



Annual performance Report 2014

Co-operative Employees Commission,

No. 100-1/1, Lady Lohore Loan Fund Building,

Sir Chittampalam A Gardiner Mawatha,

Colombo - 02

Vision

Creation of a range of contented

human resource

in the co-operative sector

Mission

Preparation of required principles
for the betterment of the human resources
towards a sustainable
progress in co-operative movement.

Functions

- Finalization of policy plans, requirements, qualifications, norms, salaries and benefit prefer for the recruitments in the co-operative movement.
- Deciding required qualifications for all job positions and relevant salary scales in the co-operative societies.
- Solving employment disputes and investigating appeals of co-operative employees and performing legal action against co-operative societies that do not carry out orders of the commission.
- Investigating appeals received by the commission.
- Prepare measures to be followed when proceeding disciplinary inquiries against into their own employees of the co-operative societies.
- Arrange and organize seminars, discussions, workshops and training sessions in order to develop human resources of the co-operative movement.

Cooperative Employees Commission

Annual Performance Report – 2014

The Details of various activities performed by the Co-operative Employees Commission during the year 2014 in order to protect the Co-operative Employees are descriptively and quantitatively forwarded by this report.

Content of this report is endowed with the following chapters

Chapter - 01 Composition of the Cooperative employees Commission and employment details during the year 2014

Chapter - 02 Register of the National Level Cooperative societies, which are belonging to the domain of the commission and the employment details of the above societies during the year 2014

Chapter -03 Physical and Financial activities of the Office of Cooperative employees Commission and the review of the activities during the year 2014

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Chapter - 01

- The composition, Establishment and the organizational Structure of the Co-operative Employees Commission

- Staff Establishment during the year 2014

The Composition and Administrative Activities of the Co-operative Employees Commission

In terms of section, four of the Cooperative employee's commission acts no 12 of 1972, The Co-operative employees commission is consists with the three members appointed by the Hon. Minister in charge of the Subject. One of three members will also be appointed as the Chairperson of the Commission. These appointees will hold office for a period of Three (03) years science the date of appointed. If a vacant position arises due to resignation, death or removal of a member, the Minister will appoint a suitable person for the remaining period.

During the year 2014 Mr. D.M Aruna Keerthi Dassanayake, Attorney at Low held the position of Chairman of the commission and Mr. W,Manjula Wejewardhana, Attorney at Low and Mr.M.W.H Kamal Jayarathne took office as the members of the commission.

In terms of section 9(1) of the Co-operative Employees Act 1972 The Secretary of the Co-operative employees commission is appointed from the Sri Lankan Administrative Service officers and also he is the chief account officer.

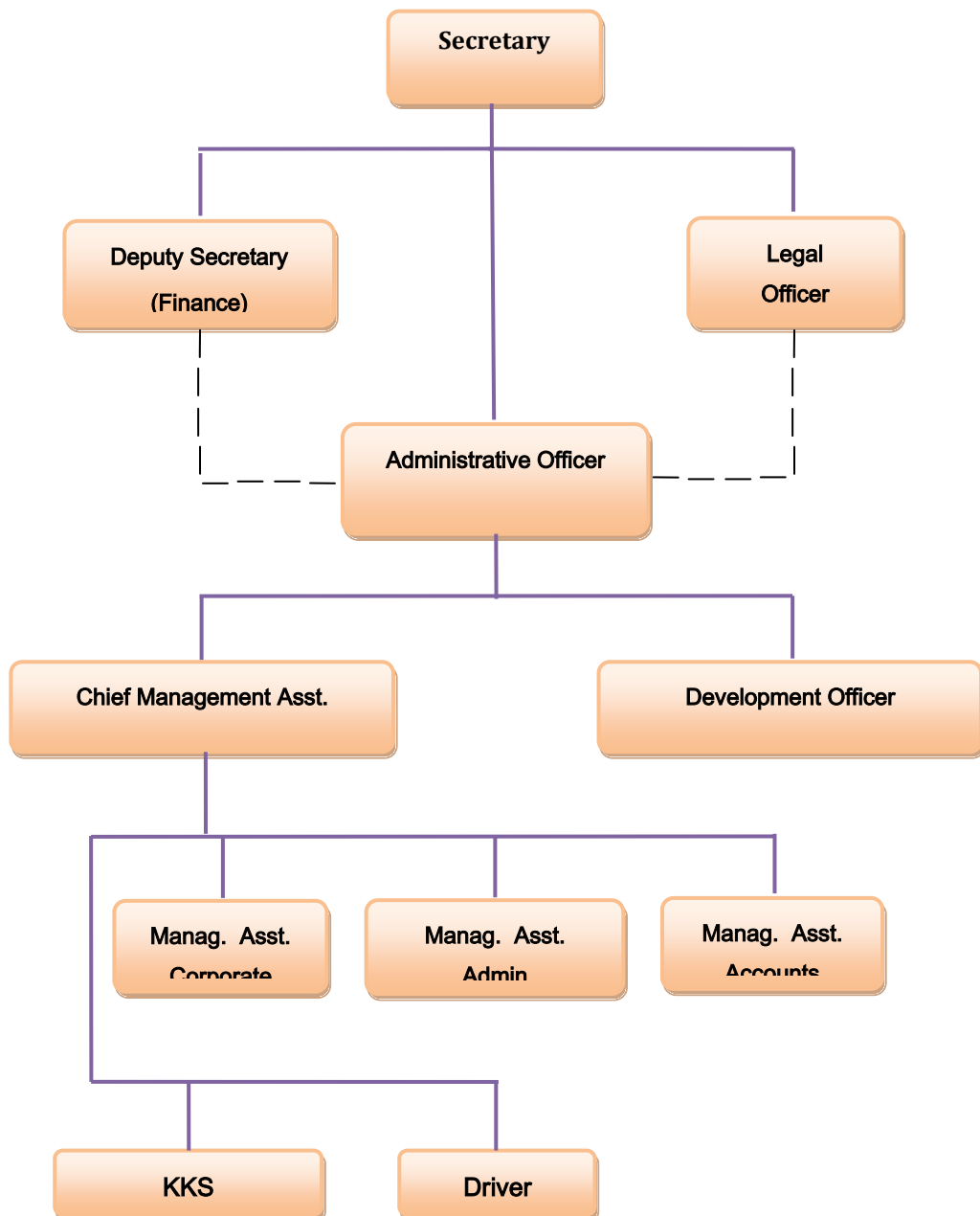
Sri Lankan Administrative Service class one officer and the Senior Assistant Secretary of the Ministry of Food Security, Mr. W.A. Dammika Rajapaksha held the position of acting Secretary of the Co-operative employees commission.

In terms of section 9(2) of the Co-operative Employees Act, rests of the officers of the commission are appointed from the combined services.

As per the section 12 of the Co-operative Employees Commission Act, the annual expenditure of the commission is to be allocated by the appropriation Act. Accordingly, expenditure for the year 2014 had allocated under the head 302.

Staff Establishment during the year 2014

Organization Structure of the Cooperative Employees Commission



Approved Carder and Established Staff in 2014

Designation	Approved Carder	Actual as at 2014.12.31	Vacancies
Secretary	01	01(Acting)	-
Accountant (D/Sec.-Finance)	01	01	-
Legal Officer	01	-	01
Administrative Officer (PMAS-Supra Grade)	01	(Duties are covered by an internal Officer)	01
Development Officers	05	02	03
Management Assistant (I/II/III)	08	07	01
Drivers	03	03	-
KKS	03	02	01
Total	23	16	07

Details of New appointments

Name	Designation	Date
Mr. M.D.S. Manamendra	Management Assistant class III	06.01.2014
Miss J.A.T.P. Jayakody	Management Assistant class III	06.01.2014
Mr. H.S. Premakumara	KKS class III	04.04.2014
Mr. S.A.M.S. Wijerathna	Driver	04.04.2014
Mr. T.S. Rajapaksha	Driver	27.11.2014

Details of Transfers

Name	Designation	Date of Transfer (Outgoing)	Date of Transfer (in Coming)
Mrs. L.N. Damayanhi	Management Assistance	09.05.2014	-
Miss. S.E.M.W.S. Ekanayaka	Development Officer	26.06.2014	-
Mr. T.D. Jagath Rupasingha	KKS	29.08.2014	-
Mrs. H.D.M.D. Kulathunga	Development Officer	01.11.2014	-

Chapter - 02

- Name of the National level Co-operative Societies under the Co-operative employees commission and employment details in year 2014

National Level Cooperative Societies

The duty of the Co-operative employees commission is regulating all the service problems of the National level Co-operative Societies which are supervised by the co-operative commissioner. Not only solving employees disputes but also rectification of the salary scheme, deciding Qualifications are some other duties of the Commission. In addition to that, the Commission provides clarifications and instruction to the Provincial Co-operative Employees commissions and work with a consensus way as one nation. All the affairs regarding the service of the employees in below mention Co-operative Societies are handle by this Co-operative Employees Commission.

The Number of Employment of the National Level Co-operative Societies during the year 2014

	Society Name	No of Employees
Co-operative Union		
01	National co-operative Council of Sri Lanka	59
02	SANASA Federation of Sri Lanka Ltd	18
03	Sri Lanka Textile Industries Union Ltd.	05
04	Sri Lanka Marketing Co-operative Federation Ltd.	111
05	Sri Lanka National Federation of Fisheries Co-operative Society Ltd.	03
06	Sri Lanka Tea Producers Co-operative Societies Federation Ltd.	01
07	Sri Lanka Co-operative Rural Bank Federation Ltd.	14
08	Sri Lanka Consumer Co-operative Societies Federation Ltd.	162
09	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd.	31
10	Sri Lanka Co-operative Industries Federation Ltd.	41
11	Sri Lanka National Youth Services Co-operative Societies Federation Ltd.	13
12	Thrift & Credit Societies Resources Management Co-operative Federation Ltd.	03

Co-operative Societies (All Island)		
13	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	777
14	Health Department's Co-operative Thrift & Savings Society	76
15	The Rail Way Clerk & Station Masters Co-operative Thrift & Savings Society Ltd.	04
16	Post and Telecommunication Employees Co-operative Society Ltd.	39
17	Browns Industries & Public Services Thrift & Credit Co-operative Society.	01
18	SANASA Development Bank Employees Thrift & Credit Co-operative societies Ltd.	09
19	Rajarata University Co-operative society.	06
20	Sri Lanka port shipping service Employees Co-operative Bank	07
21	National Water Supply and Drainage Board's All Employees Credit Society Ltd.	09
22	Inland Revenue Department's Co -operative Savings Society Ltd.	02
23	'Samurdhi' Development & Agro Research Assistants' Co-operative Thrift & Savings Society Ltd.	05
24	State Engineering Corporation Co-operative Thrift & Savings Society Ltd.	06
25	Public service Graduates SANASA Ltd.	11
26	Railway and Works Department Co -operative credit Society Ltd.	01
27	Sri Lanka Port Authority Employees Co-operative Bank.	18
28	The Prison officers SANASA	34
29	Health Service Savings and Credit Co-operative Society Ltd	23
30	Registrar General Department Employees' Co-operative Thrift & Credit Society Ltd.	02
31	Public Health Inspectors' Co-operative Thrift & Credit Society Ltd.	02
32	Women's Development Services Co-operative Society of Sri Lanka Ltd.	75
33	Peoples Bank Employees Thrift & Credit Co-operative Society Ltd.	05
34	Colombo General Hospital Co-operative Thrift & Savings Society Ltd.	10
35	C.T.B Employees' Thrift & Welfare Co-operative Society Ltd.	06

36	Public Service Co-operative Credit & Thrift Society Ltd.	32
37	The C.W.E. Employees Thrift, Credit & Benefit Society Ltd.	04
38	Ports Authority Employees Co-operative Society of Welfare, Thrift and credit Ltd.	19
39	Sri Lanka Survey Department Survey Assistant's Co-operative Thrift & Credit Society Ltd.	07
40	Estate Services Officer's Housing Co-operative Society Ltd.	02
41	Co-operative Department's Staff Officers Thrift & Credit Society Ltd.	07
Other Co-operative societies		
42	All Ceylon small and medium scale cereal processors development co-operative society Ltd.	01
43	Sri Lanka Steel works Coop Society	08
44	All Ceylon Exercise Book Manufactures Co-operative Society Ltd.	07
45	Sri Lanka Printers' Co-operative Society Ltd	14
46	Exotics & Orchids Co-operative Society Ltd	12

Chapter - 03

- Physical Resources and financial Transactions in year 2014
- Review of the general and special activities.

Summary of the activities during the year 2014

1. Awareness programs	16
2. Letters Regarding the ratifications and Appointing	196
3. Letters regarding information, Circular copies, personal files and other information	266
4. Consultation to the Societies	144
5. Legal Actions	19
6. Applies in terms of section no 5.10.2. of the Co-operative Establishment procedure	02

Reviewing the Activities During 2014

At the end of the year 2014, the Commission had taken action to solve 410 appeals.

Awareness programs were scheduled regarding the employee's rights and privileges accordingly Establishment Code. And also Several programs were scheduled to train the Board of Director regarding, functions of the Commission and how to handle cases with the Commission accordingly Co-operative Establishment code. Total numbers of scheduled programs were 16 during the year 2014. On the 31 of December 2014 there were 16 awareness programs were conducted. 12 of them were conducted concurrently for the DAYATA KIRULA Development Project in Kurunagala and Puthlam Districts.

PHOTOS OF THE STALL OF DEYATA KIRULA EXIBITION



FROM
DAYATA KIRULA
EXTIBITION STALL
2014

Awareness Programs in 2014

Awareness Programs conducted concurrently to the DAYATA KIRULA Development Project 2014.

	Place	Date	Number of participant
01	North Western province Rural bank societies limited Auditorium	24.01.2014	81
02	Paduwasnuwara Multipurpose Co-operative Society limited Auditorium	24.01.2014	102
03	North Western province Rural bank societies limited Auditorium	25.01.2014	70
04	Madampe Multipurpose Co-operative Society limited Auditorium	25.01.2014	34
05	Foundation Institute Dambadeniya	26/27.01.2014	104
06	Foundation Institute Dambadeniya	26/27.01.2014	136
07	Provincial Training Institute Wariyapola	01.02.2014	78
08	Madampe Multipurpose Co-operative Society limited Auditorium	01.02.2014	52
09	Provincial Training Institute Wariyapola	02.02.2014	70
10	Salt Cooperation Auditorium in Puttalam	02.02.2014	43
11	Paduwasnuwara Multipurpose Co-operative Society limited Auditorium	06/05.02.2014	98
12	Nikaweratiya	26/25.02.2014	72

Other than that 04 Awareness Programs conducted for the employees of the national level co-operative societies.

	Place	Date	Number of participant
01	Discussion regarding the Disciplinary procedure at Pollgolla NICD	09.08.2014	07
02	Women's Development Services Co-operative Society of Sri Lanka Ltd	03.12.2014	75
03	Awareness Program for the National level co-operative employees	10.12.2014	118
04	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd	29.12.2014	20

One of the vesting functions of the commission is to relieve the Court on the legal matters of the Co-operative employees and helps the officers of the Department of Attorney general about the cases, which the commission acts as the witness. It was planned to appear 11 cases in 2014. But at the end of the year the commission has appeared 19 cases.

Case No	Petitioner	Respondents	Position as at 31.12.2013
3267,3275,3276, 3277,3278,3279 3280,3281,3284	A Group of Employees dismissed by Coconut Producers Co-op Society of Kammalpattu	Coconut Producers Co- op Society of Kammalpattu	These cases are examined in Marawila M.C,
3265,3266,3269, 3270,3271,3273, 3274	do	Coconut Producers Co- op Society of Kammalpattu (The Commission has called for the witnesses)	Judgment had given by empowering the commission decision. but the society has made an apple appose to that decision.
Labour Tribunal 8/593/2011	Mr. K.W. Pushpakumara	Education Department Employees' Co- operative Thrift & Credit Society Ltd.	Hearings of evidence (asking evidence regarding the lattes send by Commission)
Labour Tribunal 8/591/2011	Mr.D.D.C.P. Kularathna	Education Department Employees' Co- operative Thrift & Credit Society Ltd.	Hearings of evidence (asking evidence regarding the lattes send by Commission)
CA(writ)/33/14	Mr. K.M.C.J.B. Kangara	Education Department Employees' Co- operative Thrift & Credit Society Ltd.	Written Statements have been taken

At the beginning of the year 2014, it was planned to conduct training programs for the Co-operative employees' commission staff in order to do their duties efficiently. Development Officers and Management Assistants were participate for the workshop conducted in SLIDA. Drivers were participated to the training program conducted by the Institute of Construction Training and Development. Officers were participated to the training program of Transportation Management in the Ministry of Youth Affaires and Skill Development.

	Name of the officer	Designation	Course	Date
01	Mr. K.J.D. Wijewardana	Driver	Training program of Government Vehicle	16.01.2014
02	Mrs. H.M.A. Hennayaka	PMA	Training program of Transportation Management	17.01.2014
03	Mr. I.M.S.J. Ilankoon	PMA	Training program of pension Scheme	26/27.05.2014
04	Mrs. H.M.A. Hennayaka	PMA	Training program of pension Scheme	26/27.05.2014
05	Mrs. W.K.H. Wellala	DO	Training Program of Public Financial Management	29/30.05.2014
06	Mrs. H.D.M.D. Kulathunga	DO	Training Program of Public Financial Management	29/30.05.2014
07	Mr. S.A.M.D. Wijerathna	Driver	Training Program of Driving a Vehicle	27.06.2014
08	Mrs. H.D.M.D. Kulathunga	DO	Training Program of Salary Conversion	07/08.08.2014
09	Mrs. W.K.H. Wellala	DO	Training Program of Government Procurement procedure	27/28.08.2014
10	Mrs. H.M.R. Malkanthi	DO	Training Program of Public Financial Management	01/02.09.2014
11	Miss. J.A.T.P. Jyakodi	PMA	Training Program of Public Financial Management	01/02.09.2014
12	Staff of the Commission	Staff	Training Program of Settlement of Impact and Facing Challengers	16.09.2014

13	Mr. I.M.S.J. Ilankoon	PMA	Training Program of Human Resource	17/19.09.2014
14	Staff of the Commission	Staff	Training Program of Administration Regulation in order to Develop the efficiency	24.11.2014
15	Mrs. H.M.R. Malkanthi	DO	Training Program of legal Provisions related to Public Service	25.11.2014
16	Staff of the Commission	Staff	Training Program of Administrative Functions and Methods	29/30.11.2014
17	Staff of the Commission	Staff	Administrative Regulations	04.12.2014

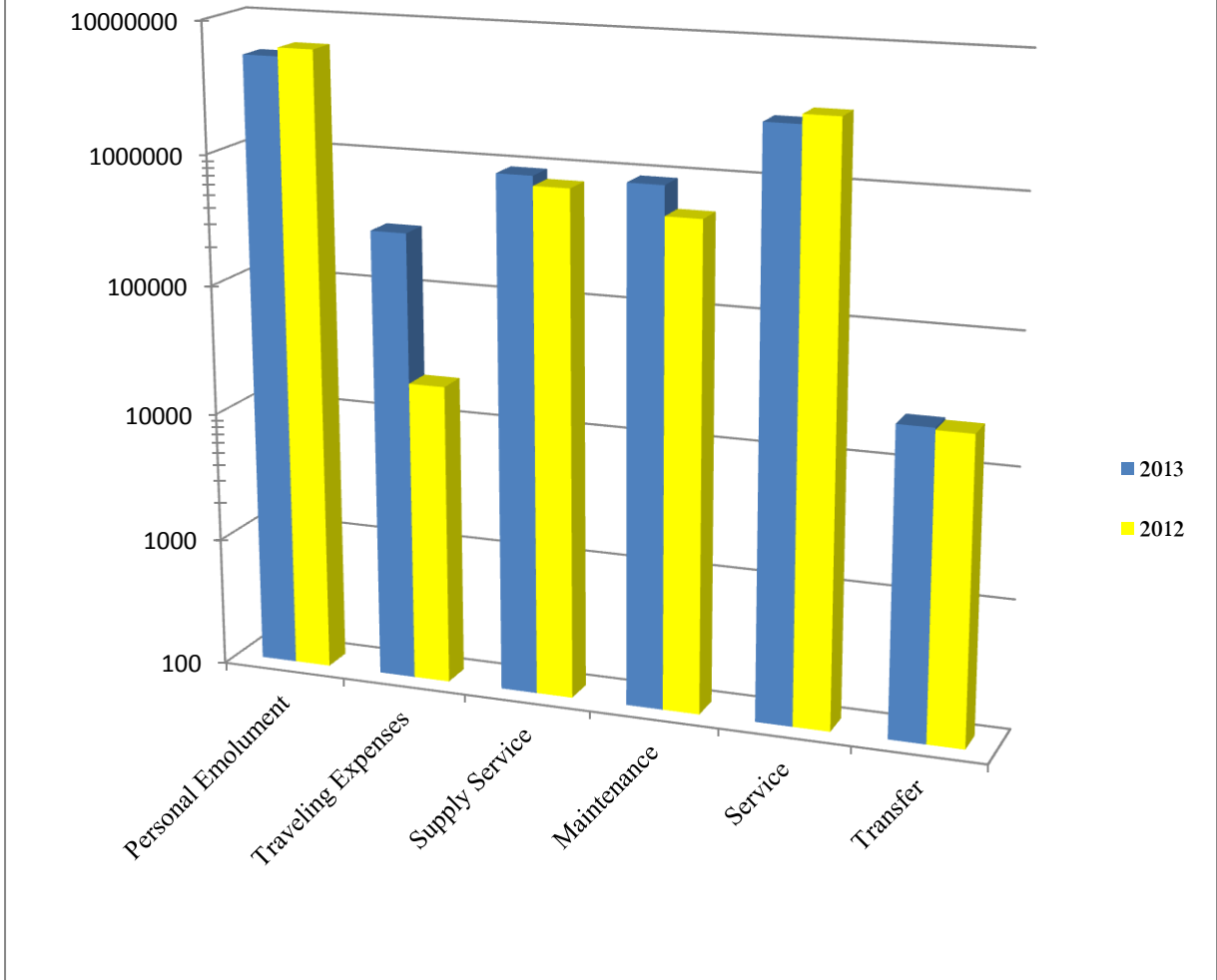
In addition to the above programs, the special programs conducted by the commission during the year 2014,

1. A Disciplinary Inquiry Panel and a Inspection Panel of Appeal has been appointed by the Commission and Informed to the Societies.
2. A committee has been appointed to amend the salary circular 2007/05 activated from 2008. Several Committee meetings had been exerted. And the amendment is done.

Estimated amount and the expenditure of the above activities during 2014

	Activity	Allocation (Rs.)	Net Provision (FR 66 Transfers are Including)	Expenditure as at 31.12.2014 (Rs.)	Balance (Rs.)
01	Hearing of Appeals	-	-	-	-
02	Legal consultation	-	-	-	-
03	Conducting Training and awareness program for the co-operative employees	600,000.00	-	596,618.00	3,382.00
04	Conducting training program for the Staff of the Commission	100,000.00	426,000.00	426,000.00	-
05	Amend the salary circular 2007/05	-	-	-	-

Summary of Recurrent Expenditure 2014



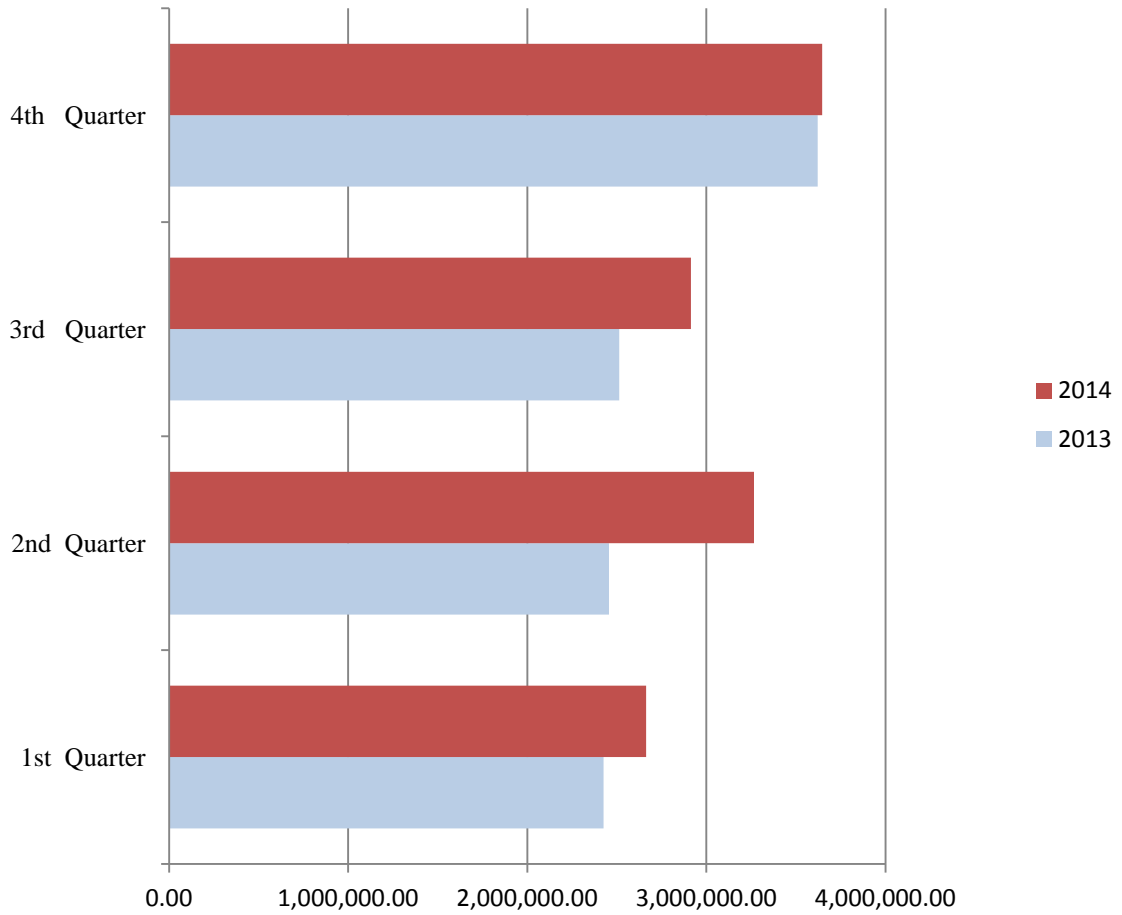
	2013	2014
Personal Emolument	5,312,353.88	6,182,797.60
Travelling Expenses	294,018.50	21,073.50
Supply Service	923,261.19	779,059.00
Maintenance	920,314.32	548,488.93
Service	2,893,620.13	3,410,666.76
Transfer	23,617.43	22,700.83

Summery of Capital Expenditure 2014 compairwith 2013



	2013	2014
Training & Capacity Building	442,321.00	1,022,618.00
Furniture & Office equipment	210,850.00	376,638.79

Total Expenditure in 2014 compairwith 2013



	2013	2014
1st Quarter	2,426,763.99	2,664,457.29
2nd Quarter	2,456,606.45	3,265,882.76
3rd Quarter	2,514,412.45	2,913,784.36
4th Quarter	3,622,563.56	3,647,511.22

Special projects scheduled during 2015

Below mention projects are the Schematized by the Co-operative employees Commission in 2015

	Name	Duration	Estimated amount (Rs.)	Sources of Funds	Object
01	Conducting 12 awareness programs regarding the Co-operative law and disciplinary procedure	January to December - 2015	635,000	Budget provision	public awareness regarding the Co-operative movements
02	Training of the Staff	January to June - 2015	100,000	Budget provision	Increase the efficiency of the Co-operative employees commission staff
03	Amendment to the 2007/05 Salary Circular	2015	-	-	Amending the Salary Circular According to the current needs

Recruitment for Position during 2015

	Name of the Co-operative Society	Position	No. of recruited
01	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Assistant Accountant	04
02	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Accountant Assistant	03
03	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Accountant	01
04	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Management Assistant	109
05	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	KKS	11
06	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Deputy General Manager	02
07	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	General Manager (Contract Basis)	01
08	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Assistant Internal Auditor	14
09	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Assistant General Manager	05
10	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd	General Manager	01
11	Post and Telecommunication Employees Co-operative Society Ltd.	Management assistant	03
12	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Drivers	02
13	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd	Labour	02
14	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd	Management Assistant	01

15	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Computer Operator	06
16	Sri Lanka Marketing Co-operative Federation Ltd.	Labour	09
17	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Promotion Officers	04
18	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd	Accountant	01
19	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Cashier	10
20	Post and Telecommunication Employees Co-operative Society Ltd.	Administrative Officer	01
21	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Area Manager	04
22	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd	Cashier	01
23	Estate Services Officer's Housing C-operative Society Ltd.	Management Assistant	01

Expected and completed programs according to the Action plan 2014

Program	Target	Completed amount	Difference		Reasons
			less	more	
Conducting awareness programs for the Co-operative employees and the Director board	16	16			
Hearing of Appeals	500	441	89	-	Incomplete details of the Appeals and complains
Legal actions filed against Co-operative Employees Commission , Legal Action filed by making the Co-operative Employees Commission as witness and Cases filed by Co-operative Employees Commission	11	19	-	08	-
Staff Training Programs	10	17	-	07	-