Appendix I

Employer's Schedule

The purpose of this schedule is to collect various types of information pertaining to various aspects of the problems of Labour Relations in sample Mills.

General Information (Brief History)

1. Name and address of the Unit:
2. Location of the Unit.
3. Year of commencement.
4. Types of Products.

Financial Performance

1. Authorised capital.
2. Paid-up capital.
3. Subscribed capital.
4. No. of shares with kind.
5. Total fixed capital.
6. Total working capital.
7. Debentures, if any.
8. Reserve fund.
9. Annual Production of all products.
10. Sales and Income.
11. Profit before Tax, after Tax
12. Dividend paid to share holders.

LABOUR RELATIONS PATTERN

1. Organizational Structure/flow chart
2. Personnel Department/Role of P.O./L.W.O./Year of establishment Objects & Functions.
4. Safety Department/Role of Safety Officer. Objects & Functions

Pattern of Employment

1. Total strength of the staff
2. Classification of employees according to employment status.
3. Average Number

<table>
<thead>
<tr>
<th>Employment Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Managerial</td>
<td></td>
</tr>
<tr>
<td>Supervisory</td>
<td></td>
</tr>
<tr>
<td>Clerical</td>
<td></td>
</tr>
<tr>
<td>Workers</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

Total
4. Classification of workers according to service conditions.

<table>
<thead>
<tr>
<th>Service conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent</td>
</tr>
<tr>
<td>Temporary</td>
</tr>
<tr>
<td>Probationary</td>
</tr>
<tr>
<td>Contract Labour</td>
</tr>
<tr>
<td>Casual</td>
</tr>
<tr>
<td>Part Time</td>
</tr>
<tr>
<td>Others</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

5. Classification of workers according to skill

<table>
<thead>
<tr>
<th>Skill</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skilled</td>
<td></td>
</tr>
<tr>
<td>Unskilled</td>
<td></td>
</tr>
<tr>
<td>Semi-skilled</td>
<td></td>
</tr>
<tr>
<td>Apprentice</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

6. Classification of workers according to age & Sex

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 - 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 - 35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35 - 45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45 - 55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55 &amp; above</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RECRUITMENT AND SERVICE CONDITIONS

1. **Classification of workers according to the source of recruitment**

**Sources**

A) Employment Exchange
   i) Government
   ii) Private
B) Universities and College
C) Advertisement
D) Employers Relations
E) Jobbers
F) Management Scheme
G) Recruitment from other establishments
H) At Gate Recruitment
I) Trade Unions
J) Contractors
K) Others

2. **Number of workers promoted in different departments.**

   Basis of promotions

3. **Number of workers transferred from one job to other/one department to the other.**

   Basis of transfers

4. **Number of workers who were laid off.**

5. **Number of workers retrenched.**

   Causes
6. Number of workers who resigned the service
   Causes

7. Number of workers who were discharged.
   Causes

8. O) Please note the procedure of disciplinary action.
   1) Please note the procedure of dismissals.
   2) Please note the procedure of discharges.

9. Please supply a copy of standing orders.

    1) Procedure of selection
    2) Procedure of Training.
    3) Transfer policy.
    4) Promotion policy.

**WAGES AND SALARIES**

1. Monthly wages and salaries of the employees
   All categories: Maximum Minimum

2. Amount of wages and salaries paid to employees.

3. D.A.

5. The date on which wages are generally paid.

6. Increment (annual) for workers
   for office staff; and :
   for executive staff :

7. Please supply a schedule of salary and wages rate
   according to classification of jobs prevailing in
   your company.
LABOUR WELFARE FACILITIES

1. Educational facilities:
   - For workers
   - For the wards
   - No. of educational institutions
   - Employer's budget on education

2. Recreational facilities:
   - Worker's clubs
   - Cinema Theatre
   - Outdoor/Indoor games
   - Dance and singing programme
   - Any other method of amusement and recreation
   - Employer's budget on these items

3. Canteen:
   - Canteen run by the employer/employee
   - Subsidy if any, by the employer
   - Type of refreshment provided
   - Rate list of items available in canteen.

4. Cooperative Stores:
   - Items provided by the stores
   - Employers assistance to these stores

5. Retail Stores:
   - Items available
   - Subsidy if any by the employer

6. Credit Facilities (Loans & Advances):
   - Loans granted by the employer
   - Methods of granting loans
   - Interest and terms of repayment of loans
   - Purpose for which the loans are granted
7. Medical Services:
   - Number of hospitals and dispensaries
   - Facilities provided by the hospitals
   - Budget of employer on these facilities

8. Housing Facilities:
   - Number of houses provided to each category of employee.
   - Method of charging rent
   - Amenities provided
   - Loans granted to workers for the construction of their own houses
   - Terms of recovery of such loans

9. Workers' Education programme, if any:
   - Number of centres
   - Time
   - Duration
   - Types of education imparted

10. ESI Scheme in the Unit:
    - Number of workers covered by the act
    - Contribution by the employer
    - Contribution by the worker
    - Benefits provided under the scheme

<table>
<thead>
<tr>
<th>Benefits</th>
<th>₹</th>
<th>Number of Beneficiaries</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sickness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maternity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disablement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11. Leave with pay benefit: (Yearly basis)

<table>
<thead>
<tr>
<th>Category of workers</th>
<th>Casual Leave</th>
<th>Sick Leave</th>
<th>Earned Leave or privilege Leave</th>
<th>Number of holidays leave with pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daily rated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Piece rated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contract labour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Others</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Provident Fund, Pension and Gratuity:

<table>
<thead>
<tr>
<th>Type of Payment</th>
<th>Statutory</th>
<th>Date of</th>
<th>No. of</th>
<th>Contribution or not</th>
<th>Starting benefit of Management or ciaries</th>
</tr>
</thead>
</table>

- Contribution of workers, if any.

13. Pension:
- Retirement Age
- Conditions of providing pension to employees
- Amount of Pension given to the employees

14. Gratuity

15. Bonus

16. Safety Measures

**Working Conditions**

1. Details of length of the work day with breaks, period of change over of duties.
2. Holidays and leave (list of Holidays):

3. Details regarding working conditions:
   - Area
   - Noise
   - Smoke and fumes
   - Dust
   - Over crowding
   - Lighting
   - Ventilation
   - Humidity
   - Temperature
   - Sanitation
   - Machinery

4. Accidents:

<table>
<thead>
<tr>
<th>Category with cause</th>
<th>Number</th>
<th>Amount of compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Permanent total disablement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Partial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Temporary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Fatal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TRADE UNIONS

1. Name of the Union
2. Date of Registration, Recognition and affiliation.
3. Number and names of office bearers and their designation.
4. Functions of Trade Unions.
5. Problems of Trade Unions.
7. Percentage to total strength.
INDUSTRIAL DISPUTES

A - Strikes :
   a) Strikes during the last 10 years
   b) Issues involved
   c) Number of workers affected
   d) Duration of the strike
   e) Mandays lost
   f) Wages lost
   g) Attitude of Management
   h) Results.

B - Lock outs :
   a) Lock outs during the last 10 years
   b) Issues involved
   c) Number of workers affected
   d) Attitude of workers
   e) Attitude of Management
   f) Results

C - Gherao :
   a) Number of workers involved
   b) Issues involved
   c) Years of Gherao

MACHINERY FOR SETTLEMENT OF DISPUTES

1. Works Committees and Joint Management Councils.

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of cases referred</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>successfully</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Resolved</td>
</tr>
</tbody>
</table>

(xxiv)
3. Cases referred for arbitration.

1) Labour Court

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of cases referred</th>
<th>No. of cases settled</th>
<th>No. of cases not settled</th>
<th>No. of cases referred to Govt.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of cases</th>
<th>No. of awards given</th>
<th>No. of cases withdrawn</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Cases referred for arbitration to Industrial Tribunals.

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of cases</th>
<th>No. of awards given</th>
<th>No. of cases withdrawn</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Cases referred to court of inquiry.

6. Cases referred to High Court on point of Law.

<table>
<thead>
<tr>
<th>Year</th>
<th>By employer</th>
<th>By Union</th>
<th>Total</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LABOUR MANAGEMENT CO-ORDINATION

1. Have you introduced any scheme of workers participation in Management in Unit.

2. If yes, which of the following practices are provided for in your undertaking, which were formerly provided for, but now how many have been discontinued.

   In operation now | In operation formerly, but now discontinued
   Yes | No | Yes | No

   a) Works Committee
   b) Joint Management Council
   c) Worker Director
   d) Other Labour management Committees.
3. Joint Management Council:
   a) What is the name of such council or committee in your concern?
   b) When it was established?
   c) How is its membership made up, and how are the members chosen?
   d) How frequently does it meet?
   e) How is a published constitution and/or rules?
   f) How is the chairman arranged?
   g) What are the principal matters discussed?
   h) If you had a system of JMC or similar to it, when has it now been discontinued on account of lack of interest of Management Employees Union General lack of interest?

4. Other Joint Committees:
   Which of the following labour management committees have been formed in your unit?
   a) Central Production Committee
   b) Departmental Production Committee
   c) Labour welfare Committee
   d) Suggestion Committee
   e) Canteen Management Committee
   d) House Allotment Committee
   g) Grievance Committee
   h) Others, if any.

5. Shop Councils and Joint Councils:
   a) Have shop councils been formed in your unit?
   b) How many shop councils have been formed in your unit?
   c) On which date the shop council was formed in your unit?
   d) How is their members chosen?
6. **Joint Council**:

1) On which date Joint Council was formed?

2) How is its membership made up, and how are the members chosen?
APPENDIX - II

Employee's Schedule

The purpose of this schedule is to study the opinion of the employees towards the problems of labour relations in sample mills.

- - - - - - - - - -

NAME ______________________

DESIGNATION ______________________

DEPARTMENT ______________________

YES / NO / N/O

1) Are you satisfied with the recruitment procedure of your company?

2) Are you satisfied with the selection procedure of your company?

3) Are you satisfied with the training policy of your company?

4) Are you satisfied with the transfer procedures of your company?

5) Are you satisfied with the promotion policy of your company?

6) Are you satisfied with the monthly wages and salaries given by your company?

7) Are you satisfied with the Bonus paid by your company?

8) Are you satisfied with the P.F.Scheme of your company?

9) Are you satisfied with the payment of Gratuity by your company?
10) Are you provided with the facility of loans and advances?

11) Are you satisfied with the housing facilities provided by your company?

12) Are you satisfied with the medical facilities provided by your company?

13) Are you satisfied with the educational facilities provided by your company?

14) Are you satisfied with the Recreational facilities provided by your company?

15) Are you satisfied with the canteen facilities provided by your company?

16) Are you satisfied with the following?
   a) Lighting
   b) Ventilation
   c) Temperature
   d) Humidity
   e) Dust, Smoke and fumes
   f) Noise
   g) Sanitation
   h) Machinery

17) Are you satisfied with the activities of your trade union?

18) Does the management of your company have a favourable attitude towards trade unions?

19) Are you in favour of organizing the strikes?

20) Does the management of your company encourage workers' participation in management?

21) Are you satisfied with the following:
   a) Taking Disciplinary Action
   b) Redressing of Grievances
   c) Settling of Disputes.