

APPENDIX-B
*Human Resources Management Practices in L.I.C. with Special
Reference to Solapur Dist.*

■ QUESTIONNAIRE TO EMPLOYEE ■

⊗ GENERAL INFORMATION :

1. Name : Mr./Mrs./Miss :
2. Sex : Male / Female
3. Age : _____ years
4. Religion : Hindus /
5. Caste : SC / S.T. / Other / S.B.C. / N.T.
6. Marital Status : Married / Unmarried / Divorced
7. Number of issue : 1, 2, 3.
8. Occupation of father : Farmer / Agri. Labour
9. Education : S.S.C. / Graduate / Post-graduate / other.
10. Land Holding : Yes / No / _____ acre.
11. Other property :

⊗ INFORMATION ABOUT UNIT :

1. Name of the Division :
2. Location of Branch :

⊗ INFORMATION ABOUT JOB :

1. Nature of Job : I II III IV
2. What is the Status of your service. : Temporary / Permanent
3. Present Designation : Asstt./Supritendent /H.G.A./I.A.A. /Steno /Sech.Head Asstt, / Casher / Typist / M.O. R.C.
4. How long have you been in the L.I.C. :
5. Number of working hours per day. :
6. No's holidays per week :~ :
7. Number of holidays in a year :

⊗ INFORMATION ABOUT RECRUITMENT :

1. How do you turn to this job ? : By Formal process / Personal Judgement.
2. What is the basis of your recruitment? : Advertisement / Employment Exchange / Friends, Personal, Contrac & Relatives/ Educational Institutute / any other.

3. Do you agree with this basis? : Yes - No
4. How were you selected ? : Educational Qualification / Experience / Recommendation / Edu. Qualification Experience / Experience competence.
5. Whether any test was administered? : Yes / No.
6. The place were your interview took place. : At placeof Central / Zonal/ Divisional / Branch.
7. If yes, what type of test was administrated? : Performance test / Physical test / Aptitude test / Personality test.
8. How long your interview took place ? : 10 minutes, 10-30 minutes, 30-60, more than 60 m.
9. Are you satisfied with interview : Yes No.
took procedure?
10. Is there any reservation for the job? : On the basis of caste / on basis of Sex / any other.
11. Are you satisfied with the recruitment policy of L.I.C.? : Yes / No.
12. If no, what suggestion would you like to make ? :

● **TRAINING AND DEVELOPMENT :**

1. Did you get any pre-induction training ? : Yes / No
2. If yes, what was the duration? : 1, 2, 3, 5, 10, 15, 30 days.
3. If yes, who conducted training programme ? : L.I.C. / Local Org. / Other Insti.
4. Where did the training programme take place? : At Branch / Division / Zonel.
5. Did you received any training while in service? : Yes / No.
6. If yes, : 2 time, 3 time, 4 time, 5 time.
7. Did you received salary for the training period? : Yes / No.
8. Are you satisfied with the training Policy of L.I.C.? : Yes / No.
9. If no what Suggestion would like to make? : Yes / No.

● PROMOTION :

1. Is there any opportunity for promotion ? : Yes / No.
2. If yes after How many years of service? :
3. Did you get the promotion ? : Yes / No.
4. If yes after how many years? : 3, 4, 5, 10, more than 10 years.
5. What was the basis of your promotion? : Seniority / Merit / Seniority-merit / anyother.
6. Whether you were required to take any test for promotion ? : Yes No.
7. If yes, are you satisfied with the prevalent promotion procedure? : Yes No.
8. If there any reservation policy adopted for promotion ? : Yes No.
9. What is your opinion regarding reservation policy ? : Necessary / Not Necessary

● TRANSFER -

1. Is there any transfer policy? : Yes / No.
2. If yes, what is the nature of transfer? : Production term/ Personal transfer / request transfer
3. How many times transfered so far ? : 1, 2, 3, 4.
4. When was the transfer effected? : In beginning Financial year / Middle of year /end of year.
5. Whether any pre intimation of transfer was given? : Yes / No
6. If yes state the period intimation : 15 days, one month, 3 month.
7. Is any transfer allowance given? : Yes / No
8. Are you satisfied with transfer policy? : Yes / No
9. If no, what suggestion would you like to make? :
10. Where the transfer was from? : Br. to Br., Br. to D.O., Br. to any other place.

WAGE & SALARY :

1. By which system do you get remuneration mode of payment? : Time rate / piece rate. Daily / Weekly / Monthly.
2. Is the mode of payment satisfactory? : Yes No

3. How much remuneration do you get per month? : Rs. _____.
4. How much remuneration do you except for your post? : Rs. _____.
5. Is overtime allowed? : Yes No.
6. If yes, at what rate? : At normal rate / At one & half time of normal rate/ at double the normal rate.
7. Is there any incentive payment scheme? : Yes / No
8. If yes, give the details. : Festival / Vehicle / Flood / Any other.
9. How the remuneration is paid? : Consolidated / Basic wage Allowance.
10. Which allowances are given to you? : D.A, Conveyance, H.R.A. wshing / Medical Educational / any other.
11. Do you get bonus? :
12. If yes, at what rate? :
13. What fringe benefits do you get? : Provident fund / Gratuity / Pension Uniform/ paid Holidays / Leaves / Reimbursement of medical Expenses provision of loans / Advances/ ESI any other.
14. Is any discrimination made regarding remuneration? : Yes No.
Are there grade of remuneration?: Yes No.
15. If yes, who determines them? : Central Office/ P.Dep / Pe. Wepf/ Union representatives.
16. Are you satisfied with your remuneration? : Yes No

⊗ **LEAVE**

1. Do you get leave? : Yes No
2. If yes, what types of? : Casual leave / Sick leave / Earned leave/ Maternity leave / P.L.
3. What is duration? :
4. State the category wise leaves enjoyed in this previous yes. :
Casual leave - day's
Sick leave - day's
Earned leave - day's
Maternity - day's
P. Leave - day's

⊗ **ABSENTEEISM**

1. Did you give prior intimation of leave? :
2. State the causes of absenteeism :
Give details from your list employee to present employment? :