

CHAPTER - IVMANPOWER PLANNING AND CONTROL IN MENON AND MENON
PRIVATE LIMITED, KOLHAPUR.

Manpower planning has been recently started in the Menon and Menon Pvt. Ltd., Kolhapur

At present the forecasting of manpower is done the technique of time study, work load analysis and work force analysis.

In this company personnel department looks after the manpower planning aspect. The General Manager, Joint General Manager, Personnel Officer and Plant Engineer looks after the overall planning of the company. By taking into consideration the production budget, they calculate the man hours required for each product. They also take into account the work load of each and every section as well as each department on the basis of time study and work load analysis. They determine the work force required to complete the planned work load. They take into consideration the existing work force and reduction overall wastage e.g. absenteeism transfer etc. On that basis they recruit new employees or transfer some people to other department.



It is observed that the number of production units, though increased from 94755 to 1,29,646 in the year 1985, there is also increase in the manhours. In the year 1981, total manhours were 2,63,058 but in the year 1985 it was 3,83,564. Average manhours per product were 3 hours.

TABLE NO. 4.2 : SHOWING TOTAL NUMBER OF EMPLOYEES (1981-85)

Sr.No.	Year	Total Number of Employees
1	2	3
1.	1981	1085
2.	1982	1023
3.	1983	974
4.	1984	1190
5.	1985	1009

Table 4.2 reveals that the number of employees were reduced to 974 from 1085 in 1981 to 974 in 1983. This was due to slack in production. Therefore, about 100 workers were retrenched. However, in 1984 the number is increased to 1190 due to great demand for the production and huge orders.

TABLE NO. 4.3 : SKILLWISE DISTRIBUTION OF EMPLOYEES

Sr. No.	Particulars	1981	1982	1983	1984	1985
1	2	3	4	5	6	7
1.	<u>WORKERS :</u>					
	Skilled	053	065	055	060	065
	Semi-Skilled	265	301	235	298	320
	Un-Skilled	463	351	438	435	435
2.	<u>SUPERVISORY : STAFF</u>					
	Skilled	166	165	134	135	160
	Un-Skilled	008	008	007	008	008
3.	<u>MANAGERIAL : STAFF</u>					
	Skilled	043	044	036	045	044

Table 4.3 shows the skillwise distribution of employees from 1981 to 1985. This table reveals that, though there was increase from 265 to 320 in semiskilled category the number has come down in case of unskilled worker. However, it is slight increase in skilled workers category. Though there was no much change in managerial staff, there was slight decrease in skilled category in supervisory staff.

TABLE NO. 4.4 : SHIFWISE DISTRIBUTION OF WORKERS

Sr. No.	Shifts	Machinshop Dept.	Foundry Dept.
1	2	3	4
1.	First Shift (8.00 a.m. to 4.30 p.m.)	161	248
2.	Second Shift (4.30 p.m. to 1.00 p.m.)	094	145
3.	Third Shift (1.00 a.m. to 8.00 a.m.)	014	128

Office hours are 9.00 a.m. to 5.30 p.m.

Table shows that the distribution of employees according to shifts. Maximum employees were working in the first shift. Each shift is of 8 hours duration except the third one.

TABLE NO. 4.5 : SHOWING NUMBER OF EMPLOYEES UNDER EACH DEPARTMENT (1981-85)

Sr. No.	Name of the Dept.	1981	1982	1983	1984	1985
1	2	3	4	5	6	7
1. MACHINESHOP						
	Permanent	207	232	252	244	240
	Confirmed	017	018	005	020	017
	Temporary	047	005	007	010	011
2. FOUNDRY :						
	Permanent	364	412	427	429	430
	Confirmed	077	028	003	029	040
	Temporary	102	004	003	065	062
3. STAFF :						
	Permanent	146	153	162	172	178
	Confirmed	012	012	007	020	009
	Temporary	010	025	039	013	010
4. A.P.P.						
		014	020	032	016	016
5. WATCH & WARD :						
		015	016	016	016	015
6. OFFICERS :						
		034	040	040	042	042
TOTAL :		1085	1023	974	1190	1009

Table 4.5 gives the total number of employees under each department. In machinshop department number of employees were increased from 207 to 240. Whereas in foundry it increased from 364 to 430. However, the total number of employees in all the departments together were reduced from 1085 to 1009 due to retrenchment of badli and temporary workers at time of 109 strike in the month of November, 1984.

TABLE NO. 4.6 SHOWS THE NUMBER OF EMPLOYEES APPOINTED(1981-85)

Sr. No.	Post	1981	1982	1983	1984	1985
1	2	3	4	5	6	7
1.	Officers	02	01	02	03	02
2.	Clerical Staff	10	08	10	12	08
3.	Technical Staff	55	60	63	60	73
4.	A.P.P. Staff	13	17	18	16	12
5.	Watch and Ward Staff	01	02	01	02	02
6.	Others	02	02	01	03	03
TOTAL :		83	90	95	96	100

Table 4.6 reveals that there was an increase of an appointed staff for 83 in the year 1981 to 100 in 1985. Technical staff was appointed more than other employees.

TABLE NO. 4.7 : LIST OF EMPLOYEES WHO LEFT THE JOB (1981-85)

S.No.	Post	1981	1982	1983	1984	1985
1	2	3	4	5	6	7
1.	Officers	01	02	01	02	02
2.	Clerical Staff	05	10	07	03	05
3.	Technical Staff	50	61	53	52	60
4.	Watch and Ward	01	01	02	01	01
5.	Others	02	02	01	01	01
TOTAL :		69	76	64	59	69

Table 4.7 shows the details of employees who have left the job from 1981 to 1985. The total number of workers on whole left every year about 60 to 70.

TABLE NO. 4.8 : LIST OF PROMOTION (1981.85)

S.No.	Name of Post	1981	1982	1983	1984	1985
1	2	3	4	5	6	7
1.	Machinshop	2	3	1	2	1
2.	Foundry	3	2	1	1	1
3.	Staff	1	2	3	4	2
4.	A.P.P.	1	1	1	2	1
5.	Officers	1	1	1	1	-
6.	Watch & Wards	2	1	1	2	1
TOTAL		10	10	8	12	6

Table 4.8 shows that an average every year 10 workers promoted during the year 1981-85. This number is very small.

TABLE NO. 4.9 : PRODUCTWISE DISTRIBUTION OF EMPLOYEES AS ON 1ST APRIL,1985.

Name of the Product	No.of Employees
1	2

A) MACHINESHOP :

1. M. & M Block	5
2. Head	5
3. Trumpt	4
4. WRG Housing	3
5. H.M.T.	1
6. M & M Cover	4
7. General	1
8. Block- 3	3
9. Block-4	3
10. Block-5	3
11. Manifold	2
12. Sand Plant	2
13. PPC	1
14. Quality Control	12

B) FOUNDRY :

15. Foundry development	3
16. Tool Room	2
17. Packing	1
18. Electric Maintenance	3
19. Quality Control	12

(Contd)

Name of the Product		No. of Employees
1		2
20.	Auto Repairs	2
21.	SPM	4
22.	New Development	9
23.	Head	2
24.	Trumpt Housing	1
25.	WRG Housing	3
26.	Induction Furance	4
27.	General	9
28.	Maintenance	5
29.	Equipment Division	10
C) <u>STAFF :</u>		
30.	General Administration and Time Office -	6
31.	Establishment	4
32.	Purchase	5
33.	Sales	4
34.	Accounts	10
35.	Management Services	2
36.	E.D.P.	3
37.	Stores	4
38.	Maintenance	2
39.	Project	1
D) <u>OFFICERS :</u>		
40.	General Administration	14
41.	Machineshop and Foundry	13
42.	SPM	1
43.	Pattern Shop	1
44.	Amboli Project	7

(Contd)

Name of the Product	No.of Employees.
1	2
45. Research & Development	1
46. Chemical Division	1
47. Engine Division	7

This is the general table showing productwise distribution of employees as on 1st April, 1985. It shows that each and every product has how many employees allotted.