ANNEXURE-I
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HUMAN RESOURCE MANAGEMENT IN APSRTC:
WITH A SPECIAL REFERENCE TO MAHABOOBNAGAR REGION, ANDHRA PRADESH

SCHEDULE

01. Designation
02. Department
03. Age
04. Sex
05. Education
06. Experience
07. Marital Status
08. Religion

NOTE: Please indicate the level of satisfaction of the following Human Resource Management practices in APSRTC.

Choices   (a) to a great extent
          (b) to a moderate extent
          (c) to some extent
          (d) to a little extent
          (e) not at all

1. Recruitment policy and procedure

2. Opportunities for employees wards / dependents for getting employment

3. Implementation of reservations

4. The method of constituting Selection Committee and the relevance of members of the Selection committee for various categories of jobs

5. The content of induction for new employees

6. Duration of the induction programme

393
7. The manner of inducting the new employees

8. Period and other terms and conditions of probation

9. Transfer policy and procedure

10. Overall promotion policy

11. Opportunities for getting more number of promotions for the deserved candidates

12. Basis of promotion

13. Procedure of deciding seniority in promotion

14. Considering performance for promotion

15. Opportunities given to the students, ITI/Diploma holders etc. for apprenticeship training

16. Opportunities given for training and development programme

17. Opportunities in the organization to make use of the skills learned through training

18. Components of the performance appraisal

19. Periodicity of the appraisal

20. Making use of appraisal results for employee development
21. Pay scales of the organization

22. Mode of payment

23. Compared to other public sector organizations by emoluments in the organization are better

24. Compared to the well establishment Private Sector organizations, the emoluments in this organization are better

25. Wage incentives

26. Salary advances / take home pay

27. Sanction of loans for house construction

28. Non statutory welfare facilities like Medical benefits Educational and Transport facilities etc.

29. Shift timing for maintenance staff

30. Implementation of various Labour acts

31. Deployment of work to the work force

32. Handling of absentees

33. Superior - subordinate relations

34. Co-operation from colleagues

395
35. Handling of grievances of employees  
36. Maintenance of discipline among work force  
37. Opportunities for participation of workers in decision making  
38. Communication system at upwards as well as downward  
39. Union - management relations  
40. Union's co-operation for higher productivity  
41. Retirement benefits  
42. Post retirement benefits  

NOTE: Please give response to the following items connected with Personnel department.

Choices:  
a) Agree  
b) Disagree  
c) Can't say  

43. Manned with competent persons  
44. Given opportunities status  
45. Undertakes multi and innovational functions  
46. Works as a change agent in the organization
47. The role played by the personnel department in organisational development is very much significant ( )

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