

85. SUGAR INDUSTRY LABOUR WELFARE FUND

- 85.1 The Sugar Industry Labour Welfare Fund (SILWF) is a body corporate established under the provision of the Sugar Industry Labour Welfare Fund Act No. 47 of 1974. It has a network of 137 Community Centres across the island which organises an array of community based activities geared towards promoting the welfare of the public. These include, among others, social, educational, recreational, environmental, economic and cultural activities.
- 85.2 During natural calamities, the Community Centres are used as Emergency Shelters. Since January 2016, SILWF has been entrusted the responsibility of the Child Protection Programme with a view to empowering and protecting children against violence and other social evils. Additionally, it assists the Government in the implementation of the community service for minor offenders as an alternative for imprisonment.
- 85.3 The organisational set-up of SILWF comprises five main functional Divisions namely: Housing; Community Development; Human Resource; Internal Control; and Finance. The General Manager has the responsibility for the overall management and execution of the policy of the SILWF. He is assisted in his tasks by a Deputy General Manager and a complement of staff belonging to the professional, technical, General Services and manual grades.
- 85.4 In the context of this review, representations were made by both the former and actual office bearers of the SILWF Staff and Employees Union. It was reported that a case has been filed before the appropriate Judicial instances contesting the election to act as office bearers of this Union. Hence, in a spirit of fairness, both parties were given the opportunity to discuss their respective proposals at the Bureau. The main demand of both Management and staff side were in the same vein, viz creation of additional levels, grant of risk and coat allowances, duty free facilities, upgrading of salaries, payment of overtime, hours of work, review of schemes of service and increase in the ceiling for official travelling. During consultations, parties were advised to submit the case for risk allowance to the Departmental Safety and Health Committee. It was also pointed out that provision already exists for the payment of overtime and that the onus for determining the working hours of employees as well as amendments of schemes of service rests with Management. Parties were also informed of requests which, for technical reasons, could not be acceded to.
- 85.5 Individual representation was also received for the restyling of the grade of Internal Control Officer to Internal Auditor in view of the fact that there is only one officer in post who has to audit, twice yearly, the cashbook of the Head Office and all the Community Centres. Hence, the incumbent has been entrusted with a heavy workload and is also being required to regularly work after normal working hours to conduct site visits in the Community Centres throughout the island, without refund of mileage and payment of overtime. Taking into consideration the number of Community Centres, the Bureau is of the view that it is not practical for only one officer to perform all the auditing duties and hence, **Management should consider the advisability of**

increasing the number of post of the grade of Internal Control Officer to alleviate the workload problem. Additionally, to address issues relating to Human Resources (HR), it is recommended that Management should conduct an HR Audit to identify additional human resource requirements and to prompt appropriate remedial measures for the filling of vacant posts.

Refund of Official Travelling

- 85.6 As per existing provision, Senior Community Development Officers and Community Development Officers are refunded car mileage, subject to a ceiling of 600 km and 400 km per month respectively, for official travelling.
- 85.7 Both Management and staff side have represented that officers in these grades regularly perform field duties and are additionally being required, since January 2016, to attend Child Protection Committees on a monthly basis. They are, therefore, travelling more than the prescribed ceiling which is, however, not being refunded. Hence, during consultations, both parties have pleaded in favour of waiving the restriction on the official travelling as the officers are being financially penalised. **The Bureau has scrupulously examined the proposals and considers that it is meritorious for Management to waive the ceiling on the mileage.**

Allowance to Community Support Assistant and General Worker

- 85.8 During the interview exercise conducted at the Bureau for the filling of Job Description Questionnaires, it was reported that the Community Support Assistants, though belonging to the manual grades, are required to perform certain duties of a higher level which do not form part of their scheme of service. They voiced out that they replace the Community Support Officers whenever the latter proceed on vacation leave and in some Community Centres, incumbents are performing the duties of the higher grade on a full-time basis given that the post of Community Support Officer is vacant. They advocated that no incentive is being granted to them for shouldering the higher responsibilities.
- 85.9 A similar representation has been made by the General Workers. In some Community Centres, the post of Caretaker/Gardener has remained vacant since long and the General Workers are performing the duties of the said grade without any allowance. Additionally, General Workers are being required to prepare and serve tea/coffee for meetings or official functions but are not being granted the recommended allowance as per existing provision. The veracity of their averment has been ascertained by Management during the consultative meeting held at the Bureau. **Hence, the Bureau holds the view that Management should consider the advisability of providing some form of compensation to employees in the grades of Community Support Assistant and General Worker for their efforts.**

Human Resource Officer/Senior Human Resource Officer

- 85.10 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma should be allowed to move incrementally beyond their top salary subject to

meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Abolition of Grades

85.11 Management has submitted that the grades of Principal Social Welfare Officer, Senior Social Welfare Officer (Personal) and Receptionist/Telephone Operator (Personal) are currently vacant and would no longer be required. Additionally, all the part-time employees have been appointed on the permanent and pensionable establishment of the Fund and hence, the grades should be abolished.

Recommendation 1

85.12 We recommend that the grades of Principal Social Welfare Officer, Senior Social Welfare Officer (Personal) and Receptionist/Telephone Operator (Personal) as well as grades serving on a part-time basis, namely Assistant General Worker, General Worker, Warden, Caretaker and TV Operator be abolished.

85. SUGAR INDUSTRY LABOUR WELFARE FUND

SALARY SCHEDULE

SWF 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

General Worker

SWF 2 : Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625

Warden/Community Activities Assistant

SWF 3 : Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025

Stores Attendant

SWF 4 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425

Surveillant

formerly Security Guard

SWF 5 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950

Caretaker/Gardener

Office Attendant

85. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

- SWF 6 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525**
Craft Instructor
Community Support Assistant
- SWF 7 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**
Driver
- SWF 8 : Rs 17045 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225**
Senior/Head Office Attendant
- SWF 9 : Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**
Receptionist/Telephone Operator
- SWF 10 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525**
Dressmaking and Related Craft Teacher
- SWF 11 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000**
Community Support Officer
Word Processing Operator
- SWF 12 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerical Officer
- SWF 13 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Senior Dressmaking and Related Craft Teacher
- SWF 14 : Rs 17565 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Executive Assistant (Ex-DWC) (Personal)
formerly Executive Assistant

85. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

- SWF 15 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer
- SWF 16 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250**
Inspector
- SWF 17 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Internal Control Officer
- SWF 18 : Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 38400 QB 39350 x 950 - 42200 x 1300 - 43500**
Community Development Officer
- SWF 19 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- SWF 20 : Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Supervisor, Dressmaking and Related Crafts
- SWF 21 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Public Relations/Welfare Officer
- SWF 22 : Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800**
Office Management Assistant
- SWF 23 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Human Resource Officer/Senior Human Resource Officer
- SWF 24 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
ICT Technician

85. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

- SWF 25 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
Senior Inspector
- SWF 26 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
Senior Executive Officer (Personal)
Senior Internal Control Officer
- SWF 27 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**
Safety and Health Officer/Senior Safety and Health Officer
- SWF 28 : Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550**
Office Superintendent
- SWF 29 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550**
Senior Community Development Officer
- SWF 30 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Assistant Finance Administrator
- SWF 31 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Secretary
- SWF 32 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Human Resource Management Officer
- SWF 33 : Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Principal Community Development Officer
- SWF 34 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Deputy Commissioner, Community Development
Finance Administrator

85. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

SWF 35 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Commissioner, Community Development

SWF 36 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500

Deputy General Manager

SWF 37 : Rs 119500

General Manager

SOCIAL WELFARE CENTRES**SALARY SCHEDULE**

SWF (SWC) 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

General Worker

SWF (SWC) 2 : Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625

Warden/Community Activities Assistant

SWF (SWC) 3 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425

Surveillant

formerly Security Guard

SWF (SWC) 4 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950

Caretaker/Gardener

SWF (SWC) 5 : Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000

Library Assistant



