

102. SUGAR INSURANCE FUND BOARD

- 102.1 The Sugar Insurance Fund Board (SIFB) is the premier provider of sugar insurance in the country. It operates under the *aegis* of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries and is statutorily responsible for insuring the sugar production of planters, millers and métayers from losses due to cyclone, drought, excessive rainfall and fire.
- 102.2 A General Manager is at the helm of the SIFB and is responsible for the control and management of the day-to-day business of the organisation. The SIFB has a function-based organisation structure comprising five departments and these are led by a Chief Operations Officer, Chief Finance Officer, Chief IT Officer, Internal Auditor and Administrative Secretary. These officers are supported by professional, technical and other staff at different levels.
- 102.3 In the context of this review exercise, all the proposals made by the Union and Management have been examined and discussed with the parties concerned. Stakeholders were informed of the reasons as to why certain of the proposals could not be retained. Moreover, instead of creating the grade of Network and Systems Administrator as proposed, the Bureau considers that it would be more appropriate for Management to increase the number of posts of IT Analyst *formerly Programmer/Analyst* to ensure that the Senior Network and System Administrator has the required support in managing the upcoming IT projects.
- 102.4 For proposals which we found justified, we have made appropriate recommendations related thereto. Following examination, we are also making the grades of Registrar and Support Officer/Senior Support Officer evanescent and providing for new levels with appropriate salary grading.

Assistant Procurement and Supply Officer (New Grade)

- 102.5 It has been submitted that the Procurement and Supply Unit is presently staffed by an Executive Officer who reports directly to the Administrative Secretary. However, with the expansion of procurement activities, the need is now felt for a dedicated level to assume these functions. In line with the policy of the Bureau for rationalisation of the Procurement and Supply Cadre in Parastatal Bodies, we are providing for the first level in the Cadre. The creation of this level would, however, entail consequential amendments to be brought to the scheme of service of the grade of Executive Officer.

Recommendation 1

102.6 We recommend:

- (i) **the creation of a grade of Assistant Procurement and Supply Officer. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume; and**

- (ii) **that consequential amendments be brought to the scheme of service of the grade of Executive Officer with regard to the duties.**

Supervisor, Registry (New Grade)

102.7 A request has been made for the grade of Registrar to be restyled Registry Superintendent as it is viewed that the current title is not appropriate. We have, for this purpose, examined the scheme of service of the grade and noted that in addition to the job title, the qualifications requirement of the grade do not commensurate with the level of duties performed. To this effect, we are making the grade of Registrar evanescent and creating a grade of Supervisor, Registry with a proper salary grading to reflect the duties performed.

Recommendation 2

102.8 We recommend the creation of a grade of Supervisor, Registry. Appointment thereto should be made by selection from among officers in the grade of Executive Officer reckoning at least four years' service in a substantive capacity in the grade.

102.9 We further recommend that the grade of Registrar be made evanescent. A personal salary has been provided to the officer in post.

ICT Technician (New Grade)

102.10 Representations have been received from the Union for the grade of Support Officer/Senior Support Officer to be restyled and upgraded to reflect the duties performed. This proposal is also supported by Management. After perusing the scheme of service of the grade as well as the newly written Job Description Questionnaires, we consider that there is a mismatch between the qualifications requirement and level of duties performed. To this effect, we are providing for a grade at appropriate level and making the grade of Support Officer/Senior Support Officer evanescent as it would be no longer required with the creation of the new level.

Recommendation 3

102.11 We recommend:

- (i) **that the grade of Support Officer/Senior Support Officer be made evanescent. We have provided a personal salary for the incumbents; and**
- (ii) **the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among Support Officer/Senior Support Officers (Personal) possessing a Diploma in Information Technology or Computer Science or an equivalent qualification. On complete phasing out of the grade, selection should be made from among candidates possessing the above qualifications.**

102.12 Incumbent would be required, *inter alia*, to: install, configure and upgrade users' operating systems and software; maintain, repair and administer ICT equipment;

provide technical guidance and support to end-users; and troubleshoot computer hardware and software.

Allowance to Office Auxiliary Cadre formerly Office Care Attendant Cadre

102.13 Head Office Auxiliaries *formerly Senior/Head Office Care Attendants* and Office Auxiliaries/Senior Office Auxiliaries *formerly Office Care Attendants* perform supplementary duties at the sub offices of the SIFB, over and above their normal schedule of work, such as cleaning of toilets, gardening, lawn mowing and other related work. They are presently being paid a monthly allowance of Rs 525, which is being revised.

Recommendation 4

102.14 We recommend that the monthly allowance payable to the Head Office Auxiliaries formerly Senior/Head Office Care Attendants and Office Auxiliaries/Senior Office Auxiliaries formerly Office Care Attendants who have to perform additional duties such as cleaning toilets, gardening, lawn mowing and other related work, over and above their normal schedule of duties, should be revised to Rs 580.

Bad Road Allowance

102.15 As per existing provisions, officers using their motorcycles for performing official travelling are paid a Bad Road Allowance of Rs 375 whereas those using their motorcars are paid Rs 880 monthly. We are revising the quantum of the allowance.

Recommendation 5

102.16 We recommend that the quantum of the monthly Bad Road Allowance payable to officers performing official travelling be reviewed as follows:

Bad Road Allowance for:	Rs
(a) Eligible Field Staff using Motorcycles	415
(b) Eligible Field Staff using Motorcars	970

Human Resource Officer/Senior Human Resource Officer

102.17 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Chapter on Observations and General Provisions of this Volume.**

**102. SUGAR INSURANCE FUND BOARD
SALARY SCHEDULE**

- SIFB 1 : Rs 30265**
Safety and Health Officer (Part-time)
- SIFB 2 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280**
Office Auxiliary/Senior Office Auxiliary
formerly Office Care Attendant
- SIFB 3 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**
Driver (New Grade)
- SIFB 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**
Driver/Handy Worker (Personal)
- SIFB 5 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**
Handy Worker (Skilled)
- SIFB 6 : Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**
Head Office Auxiliary
formerly Senior/Head Office Care Attendant
- SIFB 7 : Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**
Telephonist/Receptionist
- SIFB 8 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**
Clerk/Word Processing Operator
- SIFB 9 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
Assistant Procurement and Supply Officer (New Grade)
Executive Officer
- SIFB 10 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**
Field Officer/Senior Field Officer

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- SIFB 11 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**
Technical Design Officer
- SIFB 12 : Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**
Supervisor, Registry (New Grade)
- SIFB 13 : Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500**
Support Officer/Senior Support Officer (Personal)
- SIFB 14 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Internal Audit Officer
formerly Internal Control Officer
- SIFB 15 : Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Confidential Secretary
- SIFB 16 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Higher Executive Officer
- SIFB 17 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Human Resource Officer/Senior Human Resource Officer
- SIFB 18 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**
ICT Technician (New Grade)
- SIFB 19 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**
Registrar (Personal)
Senior Executive Officer
Supervisor (Office/Field)
formerly Field/Operations Supervisor
Senior Technical Design Officer

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- SIFB 20 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**
Claims Officer
- SIFB 21 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**
Principal Technical Design Officer
- SIFB 22 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**
Accounting Technician/Senior Accounting Technician
formerly Accounting Technician
- SIFB 23 : Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
IT Analyst
formerly Programmer/Analyst
Land Surveyor
- SIFB 24 : Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 QB 69800 x 1900 - 75500 x 2250 - 77750**
Area Manager
- SIFB 25 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
Internal Auditor/Senior Internal Auditor
- SIFB 26 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
Administrative Secretary
Internal Auditor (Personal)
Manager, Finance
Operations Manager
Senior Network and System Administrator
Senior Software Engineer
- SIFB 27 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**
Chief Finance Officer
Chief IT Officer
Chief Operations Officer

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SIFB 28 : Rs 150000
General Manager

