



# **ADMINISTRATION REPORT**

## **2012**

**CO-OPERATIVE EMPLOYEES COMMISSION**  
**EASTERN PROVINCE**

**CO-OPERATIVE EMPLOYEES COMMISSION, EP**  
**HIGHLIGHTS OF PERFORMANCE – YEAR 2012**

**1. Vision**

“Building an efficient, effective and contented work force”.

**2. Mission:**

To enable the co-operative societies to recruit the best possible and qualified co-operative employees and provide them with suitable conditions of service and salary structure in order to ensure good employer-employee relationship and maximization of productivity in Eastern Province.

**3. Objectives:**

**3:1**

- To determine all matters relating to methods of recruitment and conditions of employment of employees of co-operative societies and the principles to be followed by such societies in making appointments and in effecting promotions from one post in a co-operative society to another post in the same society.
- To determine the qualifications necessary for appointment to any such post, to fix the scales of salaries to be attached to such post or posts in any class or grade, to revise or adjust such scales of salaries from time to time in consultation with the Commissioner and to establish such consultative machinery as the Commission may deem necessary in determining the remuneration and conditions of employment of co-operative employees.
- To call upon any co-operative society to maintain the prescribed records relating to employees of that society.
- To create cordial relationship between the employees of the society and management of the society by being a connecting link between them.
- To nominate a panel of officers to make inquiries as and when necessary on appeals those are referred by the Commission to the panel and furnish the report to the Commission.
- To expedite the Disciplinary Inquiries against the co-operative employees at the shortest possible time by having a panel of independent Inquiry Officers at the regional level.
- To determine the general principles in accordance with which gratuity or other benefits may be granted to employees on their retirement from service.

- To require any co-operative society to carry out instructions, including instructions relating to re-instatement as may be given by the Commission in regard to any employee of a society where the conduct of the employee has been
- the subject of an inquiry and the employee had appealed to the Commission against the decision of the society.
- To exercise powers in relation to co-operative societies and their employees as may be vested in the Commission by Act no 12 of 1972 and Regulations framed under Sec 32(1) of the said Act.

### **3:2 Role of the Co-operative Employees Commission**

- Preparation of circular relating to the recruitment, Salary process, Inquiry matters, etc. and to ensure implementation of same.
- Providing necessary advices to the Societies on legal matters.
- Training and developing human resources needed for staff.
- Maintaining funds promptly needed for administration work.
- Working in close co-ordination with the Department of Co-operative Development engaged in determining legal matters within timely.

### **3.3 Key Result Areas (KRA)**

- ◆ Sustain the human resource
- ◆ Improvement of service delivery
- ◆ Promoting consistencies
- ◆ Enrichment of office automation

### **3.4 Our Customers**

- Employees of co-operative societies
- Department of Co operative Development, Eastern Province.
- Office of the Assistant Commissioner of Co-operative Development in Districts

## **4. Organizations having links with co-operative societies**

### **4.1. History and Background in very specific**

The North East Provincial Co-operative Employees Commission was established on 1 March 1993. After as a result of an order of the Supreme Court in December 2006, radical change has taken place in Administration in the North East provinces. In the basis change of structure of administration, the Co-operative Employees Commission, Eastern Province was established in 16 January 2007 in terms of Co-operative Employees Commission Act No 12 of 1972 and is guided by the rules framed under this Act. It is not either an administrative, advisory nor is a dispute settling body as far as disciplinary proceedings of the Co-operative Employees concerned. It is only an appellate body.

### **4.2. Appointment of Members**

In terms of under Section 32 of Provincial Council Act No 42 of 1987, and Co-operative Employees Commission Act No 12 of 1972, the following retired officers have been nominated to the commission as members by the Hon. Governor, Eastern Province for a period of three years with effect from 16<sup>th</sup> January 2007

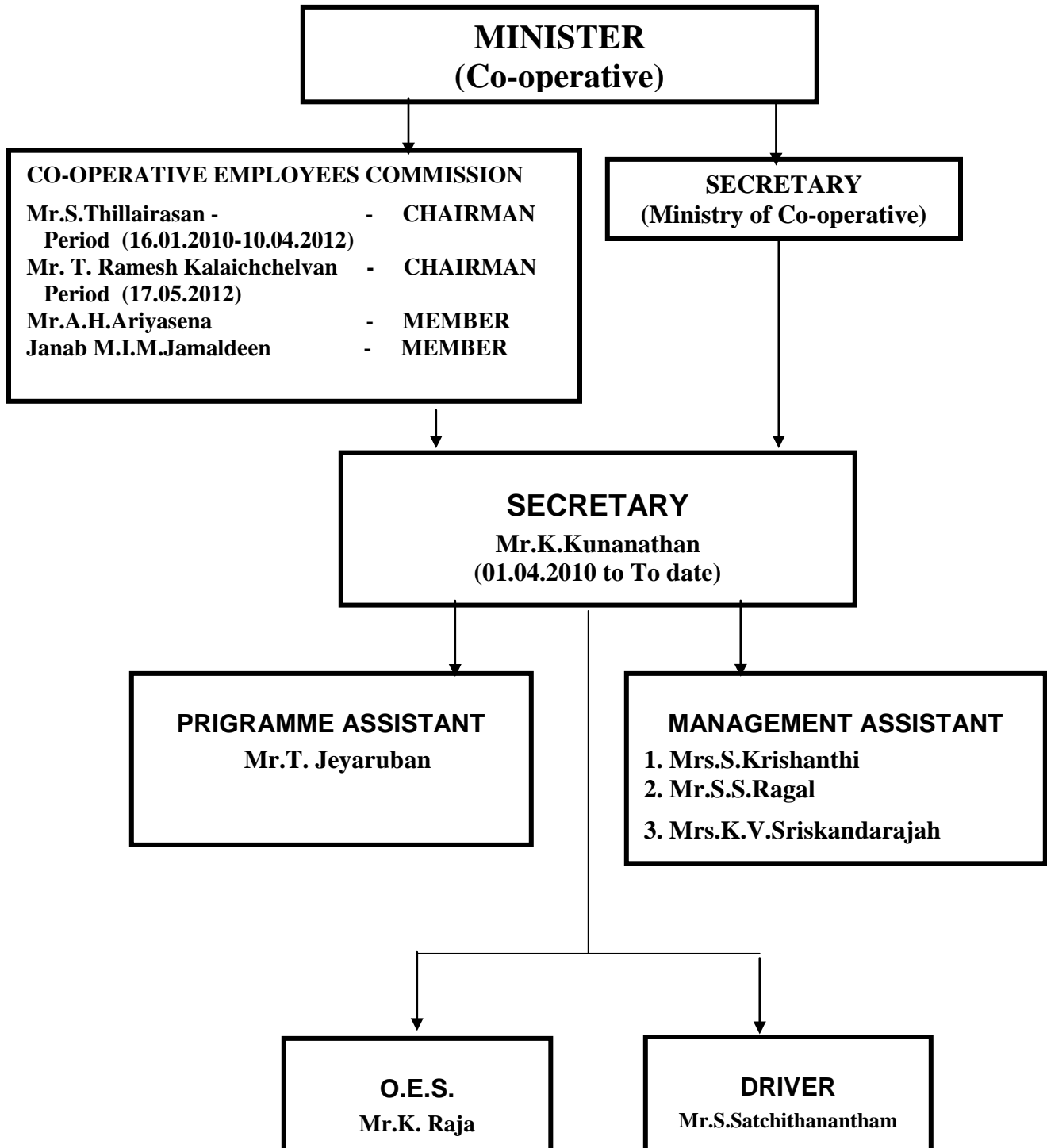
1. Mr.S.Thillairasan	Chairman	(Attorney at law, Notary Public & Commissioner for Oath) (16.01.2010 to 2012.04.10)
2. Mr. S Ramesh Thamilchelvan		(11.04.2010 to-date)
3. Mr.A.H.Ariyasena	Member	(Retired Asst. Director of (Education)
4. Janab.M.I.M.Jamaldeen	Member	(Former Provincial Council Member)

### **4.3 Leadership**

The names of Secretary who successfully headed the institution are as follows.

<b>Name of the Secretary</b>	<b>Period of Commission</b>
1.Mr.K.Kunanathan	01.04.2010- to date

**CO-OPERATIVE EMPLOYEES COMMISSION  
EASTERN PROVINCE  
ORGANISATION CHART**



## 5. Human Resource

### 5.1. Staff - 2012

Cadre Categories	Cadre Requirement	Cadre Approved	Present Strength	Cadre Vacancies	Excess Cadre
<b>01. All Island Service</b>					
S.L.A.S. II/I	01	01	01*	01	--
<b>02. Special Posts</b>					
Programme Assistant	01	--	01	--	01
<b>03. Combined Services</b>					
Mang. Assistants III,II &I	03	04	03	01	--
Translator	01	01	--	01	--
<b>04. Other Services</b>					
Drivers	01	01	01	--	--
O.E.S	01	01	01	--	01

\*Acting

### 5.2 Human Resource Development

#### Staff Training

During the year the following Employees were attended under mentioned programme conducted by Management Development Training Department.

Name of the Employee	Name of the Training	During
Mr. Singarasa Selustin Ragal Management Assistant - III		
	Workshop on Improvement of Planning skills	
	Annual Financial Accounts	01.03.2012

Mr.T. Jeyaruban Programme Assistant -III	Annual Financial Accounts	01.03.2012– 02.03.2012
	Preparation of Annual Budget	27.03.2012-28.03.2012
	Workshop on Computerized Integrated Accounting System (CIGAS) Updated Version-17	

## 6. Treasury provision for the Commission

During the year under review the following operations have been received from the Provincial Treasury for the administration and maintenance work of the commission. The total allocation is 5 million. The name of programme, activities and development indicators are given below.

### 6.1. Capital Expenditure - 2012

Source of Fund	Allocation Amount	Amount Released	Expenditure Up to December
CBG	500,000	400,000	395,629.60
<b>Total</b>	<b>500,000</b>	<b>400,000</b>	<b>395,629.60</b>

### 6.2. Recurrent Expenditure - 2012

Details	Allocation Amount	Amount Released	Expenditure
Personal Emoluments	3,092,000.00	} 3,424,389.00	2,302,236.02
Other Expenditure	1,966,000.00		1,229,862.72
<b>Total</b>	<b>5,058,000.00</b>		<b>3,532,098.74</b>

### 6.3 Public Officers Advance Account - 2012

Details	Maximum Limit of Expenditure	Minimum Limit of Receipts	Maximum Limit of Debit Balance
Limit authorized by the Appropriation Act	700,000.00	180,000.00	1,409,000.00
Limits Revised during the year	-	-	-
Actual at the end of the year	700,000.00	180,000.00	1,409,000.00

## 7 ACTIVITIES OF THE YEAR – 2012

The attached schedule gives the performances of this Commission for the year 2012. It is noteworthy to mention out of the total of 132 cases submitted during the year, **09** of them have been closed and **123** are still pending. The delay in closing the pending cases is mainly due to delay in correspondence among the various districts in the province. It is specifically significant that **60** cases pending as at 31.12.2012 too have been concluded.

### 7.1 Cases for adjudication:

No of Appeals received	-	132
No of Appeals decision made	-	66
No. of Appeals pending	-	66
No. of Appeals report call	-	58

### 7.2 Appellate Inquiries:

In terms of regulations enacted under the Co-operative Employees Commission act the Commission is empowered to hold Appeal Inquiries.

No of Appellate Inquiries held	-	Nil
--------------------------------	---	-----

### 7.3 Assignment

No of Assignment of Posts submitted	-	14
No of Assignment of Posts Approved	-	05



## 7.4 Circulars

The following circulars have been issued to all concerned in the year 2012

S.NO	Circular No	Title
01	01/2012	Appointment of Cooperative Society Employees
02	02/2012	Retrenchment of Cooperative Societies

## 8. PROBLEMS AND CONSTRAINTS

### 8.1. Inadequate Cadre:

Apart from the Secretary there are 01 Programme Assistant, 04 Management Assistant, 01 Sinhala / Tamil Translator, 01 Driver and 01 O.E.S. in the approved cadre of the C.E.C. This CEC covers the whole of the Eastern Province and Commission has to deal three communities speaking Sinhala & Tamil Languages. But translator post is not filled yet and is vacant.

- Co-operative Employees Commission was established in terms of Act No 12 of 1972 and has mandate and power in determine legal matters promptly. The Commission consists of 3 members and officers

### 8.2 Inadequate funds and allocation

The funds provided for the year 2012 is inadequate for its day to day function and for development activities and unavoidable expenses vise legal matters.

**9.****9.1 Re-employment - 2012**

Name of the Society	Post	Number of Application Received	Number of Re-employment Given	Number of Re-employment Rejected	Period
Ampara District Galloya Mediyawatta Methapalatha MPCs	General Manager	01	01	-	06 Months

**9.2. Acting Appointment – 2012**

Name of the Society	Post	Number of Application Received	Number of Acting Appointment Given	Number of Acting Appointment Rejected	Period
Batticaloa MPCs	General Manager	1	1		1 Year

**9.2. Extension of Service – 2012**

Name of the Society	Post	Number of Application Received	Number of Extension of Service Given	Number of Extension of Service Rejected	Period
Trincomalee District Padavisripura MPCs	Accountant	1	1		06 Months

## Management organizational Resource

### Land & Building

Institution	Available Land	Space Occupied	Own Building	Rent Building	Additional Space	Staff Level Quarters	Other Quarters	Store Space
CEC	--	4.32 Sqrs (27'-0" x 16'-0")	R/ACLG Office annexed (April 2011 to date)	--	--	--	--	--

### Vehicle

Institution	Car	Pick-up	Jeep	Three Wheeler	Lorry	Bicycle	Heavy	Others
CEC	--	1	--	--	--	01	--	--

### Furniture

Institution	Table		Chairs		Almyrah		Others	
	Available	Requirement	Available	Requirement	Available	Requirement	Available	Requirement
CEC	17	--	28	--	12	--	05 (Filling cabinet)	

### Equipment & Machinery

Institution	Computer	Photocopier	Printer	Type Writer	Telephone	Fax	Generator	Any Others
CEC	6	02	03		02	01	--	01 (scanner) 01(Dig. camera ) 01 ( Vacuum cleaner )

Co-operative Employees Commission  
Eastern Province

Performance Report - 2012

District	Appeal					Salary /Wages /Overtime Grat uity /etc					Cadre /Appt.Approval					Others					Total Submitted	Total Pending	
				Reasons for Pending					Reasons for Pending					Reasons for Pending					Reasons for Pending				
	Submitted	Rulling Given	Pending	Report Called	Others	Submitted	Rulling Given	Pending	Report Called	Others	Submitted	Rulling Given	Pending	Report Called	Others	Submitted	Rulling Given	Pending	Report Called	Others			
Ampara	16	08	08	05	03	18	09	09	08	01	10	05	05	04	01	6	2	4	4	-	50	26	
Batticaloa	12	08	04	04	-	09	06	03	02	01	01	-	01	01	-	4	3	1	1	-	26	09	
Kalmunai	02	01	01	01	-	07	04	03	03	-	04	01	03	03	-	7	2	5	5	-	20	12	
Trincomalee	09	03	06	06	-	16	08	08	06	02	07	04	03	03	-	4	2	2	2	-	36	19	
																						132	66

## Administration Report 2012

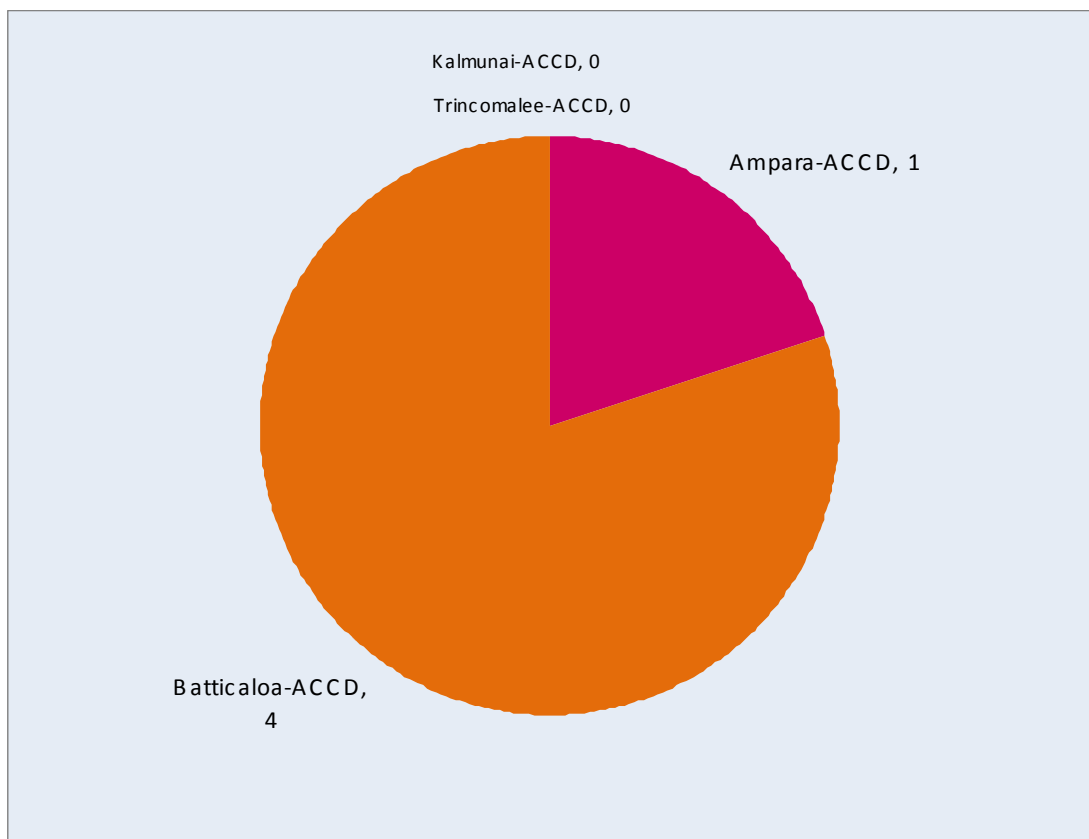
### Appointments

#### Approved Assignment of Post - 2012

S.NO	Post	Total
1	General Manager	
2	Accountant	
3	Internal Auditor	
4	Commercial Manager	
5	Production Manager	
6	Banking Service Manager	
7	Administrative Manager	
8	Secretary	
9	Manager	
10	Membership Relation & Training Officer	
11	Store Keeper	
12	Asst. Store Keeper	
13	Transport Officer	
14	Rural Bank Manager	
15	Store Supervisor	
16	Store Manager	
17	Field Officer	
18	Work Supervisor	
19	Book Keeper	
20	Clerk	
21	Typist	
22	Cashier	
<b>23</b>	<b>Sales Representative</b>	<b>01</b>
24	Sales Assistant	
25	Record Keeper	
26	Driver	
27	Fuel Filling Station Attendant	
<b>28</b>	<b>Lorry Cleaner</b>	<b>01</b>
<b>29</b>	<b>Watcher</b>	<b>01</b>
<b>30</b>	<b>Store Labourer</b>	<b>01</b>
<b>31</b>	<b>OES</b>	<b>01</b>
32	Labour	
	Total Number of Employee	<b>05</b>

## Administration Report 2012

<b><i>Ampara-ACCD</i></b>	<b><i>1</i></b>
<b><i>Batticaloa-ACCD</i></b>	<b><i>4</i></b>
<b><i>Kalmunai-ACCD</i></b>	<b><i>0</i></b>
<b><i>Trincomalee-ACCD</i></b>	<b><i>0</i></b>
<b><i>Total</i></b>	<b><i>5</i></b>



## Administration Report 2012

### Approved Assignments of Post

M.P.C.S wise Details are as follows

District: Ampara

Total No of Societies:- 32

Other Societies :- 24

No of MPCs: - 06

Secondary Society :- 02

S.NO	Post	Ampara MPCs
1	General Manager	
2	Accountant	
3	Internal Auditor	
4	<b>Commercial Manager</b>	
5	Production Manager	
6	Banking Service Manager	
7	Administrative Manager	
8	Secretary	
9	Manager	
10	Membership Relation & Training Officer	
11	Store Keeper	
12	Asst.Store Keeper	
13	Transport Officer	
14	Rural Bank Manager	
15	Store Supervisor	
16	Store Manager	
17	Field Officer	
18	Work Supervisor	
19	Book Keeper	
20	Clerk	
21	Typist	
22	Cashier	
23	<b>Sales Representative</b>	<b>01</b>
24	Sales Assistant	
25	Record Keeper	
26	Driver	
27	Fuel Filling Station Attendant	
28	Lorry Cleaner	
29	Watcher	
30	Store Laborer	
31	OES	
32	Labour	
	<b>Total</b>	<b>01</b>

## Administration Report 2012

### Approved Assignments of Post

M.P.C.S wise Details are as follows

District: Batticaloa

Total No of Societies:- 146

Other Society :- 124

No of MPCs: - 16

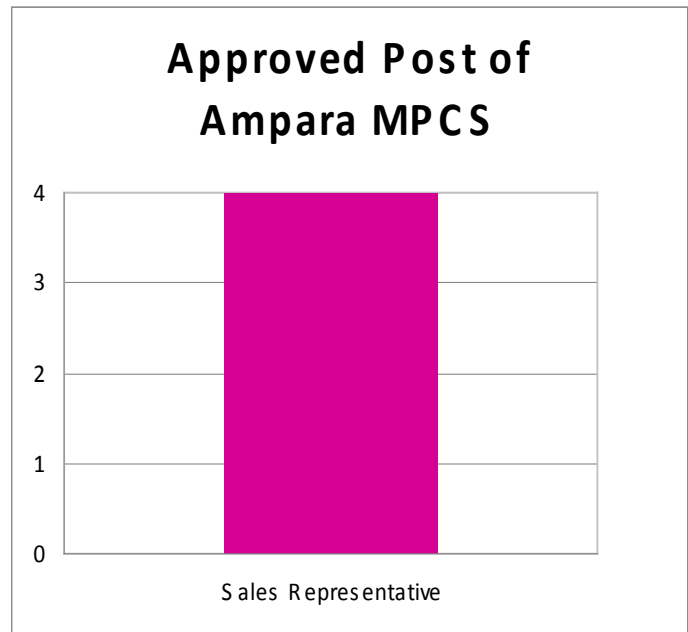
Secondary Society :- 06

S.NO	Post	Kannankudah MPCs
1	<b>General Manager</b>	
2	Accountant	
3	Internal Auditor	
4	Commercial Manager	
5	Production Manager	
6	Banking Service Manager	
7	Administrative Manager	
8	Secretary	
9	Manager	
10	Membership Relation & Training Officer	
11	Store Keeper	
12	Asst.Store Keeper	
13	Transport Officer	
14	<b>Rural Bank Manager</b>	
15	Store Supervisor	
16	<b>Store Manager</b>	
17	Field Officer	
18	Work Supervisor	
19	Book Keeper	
20	<b>Clerk</b>	
21	Typist	
22	Cashier	
23	Sales Representative	
24	Sales Assistant	
25	Record Keeper	
26	Driver	
27	Fuel Filling Station Attendant	
28	Lorry Cleaner	01
29	Watcher	01
30	Store Laborer	01
31	OES	01
32	Labour	
	<b>Total</b>	<b>04</b>

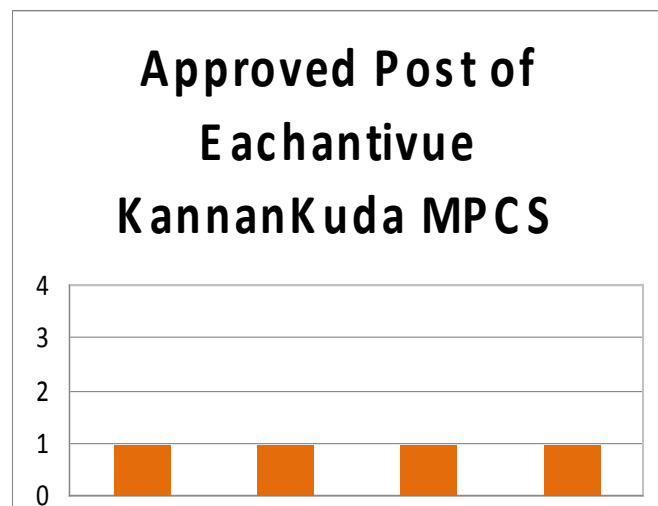


## Administration Report 2012

<b>Sales Representative</b>	<b>1</b>
<b>Total</b>	<b>2</b>



<b>Vehicle Cleaner</b>	<b>1</b>
<b>Watcher</b>	<b>1</b>
<b>Store Labourer</b>	<b>1</b>
<b>OES</b>	<b>1</b>
<b>Total</b>	<b>4</b>



## Administration Report 2012

### Appointments

Approved Assignment Post ACCD wise Ampara, Batticaloa, Kalmunai & Trincomalee

<b>Ampara</b>	<b>Sales Representative</b>	<b>1</b>
<b>Batticaloa</b>	<b>Vehicle Cleaner</b>	<b>1</b>
	<b>Watcher</b>	<b>1</b>
	<b>Store Labourer</b>	<b>1</b>
	<b>OES</b>	<b>1</b>
<b>Trincomalee</b>		<b>0</b>
<b>Kalmunai</b>		<b>0</b>
<b>Total</b>		<b>5</b>

