

## CHAPTER - VIII

### APPENDICES

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CHAPTER - VIIIAPPENDICES8.1 QUESTIONNAIRE (For Managerial & Supervisory Staff)1) Personal data

- 1) Name
- 2) Address
- 3) Age
- 4) Sex : Male/Female
- 5) Native place
- 6) Education
- 7) Department
- 8) Designation
- 9) Total period of service in the department
- 10) Total period of service in Mill -
- 11) Mode of conveyance

2) Recruitment & Selection

- 1) What are the main stages of recruitment procedure in your Company?by
  - a) Application
  - b) Interview
  - c) Personnel department test
  - d) Interview by line supervisors
  - e) Any other -
- 2) How do you notify the vacancies ? by
  - a) Advertisement
  - b) Informing Employment Exchanges
  - c) Any other method followed
- 3) What are the sources of recruitment ?
  - a) Direct by management
  - b) Middlemer
  - c) Employment Exchanges
  - d) Any other source
- 4) Do you hold any test while selecting workers ? Yes/No.  
If yes, what type of test is it ?

- a) Written
- b) Job test
- c) Interview
- d) Medical

5) Do you think that the above tests are successful to serve your purpose ? Yes/No

If not, would you like to suggest any modification ?

### 3) placement

1) Do you have any laid-down procedure for the placement ? Yes/No

2) Do you administer any training programme/apprenticeship/probation before a worker is placed ? Yes/No.

3) Do you ask for any report from Head of Department/Supervisors or any other immediate assistant, some time after placement ? Yes/No

If yes, what importance do you attach to such report ?

- a) Continue his services
- b) Change his placement
- c) Any other decision taken

### 4) Transfers

1) Do you resort to departmental transfers ? Yes/No.  
If so, with what purpose ?

2) Do you take the consent of employees before effecting his/her transfer ? Yes/No.

3) Do they suffer in any way ? Yes/No.

4) Do the workers who are transferred get additional benefits ? Yes/No.

5) Do you wish to implement any new transfer procedure in near future ? Yes/No.

### 5) Promotions

1) Do you give promotions ? Yes/No.

2) What are the main criteria for promotion in your company

- a) Seniority
- b) Ability
- c) Seniority-cum -ability

3) How do you fill the vacancies of those workers who leave the job ?

- by
- a) Giving promotions
  - b) giving chance to temporary workers
  - c) Advertisement

4) Are the workers satisfied with the existing promotion procedure ? Yes/No.

5) Is there any change in promotion policy recently in this organisation ? If so give details.

6) Training Programme

1) Does the factory provide training to all kinds of workers at all levels ? Yes/No.

2) Do you believe that the training programme helps in individual and organisational development ? Yes/No.

3) What are the methods used to train employees ?

4) Whether the training programme should be arranged

a) in pre-employed period, or

b) in post-employed period ?

5) Which type of training is more suitable to develop personnel ?

a) in technical skill

b) in Company Policy matters

c) in managerial skill

7) Grievance Settlement

1) How do workers communicate their grievances to you ?

a) Write formally

b) Approach personally

2) What are the major grievances according to you in order of importance?

a) Leave

b) Weekly off

c) Transfer

d) Shift/Working hours

e) Promotions

f) Wages & Allowances

g) Discipline

h) Any other

3) Do you insist on personal presence at the time of settlement? Yes/No.

4) Is there any grievance settlement committee ? Yes/No.

5) Does it play an active role in settling the grievances ? Yes/No.

6) If yes, Are you a member of the Committee ? Yes/No.

8) Disciplinary Procedure

1) How does the management communicate to the workers the rules and regulations for the maintenance of discipline ?

through

a) Notice Board

b) Pamphlet

c) Hand-book

d) Circular

e) Trade-Unions

f) High officials

g) Supervisors

h) Any other method

2) How is the minor and major misconduct dealt with, in your department ?

- a) by giving a warning
- b) by giving a memo
- c) by conducting an enquiry

3) Are the rules of discipline strictly observed ? Yes/No.

4) Do you think that they have improved discipline ? Yes/No.

9) Retirement benefits

1) What are the main retirement benefits in your company ?

- a) Gratuity
- b) Family Pension
- c) Provident Fund
- d) P.F.cum-family pension

2) Do you think that the above provisions are helpful in retaining the employees in this organisation ? Yes/No.

3) Is P.F.Act, 1952 applicable to your Company ? Yes/No.

4) If yes, what is the rate of contribution ?

5) Any suggestion you would like to make regarding this scheme ?

6) What is your opinion about 'Gratuity Scheme'?(If the Scheme exists in MTM) Good/Bad/Costly

10) Wages

1) What are the principles on which wages in your mills are determined?

2) How are the basic wages & D.A. related ?

3) What are the variations in wage-structure since the establishment of this mill ?

- a) in basic wage
- b) in Dearness Allowance
- c) in Fringe benefits
- d) in P.F.
- e) in Gratuity

4) What are the different industrial awards enforced in this Mill ?

5) What is the percentage of the labour cost to total costs?

6) What is the total strength of the staff ?

7) Does availability of labour affect the wage structure ?

8) What are the effects of labour absenteeism on production ?

9) Has the wage rise resulted in retrenchment of workers or rationalisation?

10) What is the educational level of workers ?

11) On what basis do you employ labourers? What is the minimum payment to the trainees ?

12) What is the method of paying wages ?

- |                          |  |
|--------------------------|--|
| a) Time wage-rate        | b) Piece wage-rate   |
| c) A combination of both | d) Incentive Schemes ? ,<br>Bonus, Profit-sharing, others- |

13) What is the approach of the union towards wages ?

14) Did labourers go on strike for wage in some of the last years ? Yes/No.

15) Are skills and wages interrelated ? How are wages of different labourers correlated ?

16) Does the present wage structure provide justice in relation to the rising cost of living and also in general ? Yes/No.

11) Industrial disputes

1) Are there any industrial disputes since the establishment of Mill ? Yes/No.

2) If, yes, what form did they assume ?

- |                   |            |
|-------------------|------------|
| a) strike         | b) Lockout |
| c) Gherao         | d) Marchas |
| e) Any other form |            |

3) How long did they last ?

4) What were the reasons for the disputes ?

5) Did labourers go on strike for wage in some of the last years ?

(Please give detailed information).

6) How were they solved ?

7) What was the role of management in the settlement of disputes ?

8) What was the role of trade Union in the same ?

9) How many man-days have been lost ?

10) What was the total loss because of the disputes ? Financial and or otherwise.

11) Is there any provision to overcome the loss when strikes (or lockouts) take place ?

12) Management -Trade Union Relations

1) How many trade unions are functioning in your factory ?

2) Which trade union is recognised by management ?

3) Are there any complaints against decision over recognition ? Yes/No.

4) Do you think that the existing trade union is co-operative with the goals of the organisation ? Yes/No.

- 5) What is the attitude of trade union towards Management ?
- |                   |                 |
|-------------------|-----------------|
| a) Good           | b) Satisfactory |
| c) Unsatisfactory | d) Antithetic   |
- 6) What is your opinion about the trade union leaders in your Mill ?
- |                                |                      |
|--------------------------------|----------------------|
| a) Sincere/insincere           | b) Popular/unpopular |
| c) Capable/incapable           | d) Selfish/Unselfish |
| e) Peaceloving/Mischiefmongers |                      |

13) General

- 1) Is there any workers' co-operative society in the Mill ? Yes/No.
- 2) What is your opinion about workers participation in management ?
- |             |             |
|-------------|-------------|
| a) Positive | b) Negative |
|-------------|-------------|
- 3) How have you associated labour with management ?
- 4) What type of personal record do you maintain ?
- |                        |
|------------------------|
| a) Personal files      |
| b) Personal history    |
| c) Leave record        |
| d) Service-book        |
| e) Progress report     |
| f) Confidential report |
- 5) Which was the period of stress and strain ?
- |                 |
|-----------------|
| Good period ?   |
| Golden period ? |
| Worst period ?  |
- Please elucidate the position in all periods.
- 6) It is heard that the M.T.M. has been sold to some other agencies recently. what are the reasons behind this ?

## 8.2 Interview Schedule for Workers in MTM

### 1. Personal Data

- i) Name
- ii) Residential address
- iii) Place of birth
- iv) Age
- v) Sex -Male/Female
- vi) Religion
- vii) Caste
- viii) Education
- ix) Designation
- x) Size of the family (Total No.of members of the family)
- xi) Type of family (Joint/separated)
- xii) Number of earners in the family
- xiii) Number of dependents in the family
- xiv) Department in which working at present
- xv) Period of service in the department
- xvi) Total period of service in the Mill

### 2. Recruitment of Labour

- (i) How were you recruited in the Mill ?
  - a) By application (as per the advertisement in the newspaper )
  - b) By interviewing
  - c) By undergoing a test
  - d) Through friends/relatives
  - e) Through intermediaries
  - f) Through employment exchange
  - g) Any other method/source
- (ii) Do you feel that the method of selection of workers in the Mill is impartial ?
 

Yes/No
- (iii) How are the vacancies of workers on leave filled up ?
  - a) By appointing new (substitute) workers
  - b) By asking the existing workers to overwork
  - c) By paying overtime allowance to workers working overtime
  - d) Any other way -



- (iv) Were you medically examined before or after the recruitment ?  
Yes/No.

If yes,how?-

Are you medically examined frequently ?

Do you feel this method or test satisfactory ? .....Mes/No.

If not, what improvements would you suggest ?

### 3. Training

(i) Is there any provision in the Mill for the training of workers.?.Yes/No.

(ii) Were you so far given any training ?..... Yes/No.

If yes, what type of training was given?-

(iii) What for is such atraining essential ?

a) For the development of the institution -

b) For personal development -

c) For both -

(iv) What are the methods of training in the Mill ?

(v) When were you given such training ?

a) before recruitment

b) after recruitment

(vi) What is your opinion regarding pre-employment training or post-employment training ?

### 4. Transfers

(i) Have you been transferred in various departments ?.Yes/No.

(ii) Was there any motive in transferring you ? Yes/No.

(iii) Was your consent taken before transfer ? ... Yes/No.

(iv) Did you receive any extra benefit after transfer ? ...Yes/No.

(v) If no benefit received did you suffer any loss ? ... Yes/No.

(vi) Could you easily adjust with the new type of work after transfer ?  
....Yes/No.

(vii) Do you think that there should be some different criteria for transfer?  
...Yes/No.

### 5. Promotions

(i) Have you ever been promoted ?

(ii) What is your opinion about the method of promotions in the mill -

a) Satisfactory (b) Unsatisfactory (c) In need of improvement

(iii) If improvement needed, which type of improvement ?

(iv) Does a promotion lead to some benefit ? .... Yes/No.

If yes, what type of benefit ?

(a) Financial (t) Status-improvement (c) Any other type -

#### 6. Grievance Settlement

- (i) What is the special nature of your grievances ? concerning
- (a) Leave (b) Weekly holiday
- (c) Transfer (d) Nature of work, hours of work & shifts of working
- (e) Promotion (g) breach of discipline
- (f) Wages and other allowances (g) breach of discipline
- (h) any other matter -

(ii) How do you communicate your grievances to the management ?

(a) Write formally (b) Approach personally

(c) Any other method

(iii) How are such grievances settled ?

(iv) Would you like to make any suggestion in this regard ? Yes/No.

If, yes, which suggestion ...

#### 7. Discipline

(i) How are the various rules of discipline in the Mill communicated to you ?, through -

- (a) The notice board (b) Pamphlets
- (c) Hand book (d) Circulars
- (e) Trade union (f) Higher officials
- (g) supervisors (h) Any other way -

(ii) How <sup>are</sup> you punished, if any mistake is committed by you ?

(a) Oral warning (b) Written warning/memo

(c) Action after some more inquiry (d) Fine

(e) Any other method

(iii) Do you strictly observe all the rules of discipline ?...Yes/No.

Which rules are observed ?

Which rules are not observed ?

Which rules, you think, should be observed ?



### 10. Mode of Conveyance

- i) What is the distance between your house and the Mill ?
- ii) What is the mode of conveyance used by you for coming to the Mill?  
Cycle/Scooter/City bus/Factory bus/Railway/on foot....
- iii) Do you face any difficulty in reaching the Mill as such ? .... Yes/No.
- iv) If yes, how can the difficulties be removed ?  
(Do you want to make any suggestion in the context of conveyance facilities ? )

### 11. Trade Union/Strikes etc.

- i) Are you a member of any Trade Union ? ....Yes/No. Which one ? ...  
If not, why ?
- ii) Have you any complaint about the Trade Union ?
- iii) Do you want to suggest anything in this context?
- iv) Was there any strike, morcha or similar events since your employment  
in the Mill ? ..... Yes/No.
- v) If yes, when ?
- vi) What was their duration ?
- vii) What were their causes ?
- viii) Were you involved in any of them ? ....Yes/No.
- ix) If not .... Why ?
- x) How was the problem solved ?
- xi) What was the attitude of the management regarding this ?
- xii) How much and what type of loss had you to incur in that event ?
- xiii) Did you receive any help during the period of strike ? ..... Yes/No.  
If yes, from whom ?

### 12. Miscellaneous

- i) What precaution is taken to avoid accidents while working  
on machines ?  
What are the facilities provided to you from the point of view of  
safety ?
 

(a) First Aid	(b) Ambulance
(c) Hospital	(d) Leave with pay
(e) Any other measure	

- ii) Is the canteen facility available in the Mill ? ..... Yes/No.
- iii) Are there any special provisions in the Mill for workers' recreation ?  
 ....Yes/No.  
 If yes, which ones ?  
 (a) Library/Reading room            (b) Play ground  
 (c) Radio                                (d) T.V.  
 (e) Enactment of plays                (f) Music  
 (g) Festivals and other celebrations  
 (h) Any other source
- iv) Are there any facilities of educating the workers ? .....Yes/No.  
 If yes, which ones ?
- v) Is there any co-operative credit society consumers co-operative stores  
 in the Mill ?            ... Yes/No.  
 Have you ever taken any loan from the society ? ..... Yes/No.  
 If yes, when ?  
 At what rate of interest ? and of what amount ?  
 If no, why ?  
 What is your opinion about the co-operative consumer's stores in the  
 Mill ? (if exists).
- vi) What do you feel about the management in the Mill ?  
 (a) Good    (b) Bad    (c) Satisfactory    (d) Unsatisfactory
- vii) What is it that you should feel proud about your Mill ?
- viii) Do you wish to state anything about your Mill ?
- ix) Very recently, there has been a change in the ownership of the mill.  
 What is the type of attitude of the new management towards workers?  
 What type of attitude you think the management should have ?  
 What are your other expectations from the new management ?

\* \* \* \*

### 8.3 STANDING ORDERS IN MTM

Standing orders as settled by the Commissioner of Labour under section 35(2) of the Bombay Industrial Relations Act, 1946, for operatives in the Cotton Textile undertakings mentioned in the Schedule.

- - -

1. DATE OF OPERATION AND APPLICATION : These orders shall come into force on and from the ..... and shall apply to all employees in the undertaking to do manual work.

#### 2. DEFINITIONS :

(1) In these Orders, unless there is anything repugnant in the subject or context :-

(a) "Undertaking" or "Company" means The Marathe Textile Mills, Miraj Dist. Sangli.

(b) "Manager means the person for the time being managing the undertaking and whose name is so notified on the notice board".

(Amended under Serial No.179 to 183 of 1966 in the Register on 13th day of April 1966 u/s. 39(1) of B.I.R.Act, 1946.)

(c) "Operative" means an employee employed to do manual work.

(d) "Ticket" includes a card, pass or token.

(2) Words and expressions not defined in these orders shall have the meanings assigned to them under the Bombay Industrial Relations Act, 1946.

#### 3. CLASSIFICATION OF OPERATIVES :

(1) Operatives shall be classified as -

(a) Permanent Operatives;

- (b) Probationers;
  - (c) "Badlis" or "Substitutes";
  - (d) Temporary operatives;
  - (e) Casual operatives and ;
  - (f) Apprentices.
- (2) (a) "Permanent Operative" means an operative whose appointment has been confirmed in writing by the Manager and includes an operatives who has completed a probationary period of two months in the aggregate in the same or another occupation in the undertaking.
- (b) "Probationer" means an operative ;who is provisionally employed to fill a permanent vacancy or post, and who has not completed two months' service in the aggregate in that post.
- (c) "Badli or substitute" means an operative who is appointed in the post of a permanent operative or probationer who is temporarily absent and whose name is entered in the badli register.
- (d) "Temporary operative" means an operative who has been appointed for a limited period for work which is of an essentially temporary nature, or who is employed temporarily as an additional operative; in connection with temporary increase in work of a permanent nature.
- (e) "Casual operative" means an operative who is employed for work which is essentially of an occasional or casual nature.
- (f) "Apprentice" means an operative who is a learner and is paid an allowance during the period of his training;

Provided that no operative shall be classified as an apprentice if he has had training for an aggregate period of one year.

4. REVERSION :

If a permanent operative is employed as probationer in a new post he may, at any time during the probationary period, be reverted to his old permanent post by an order in writing signed by the Manager.

5. TICKETS, TOKENS, ETC. :

(1) For each class of operatives specified in clause (I) of standing orders 3 a distinctive ticket shall be provided bearing the name of the class.

(2) Every operative shall be given a ticket bearing -

(i) his name;

(ii) The name of the department in which he is working; and his designation  
(Amended under serial No.179 to 183 of 1966 in the Register on 13th day of April, 1966 u/s. 39(1) of B.I.R.Act, 1946)

(iii) His number.

(3) Every operative shall, when entering the undertaking, deliver up his ticket at the place provided, and shall show his ticket whenever required (except when it is not in his possession by reason of having been so delivered) to any person authorised by the Manager in this behalf.

(4) The days on which "badli" works in the undertaking shall be entered on his ticket.

(5) Every operative shall surrender his ticket on -

(a) a change of his classification;

(b) leaving the service of the undertaking; or

(c) the termination of his service.

6. PERIODS AND HOURS OF WORK :

Notices showing the period and hours of work for every class and group of operatives in the undertaking and for each shift shall be displayed on notice boards maintained for the purpose in the departments concerned; at the time-keeper's office, if any, and at or near the main entrance to the undertaking.

7. HOLIDAYS AND PAY DAYS :

SEALED PAID HOLIDAYS

(As per clause 3 agreement dated 18.9.1974)

TERMS OF AGREEMENT :

- 1) That the Mills may introduce "Seven-days-a week working system" in their mills.
- 2) That after introduction of the above system the changeover of shifts will be ANTI-CLOCK-WISE i.e. from 1st to 3rd, 3rd to 2nd and 2nd to 1st.
- 3) That in order to compensate the loss of earning of operatives that may take place on the introduction of 'Seven-days-a-week' system which they could have normally recovered in six-days-a-week working system, by way of working on substitute holiday inconformity with the provisions of the Factories Act, 1948 and upon acceptance of a change in service conditions, the Employer mills hereby agree that the amount of wages of additional paid holidays shall be a 'Special Pay'.

That on introduction of the above system, there will no common weekly holiday and/or mill holidays to operatives of the Mills, except the

## FOURTEEN SEALED HOLIDAYS as mentioned below -

1) Republic day - 26th January	..	Paid Holiday
2) Anant Chaturdashi	..	<u>Unpaid</u> Holiday
3) Dhulivandan	..	<u>Unpaid</u> Holiday
4) Dr.Ambedkar Jayanti - 14th April	..	Paid Holiday
5) Shivajayanti	..	<u>Unpaid</u> Holiday
6) Maharashtra Day - 1st May	..	Paid Holiday
7) Ashadhi Ekadashi	..	<u>Unpaid</u> Holiday
8) Independence Day - 15th August	..	Paid Holiday
9) Ganesh Chaturthi	..	<u>Unpaid</u> Holiday
10) Dassara	..	Paid Holiday
11) Divali Holidays - One day	..	Paid Holiday
12) Divali Holidays - One day	..	Paid Holiday
13) Divali Holidays - One day	..	<u>Unpaid</u> Holiday

In addition to the above common holidays, one more unpaid holiday shall be given by the Mills as mentioned below :-

1) Marathe Textile Mills	Urus Festival at Miraj
2) The Madhavnagar Cotton Mills	Siddheshwar Festival
3) Shree Balaji Spinning & Weaving Mills.	Ganapati Visarjan Day
4) Janata Spinning Mills Pvt. Ltd.	Ganapati Visarjan Day
5) Shri Gajanan Weaving Mills	Ganapati Visarjan Day

- 4) Workers who are called for work on the sealed holidays will be eligible to 25% extra wages as a 'Special Pay' of the normal rates of wages for working on sealed holiday.

- 5) With reference to para (3) above, the eligibility for paid holidays will take effect from the month of introduction of 'Seven-days-a-week' working system. However, The Madhavnagar Cotton Mills Ltd., Madhavnagar will <sup>effect</sup> give from the date of the signing of the Agreement.
- 6) In the event of discontinuance of 'seven-days-a-week' working system by any Mills at any time the operatives will be entitled to only two days as PAID HOLIDAYS during the calender year i.e. (1) on 26th January and (2) Divali Holiday.
- 7) The Representatives of the Managing Committee Members of the Representative Union, and who are workers in respective Mills, shall be deemed to be on duty when they are called to attend the Managing Committee Meetings, provided such occasions shall not be more than once in two months. The Representatives of the Union who are on weekly off or on leave or absent on the date of such Managing Committee Meeting, shall not be treated as on duty for the purpose of this benefit.
- 8) All permanent, Temporary, Badli and Probationary workers should be considered eligible for the paid festival holidays, if they work on the days previous to and succeeding the festival holidays.
- 9) If the paid holiday falls on the normal weekly holiday of an operative, the said weekly shall be deemed to be a paid holiday.
- 10) If a paid holiday of a worker falls in the sanctioned previlage leave or sick leave, the worker shall be eligible for the benefit of the said holiday.

Paid holiday will also be given to a worker who is on sanctioned

casual leave either prefixed or suffixed to a paid holiday but not both i.e. prefixed and suffixed.

10) This Agreement supersedes any previous Agreement regarding paid holidays.

8. WAGE RATES :

Notices specifying the rates of wages showing separately the allowances, if any, payable to each class of operatives and for each class of work shall be displayed in a conspicuous position in the department in which the operatives concerned are working.

9. UNCLAIMED WAGES :

(1) An unclaimed wage pay day for each week i.e. a day on which wages due to an operative but not paid on the usual pay day on account of their being unclaimed, are to be paid shall be notified on the notice boards along with the notices to be displayed under Standing Order 7.

(2) The unclaimed amount of wages due to an operative shall be paid on the days notified under this Standing Order and on the day following the date on which a substantiated claim was presented by the operative or on his behalf by his legal representative, provided that such claim is submitted within three years from the date on which the wages become due to the operative.

10. SHIFT WORKING AND CLOSURE :

(1)(a) More than one shift may be worked in a department or section of a department at the discretion of the Manager.

(b) If more than one shift is worked in the undertaking operative shall be liable to be transferred from one shift to another.

(c) Whenever an additional shift is started or shifts are altered or discontinued, a seven days' notice shall be given provided that it shall be necessary to give one month's notice if as a result of the discontinuance of the shift any permanent operative is likely to be discharged.

(d) If as a result of discontinuance of shift working, any permanent operatives are likely to be discharged, they shall be discharged having regard to the length of their service in the undertaking and the department concerned, those with the shortest service being discharged first.

(e) On restarting a shift, notice thereof shall be sent to the representative of the employees under section 30 of the Bombay Industrial Relations Act, 1946, and the operatives discharged as a result of discontinuance of the shift shall, if they present themselves within seven days of the sending of the notice be given preference for employment according to their length of service.

(2) Where more than one shift is worked the Company may discontinue working any department or section of a department in all the shifts except the first during the same period after giving one month's notice to the operatives, provided that where no permanent operative is likely to be discharged as a result of such discontinuance, seven days notice should be given. Before re-opening such department or section, as the case may be, notice thereof shall be given stating the date of re-opening and a copy thereof shall be sent to the representative of the employees under section 30 of the Bombay Industrial Relations Act, 1946.

(3) The Company may discontinue the working of or close the undertaking or any department or department or a section or sections of a department or departments which may be working only one shift after giving one month's notice to the operatives concerned. Notice of re-opening such department or departments or sections of a department or departments or the whole undertaking shall be put up at the places provided in clause (6) of this Standing Order, and a copy thereof shall be sent to the representative of the employees under section 30 of the Bombay Industrial Relations Act, 1946. Preference for re-employment shall be given to the old operatives whose services were terminated on account of the discontinuance or closure and who present themselves for services within a fortnight from the date of such notice. Operatives whose services have been transferred to other departments or posts as a result of such discontinuance or closure shall be given the option of rejoining their previous posts on the reopening of the department, section or undertaking, as the case may be.

(4) If as a result of such discontinuance or closure, operatives are likely to be discharged, they shall be so discharged having regard to the length of their service in the undertaking and the department concerned those with the shortest service being discharged first.

(5) On re-employment under this standing order the services of discharged operatives shall be treated as continuous provided they are re-employed within two years from the date on which their services were terminated.

(6) Notices of -

- i) Starting, restarting, alteration and discontinuance of shift working;
- ii) the closure and reopening of a department or section of a department;  
and
- iii) the closure and reopening of the undertaking, shall be displayed in the time-keeper's office, if any, at the main entrance of the undertaking and at the gate or gates appointed under Standing Order 16, and in the case of a department or section also in the department, concerned.

(7) On the restarting of a shift or on the reopening of a department or section of a department or of the whole undertaking as the case may be, preference for employment shall be given to the operatives whose services were terminated on account of the closure according to their length of service, provided they present themselves for service at the latest on the day of the reopening.

#### 11. ATTENDANCE AND LATE COMING :

(1) All operatives shall be at work in the undertaking at the times fixed and notified. Operatives attending late shall be liable to be shut out and treated as absent; provided that no operative who attends within 15 minutes of the starting time shall be shut out.

(2) Any operative who after delivering his ticket is found absent from his proper place of work during working hours without permission or without sufficient reason, shall be liable to be treated as absent for the period of his absence.

(3) Deductions from wages for the period for which an operative is treated as absent under clauses (1) and (2) of this Standing Order may be made in accordance with the provisions of the Payment of Wages Act, 1936, in all cases to which such provisions apply.

12. LEAVE CONDITIONS PROCEDURE ETC. :

(1) Leave Subject to exigencies : The granting of leave other than sick and maternity leave, shall be subject to the exigencies of the undertaking and shall be at the discretion of the Manager.

(2) Application for Leave, other than casual leave : An operative who desires to obtain leave of absence, other than casual leave, shall apply in writing to the Manager or an Officer appointed for the purposes by the Manager. Such application for leave shall be made as provided by any law applicable or atleast seven days before the date from which the leave is to commence, except in urgent cases or unforeseen circumstances when it is not possible to do so. The Manager or an officer empowered by him in this behalf shall issue orders on such application within three days of the presentation of the application, and in cases of an urgent nature immediately. If the leave asked for is granted, a leave pass showing the date of commencement of the leave and the date on which the operative will have to resume duty shall be issued to the operative, "and in case the same is refused, the reasons for such refusal shall be communicated to him".

(Amended under serial No.179 to 183 of 1966 in the Register on 13th day of April 1986 in u/s. 39(1), of B.I.R.Act, 1946).

- (3) Extension of leave : If an operative after proceeding on leave desires an extension thereof, he shall make an application for the purpose to the Manager, either in writing or orally or through any other person. A written reply either of the grant or refusal of extension of leave shall be sent to the operative at the address given by him if such reply is likely to reach him before the expiry of the leave originally granted to him.
- (4) Deleted on 13-4-1963.
- (5) Overstaying of Leave : An operative remaining absent beyond the period of leave originally granted or subsequently extended, shall be liable to lose his lien on his appointment unless he returns within eight days of the expiry of the sanctioned leave and explains to the satisfaction of the authority granting the leave his inability to resume immediately on the expiry of his leave. An operative who loses his lien under the provisions of this Standing Order but reports for duty within fifteen days of the expiry of his leave, shall be kept as a "badli" if he so desires and his name shall thereupon be entered in the "badli" register. An operative not reporting for duty within fifteen days of the expiry of his leave shall be treated as having left service from the date on which he was due to return to work.
- (6) An operative remaining absent continuously shall lose his lien in service unless he attends within eight days and or communicates in writing to the satisfaction of the authority his inability to attend his work.

(Amended under Serial Number 49 of 1972 in the Register on 17th days August of 1972 u/s. 39(1) of B.I.R.Act, 1946).

13. CASUAL LEAVE :

- (1) Every operative shall be entitled to casual leave
- (2) Casual leave shall be non-cumulative and no leave of any kind may be combined with casual leave.
- (3) Except for emergent reasons, casual leave shall be limited to three days at one time. Casual leave is intended to meet special or unforeseen circumstances for which provisions cannot be made by exact rules.
- (4) gazetted and public holidays and Sundays cannot be prefixed or suffixed to casual leave except with the previous permission of the Manager.
- (5) Ordinarily, the previous permission of the Manager or of the department shall be obtained before taking such leave. When this is not possible, the Manager or the head of the department shall, as soon, as may be practicable be informed in writing or orally, or through any person, of the absence from work and of the probable duration of such absence.

14. LEAVE WITH WAGES :

All the employees who are "permanent" and who have put in 5 or more years service shall be entitled to leave with wages as follows -

- (1) An employee shall be eligible for leave with wages by the requisite number of days of work in the previous year who fulfils the requirements of Sec. 79(1) of the Factories Act, 1948, on the following scale :-
  - (a) At the rate of one day for every 20 days of work for the first 240 days; and thereafter,

(b) at the rate of one day for every 7 days of work in excess of the first 240 days but up and inclusive of 254 days, and thereafter;

(c) At the rate of one day for every 5 days of work in excess of the first 254 days.

As regards accumulation of such leave I Direct that leave may be accumulative to the extent of 38 days.

15. LEAVE REGISTER AND ORDERS ON LEAVE APPLICATION :

A record shall be maintained in a register of all leave of absence which is sanctioned, refused or postponed. Orders passed and reasons for refusal or postponement of leave shall in every case be entered in the register with the least possible delay. A copy of any entry in the register pertaining to an operative shall be supplied to him if he so desires.

16. ENTRY AND EXIT :

No operative shall enter or leave the premises of the undertaking except by the gate or gates appointed for the purpose.

17. SEARCH :

(1) Any male operative may, when leaving the premises of the undertaking, be searched at the point of exit by the person appointed for the purpose by the Manager.

(2) Any female operative may be detained by the person authorised by the Manager for search by a female searcher if acting without malice he suspects that she is in wrongful possession of property belonging to the undertaking.

(3) Every search shall be conducted in the presence of not less than two persons, provided that a female operative shall not be searched in the presence of any male person except with her consent.

(4) Subject to the provisions of the above clauses, any member of a Joint Committee may be present at a search made under this Standing Order.

18. TEMPORARY STOPPAGES :

(1) In the event of a fire, catastrophe, breakdown of machinery, stoppage of power supply, epidemic, civil commotion or any other cause beyond the control of the employer, the employer may at any time without notice or compensation in-lieu of notice, stop wholly or partially, as the event may require, any machine or department or part thereof, or the whole or part of the undertaking for a Reasonable period.

(2) In the event of a stoppage under this Standing Order during working hours, the operatives affected shall, as soon as practicable, be notified as to when work will be resumed and whether they are to remain or leave undertaking. The period of detention in the undertaking shall not ordinarily exceed one hour after the commencement of the stoppage. If the period of detention does not exceed one hour, operatives so detained shall not be paid for such period. If the period of detention in the undertaking exceeds one hour, operative so detained shall be entitled to receive wages (including all allowances) for the whole of the time during which they are detained in the undertaking as a result of the stoppage. In the case of piece-rate operatives, the average daily earnings for the previous wage period shall be taken to be the daily wages.

(3) Whenever practicable, reasonable notice shall be given of the resumption of normal work and all operatives laid off under this Standing Order ;who present themselves for work, when work is resumed, shall be given preference for employment.

(4) All notices required to be given under this Standing Order shall be displayed on notice boards at the time-keeper's Office, if any, and at the main entrance to the undertaking. Where a notice pertains to a particular department or departments only, it shall also be displayed ;in the department concerned.

19. TEMPORARY LAYING OFF :

(1) The Company may, at any time or times, in the event of (a) technical reasons like adjusting the production of inter dependent departments or temporary adjustment necessiated by a change in the nature of orders or (b) shortage of orders or temporary curtailment of production for trade reasons and consequent stoppage of any machine or department, stop any machine or machines or department or departments, wholly or partially for a period not exceeding three consecutive days in any week and not exceeding twelve days in the aggregate (excluding the statutory.... holidays) in any one calender month without notice and without compensation in-lieu of notice.

(2) If an operative is laid off according to this rule for more than twelve days in any one calender month he may leave the company's service on his intimation to do so without any further notice.

(3) A notice shall be put up on the notice board of the department concerned and at the time-keeper's office, if any, giving specific reasons for such lay-off. The operative thus laid off shall be given the first chance of badli work in the same department if work is available and if it be not available then any other suitable work which he is able to do. The laying off shall be carried out in as uniform and systematic manner as possible, no operative being specially favoured or prejudiced. As long as the lay-off goes on in the department no temporary, badlis or extra operatives shall be engaged.

20. LIVING OFF RIGHTS AND LIABILITIES :

In cases where operatives are laid off under these Standing Orders, they shall be considered to be temporarily unemployed and the period of such unemployment may be treated as leave with pay to the extent such leave is admissible, and leave without pay for the balance of the period.

21. CLOSURE DUE TO STRIKES :

(1) The employer may, in the event of a strike affecting either wholly or partially any department or section of a department of the undertaking, close down either wholly or partially such department or section as well as may other departments or sections affected by such closing down.

(2) The fact of such closure shall be notified by notices displayed upon the notice boards in the departments concerned, in the time keeper's office, if any, at the main entrance to the undertaking and at the gates appointed under Standing Order 16 as soon as practicable.

(3) The operatives concerned shall prior to the resumption of work be notified by a general notice copies of which shall be displayed upon the

notice boards specified in clause (2) of this Standing Order as to when work will be resumed.

22. TERMINATION OF EMPLOYMENT :

1) The employment of a permanent operative may be terminated by fourteen days' notice or by payment of thirteen days' wages (including all allowances) in lieu of notice. If he draws wages as a piece-rate basis, wages shall be computed on his average daily earnings for the days mutually worked during the previous wage period.

(2) In respect of every permanent operative whose employment terminated, an order of termination of employment shall be made in writing and signed by the Manager and a copy thereof shall be supplied to the operative at the time of discharge. The reasons for the termination of his employment shall be recorded in writing and shall if he so desires be communicated to him at the time of discharge, unless such communication, in the opinion of the Manager, is likely directly or indirectly to lay the Manager open to criminal or civil proceedings at the instance of the operative. In cases of general retrenchment, closing down of a department or termination of service as a result of a strike or lockout, no such order be given.

(3) Save as otherwise provided in standing order 19 a permanent operative desirous of leaving the service of undertaking shall give in writing fourteen days' notice to the Manager.

If permanent operative leaves the service of the undertaking without giving such notice, no deduction on that account shall be made from his wages although he shall be liable to be sued for damages.

(4) An operative other than a permanent operative or permanent operative on probation in a post, may leave or be discharged from service without notice or pay in lieu of notice.

(5) The services of an operative shall not be terminated for acts or omissions amounting to misconduct by a Standing order 23 except after a regular enquiry, as laid down under these Standing orders.

(6) On the employment of an operative being terminated or his leaving service, the wages earned by him and all other sums due to him shall be paid to him before the expiry of the second working day from the day on which such event

22(A) An operative shall retire from service on attaining the age of 60 years.

(Amended under Serial No. 179 to 183 of 1966 in the Register on 13th day of April, 1966 u/s 39(1) of B.I.R. Act, 1946).

23 ACTS AND OMISSIONS CONSTITUTING MISCONDUCT :

The following acts and omissions on the part of an operative amount to misconduct :-

(a) Wilful insubordination or disobedience of any lawful and reasonable order of a superior;

(b) illegal stoppage or going on an illegal strike or abetting, inciting, instigating or acting in furtherance of a stoppage or strike in contravention of the provisions of the Bombay Industrial Relations Act, 1946, or any other law for the time being applicable.

(c) wilful slowing down in performance of the work, or abetment or instigation thereof.

(d) theft, fraud or dishonesty in connection with the employer's business or property;

- (e) taking or giving a bribe or any illegal gratification;
  - (f) habitual absence without leave, or absence without leave for more than ten consecutive days or overstaying sanctioned leave without sufficient grounds or proper or satisfactory explanation;
  - (g) late attendance on not less than four occasions within a month.
  - (h) habitual breach of any Standing order or any law applicable to the undertaking or any rules made thereunder;
  - (i) collection without the permission of the Manager of any money within the premises of the undertaking except as sanctioned by any law for the time being in force;
  - (j) engaging in trade within the premises of the undertaking;
  - (k) drunkenness, or riotous, disorderly or indecent behaviour on the premises of the undertaking;
  - (l) Riotous or disorderly behaviour during working hours in mill premises or any act subversive of discipline.
- (Amended under Sr. No. 49 of 1972 in the Register on 17th August, 1972 u/s 39(1) of B.I.R. Act, 1946)
- (m) habitual neglect of work, or gross or habitual negligence;
  - (n) habitual breach of any rules or instructions for the maintenance and running of any department, or the maintenance of the cleanliness of any position of the undertaking;
  - (o) frequent repetition of any act or omission for which a fine may be imposed under the payment of wages Act, 1936.

(p) canvassing for union membership or the collection of the Union dues within the premises of the undertaking without previous permission of the Manager or except in accordance with the provisions of any law for the time being in force;

(q) willful damage to work in process or to any property of the undertaking

(r) holding meetings inside the premises of the undertaking without the previous permission of the Manager or except in accordance with the provisions of any law for the time being in force;

(s) disclosing to any authorised persons any information in regards to the processes of the undertaking which may come into the possession of the operative in the course of his work;

(t) gambling within the premises of the undertaking;

(u) smoking or spitting on the premises of the undertaking where it is prohibited by the employer;

(Amended under Sr.No. 179 of 183 of 1966 in the Register on 13th day of April, 1966 u/s 39(1) of B.I.R. Act, 1946).

(v) Failure to observe safety instructions notified by the employer or interference with any safety device or equipment installed within the premises of the undertaking ;

(Amended under Sr.No. 179 to 183 of 1966 in the Register on 13th day of April, 1966 u/s 39(1) of B.I.R. Act, 1946.)

(w) Distribution or exhibiting within the premises of the undertaking hand-bills , pamphlets, poster and such other things or causing to be displayed by means of signs or writing or other visible representation or any matter without previous sanction of the Manager;

(Amended under Sr.No. 179 to 183 of 1966 in the Register on 13th day of April, 1966 u/s 39(1) of B.I.R. Act.)

(x) unauthorised possession of any lethal weapon in the undertaking

(Amended under Sr.No. 179 to 183 of 1966 in the Register on 13th day of April, 1966, u/s 39(1) of B.I.R. Act, 1946)

(y) sleeping while on duty.

(Amended under Sr.No. 49 of 1972 in the Register on 17th day of August, 1972 u/s 39(1) of B.I.R. Act, 1946).

#### 24. PUNISHMENT FOR MISCONDUCT

(1) An operative guilty of misconduct may be -

(a) warned or censured, or

(b) subject to and in accordance with the provisions of the payment of Wages Act, 1936, fined, or

(c) by an order in writing, signed by the Manager, suspended for a period not exceeding four days or discharged under standing order, 22, or dismissed without notice.

(2) No order under clause (1) (b) of this Standing order, shall be made unless the operative concerned has been informed in writing of the alleged misconduct and given an opportunity to explain the circumstances alleged against him.

(3) No order under clause (1) (c) of this Standing Order shall be made except after holding an enquiry against the operative concerned in respect of the alleged misconduct in the manner set forth in clause(4).

(4) An operative against whom an enquiry has to be held shall be given a chargesheet clearly setting forth the circumstances appearing against

him and requiring explanation. He shall be given an opportunity to answer the charge and permitted to be defended either by himself or by his representative under section 30 of the Bombay Industrial Relations Act, 1946, if he so desires, except for reasons to be recorded in writing by the officer holding the enquiry the operative shall be permitted to produce witnesses in his defence and cross examine any witnesses on whose evidence the charge rests. A concise summary of the evidence led on either side and the operative's plea shall be recorded.

In case, the charge sheet or any other communication is refused by the operative the same shall be displayed on the Notice Board and the copy of the charge sheet or communication should be sent to the Representative union which shall be deemed to be sufficient compliance of the service of the chargesheet or any other communication.

(Amended under Serial Number 49 of 1972 in the Register on 17th day of August 1972 u/s 39(1) of B.I.R.Act, 1946).

(5) An operative against whom any action is proposed to be taken under sub-clause (b) or (c) of clause (1) of this Standing Order may be suspended pending the holding and completion of an enquiry or for the period, if any, allowed to him for giving his explanation provided that in any case the period of such suspension shall not exceed five days. The order of suspension may take effect immediately on its communication to the operative. If as a result of the enquiry held or explanation, it decided not to take any action under clause (1), the operative shall be deemed to have on duty and shall be entitled to full wages and all privileges for the full period of the suspension.

(6) In awarding punishment under this Standing Order the Manager shall take into account the gravity of the misconduct the previous record of the operative and any other extenuating or aggravating circumstances that may exist.

#### 25. WARNING, CENSURE AND FINE

An operative may be warned or censured, or subject to and in accordance with the provisions of the payment of Wages Act, 1936 fined for any of the following acts and omissions :

- (a) absence without leave or without sufficient cause;
- (b) late attendance;
- (c) negligence in performing duties;
- (d) neglect of work;
- (e) absence without leave or without sufficient cause from the appointed place of work;
- (f) entering or leaving, or attempting to enter or leave the premises of the undertaking except by a gate or entrance appointed;
- (g) committing nuisance on the premises of the undertaking;
- (h) breach of any rule or instruction for the maintenance or running, of any department.

#### 26. REDRESS OF GRIEVANCES

(1) Any operative desirous of the redress of a grievance arising out of his employment or relating to unfair treatment or wrongful exaction on the part of a superior shall either himself or through his representative under the provisions of section 30 of the Bombay Industrial Relations Act, 1946, submit a complaint to the Manager or any officer appointed by the Manager in this behalf.

(2) The Manager or such officer shall as soon as possible investigate the complaint at such times and places as he may fix. The operative and his representative under the provisions of section 30 of the Bombay Industrial Relations Act, 1946, shall have the right to be present at such investigation, and such representative shall be entitled to represent him therein.

(3) The order made by the Manager on the decision of the Investigating Officer and the action, if any, taken thereon by the Manager shall be intimated to the complainant.

Provided that complaints relating to assault or abuse by any person holding a supervisory position or refusal of an application for urgent leave shall be enquired into immediately by the Manager or such officer as he may appoint.

#### 27. SERVICE CERTIFICATE

Every operative other than a casual operative who leaves service, or retires or is dismissed or discharged shall without avoidable delay be given a service certificate if he asks for one.

#### 28. NOTICES, ORDERS ETC.

(a) Notices to be exhibited or given under these Standing orders shall be in Marathi,

(b) (i) Any notice, order, charge-sheet, communication or intimation which is personal, i.e. is addressed to an individual operative and is given in writing under these Standing Order shall be in Marathi.

(ii) If such a notice, order, charge sheet, communication or intimation is handed over to the operative it shall be read out and explained to him, in the language by him, if he so desires,



29. RIGHTS AND PRIVILEGES UNDER OTHER LAW, ETC. NOT AFFECTED

Nothing contained in these Standing Orders shall operate in derogation of any law applicable or to the prejudice of any right under a registered agreement, settlement, or award for the time being in force or contract of service, if any, or custom or usage of the undertaking.

#### 8.4 SOME CONCEPTS RELATED TO COTTON TEXTILE PRODUCTION :

- 1) Hank - One hank is equal to 840 yards in British system. A hank in the cotton trade, refers to a length of 840 yards of yarn.
- 2) Count - This is a number used to indentify the yarn quality and size in terms of its linear density. In MTM the English count is used. Count is the relation between the length and weight of yarn. "Count is the number of hanks of 840 yards each weighing one pound". If 40 hanks of cotton yarn weigh 1 lb., the count of that yarn is said to be 40<sup>S</sup> (this is the medium count in India) and if 20 hanks of another yarn weigh 1 lb, that yarn is numbered as 20<sup>S</sup> (this is a coarse yarn anywhere).
  - 2.1) Nominal Count - This is the count of yarn that is required.
  - 2.2) Actual Count - This is the actual count of yarn that is spun, which could be tested and found.
  - 2.3) Average Count - This is the average actual count produced in a day when the weightages are given for the countwise production.

Say, counts spun are  $N_1, N_2, N_3$  etc. and the respective productions are  $P_1, P_2, P_3$  etc. then the average count is given as ;

$$N = \frac{\sum NP}{\sum P} = \frac{(N_1P_1 + N_2P_2 + \dots)}{(P_1 + P_2 + \dots)}$$

- 3) 40<sup>S</sup> converted production :- 40<sup>S</sup> converted production is that production which is achieved provided all the machines were working on 40<sup>S</sup> carded count. This is worked out by considering the ratios of standard productions of 40<sup>S</sup> count and that of the count working at present. These standards are given by Research Organisations which are conducting regular

surveys of their member mills and these standards are accepted by the mills. The 40<sup>s</sup> converted production help in understanding the overall improvement in productivity and also to compare the productivity with other mills.

- (4) Yarn : It is composed of strands of fibres placed in parallel order and twisted together forming a single continuous thread of one given thickness or diameter.
- (5) Fabric :- It is the product of interplacing a yarn by weaving or knitting.
- (6) Textile Fibre : It is untwisted length of cotton or any other staple (Fibre) which when placed in groups of continuous length and twisted will produce yarn.
- 7) Spinning :- It is defined as the operation or sequence of processes by which a bulk fibre can be converted into a continuous length of yarn.
- 8) Sider - Ring frame machine operator.
- 9) Usable Waste :- The waste produced while processing are divided into two groups :
  - 1) Usable waste and (2) Saleable waste. The usable wastes are those which are reusable in the same mixing. The saleable wastes are those which cannot be reused in that mixing.
- 10) Tenter - a machine operator.
- 11) Reliever Tenter - He is the worker who relieves the machine tenters for short times to enable them to attend their natural calls

- 12) Jobber - He is the foreman of the department.
- 13) Doff - This is the work of removing the filled containers (bobbins) and refilling empty containers. One doff means the material which is contained in the containers of one machine.
- 14) H.O.K. - This is the number of operative hours required to produce 100 kgs of yarn.
- 15) Spindle - This is the main production point of a ring frame.
- 16) Pirns - These are wooden tubes on which the yarn is wound.
- 17) Up-to-date production - This is the total production in that month upto the date of study.