

77. SUGAR INDUSTRY LABOUR WELFARE FUND

- 77.1 The Sugar Industry Labour Welfare Fund (SILWF) operates under the *aegis* of the Ministry of Social Security, National Solidarity and Reform Institutions. It was set up in 1948 to develop welfare programmes to enhance the well-being and conditions of living of workers in the sugar sector and their families. Over the years, its responsibilities have broadened and presently it also caters for the social welfare of the community at large.
- 77.2 The core function of the SILWF is carried out by the Community Development Division which, through its network of 135 Community Centres, provides a plethora of educational, cultural, recreational and social activities to the public. These centres are also used as Refugee Centres during cyclones and other natural calamities. Besides promoting community development, SILWF also manages scholarships and loan schemes for ongoing beneficiaries of the Sugarcane Industry.
- 77.3 As provided in its Act, the day to day management of the SILWF is vested in the General Manager. He is assisted by technical, administrative and supporting staff. In our last Report, we reinforced the structure of the Community Development Division with the creation of a level of Deputy Commissioner, Community Development and restyled a few grades to better reflect the nature of duties befalling on incumbents. A new level of Human Resource Management Officer was additionally provided in the EOAC Report.
- 77.4 For this review, the main representations from both Management and Staff Associations pertain to the creation of additional levels, restyling of grades, upgrading of salaries, review of schemes of service and enhanced conditions of service.
- 77.5 In examining the representations, the Bureau has carried out a job re-evaluation exercise. We consider that the present structure is fit for purpose and we have taken into account all the necessary elements in arriving at the recommended salaries of the grades. We have also restyled a few grades and reviewed the ceiling of the official travelling for the Senior Community Development Officers.
- 77.6 Representations were also made to align the grades of Higher Executive Officer and Senior Executive Officer on the grade of Office Management Executive and for the filling of posts of Office Management Assistant by promotion instead of by selection from Management Support Officers. The Bureau did not accede to the requests and justified its position with appropriate explanations to the Management of SILWF during the consultative meeting, in the presence of the staff side. It was also advised, where relevant, to refer all implementation issues to the Departmental Implementation and Monitoring Committee and the Central Implementation and Monitoring Committee.

Craft Motivator Motivator

77.7 Proposals have been made for a change in job appellation of Craft Motivator and Motivator as they do not reflect the real nature of duties and responsibilities devolving upon incumbents. After having duly examined the schemes of service and Job Description Questionnaires of both grades, we consider that the current job titles do not portray a clear description of the duties being performed. The core duties of the Craft Motivator are to dispense training in various crafts while Motivators are, in addition to their motivation duties, assisting the Community Support Officers in their day to day duties. In certain cases, they are also called upon to replace the Community Support Officers. We are, therefore, restyling the grades to more appropriate appellations.

Recommendation 1

77.8 **We recommend that the grades of Craft Motivator and Motivator be restyled Craft Instructor and Community Support Assistant respectively.**

77.9 **These elements have been taken into consideration in arriving at the recommended salary of the grades.**

Refund of Official Travelling

77.10 At present, Community Development Officers and Senior Community Development Officers are refunded car mileage at the rate prescribed at paragraph 18.2.74 at Volume 1 of the EOAC Report, subject to a ceiling of 400 km per month for official travelling.

77.11 Representations have been received for a revision of the prevailing ceiling for official travelling as Senior Community Development Officers travel extensively to supervise an average of 10 Community Centres, carry out surveys and organise activities at odd and staggered hours. In view of the above and based on the findings of our survey on travelling, we are revising the ceiling for official travelling for the grade of Senior Community Development Officers. However, the existing ceiling of 400 km is being maintained for Community Development Officers.

Recommendation 2

77.12 **We recommend that Community Development Officers and Senior Community Development Officers be refunded car mileage at the rate as prescribed at paragraph 18.2.68 (5) at Volume 1 of this Report.**

77.13 **We further recommend that the ceiling for official travelling for:**

- (i) Senior Community Development Officers be revised to 600 per month;**

(ii) Community Development Officers be maintained at 400 km per month.

Training

77.14 Representations have been received from the staff side for the provision of training for the employees. During consultations, both Management and Staff Side were apprised of the Bureau's training philosophy and responsibility of Management to identify the training required by the employees and to make appropriate arrangements.

77.15 Management should, therefore, stand guided by the provisions made in the Chapter Training and Development in Volume 1 of this Report.

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SALARY SCHEDULE

SWF 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

SWF 2 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825

Warden/Community Activities Assistant

SWF 3 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200

Stores Attendant

SWF 4 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575

Security Guard

SWF 5 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050

Caretaker/Gardener
Office Attendant

SWF 6 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475

Craft Instructor
formerly Craft Motivator
Community Support Assistant
formerly Motivator

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- SWF 7 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
- SWF 8 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- SWF 9 : 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
- SWF 10 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300**
Receptionist/Telephone Operator (Personal)
- SWF 11 : 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 – 27075**
Dressmaking and Related Craft Teacher
- SWF 12 : 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 – 29400**
Community Support Officer
Word Processing Operator
- SWF 13 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer (New Grade)
- SWF 14 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Senior Dressmaking and Related Craft Teacher
- SWF 15 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Assistant
- SWF 16 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer

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- SWF 17 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Inspector
- SWF 18 : 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
- SWF 19 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425 QB 34350 – 37125 x 1225 – 38350**
Community Development Officer
- SWF 20 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- SWF 21 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Supervisor, Dressmaking and Related Crafts
- SWF 22 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Public Relations/Welfare Officer
Senior Social Welfare Officer (Personal)
- SWF 23 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- SWF 24 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
- SWF 25 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Inspector
- SWF 26 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer

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- SWF 27 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Executive Officer (Personal)
Senior Internal Control Officer
- SWF 28 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
- SWF 29 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Principal Social Welfare Officer
Senior Community Development Officer
- SWF 30 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 56450**
Assistant Finance Administrator
- SWF 31 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 56450**
Secretary
- SWF 32 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 56450**
Human Resource Management Officer
- SWF 33 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –
56450**
Principal Community Development Officer
- SWF 34 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Deputy Commissioner, Community Development
Finance Administrator
- SWF 35 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 –
74350**
Commissioner, Community Development
- SWF 36 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 –
86000**
Deputy General Manager
- SWF 37 : Rs 110000**
General Manager

**SOCIAL WELFARE CENTRES
SALARY SCHEDULE**

**SWF (SWC) 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

**SWF (SWC) 2 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 –
15750 x 325 – 17700 x 375 – 18825**

Warden/Community Activities Assistant

**SWF (SWC) 3 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 –
17700 x 375 – 19575**

Security Guard

**SWF (SWC) 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 –
17700 x 375 – 19575 x 475 – 20050**

Caretaker/Gardener

**SWF (SWC) 5 : 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 – 29400**

Library Assistant

**PART-TIME EMPLOYEES
SALARY SCHEDULE**

SWF (SWC) 6 : Rs 5825

Assistant General Worker

SWF (SWC) 7 : Rs 7395

General Worker

SWF (SWC) 8 : Rs 7615

Warden

SWF (SWC) 9 : Rs 8510

Caretaker
TV Operator

