

QUESTIONNAIRE

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RAJARAMNAGAR.

(A study of wage and salary administration)

QUESTIONNAIRE

PERSONNAL INFORMATION α

1. Name :
2. Age :
3. Department :
4. Sex : Male/Female
5. Religion
6. Designation
7. Present Address :
8. Number of Family number depending upon your income :
9. Education : Primary/Secondary/Higher/Technical
10. Experience in Sugar Factory in year:
11. Native Place : Village/Taluka/District:
12. Distance from the factory : Kilometers :
13. Where do you stay at present ?
14. Type of work (Job description):
a) Operative: Unskilled/Semiskilled/Skilled A/
Skilled B / Skilled C /Highly skilled:
B) 1/2/3/4
C) Supervisory : A/B/C
15. Mode conveyance : Bus/Cycle/Auto/On foot.

WAGE AND SALARIES:

1. How the work is rated ? by pice / by Time:
2. What is the basic pay and dearness allowance handed over at the end of month ?

- a) Basic Pay Rs. :
- b) Fixed D.A. Rs.:
- c) Variable D.A.Rs.:
- d) Special Allowance Rs:
- e) Other Rs.:
- f) Total amount received at the end of months Rs.:
- 3) Are there may deduction from your wage and salary ? Yes/No.
- 4) If Yes mark against the following :
 - a) Fine
 - b) Absence from duty
 - c) Damage/loss
 - d) For recovery of loans
 - e) For recovery of Advance
 - f) Insurance Policy
 - g) House rent
 - h) Medical care cost
 - i) Income Tax;
 - j) C.T.D.
 - k) R.D.
 - l) Bhishi
 - m) Order to Court
 - n) Provident Fund
 - o) Loans from society
 - p) Other if any
- 5) Whether the wages/salaries are sufficient : Yes/No.
- 6) If not,how do you meet the family expenditure ? Have you any other source of income :
 - 1) Land
 - 2) House property
 - 3) Side business
 - 4) Commission
 - 5) Private consultancy
 - 6) Lottery
 - 7) Other sources.
- 7) Is there any other family members employed ? Yes/No.
- 8) Are you allowed to work overtime ? Yes/No.
- 9) Are you wages/salaries linked with cost of living/production made by you ? Cost of living production :-

- 10) If it is linked with the cost of living why don't you demand from Government ?
- 11) If they are based on production : Yes/No Made by you, are they adequate ?

ALLOWANCES - ✓

- 1) What type of allowance do you get from the following list (Tick mark)
 - a) Dearness Allowance
 - b) Conveyance Allowance
 - c) Leave Travel Concession
 - d) Travelling Allowance
 - e) Night shift Allowance
 - f) Attendance Bonus/ Allowance
 - g) House rent allowance
 - h) Medical Allowance
 - i) Special Allowance
 - j) Other Allowances
2. Do you suggest any other type of allowance to be provided ?
 - a) Allowance for child education
 - b) Festival Allowance
 - c) House Rent Allowance

BONUS

1. Do you get bonus every year ? Yes/No.
2. At what rate ?
3. How do you utilise the bonus ?
 - a) Festival
 - b) Daily expenses
 - c) Re-payment of debts.
 - d) Banking savings.
 - e) Investments
 - f) Consumer durable goods
 - g) Other purposes.
- 4) Please state the occasions on which you are required to borrow from out side ? (Tick Mark)
 - a) To meet monthly expenses.

- b) To meet medical expenses
- c) To meet festival expenses
- d) To meet educational expenses
- e) To purchase durable goods
- f) To purchase vehicle
- g) To purchase property
- h) To meet your unexpected expenses like sickness/
Guest/Marriage

- 5) State the sources from which you borrow
- a) Friends / Relatives
 - b) Sahakar
 - c) Co-op.Society
 - d) Bank
 - e) Others

INCENTIVES

- 1) Has the factory introduces incentive scheme ? Yes/No.
- 2) If yes does it apply you ? Yes/No.
- 3) If yes it is ? Monetary / Non monetary/Both
- 4) Put against monetary and non monetary incentives received (Tick Marks)
- | | |
|--------------------------|-----------------------------|
| a) Monetary | b) Non Monetary |
| i) Wages | i) Job security |
| ii) Salaries | ii) Recognition |
| iii) Primium | iii) Participation |
| iv) Bonus | iv) Delegation of Authority |
| v) Prizes | v) Training |
| vi) Return on investment | vi) Welfare. |
- 5) Do you think it is necessary to provide nonmonetary incentives along with monetary with the employees to make the 'wage and salary Administration' effective :
Yes/No.

- 6) If yes ;
- i) Does your factory provide welfare facilities under the factory Act 1948 ? Yes/No.
 - ii) Do you participate the management ? Yes/No
 - iii) If yes at what level and in which from ?
 - a) Co-partnership
 - b) Suggestion Scheme
 - b) Work committee
 - d) Joint management Council
 - e) Shop council / Plant council
 - f) Exemployees prerepresentative on Board of Directors.
 - iv) Are there any co-provide training and development facilities ? Yes/No.
 - v) If yes pre-employment / past-employment.

BENEFITS

- 1) Do you get retirement benefits ? Yes / No.
- 2) If yes what are they :
 - a) Pension
 - b) Gratuity
 - c) Provident fund.
 - d) Employers provident found
 - e) Any others

LEAVE AND ACCIDENTS

- 1) Do you get leave ? Yes/No.
- 2) If yes what type of leave do you get ?
 - a) Previlage Leave
 - b) Sick leave
 - c) Casual leave
 - d) Extraordinary leave (W.P.)
 - e) Monetary leave,
 - f) Other

- 3) Do you get facilities of encashment of privilege leave ? Yes/No.
- 4) Where you in-volve any accident during the course of your employment in sugar factory ? Yes/No.
- 5) Type of accident you involved : Minor/Major.
- 6) Do you get compensation under the Act ? Yes / No.
- 7) If yes, state the nature of compensation :
 - a) Cash (M.A.)
 - b) Leave
 - c) Special leave
 - d) Other benefits.
- 8) Do you have weekly holiday ? Yes/No.
- 9) What do you do on the day ?
- 10) Any other information is most welcomed you may suggest anything.

Place:--

Date : -

Signature.

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