Administration

1. Which form of administration structure is prevailing here?
2. Do you have administration chart of your unit. Yes / No.
3. If no meeting was held what action was taken by the competent authority.
4. How is the General Body kept informed of the progress made by the unit from time to time.
   (i) Annual Accounts
   (ii) Chairman Speech
   (iii) Any other
5. What is the total strength of the Board of Directors.
6. What is the number and composition of Directors.
   Elected Nominated

7. Who is the overall incharge of the unit.
   (i) Managing Director
   (ii) Chairman
   (iii) Any other
8. How many times had the General Body meeting during the period of study.
9. Required minimum total number of members for General Body meeting or Quorum.
10. Nature and terms of Board of Director of Mills
    Nominated and its tenure Elected and its tenure

11. Managing Directors –
    Who appointed -
    Deputation/Regular Tennure
Questionnaire

Introduction

1. Name of the Unit.
2. Year of establishment.
3. Date of going into commercial production
4. Capacity at the time of start:
   (a) Installed
   (b) Used
5. Capacity at the Present:
   (a) Installed
   (b) Used
   If full production capacity is not unutilized kindly tick the cause:
   (a) Government Policy
   (b) Labour Problem
   (c) Raw Material Problem
   (d) Lack of Demand
   (e) Financial Problem
   (f) Any other
6. Objective of Unit.
7. What were the reasons for establishing the unit.
   (Tick the correct answer)
   (a) To utilize raw material available in abundance in the area.
   (b) To earn profits.
   (c) To promote industrialization in the area.
   (d) To serve the interests of the labour.
8. What is the area of operation of the unit.
Personnel Management

1. Total number workers.
   (i) Permanent
   (ii) Seasonal
   (iii) Daily wages

2. Staff position as on February 2001.
   (i) Managerial
   (ii) Supervisory
   (iii) Office and other staff
   (iv) Operatives
       (a) Skilled
       (b) Semi-skilled
       (c) Unskilled

3. Which method of recruitment you have adopted?
   (i) Direct
   (ii) Advertisement
   (iii) Educational institute
   (iv) Employment exchange
   (v) From any other organization
   (vi) Any other method

4. Selection.
   (i) Test or interview?
   (ii) Composition of selection of board?
   (iii) Any physical and medical test?

5. Training.
   (i) Is there any training of the workers. Yes / No
       If yes than
       (a) Method of training
           • Apprenticeship Yes/No
6. What is the basis the promotion?
   (i) Seniority
   (ii) Merit
   (iii) Political influence
   (iv) Personnel favour by management
   (v) Any other (Please specify)

7. Wages structure.
   (i) Please state the method of wage payment
       (a) Time rate
       (b) Piece rate
       (c) Any other
   (ii) Please state
       (a) Mode of wage payment
       (b) Date of wage payment
   (iii) Ways determine
        Which Board and Section
        (a) Permanent
        (b) Seasonal
        (c) Daily wages

8. Social security and labour welfare measures.
   (i) What type of labour welfare measures are provided to worker.
   (ii) Housing
        (a) Are you providing rent-free accommodation to the workers.
        (b) Total no. of houses constructed
(c) Criterion of allotment of houses seniority/discretion
(d) Any other facility provided in the houses

(iii) Medical
(a) Whether medical facilities exist in the mills
(b) No. of doctors

(iv) Education
(a) Is there any provision for workers education exists?
(b) Is there any provision for worker's children education exists?

(v) Library and reading room.
(a) Whether library or reading room exists.
(b) No. of books in the library

(vi) Non-wages benefited to employees.
(a) Is uniform facilities exists.
(b) Is there any bank or post office exists in mills premises.
(c) Is sugar facilities provided on concessional rate.
(d) Any amount of compensation of certain cases.
(e) Bonus
   Rate
(f) Any production incentive provided
   Extra days
   Which days
(g) Medical allowances
(h) Any family planning scheme is there.

9. Do you like common cadre rule in the written form?
   (i) Yes
   (ii) No

10. Industrial relations
   (i) How many unions are there in the mills.
       (a) Recognized
(b) Unrecognized

(ii) Name of the trade union.

(iii) Which act under registered.

11. The Chief executive is appointed by the

(i) State government / registrar

(ii) General body

(iii) Board of directors

12. Mode of appointment of other key personnel namely.

(i) Chief accounts officer

(ii) Chief chemist

(iii) Chief engineer

(iv) Cane manager


(i) Permanent

(ii) Temporary

(iii) On deputation

(iv) Any other

14. Is there scheme for workers participation in the management. Yes/No If yes, at what level.

15. Have there been any strikes / lockouts. Yes / No

16. If yes. State the number of days lost in each strike / lockout.