



Annual Performance Report 2018

**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 - 2018

The numerical and descriptive details and various activities performed by the Co-operative Employees Commission during the year 2018, 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 I - Introduction to the Cooperative Employees Commission

- **Composition and Administration of the Co-operative Employees Commission.**
- **Organizational Structure of the Co-operative Employees Commission.**
- **Employment in 2018.**

Chapter II - Scope of the Co-operative Employees Commission

- **Names of the Co-operative Unions and All Island Co-operative Societies that are coming under the purview of the Commission and the approved cadre of the Unions / Societies in 2018.**

Chapter III - Activities carried out in the year 2018

- **Workshops conducted in 2018.**
- **Legal activities carried out by the Commission in 2018.**
- **Recruitments approved by the Commission in 2018.**

Chapter IV - Review all the activities carried out during the year 2018

- **Physical and financial results of the year 2018.**
- **Summary of Capital Expenditure in 2018 Compared to 2017.**
- **Summary of recurrent expenditure in 2018 compared to 2017.**
- **Summary of total expenditure in 2018 compared to 2017.**
- **Special projects to be implemented in the year 2019.**

Contents

Page No

Chapter I - Introduction to the Cooperative Employees Commission **1 - 4**

- **Composition and Administration of the Co-operative Employee Commission.** **2**
- **Organizational Structure of the Co-operative Employees Commission** **3**
- **Employment in 2018.** **4**

Chapter II - Scope of the Co-operative Employees Commission **5 - 8**

- **Names of the Co-operative Unions and All Island Co-operative Societies that are coming under the purview of the Commission and the approved cadre of the unions / Societies in 2018.**

Chapter III - Activities carried out in the year 2018 **9 - 14**

- **Workshops conducted in 2018.** **10 -12**
- **Legal activities carried out by the Commission in 2018.** **13**
- **Recruitments approved by the Commission in 2018.** **14**

Chapter IV - Review all the activities carried out during the year 2018 **15 - 19**

- **Physical and financial results of the year 2018.** **16**
- **Summary of Capital Expenditure in 2018 Compared to 2017.** **16**
- **Summary of recurrent expenditure in 2018 compared to 2017.** **17**
- **Summary of total expenditure in 2018 compared to 2017.** **18**
- **Special projects to be implemented in the year 2019.** **19**

Chapter I

Introduction to the Cooperative Employees Commission

- Composition and Administration of the Co-operative Employees Commission.
- Organizational Structure of the Co-operative Employees Commission.
- Employment in 2018.

Composition and Administration of the Co-operative Employees Commission.

According to the provisions of the Section 4 of the Co-operative Employees Commission Act No. 12 of 1972, Commission is consisting 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 is 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.

Dr. A.L. Abdul Gafoor served as the Chairman of this Commission and, **Mr. G.S.L.Fonseka** and **Mr. Bandula Wijesinghe** served as other members in 2018.

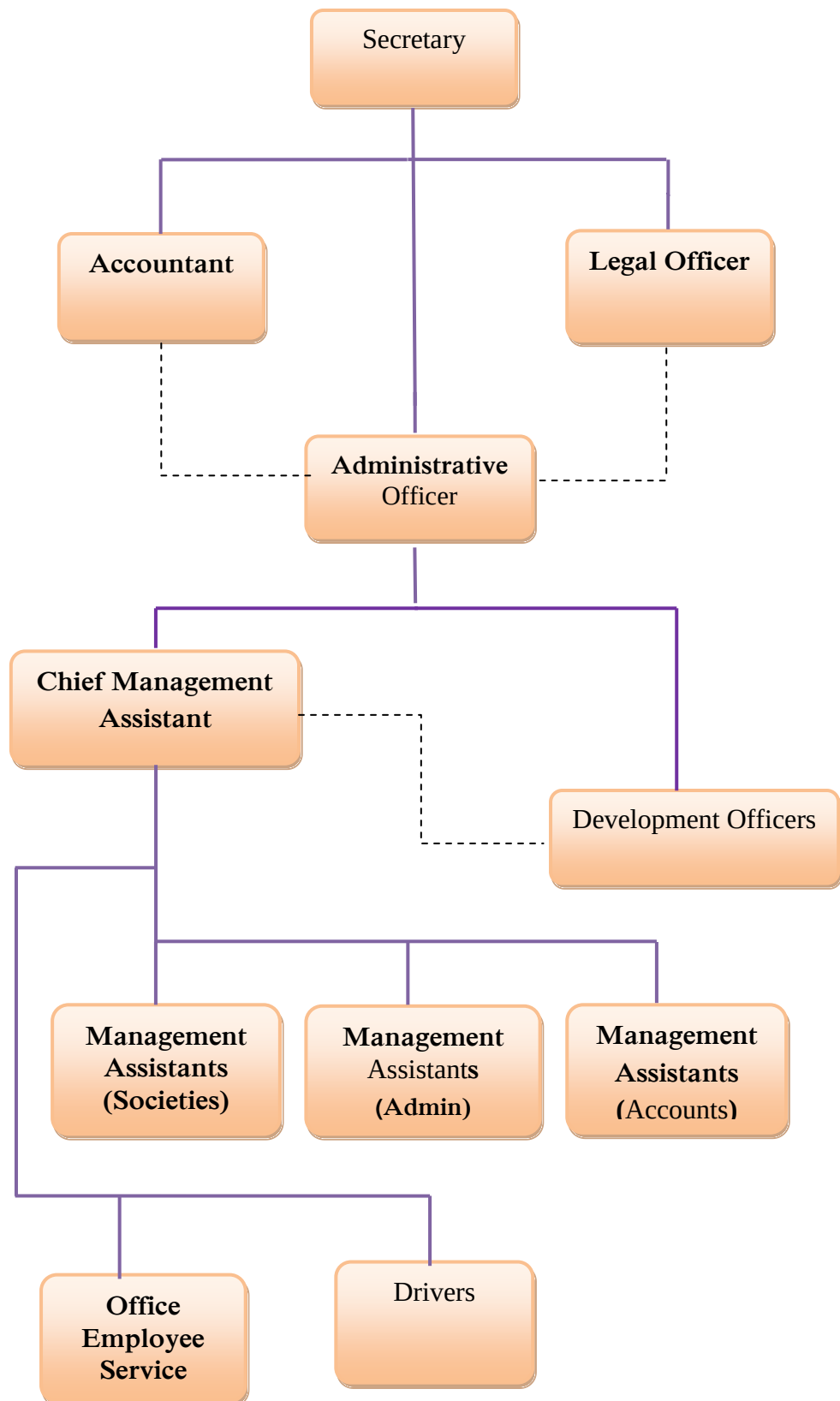
In terms of the Section 9 (1) of the Co-operative Employees Commission Act No.12 of 1972, an officer of the Sri Lanka Administrative Service shall be appointed as the Secretary to this Commission. The said Secretary is also the Accounting Officer of the Commission.

Mrs. Pavithra Jayathissa an officer of the Sri Lanka Administrative Service served as the Secretary of this Commission in 2018.

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 2018.

Organizational Structure of the Co-operative Employees Commission.



Employment in 2018.

Designation	Approved number	as at 31.12.2018	
		Number of employees	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	08	-
Development officer	05	02	03
Driver	03	03	-
Office Employee Service	03	03	-
Total	23	19	04

Officers transferred out and Officers who joined in on transfers

Name	Designation	Date of reporting to office who came on transfer	Date of transfer
Mr.J.A.P. Rajakaruna	Office Employee Service	12.02.2018	-
Mr.M.S.Jayarathne	Driver	10.04.2018	31.07.2018
Mr. J.A.D.Jayasooriya	Driver	15.08.2018	-
Mr.W.A.M.S.Alwis	Driver	-	02.03.2018
Mrs. J.P.Kamani	Public Management Assistant	-	31.05.2018
Mr.R.A.C.K.Ranathunga	Public Management Assistant	-	31.05.2018

Officers who obtained new appointments

Name	Designation	Appointment date
Mrs.M.K.C.Perera	Public Management Assistant	15.05.2018
Miss.H.M.A.S.Dissanayake	Public Management Assistant	17.05.2018
Mr. W.M.A.S.Wijekoon	Public Management Assistant	21.05.2018
Mrs. S.M.T.Malkanathi	Public Management Assistant	19.06.2018

Chapter II

Scope of the Co-operative Employees Commission

- Names of the Co-operative Unions and All Island Co-operative Societies that are coming under the purview of the Commission and the approved cadre of the Unions / Societies in 2018.

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 required to act with consensus are performed by this Commission.

Number of Approved Cadre of National Level Co-operative unions / Island wide Primary level Co-operative Societies in 2018

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.	136
09	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd.	25
10	Sri Lanka Co-operative Industries Federation Ltd.	167
11	Sri Lanka National Youth Services Co-operative Societies Federation Ltd	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	‘Samurdhi’ 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	01
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.	05
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

Activities carried out in the year 2018

- Workshops conducted in 2018.
- Legal activities carried out by the Commission in 2018.
- Recruitments approved by the Commission in 2018.

Workshops conducted in 2018.

12 training programs were planned to conduct during the year 2018 to make them aware of Role of the Commission for Co-operative employees and members of Co-operative society director boards, 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 and to make them aware of labour law in related of Co-operative Sector. Totaly18 training programs including such programs have been conducted as at 31st December 2018.

Training Programmes in 2018



Workshops conducted for Co-operative employees in 2018

	Institute	Workshop conducted	Number of participants
01.	Sri Lanka Printers Co-operative Societies Ltd.	Awareness regarding the Co-operative Employees Establishment Code and developing attitudes	28
	Sri Lanka Co-operative Industries Federation Ltd.		
	Sri Lanka National Youth Services Co-operative Societies Federation Ltd.		
	Port Authority Employees Welfare, Thrift & Credit Co-operative Societies Ltd.		
	People's Bank Employees Co-operative Societies Ltd.		
	Port Authority Employees Co-operative Bank Ltd.		
02.	Sri Lanka Women Development Services Co-operative Societies Ltd.	Awareness of the Labour Law in related to the Co-operative Employees.	39
03.	Sri Lanka Marketing Co-operative Federation Ltd.	Awareness of the Labour Law in related to the Co-operative Employees.	36
04.	Educational Employees Thrift & Credit Co-operative Societies Ltd - Employees who attached to the Kurunegala District Branch.	Awareness of the Labour Law in related to the Co-operative Employees.	52
05.	Sri Lanka Public Health Inspectors Thrift & Credit Co-operative Societies Ltd.	Awareness of the Labour Law in related to the Co-operative Employees.	23
	C.T.B. Employees Thrift & Credit Co-operative Societies Ltd.		
	The C.W.E. Employees Thrift & Credit Benefit Societies Ltd		
	Sri Lanka Textiles Industries Federation Ltd.		
	'Samurdhi' Animators and Agricultural Research Assistance Co-operative Thrift & Credit Societies Ltd.		
06.	Educational Employees Thrift & Credit Co-operative Societies Ltd - Employees Galle District Branch.	Awareness of the Labour Law in related to the Co-operative Employees.	30
07.	Sri Lanka Coconut Producers' Co-operative Societies Federation Ltd.	Awareness of the Labour Law in related to the Co-operative Employees.	26

08.	Sri Lanka Thrift & Credit Co-operative Societies Federation Ltd.	Awareness of the Labour Law in related to the Co-operative Employees.	25
09.	Port Authority Employees Welfare, Thrift & Credit Co-operative Societies Ltd.	Awareness of the Labour Law in related to the Co-operative Employees.	41
	Port Authority Employees Co-operative Bank Ltd.		
10.	Educational Employees Thrift & Credit Co-operative Societies Ltd - Employees Kandy Branch.	Awareness of the Labour Law in related to the Co-operative Employees.	46
11.	Educational Employees Thrift & Credit Co-operative Societies Ltd - Employees Kegalle Branch.	Awareness of the Labour Law in related to the Co-operative Employees.	38
12.	Educational Employees Thrift & Credit Co-operative Societies Ltd - Employees NuwaraEliya Branch.	Awareness of the Labour Law in related to the Co-operative Employees.	36

Workshops & Training Programmes conducted for the staff of the
Co-operative Employees Commission in 2018

Name of Institute	Workshop conducted	Number of participants
Staff of the Co-operative Employees Commission	Diploma of English	01
	Induction Training	01
	Master of Financial Economics	01
	Workshop on motivation.	15
	Workshop on positive thinking.	15
	Tamil Language Programme	03

Legal activities carried out by the Commission in 2018

Officers have appeared for 08 cases as at 31st December 2018 on behalf of the Co-operative Employees Commission.

S/No	Case Number	Complainant	Defense	Situation as at 31.12.2018	Next Hearing Date
1	CA 93/2018	Educational Employees Thrift & Credit Co-operative Societies Ltd	C-operative Employees Commission	Reaching to amicable settlement.	19.03.2019
2	3267/C	Group of employees who have been dismissed by Kammalpaththu Coconut Producers' Co-operative Society	Kammalpaththu Coconut Producers' Co-operative Society	called for evidence in this case.	20.02.2019
3	3276/C				
4	3275/C				
5	3278/C				
6	3279/C				
7	3284/C				
8	DSP/ 61/2017	Employees of Educational Employees Thrift & Credit Co-operative Societies Ltd	Director Board of Educational Employees Thrift & Credit Co-operative Societies Ltd & Co-operative Employees Commission.	Commission has been removed from the plaintiff. (2018.08.03)	

Details about the Court of Appeal Cases assigned the Commission in 2018

Case number	Complainant	Respondent	Name of Court
CA/93/2018	Educational Employees Thrift & Credit Co-operative Societies Ltd	Co-operative Employees Commission, President, Secretary & two members.	Court of Appeal - Colombo

Recruitments approved by the Commission in 2018.

Month	Name of the Society	Designation	Number of Recruitments
August	Sri Lanka Thrift and Credit Co-operative Societies Federation Ltd.	Driver	01
	People's Bank Employees Thrift & Credit Co-operative Societies Ltd.	Management Assistant	01
	Sri Lanka Marketing Co-operative Federation Ltd.	Management Assistant	02
			03
		Sales Assistant	02
		Labour	05
September	People's Bank Employees Thrift & Credit Co-operative Societies Ltd.	Assistant Accountant	01
October	Sri Lanka Co-operative Rural Bank Federation Ltd.	Internal Auditor (Contract Basis)	01
November	Sri Lanka Co-operative Industries Federation Ltd.	Assistant Machine Operator	01
		<u>Murakaru</u>	01
	People's Bank Employees Thrift & Credit Co-operative Societies Ltd.	Management Assistant	01
	Sri Lanka Co-operative Rural Bank Federation Ltd.	Office Assistant	01
December	People's Bank Employees Thrift & Credit Co-operative Societies Ltd.	Chief Executive/ General Manager	01
	Sri Lanka Textile Industries Federation Ltd.	Accountant	01
	Sri Lanka Printers Co-operative Societies Ltd	Management Assistant	01
Total			23

Chapter IV

Review all the activities carried out during the year 2018

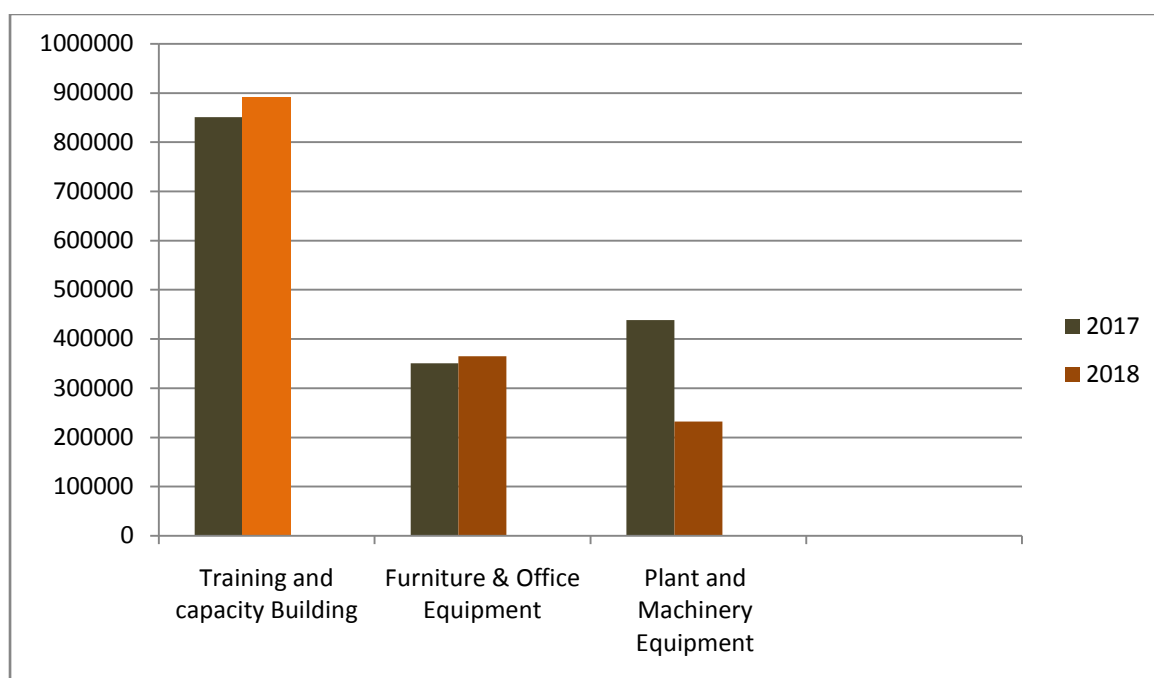
- Physical and financial performance of the year 2018.
- Summary of Capital Expenditure in 2018 Compared to 2017.
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Physical and Financial Performance of the year 2018

Budgetary estimates and expenditure for the year 2018 are as follows.

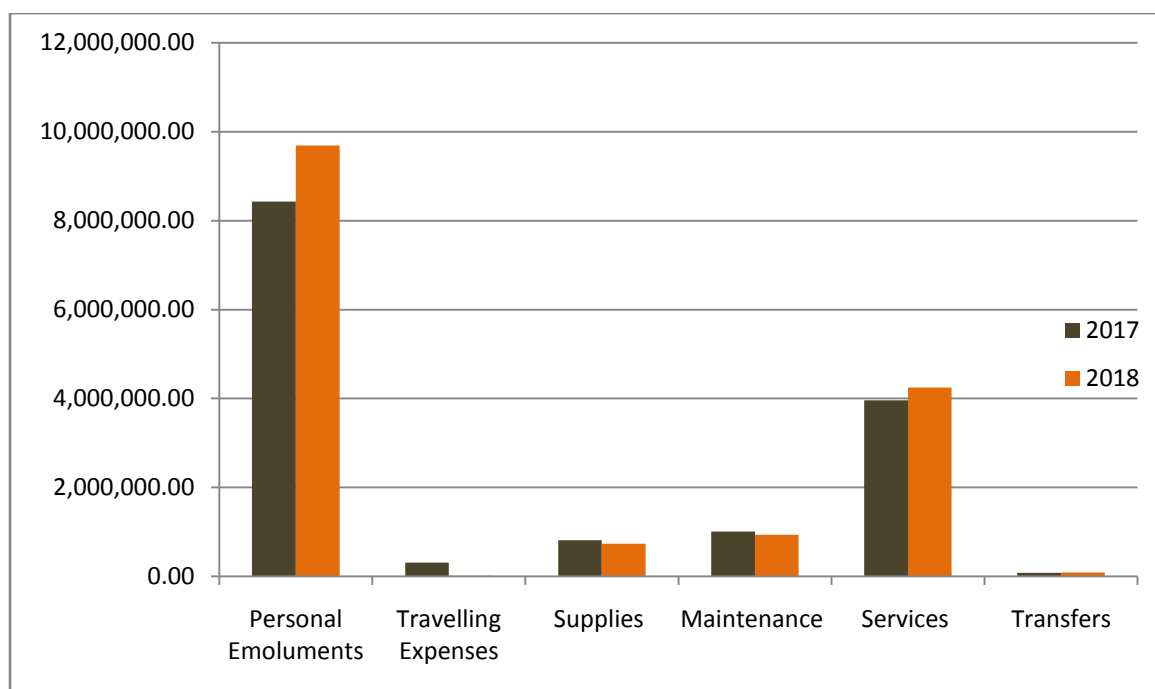
	Activity	Budget estimate (Rs.)	Expenditure as at 31.12.2018 (Rs.)	Balance (Rs.)
01.	Awareness programmes and training programmes for Co-operative employees and the staff of the Commission.	1,000,000.00	891,291.60	108,709.40

Summary of Capital Expenditure in 2018 Compared to 2017



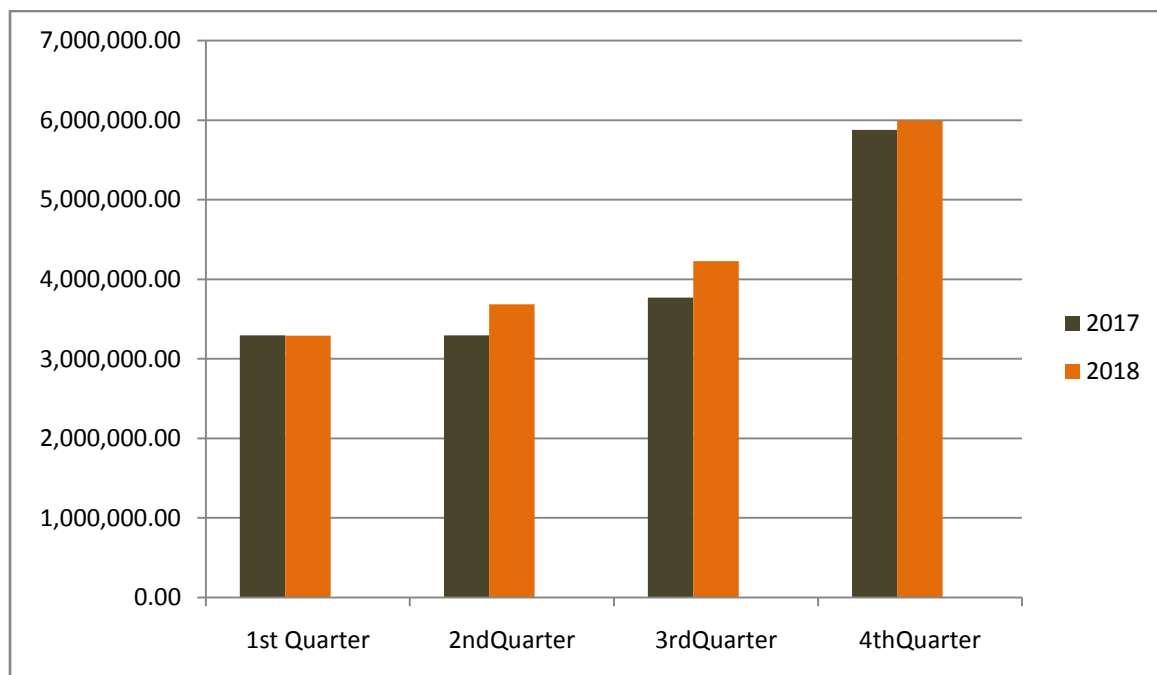
	2017 (Rs.)	2018 (Rs.)
Training and capacity Building	850,701.00	891,291.00
Furniture and office equipment	350,493.89	364,804.00
Plant and Machinery Equipment	438,338.50	232,335.00
Total	1,639,533.39	1,488,430.00

Summary of Recurrent Expenditure in 2018 compared to 2017



	2017 (Rs.)	2018 (Rs.)
Personal Emoluments	8,431,101.05	9,687,620.00
Travelling Expenses	306,018.50	17,568.00
Supplies	811,569.34	734,344.00
Maintenance	1,006,924.85	935,538.00
Services	3,956,393.31	4,248,263.00
Transfers	80,099.78	85,458.00
Total - Recurrent	14,592,106.83	15,708,791.00

Summary of Total Expenditure in 2018 compared to 2017



	2017 (Rs.)	2018 (Rs.)
1 st Quarter	3,292,979.91	3,292,201.32
2 nd Quarter	3,293,451.56	3,685,884.76
3 rd Quarter	3,768,008.66	4,226,490.67
4 th Quarter	5,877,200.09	5,992,643.70
Total Expenditure	16,231,640.22	17,197,220.45

Special Projects to be implemented in the year 2019

The Commission has planned to implement the following projects in 2019.

	Name of Project	Duration	Estimated amount	Source of Funds	Objectives
01.	Awareness programmes regarding Co-operative Establishment Code, labour law and attitude development	January to December, 2019.	Rs.800,000.00	Budgetary allocation Expected.	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, 2019.	Rs.200,000.00	Budgetary allocation Expected.	Upgrading the efficiency of Commission staff
03	Creation of a website for the Cooperative Employees Commission.	January to December, 2019.	Rs.400,000.00	Budgetary allocation Expected.	Provide expedited service through the speeding up of communication.