant Asst. Accountants
0008	<b>Supplies.</b> <b>Stationary &amp; Office Requisites Ships Repaire &amp; Maintenance Bunker/Lub Oil &amp; any other services</b> * 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)/DFM/ Accountant Asst. Accountants      

0009	<b><u>Maintenance &amp; Repair Expenditure</u></b> <b><u>Vehicles</u></b> Under Sec.3.5 &3.6 P.G. Direct Contracting -Goods & Services/ Repairs				
	<b>1</b> Procurement of spare parts from the original manufacture of equipmemnt, 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/=	Chairman	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	ii. Above Rs. 200,000/=	Secretary, Line Ministry	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	(Minimum 03 Nos sealed quotation should be invited)				
	<b>2</b> 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/=	Chairman	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	ii. Above Rs. 200,000/=	Secretary, Line Ministry	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	<b>3</b> Repairs to Motor vehicles & Equipments directly from the open market when it is unecnomical to follow the competitive procedure				
	i. Up to Rs. 200,000/=	Chairman	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	ii. Above Rs. 200,000/=	Secretary, Line Ministry	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants

0010	<b>Plant, Machinery &amp; Equipment - Direct Purchase</b> 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)/DFM/ Accountant Asst. Accountants
	ii. Above 200,000/=	Chairman/GM	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	(Minimum 3 Nos of sealed quotations should be obtained)				
	Under the sec.3.4 P.G. Shopping - Goods & services				
	i. Up to Rs. 200,000/=	GM/DGM's	DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
0011	ii. Above 200,000/=	Chairman/GM	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	(Minimum 3 Nos of sealed quotation should be obtained)				
	<b>Buildings &amp; Structures (As per the limits of the 0010)</b> should be followed)				
	i. Up to Rs. 200,000/=	GM/DGM's	DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	ii. Above 200,000/=	Chairman	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	(Minimum 3 Nos sealed quotations should be obtained)				
0012	<b>Contractual Services</b> Transport (Rent - Vehicle)				
	i. Temporally/ Short term	Chairman	GM/DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	ii. Permanantly ( Operation Lease)	Board of Directors of CSC	Chairman	GM/DGM's/AGM's/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
	( As per PED Circular no. 1/2018,dated18/09/2018)				
0013	<b>Electricity and Water (Bill Settlement)</b>	GM/DGM's	DGM's/AGM's/HOA	DGM/HOA	AGM(F)/DFM/ Accountant Asst. Accountants

0014	<b><u>Rents &amp; Local Taxes.</u></b>	Board of Directors of CSC Chairman	GM/DGM's	AGM (F)/HOA	AGM(F)/DFM/ Accountant Asst. Accountants
0015	<b><u>Others.</u></b> ( 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(F)/DFM/ Accountant Asst. Accountants
0016	<b><u>Retirement Benefits</u></b> <i>As per MOP Of CSC (Sec.5.14)</i>	Board of Directors of CSC	Chairman	GM/DGM (HR)/ M(HR)	AGM(F)/DFM/ Accountant Asst. Accountants
0017	<b><u>Property Loan Interest reimburse to CSC Staff</u></b> <i>As per MOP Of CSC (Sec.6.7)</i>	Board of Directors of CSC	Chairman	GM/DGM (HR)/ M(HR)/IA	AGM(F)/DFM/ Accountant Asst. Accountants
0018	<b><u>Human resources Development.</u></b> Knowledge Enhancement & Institutional Development  i. Up to Rs.50,000/=	GM/DGM's	DGM's/AGM's/HOD	DGM/HOD	AGM(F)/DFM/ Accountant Asst. Accountants
	ii. Above Rs. 50,000/=	Chairman	GM/DGM's/AGM's/HOD	DGM/HOD	AGM(F)/DFM/ Accountant Asst. Accountants
0019	<b><u>Advance &amp; Loan to the CSC Staff</u></b> <b>1 Petty cash Advance</b>  i. Upto Rs.10,000/=(at a time)  ii. Above Rs.10,000/= Upto Rs.50,000/-(at a time)  ii. Above Rs.50,000/= Upto Rs.100,000/-(at a time)	GM  GM  Chairman/GM	HOD's/HOA/DM's  HOD's/HOA/DM's  HOD's/HOA/DM's	AGM(F)/DFM/ Accountant Asst. Accountants AGM(F)/DFM/ Accountant Asst. Accountants AGM(F)/DFM/ Accountant Asst. Accountants	AGM(F)/DFM/ Accountant Asst. Accountants AGM(F)/DFM/ Accountant Asst. Accountants AGM(F)/DFM/ Accountant Asst. Accountants
	<b>2 Ad-Hoc sub imprest to Procurement Department</b> 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 fare (at a time) iv. Up to Rs.5,000/= Requirement for settlement of parking fee (at a time)	GM  GM  GM  GM	HOD's/HOA/DM's  HOD's/HOA/DM's  HOD's/HOA/DM's  HOD's/HOA/DM's	AGM(F)/DFM/ Accountant Asst. Accountants AGM(F)/DFM/ Accountant Asst. Accountants AGM(F)/DFM/ Accountant Asst. Accountants AGM(F)/DFM/ Accountant Asst. Accountants	AGM(F)/DFM/ Accountant Asst. Accountants AGM(F)/DFM/ Accountant Asst. Accountants AGM(F)/DFM/ Accountant Asst. Accountants AGM(F)/DFM/ Accountant Asst. Accountants

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

	<b>2 General Insurance</b> 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(F)/DFM/ Accountant Asst. Accountants
	<b>3 Other</b> Non Vessel Operating Common Carrier Freight forwarders Liability	Board of Directors of CSC	Chairman	GM/DGM (HR/LI)/HOD's/DM's	AGM(F)/DFM/ Accountant Asst. Accountants
<b>0022</b>	<b><u>NVOCC/Logistics/Chartering Dept. Payments</u></b>				
	<b>1</b> Upto 1mn.	DGM /HOD	DGM /HOD	AMs of the respective department	AGM(F)/DFM/ Accountant Asst. Accountants
	<b>2</b> Upto 3mn.	DGM /HOD	DGM /HOD	DM of the respective department	AGM(F)/DFM/ Accountant Asst. Accountants
	<b>3</b> Upto 6mn.	Chairman/GM	Chairman/GM	GM/DGM/HOD of the respective department	AGM(F)/DFM/ Accountant Asst. Accountants
	<b>4</b> Over 6mn	Board of Directors of CSC	Chairman/GM	GM/DGM/HOD of the respective department	AGM(F)/DFM/ Accountant Asst. Accountants

- 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.  
3. Until the designation filled HOA position AO Admin Authority to Approval and Certificate the transactions

**1 Cheque Signing Authority For Rupee Accounts (All Banks)**  
**SPECIFIED LIMITS**

<b><u>FIRST SIGNATORY</u></b>	<b><u>SECOND SIGNATORY</u></b>	<b><u>LIMIT</u></b>
Assistant General Manager (Finance)/Deputy Finance Manager	Chairman/ Actg. General Manager	Over Rs.6,000,000/-
Deputy Finance manager/Asst. Accountant	Accountant/Asst. Accountant	Up to Rs.3,000,000/-

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

**2 Signing Authority For United States Dollar Accounts Maintained in People's Bank International Division (BFCA)**

<b><u>SPECIFIED LIMITS</u></b>		
<b><u>FIRST SIGNATORY</u></b>	<b><u>SECOND SIGNATORY</u></b>	<b><u>LIMIT</u></b>
Assistant General Manager (Finance)/Deputy Finance Manager	Chairman/ Actg. General Manager	Over US\$.30,000/-
Deputy Finance manager/Asst. Accountant	Accountant/Asst. Accountant	Up to US\$. 15,000/-

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

**3 Signing Authority For United States Dollar Accounts Maintained in People's Bank Overseas Customer Services (BFCA)****SPECIFIED LIMITS****FIRST SIGNATORY**

Assistant General Manager (Finance)

**SECOND SIGNATORY**

Chairman

**LIMIT**

Over US\$.30,000/-

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

**4 Digital Banking Corporate Facility with the Commercial Bank of Ceylon PLC.****Authorization Mode**

More than two or combination supervisors for authorization (Multilevel Authorization)

Applicable if "Multilevel Authorization" selected only

User Group	Users' Name/s
A	1. Mr. W.S.Weeraman 2. Mr. P.S.K Watawala
B	1. Mr.G.M. Vikum Pradeepa 2. Mr. E.C. Muthuhara Dias
C	1.Mr. M.T. Priyawansa 2. Mr. Prabath Hewamana 3. Mrs. T.K.A. Priyadarshani 4. Mr. D.M. Karunanayake 5. Mrs. W.A.M.R.L Delgoda
D	1. Mrs. K.G.D. Wijerathne 2. Miss. K.C Rathnaweera 3. Mrs. B.M Kumari 4. Mrs. W.A. De Silva 5. Mr. D.S. Gunasinghe 6. Miss. S.H.P. Sandeepani

**Authorization Matrix**

Amount Range (LKR)	Approval Structure (e.g. A,B,A+B or A+D)
No limits	A+B
Up to Rs.6,000,000	A+C
Initiator	D

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

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)  
Assitant Accountants

Up to Rs.1,000,000/-

Associte Officers  
Management Assistant

Initiate/Supervision  
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 Guidline
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