Copies of Questionnaires used during the survey

1/ For comments on these questionnaires see the notes on method that preceded Chapters II and III.
Note - Where any activity referred to in questions 6, 7, 8 and 9 is undertaken, we shall be pleased to have information about the date of its commencement and as full a description as can be given regarding its nature and effects. Copies of any reports that may have been prepared relating to these activities would be specially welcome.

1. (a) Please give the date of foundation of your organisation.
    (b) Please supply if possible, the latest list of your members.

2. Please give (i) the names and (ii) the position in industry of the members of your executive body.

3. Is your organization affiliated to either (1) the Associated Chamber of Commerce and Industry or (2) the Federation of Chambers of Commerce or (3) to any other body?

4. Are there any branches of your organization working at different centres? If so please give names and dates of foundation of these branches. If your organization is a branch of some other body please state the name of the same.

5. Is your association represented in any official or semi-official body? If so, please name these bodies and give the latest list of your representatives in the same.

6. Have you organized any department or body to undertake sales for your members?
7. Have you organized any department or body to undertake purchases for your members?

8. Have you been able to secure by joint action any concessions for your members from any of the following:
   (1) Insurance Companies,
   (2) Banks,
   (3) Transport Authorities,
   (4) Central, State or Local Governments.

9. Has your body helped to negotiate or co-ordinate pricing policy:
   (a) between members
   (b) with the Government
   (c) between your members and other bodies of producers or traders?

10. Have you co-ordinated the sales activity of your members through
    (1) Geographical demarcation of marketing spheres or
    (2) Any other measures?

11. Do you undertake any advertising activity on behalf of your members?

12. Please indicate the nature of any research you may be conducting or encouraging in any of the following fields:
    (a) Technological problems involved in the various stages of production.
    (b) Economic, psychological and administrative problems involved in the various stages of production.

13. Do you undertake arbitration in disputes among members?
1. (i) What is the present organisational form of your firm?
   (ii) When was it organised in its present form?
   (iii) What is the date of the original establishment of the firm?

2. Please supply a copy of your latest Balance Sheet and copies of the Memorandum and Articles of Association and the names of the Partners, Proprietors and Directors of your firm.

3. Please indicate if you perform any of the following functions for the companies you manage:
   (a) the supply of working capital
   (b) purchase of materials
   (c) sale of products
   (d) recruitment and supply of technical personnel, and
   (e) planning and conduct of research or rationalisation programmes.

1. i.e. One of the following:
   (1) Sole proprietorship or Joint family concern.
   (2) Unregistered partnership.
   (3) Registered Partnership.
   (4) Private limited Co.
   (5) Private unlimited Co.
   (6) Public Company.

2. If possible please supply copies of the same for the years 1914, 1929, 1939 and 1947
4. (i) Is there any attempt made by you to pool the experience or co-ordinate the activities, manufacturing, trading and financial, of the companies you manage? If so, please indicate the concrete steps taken.

(ii) Does the Managing Agency as such, i.e. apart from the individual companies managed, maintain any technical staff or conduct any research activities? If so, please indicate the nature and extent of such staff and of such activities.

(iii) Are the individual companies, managed by you, placed directly in charge of particular members of the managing agency firm?

5. Have any important changes in the following respects taken place during the history of your firm? If so, please indicate their nature and extent and the years when the changes took place.

(a) changes in the form of organisation.

(b) capital reconstruction.

6. Was your firm affected in any way, by

(a) the Company Law of 1936, or

(b) the Managing Agency Ordinance, 1951.

If so, please indicate in what way.
GOKHALE INSTITUTE OF POLITICS AND ECONOMICS, POONA 4.
Questionnaire for manufacturing concerns.

1. Please give the date of foundation of your concern.

2. Please supply a copy of your latest Balance Sheet and copies of the memorandum and Articles of Association and the names of the partners, proprietors, directors and Managing Agents if any, of your concern.*

3. Do any of your directors or shareholders hold a specially large proportion of your shares?
   If so, could you please indicate the extent of such shareholding?

4. Please supply information in the following table regarding independent plants run by you.

<table>
<thead>
<tr>
<th>Name of plant</th>
<th>Year of Establishment</th>
<th>Location</th>
<th>Names of No. in</th>
<th>No. of Products</th>
<th>Various Grades</th>
<th>Indian Grades</th>
<th>fancy names</th>
<th>Technical Grade</th>
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</table>

* If it be possible please supply copies of the same for the years 1914, 1929, 1939 and 1947 also.

+ Technical Personnel includes those placed in charge of technical processes or activities and excludes skilled, supervisory or other labour and the office staff.
5. (i) What system do you follow in the recruitment of technical personnel?

(ii) Do you offer any special inducements through payments, promotions or other conditions of service to technical personnel? If so, what are they?

(iii) Do you find that the turnover of technical personnel in your plants is high? If so, please indicate its extent and the branches and posts in which it is observed.

(iv) Is it your experience that persons belonging to particular regions or communities are specially competent in particular technical jobs? If so, what are these and are the facts accounted for by natural aptitudes, facilities for training, or other reasons?

6. (i) Please describe the procedures that you adopt for marketing your product.

(a) sole selling agent.

(b) Regional distributors.

(c) any other system.

(ii) Please indicate the names of your main distributors and the broad items and percentages in the cost of distribution.

(iii) How much do you spend annually on advertisements?

(iv) What are the advertising media that you chiefly use?
7. (i) Have you taken patents for any process?
   If so, please give the names of such process

(ii) Have you adopted any trade marks for your products?
   If so, have there been any cases of open or disguised infringements of the same?

8. Have you undertaken any programmes of rationalisation in your concern? If so, please indicate for the following categories the extent of the programme successfully carried out and the year in which it was initiated.

(a) improvements in the design and layout of plant.
(b) installing improved machinery
(c) adjustments enabling each worker to handle more machines.
(d) standardisation of production.
(e) limiting the variety of products produced in the plant.
(f) improved methods of work in factory or office.

Which of the above improvements did you undertake as a result of external expert advice and which on the initiative of your own staff?

9. Were you or are you hindered in undertaking rationalisation measures, such as those described above, because of:

(a) any regulation or measure of government.
(b) lack of capital
(c) opposition of labour
(d) lack of technical personnel and
(e) lack of co-operation among fellow producers?
10. Have any important changes in any of the following respects taken place during the life of your concern? If so, please indicate the year of change and its nature and extent.

*(a) changes in the form of organisation
(b) capital reconstruction.
(c) change in the managing agency.

* Please describe any transition from one to another of the following forms :- (1) Sole proprietorship or Joint family ship, (4) Private limited Co., (5) Private Unlimited Co., (6) Public limited Co.