

APPENDICES

I QUESTIONNAIRE FOR

1. MANAGEMENT
2. WORKERS
3. UNION

II EXHIBIT NO.A

EXHIBIT NO.B

EXHIBIT NO.C

EXHIBIT NO.D

SELECT BIBLIOGRAPHY

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) Is 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:

$$\text{Formul} = \frac{\text{Total salary X Overtime Hours}}{\text{Total Monthly hours hours}}$$

11 WORKING HOURS:

- a) For operatives : 1) Shifts:

1st Shift.

IIInd Shift.

IIIInd 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 existence for evaluation of office/factory job.
- 2) Standing Orders: Have you got standing orders certified applicable to factory ?
- 3) Grievance Procedure:
- 4) Retirement Benefits:
 - 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 existence for employees not covered under E.S.I. ?
- 2) Conteen :
- 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) Uniforms :
- Do you provide uniforms by Mills. 
- .
- .

2 : QUESTIONNAIRE FOR WORKERSI. 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.
15. Father's/Guardian's name and Occupation:
16. Number of household members:

<u>Male</u>	<u>Female</u>	<u>Childern</u>	=	<u>Total</u>
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17. Number of family members staying with you:

<u>Male</u>	<u>Female</u>	<u>Childern</u>	=	<u>Total</u>
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II - INCOME AND EXPENDITURE2.1.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)

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

ii) Subsidiary Income:

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

If yes, state the income **item**wise as given in the table.

income from House, Land, Livestock, others.	Overtime: wages Rate	Weages from: part time job.	Income from any other family members	Total subsidence Income
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:

B) Expenditure (Nov, 1984)

- 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 opinion -

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
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:

III : LEAVE, HOLIDAYS, AND ABSENTEEISM

3.1 Leave : Please fill the following table :

Leave	Total allowed	Availed during the year	Reasons
1. Casual leave			
2. Earned leave			
3. Sick leave			
4. leave with pay			
5. Accident leave			
6. Privilege leave			
7. Unauthorised leave			

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 opinions as Adequate/Inadequate


Welfare facilities	Yes/No	Adequate/Inadequate	Suggestions for Improvements

1. Adult education Programme	:	:	:
2. Training Programme	:	:	:
3. Housing	:	:	:

Welfare facilities	Yes/No	Adequate	Inadequate	Suggestions for Improvements
4. Canteen facilities	:	:	:	:
5. Rest Room	:	:	:	:
6. Sanitation	:	:	:	:
7. Medical facilities	:	:	:	:
8. Uniform and Washing Allowance	:	:	:	:
9. Attendance Bonus	:	:	:	:
10. Sports	:	:	:	:
11. Religious Activities	:	:	:	:
12. Coop. Credit Society	:	:	:	:
13. P.F.	:	:	:	:
14. E.S.I.	:	:	:	:
15. Bonus	:	:	:	:
16. Retirement Benefits	:	:	:	:
17. Shahu Mills Pratrika	:	:	:	:
18. Educational Facilities	:	:	:	:
19. Transport	:	:	:	:
20. Sitting Arrangement	:	:	:	:
21. Grain Shop	:	:	:	:

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 opinion, 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 ? :--

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 -----
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EXHIBIT NO.D

18

SHRI SHAHU CHHATRAPATI MILLS, KOLHAPUR -2 Code No. 31/3324/11

Department	Employ- er's contribution Rs.	Employee's contribution Rs.	Total Rs.	Tickets	2.85	Tickets	3.75	Tickets--	5.25	Tic kets	8.25	Tic kets	11.25	Tickets	Total
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- 1. Officers
- 2. Clerks
- 3. Spinning
(I, II, III)
- 4. Weaving
(I, II, III)
- 5. Engine
(I, II, III)
- 6. Compound
Cleaners

Grand Total :