



## Table of Authority

Sl#	Items	Approval Authority	Remarks
<b>Human Resource Management</b>			
1	Creation of new post		
1.1	- Director and above, post retirement contractual staff	ED	In consultation with Board/Board Chair
1.2	- Below the level of Director	ED/DED	Based on recommendation of concerned Director and EMT.
2	Staff Requisition		
2.1	- Director/DED	ED	In consultation with Board/Board Chair
2.2	- Regular staff other than Director	ED/DED	Based on recommendation of concerned Director and EMT.
2.3	- Short term staff	ED/DED	Based on recommendation of concerned Director and DFA/DF, EMT if applicable.
2.4	- Service staff	ED/DED	
2.5	- Consultant	ED/DED	
3	Short-listing of applications for job		
3.1	- Preliminary short-listing as per basics	Senior Manager HR	Final short listing should be done by at least two relevant staff at a level higher than the position; If available
3.2	- Final short-listing for Director and above level	ED/ DED	
3.3	- Final short-listing up to Senior Manager level	DED/Director	
3.4	- Final short listing up to Deputy Manager level	Senior Manager	
3.5	- Final short listing of Service staff at CCC	CCC recruitment committee	
3.6	- Final short listing of Service staff	Manager	
3.7	- Final shortlisting for short term contractual staff	Supervisor	
3.8	- Final shortlisting for short term contractual staff at CCC	CCC recruitment committee	
3.9	- Consultant	DED/Concerned Director	

