

## 7. BUS INDUSTRY EMPLOYEES WELFARE FUND

- 7.1 The Bus Industry Employees Welfare Fund (BIEWF) was established following the enactment of the Bus Industry Employees Welfare Fund Act No. 36 of 2002. It oversees the social and economic welfare of bus industry employees along with their families.
- 7.2 Its operations are divided into Administration and Welfare activities. An Administrative Manager, who is at the apex of the Fund, is responsible to the Board for its day-to-day activities. She is assisted in her functions by officers in the Programme Welfare Cadre as well as the General Services and other support grades.
- 7.3 Submissions received in the context of this Report pertain to the restyling of the grade of Office Attendant and the grant of duty exemption/facilities for the purchase of a car to the grade of Programme Welfare Officer. These proposals were discussed at length with Management, its parent Ministry and Union during meetings held at the Bureau.
- 7.4 The request for duty exemption on a car has already been addressed on *ad hoc* basis. We are, in this Report, making an appropriate recommendation relating to the grade of Office Attendant now restyled Office Auxiliary/Senior Office Auxiliary.

### Driver/Office Auxiliary (New Grade)

#### Recommendation 1

- 7.5 **We recommend the creation of a grade of Driver/Office Auxiliary. Appointment thereto should be made by selection from among candidates who show proof of having sat for the Cambridge School Certificate or an equivalent qualification and possessing a valid driving licence (manual gear) to drive cars, vans and minibuses.**
- 7.6 Incumbent would be required, *inter alia*, to: drive the vehicles of the Fund for the conveyance of staff, officials and other authorised persons, materials and equipment in connection with the activities of the organisation; carry out simple checks/maintenance tasks; keep a log book and record issue of fuel, all movements, tyres and battery changes; open and close offices and watch premises during business hours; run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes; clean premises and maintain the physical environment at a good standard; and operate telephone switchboard/PABX console.
- 7.7 **We also recommend that, with the creation of the grade of Driver/Office Auxiliary, the existing grade of Office Attendant now restyled Office Auxiliary/Senior Office Auxiliary be made evanescent.**

**7. BUS INDUSTRY EMPLOYEES WELFARE FUND****SALARY SCHEDULE**

<b>BIEWF 1 :</b>	<b>Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 – 31765</b> Handy Worker
<b>BIEWF 2 :</b>	<b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280</b> Office Auxiliary/Senior Office Auxiliary (Personal) <i>formerly Office Attendant</i>
<b>BIEWF 3 :</b>	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Driver/Office Auxiliary (New Grade) Handy Worker/Driver
<b>BIEWF 4 :</b>	<b>Rs 25445 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 - 44960</b> Receptionist/Word Processing Operator
<b>BIEWF 5 :</b>	<b>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</b> Clerk/Word Processing Operator
<b>BIEWF 6 :</b>	<b>Rs 28225 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</b> Management Support Officer
<b>BIEWF 7 :</b>	<b>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</b> Accounts Clerk
<b>BIEWF 8 :</b>	<b>Rs 28545 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 x 1450 - 55950</b> Programme Welfare Assistant
<b>BIEWF 9 :</b>	<b>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</b> Communication and Public Relations Officer
<b>BIEWF 10 :</b>	<b>Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Office Management Assistant

**7. BUS INDUSTRY EMPLOYEES WELFARE FUND (Contd)**

**BIEWF 11 : 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 - 64200**

Accounting Technician

**BIEWF 12 : Rs 37290 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**

Programme Welfare Officer

**BIEWF 13 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**

Administrative Manager



