A. Personal Information:
   i. Level : 
   ii. Discipline : 
   iii. Age : 
   iv. Posted at : a) Office □ b) Field □ 
   v. Qualification Level : a) Q-1 □ b) Q-2 □ c) Q-3 and below □ 
   vi. Gender : a) Male □ b) Female □ 
   vii. Are You Married? : a) Yes □ b) No □ 
   viii. If yes, is your partner employed? a) Yes □ b) No □ 

B. Questionnaire: Kindly tick the appropriate column.

1. The well-defined career path in ONGC drives me to perform quality work towards self-growth.
   □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

2. Appreciation by my team members and peers gives me a sense of encouragement.
   □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

3. I feel more committed to a long term career with the ONGC in spite of competitive environment.
   □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

4. ONGC provides opportunity to further develop my skills and abilities.
   □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

5. ONGC employees consult each other when they need support.
   □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

6. I feel valued as an ONGC employee.
   □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

7. I gain satisfaction from my current job responsibilities.
   □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

8. My work adds value to the organization.
   □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

9. Morale is high among employees across organization.
   □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

10. Everyone here takes responsibilities for their actions.
    □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

11. At work, I have opportunity to do my best.
    □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

12. The mission of ONGC makes me feel that my job is important.
    □ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree
13. Employees are sponsored for training programmes on the basis of genuine training needs.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

14. Promotion is based on meritocracy and performance linked.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

15. Team spirit/Group working is of high order in ONGC.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

16. I am satisfied with perquisites provided by the company.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

17. My aspirations are matching with the growth of ONGC
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

18. I have a good balance between work and personal life.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

19. I used to keep Work life and Family Life concerning...
   (a) Work as on priority leaving concern of family □
   (b) Family as on priority leaving concern towards work □
   (c) Adjusting family with work priorities □
   (d) Adjusting work with family priorities □

20. I used to discuss importance of my work priorities with family and adjust my family life accordingly.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

21. I take leave from work to fulfil family priorities.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

22. I am feeling too tired at work because of the things I have to do at home.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

23. My personal life takes up time which I had to spend at work.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

24. My family life interferes with my responsibilities at work, such as getting to work on time, daily tasks, or working overtime.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

25. Do you take care of?
   (a) Dependent adults □
   (b) Older family members □
   (c) Adults with disabilities □
   (d) Children with disabilities □
   (e) None

26. If yes, how many hours do you spend with them?
   (a) Less than 02 hours □
   (b) 2-3 hours □
   (c) 3-4hours □
   (d) 4-5 hours □
   (e) More than 5 hours □

27. I am feeling stressed to have balance in work and family life.
   - Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree
28. How do you manage stress arising from your work?
(a) Yoga □
(b) Meditation □
(c) Dance □
(d) Entertainment □
(e) Reading books □
(f) Shopping □

29. Do any of the following hinder you in balancing your work and family commitments?
(a) Long working hours □
(b) Shift work □
(c) Compulsory overtime □
(d) Meetings training after office hours □
(e) Training after office hours □
(f) Frequently travelling away from home □

30. Do any of the following hinder you in balancing your work and family commitments?
(a) Negative attitude of peers and colleagues at work place □
(b) Negative attitude of subordinates □
(c) Negative attitude of superiors □
(d) Negative attitude of family members □
(e) Others, specify_______________________________

31. I feel quality work life conditions (viz; your recognition in ONGC, Promotion, your job satisfaction, Morale, motivation etc) have impact on my family relations.
□ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

32. Does ONGC provide you with the following additional work provisions?
(a) Telephone for personal use □
(b) Mentoring services for employees □
(c) Health Programmes □
(d) Parenting or family support Programmes □
(e) Relocation facilities and choices □
(f) Exercise facilities □
(g) Transportation facilities □
(h) Other, specify_______________________________

33. Does ONGC encourage the involvement of your family members in work-achievement functions?
(a) Yes □ (b) No □

34. Does ONGC provide you with periodical Medical Health check-Ups?
(a) Yes □ (b) No □

35. I feel ONGC supports the employees to promote better balance on work and family life issues in reducing work-family conflicts.
□ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

36. I feel Work-life balance policy in ONGC should be customised to individual need?
□ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

37. I think that if ONGC employees have good work –life balance, the ONGC would be more prosperous in terms of its achievements.
□ Strongly agree □ Agree □ Not agree nor disagree □ Disagree □ Strongly disagree

Thanks for contributing your valuable time.

Regards,
Satinder Singh, Pursuing Ph.D (Management), B K School of Business Management, Gujarat University, Ahmedabad
Dy. General Manager (Drilling), Cementing Services, ONGC, Ahmedabad Asset, Ahmedabad
To,
Shri Satinder Singh,
Chief Engineer (Drilling),
Cementing Services,
Oil & Natural Gas Corporation Limited,
Ahmedabad Asset

Osiras,
12/01/2014

Subject: Comment on papers published by Satinder Singh on work life balance

The two articles published by Satinder Singh on “WORK-LIFE BALANCE: ITS GROWTH AND FUTURE PERSPECTIVES: A CONCEPTUAL APPROACH” and “WORK-LIFE BALANCE: A LITERATURE REVIEW” focusses on an interesting aspect that is central to the lives of many professionals around the world, i.e. work-life balance. He has done a commendable job by making a review on popular press articles and books that has been promoting the importance of work/life balance. Many times we often wonder to think; if work is affecting people’s health, happiness and home life: Are people with happy personal life are more productive? Is there a correlation between a work and personal life? Indeed, Satinder Singh in his article in Global Journal of Management and Research states that the work/life balance is fast becoming an issue of the new decade. Most recently, there has been a shift in the workplace as a result of advances in technology. This is quite clear as he quotes “We may be great at managing our money but poor at managing our time. We may be effective at work, but not very good at home....” What is more important that the author gives the reader a concise summary of the content, which includes a relevant description of the topic as well as its overall perspective, argument, or purpose. Second, and more importantly, this review offers a critical assessment of the content in a very organized way. Apart from citing other famous researcher’s work, his work delves into even more detail including an analysis of other factors that play into work-life balance, such as job security, working hours in a day, and other subjective measures. This explores:
• Career growth, motivation and job satisfaction
• Employee attitudes towards managers (motivation)
• Competition and stress at work
• Employee attitudes and the economic downturn
• Job-seeking

Finally, the author's work leads us to conclude that making choices is what the balance between work and life is all about. This review is useful for a wide variety of readers who have all come to the same conclusion - that working fewer hours or having a more flexible work schedule is essential to their lives right now.

Another important issue touched by the author is that "Women and men generally have a different perception of what the life part of the balance involves. Working women face well-documented conflicts due to their continuing role as primary caretakers for their homes, children, and/or elderly parents being women's greater responsibility for children and other family members and they experience more interruptions than men resulting common household problems". Indeed, the competing demands in the home and the office have increased for both genders, and many working mothers and fathers find it difficult to balance them. This imbalance ends up affecting women more than men, who are still thought of as the default caretakers. Yet the system hasn't changed. Pursuing a family and a career requires less professional sacrifice for men than it does for women, so it's easier to claim to prioritize both in their definition of success. Extensively researched, WORK-LIFE BALANCE: A LITERATURE REVIEW is a persuasive academic treatise about the need for social change, and highly recommended for reading for scholars, employers, and working parents.

Kind Regards,

Reeta Sharma, PhD.
(Postdoctoral Research Fellow - Portuguese Science Foundation)
Population and Conservation Genetics group
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To,
Mr. Satinder Singh,
Chief Engineer (Drilling),
Cementing Services,
Oil & Natural Gas Corporation Limited,
Ahmedabad, Gujarat

Date: 10/01/2014

Dear Mr. Satinder Singh,

It was my pleasure to read your papers “Work-life balance; its growth and future perspectives: A conceptual approach” and “Work-life balance: A literature review” published in “Journal Global Journal of Management and Research” and “Global Journal of Commerce and Management Perspectives”, respectively.

The literature review on work-life balance published in Global Journal of Commerce and Management Perspectives touches various life conditions such as work stress, turnover, job satisfaction, career growth, absenteeism, appreciation and competitive environment in context with work-life balance and its practices. The paper “Work-life balance; its growth and future perspectives: A conceptual approach” emphasizes the conceptual approach towards work-life balance, its growth, concepts, and necessity and future perspectives. To address these aspects, a wide array of literatures has been used, which not only include journals, books and theses but also reports, magazines, and newspapers, both longitudinally and cross-national. The work-to-family conflict, factors influencing motivation, job satisfaction, career success, turnover, reason for professional quitting their jobs, staying competitive and managing the career, development of stress, and need of a well balanced integration of professional and private life have been discussed by including concluding remarks from different literatures.
The most interesting part about these papers is their ability to present comprehensive information from literatures in a concise way and in a very simple and easy language. In my opinion, these papers will help professionals and employees at all levels to understand the delicate balance between the professional and personal lives. Additionally, the students, who want to do research on work-life balance topic, can get benefit from these papers to get various sources of literatures and get condensed information on this topic.

Kind regards,

Dr. Anoop Gupta

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