

96. SMALL FARMERS WELFARE FUND

- 96.1 Subsequent to an extension of its mandate to small breeders and farmers conducting agro-processing activities, the Small Planters Welfare Fund was renamed Small Farmers Welfare Fund (SFWF) through the Finance and Miscellaneous Act 2012. The Fund envisions to be an efficient service provider for the farming community and boost up agricultural businesses of farmers while enhancing their quality of life and that of their families.
- 96.2 In a bid to meet its objectives, the Fund: manages and optimises its financial and other resources to further the social and economic welfare of small farmers and their families; sets up and develops schemes and projects, mainly in respect of agro-processing enterprises and loans or other financial assistance; and performs such other activity as appears to be necessary for and conducive to the promotion of the welfare of small farmers in general.
- 96.3 The SFWF is managed and administered by a Board, which is also responsible for policy decisions, whereas, the implementation of these policy decisions as well as the day-to-day management devolves upon the Manager, who is at the apex of the Fund. The latter is assisted in his daily activities, by officers in professional, technical, support levels as well as employees of the Workmen's Group.
- 96.4 While no representation was received from the union/staff side, Management on its part, proposed for a strengthening of the Fund's structure to cope with the increase in activities thereat, brought about by the extension of its mandate. Requests regarding this restructuring mainly consist of the creation of a few grades as well as restyling and reviewing the entry requirements of some others.
- 96.5 After studying all the requests, only those found justified have been entertained. We are consolidating the structure of the SFWF, bearing in mind existing resources and the need to maintain, as far as possible, a flatter structure. Alongside, we are also reviewing the qualifications requirement of the grades of Manager, Programme Coordinator and Programme Welfare Officer.

Office Management Assistant (New Grade)

- 96.6 Request was made for the creation of a dedicated grade to deal with administrative and HR issues. At present, an Executive Officer (Personal) is called upon to perform duties thereto related. We consider that there is need to strengthen these areas to ensure efficiency in the functioning of the SFWF. Consequently, we are providing for a level of Office Management Assistant.

Recommendation 1

- 96.7 **We recommend the creation of a grade of Office Management Assistant. The mode of appointment and duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.**

Manager**Programme Coordinator****Programme Welfare Officer**

96.8 While examining the organisation structure, we noted that for some core grades, the fields in which the qualifications are required are not relevant to the nature of their duties. In principle, the field(s) in which the academic qualification is/are sought, should have a nexus with the nature of duties of the grade. Against this backdrop, we are reviewing the mode of appointment of the grades of Manager, Programme Coordinator and Programme Welfare Officer.

Recommendation 2

96.9 We recommend that the mode of appointment of the grades of Manager, Programme Coordinator and Programme Welfare Officer be reviewed, such that appointment thereto, should henceforth, be made as hereunder:

- (i) **Manager – By selection from among candidates possessing a Degree and a Master’s Degree in the field Finance or in a related relevant field OR a pass at the final examination required for admission to membership to a professional accountancy body and reckoning at least five years’ post-qualification experience in a responsible managerial position;**
- (ii) **Programme Coordinator – By selection from among candidates possessing a Degree in Economics or Sociology or Management or Agriculture or an equivalent qualification and reckoning at least five years’ post-qualification experience in project design/management; and**
- (iii) **Programme Welfare Officer – By selection from among candidates possessing a Degree in Agriculture or Management or Economics or Sociology or an equivalent qualification and possessing at least three years’ experience in project design/management.**

Clerk/Word Processing Operator

96.10 The Bureau has noted that the existing qualifications requirement of the grade of Clerk/Word Processing Operator is not in line with the recommendations of the Bureau. We are, therefore, reviewing same for the sake of harmonisation.

Recommendation 3

96.11 We recommend that, henceforth, appointment to the grade of Clerk/Word Processing Operator should be made by selection from among candidates possessing a Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education “Advanced Level”, a Certificate in Word Processing or Data Processing and a Certificate in typewriting with a speed of at least 25 words per minute or an equivalent qualification.

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SFWF 1	:	Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615 General Worker
SFWF 2	:	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Driver/Office Auxiliary <i>formerly Driver/Office Attendant</i>
SFWF 3	:	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 - 40110 Receptionist/Telephone Operator
SFWF 4	:	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 - 45930 Welfare Assistant
SFWF 5	:	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
SFWF 6	:	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 Computer Support Officer
SFWF 7	:	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 Management Support Officer
SFWF 8	:	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 Accounts Clerk Assistant Procurement and Supply Officer Executive Officer (Personal)
SFWF 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 x 1100 - 54500 x 1450 - 55950 Internal Audit Officer <i>formerly Internal Control Officer</i>
SFWF 10	:	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

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SFWF 11 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Accounts Officer

Computer Officer (Ex Tobacco Board) (Personal)

SFWF 12 : 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

Office Management Assistant (New Grade)

SFWF 13 : 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

Technical Officer

SFWF 14 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350

Senior Accounts Officer

SFWF 15 : 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

Marketing Officer

Programme Welfare Officer

SFWF 16 : 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

SFWF 17 : 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 - 77750

Internal Auditor

SFWF 18 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Programme Coordinator

SFWF 19 : Rs 130000

Manager

