



## HAI Order No. 075/2020

### Re: Delegation of Authority for Deputy Director and Assistant Director to Perform Duties on Behalf of HAI Director

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In order to streamline the administration and management of HAI towards a higher level of smoothness and efficiency;

By virtue of Section 26 and Section 27 (2) of The Royal Decree on the Establishment of The Healthcare Accreditation Institute (Public Organization) BE 2552 (2009) and as amended later, coupled with Article 6, 7 and 8 of HAI Board Regulation on The Acting on Behalf of Director and the Delegation of Authority to HAI Staff Member to Perform Duties on Behalf of the Director, B.E. 2563 (2020), HAI Director is issuing an order changing the subordinate work units and lines of command under the Deputy Director and Assistant Director as follows.

**Article 1:** HAI Order No. 032/2019 on the Delegation of Authority for Deputy Director to Perform Duties on Behalf of the Director, dated 27 March 2019, shall be canceled.

**Article 2:** "The authority in commanding, permitting, approving, performing duties or any other actions that HAI Director shall perform or take action as prescribed by the mandatory power and duties, laws, rules, regulations, orders, cabinet's resolution, and HAI Board's resolution" is delegated to Deputy Director and Assistant Director of HAI for acting and performing duties on behalf of HAI Director; except for the important issues, or the issues yielding corporate impact, or impacting the overall work process, which shall be submitted solely to HAI Director.

**Article 3:** Deputy Director and Assistant Director shall have the power and duties in overseeing and commanding the officers and staff in the Divisions being assigned for.

**Article 4:** The authority in managing the general administration is delegated to Deputy Director and Assistant Director to perform duties on behalf of the Director as follows.

- (1) Affix his/her signature to the outgoing letters issued under the name of HAI (Public Organization).
- (2) Give approval for the organization of activities, meetings, training events or conferences not exceeding the ceiling of 500,000 (Five Hundred Thousand) Baht for each time.

**Article 5:** The authority in administering human resource management is delegated to Deputy Director and Assistant Director to perform duties on behalf of the Director as follows.

- (1) Grant the permission for annual leave, personal leave and sick leave of HAI staff with a maximum of 5 working days for each time, and limited to domestic leaves only.
- (2) Approve the request of the travel to work, to conduct or attend a meeting, at a maximum of 5 working days for each time, and limited to domestic travel only.

**Article 6:** Delegate the authority to Deputy Director and Assistant Director to perform duties on behalf of the Director in the area of finance as follows.

- (1) Approve a loan as advance money at the maximum of 500,000 (Five Hundred Thousand) Baht for each time.
- (2) Approve a payment made out of HAI money at the maximum of 500,000 (Five Hundred Thousand) Baht for each time.

**Article 7:** In case either the Deputy Director or Assistant Director is absent or unable to perform duties, the remaining Deputy Director or Assistant Director shall take duties instead.

**Article 8:** Deputy Director or Assistant Director delegated with the authority by virtue of this order shall comply with laws, rules, regulations, orders, cabinet's resolution and HAI Board's resolutions very strictly; and are forbidden to delegate such authority further to any person holding other position except there is an approval from HAI Director for doing so.

This is effective from 1 November 2020 onwards.

Ordered on 22 October 2020

(Mr. Kittinan Anakmanee)  
HAI Director

**Detailed Descriptions on the Oversight, Line of Command, and Delegation of Authority to  
Deputy Director and Assistant Director for Acting and Performing Duties on behalf of  
HAI Director**

**Attached to HAI Order No. 075/2020, Dated 22 October 2020**

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| First – Last Name         | Position           | Subordinate Work Units  |
|---------------------------|--------------------|---|
| Mrs. Piyawan Limpanyalert | Deputy Director    | <ul style="list-style-type: none"><li>• Accreditation Division</li><li>• Strategy Division</li><li>• Quality Improvement Promotion Division</li></ul> |
| Miss Ake-Chittra Sukkul   | Assistant Director | <ul style="list-style-type: none"><li>• Organization Development Division</li></ul>   |