

A STUDY OF WAGE AND SALARY ADMINISTRATION WITH SPECIAL REFERENCE  
TO SHRI. CHHATRAPATI SHAHU SAHAKARI SAKHAR KARKHANA LTD., KAGAL:

Q U E S T I O N N A I R E  
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I) 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.

II) WAGES 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 wages/salary: Yes/No.
- 4) If yes mark against the following:
  - 1) Absence from duty.
  - 2) For recovery of loans:
    - a) Bank.
    - b) Society.
  - 3) Insurance Policy
  - 4) House Rent.
  - 5) Provident Fund and Family Pension.
  - 6) Income Tax .
  - 7) Professional Tax
  - 8) R.D.
  - 9) Other if any :
- 5) Whether the Wages/Salaries are sufficient to meet your family needs? Yes/No
- 6) If not how do you meet the family expenditure?  
Have you any other source of income?
  - 1) Land
  - 2) Prive consultancy.
  - 3) Side Business.
  - 4) House Property.
  - 5) Other Sources.
- 7) If there any other family members employed : Yes/No
- 8) Are you allowed to work overtime ? Yes/No
- 9) Are your Wages/Salaries liked with cost of living/  
production made by you :
  - Cost of living
  - Production.
- 10) If it is linked with the cost of living, why don't you demand from Government?
- 11) If they are based on production made by you, are they adequate ?

III) ALLOWANCES:

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

- 1) D.A.
- 2) Conveyance Allowance.
- 3) Leave Travel concession.
- 4) Medical Allowance.
- 5) Special Allowance.
- 6) House Rent Allowance.
- 7) Other Allowance.

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

- 1) Allowance for child education.
- 2) Festival Allowance.

IV) BONUS:

1) Do you get bonus every year ? Yes/No

2) At what rate ?

3) How do you utilise the bonus:

- a) Festival.
- b) Daily Expenses.
- c) Repayment of debts.
- d) Bank Savings.
- e) Investment.
- f) Consumer durable goods.
- g) Other purpose.

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

- 1) To meet monthly expenditure.
- 2) To meet medical expenditure.
- 3) To meet educational expenditure.
- 4) To purchase goods durable.
- 5) To purchase property.
- 6) To purchase vehicle.
- 7) 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/Money Lender.
- 5) Others.

V) INCENTIVES:

- 1) Has the factory introduces incentive scheme? Yes/No
- 2) If yes, does it apply you ? Yes/No
- 3) If yes, is it ? Monthly/Non-monthly/Both
- 4) Put tick mark against monetary and non-monetary incentives received.

A) Monetary

1. Wages
2. Salaries
3. Premium
4. Bonus
5. Prizes
6. Return on investment

B) Non-Monetary

1. Job Security
2. Recognition.
3. Participation
4. Delegation of authority
5. Training.
6. Welfare.

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

6) If yes,

a) Does your factory provide Welfare facilities under factory Act,1948 ? Yes/No

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, 6) Employees representative on Board of Directors.

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

e) If yes, Whether : pre-employment/post employment.

VI) BENEFITS:

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

VII) LEAVE AND ACCIDENT:

- 1) Do you get leave ? Yes/No
- 2) If yes, what type of leave do you get?
  - 1) Previlage leave, 2) Sick leave, 3) Casual leave,
  - 4) Extra Ordinary leave, (W.P.), 5) Maternity leave.
- 3) Do you involve any accident during the course of your employment in the sugar factory ?
- 4) Type of accident you involved : Minor/Major.
- 5) Do you get compensation under the Act ? Yes/No
- 6) If yes, state the nature of compensation:
  - 1) Leave, 2) Cash, 3) Special allowance, 4) Other benefits.
- 7) Do you have weekly holiday ? Yes/No
- 8) What do you do on that day?
- 9) Any other information is most welcomed, you may suggest anything.

Place:

Date:

Signature.

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