

CHAPTER - III

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In today's globalised economy, Indian industries have to face the world market. They have to withstand the onslaught of efficient foreign organisations. To have an edge over other competitors, the Indian Industries have to achieve maximum and efficient utilisation of the various factors of production. One among them is human factor. But when we analyse the performance of industrial undertakings, we come to know that it has not been possible for majority of the organisations to maximise the production by making efficient and effective utilisation of various resources in general and human resource in particular. There are various causes that lead to inadequate utilisation of human resource one among them is absenteeism of workers.

A) Absenteeism - Its meaning and definition

Absenteeism refers to the failure of the worker to present himself for the work and discharge his duties, in spite of being on the pay rolls of the undertaking.

The term 'Absenteeism' has different connotations to different authorities. To an agency, called "Annual Survey of Industries (ASI) absenteeism means and includes unauthorised absence as well as authorised absence. The definition of absenteeism as given by ASI is as follows :

"Absence is the failure of worker to report for work when he is scheduled to work - A worker is to be considered as scheduled to work when the employer has work available for worker and the worker is aware of it".

To an agency called 'Labour Bureau Simla', absenteeism means and includes unauthorised absence only. It excludes authorised absence of the worker from the ambit of the term 'absenteeism'.

An analysis of the above mentioned two ~~opinions~~ about the 'absenteeism', would reveal that the scope of the term absenteeism as interpreted by ASI is wider than that of the Labour Bureau, Shimla. The ASI takes into account all types of authorised leaves like permitted vacations, sickness, accident leave etc. a period when a worker is scheduled to work.

In the words of Seligram, "absenteeism is time lost in industrial establishment by avoidable or unavoidable absence of employees."

The working party for the cotton textile industry defines absenteeism as "the average percentage of workers absence from work per day for any reason".

B) Absenteeism Rate

The measurement of absence can be expressed as the ratio of the total amount of time lost through non attendance to the planned working time (excluding over time).

Absenteeism rate is a statistical expression of the sum of all the reasons and it is calculated in terms of percentage ratio. Thus, absenteeism rate can be defined as "The total man days lost because of absence, as a percentage of mandays scheduled to work".

$$\text{Absenteeism rate} = \frac{\text{No.of mandays lost}}{\text{No.of mandays scheduled to work}} \times 100$$

For example, absenteeism rate of a particular industry can be calculated and explained as follows :

No. of employees	=	200
Total working days in a year (per worker)	=	312
Mandays lost in a year	=	16000
. . Absenteeism rate	=	$\frac{16000}{62400} \times 100 = 25.64\%$

Here man days scheduled to work is taken as total employees in an industry, multiplied by total working days in a year (200 x 312 = 62400)

C) TOTAL ABSENTEEISM RATE AND TRUE ABSENTEEISM RATE

There are different causes of absenteeism. Some causes of absence are natural and unavoidable. This natural and unavoidable absence includes casual leave/previlege leave. Some of the causes are of the nature of wilful, unauthorised leave, authorised leave without pay and the medical leave which is enjoyed by the workers to get the benefit of E.S.I. scheme.

These different causes of absenteeism give rise to two types of absenteeism rate. They are :

A) Total absenteeism rate

B) True absenteeism rate.

A) Total absenteeism rate : According to the study of National productivity council (1973), the total absenteeism rate is obtained by ~~dividing~~ the number of days absent under the four categories of absence, by the total number of days scheduled to work. The four categories of absence are as under :

a) Casual leave/previlege leave (authorised leave with pay)

b) Unauthorised leave without pay.

- c) Authorised leave without pay.
- d) Leave granted under employees State Insurance (ESI) Scheme.

The concept of total absenteeism rate as adopted in this study, in this research work, the total absenteeism rate of the workers is calculated as follows :

$$\frac{\text{No. of mandays lost due to all reasons}}{\text{No. of working days}} \times 100$$

In case of the total number of working days of the textile workers in Solapur, the number of scheduled holidays slightly differs by two to three days, in different organisations like Govt. undertaking and private undertaking.

B) True absenteeism rate :

True absenteeism rate is defined as the ratio of absence due to all causes, except casual leave/previlege leave.

In this study, though, true absenteeism rate is not taken in to account, it would not be out of place to explain the meaning of the same.

True absenteeism rate is defined as rate of absence due to all causes except previlige/casual leave.

For the purpose of calculating true absenteeism rate, the various causes are classified in to three groups such as a,b & c.

a) Total number of absent days due to all nine causes are given below :

1. Leave with wages
2. Authorised leave
3. Unauthorised leave
4. Sick leave

5. Accidents
6. Lay off
7. Casual leave/previlige leave
8. Strikes and hartals
9. Others (i.e. sent home, paid holidays)

b) Absent days due to the causes for which workers are not directly and personally responsible. It includes lay off, casual leave, strikes and hartals, paid holidays etc. Casual leave and previlige leave is included in this group because it is the legitimate right of the workers to enjoy this leave.

c) Absence for which workers are directly and personally responsible. It includes the causes of leave such as leave with wages, authorised leave, unauthorised leave, sick leave, accident. Thus our operational definition of true absenteeism rate is as follows :

$$\text{True Absenteeism rate} = \frac{A - B = C}{\text{Total number of working days}} \times 100$$

Definition of the causes which are used in service record book :

- i) Lay-off : Lay off means the failure, refusal or inability of an employer to give employment to a worker, on account of shortage of coal, power or any other raw material or the accumalation of stocks or the break down of machinery or for any other reason, though that workers name in the pay rolls of the industrial undertaking and who has not been retrenched.
- ii) Casual leave/previlige leave : The leave is granted as per the agreement with representative trade union.

- iii) Leave with wages : It is a leave granted to every worker, who has worked for a period of 240 days or more during a calendar year, during the subsequent calendar year. The number of days to be granted as leave with wages, are calculated as follows :
- a) If an adult, one day for every 20 days of work performed by him during the previous calendar year.
 - b) If a child, one day for every fifteen days for work performed by him during the previous calendar year.
- iv) Authorised leave : Authorised leave is granted to every worker according to the standing orders. But without pay.
- v) Unauthorised Absence : The unauthorised leave is an absence of the workers without prior permission of an employer.
- vi) Sickness : It is a type of leave granted to the worker who is suffering from some ill health. For this purpose 'sickness' means "condition of worker which requires medical treatment and attendance and necessitates absention from work on medical grounds." Such sickness must be certified by a duly appointed medical practitioner.
- vii) Accident : The dictionary meaning of 'accident' is 'an unexpected and harmful happening'.

Here the term accident means an industrial accident. It is an occurrence which interferes with the orderly progress of work in an industrial establishment.

According to the Factory Act 1918 "It is an occurrence in an industrial establishment causing bodily injury to a person which makes him unfit to resume his duties in the next 48 hours".

It is an unexpected and sudden event. It must arise in the course of employment in a factory.

The nature of absenteeism :

The problem of absenteeism is a grave disease which has inflicted the various textile industries in public sector as well as private sector. The gravity of the situation demands an indepth analysis of the nature of absenteeism from different angles at different levels. With this view in mind conceptually the nature of absenteeism can be studied in respect of quantum of absenteeism and pattern of absenteeism at two levels i.e. (a) Macro level, (b) Micro level.

The Macro level analysis can be extended to organisational level and various sub departments of the same. This may help in ascertaining the magnitude of the problem of absenteeism.

The Micro level analysis of absenteeism may provide an opportunity of having proper understanding of the problem of absenteeism in relation to incidence with the identified areas such as monthwise and sub departmentwise.

Quantum of Absenteeism :

The quantum of absenteeism is studied here by taking into account total absenteeism rate only. The quantum of absenteeism rate describes the trend of absenteeism in different organisations i.e. public sector undertaking and private sector undertaking.

Pattern of Absenteeism :

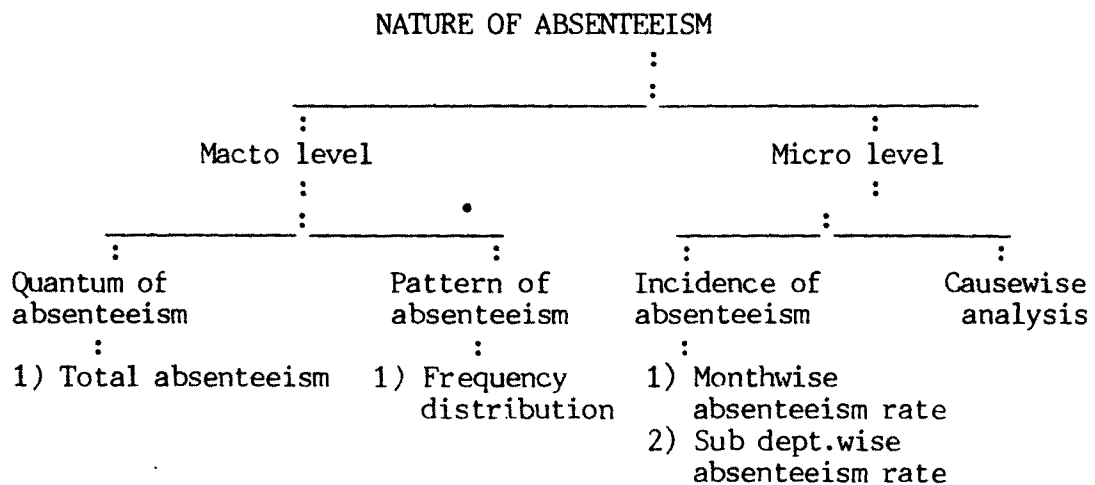
For the purpose of analysing the pattern of absenteeism, only one conceptual instrument is used. i.e. Frequency distribution of absenteeism rate.

The frequency distribution of absenteeism rate adopted here is as follows :

Upto	5 %
5% -	10 %
10% -	15 %
15% -	20 %
20% -	25 %
25% and above	

Incidence of Absenteeism

The concept of incidence of absenteeism tries to locate the areas of absence behaviour of the workers in different organisations of production processes. The incidence of absenteeism is studied monthwise by taking into account the year of 1992 only. The concept is extended to the sub departments of spinning, weaving, processing, folding & workshop as well. The concept of incidence of absenteeism is further extended to the causewise analysis according to nature of the causes.



The Present Research work :

The specific objectives of the present research work are as follows:

- 1) To study and compare the nature of absenteeism in public sector and private sector undertaking, by taking in to account the textile mills from each sector.
- 2) To analyse the areas of absenteeism.
- 3) To spell out the inter relationship among different causes of absenteeism in respect of socio-economic behaviour of the workers.
- 4) To analyse the socio-economic factors, psychological factors, personal and environmental factors contributing to absenteeism.
- 5) To suggest some remedies to reduce absenteeism & steps for the implementation of remedial measures by formulating management's policy.

Methodology :

Sampling Methodology :

In order to study and compare the nature of absenteeism of the textile workers in two different sectors of the economy i.e. public sector and private sector in relation to its quantum, pattern, incidence, I have adopted 'simple random method' for the selection of two hundred workers from both the organisations put together.

One hundred workers are selected from each of the following organisations.

1) Private sector undertaking : Jamshri Ranjitsinghji Spinning & Weaving Mills.

2) Public sector undertaking : Narsing Girji Textile Mills.

At Present totally 1150 workers are working in jamshri Mill.
In N.G.Mill 3256 workers are working in 3 shifts.

Table 2.1 gives the composition of total sample wovrkers understudy. Both the sectors are given equal share. In other words, the private sector undertaking i.e. Jamshri Mills constitutes 50% of the total sample and public sector undertaking i.e. N.G. Mills contitutes 50%.

Table No. 3.1

SECTORWISE COMPOSITION OF THE TOTAL SAMPLE WORKERS (200)

Sector	No. of Workers	Percentage to total
1. Private Sector Undertaking (Jamshri Mills)	100	50 %
2. Public Sector Undertaking (N.G. Mills)	100	50 %
Total Sample	200	100 %

An analysis of the absenteeism in respect of major production processes i.e. spinning, weaving, processing, workshop. Folding and comparison of the same is done. Monthwise and causewise analysis is also carried out.

Table No. 3.2 (a)

PROCESSWISE COMPOSITION OF TOTAL SAMPLE OF WORKERS (200)

Production process	No. of workers	Percentage to total
Spinning	60	30 %
Weaving	60	30 %
Processing	50	25 %
Folding	20	10 %
Workshop	10	5 %
Total	200	100 %

Table No.3.2 (b)

TOTAL SAMPLE WORKERS (200)

Production process	Janshri Mill		N.G. Mill	
	No. of Workers	Percentage to total	No. of Workers	Percentage to total
Spinning	40	20 %	20	10 %
Weaving	40	20 %	20	10 %
Processing	10	5 %	40	20 %
Workshop	10	5 %	-	-
Folding	-	-	20	10 %
	100	50 %	100	50 %

(For calculating the percentage to total, total number of workers is 200, both the units put together.)

The Schedule :

The last step in the process of this study includes case study of 50 chronic absentees from public sector undertaking (N.G. Mills) and equal number of workers from private sector undertaking (Jamshri Mills).

This case study was conducted to make an indepth analysis of the personal, social, psychological and perception level factors of absenteeism with a view to suggest remedial measures.

For the purpose of extracting required information from the workers through personal interview method, a structured schedule covering following aspects is used :

1. Identification
2. Family background
3. Housing condition
4. Standard of living
5. Health condition
6. Expenditure pattern
7. Assets and Liabilities
8. Working condition
9. Perception level.

Period of Study :

The total absenteeism is studied by taking into account statistical information of the year 1992. The relevant information about the textile workers absenteeism is collected from the source of primary data such as service records.

The field study was conducted during the month of November, 1993 in case of N.G.Mill. In case of Jamshri Mill it was conducted during the months of December 93 and January 94.

Limitations of the Study :

The study is not free from certain limitations. First of all the present study is focussed on the problem of absenteeism in public sector and private sector only. Though decentralised sector of handloom and power loom constitute a considerable part of the textile industry, it has not been taken into account.

Secondly, the problem of absenteeism is studied by taking into account 'Total absenteeism rate only'.

Third and last limitation is that, the scope of case study, which is based on the information obtained with the help of personal interview, is limited. Because it has not covered all the aspects of a workers life within the organisation and outside it.