



Personnel Department - UNIT A

January - 2016

To check and report on quarterly basis whether proper records are maintained by department for fresh appointments, leave, etc :-

| | |
|---|--|
| - Update Personal Files and Service Files of Person Joining the Job - | Is in progress |
| - Detail of Renewal of Contractor's Work Order and ensuring that contractor is having proper license for of labour. | M/s Shrinath has not submitted the labour licence for the Year 2015-16 |
| - PF Record | YES |
| - Professional Tax Records | YES |
| - Gratuity Records | YES |
| - Good Work | After 15 Days |
| - HR related problem pending with HO, if any | NO |
| - Recruitment of New Trainees | 32 |
| - Left During The Month | 11 |
| - Regularly Coming | 70 |
| - Promoted to Semi Skilled | 06 (R/F- 04, A/C-01, Prept-01) |
| - Worker Canteen Records | YES |
| - Disciplinary Action | |
| Show Cause Notices | 37 (Absenteeism- 15) |
| Warning | 11 |
| Suspend | 01 |
| Dismissed | 01 |

Present Days

| SR. No | Present Days | January | | | | | | Percentage (%) | Previous Month Percentage(%) |
|--------------|---------------------------------|---------------------|----------------------|---------------------------|-----------------------|----------------------------|---------------|----------------|------------------------------|
| | | M/S Dhanshri Louber | M/S Pardhi Suppliers | M/S. S.S.M. Labour Agency | M/S. Shree Enterprise | M/S. Shreenath Enterprises | Total | | |
| 1 | Above-23 | 1.00 | 24.00 | 6.00 | 7.00 | 48.00 | 86.00 | 39.49 | 71.04 |
| 2 | 20-22 | 3.00 | 26.00 | 2.00 | 1.00 | 32.00 | 64.00 | 30.26 | 15.16 |
| 3 | 15-19 | 3.00 | 17.00 | 2.00 | 8.00 | 23.00 | 53.00 | 24.10 | 9.73 |
| 4 | Less Than - 14 | 4.00 | 11.00 | 5.00 | 5.00 | 7.00 | 32.00 | 6.15 | 4.07 |
| Total | | 11.00 | 78.00 | 15.00 | 21.00 | 110.00 | 235.00 | | |
| | Absenteeism Over All [%] | 25.93 | 22.39 | 24.92 | 24.77 | 20.97 | | | |
| | Ring Frame [%] | 30.56 | 22.69 | 20.11 | 28.04 | 23.23 | | | |

Good Work

| December - 2015 | Total Return | Total Good Work |
|-----------------|--------------|-----------------|
| | 0 | 373.61 |
| January - 2016 | Total Return | Total Good Work |
| | 0 | 347.00 |

Good Work Detail

| Particular | No of Hands | Percentage (%) |
|--|---------------|----------------|
| Production department | 279.50 | 80.55 |
| Maintanance Department | 2.25 | 0.65 |
| Elect. + Utility department | 45.25 | 13.04 |
| Other (Sewwper, Garden, Security, SQC, Cotton & CP | 18.00 | 5.19 |
| Trainee | 2.00 | 0.58 |
| Total | 347.00 | |

H) HOUSE KEEPING

To assign responsibility to one particular person to check whether all the house keepings are kept its proper place on weekly or daily basis and to be checked on Half Yearly Basis i.e. :-

| | |
|---|--------------------------------------|
| Tools | OK |
| Bus | Record maintained in Security Office |
| All Furniture's, Fixtures and moveable properties | Is in Average condition |

XXXVIII) SECRETERIAL COMPLIANCE

To check report on Half Yearly Basis the followings : -
Updating of share software Name,Amount,Date of Purchase, Address, Age ,Name of Nominee etc.

Schedule of Meetings followed : -

| | | |
|----------------------------|------------|------------|
| Board of Directors Meeting | Monthly | Monthly |
| Executive Committee | Monthly | Monthly |
| Sevak Samiti | Monthly | Monthly |
| Sale Purchase | Monthly | Monthly |
| Audit Committee | As_Decided | As Decided |
| Construction Committee | As_Decided | As Decided |