



Annual Performance Report

2013

**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 – 2013

The Details of various activities performed by the Co-operative Employees Commission during the year 2013 in order to protect the Co-operative Employees are 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 2013

- **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 2013

- **Chapter -03** Physical and Financial activities of the Office of Cooperative employees Commission and the review of the activities during the year 2013

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Chapter - I

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

- Staff Establishment during the year 2013

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 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. The term of office is 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 2013 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 campaigned 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 lanka Administrative Service officers and also he is the chief account officer.

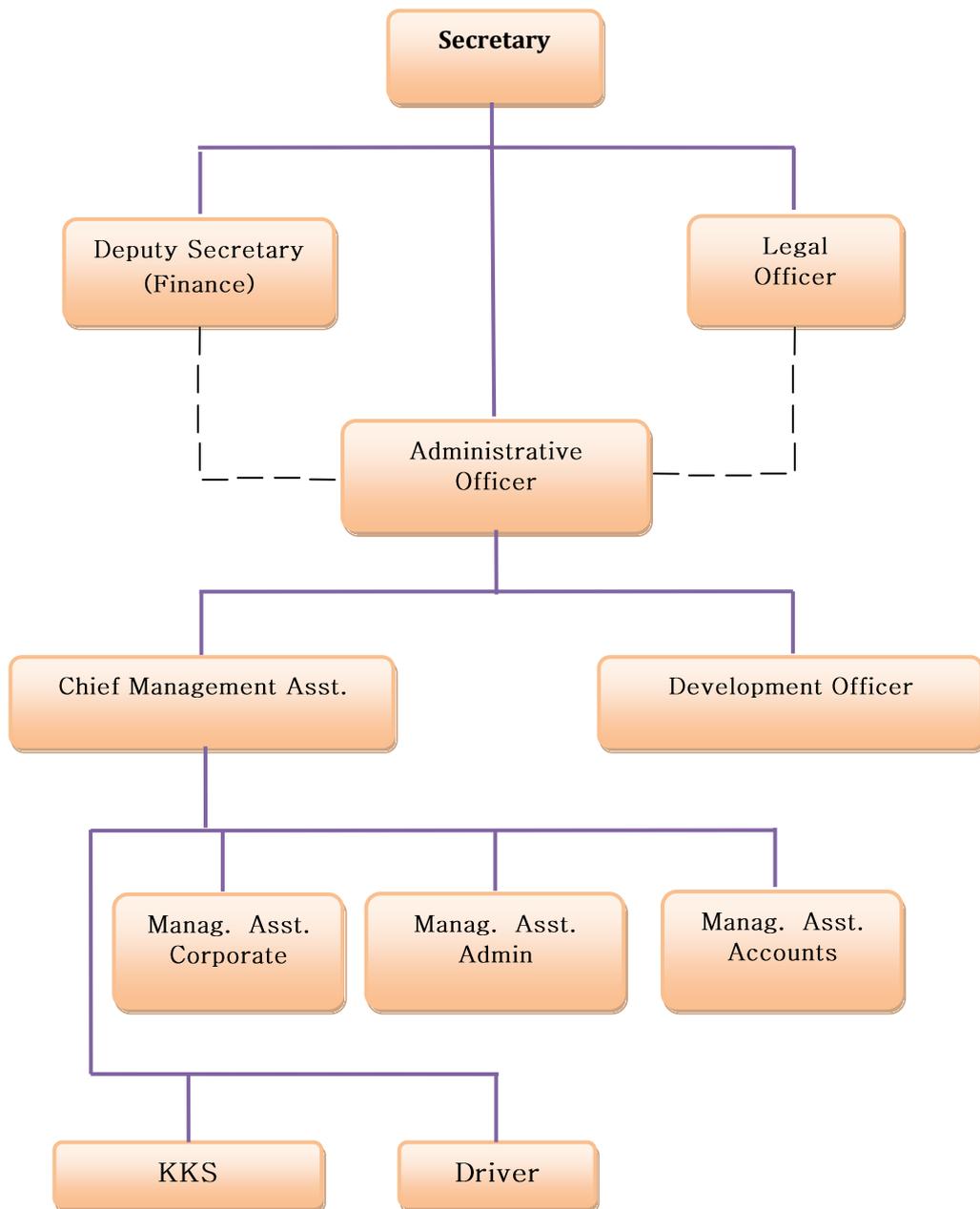
Sri lanka Administrative Service class one officer Mr. P.H. Ananda has been appointed as the Secretary of the Commission from 21.08.2006. In 16th of October 2007 he has been appointed as the Senor assistant Secretary of the Ministry of Trade, Marketing Development, Co-operatives and Consumer Service. Thereafter, he has reappointed as the acting secretary of the commission from 16.10.2007 to 05.08.2012. Sri lanka Administrative Service class one officer and the Senor assistant Secretary of the Ministry of Co-operative and Internal Trade, Mr. W.A. Dammika Rajapaksha held the position of acting Secretary of the Co-operative employees commission from 06.08.2012 up to now.

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 2013 had allocated under the head 302.

Staff Establishment during the year 2013

Organization Structure of the Cooperative Employees Commission



Approved Carder and Established Staff in 2013

Designation	Approved Carder	Actual as at 2013.12.31	Vacancies
Secretary	01	01(Acting)	-
Accountant (D/Sec.-Finance)	01	01	-
Legal Officer	01	-	01
Administrative Officer (PMAS-Supra Grade)	01	01	-
Development Officers	05	04	01
Management Assistant (I/II/III)	08	06	02
Drivers	03	01	02
KKS	03	02	01
Total	23	16	07

Details of New appointments

Name	Designation	Date
Miss. H.R.M. Malkanthi	Development Officer	2013.01.17
Miss. S.E.M.W.S. Ekanayaka	Development Officer	2013.01.24
Miss. Buddhini Waldeniya	Development Officer	2013.01.24
Mrs. H.D.M.A. Kulathunga	Development Officer	2013.01.31
Mrs. W.K.H. Wellala	Development Officer	2013.07.02
Mr. Jagath Rupasingha	KKS III	2013.04.01

Details of Transfers

Name	Designation	Date of Transfer (Outgoing)	Date of Transfer (in Coming)
Miss. Buddhini Waldeniya	Development Officer	2013.07.17	-
Mr. A.H.P. Walpola	Management Assistant class I	2013.05.02	-
Miss. M.D.H. Cooray	Management Assistant class II	2013.07.15	-
Mr. R.P. Thilakarathna	Driver (Casual)	2013.07.05	-
Mr. T.G.D. Manjula	Driver (II) A	2013.08.06	2013.07.05

Chapter - II

- Name of the National level Co-operative Societies and employment details in year 2013

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 2013 (Updated)

	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.	102
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.	25
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

All Island Co-operative Societies		
13	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	601
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.	35
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.	42
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.	01
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 - III

- Physical Resources
- Review of the general and special activities.

Summary of the activities during the year 2013

1. Consultation	21
2. Letters regarding information, Circular copies, personal files and other information	123
3. Letters Regarding the ratifications and Appointing	21
4. Letters Regarding the legal matters	08
5. Appeals and Complaints	275
6. Legal Actions	
• Filed against Co-operative employees commission	16
• Filed making Co-operative employees commission as a witness	01

Reviewing the Activities During 2013

At the beginning of the year 2013, the commission has planned to solve 500 appeals. At the end of the year, the Commission has taken action to solve 465 appeals.

Awareness programs were scheduled regarding the employee's rights and privileges accordingly Establishment Code. Several programs were scheduled to train the Board of Director regarding, functions of the Commission and how to handle cases with the Commission. Total numbers of scheduled programs were 16 during the year 2013. On the 31 of December 2013. 14 awareness programs have been completed on 31st of December, 6 of them has conducted concurrently for the DAYATA KIRULA Development Project in Ampara, Batticaloa, Trincomalee and Polonnaruwa District.

The Awareness Programs conducted concurrently to the DAYATA KIRULA Development Project 2013.

	Place	Date	Number of participant
01	Polonnaruwa	29.01.2013	50
02	Trincomalee	30.01.2013	51
03	Batticaloa	31.01.2013	48
04	Ampara	01.02.2013	60
05	Kalmunai	27.03.2013	55
06	Akkaraipattu	28.03.2013	37

DAYATA KIULA Exhibition Stall - 2013



Special occasions
in Art and Quest
competition



08 numbers of awareness programs have been implemented for the employees of the national level co-operative societies.

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 has planned to appear 11 cases in 2013. But at the end of the year the commission has appeared 17 cases.

Case No	Petitioner	Respondents	Position as at 31.12.2012
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 has given by empowering the commission decision. but the society has made an apple appose to that decision.
18686	C.T.B Employees' Thrift & Welfare Co-operative Society Ltd.	S. Marasingha	Agree to compromise by the both parties.

At the beginning of the year 2013, it was planned to conduct training programs for the Co-operative employees' commission staff in order to do their duties efficiently. 3 officers in Development Officer category participated in the workshop conducted in SLIDA. One officer had participated in a training program in the MILODA regarding CIGES program.

	Name of the officer	Designation	Course	Date	Expenditure (Rs.)
01	Mr. R.A.C.K. Ranathunga	PMA	Payroll Management	11.02.2013	12,000
02	Mrs. H.M.A. Hennayaka	PMA	Salary Conversion	18.07.2013-19	
03	Mrs. N. Uduwawalage	PMA	Salary Conversion	18.07.2013-19	
04	Miss. H.M.R. Malkanthi	DO	State Procurement Procedure	23.07.2013-24	
05	Miss. H.E.M.W.S. ekanayaka	DO	State Procurement Procedure	23.07.2013-24	
06	Mrs. H.D.M.D. Kulathunga	DO	State Procurement Procedure	01.08.2013-02	

The special programs conducted by the commission during the year 2013,

1. The Cooperative employee's commission Act no 12 of 1972 need to be amends appropriately. Therefore, the bill has submitted to get the approval from the minister of Co-operative and Internal Trade.
2. The Commission has observed several disputes emerged in between the employer and Employee due to non-uniformity disciplinary procedure. A committee had appointed to make disciplinary procedure. The complete book has sent to the press.

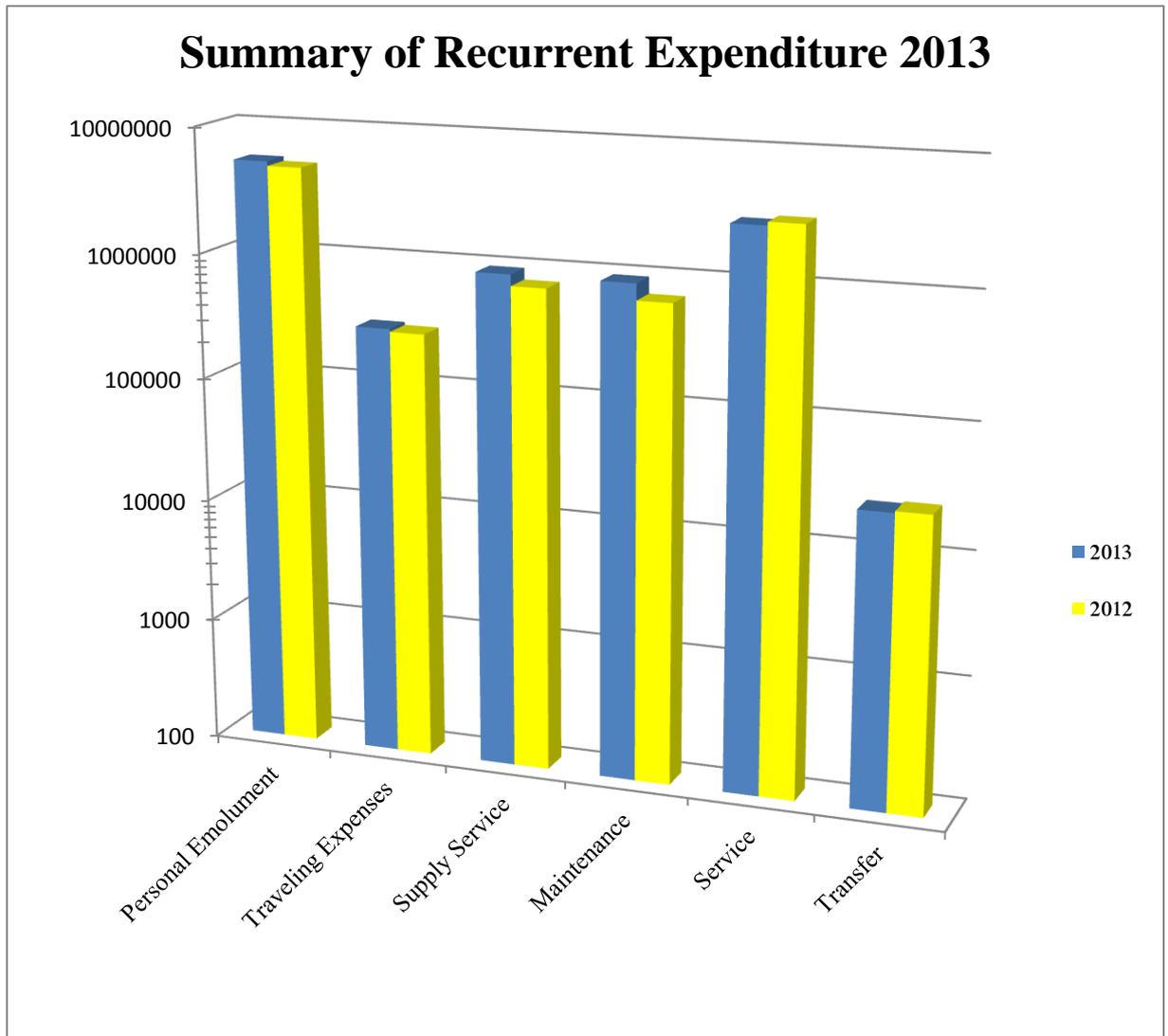
In addition to that, Action has taken to appoint two panels of inquiring officers to inquire the disciplinary inquiries and Appeals

3. A committee has been appointed to amend the salary circular 2007/05 activated from 2008. Relevant details are calling from the Societies by this moment.
4. It was a timely need of the commission to create a web site for communicating well in between the public and other state agencies. By this moment, the creating of the web site has been completed.

Estimated amount and the expenditure of the above activities during 2013

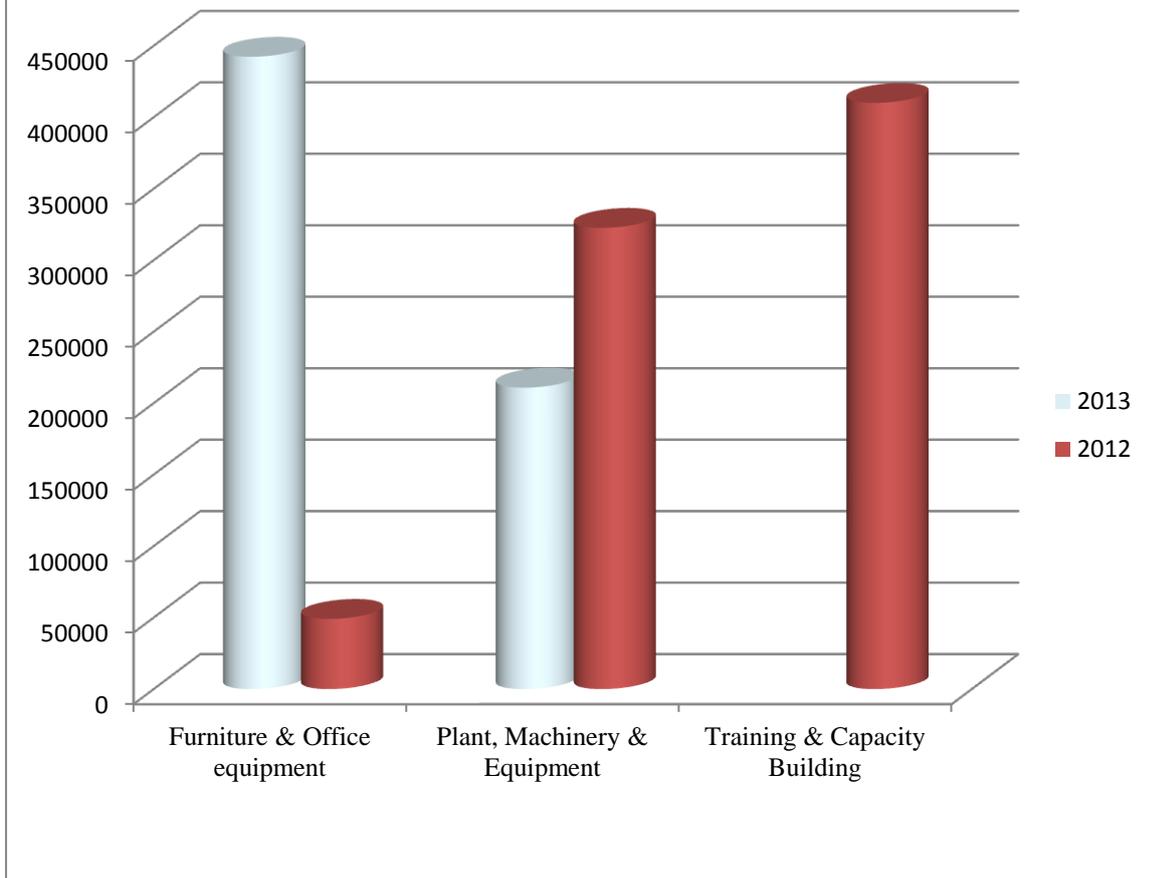
	Activity	Allocation (Rs.)	Expenditure as at 31.12.2013 (Rs.)	Balance (Rs.)
01	Hearing of Appeals	-	-	-
02	Legal consultation	-	-	-
03	Conducting Training and awareness program for the co-operative employees and the Staff of the commission	500,000.00	452,547.50	47,452.50
04	Making of Disciplinary Procedure	100,000.00	-	100,000.00
05	Amend the salary circular 2007/05	50,000.00	-	50,000.00
06	Creating a Website	60,000.00	60,000.00	-

Summary of Recurrent Expenditure 2013



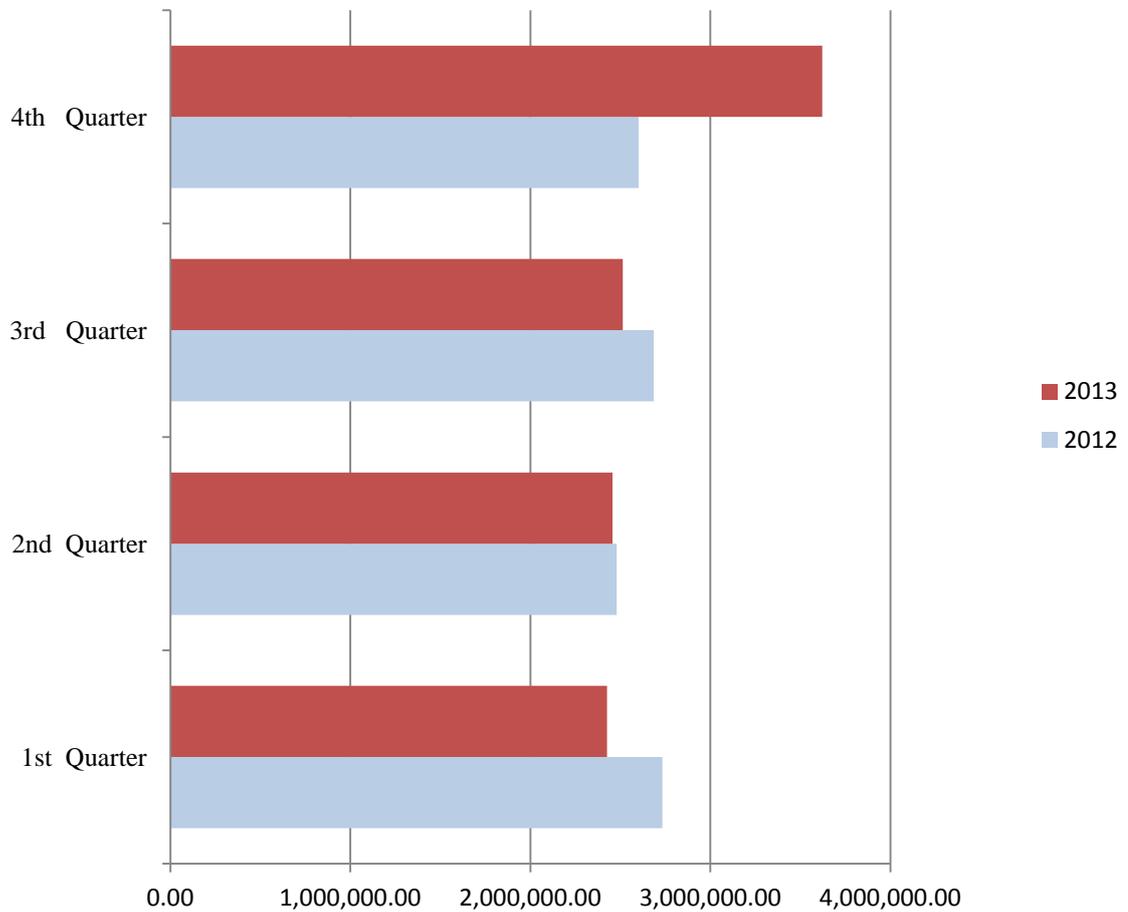
	2012	2013
Personal Emolument	4,895,864.46	5,312,353.88
Travelling Expenses	278,908.00	294,018.50
Supply Service	750,071.76	923,261.19
Maintenance	679,887.52	920,314.32
Service	3,087,133.69	2,893,620.13
Transfer	24,438.95	23,617.43

Summary of Capital Expenditure 2013 compare with 2012



	2012	2013
Training & Capacity Building	49,082.00	442,321.00
Furniture & Office equipment	322,650.00	210,850.00
Plant, Machinery & Equipment	410,060.00	-

Total Expenditure in 2013 compare with 2012



	2012	2013
1st Quarter	2,732,742.75	2,426,763.99
2nd Quarter	2,479,785.01	2,456,606.45
3rd Quarter	2,684,977.00	2,514,412.45
4th Quarter	2,600,591.62	3,622,563.56

Special projects scheduled during 2014

Below mention projects are planned to carry out by the Co-operative employees Commission in 2014

	Name	Duration	Estimated amount (Rs.)	Sources of Funds	Object
01	Rearrangement of a DAYATA KIULA Exhibition stall, organizing a quest competition regarding the Co-operative projects and displaying a Video clip	4 th to 10 th of February 2014	620,000	Budget provision	public awareness program regarding the Co-operative movements and duties of the Co-operative Employees Commission
02	Conducting 16 awareness programs regarding the Co-operative law and disciplinary procedure (6 out of that has conducted under the Dayata Kirula development project in Kegalle and Kurunagala Districts)	January to December - 2014	600,000	Budget provision	public awareness regarding the Co-operative movements
03	Making a Pension scheme	January to June - 2014	100,000	Budget provision	Upgrade the living standard of the Co-operative employees
04	Training of the Staff	January to December - 2014	100,000	Budget provision	Increase the efficiency of the Co-operative commission staff

Recruitment for Positions during 2014

	Name of the Co-operative Society	Position	No. of recruited
01	'Samurdhi' Development & Agro Research Assistants' Co-operative Thrift & Savings Society Ltd.	Assistant Accountant	01
02	Sri Lanka Co-operative Rural Bank Federation Ltd.	KKS	01
03	Sri Lanka National Youth Services Co-operative Societies Federation Ltd.	Project Manager	01
04	Sri Lanka National Youth Services Co-operative Societies Federation Ltd.	General Manager	01
05	Sri Lanka Marketing Co-operative Federation Ltd.	Management Assistant	04
06	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Management Assistant	24
07	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd.	General Manager	01
08	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Assistant General Manager	08
09	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Account Assistant	05
10	Sri Lanka National Youth Services Co-operative Societies Federation Ltd.	General Manager	01
11	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Computer operator	02
12	Education Department Employees' Co-operative Thrift & Credit Society Ltd.	Assistant Accountant	04
13	Sri Lanka Marketing Co-operative Federation Ltd.	Internal Auditor	01
14	Sri Lanka Marketing Co-operative Federation Ltd.	Store Manager	01

15	Post and Telecommunication Employees Co-operative Society Ltd.	Holiday Resort Room boy	01
16	Peoples Bank Employees Thrift & Credit Co-operative Society Ltd.	General Manager	01
17	State Engineering Corporation Co-operative Thrift & Savings Society Ltd.	Management Assistant	01
18	Public Service Co-operative Credit & Thrift Society Ltd.	Advisor	01

Expected and completed programs according to the Action plan 2013

Program	Target	Completed amount	Difference		Reasons
			less	more	
Conducting awareness programs for the Co-operative employees and the Director board	16	14	02	-	-
Hearing of Appeals	500	448	52	-	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	17		06	-
Staff Training Programs	10	06	04	-	-