

APPENDICES :

A) INTERVIEW SCHEDULES :

I) FOR WELFARE OFFICERS

II) FOR WORKERS

B) ORGANIZATIONAL SET-UP OF
INDUSTRIESC) THE PROCESS OF "DISCIPLINARY ACTION"
IN "THE LAXMI-VISHNU TEXTILE MILLS
LIMITED, SOLAPUR".

APPENDICES :

A) INTERVIEW SCHEDULES

I) FOR WELFARE OFFICERS

II) FOR WORKERS

APPENDICES :

A) INTERVIEW SCHEDULE

I) FOR WELFARE OFFICERS

CHHATRAPATI SHAHU CENTRAL INSTITUTE OF
BUSINESS EDUCATION & RESEARCH
KOLHAPUR

I) INTERVIEW SCHEDULE - FOR LABOUR WELFARE OFFICERS :

Title : "The Role of Welfare Officer in the Industries
of Solapur City".

Researchers Name : Mr. Chittaranjan A. Joshi.
B.Com.M.S.W.

Name of the Research Guide : Prof. (Dr.) A.D. Madgulkar.
M.A.Ph.D.

A/ BIO-DATA :

1) Name of the respondent :

2) Age : In years : 25 - 30

30 - 35

35 - 40

40 - 45

3) Name of the Organization :

4) Designation : Personnel Officer

Chief Labour Officer

Labour and Welfare Officer

Assistant Labour Welfare Officer

Additional Labour Welfare Officer

5) Period of
service

(In years) : 0 - 05

5 - 10

10 - 15

15 - 20

- 2 -

A/

6) Qualifications :

a) Do you think that professional degree is useful to Welfare Officer in his discharge of duties? Yes/No

b) Which degree do you recommended for a Welfare Officer?

MSW/LLB/Graduation in Social Science/Any other

c) Is the training received in the class-room useful to Welfare Officer?

Not much/Very much/Cannot say

d) If the training is not useful what improvements in the course do you suggest?

B/ ATTITUDE OF THE OFFICERS FOR THE RAPPORT :

1) Do you have interest in Workers Welfare? Yes/No

2) Which conditions prevent you from the harmonious relations with workers? (Give Options);

a) Managements attitude towards workers,

b) Multiplicity of union and unwanted inference of union leaders in working of the organization

c) Illiteracy and lack of confidence in workers.

3) What difficulties generally a Workers faces in industry?

4) Are you showing any sympathy towards the worker whenever he faces a difficult problem? Yes/No

..3

- 3 -

B/

- 5) How do you help in such situation?
- 6) Do you employ any special technique of Social Work
in solving Workers problems? Yes/No
Case work/Group work/Any other

C/ WAYS OF FORMING THE HARMONIOUS RELATIONS WITH WORKERS :

- 1) What are the main ways of sources of forming the
harmonious relations with the workers?
- a) By showing sympathy
 - b) By helping them in their work
 - c) By providing facilities
- 2) What is the nature of your work vis. a vis. workers?
- a) To execute orders of management
 - b) To apply the relevant status of factory laid
 - c) To work for the Welfare of Workers in every day
 - d) Any other .
- 3) Are you harassing the workers? Yes/No
- 4) Are you treating the workers as
your friends? Yes/No
- 5) Do you have the idea of treating
the workers as human being? Yes/No
- 6) Are you giving advice to the worker
in his critical situation? Yes/No
- If 'Yes' can you describe any such
critical situation :

..4

- 4 -

C/

7) How far the Workers are responding you?
(for the rapport):

- a) Nicely
- b) Not so enthusiastically
- c) They are indifferent

D/ WORKERS AWARENESS ABOUT RELATION :

1) What kind of Relationship is their between
Workers and Officers in your factory?

- a) The relationship is friendly
- b) It is hostile
- c) It is indifferent

2) Are workers obeying the officers?

Yes/No

3) How far the workers are eager for
this relation?

4) What kind of misconducts are reported
against Workers, in your factory?

- a) Absenteesim
- b) Dishonesty with company's business
or property
- c) Negligence in work
- d) Ritous behaviour with officers or
workers in subordination

..5

- 5 -

D/

5) What action do you take against then?

- a) Warning - oral/written
- b) Departmental Chargesheet
- c) Managerial chargesheet
- d) Dismissal/Discharge

6) Are workers accepting their misconduct
whenever they are wrong?

Yes/No

E/

1) "The Workers are always saying that, the
Officers are committed to management
policies being the middleman" - How far
it is correct?

2) Do you think that workers misunderstand
your role in the factory?

- a) Not always
- b) Always
- c) Never

F/ WELFARE FACILITIES TO THE WORKERS :

1) Is the canteen facility provided to
the Worker?

Yes/No

2) How do you rate this facility?

- a) Good
- b) Not so good
- c) bad

..6

- 6 -

F/

3) Is there any creche? Yes/No

4) How would you rate this facility?

a) Good

b) Not so good

c) bad

5) Is that Welfare facilities provided according to law? Such as urinals, laterines, washrooms etc.

Yes/No

6) What non-statutory Welfare facilities do your organization provide?

a) Grainshop

b) Housing

c) Recreational hall

d) Credit co-operative Society

7) Have you started any recreational facility for workers?

Yes/No

If yes - Please describe :

8) Do you think that nonstatutory facilities are more useful?

Yes/No

If yes - State why?

..7

- 7 -

G/ WELFARE OFFICER AS A MIDDLEMAN :

1) What is your role in providing the maximum Welfare facilities to the Workers?

2) Do you raise the Workers relevant problems before management?

Yes/No

If Yes, describe some issues, in brief that you have raised before management :

a) Workload linked with wages

b) Shelter and restroom facilities

c) Transport facilities

3) How do you think management is treating its workers?

a) As logs in machine

b) As human beings

4) What is the attitude of the management about the Welfare facilities to the Workers?

5) Is the management reluctant to extend non-statutory facilities to workers?

Yes/No

If Yes, state the reasons, for its being reluctant :

6) "Welfare Officer as middleman tied by the management" is it true?

Yes/No

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H/ GRIEVANCE SETTLEMENT ROLE :

- 1) What is the grievance settlement procedure as given in your standing orders?
- 2) What is the role of the Welfare Officer whenever there is a grievance?
- 3) What procedures should be adopted by the Welfare Officer for the settlement of industrial Dispute?
- 4) What is the role of the Welfare Officer regarding the illegal demand and illegal lockout?

I/ GENERAL :

- 1) What the Welfare Officer should do for achieving maximum production goal?
- 2) What will be the role of Welfare Officer if adequate (According to Law) Welfare facilities are not there?
- 3) Whether the Welfare Officer is studying to labourers and listening to the management?
- 4) What is the role of Welfare Officer regarding workers promotion and transfers?

APPENDICES :

A) INTERVIEW SCHEDULE

II) FOR WORKERS

CHHATRAPATI SHAHU CENTRAL INSTITUTE OF
BUSINESS EDUCATION & RESEARCH
KOLHAPUR

II) INTERVIEW SCHEDULE - FOR WORKERS :

Title : "The Role of Welfare Officer in the Industries
of Solapur City".

Researchers Name : Mr. Chittaranjan A. Joshi.
B.Com.M.S.W.

Name of the Research Guide : Prof. (Dr.) A.D. Madgulkar.
M.A.Ph.D.

A/ BIO-DATA : (OF THE WORKERS) :

1) Name :

2) Age : (In years)

20 - 25

25 - 30

30 - 35

35 - 40

40 - 45

45 - 50

50 - 55

55 - 60

3) Department :

4) Experience in the organization :

0 - 05

5 - 10

10 - 15

15 - 20

20 - 25

- 2 -

A/

- 5) Rural/Urban
- 6) Native Place
- 7) The distance of native place from Solapur :
(In Kilometers)
0 - 02
2 - 04
4 - 06
- 8) Education :
Illiterate
Primary
Secondary
Collegiate
Technical

B/ WELFARE OFFICER AND COUNSELLING :

- 1) Are you a member of any committee
in your industry? Yes/No
If 'Yes' which Committee?
Health Committee
Safety Committee
Joint Committee
Any other
- 2) Do you approach welfare Officer for your
individual problems or any of the above
capacity? Yes/No/sometimes

..3

- 3 -

B/

3) Does he help you, when you approach him ? Yes/No

If 'Yes' what way does he help you?

a) Counselling

b) helping us to adjust with our
environment

c) Helping us to know our rights
and privileges

4) Did you ever approach him for your family
problems?

Yes/No

If 'Yes' state in brief your problem :

5) Did the Welfare Officer pay a home visit
in connection with your problem?

Yes/No

6) Could the problem be sorted out
satisfactorily?

Yes/No

C/ WELFARE OFFICER AND MANAGEMENT :

1) Was there a dispute in your factory in
last 5 years?

Yes/No/Donot know

If 'Yes' over what question?

a) Bonus

b) Wages

c) Working Conditions

d) Any other

- 4 -

c/

3) What was the Role of Welfare Officer in this disputes?

- a) He sided with the management
- b) He sided with the workers
- c) His role was indifferent
- d) He helped both the parties so as to resolve the dispute.

4) Are you satisfied with the Labour and Welfare policies of your factory? Yes/No/cannot say

5) Who according to you formulates the Labour and Welfare policies in your factory?

- a) Management
- b) Management under the advice of Labour Welfare Officer
- c) Donot know.

APPENDICES :

B) ORGANIZATIONAL SET-UP
OF INDUSTRIES

- 1 -

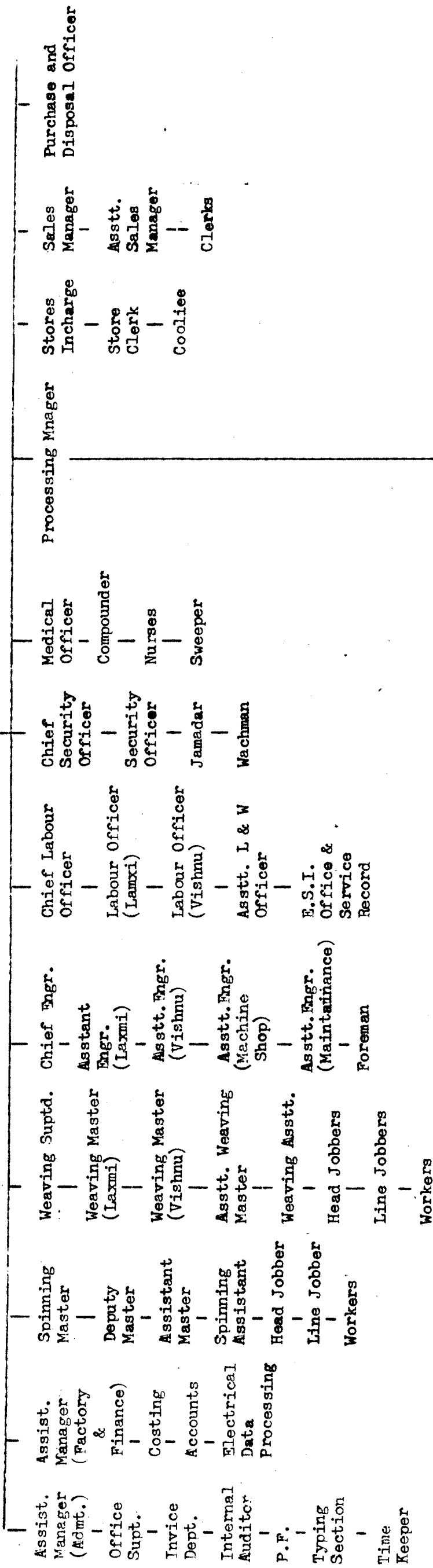
I) FUNCTIONAL CHART OF THE LAXMI-VISHNU TEXTILE MILLS LIMITED, SOLAPUR :

Chairman of Board of Directors

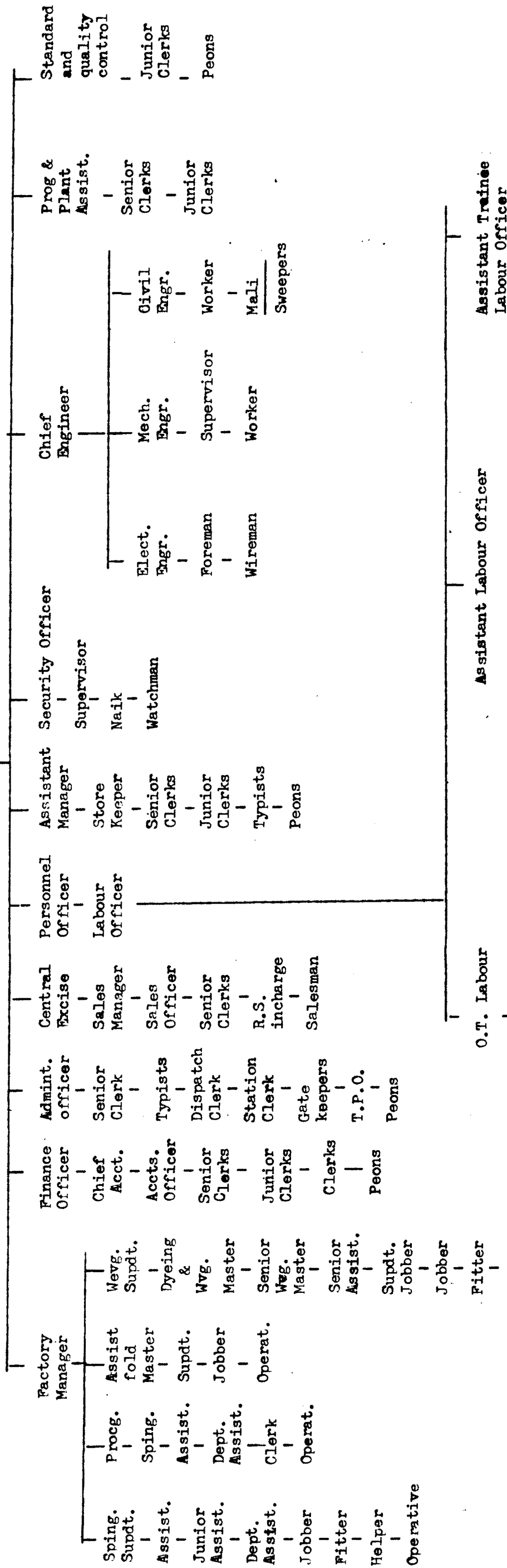
Working Director

General Manager

Factory Manager



| | | | |
|--|----------------------|---------------------------|-----------------------------------|
| Bleaching & finishing Master | Dyeing Master | Printing Master | Folding Master |
| | | | |
| Assistant bleaching & finishing Master | Asstt. Dyeing Master | Assistant Printing Master | Folding Asaistant |
| | | | |
| Finishing Assistant | Dyeing Assistant | Printing Assistant | Assistant Folding Master (Laxmi) |
| | | | |
| Jobber | Jobber | Jobber | Assistant Folding Master (Vishnu) |
| | | | |
| Worker | Worker | Worker | Grey Fold |
| | | | |
| | | | Jobber |
| | | | |
| | | | Worker |

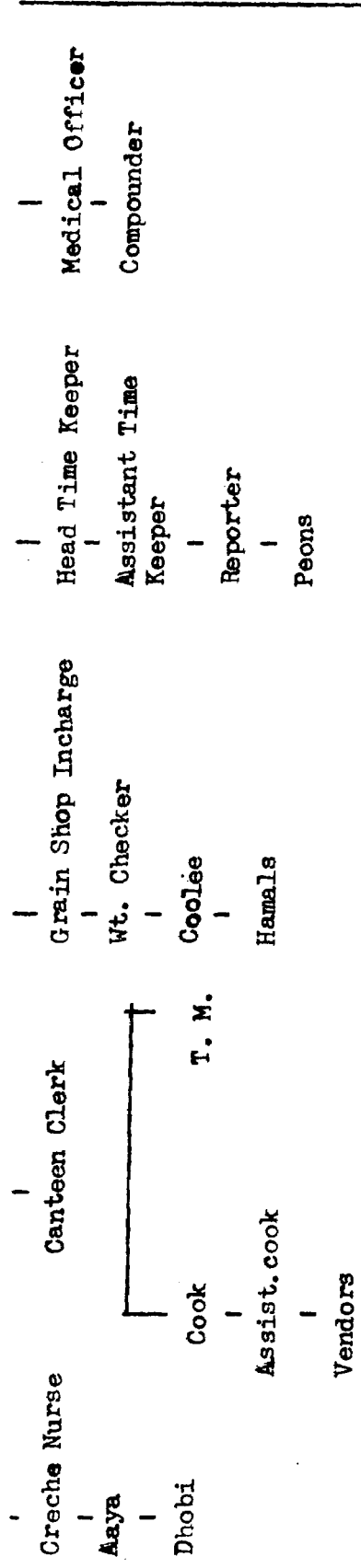


**Assistant Trainee
Labour Officer**

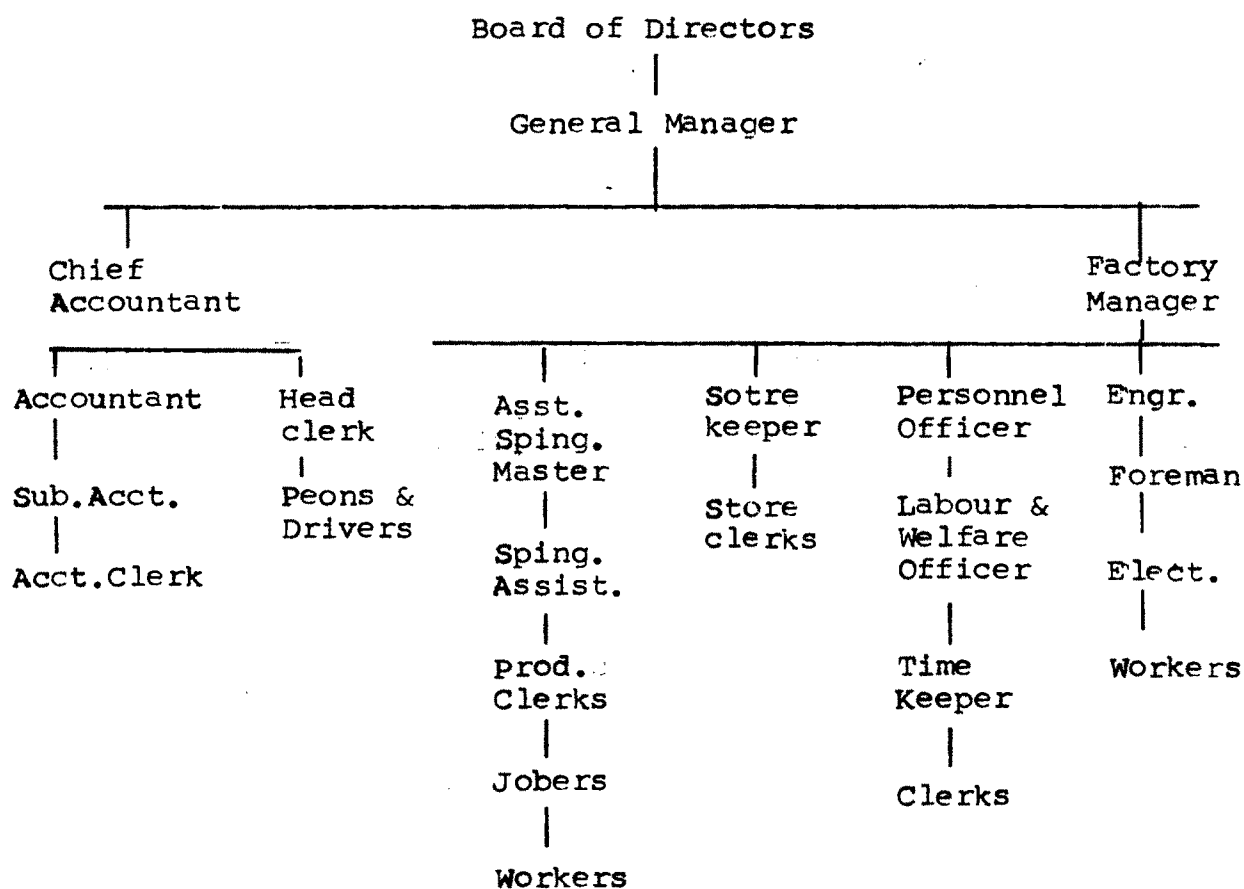
Assistant Labour Officer

O.T. Labour

E.S.I. & P.F.
Incharge
-
Clerks

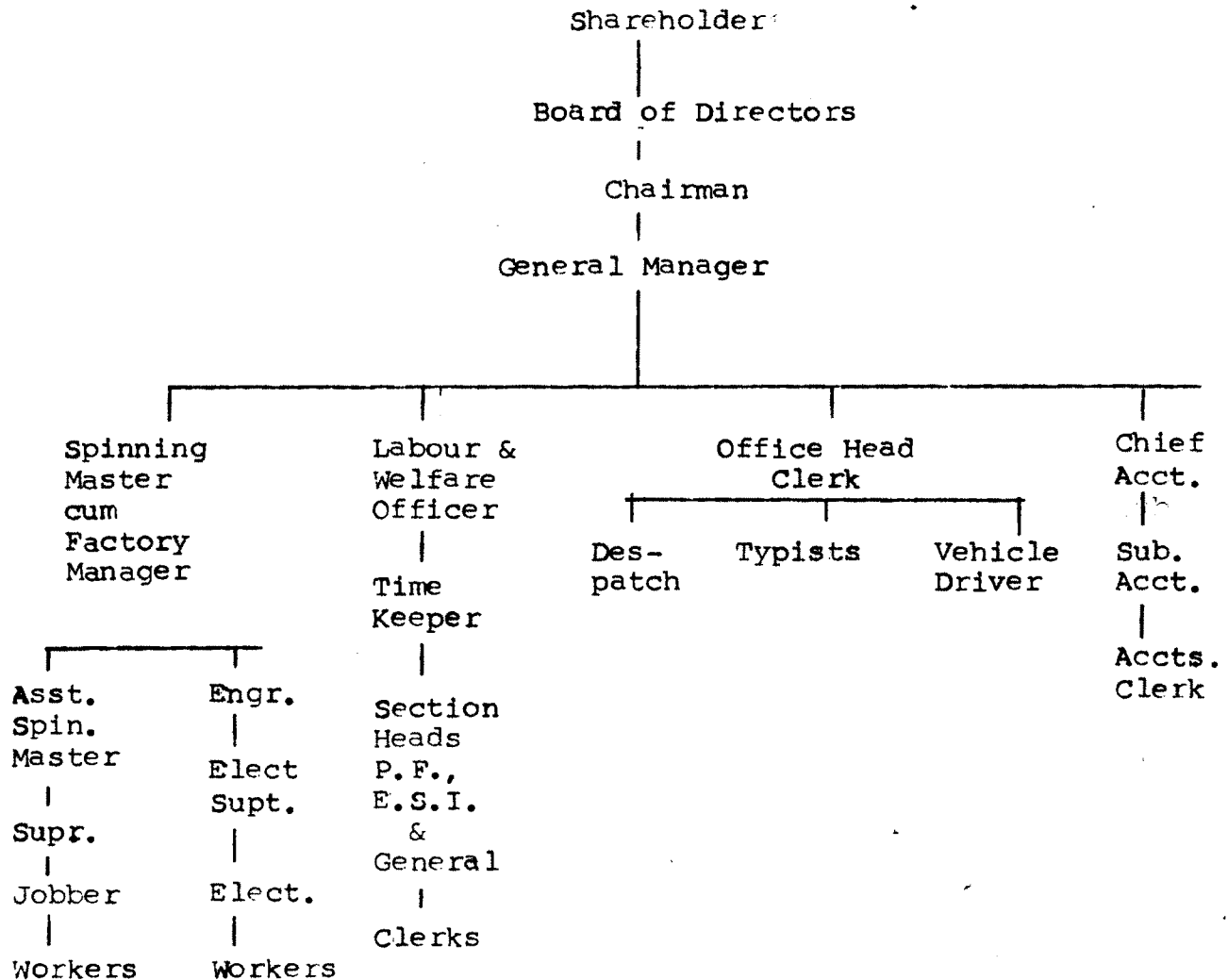


- 3 -

ORGANIZATIONAL SET-UP : (FUNCTIONAL CHART)III) THE YESHWANT SOOT SAHAKARI GIRNI LIMITED :

..4

- 4 -

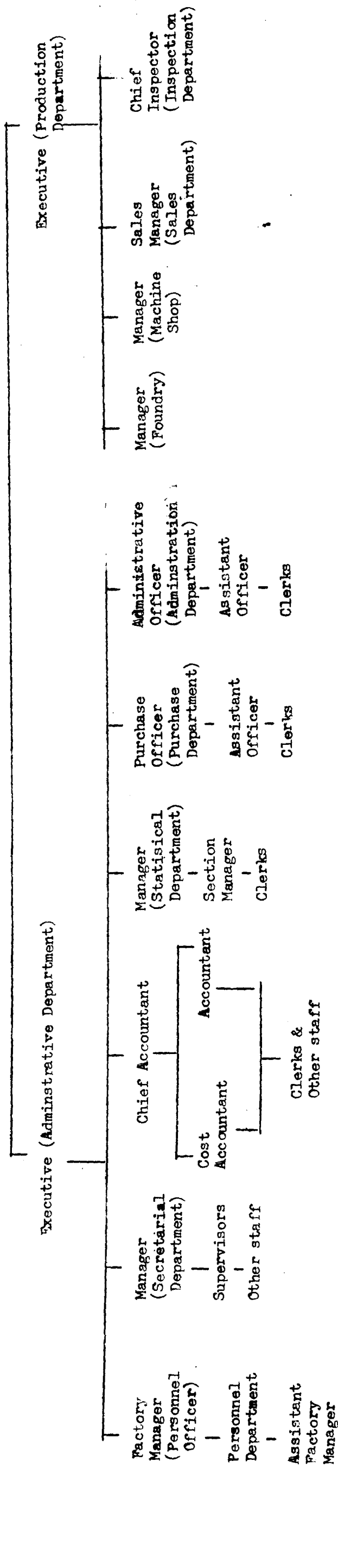
ORGANIZATIONAL SET-UP : (FUNCTIONAL CHART)IV) THE SOLAPUR SOOT SAHAKARI GIRNI NIAYMIT :

- 5 -

V) FUNCTIONAL CHART OF SHIVAJI WORKS LIMITED, SHIVASHAHI :

BOARD OF DIRECTORS

MANAGING DIRECTORS

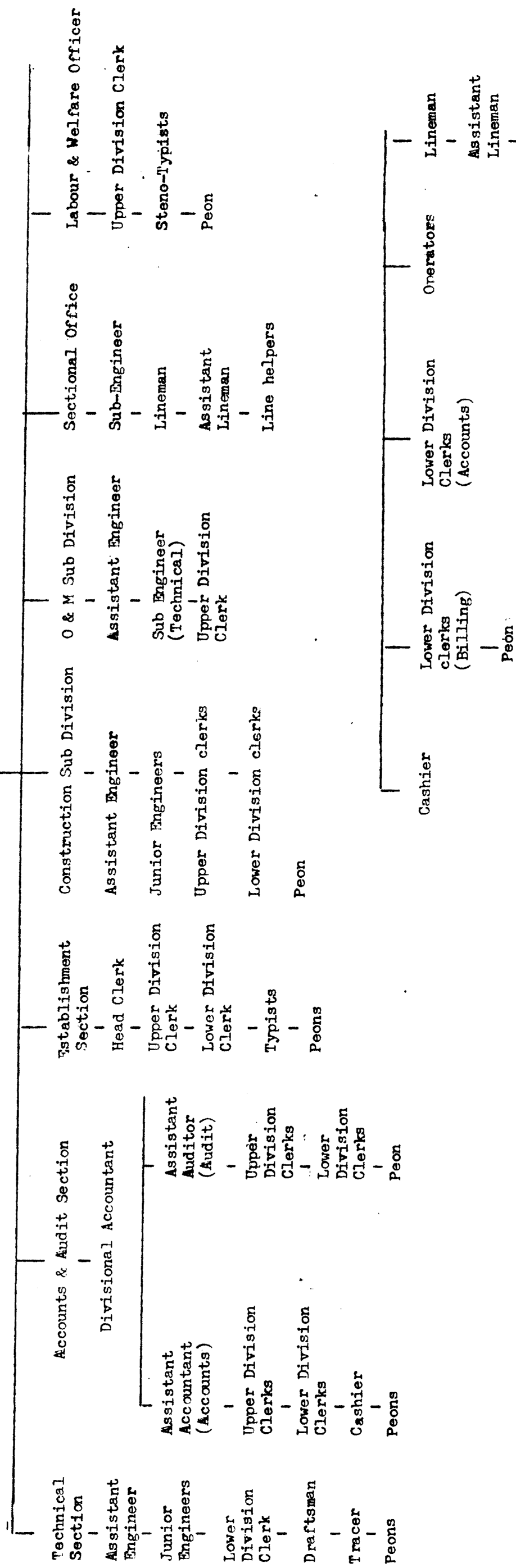


Labour Officer
|
Welfare Officer

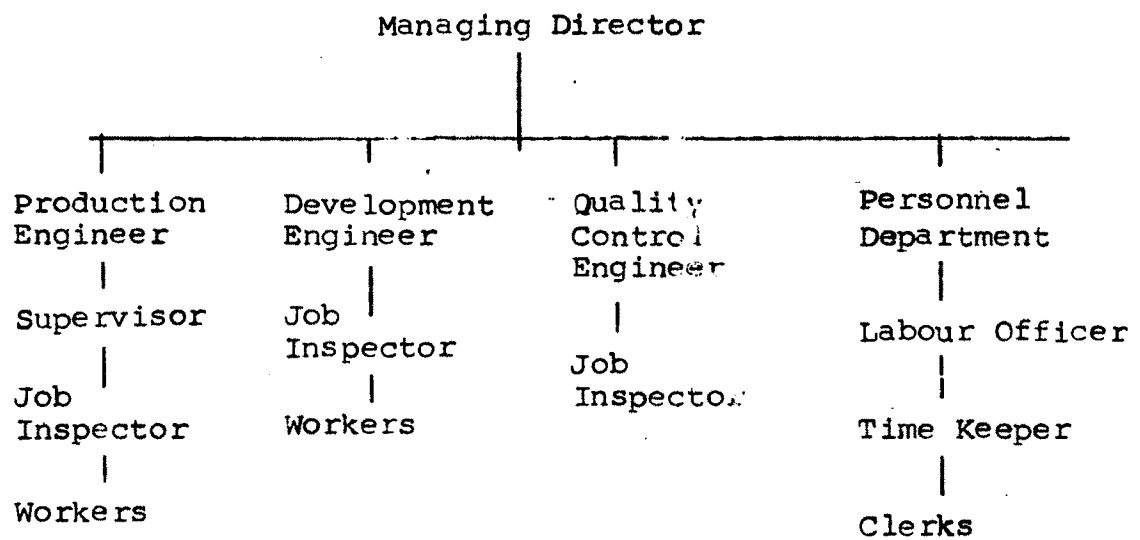
Security Officer

Executive Engineer

Deputy Executive Engineer



- 7 -

ORGANIZATIONAL SET-UP : (FUNCTIONAL CHART)VII) CHETAN FOUNDRIES LIMITED :

APPENDICES :

C) THE PROCESS OF, "DISCIPLINARY ACTION"
IN "THE LAXMI-VISHNU TEXTILES MILLS
LIMITED, SOLAPUR".

1. Warning
2. Chargesheet against misconduct
 . (Departmental)
3. Order of fine
4. Managerial chargesheet
 against misconduct
5. Notice of dismissal
6. Discharge notice

1)

WARNING

3)

ताकीद

युनिट

दि लक्ष्मी विष्णु टेक्स्टाईल मिल्स लिमिटेड, सोलापूर.

नांव

खाता

ति. नं.

हुद्दा

तपशील

दंड केल्याचा

लक्ष्मी विष्णु

कामगाराचे तप

ति. नं.

माग्या समोर त्या

पेते

दंड के

TK-5
(कामगाराची सही)

नामुना

नामुना प्रत

ता.

खात्याचे मुख्य अधिकारी

ताकीद दिलेली प्रत मिळाल्याबद्दल कामगाराची सही अगर आंगठा

2) Departmental chargesheet against Misconduct

TKF-4

युनिट

तारीख

F. 5000 / V. P. S. 2-96.

लक्ष्मी विष्णु टेक्स्टाईल मिल्स लि., सोलापूर.

नांव

खाते

नंबर

हुद्दा

गैरवर्तणूकबद्दल तपशील

नामुना प्रत

अशा रितीने तुमच्याकडून स्टॅंडिंग ऑर्डर नं २१ () खाली गैरवर्तणूक झाली आहे. असा तुमच्यावर
 न टोकात येत आहे. सदर आरोपाबाबत योग्य तो इलाज करण्यासाठी मॅनेजरसाहेब हे ता. रोजी ना.
 शी कानार आहेत. तरी त्यावेळी त्याबद्दल आपल्याला जे काही मागण्याचे असेल किंवा जो काही पुरावा द्यावयाचा असेल
 ती वरील चौकशीच्यावेळी आपण हजर रहावे.

गाराची सही किंवा डा. हा. आंगठा

खात्याचा मुख्य अधिकारी (हुद्दा)

4) Organizational chargesheet against
(Managerial) Misconduct

दी लक्ष्मी विष्णु टेक्स्टाईल मिल्स लि., सोलापूर.

आरोप पत्र.

तारीख 1 / 1996

कामगाराचे नांव

खाता

ति. नं.

हुद्दा

लक्ष्मी / विष्णु युनिट

गैर वर्तणूकीचा तपशील :

अमुका यल

वर लिहिल्याप्रमाणे तुमच्याकडून स्टॅंडिंग ऑर्डर नं. २१ () अन्वये गैरवर्तणूक घडली आहे. या गैरवर्तणूकी-
बद्दल योग्य तो इलाज करण्यासाठी व्यवस्थापकांनी नेमलेले चौकशी अधिकारी श्री.

हे तारीख रोजी वाजता चौकशी करणार आहेत. तरी त्यावेळी तुम्ही तुमच्या बचावाच्या
दृष्टीने जो काही खुलासा करावयाचा असेल तो करण्याकरिता अगर कांही साक्षीपुरावा असल्यास तो सादर करण्याकरिता
वरील चौकशीच्या वेळी हजर रहावे. वरील चौकशीच्या वेळी तुम्ही हजर न राहिल्यास तुम्हास बचाव करावयाचा नाही
असे समजून तुमच्या अपरोक्ष चौकशी केली जाईल व निकाल घेतला जाईल.

साते प्रमुख

वरील आरोप पत्र तारीख रोजी वाजता दिले.

आरोप पत्र मिळाल्याबद्दल कामगाराची सही अगर निशाणी अंगठा डाव्या हाताचा असे.

5) NOTICE OF DISMISSAL

TK-6 क्रमांक

५/१८ युनीट

कामावरून एकदम बडतर्फ केल्याबद्दलचा / नोटीस ऐवजी १३
दिवसाचा पगार देऊन कामावरून कमी करण्याबद्दलचा /
तहकूब करण्याबद्दलचा हुकुम
दि लक्ष्मी-विष्णू टेक्स्टाईल मिल्स लि., सोलापूर.

१ (कामगाराची प्रत)

ता १९८०

कामगाराचे नांव

खाते ति. नं.

ह्यास कायदा हुकूम नं. २१ () अन्वये

गैरवर्तणूक केल्याबद्दल

- ☆ (अ) नोटीस अथवा नोटीस मुदतीचा पगार न देता कामावरून एकदम बडतर्फ करण्यात येत आहे.
- ☆ (ब) नोटीस ऐवजी १३ दिवसाचा पगार देऊन कामावरून कमी करण्यात येत आहे.
- ☆ (क) दिवस कामावरून तहकूब करण्यात येत आहे.

अधिकारी

मॅनेजर

जे नको ते खोडा

DISCHARGE NOTICE

क्रमांक

कामावरून कमी करण्याचा हुकुम

दि लक्ष्मी विष्णू टेक्स्टाईल मिल्स लिमिटेड

१ (कामगाराची प्रत)

तारीख १९८०

कामगाराचे नांव

ति. नं. खाते

अ) यांना ता. पासून ता. रोजी

पूर्ण होणारी १४ दिवसांची नोटीस दिली आहे.

ब) यांना ता. पासून ता. रोजी

पूर्ण होणारी १४ दिवसांची नोटीस दिली आहे.

क) यांनी स्वखुशीने नोकरीचा राजीनामा दिला व तो स्वीकारण्यात आला.

नामुना पूर्ण

खात्याचे प्रमुख

मॅनेजर