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<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher/Location</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mamoria, C.B.</td>
<td>&quot;Dynamics of Industrial Relations in India,&quot;</td>
<td>Himalaya Publishing House, Bombay</td>
<td>1983</td>
</tr>
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<td>Mathur, B.L.</td>
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<td>Arihat Publishers, Jaipur</td>
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<td>&quot;Industrial Relations Management&quot;</td>
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<tr>
<td>Mehtras, V.G.</td>
<td>&quot;Dismissal and Misconduct in Industry,&quot;</td>
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<tr>
<td>Giri, D.V., Murthy, B.S.</td>
<td></td>
<td></td>
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THESES


I. Introduction

1.1. Name and address of the Factory

1.2. Year of Establishment :

1.3. Nature of Ownership :
   (Please make a mark in the appropriate box)
   
   - Sole proprietorship
   - Partnership
   - Pvt. Ltd. Coy.
   - Public Ltd. Coy.

1.4. Employees' strength :

2. Personnel Structure

2.1. Mention the present strength of workers

<table>
<thead>
<tr>
<th>Category I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent</td>
</tr>
</tbody>
</table>

2.2

Class-War classification

| Class I | Class II | Class III | Class IV |

| Category II |
|------------|--------|--------|--------|

2.3. No. of Workers admitted during last 5 years

2.4. No. of Workers retired last 5 years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989-90</td>
<td></td>
</tr>
<tr>
<td>1990-91</td>
<td></td>
</tr>
<tr>
<td>1991-92</td>
<td></td>
</tr>
<tr>
<td>1992-93</td>
<td></td>
</tr>
<tr>
<td>1993-94</td>
<td></td>
</tr>
</tbody>
</table>

3) Number of shifts

3.1. How many shifts are employed by your management:

3.2. Please indicate the number of shifts:

3.3. What is the timing of each shift?

3.4. What is the total strength of worker in each shift:

4) Working hours

4.1. What is the working hour for various shift:

<table>
<thead>
<tr>
<th>Shift</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
</tr>
</tbody>
</table>

5) Permissible Leave

5.1. What are the various permissible leave facilities provided by the management?

<table>
<thead>
<tr>
<th>Leave</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL</td>
<td></td>
</tr>
<tr>
<td>ML</td>
<td></td>
</tr>
<tr>
<td>EL</td>
<td></td>
</tr>
<tr>
<td>Special Leave</td>
<td></td>
</tr>
</tbody>
</table>
5.2. **Casual Leave**

5.2.1. What is the number of days allowed for a worker in a year under casual leave? :

5.2.2. What are the rules that govern the availing of casual leave? :

5.2.3. Can casual leave be combined with any other leave? :

5.2.4. Can casual leave be surrendered of money? :

5.2.5. What is the incentive to give those who have not availed any casual leave? :

5.2.6. Please mention the No. of workers who availed casual leave :

<table>
<thead>
<tr>
<th>Year</th>
<th>Details of C.L.</th>
<th>Category of workers</th>
<th>No. of workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-Dec</td>
<td>No. of Employees who have not availed CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1993-94</td>
<td>No. of workers who availed all casual leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No. of worker who availed part of casual leave</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.3 **Medical Leave**

5.3.1. Are there any special rules for applying medical leave?
5.3.2. What is the number of days allowed for year as well as in total?

5.3.3. If ML was surrounded for cash? Yes/No

5.3.4. If yes, Give details :

5.4. Earned Leave

5.4.1. How many days of earned leave in a year is a worker entitled to take? :

5.4.2. Whether EL can be encashed?:

5.4.3. If yes, what is the Procedure

5.5. Special Leave

5.5.1. In what circumstances special leave will be allowed?

5.5.2. How many days are allowed?

5.5.3. How many times the special leave are allowed?

6) Non-permissable Leave

6.1. Please mention the non-permissible leave availed by your workers

a) Strike

b) Leave without prior information

c) Special Circumstances

6.2. What would be the action taken by the management for such non-permissible leave?
6.3. Please mention the No. of workers and days coming under non-permissible leave

Please give the details regarding mandays worked & mandays lost.

<table>
<thead>
<tr>
<th>Year</th>
<th>Mandays Worked</th>
<th>Mandays lost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989-90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1990-91</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1991-92</td>
<td></td>
<td></td>
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<tr>
<td>1992-93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1993-94</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.3.1. During strike period

Year 1992

Duration of Strike -
No. of Workers joined -
No. of Mandays lost -
Money lost due to strike -
Production lost due to strike -

6.3.2. Due to leave without prior permission

1992 Duration of leave -
Total No. of Workers -
No. of Mandays lost -
Money lost due to without prior permission -
Production lost -
6.3.3. **Special circumstances**

**Year 1992**
- Lay off
- Bandh
- Death of a leader
- Details of leave
- Mandays lost
- Production lost
- Money lost

7) **Punishment for absenteeism**

7.1. What is the punishment that you give for various forms of absenteeism

<table>
<thead>
<tr>
<th>Year</th>
<th>Various forms of absenteeism</th>
<th>Nature of punishment</th>
<th>No. of Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992</td>
<td>Permissible</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Permissible</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special Circumstances</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7.2. What is the opinion of the trade unions relating to various types of leave

- Category - I
- Category - II
8) **Punctuality**

8.1. If workers come late, what punishment do you give?

8.2. What incentives do you give for punctual workers?

9) **Over Time Wages**

9.1. On what basis are overtime wage paid?

9.2. How is O.T. related to total wages?

9.3. Can you say the amount of O.T wages paid during last 5 years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total wages</th>
<th>OT Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989-90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1990-91</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1991-92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1992-93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1993-94</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.4. **Total Production**

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Production</th>
<th>Value of Production</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989-90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1990-91</td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
<td>1992-93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1993-94</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10) **Tradeunion**

10.1. How many trade unions exist in your factory? :

10.2. How many unions are recognised by your management?

10.3. How many workers have become members of the trade Unions? INTUC AITUC DMK AIADMK

10.4. Does your management support trade union? Yes/No

10.5. Are all the existing Trade unions recognised? Yes/No

10.6. If not, Give reasons

10.7. What is the role of trade unions in leave affairs?

10.8. What is the role of trade union in punishment matters?

11) **Medical facilities**

11.1. Whether the factory provide medical facilities? Yes/No

11.2. Is there a clinic for out-patients under your control Yes/No

11.3. Is there a hospital for in-patients run by your factory? Yes/No

11.4. Do you have any understanding with any private hospital? Yes/No

11.5. Do you employ any part-time doctors? Yes/No
12) **Welfare facilities**

12.1. Please indicate whether the factory provides housing loans to employees? **Yes/No**

12.2. If Yes, mention the amount of loan provided.

<table>
<thead>
<tr>
<th>Category of Staff</th>
<th>Amount eligible</th>
</tr>
</thead>
</table>

12.3. Is there any festival advance provided by the management? **Yes/No**

12.4. If Yes, how much is the amount of advance?

12.5. Does the management contribute any amount for employees' children education? **Yes/No**

13) **Retirement**

13.1. Please indicate the age of retirement of employees?

<table>
<thead>
<tr>
<th>Category of Staff</th>
<th>Age of retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class - I</td>
<td></td>
</tr>
<tr>
<td>Class - II</td>
<td></td>
</tr>
<tr>
<td>Class - III</td>
<td></td>
</tr>
<tr>
<td>Class - IV</td>
<td></td>
</tr>
</tbody>
</table>
13.2. Do you grant extension of service to employees beyond retirement? Yes/No

13.3. If yes, reason may be Indicated.

13.3.1. Non-availability of suitable person

13.3.2. Employees request

13.3.3. Management willingness to utilize the service

13.3.4. Pressure of Trade union

13.3.5. Outside pressure

13.3.6. Any other reason

14) What is the role of the State/Central Govt. in dealing with leave matters?

15) Was there any litigation regarding leave rules?

16) Please indicate the labour court action

17) Would you like to give suggestions to reduce absenteeism?
APPENDIX

The following formula has been used in this study, for Correlation Analysis.

\[ r = \frac{\sum_f d_x d_y - \frac{\sum_f d_x \sum_f d_y}{N}}{\sqrt{\left( \sum_f d_x^2 - \frac{\left( \sum_f d_x \right)^2}{N} \right) \times \left( \sum_f d_y^2 - \frac{\left( \sum_f d_y \right)^2}{N} \right)}} \]