

A P P E N D I X

- 1) Minimum statutory wages fixed by Govt. Of Maharashtra. according to zones.
- 2) Departmental strength of MFL
- 3) The wage Bills.
- 4) Model Questionnaire.
- 5) Organisational structure.
- 6) Bibliography.

MINIMUM WAGES FIXED BY GOVERNMENT OF MAHARASHTRA ACCORDING TO
THEIR ZONES FOR ENGINEERING INDUSTRIES.

Sr. No.	Status of Labour	Zone No.1 Rs.	Zone No. 2 Rs.	Zone No.3 Rs.	Zone No.4 Rs.
1.	Highly Skilled	18.80 Per day.	11.75 per day	10.25 Per day	8.80 per day
2.	Skilled	11.00 Per day	9.40 Per day	8.30 per day	6.70 per day
3.	Semi Skilled	9.80 Per day	8.20 Per day	7.30 per day	5.90 per day
4.	Unskilled	8.50 per day	7.25 per day	6.50 per day	5.25 per day
5.	Jr. Clerk	270/- Per month	230/- per month	205/- per month	165/- per month

Note :-

Zone No. 1 :- Bombay, Poona or Area lying within 30 Kilometres from these corporations limits.

Zone No. 2 :- Nagpur, Kolhapur, Aurangabad, and Nasik, these corporation cities and the area lying within these corporation limits.

Zone No. 3 :- Area lying within 16 Kilometers from the limits of corporation cities included in Zone No. 2.

Zone No. 4 :- Area excluding Zone No. 1 to 3 lying anywhere in Maharashtra State.

SR: Name of the Department :

Grades & Pay

MRA-II : MRA I : MR.C : MR B : MR 2 B : MR.I. : Consolidated : Total : Remarks

1.	Administration	3	1	2	1	1	8	
2.	Accounts	4	2	2	2		10	
3.	Purchase			1	6		7	
4.	Sub-Contracts	2	-	2	5		9	
5.	Stores	6	2	2	1	1	12	
6.	Technology	1	1		2		4	
7.	Inspection	1					1	
8.	Tool Room	2	2		1		5	
9.	I.E.D.				2	1	3	
10.	Production	1		1			3	
11.	Assembly				3	5	8	
12.	Security				1	4	2	15
	Total	20	8	10	24	11	85	

Wage Bill of supervisory and managerial staff from 1st Jan. 1982 to 31st Dec. 1982.

Sr. No.	Month	Basic	Leave Travel Conces	Dearness allowance	Conveyance allowance	Attendance Bonus	House rent Allowance	Medical Allowance	Special Allowance	Total
1.	January	46,442.90	-	8,917-14	3,720-77	92-00	600-00	250-00	372-00	60,399
2.	February	52,381-47	-	6,851-81	2,665-09	101-00	2,476-50	4,128-36	470-00	68,966
3.	March	56,704-41	-	7,020-30	2,546-24	125-00	2,520-41	4,134-87	450-00	73,506
4.	April	57,260-98	-	6,867-43	2,510-28	202-00	2,513-36	4,128-36	450-26	73,936
5.	May	58,183-81	-	7,123-65	2,566-75	80-00	2,672-50	4,388-26	450-00	75,466
6.	June	64,737-93	2883-67	7,072-07	2,568-94	84-00	2,666-50	2,776-26	450-00	83,236
7.	July	64,455-91	2900-71	7,339-16	2,580-37	295-00	2,672-50	2,790-90	422-59	83,456
8.	August	61,283-55	2696.33	6,070-16	2,095-77	111-00	2,672-50	2,627-40	477-41	78,086
9.	Sept.	63,766-64	3,156-48	5,192-42	1,722-70	73-00	3,218-50	3,086-48	1,441-42	81,656
10.	Oct.	63,063-57	3,234.04	5,172-30	1,680-72	84-00	9,289-74	3,167-09	746-60	80,436
11.	Nov.	63,675-73	3,282-16	6,003-02	1,785-62	116-00	3,266-40	3,207-49	496-80	81,836
12.	Dec.	64,379-06	3,413-86	6,046-59	1,817-25	56-00	3,407-87	3,336-44	509-44	82,966
Total		7,16,285-96	21567-25	79,676-05	28,260-50	1,419-00	31,976-78	38,021-91	6,737-14	2,23,946

Age bill of office staff from 1st January 1982 to 31st December, 1982.

Sr. No.	Month	Basic	Leave Travel Conces- sion.	Dearness Allowance	Conveyance Allowance	Attendance Bonus	House Rent Allowance	Medical Allowance	Special Allowance	Total
1	January	31,089-46	-	17,635-00	5,641-05	434-00	75-00	-	-	54,874-51
2	February	31,603-73	-	17,055-45	5,678-09	249-00	-	-	-	54,586-27
3	March	32,757-37	-	17,971-20	5,747-56	582-00	-	-	-	57,058-13
4	April	30,780-41	-	17,000-10	5,458-50	552-00	-	-	-	53,791-01
5	May	32,164-10	-	17,920-50	5,727-57	160-00	-	-	-	55,972-17
6	June	46,991-32	2,189-91	17,959-50	5,758-75	363-00	-	1,751-93	-	75,014-44
7	July	48,929-68	2,270-52	19,078-80	5,903-42	1,043-00	-	1,816-42	-	79,041-84
8	August	36,767-54	1,744-75	15,871-58	4,536-34	402-00	-	1,395-80	-	60,718-01
9	Sept.	36,894-49	1,733-10	14,837-63	4,506-25	548-00	-	1,386-55	-	59,906-02
10	Oct.	36,507-91	1,759-25	15,617-27	4,574-02	470-00	-	1,407-39	-	60,335-84
11	Nov.	37,112-18	1,781-86	17,485-14	4,632-83	350-00	-	1,425-49	-	62,787-59
12	Dec.	38,577-95	1,809-31	17,518-50	4,704-28	246-00	-	1,447-50	-	64,303-54
Difference in										
Basic Jan to April, 1982.		76,571-83	11,216-72	-	-	-	-	8,973-36	-	96,761-91
May, 1982										
		18,324-34	2,660-62	-	-	-	-	2,129-10	-	23,114-06
Total										
		5,35,072-32	27,166-04	205,950-67	62,868-66	5,399-00	75-00	21,733-54	-	858,265-29

Wage Bills of workers Staff.

From 1st January 1982 to 31 December 1982.

No.	Month	Basic	Leave Travel concession	Dearness Allowance	Conveyance Allowance	Attendance Bonus.	House Rent Allowance	Medical Allowance.	Special Allowance	Tot
1.	January	71,204.12	6	51,854-50	16,277-47	1,228-00	-	-	-	1,40,000
2.	February	67,141.30	-	51,438-00	16,643-38	627-00	-	-	-	1,35,000
3.	March.	74,547.42	-	52,470-60	16,368-10	1,194-00	-	-	-	1,44,000
4.	April	71,974.64	-	49,561-70	15,541-25	1,219-00	-	-	-	1,38,000
5.	May	74,055.15	-	52,388-70	16,363-77	294-00	-	-	-	1,43,000
6.	June	1,03,407.03	6,529-24	52,930-80	16,980-97	940-00	-	5,222-49	-	1,86,000
7.	July	1,07,086.84	6,649-71	55,965-00	17,289-00	2,576-00	-	5,319-81	-	1,94,000
8.	August	1,25,974.56	7,378-21	66,979-05	19,183-68	1,184-00	-	5,902-66	-	2,26,000
9.	September	1,26,081.48	7,602-35	65,203-99	19,766-15	1,399-00	-	6,881-90	-	2,26,000
10.	October	1,31,640.21	7,532-36	67,047-90	19,589-00	1,573-00	-	6,026-04	-	2,33,000
11.	November	1,29,242-34	7,709-80	75,543-52	20,017-59	1,350-00	-	6,167-88	-	2,40,000
12.	December	1,36,821-24	7,789-60	75,627-00	20,250-80	901-00	-	6,229-61	-	2,47,000
	Diff. in pay Jan to April 82.	1,17,094-12	24,974-41	-	-	-	-	19,979-88	-	1,62,000
	May 82	30,883.12	6,678-98	-	-	-	-	5,345-12	-	42,000
	Total	13,67,153.57	82,844-66	7,16,920-76	2,14,271-16	14,485-00	-	67,075-39	-	24,62,000

WAGE AND SALARY ADMINISTRATION

QUESTIONNAIRE

1) PERSONAL DATA.

1. Name :
2. Age :
3. Sex : Male / Female.
4. Education : Primary / Secondary / Higher / Technical.
5. Department :
6. Designation :
7. Experience in this company :
8. Total ~~experience~~ in years :
9. Native place : village/Taluka/District :
10. Where do you stay at present ?.
11. Distance from the company : in Kilometer.
12. Type of work(Job-description) :
13. Mode of conveyance : Bus/Cycle/Auto/On Foot.

2) WAGES AND SALARIES

- 1) How's the work rated ? : By piece / By ~~item~~ Time
- 2) How much wages/salaries do you get : Rs. p.m.
- 3) Are ~~any~~ deduction made from wage/salary : Yes/No.
- 4) If yes () against the following deductions.
 1. Fines.
 2. Absence from duty.
 3. Damage or Loss.
 4. For service rendered
 5. For recovery of advance
 6. For recovery of loans.
 7. For payment of co-operatives society.
 8. Insurance scheme
 9. Income Tax.
 10. Order of court.
 11. Provident Fund.

5. Whether the take home wages/salaries is sufficient to meet your family needs ? : Yes/No.
6. If not, then How do you need Family Exp.? Have you any other source of income ? : 1. Land
2. Side business.
3. House property.
4. Other source.
7. Whether there is any other family member employed : Yes/No.
8. Are you allowed to do overtime work : Yes/No.
9. Whether the wages should be linked with cost of living/production made by you ? : Cost of living/
production made by you.
10. If it is linked with cost of living then why not demand from the Govt. :
11. ~~If it is production with cost of living then~~ :
~~do not you think it is inadequate?~~
11. If it is production made by you then :
do not you think it is inadequate?

3) ALLOWANCES :

- 1) State () the allowances you get from the list :-
- 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 ?

- 1) Allowance for the children of education .
- 2) Ad-hoc Festival allowance.
- 3) House Rent allowance.
- 4) City compensatory allowance.
- 5) Other allowances.

4) BONUS :-

1) Do you get yearly bonus ? : Yes/No.

2) If yes, state at what rate :

3) How do you spend bonus amount? : 1) Festival.
2) Daily Expendis
3) Repayment of debts
4) Bank saving/Investment.
5) Consumer durable goods
6) Other purposes.

4) State the occasions on which you are required to borrow from outside source ? 1) To meet monthly exps.
2) To need medical exps.
3) To meet festival exps.
4) To need Education exps.
5) To purchase consumer durable goods.
6) To purchase vehicle.
7) To purchase immovable properties.

5) State the sources from which you borrow : 1) Friends/Relatives.
2) Co.Op Society.
3) Bank.
4) Money lenders
5) Others.

5) INCENTIVES :

1) Has the company introduced incentive scheme? : Yes/No.

2) If yes, does it apply you? : Yes/No.

3) If yes, Is it ? - Monetary/Non monetary/Both.

4) Put () against monetary and non monetary incentives provided.

A) MONETARY

B) NON-MONETARY

1. Wages.

2. Salaries

3. Premium

4. Bonus.

5. Prizes.

6. Return on Investment.

1. Job Security.

2. Recognition.

3. Participation.

4. Delegation of Responsibility

5. Training.

6. Welfare.

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

6) If yes -

a) Does your company provide welfare facilities under the Factories Act 1948 : Yes/No.

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

If yes, () against 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.

c) Does the co-provide training and development facilities? : Yes/No.

If yes, whether the training should be : pre-employment/
post-employment.

6) BENEFITS

1) Do you get retirement benefits : Yes/No.

2) If yes, what are they? :
1. Pension
2. Gratuity
3. Provident Fund.
4) Employees 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. Privilege leave
 2. Sick leave.
 3. Casual leave
 4. Extra ordinary leave (W.L.P.)
 5. Maternity leave.
3. Can you convert your half pay leave in to full pay leave ? : Yes/No.
4. Whether you get privilege of encashment: Yes/No. of leave
5. Were you involve in any accidents : Yes/No during the course of your employment in the company.
6. What type of accident in which you : Minor / Major. involved.
7. Did you get compensation under the Act?: Yes/No
8. If, yes, State the nature of compensation:
 1. Leave.
 2. Cash(M.A.)
 3. Special leave.
 4. Other benefits.
9. Do you have a weekly Holiday ? : Yes/No.
10. What do you do on that day.? :

Place :

Date :

SIGNATURE.

