

SHRIA CASE STUDY OF WAGE AND SALARY ADMINISTRATION WITH SPECIAL
REFERENCE TO KUMBHI-KASARI SAHAKARI SAKHAR KARKHANA LTD.,
KUDITRE, TALUKA KARVIR, DISTRICT KOLHAPURQUESTIONNAIRE1. PERSONAL INFORMATION

1. Name :
2. Age :
3. Department :
4. Sex : Male/Female
5. Designation :
6. Present Address :
7. Religion :
8. No. of family members :
depending upon your income :
9. Education : Primary/Secondary/Higher/Technical
10. Experience in the sugar factory in years :
11. Native place : Village
Taluka
District
12. Distance from the factory : Kilometres
13. Where do you stay at present ?
14. Type of work (Job description)
 - a) Operative : Unskilled/Semi-skilled/Skilled A/
Skilled B/Skilled C/Highly skilled
 - b) Clerical : 1 / 2 / 3 / 4
 - c) Supervisory : A / B / C

15. Mode of conveyance : Bus/Cycle/Auto/on Foot

2. WAGE AND SALARIES

1. How the work is rated ? : By Piece / By Time
2. What is the basic pay and dearness allowance handed over at the end of the 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 the month Rs.
3. Are there any deductions from your Wage/Salary : Yes/No
4. If yes, mark against the following :
 1. Fines :
 2. Absence from duty :
 3. Damage / Loss
 4. For recovery of loans :
 5. For recovery of advance :
 6. Insurance policy :
 7. House Rent :
 8. Medical Care cost :
 9. Provident Fund :
 10. Income Tax :
 11. C.T.D./R.D.
 12. R.D.

13. Bhishi :
 14. Order of Court :
 15. Loan from Society :
 16. Other if any :
5. Whether the wages/salaries are sufficient : Yes/No
to meet your family needs ? :
 6. If not, how do you meet the family :
expenditure ? Have you any other :
source of income ? :
 1. Land :
 2. Side Business :
 3. Private consultancy :
 4. Commission :
 5. House property :
 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 your wages/salaries linked with cost : Cost of living
of living/production made by you ? : Production
 10. If it is linked with the cost of living, ? :
why don't you demand from Govt. ? :
 11. If they are based on production : Yes/No
made by you, are they adequate ? :

3. ALLOWANCES

1. What type of allowance do you get from the following list ? (Tick mark)

1. Dearness Allowance
2. Conveyance Allowance
3. Leave Travel Concession
4. Travelling Allowance
5. Medical Allowance
6. Night Shift Allowance
7. Attendance Bonus Allowance
8. House Rent Allowance
9. Special Allowance
10. Other Allowance

2. Do you suggest any other type of allowance to be provided ? (Tick mark)

1. Allowance for child education
2. Festival Allowance
3. House Rent Allowance
- 4.
- 5.
- 6.

4. B O N U S

1. Do you get bonus every year ? : Yes/No
2. At what rate ? :
3. How do you utilise the bonus
 - 1) Festival
 - 2) Daily expenses
 - 3) Repayment of debts
 - 4) Bank Savings

- 5) Investment
- 6) Consumer durable goods
- 7) Other purpose

4. Please state the occasions on which you are required to borrow from outside (Tick mark)

- 1) To meet monthly expenses
- 2) To meet medical expenses
- 3) To meet Festival expenses
- 4) To meet educational expenses
- 5) To purchase goods-durable
- 6) To purchase vehicle
- 7) To purchase property
- 8) To meet your unexpected expenses like
Sickness / Guest / Marriage

5. State the sources from which you borrow ?

- 1) Friends / Relatives
- 2) Co-operative Society
- 3) Bank
- 4) Sahukar
- 5) Others

5. I N C E N T I V E S

- 1. Has the factory introduces incentive scheme ? : Yes/No
- 2. If, yes, does it apply you ? : Yes/No
- 3. If yes, is it ? : Monetary / Non-monetary / Both

4. Put (tick mark) against monetary and non-monetary incentives received

(A) MONETARY

(B) NON MONETARY

1) Wages

1) Job security

2) Salaries

2) Recognition

3) Premium

3) Participation

4) Bonus

4) Delegation of authority

5) Prizes

5) Training

6) Return on investment

6) Welfare

5. Do you think, it is necessary to provide :
 non-monetary incentives along with monetary :
 with the employees to make the wage and : Yes/No
 salary administration effective ? :

6. If yes,

a) Does your factory provide welfare : Yes/No
 facilities under Factory Act 1948 ? :

b) Do you participate the management ? : Yes/No

c) If yes, at what level and in which form :

1. Co-partnership

2. Suggestion scheme

3. Works Committee

4. Joint Management Council

5. Shop Council / Plant Council

6. Employees representative on Board of Directors

d) Are there any co-provide training : Yes/No
 and development facilities ? :

e) If yes, whether : Pre-employment / Past-employment

6. B E N E F I T S

1. Do you get retirement benefits ? : Yes/No
2. If yes, what are they :
 - 1) Pension
 - 2) Gratuity
 - 3) Provident Fund
 - 4) Employers P.F.
 - 5) Any other

7. LEAVE AND ACCIDENTS

1. Do you get leave ? : Yes/No
2. If yes, what type of leave do you get ?
 - 1) Privilage leave
 - 2) Sick leave
 - 3) Casual leave
 - 4) Extraordinary leave (W.P.)
 - 5) Monetary leave
3. Do you get facility of encashment of privilege : Yes/No
leave ? :
4. Were you involve any accident during the course : Yes/No
of your employment in the sugar factory ? :
5. Type of accident you involved : Minor / Major
6. Did you get compensation under the Act ? : Yes/No
7. If yes, state the nature of compensation :
 - 1) Leave
 - 2) Cash (M.A.)
 - 3) Special leave
 - 4) 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