



Annual Performance Report

2017

Co-operative Employees Commission
No. 100 1/1, Lady Lochore Loan Fund Building,
Sir Chittamapalam A. Gardiner Mawatha, Colombo 02.

Vision

To create satisfied Co-operative

Human resource

Mission

Formulating policies to enhance human resource in
the Co-operative Sector for the sustainable
development of the Co-operative movement

Functions

- Determining policies that should be followed in recruiting to and promoting employees of Co-operative societies and granting gratuity to them.
- Determining required qualifications for the recruitment of persons to posts in the Co-operative societies and determining salary scales relevant to such posts.
- Resolving employee disputes, investigating appeals and initiating legal action against those Co-operative societies that violate orders.
- Investigating appeals received by the Commission.
- Determining procedures to be followed by Co-operative societies in disciplinary matters in relation to their employees.
- Conducting discussions, training programs and seminars on human resource development.

Co-operative Employees Commission

Annual Performance Report – 2017

The numerical and descriptive details and various activities performed by the Co-operative Employees Commission during the year 2017, in order to protect and ensure the service of Co-operative employees are submitted through this report.

Basically the content of this report is set up under the following Chapters.

Chapter - 01

The details of the composition and the employment of the Co-operative Employees Commission during the year 2017.

Chapter - 02

The names of the National Level Co-operative Unions and All Island Primary Level Co-operative societies which are regulated by the Commission and the approved carder of the above societies during the year 2017.

Chapter -03

Review of the activities of the Commission during the year 2017, physical and financial activities of the Co-operative Employees Commission and Special projects to be implemente in 2018.

Contents

Chapters

Page No

Chapter - I

- Composition of the Co-operative Employees' Commission and Administration 02
- Organizational Structure of the Co-operative Employees' Commission 03
- Employment in 2017 04

Chapter - II

- National Level Co-operative Unions/Island wide Primary level Co-operative Societies 06 - 08

Chapter - III

- Review of Performance in 2017 10 -15
- Physical and financial performance in 2017 16 -18
- Special projects to be implemente in 2018 19

Chapter - I

- Composition of the Co-operative Employees' Commission and Administration.
- Organizational Structure of Co-operative Employees' Commission.
- Employment in 2017.

Composition of the Co-operative Employees' Commission and Administration

According to the provisions of the Section 4 of the Co-operative Employees' Commission Act No. 12 of 1972, Commission is consist of 3 members appointed by the Minister in charge of Co-operative subject. One of the three members is appointed as the Chairman of the Commission and all three members hold the position for a period of 3 years from the date of appointment. If a member resign, vacate office or is removed or in dead, the Minister can appoint a suitable person in place of such member for the unexpired portion of the term of office of the member.

Mrs. R.M.C.G Udugampola served as the Chairperson of this Commission and, Mr. I.M.G Iriyagolla, Attorney at Law and Mr. Bandula Wijesinghe, Attorney at Law served as other members in 2017.

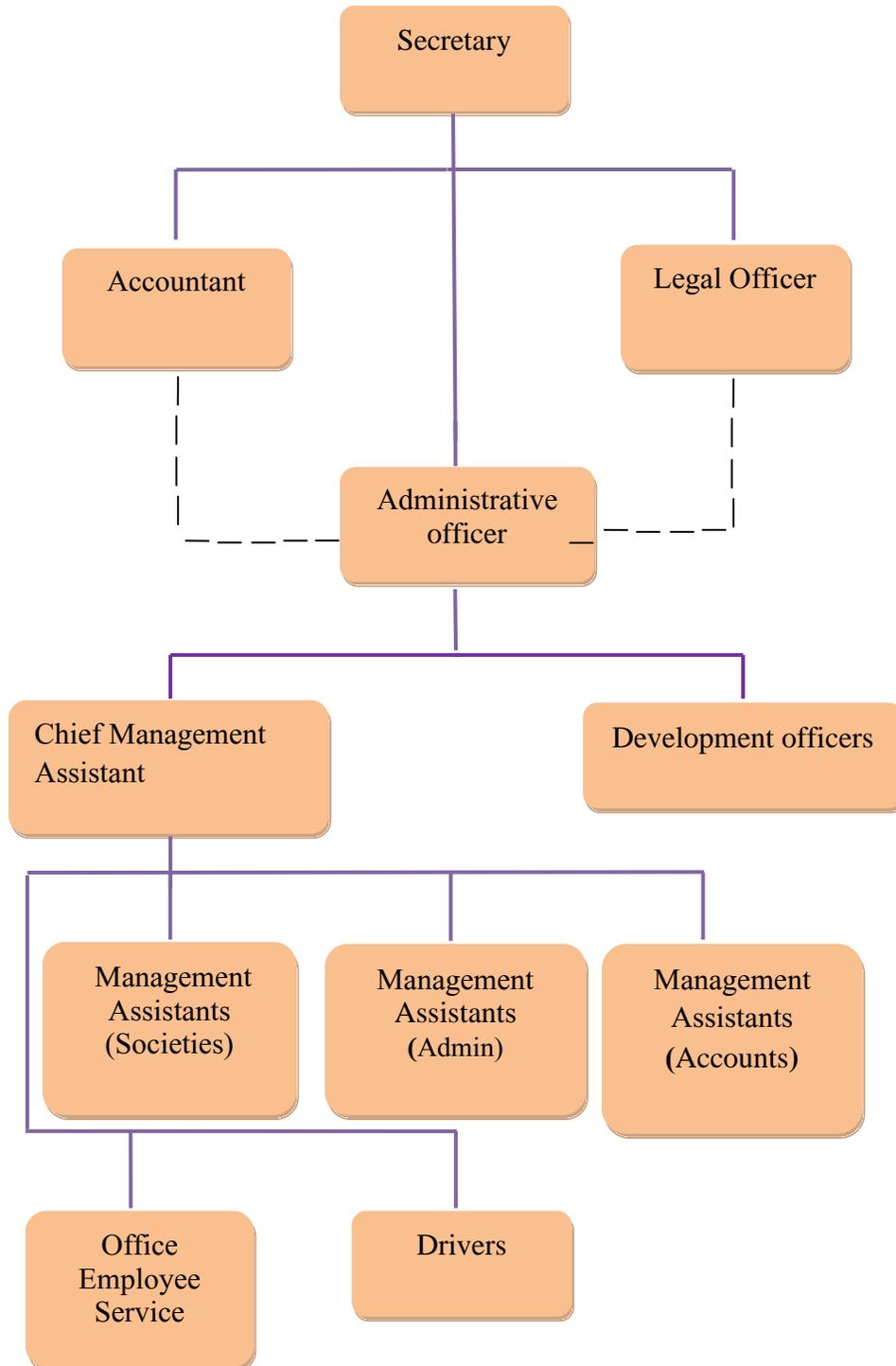
In terms of the Section 9 (1) of the Co-operative Employees' Commission Act No.12 of 1972, an officer of the Sri Lanka Administrative Service shall be appointed as the Secretary to this Commission. The said Secretary is also the Accounting Officer of the Commission.

Mrs. Pavithra Jayathissa who is an officer of the Sri Lanka Administrative Service served as the Secretary of this Commission in 2017.

According to the Section 9 (2) of the Co-operative Employees' Commission Act No.12 of 1972, other members in the staff of the Commission are appointed from combined services.

In terms of the Section 12 of the Co-operative Employees' Commission Act No. 12 of 1972, expenses of the Commission are met from the funds allocated under Annual Appropriation Bill of the General Treasury. Funds had been allocated by the Appropriation Bill under the Head 302 in 2017.

Organizational structure of the Co-operative Employees' Commission



Employment in 2017

Designation	Approved number	Number of employees as at 31.12.2017	Number of vacancies
Secretary	01	01	-
Accountant	01	01	-
Legal officer	01	-	01
Administrative officer (Public Management Assistant-Supra Grade)	01	01 (on contract basis)	-
Public Management Assistant (1/11/111)	08	07	01
Development officer	05	02	03
Driver	03	03	-
Office Employee Service	03	02	01
Total	23	17	06

Officers transferred out and officers who joined in on transfers

Name	Designation	Date of transfer	Date of reporting to office who came on transfer
Mrs. M.C Samanlatha	Public Management Assistant	-	2017.01.02
Mrs. J.P. Kamani	Public Management Assistant	-	2017.01.03
Mrs. N.Uduwawalage	Public Management Assistant	2017.01.03	
Mr. H.A. Bandula	Development Officer	-	2017.06.11
Mrs. M.C Samanlatha	Public Management Assistant	2017.07.19	

Chapter - II

- National Level Co-operative Unions/Island wide Primary level Co-operative Societies.

National Level Co-operative unions /Island wide Primary level Co-operative Societies

Regularization of matters relevant to the services of the employees of National Level Co-operative unions / Island wide Primary level Co-operative Societies that come under the supervision of the Department of Co-operative Development has been assigned to this Commission. Not only solving the problems of Co-operative employees but also deciding qualifications for posts and salary scales etc. are performed by this Commission. In the same way, providing clarifications and instructions on some occasions to Provincial Co-operative Employees' Commissions and issuing guide lines needed to act with consensus are performed by this Commission.

Employment of National Level Co-operative unions / Island wide Primary level Co-operative Societies in 2017

Name of the society		Approved cadre
Co-operative unions		
01	National Co-operative Council of Sri Lanka	55
02	Sri Lanka Thrift and Credit Co-operative Societies Federation Ltd.	42
03	Sri Lanka Textile Industries Federation Ltd.	06
04	Sri Lanka Marketing Co-operative Federation Ltd.	139
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.	18
08	Sri Lanka Consumer Co-operative Societies Federation Ltd.	84
09	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd.	25
10	Sri Lanka Co-operative Industries Federation Ltd.	171
11	Sri Lanka National Youth Services Co-operative Societies Federation Lt	09
12	Thrift & Credit Societies Resources Management Co-operative Federation Ltd.	03

	Island wide Primary level Co-operative Societies	Approved Cadre
13	Educational Employees Thrift & Credit Co-operative Societies Ltd.	938
14	Health Department Employees Thrift & Credit Co-operative Societies Ltd	76
15	Rail Way Station Masters and Clerks Thrift & Credit Co-operative Societies Ltd.	04
16	Posts and Telecommunication Department Employees Thrift & Credit Co-operative Society Ltd.	41
17	Browns Group Industrial and General Services Thrift & Credit Co-operative Society Ltd.	02
18	Sanasa Development Bank Employees Thrift & Credit Co-operative societies Ltd.	24
19	Rajarata University Co-operative Society Ltd.	06
20	Port Shipping Services Co-operative Society Ltd.	07
21	Water Supply and Drainage Board Thrift & Credit Co-operative Societies Ltd.	09
22	Department of Inland Revenue Employees Co-operative Society Ltd.	02
23	'Samurahi' Animators and Agricultural Research Assistants Co-operative Thrift & Credit Society Ltd.	05
24	State Engineering Corporation Thrift & Credit Co-operative Societies Ltd.	11
25	Public service Graduates SANASA Ltd.	11
26	Railway Track Workers and Department Employees Thrift & Credit Co-operative Society Ltd	02
27	Port Authority Employees Co-operative Bank Ltd.	22
28	Prisons Department Welfare Thrift & Credit Co-operative Society Ltd	34
29	Health Services Financial Thrift and Credit Co-operative Societies Ltd	70
30	Register General Department Thrift & Credit Co-operative Societies Ltd.	02

31	Sri Lanka Public Health Inspectors Thrift & Credit Co-operative Societies Ltd.	02
32	Sri Lanka Women Development Services Co-operative Societies Ltd.	42
33	People's Bank Employees Thrift & Credit Co-operative Societies Ltd.	10
34	Colombo General Hospital Thrift & Credit Co-operative Societies Ltd.	10
35	C.T.B Employees Thrift & Credit Co-operative Societies Ltd.	13
36	Public Service Thrift and Credit Co-operative Society Ltd.	43
37	The C.W.E. Employees Thrift & Credit Benefit Society Ltd.	06
38	Port Authority Employees Welfare, Thrift and Credit Co-operative Societies Ltd.	14
39	Surveyor Assistant's Thrift & Credit Co-operative Societies Ltd.	02
40	Estate Workers Housing Thrift & Credit Co-operative Societies Ltd.	02
41	Co-operative Department Staff Officers Thrift & Credit Co-operative Society Ltd.	07
42	All Island Small and Medium Scale Cereal Processors Development Co-operative Society Ltd.	01
43	Sri Lanka Steel works Co-operative Society	08
44	All Island Exercise Book Producers Co-operative Societies Ltd.	07
45	Sri Lanka Printers Co-operative Societies Ltd	21
46	All Island Ornamental Plants and Orchids Co-operative Societies Ltd.	20

Chapter - III

- Review of Performance in 2017.
- Physical and financial performance in 2017.
- Special project to be implement in the year 2018.

Review of Performance in 2017

- ❖ 10 training programs were planned to conduct during the year 2017 to make them aware of Role of the Commission for Co-operative employees and members of Co-operative Society Director Board, the manner in which a complaint should be made to the Commission, rights and privileges which co-operative employees own according to Co-operative Employee Establishment Code introduced by the Commission. Totaly18 training programs including such programs have been conducted as at 31st December 2017.

Training programs conducted in 2017



Workshops conducted for co-operative employees and the staff in 2017

	Institute	Workshop conducted	No.of participants
01.	Port Authority Employees Welfare, Thrift and Credit Co-operative Societies Ltd	Awareness through the Co-operative Employee Establishment Code and developing attitudes	41
02.	Posts and Telecommunication Department Employees Thrift & Credit Co-operative Society Ltd.	Awareness through the Co-operative Employee Establishment Code and developing attitudes	39
03.	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd.	Awareness through the Co-operative Employee Establishment Code and developing attitudes	22
04.	Sri Lanka Thrift and Credit Co-operative Societies Federation Ltd.	Awareness through the Co-operative Employee Establishment Code and developing attitudes	30
05.	C.T.B Employees Thrift & Credit Co-operative Societies Ltd.	Awareness through the Co-operative Employee Establishment Code and developing attitudes	17
06.	Educational Employees Thrift & Credit Co-operative Societies Ltd (Accounting division of Colombo head office)	Awareness through the Co-operative Employee Establishment Code and developing attitudes	54
07.	Sri Lanka Consumer Co-operative Societies Federation Ltd	Awareness through the Co-operative Employee Establishment Code and developing attitudes	37
08.	National Co-operative Council of Sri Lanka	Awareness through the Co-operative Employee Establishment Code and developing attitudes	35
09.	Educational Employees Thrift & Credit Co-operative Societies Ltd - Gampaha district office	Awareness through the Co-operative Employee Establishment Code and developing attitudes	43
10.	Educational Employees Thrift & Credit Co-operative Societies Ltd – Kalutara district office	Awareness through the Co-operative Employee Establishment Code and developing attitudes	40
11.	Educational Employees Thrift & Credit Co-operative Societies Ltd – Anuradhapura and Polonnaruwa district offices	Awareness through the Co-operative Employee Establishment Code and developing attitudes	50

12.	Educational Employees Thrift & Credit Co-operative Societies Ltd – Matara, Hambantota and Kataragama district offices	Awareness through the Employee Establishment Code and developing attitudes	46
13.	Chairmen and Secretaries of Co-operative Societies	Co-ordination of employees in Co-operative sector in more productive manner	55
14	Co-operative Departmental officers	Awareness of the role of Co-operative Employees Commission	49
15	Staff of Co-operative Employees Commission	Development of a good health pattern	13
16	Staff of Co-operative Employees Commission	Salary software training	01
17	Staff of Co-operative Employees Commission	Developing attitudes	14
18	Staff of Co-operative Employees Commission	Workshop on positive thinking and motivation	13
Total			599

- ❖ Assisting the judiciary in the legal matters relevant to co-operative employees and assisting the officers of the Attorney General's Department for legal proceedings named as the respondent is a duty assigned on the Commission. Officers on behalf of the Commission have appeared for 10 cases as at 31st December 2017.

Case Number	Complaint	Defense	Situation as at 31.12.2017
3267,3275,3276,3277,3278,3279,3280,3281,3284	Group of employees who have been dismissed by Kammalpaththu Coconut Producers' Co-operative Society	Kammalpaththu Coconut Producers' Co-operative Society (Commission was called for evidence)	Inquiry is going on at the Marawila Magistrates Court.

Details about the cases which newly assigned Commission as a party in 2017.

Case number	DSP 61/2017
The complainant	Three employees of the Education Services Employees' Cooperative Thrift and Credit Society Ltd
Respondent	(EDCS)Board of Directors of the Education Services Employees' Cooperative Thrift and Credit Society Ltd and this Commission
Court	Colombo District Court

Cases have not been instituted by this Commission in 2017 and only the case, described above has been instituted against the Commission.

No. of recruitments approved by the Commission in 2017

Month	Society	Designation	Approv No.
January	-	-	-
February	Posts and Telecommunication Department Employees Thrift & Credit Co-operative Society Ltd.	General Manager	01
	People's Bank Employees Thrift & Credit Co- operative Societies Ltd.	Consultant	01
	Sri Lanka Marketing Co-operative Federation Ltd..	Distribution Manager	-
March	Sri Lanka Thrift and Credit Society Federation	Management Assistant (Contract)	-
	Sri Lanka Printers Co-operative Societies Ltd	Chief Internal Auditor	01
April	Public Service Thrift and Credit Co-operative Society Ltd.	General Manager (Contract)	01
May	-	-	-
June	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd	General Manager	-
	Sri Lanka Health Employee's Development Service's Co-operative Society Ltd	Management Assistant (III)	02
	Sri Lanka Health Employee's Development Service's Co-operative Society Ltd	Labourer	01
	Railway Track Workers and Department Employees Thrift & Credit Co-operative Society Ltd	Management Assistant (II)	01

July	-	-	-
August	Posts and Telecommunication Department Employees Thrift & Credit Co-operative Society Ltd.	Management Assistant	03
	Posts and Telecommunication Department Employees Thrift & Credit Co-operative Society Ltd	Internal Auditor	01
	All Island Ornamental Plants and Orchids Co-operative Societies Ltd.	Sectoral Manager	01
September	Sri Lanka Printers Co-operative Societies Ltd	Management Assistant (III)	01
October	National Co-operative Council of Sri Lanka	Assistant General Manager	
	Sri Lanka Health Employee's Development Service's Co-operative Society Ltd	Accountant	01
November	-	-	-
December	-	-	-
Total			15

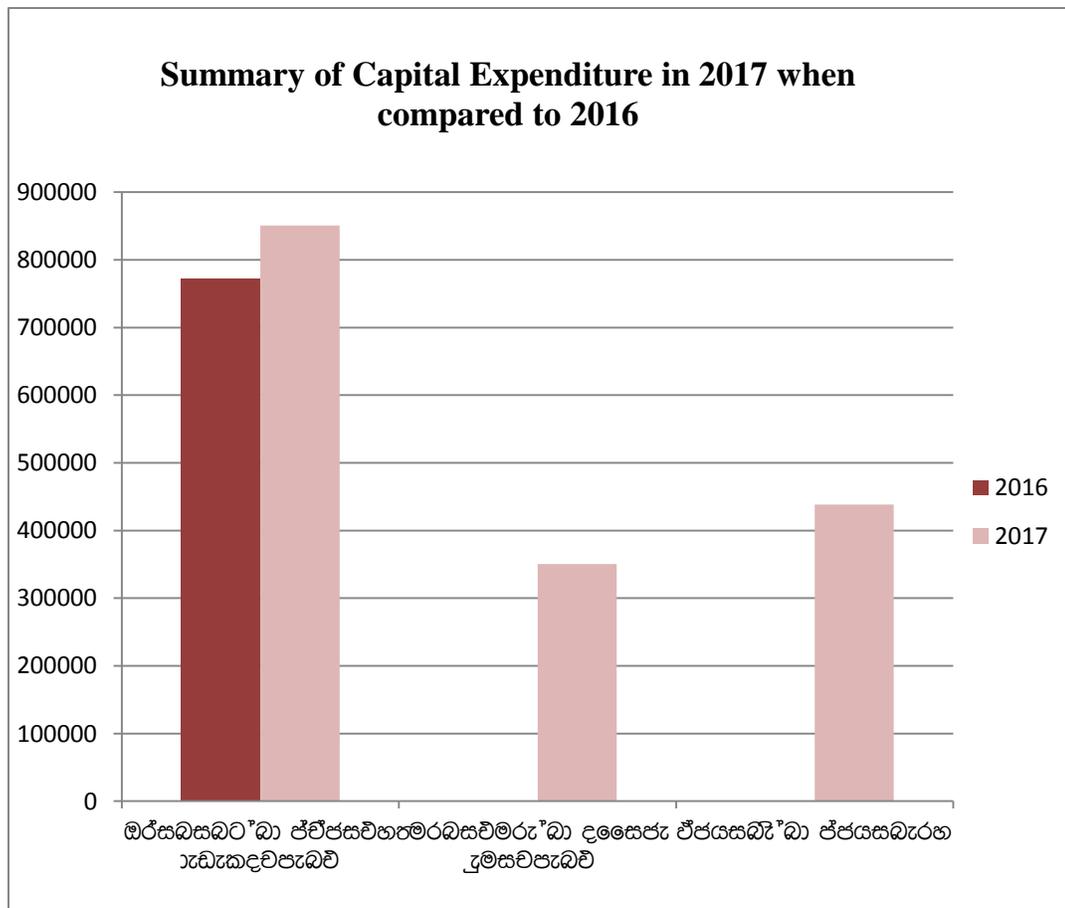
Special activities performed by the Commission in 2017 in addition to the above activities

- Implementation of the new salary circular No. 2016/01 released in 2016 for Co-operative employees with effect from 01.01.2017.
- Conducting 14 awareness workshops Island wide on the salary circular 2016/01 and Co-operative Establishment Code.
- Providing solutions for issues referred by the Co-operative employees and societies on the salary circular No. 2016/01.

Physical and financial performance in 2017

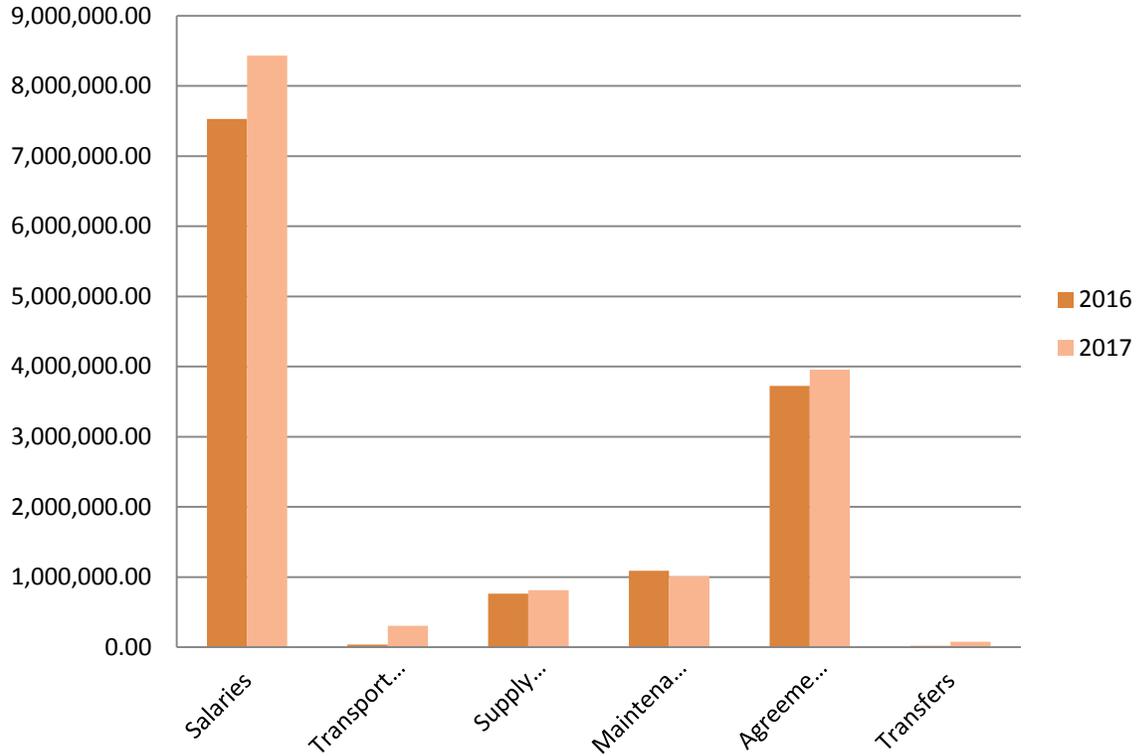
Estimated provisions for training capacity & development and also expenditure in 2017 for that.

	Activity	Budget estimate (Rs.)	Expenditure as at 31.12.2017 (Rs.)	Balance (Rs.)
01.	Awareness programmes and training programmes for Co-operative employees and the staff of the Commission.	900,000.00	850,701.00	49,299.00

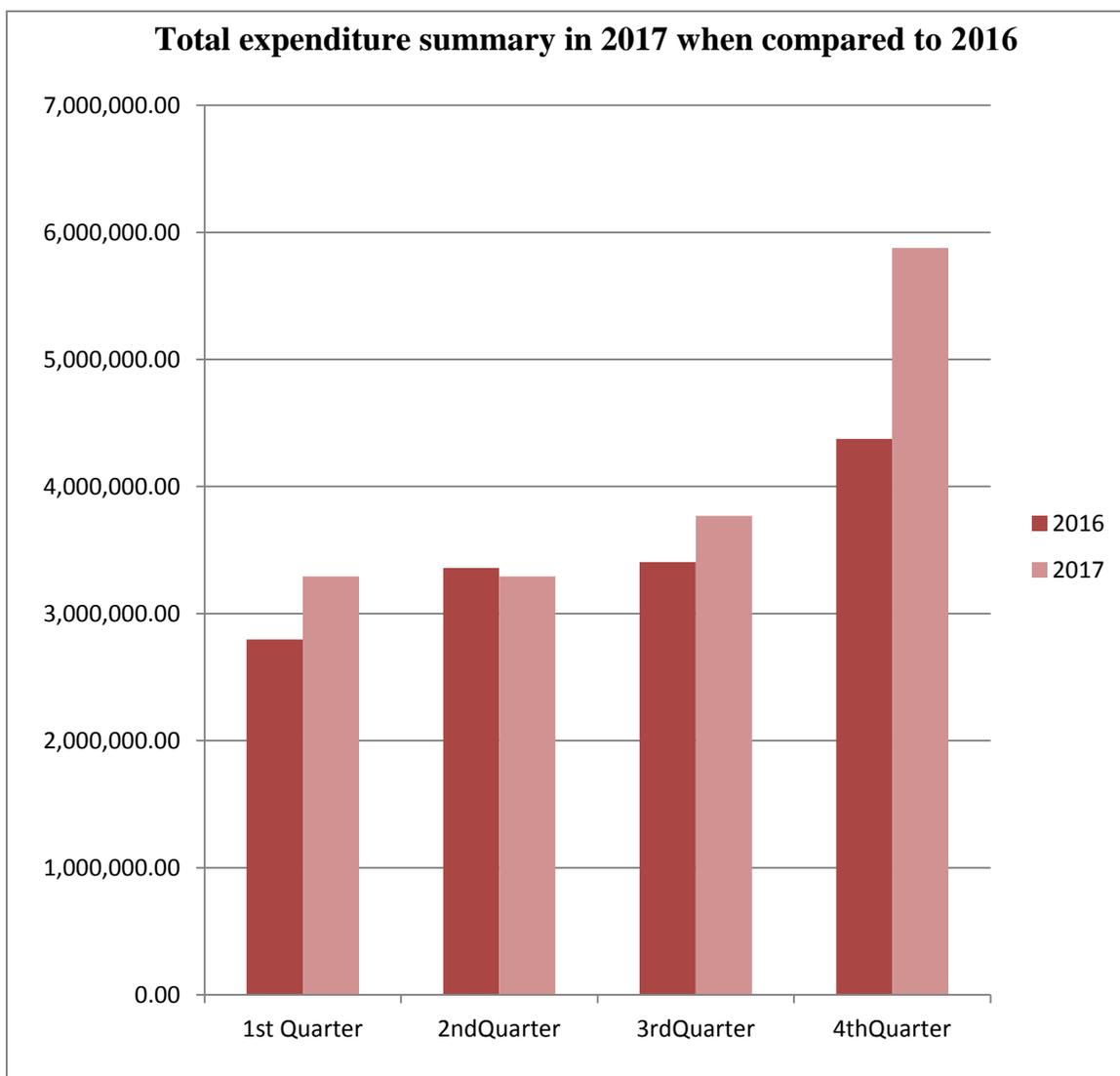


	2016 (Rs.)	2017 (Rs.)
Training and capacity development	771,900.00	850,701.00
Furniture and office equipment	-	350,493.89
Machines and machinery	-	438,338.50

Recurrent expenditure in 2017 when compared to 2016



	2016 (Rs.)	2017 (Rs.)
Salaries	7,531,514.29	8,431,101.05
Transport expenditure	34,902.50	306,018.50
Supply services	761,028.42	811,569.34
Maintenance expenditure	1,088,327.27	1,006,924.85
Agreements related services	3,725,681.54	3,956,393.31
Transfers	20,537.20	80,099.78



	2016 (Rs.)	2017 (Rs.)
1st Quarter	2,797,245.11	3,292,979.91
2nd Quarter	3,357,591.74	3,293,451.56
3rd Quarter	3,403,966.36	3,768,008.66
4th Quarter	4,375,088.01	5,877,200.09
Total Expenditure	13,933,891.22	16,231,640.22

Special Projects to be implemented in 2018

The Commission has planned to implement the following projects in 2018.

	Project	Duration	Estimated amount	Source of funds	Objective
01.	Awareness programmes regarding Co-operative Establishment Code, labour law and attitude development	January to December, 2018	Rs.800,000.00	Budgetary Provisions	Raising awareness among Co-operative employees and officers on human resources Management and legal provisions regarding Co-operative employees.
02.	Training programmes for Commission staff	January to December, 2018	Rs.200,000.00	Budgetary Provisions	Upgrading the efficiency of Commission staff