

 \mathbf{x}_{i}

1 : QUESTIONNAIRE FOR MANAGEMENT

- 1. Name of the Establishment/Undertaking :
- 2. Address:
- 3. Issued Capital : Paid up Capital :
- 4. Products Manufactured:
- 5. Last year's turnover :
- 6. Organisation structure:
- 7. Supervisory Staff
 - a) Operatives:
 - c) Clerks
 - d) Officers
- 8. Contract Labour :

Is there any system of contract labour:

- 9. Badli workers and Rate of payment:
- 10. Salary and Wage Structure:
 - 1) Classification.
 - 2) Average monthly earnings of workmen :
 - 3) Dearness Allowance:
 - A) Allowances:
 - 1.Night Shift Allowance
 - 2.Washing Allowance
 - 3.Lunch Allowance
 - 4.First Aid Allowance
 - 5. Travelling Allowance

6.Attendance Bonus

- a) When were pay scales fixed and revised ?
- b) On what basis ?
- c) Is there any demand pending on the part of workers or Unions for any further revision ?

B) Acting Allowance:

- i) Do you pay any acting allowance to employees who are asked to work in a job of higher grade for a limited period ?
- ii) On what basis ?
- iii) Are there any maximum/minimum limits fixed ?
 - iv) Is there any qualifying period of eligibility of acting
 allowance ?

C) BONUS:

i) It the bonus paid according to the formula laid down in payment of Bonus Act ?

if so, rate of quantum of bonus paid in last three years.

- ii) Is there any other system of bonus payments ? give rate/
 formula.
- iii) When was the formula/ rate of bonus revised last ?
 - iv) Any scheme for exempted workers ?
- D) OVERTIME PAYMENT:

Clerks:

Formul = Total salary X Overtime Hours

Total Monthly hours hours

- 11 WORKING HOURS:
 - a) For operatives : 1) Shifts:

1st Shift.

- IInd Shift.
- IIInd Shift.
- b) For Officers:
 - 2) Break in Shifts
 - 3) Do the workers work till the close of shift.

12. WORKING ON SATURDAY:

13. Union Affiliation:

How many unions are existing ?

14. Leave Provisions:

- 1. Officers:
- 2. Clerks :
- 3. Workers :
- 4. Accident leave.

15. Holidays:

- 1. Paid holidays
- 2. Unpaid holidays.

16. MISCELLANEOUS:

- i) Job evaluation: Have you got any scheme in existance for evaluation of office/factory job.
- 2) <u>Standing Orders</u>: Have you got standing orders certified applicable to factory ?
- 3) Grievance Procedure:
- 4) <u>Retirement Benefits:</u>
 - a) Provident Fund :
 - 1.Employee's Contribution:
 - 2. Employer's Contribution:

Whether higher contribution permissible ?

- b) Gratuity
- c) Pension
- d) Any other Superannuation benefits ?

17. WELFARE MEASURES:

1) Medical : Give details -

a) Dispensary with compounder :



- b) Ambulance facilities:
- c) Inquiry on duty :
- d) Any health scheme in existance for employees not covered under E.S.I. ?

2) <u>Conteen</u> :

- a) Runned by Mills
- b) Subsidiary Rate
- c) Staff Tea to workers -

Tea to Vendors

Tea to Mazdoor -

- d) Working hours :
- 3) Any transport and Housing facilities ?
- A) Cooperative credit society/Fair price shop.

Is there assistance given by Mills ?

- 5) Any educational facilities by Mills ?
- 6) <u>Uniforms</u> :

Do you provide uniforms by Mills.

2 : QUESTIONNARE FOR WORKERS

I. GENERAL

- 1. Name:
- 2. Designation :
- 3. Nature of job : Permanent/Badli / Casual.
- 4. Age:
- 5. Sex : Male / Female
- 6. Religion
- 7. Caste
- 8. Marital Status : Married / Unmarried.
- 9. Present Home Address:
- 10. Native Place:
- 11. Distance from this establishment to your house:
- 12. How you come to the Mills

By Cycle/By Bus / By Walk.

- 13. General Education.
- 14. Technical Education.

Male

- 15. Father's/Guardian's name and Occupation:
- 16. Number of household members:

Female Childern = Total

17. Number of family members staying with you:

<u>Male</u> <u>Female</u> <u>Childern</u> = <u>Total</u>

II - INCOME AND EXPENDITURE

2.1.A) Income:

i) Major Income :

what is

- (i) Your major income i.e.from wages :
 - (Please specify basic wage, D.A.H.R.I, Total wages and diductions from it seriesly as given in the following table)

ł	1							۱ ۱			۱		١					۱ ۱	
1	Net payment							1 1 1			1 1 1	:diduct-		 	••	••	14 (1 1 1	1
	1	**	•• •	**	**	••	**	••• 1 1 1			1 1 1	Total		1 ++		••	**	••	1 1 1
	Total amount paymen					••		 			1 1 1 1	*Prof Ta	** **	1 1 1 1		••	64		1 1 1
		••		**	••	••	**	" 			1 1 1	E.S.I.	64 68	1 1 1 1 ••	••	**	••	••	1 1 1 1
	SsH.R.A.	\$\$	••	••	••	••	64	1			1 1 1	·L.I.C.	oo oe	 	••	**	••	••	1 1 1
	s.Rs 45 : per : 26 days:H	\$ 9	••	••	••	••	**	1			1	• F • G *	\$\$ \$¥	 	**	••	••	••	1 1 1
	.variable.Rs . D.A. :per							1			1	:Cloth	** **	1	•*	••	••	••	1 1 1
	Total: Total: Dasic:		••	••	**	**	••				1	: Canteen	** **	1 1 1	44	44		••	1 1 1
	JnCr. 4,8,1		-	-		-	-	1 1 1 5	<u>\</u>		1 1 1 1	<pre>Society:Canteen:C</pre>		1			-		} 1 1 1
		••	**	••	••	**	**	1 1 1 1			 	Grain :	•• ••	•• 1 1	••	••	••	**	1 1 1
	Mage Mage	, 	47	••						Diductions:	1 1 1		**	1 1 1 1	**	••	**	••	1, 1 1
	Basic I	1						1		Did	1	Fine		1					l 1

(2) State the mode of payment according to which you arepaid : Piece rated/Time rated.

ii) <u>Subsidiary Income</u>:

(a) Is there any subsidiary income yes/not.

If yes, state the income itemwise as given in the table.

_ _ _ _ _ _ _ income from : Overtime: Weages from:Income :Total House,Land, : wages : part time : form any other : subsidance Livestock, : Rate : job. : family members : Income others. 1 1 1 : : 1 1 1 2 : : : 1 : : : 2 : : : : Expenditure (Nov, 1984) B) Food -Housing_ Fuel, lighting -Other entainment -Social ceremonies -Religious ceremonies -Gambling -Drinking -Clothing -Books -Childern's education -Cinema -Tobacco -Hotel etc. -____ Total

2.2 Are you satisfied with your payment. Yes/Not. if not, what should be paid to you for your job in your openion -

2.3 Indebtedness : From 1st Dec., to 30 Nov., 1984. if any, mention in the following table.

					~ - ~ ~ ~ ~ ~ ~ ~ ~ _
AgenCy	Year	Purpose	Amount	Rete of	interest:provision :of repayment :source/ :Amount
900 900 <u>90</u> 0	: :			:	
	1 1			1	•
	2 2			•	•
	•			•	•
	• •			•	•
	2			ě	
	: 1	: 3		:	*
	: 3	: 1		:	:
				~	
-	III : <u>I</u>	LEAVE, HOLID	AYS, AND	ABSENTEEIS	M
3.1	Leave :	. Plea s e f	ill the	following	table :

-			-	
	Leave	Total allowed	during	Reasons
1.	Casual leave			
2.	Earned leave			
3.	Sick leave			
4.	leave with pay			
5.	Accident leave			
6.	Previlege leave			
7.	Unauthorised leave	e		

8

•

9

3.2

Holidays - paid -

Unpaid_

3.3

State, from the following, the reasons responsible for your absenteeism -

1. Nature of Job : as heavy/hard/dirty etc.

2. Sickness : Own / Family

3. Distance : from residence to mills lack of transportation facility.

4. Family trouble

5. Engaged in part time/side business -

6. Social/Religious causes.

7. Indebtedness.

8. Personal habit.

9. Engaged in Agricultural work

10. Any other reasons.

IV : WELFARE FACILITIES:

4.1

Are there any welfare amenities available in this establishment yes/Not.

if yes, please specify and also give your openions

as Adequate/Inadequate

-----Welfare facilities : Yes/:Adequate :Inadequate :Suggestions for : No : : : :Improvements - - - - -1.Adult education : : 1 2 Programme 2.Training : : : 2 Programme 3.Housing : : : :

• 10

		~ ~ ~ ~				
	We]	lfa re facilitie	s : Yes, :	/:Adequate :	:Inadequate :	:Suggestions for :Improvements
all the second s						4000 666 1970 1927 1627 ayun aku buh
	4.	Cant een facilities	:	:	:	:
	5.	Rest Room	:	:	:	:
	6.	Sanitation	:	-	:	*
	7.	Medical facili	ties	:	:	*
	8.	Uniform and Washing Allowance	*	:	:	:
	9.	Attendance Bon	us:	:	:	*
	10.	Sports	:	2	•	*
	11.	Religious Activities		:	:	:
	12.	Coop.Credit Society	:	:	:	:
	13.	P.F.	:	:	:	:
	14.	E.S.I.	:	:	*	:
	15.	Bonus	:	*	:	1
	16.	Retirement Benefits		:	:	:
	17.	Shahu Mills Pratrika	1	:	:	:
	18.	Educational Facilities	I	:	:	*
	19.	Transport	:	•	:	•
	20.	Sitting Arrangement	:	:	:	8
	21.	Grain Shop	:	:	:	:

. - 11

4.2	State, Wheth g iven the t a	-	r of any of the Union
	Shahu Mill Kamagar S a ngh	: Kapad Kamagar : Union :	: Contribution to : Union membership :
		:	:
		:	8
		•	:
		•	:
		:	:
		:	:
~~ ~~ ~			

.

QUESTIONNAIRE FOR UNION

- 1. Name of union.
- 2. Is yours a recognised union Yes/No.
- 3. To which central organisation is your union affiliated ?
- 4. Does the central organisation in your openion, take any interest in your problem :
- 5. Is there any other union in your establishment ?
- 6. Is there company union in this establishment ?
- 7. i) Is your financial position is sound ? Yes / No
 - ii) If not, what steps in your view are necessary to improve the financial position of your union ?
- 8. Do the members of your union show personal interest in the affairs of the union - much/little/none:
- 9. Have you taken any steps to provide standardised wages, Welfare facilities to the workers ? To what extent they, have been successful ? give details
- 10. Please explain the role of the union for following
 - a) Wage and security of the job of workers
 - b) Fixing the length of work and breaks
 - c) Intensity of work and additional workload
 - d) Training programmes (Technical and Vocational)
 - e) Facilities for work
 - f) Physical work environment :-
- 11. In case of disputes other than strikes and lockouts what steps during the period did union take in negotiations with the employer ? :--

13

- 12. Have your union ever resorted to'go slow' tactics in dealing with any disputes ?
- 13. a) What has been the role of the management in the provision of standardisation of wages and welfare services ?
 - b) Are you satisfied with this ? Yes / No.

• •

c) If not, give suggestions -----

14

l ..., 1

I

EXIBIT-NO.A

I

- DEPARTMENT :-

1

1

1

F
M.D.A. 184.60 6- 00 10.00 200.60 Rs. Ps.
de men
нос нан
H.R.A. (Rate) Rs.Ps.
if yearly ment per s,12. s
847022 I
ement Ps.
Incremen per day Rs. Ps.
به مع مع مع ••••••
Amoun Rs, P
ν · · · · · · · · · · · · · · · · · · ·
of 26 da Ps
"Total "Rate of days "Wages for 26 d " Rs. Ps
daysı I daysı I
11
<pre>P.F.:T.No.:Dates A/c.:Name : No.:0ccu-:1,2,3</pre>
".T.No. ".Name ".occu- "pat- "ion
<pre>\$Sr.*P.F.*T.No. *No.*A/C.*Name * No.*Occu- * * * * * * * * * * * * * * * * * * *</pre>
<pre>mencing:Group:Sr.:P.F.:T.No.:Dates ites</pre>
Comencir Dates Relays
I Dan Reit

ŕ.

ł

ŧ

ł

ł

<pre>"Total #H.A.:Total :Family :D.L.T.:Lessiless :Less :Les :Les :Less :Les :Les :Les :Les</pre>
Actual Amount: Number Payable Rs. Ps.
Actual Amount: Number Payable : Rs. Ps.
:Actual Amount: Number : :Payable : : Rs. Ps. :

ŧ

Rs.400			٤	
upto	Less Co.op. erative Society Rs.		SIGNATURE	
· day Rs. a month or Rs.100	.:Less : : postal: : Recurr: : ing : : deposit : Rs. :		Amount : ble :	
o. D.A.per days in to 750	r PF A/C r bu:No.		Net paya Rs	
<pre>1.Index No. 2.Rate of D.A.per day 3.Working days in a m 4.Rate of V.D.A.for R 5.Rs.401 to 750</pre>	Otal :Rate of :Less :P.F amount:P.F. :P.F. :A/c :Contribu:Contribu:No. :tion :tion : :Rs. : Rs. : Rs. : Rs		Total	
	1 *Rate unt*P.F. *Conti *tion * Rs.		ther . Rs	
BOOK	++ ••• •• •• •• •• 10		ssional x	
SALARY BC	veriable:Extr b.A. :D.A. : Rs. : Rs.			
EXIBIT-No.B	4	6	Less : long : term Loan Rs. :	
EXIB]		Y	Less C.T.D.	
	ਹ ਜ		Less L.I.C. Rs	
	Desig-:Basic nation:Pay : :			
				:
	*Mills *Name *Contri- *bution * * to P.F. * * RS. *		I.: Less Advance: : Rs. :	
			н Г С С С С С С С С С	
	Sr. E.S.I. No. Set.		Less Grain Rs.	

	TURE	
	:Actual:SIGNATURE :amount: :pay- :able : : :	
	tual de tr:	
P (1)	e and a ba	
Award.	otal ratuit mount	
.rial		
Indust	Total Servi r year	
per 1	<pre># Cratuity: Total # Total # Actual: # Per year: Service: gratuity: amount: # 15 days : years # amount # pay- # average : # # # able # # pay # # # # #</pre>	
olhapur to Workers per Industrial	*Grat *per *15 c *aver *pay	
Kolhapur e to Wor	.Average :per day :	
le K	. Aver 	
	* Total * Net * Servie	
EXIBIT trapati Gratuit	້	
EXIBIT	<pre>*Total *Less *Total * * service*Breaks* Net * * * * * * * * * * * * * * *</pre>	
ahu C ment	Total sservi	
Shri Sh A State	hino co e e e e e	
A Sh	Date of Date of the of the of the entry in the service of the ment the ment the service of the ment the service of the service	
	of y in orang	
	Date of entry i tempora ment	
	t. Date : of : Join :Serv	
	Deptt.	
	full full	

€, .	Sr.T. No.No.	

Department :Employ-:Employee's :er's :contribut-					
<pre>contribtion tution Rs. R.</pre>	<pre>*Employee's rotal rickets *contribut- : : *ion : : * Rs. : Rs. :</pre>	ts :2.85 :Tickets: : : : : : Rs. : :	ets-:5.25;Tic : ⁸ : : : : : : : : : : : : : : : : : : :	3.75:Tickets-:5.25:Tic :8.25;Tic :11.25:Tickets:Total : : : : : : : : : : : : : : : : : : :	ickets.Tota : :
fficers					
lerks					
pinning [,II,III)					
4.Weaving (I,II,III)					
agine (I,II,III)					
6. Compound Cleaners					