

QUESTIONNAIRE

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QUESTIONNAIRE FOR PERSONNEL MANAGER

- 1) Name :
- 2) Age (in years) :
- 3) Marital Status :
- 4) Educational Qualification :
- 5) Designation :
- 6) Experience (in years) :
- 7) Are you satisfied with your: () Yes () No
job position ?
- 8) Are you satisfied with your: () Yes () No
remuneration ?
- 9) Are you satisfied with : () Yes () No
opportunities for growth ?
- 10) Are you satisfied with the : () Yes () No
available perquisites ?
- 11) Are you a member of the : () Yes () No
LIC's employees Association/
Staff Union ?
- 12) What is the nature of the : () Mutually Co-Operative
relationship between the () Cordial () Neutral
Association/Union and the () Hostile
Management.
- 13) What Communication channel : () Verbal Exchange
do you prefer for upward/ face to face
downward transfer of Infor- () Verbal exchange
mation. on telephone
() Written Communication
- 14) Have you attended any : () Yes () No
Seminars, Workshops and/
or conferences on LIC on
behalf of the Division.
- 15) Do you feel that the LIC : () Yes () No
of India/Govt. Policies affect
your Division productivity.
- 16) What is the labour turn , : () Yes () No
over Ratio ?

- 17) Is there any scheme for training : Yes No
- 18) If yes, specify the type of training. : Induction training
 Job training
 Crafts training
 Training for Promotion
 Refresher training
- 19) Is there a transfer policy: Yes No
- 20) If yes, specify the reason for transfer : A shortage of men in one Dept.
 Expansion or contraction of the business
 Improper initial placement
 Change in employee's interest or capacities.
- 21) Specify the type of transfer: Intra-Departmental transfer
 Inter-Departmental transfer
- 22) Is there a promotion policy: Yes No
- 23) If yes, specify the basis for promotion : Merit
 Education
 Experience
 Efficiency
 Seniority
 Job-skill
 Past-achievements
 Employee Management relations.

QUESTIONNAIRE FOR MANAGERIAL/ NON-MANAGERIAL STAFF

- 1) Name :
- 2) Age (in years) :
- 3) Marital status :
- 4) Educational Qualification :
- 5) Designation :
- 6) Experience (in years) :
- 7) Recruitment Media : Employment Exchange
 Through intermediary
 Press advertisement
 Text and interview
- 8) Did you have any prior experience : Yes No
- 9) Did you get any induction training from the LIC : Yes No
- 10) If yes, was it useful ? : Yes No
- 11) What was its duration : _____ days/_____ months
- 12) What method would you choose for securing further job-knowledge ? : Classroom training
 Question & Answer Sessions.
 Participatory Training
 Training Manuals.
 On the job training
 Experts lectures
- 13) What is your opinion about the induction training : Very good Good
 Fair Poor
- 14) What is your monthly salary : Rs. _____
- 15) Is it adequate for your needs ? : Yes No
- 16) Are there any deductions from the salary. : Yes No
- 17) If yes, specify : Income tax
 Prof. tax
 Savings Deposits
 Recurring Deposits

- 18) How many hours 'work do you put in every day ? : _____ Hours
- 19) Is there overtime work : () Yes () No
- 20) Is it compulsory or voluntary : () Compulsory () Voluntary
- 21) What is the rate of overtime payment : () On party () $1\frac{1}{2}$ times () 2 times () Unpaid
- 22) Are you personally satisfied with your performance ? : () Yes () No
- 23) Is the Management co-operative to your work problems ? : () Yes () No
- 24) Is there transfer policy in the LIC ? : () Yes () No
- 25) What are the reasons for effecting transfers ? :
- 26) Were you ever transferred : () Yes () No
- 27) If yes, was your performance affected because of it ? : () Yes () No
- 28) Were you ever promoted from one position to another ? : () Yes () No
- ✓29) What induced your promotion : () Yes () No
 () Merit () Experience
 () Education
 () Efficiency
 () Seniority
 () Job-skill
 () Past achievements
 () Employee:Management relations.
- 30) Are you satisfied with the LIC promotion policy ? : () Yes () No
- 31) Do you enjoy leave facilities ? : () Yes () No
- 32) Are you satisfied with leave facilities ? : () yes () No

- 33) Do you get following on the job economic security : Contributory provident Fund
 Employees Pension Fund
 Medical & Health Insurance.
- 34) Is there a safety committee in the LIC ? : Yes No
- 35) Are there safety devices in the LIC ? : Yes No
- 36) To whom do you report your grievances, if any : Chairman
 Sitting Directors
 General Manager
 Branch Manager
- 37) How time is normally taken for grievance redressal ? : Immediately settled
 1 week 1 month
 Depending on the nature of grievance.
- 38) Are you normally satisfied with grievance handling : Yes No
- 39) Are you aware of the LIC standing orders ? : Yes No
- 40) What is the media of your awareness ? : Staff Notice-board/framed display.
 Circulars
 Personnel Manual
- 41) What is your perception of the discipline in the LIC : Strict Just
 Reasonable
 Flexible
- 42) What is the nature of your relations with your colleagues ? : Warm and friendly
 Neutral
 Cool and hostile
- 43) Are you a member of LIC Employee Association/ Staff Union ? : Yes No
- 44) What is the nature of the relationship between the Association/Union and the LIC's management ? : Mutually Co-operative
 Cordial
 Neutral
 Hostile
- 45) Was there ever a strike in the LIC. If yes, when ? : Yes No
- 46) Did you participate in it ? : Yes No
- 47) How are you disposed towards a strike ? : Favourably
 Unfavourably
 No opinion

- 48) What are the recreation facilities available in the LIC. : Newspapers
 Radio Magazine
- 49) Are you satisfied with on the premises facilities and amenities (restroom, lunch-room, canteen, drinking water, parking etc.) : Yes No
- 30) Do you honour social responsibility ? : Yes No