

WAGE AND SALARY ADMINISTRATION IN A PUBLIC SECTOR UNDERTAKING.
A CASE STUDY OF HINDUSTAN LATEX LIMITED, KANAGALA, BELGAUM.

Q U E S T I O N N A I R E

I] PERSONAL INFORMATION :

1. Name :
2. Age :
3. Department :
4. Sex : Male/ Female
5. Designation :
6. Present Address :
7. Religion :
8. Number of family members depending upon your income :
9. Education : Primary/ Secondary/ Higher/ Technical
10. Experience :
11. Native Place : Village: Taluq: District:
12. Distance from factory : Kms.
13. Where do you stay at present ? :
14. Types of work (Job description)
 - a) Operative : Unskilled/ Semi-skilled/ Skilled
 - b) Clerical : 1/ 2 / 3/ 4
 - c) Supervision : A/ B / C
15. Mode of conveyance : Bus/ Cycle/ Auto/ On Foot

II] WAGE AND SALARY :

1. How the work is rated ? : By Piece/ By Time
2. What is the basic pay and D.A. handed over at the end of the month ?
 - a) Basic Pay :
 - b) Fixed D.A. :
 - c) Variable D.A. :
 - d) Sepcial Allowance :
 - e) Others :
 - f) Total amount received at the end of the month: Rs. _____
3. Are there any deductions from your wage/salary: Yes/ No.
4. If Yes, Mark against the following :
 - a) Fines
 - b) Absence from duty
 - c) Damage/ Loss
 - d) For recovery of loans
 - e) For recovery of advance
 - f) For Insurance Policy
 - g) House rent
 - h) Medical Care Cost
 - i) P. F.
 - j) I. T.
 - k) C.T.D./ R.D.
 - l) R.D.
 - m) Bhishi
 - n) Order of Court
 - o) Loan from society
 - p) Other, if any

5. a) What is home take Wage/ Salary ? : Rs.
b) Whether the wage/salaries are sufficient: Yes/ No.
to meet your family needs ?
6. If not, how do you meet the family expenses :
Have you other sources of Income ?
a) Land e) House property
b) Side Business f) Lottery
c) Private Consultancy g) Other sources
d) Commission
7. Is there any other family member employed : Yes / No.
8. Are you allowed to work overtime ? : Yes / No.
9. Are your wages/salaries linked with cost of : Cost of living :
living/ Production made by you ? Production :
10. If it is not linked with the cost of living, :
Why don't you demanded from Govt. ?
11. If they are based on production made by you :
are they adequate ?

III] ALLOWANCES :

1. What type of allowances do you get from :
the following list ? (Tick mark)
- | | | |
|----------------------------|--------------------------|-------------------------------|
| a) D.A. | d) Travelling Allowance | g) Attendance Bonus Allowance |
| b) Conveyance allowance | e) Medical Allowance | h) H. R. A. |
| c) Leave Travel Concession | f) Night Shift Allowance | i) Special Allowance |
| | | j) Other Allowance |
2. Do you suggest any other type of allowance to be provided ? (Tick Mark)
- | | |
|----------------------------------|-------------------------|
| a) Allowance for Child education | c) House Rent Allowance |
| b) Festival Allowance | d) |

IV] BONUS :

1. Do you get bonus every year ? : Yes / No
2. At what rate ? :
3. How do you utilise the bonus :
a) Festival c) Repayment of debts e) Investment
b) Daily expenses d) Bank Savings f) Consumer durable goods
g) Other purpose
4. Please state the occasion on which you are required to borrow from outside (Tick Mark)
- | | |
|---------------------------------|---|
| a) To meet monthly expenses | e) To purchase goods durable |
| b) To meet medical expenses | f) To purchase vehicle |
| c) To meet festival expenses | g) To purchase property |
| d) To meet educational expenses | h) to meet your unexpected expenses,
like illness/ Guest/ Marriage |

5. State the source from which you borrow. .
a) Friend/ Relatives c) Bank e) Other
b) Co-operative society d) Sahukar(Money lender)

V] INCENTIVES :

1. Has the factory introduced Incentive scheme ? : Yes / No
2. If yes, does it apply to you : Yes / No
3. If yes, is it : Monetary/Non-Monetary/ Both
4. Put (Tick mark) against Monetary & Non-monetary Incentives received :

A. Monetary

- a) Wages
b) Salaries
c) Premium
d) Bonus
e) Prizes
f) Return on Investment

B. Non-Monetary

- a) Job Security
b) Recognition
c) Participation
d) Delegation of authority
e) Training
f) Welfare

5. Do you think, it is necessary to provide Non-Monetary Incentives alongwith Monetary Incentives with the employees to make wage and salary administration effective ?

: Yes / NO

6. If yes,

- a) Does your factory provide welfare facilities under Factory Act 1948 ?

: Yes / No

- b) Do you participate in the Management

: Yes / No

- c) If yes, at what level & in which form

:

- i) Co-partnership

- iv) Joint Management Council

- ii) Suggestion scheme

- v) Shop Council/ Plant Council

- iii) Work Committee

- vi) Employees' representative on Board

- d) Are there any company provides training and development facilities ?

: Yes / No

VI] BENEFITS :

1. Do you get retirement benefits ? : Yes / No

2. If yes, what are they

- a) Pension

- d) Employers' P.F.

- b) Gratuity

- e) Any other

- c) Provident Fund

VII] LEAVE AND ACCIDENTS :

1. Do you get leave ? : Yes / No

2. If yes, what types of leave do you get ?

- a) Privilage leave

- c) Casual leave

- e) Monetary leave

- b) Sick leave

- d) Extra Ordinary leave

3. Do you get facility of encashment of previlage leave: Yes / No

4. Were you involved in any accident during the course of your employment in the factory ? : Yes / No

5. Types of accident you involved. : Minor / Major

6. Did you get compensation under the Act ? : Yes / No

7. If yes, state the nature of compensation :

- a) Leave
- b) Cash (M.A.)
- c) Special leave
- d) Other benefits

• 8. Do you have weekly holiday ? : Yes / No

9. What do you do on that day :

10. Any other information is most welcomed, :
you may suggest anything.

Place :

Date :

Signature