Quality	POWER GRID COMPANY OF BANGLADESH LTD.	QUALITY FORMS	
Management System	TITLE: Authority		
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Power Grid Company of Bangladesh Ltd <u>Description of Authority</u>

SL. No	Activities	, Authority	Freq./Time
1.	Approval for permanent set up/creation of permanent post	Board	-
2.	Power to create a temporary of casual post not likely to be permanent	MD	•
3.	Power to appointing authority :	-	
	a) From Directors to MD	Board (With the consent of Power Division, MPEMR)	•
	b) From Manager to GM	Board	-
	c) From Dy. Manager to Lowest Level	MD	-
4.	Promotion :		
	a) From Manager to DGM & DGM to GM	Board (On recommendation of Admin Affairs Committee)	-
	b) From JAM to AM, AM to DM & DM to Manager	Board (Promotion Committee as per service rule submit their scrutinized report to Admin. Affairs Committee through MD)	
	c) For all other employees	MD (With the recommendation of the Promotion Committee as per service rule)	-
5.	Placement, Transfer & Posting :	-	
	a) From GM to Above	MD (With the consent of Board)	
	b) From DGM to lower level	MD	
6.	Power to allow annual increment :		
	a) MD	Chairman (PGCB Board)	
	b) From Directors to Lower level	MD	
7.	Service Contract Renewal :	-	
	a) Directors & MD	Board (With the consent of Power Division, MPEMR)	
	b) All other employees	MD	
8.	Authority to sanction leave :		
	a) Casual :		
	i) MD	Chairman (PGCB Board)	
	ii) From Manager to Director	Next Higher Authority	
	iii) All other employees	Departmental Head	
	b) Earned (Enjoy or encashment) & Medical Leave :		
	i) MD	Chairman (PGCB Board)	
	ii) From Manager to Director	MD	
	iii) From JAM to Dy, Manager (including all employees Maternity Leave)	Director (HRM)	
	iv) All level of employees other than Officer	GM (P&A)	

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	c) Foreign Leave :		
1	i) Director & MD	Board	
	ii) Foreign Leave (All others Employees)	MD	
	iii) All other kind of leave (Without	MD	
	Pay)/Education/Disablement/Extra Ordinary	# THIS	
	and others		
9.	Training/Visit/Inspection :		
<u> </u>	a) Nomination for Foreign	MD (With the consent of Power	
	Training/Visit/Inspection (For Directors & MD)	Division, MPEMR)	
	b) Nomination for Foreign	Board	
	Training/Visit/Inspection (For all others	Board	
	employees)	,	
	c) Nomination for local training/Workshop/	MD	
	Seminar/Inspection (For all employees)	IVIO	
10.	Disciplinary Action :		
10.	d) From Directors to MD	MD (With the consent of Power	
	dy From Directors to MD	Division, MPEMR)	
	e) From Manager to GM	Board	
	f) From Dy. Manager to Lowest Level	MD	
11.	Power to Performance Appraisal / Annual	IVID	
11.	Confidential Report :	-	
	a) MD	Chairman PGCB Board	
	b) All Directors	MD & Counter sign by Chairman	
	c) GM		
	d) DGM	Director & Counter sign by MD	
		GM & Counter sign by Director	
	e) Manager	DGM & Counter sign by GM	
	d) AM to DM	Evaluated by controlling officer &	
	->	Counter signed by next higher officials	
	e) JAM to lower level	Evaluate by AM/DM & Counter sign by	
12.	Power to allow incentives :	Departmental Head	
13.	WPPF:	Board	
13.	a) Workers Participation Fund	PGCB Trusty Board (with the	
	a) Workers Farticipation Fund		
	b) Workers Welfare Fund	concern of MD) PGCB Trusty Board	
14.	a) Approval of Retirement:	MD	
1-4.	b) Resignation / Release	IVID	
	i) MD & Director	Chairman PGCB Board (With the	
	1) WID & DIFECTOR	consent of Power Division, MPEMR)	
	ii) GM to lower level	MD	
15.	Final payment settlement (for all level) :	MD	
16.	Allocation of Residential Accommodation	Concern Committee headed by GM	
10.	(For all level of employees):	(Transmission-1 & 2)	
17.	Sanction Pay Scale for the Company :	Board (With the consent of Power	
17.	Canonicity ay Ocale for the Company.	Division, MPEMR)	
18.	Salary Fixation (For all level of employees)	MD	
19.	Honorarium (For all level of employees)	MD	
20.	Overtime allowance/TA/DA:	IVID	
20.	i) up to 8 h/w and 32 h/m :	Departmental Head	
1	ii) Above 8 h/w and 32 h/m	GM	
21.	Additional Allowance :	MD	
22.		MD	
23.	Telephone, Mobile & Transport Allocation : Authority to nomination of advocates in		
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	Court Cases :		
24.	Signing Authority for Deed of Agreement in Favour of PGCB	Company Secretary	
25.	Power to examine any paper for audit purpose :	Team Leader/Member of Internal Audit Team	
26.	i) Bank account and FDR open and closed :	*MD	
	ii) Bank check issue :	AM/DM/Manager (Acs) and Head of Department	
	iii) Cash Volt and check preserve :	Account Assistant	
27.	Material Receive (MRR) and Material Issue Voucher (MIV) :	Signed by Store Assistant and DM (T) & counter sign by Manager (T)	
28.	Power to Shut Down for Schedule and Emergency Maintenance :	MD (Inform SPMC and TMCC)	
29.	Approval of Anser for Sub-station /Transmission Line:	MD	
30.	i) Power to Entry and Exit of Man, Machine and Equipment in Sub-station :	Sub-station In-charge with assistance of Security Inspector & Security Guard	
	ii) Power to checking any person in any security point :	Security Inspector/Security Guard	
31.	Substation/Transmission line Related technical works :	-	
	i) Supervision and given instruction	Foreman	

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