## Appendix II

**ENTREPRENEURS’ SCHEDULE**

<table>
<thead>
<tr>
<th>No.</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sample No.</td>
</tr>
<tr>
<td>2</td>
<td>Name of the unit</td>
</tr>
<tr>
<td>3</td>
<td>Address</td>
</tr>
<tr>
<td>4</td>
<td>Product manufactured or service provided?</td>
</tr>
<tr>
<td>5</td>
<td>When was the unit set up?</td>
</tr>
<tr>
<td>6</td>
<td>What is the form of organization?</td>
</tr>
<tr>
<td></td>
<td>Proprietary Partnership</td>
</tr>
<tr>
<td></td>
<td>Partnership with Joint Stock</td>
</tr>
<tr>
<td></td>
<td>with relatives</td>
</tr>
<tr>
<td></td>
<td>non-relatives</td>
</tr>
<tr>
<td></td>
<td>Company</td>
</tr>
<tr>
<td>7.1</td>
<td>Did you or your partner have experience in the line before setting up the unit?</td>
</tr>
<tr>
<td>7.2</td>
<td>(If yes) For how many years?</td>
</tr>
<tr>
<td>8.1</td>
<td>Was any feasibility report for this unit prepared?</td>
</tr>
<tr>
<td>8.2</td>
<td>(If yes) Who prepared it?</td>
</tr>
<tr>
<td>9.1</td>
<td>When did you apply for registration as a small-scale unit?</td>
</tr>
<tr>
<td>9.2</td>
<td>When was the registration certificate issued?</td>
</tr>
<tr>
<td>9.3</td>
<td>What problems did you face in getting your unit registered?</td>
</tr>
<tr>
<td>10.1</td>
<td>What was the investment in plant and machinery in your unit on 31 March 1980?</td>
</tr>
<tr>
<td>11.1</td>
<td>Can you tell me which agencies provide loans?</td>
</tr>
</tbody>
</table>

**Financial Assistance: Loans**

10.1 What was the investment in plant and machinery in your unit on 31 March 1980?

11.1 Can you tell me which agencies provide loans?
11.2 Have you ever applied for a loan? Yes/No
11.3 (If no) Why not?
11.4 (If yes) Have you obtained loans? Yes/No
11.5 (If yes) From where have you got the loan?
   Agency      Year      Amount      Nature of loan
12 (If from a private source) What was the rate of interest?
13 What was the security given for these loans?
   Agency      Nature of security      Value of security
14.1 How much was the time-gap between application for and sanction of loan?
   Agency      Time-gap
14.2 (If the time gap was more than a month) What were the reasons for the delay?
14.3 How much was the time-gap between sanction and receipt of loan?
   Agency      Time-gap
14.4 (If the time-gap was more than a month) What were the reasons for the delay?
14.5 What problems have you faced in obtaining the loan?
15.1 Have you repaid the loan in time? Yes/No
15.2 (If no) Why not?
16.1 What are the agencies to which you applied for a loan but did not get any?
16.2 What were the reasons?

Subsidies, Incentives and Hire Purchase of Machinery

17.1 Can you tell me which subsidies are available to small entrepreneurs?

17.2 Have you applied for any? Yes/No

17.3 (If no) Why not?

17.4 (If yes) Which subsidy have you got?
   Nature of subsidy    Amount

17.5 What problems have you faced in getting a subsidy?

18.1 Can you tell me which incentives are available to small entrepreneurs?

18.2 Which incentives have you availed of?

18.3 What problems have you faced in availing of the incentives?

18.4 (If did not apply for incentives) Why not?

19.1 Can you tell me which agencies provide the facility on hire-purchase of machinery?

19.2 Have you purchased the machinery on hire-purchase? Yes/No

19.3 (If no) Why not?

19.4 (If yes) From where did you purchase the machinery?
   Agency    No. of machines    Amount    Year
19.5 How much was the time gap between application for and receipt of machinery?

20.1 Did you repay the instalments for the machinery in time? Yes/No

20.2 (If no) Why not?

Marketing Assistance

21 How much was your sale during the last five years? 1975-76 1976-77 1977-78 1978-79 1979-80

22.1 To whom do you sell? Consumer Manufacturer Retailer Wholesaler Other(specify)

22.2 Why?

23.1 How do you sell your products?
   (a) Direct dealing at factory level
   (b) Through sale branches
   (c) Through commission agents
   (d) Other (specify)

23.2 How have you selected the method of sale?

24 Do you have a trade mark? Yes/No

25.1 Where do you sell?
   Within Ludhiana District
   Within Punjab
   Outside the country
   Within India
25.2 How have you selected the area of sale?

26.1 Have you ever made a market survey? Yes/No
26.2 (If yes) How has it benefitted you?

27.1 Can you tell me about the Government agencies which make market survey?
27.2 Have you ever asked for a survey? Yes/No
27.3 (If no) Why not?
27.4 (If yes) How has it benefitted you?
27.5 How have you made use of the findings of the surveys conducted by the Government?

28.1 Can you tell me how tender notices and trade enquiries of Government agencies may be obtained?
28.2 Have you obtained such information? Yes/No

29.1 How much on an average do you spend on advertisement?
29.2 What methods do you adopt?
29.3 (If does not advertise) Why not?

30.1 Can you tell me of any manufacturers' directory?
30.2 Do you make use of it while making purchases? Yes/No

31.1 Have you participated in any exhibitions or trade fairs? Yes/No
31.2 (If no) Why not?
31.3 (If yes) When and where? Year Place
31.4 How has the participation benefitted you?

31.5 How have you been helped by the Government in participation?

32.1 Are you a member of the Quality Marking Centre? Yes/No
32.2 (If no) Why not?
32.3 (If yes) Have you got the seal of quality? Yes/No
32.4 (If yes) How has it benefitted you?

33.1 Have you displayed your products in the Trade Centre? Yes/No
33.2 (If no) Why not?
33.3 (If yes) How has it benefitted you?

34.1 Can you tell me what items in your line can be produced only by small-scale units?
34.2 Do you know if the same item is being manufactured by large-scale units also? Yes/No

35.1 Have you ever sold to a Government Department? Yes/No
35.2 (If yes) When and for how much?

<table>
<thead>
<tr>
<th>Department</th>
<th>Year</th>
<th>Value</th>
</tr>
</thead>
</table>

35.3 What problems have you faced in selling to Government Departments?

35.4 How have you been helped by Government agencies in making sales to Government Departments?

36.1 Have you exported?
36.2 (If yes) Have you exported direct or indirect?

Direct | Indirect
Raw-Material Assistance

37  What raw-materials do you use?

38.1 Have you got your capacity assessed? Yes/No

38.2 (If yes) Have you applied for a Government quota? Yes/No

38.3 (If no) Why not?

38.4 (If yes) How much of your requirement was met? Raw-material %age of requirement

38.5 What problems have been faced by you in securing the raw-materials?

39.1 Have you ever sold your quota? Yes/No

39.2 (If yes) Why?

39.3 Are there bogus quota holders for materials needed by you in Ludhiana District? Yes/No

40  From where do you obtain raw-materials (apart from the Government quota)?

(a) Local ☐
(b) Outside District ☐
(c) Outside State ☐
(d) Import ☐
(e) Other (specify) ☐

41  From whom do you purchase the raw-materials?
Retailer ☐  Wholesaler ☐  Producer ☐  Manufacturer ☐  Other (specify) ☐

42  What is the difference between the controlled price and the market price?
43.1 (If imports the raw-material) Do you import direct or through canalizing agencies?
- Direct
- Canalizing agencies

43.2 Have you faced any problems in importing the raw-material?

Technical Assistance

44.1 Can you tell me what is the modernization programme?

44.2 Are you registered for it? Yes/No

44.3 (If no) Why not?

44.4 (If yes) With whom?

44.5 How have you been benefitted by it?

45.1 Can you tell me what do the Extension Centres of the Council of Scientific and Industrial Research do?

45.2 Have you been benefitted by their research findings?

45.3 (If have not been benefitted) Why not?

46.1 Are you aware of the agencies which provide technical assistance?
- Small Industries Service Institute
- Ludhiana Productivity Council
- Industrial Development-cum-Service Centres
- Quality Marking Centres
- The Knitwear Facility
- The Central Tool Room
46.2 Have you been benefitted by these agencies? Yes/No
46.3 (If no) Why not?
46.4 (If yes) How?
   Agency Nature of assistance
46.5 Were you satisfied with the assistance provided? Yes/No
46.6 (If no) Why not?

Provision of Electricity

47.1 Do you have electrically operated machines? Yes/No
47.2 (If yes) Do you have an industrial connection? Yes/No
47.3 How much is your connected load?
48.1 When did you apply for connection?
48.2 When did you get it?
48.3 What problems have you faced in getting the connection?

49 What problems have you faced because of the shortage of power?

50.1 Do you have your own generator? Yes/No
50.2 (If no) Why not?
51 What other problems have you faced regarding the supply of electricity?

52 Do you think some industrialists steal power? Yes/No

Labour Policy

53.1 How many hired workers do you have?
   Punjabi Non-Punjabi Total
   Unskilled Skilled Total
   Temporary Permanent Total
53.2 Are you registered under the Factories Act? Yes/No

54.1 To which State do the non-Punjabi workers belong?

54.2 What problems have you faced regarding workers who have migrated from other States?

55 How have you recruited labour?

56.1 How many trained workers do you have?

56.2 Have you found the trained workers to be more efficient than others? Yes/No

56.3 (If no) Why not?

57.1 How many persons below the age of 15 are working for you?

57.2 (If working) What do these persons do?

57.3 Are they pledged?

57.4 How many hours do they work?

58.1 Do you have women workers? Yes/No

58.2 (If no) Why not?

58.3 (If yes) how many?

58.4 Have you ever given them maternity benefit?

59.1 Do you have contract labour? Yes/No

59.2 (If yes) How much?

60 Is there any trade union in your unit? Yes/No

61.1 Have there been any strikes, lock-outs or other disputes in your unit during the last ten years? Yes/No

61.2 If yes, how many?

<table>
<thead>
<tr>
<th>Strikes</th>
<th>Lock-outs</th>
<th>Disputes</th>
</tr>
</thead>
</table>

61.3 What were the reasons?

<table>
<thead>
<tr>
<th>Strikes</th>
<th>Lock-outs</th>
<th>Disputes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
<td>Answer Options</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>62 Is there a works committee in your unit?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>63 Have you ever paid retrenchment compensation to any workers?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>64 How often is the floor of the unit washed or disinfected?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65 Has the provision of drinking been made?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>66.1 Has the provision for latrines and urinals been made?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>66.2 When were these white-washed last?</td>
<td>Earlier to that</td>
<td></td>
</tr>
<tr>
<td>66.3 Is there a separate provision for women workers?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>67.1 What is the working time of your unit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67.2 How many hours does a worker work per day?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67.3 Do the workers get rest-interval?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>67.4 (If yes) How much?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67.5 Do workers work overtime?</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>67.6 (If yes) At what rate are they paid?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68.1 How much leave do you give to workers in a year?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Annual leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Casual leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Festival holidays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) National holidays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Sick leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68.2 Have you ever paid workers wages in lieu of their leave?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>69.1 On what date are the workers paid salary?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70.1 Have you ever deducted a worker's wage?</td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>
70.2 (If yes) Why?
71.1 Do you send annual returns of workers to the Labour Commissioner? Yes/No
71.2 (If no) Have you ever been punished or warned? Yes/No
72 What are the minimum wages in your unit?
   To unskilled worker To skilled worker
73.1 Have you ever paid bonus? Yes/No
73.2 (If no) Why not?
73.3 (If yes) How much?
73.4 When do you pay it?
74.1 Do you have dangerous machinery in your unit? Yes/No
74.2 (If yes) Have you fenced it? Yes/No
75 Do you have a first aid box in your unit? Yes/No
76.1 Has there ever been a fatal accident or permanent injury to a worker in your unit? Yes/No
76.2 (If yes) What compensation did you pay for it?
77.1 How many workers are contributing towards the Employees' State Insurance Scheme?
77.2 What problems have you experienced in the working of the Employees' State Insurance Scheme?
78.1 Do you maintain Provident Fund for workers? Yes/No
78.2 (If yes) How many workers contribute to it?
79 Do you provide for the housing of the workers? Yes/No
80 Have you deposited any amount relating to fines or unpaid accumulations to the Benevolent Fund? Yes/No
81 Have you ever been prosecuted for infringement of any law? Yes/No
82 What problems have you faced as an industrialist?
WORKERS' SCHEDULE

1.1 To which State do you belong?
1.2 (If outside Punjab) What occupation did you have in your native place?
1.3 Why did you leave your home?
1.4 Have you brought your family with you? Yes/No
1.5 When did you last go home? Earlier than that

2 (If a Punjabi worker) Where do you live?

3 How long have you been working for the same employer?

4 Would you leave this job for one with a higher wage? Yes/No

5 Have you received any training? Yes/No

6.1 Are you a member of a trade union? Yes/No
6.2 (If yes) How has it helped you?
6.3 (If No) What not?

7.1 Is there a committee in your unit? Yes/No
7.2 (If yes) What does it do?

8.1 Was there ever a strike in your unit? Yes/No
8.2 (If yes) What was the reason?

9.1 Was there ever a lock-out in your unit? Yes/No
9.2 (If yes) What was the reason?
10 Were you ever examined by the doctor in the unit? Yes/No

11.1 Are you aware of the number of hours you are supposed to stay in the unit? Yes/No

11.2 How long do you actually stay in the unit?

11.3 What are the periods of rest?

12 Have you done overtime ever? Yes/No

12.2 (If yes) at what rate were you paid?

13.1 Is there any weekly rest? Yes/No

13.2 How much paid annual leave are you entitled to?

13.3 How much annual leave did you get last year?

13.4 Have you ever got wages in lieu of leave? Yes/No

13.5 How many festival holidays do you have in a year?

13.6 How much casual leave do you get?

13.7 Did your unit remain closed on national holidays when they were due last or did you work on these days?

Republic Day Independence Day Mahatma Gandhi birthday

13.8 Have you ever got paid leave during sickness? Yes/No

14.1 On which date do you generally get your salary?

14.2 For how much wage do you sign? How much do you actually get?

14.3 Has any deduction ever been made out of your wages? Yes/No

15.1 Have you ever got bonus? Yes/No

15.2 (If yes) How much and when?
15.3 (If no) Did you ever demand it?

16.1 Can you tell me about the Employees' State Insurance Scheme? Yes/No

16.2 (If yes) Do you contribute towards it? Yes/No

16.3 (If yes) How has it benefitted you?

16.4 (If no) What not?

17.1 Do you contribute towards the Provident Fund? Yes/No

17.2 (If no) What not?

18.1 Can you tell me about Government's Benevolent Fund?

18.2 Did you ever borrow from it? Yes/No

19.1 Are you aware of any balwadis? Yes/No

19.2 (If yes) Do you send your children there? Yes/No

20.1 Are you aware of any Welfare Centre? Yes/No

20.2 (If yes) Have you benefitted from it? Yes/No

20.3 (If yes) How?

20.4 Have you seen any film show arranged by these centres? Yes/No.

21.1 Are you aware of the Holiday-Home for workers at Dalhousie? Yes/No

21.2 (If yes) Have you made use of it? Yes/No

21.3 (If no) Why not?

22 What problems have you faced in this unit?