

73. SMALL FARMERS WELFARE FUND

- 73.1 Operating under the *aegis* of the Ministry of Agro-Industry and Food Security, as a body Corporate, the Small Farmers Welfare Fund (SFWF) caters for the small planters, small breeders and farmers conducting agro processing activities and the welfare of their families. Its functions include, among others, to: manage and optimize its financial and other resources; set up and develop schemes and projects; create special funds to operate any scheme set up by the Board; and perform other related activities. In so doing, it envisions to advance and promote the economic and social welfare of small farmers and their families.
- 73.2 The SFWF is headed by a Manager who is responsible for the execution of the policy of the fund and for the control and management of its day-to-day business. In the exercise of his functions, the Manager is supported by a complement of officers belonging to the professional, technical, general services as well as employees of the workmen's group.
- 73.3 The organisation structure of the SFWF had been reinforced in the last Review through the creation of grades, namely Computer Support Officer, Welfare Assistant and Senior Accounts Officer. To optimise use of internal competencies, the scheme of service of the grade of Programme Welfare Officer had been amended to enable appointment of qualified Technical Officers therein in the first instance.
- 73.4 In the context of the present Review, representations have been received for upgrading of qualifications requirement of existing grades, alignment of salaries, and creation of additional levels. During the course of meetings, members were apprised that grades are created on the basis of needs and new functions and upgrading of qualifications is considered when the higher qualifications match with the new set of duties and responsibilities. However, parties were informed that grades which are urgently required by the organisation could be graded by the Bureau on an *ad hoc* basis well before and even after the publication of the Report once the parent Ministry conveys its approval and the proposed schemes of service sent to the Bureau are in order.
- 73.5 The present set up is appropriate and it is, therefore, being maintained except for the creation of the grade of Receptionist/Telephone Operator. **We are additionally recommending that Management should conduct a Human Resource Planning exercise, to identify the need for additional HR requirements and to prompt appropriate remedial measures.**

Receptionist/Telephone Operator (New Grade)

73.6 At present, Management is having recourse to incumbents in the grade of Driver/Office Attendant to operate the PABX System and to perform receptionist duties. For greater effectiveness and to cope with the increasing number of callers, the need for a full time Receptionist/Telephone Operator is felt. We are therefore recommending accordingly.

Recommendation

73.7 **We recommend the creation of a grade of Receptionist/Telephone Operator. Appointment thereto should be made by selection from among serving officers possessing a Cambridge School Certificate with credits in English Language and French or an equivalent qualification. Candidates should be fluent in English and French.**

73.8 The Receptionist/Telephone Operator would be required, among others, to: operate the reception centre; maintain a register of all visitors; assist visitors by providing information to them to facilitate their contact with officers of the Fund; control access to offices of the Fund; take messages from outside callers and transmit same to officers concerned; and operate the telephone switchboard (PABX).

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SALARY SCHEDULE

SFWF 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375

General Worker

SFWF 2 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200

Driver/Office Attendant

SFWF 3 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525

Receptionist/Telephone Operator (New Grade)

SFWF 4 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Welfare Assistant

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- SFWF 5 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
Clerk/Word Processing Operator
- SFWF 6 :** Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950
Computer Support Officer
- SFWF 7 :** Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Management Support Officer (New Grade)
- SFWF 8 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal)
- SFWF 9 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Internal Control Officer
- SFWF 10 :** Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Confidential Secretary
- SFWF 11 :** Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Accounts Officer
Computer Officer (Ex Tobacco Board) (Personal)
- SFWF 12 :** Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325
Technical Officer
- SFWF 13 :** Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850
Senior Accounts Officer
- SFWF 14 :** Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450
Marketing Officer
Programme Welfare Officer

73. SMALL FARMERS WELFARE FUND (Contd)

SFWF 15 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Programmer/Analyst

SFWF 16 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Internal Auditor

SFWF 17 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Project Co-ordinator (Ex Tea Board) (Personal)

SFWF 18 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Programme Coordinator

SFWF 19 : Rs 92000

Manager

