

A STUDY OF WAGE & SALARY ADMINISTRATION
IN THE KOLHAPUR STEEL LTD., SHIROLI
(Pulachi) KOLHAPUR.

QUESTIONNAIRE.

1) PERSONAL INFORMATION :

1. Name :
2. Age :
3. Sex :
4. Education :
5. Department :
6. Designation :
7. Experience :
8. Total experience in Years.
9. Native Place : ----- Village ----- Taluka -----
 Distric -----
10. Where do you stay at present
11. Distance from Co. in K.M.S.
12. No. of dependents :
13. Type of Work :
 - a) Workers - Unskilled(1) unskilled (2) /semi-skilled/
 skilled (A) / Skilled (B)/Highly skilled.
 - b) Clerical - (Grades)
 - c) Supervisory - (Grades)
14. Mode of conveyance : Bus/Cycle/Auto/Foot

2) Wage & Salary :

- i) How is the work rated ? -
By piece / By time
- ii) How much wage & salary do you get?
per Month ? -
- iii) Are any deductions made from your wage & Salary?
- Yes / No
- iv) If yes mark against the following -
 - a) Fines
 - b) Absence from duty
 - c) Damage/loss
 - d) For recovery of loan
 - e) For recovery of advance
 - f) Provident fund
 - g) Income-Tax
 - h) Insurance
 - i) For payment of co-operative societies
 - j) C. T. D.
 - k) Order of Court.
 - l) Other if any
- v) Whether the wages/salaries are sufficient to meet
your family needs ? Yes/No.
- vi) If not, how do you meet family expenditure ?
 - a) Land
 - b) Side business

- c) House Property
- d) Other Sources
- vii) Is there any other family member employed - Yes/No.
- viii) Are you allowed to work overtime ? Yes/No
- ix) Are your wages/salaries linked with cost of living/production made by you - Cost of living/Production
- x) If it is linked with cost of living, why not you demand from Govt. ?
- xi) If linked with production don't you feel it is inadequate ?

3) ALLOWANCES :

- 1) Please tick mark the allowances out of the following which you get from the employer -
 - 1. Conveyance allowance
 - 2. Leave-travel concession
 - 3. Dearness Allowance
 - 4. Travelling allowance
 - 5. Medical allowance
 - 6. House Rent allowance
 - 7. Attendance bonus allowance
 - 8. Special allowance
 - 9. Other allowance
- 2) Do you suggest any other allowance to be provided (Tick mark)
 - 1. Festival allowance
 - 2. Allowance for childrens education
 - 3. Any other.

4) BONUS :

- 1) Do you get bonus every year ? Yes/No.
- 2) If yes, at what rate ?
- 3) How do you utilize the bonus amount ?
 - a. Festival
 - b. Daily expenses
 - c. Repayment of Debts
 - d. Consumer durable goods
 - e. Bank saving/investment
 - f. Other purpose
- 4) Please state the occasions on which you require to borrow from outside (Tick mark)
 - a. To meet monthly expenses
 - b. To meet medical expenses
 - c. To meet festival expenses
 - d. To meet educational expenses
 - e. To purchase vehicle
 - f. To purchase consumer durable goods
 - g. To purchase Property
 - h. To meet unexpected expenses like sickness/guests/marriage
- 5) State the source from which you borrow ?
 - a. Friends/relative
 - b. Co-op. Society.
 - c. Bank
 - d. Money lenders
 - e. Others

5) INCENTIVES :

- a) Has the Co. introduced incentive scheme? Yes/No.
- b) If yes does it apply to you ? - Yes / No

- c) If yes, is it ? Monetary/Non-monetary/both
 d) Put tick mark against monetary and non-monetary incentive received.

(A) <u>MONETORY</u>	(B) <u>NON MONETERY</u>
i) Wages	i) Job Securitiy
ii) Salaries	ii) Recognition
iii) Premium	iii) Participation
iv) Bonus	iv) Delegation of authority
v) Prizes	v) Training
vi) Return of Investment	vi) Welfare
vii) Any other	vii) Any other

e) ~~Do~~ yes, think is if necessary to provide ~~enon~~ monetary incenitves along with monetary incentives with the employees to make wage & salary administration effective ? Yes/No

- f) If yes,
- i. Does your Co. provide welfare facility under the Factories Act 1948? Yes/No.
 - ii. Do you participate in the management ? Yes/No .
 - iii. If yes at what level? and in which form
 - 1) Co-partnershuc
 - 2) Suggestion scheme
 - 3) Works Committee
 - 4) Joint Management Council
 - 5) Shop Council/Plant Council
 - 6) Employees representatives of Board of Directors.

- iv) Does the co. provide training & development facilities ? Yes/No.
- v) If Yes, whether pre employment/post employment

6) BENEFITS :

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

7) LEAVE & ACCIDENTS :

- a) Do you get leave? Yes/No
- b) If yes what type of leave do you get?
 - i. Privilege leave
 - ii. Sick leave
 - iii. Casual leave
 - iv. Extra ordinary leave
 - v. Maternity leave
- c) Do you get facility of encashment of privilege leave? Yes/No.
- d) Were you involved in any accident during the course of your employment in the Co.? Yes/No.
- e) What type of accident in which you were involved?
Minor/Major

f) Did you get compensation under the Act ?
Yes / No.

g) Do you have a weekly holiday ?
Yes / No

h) What do you do on that day ? _____

i) Any other information or suggestion & _____

Place : Kolhapur

Date :

Signature.