## Appendix 2

**Pay Scales of Officers in KRL (in rupees)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale of Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>12000 - 17500</td>
</tr>
<tr>
<td>B</td>
<td>13750 - 18700</td>
</tr>
<tr>
<td>C</td>
<td>16000 - 20800</td>
</tr>
<tr>
<td>D</td>
<td>17500 - 22300</td>
</tr>
<tr>
<td>E</td>
<td>18500 - 23900</td>
</tr>
<tr>
<td>F</td>
<td>19000 - 25600</td>
</tr>
<tr>
<td>G</td>
<td>20500 - 26500</td>
</tr>
<tr>
<td>H</td>
<td>20500 - 26500</td>
</tr>
<tr>
<td>Director</td>
<td>22500 - 600 - 27300</td>
</tr>
<tr>
<td>CMD</td>
<td>25750 - 650 - 30950</td>
</tr>
</tbody>
</table>

**Pay Scales of Workmen in KRL (in rupees)**

<table>
<thead>
<tr>
<th>Pay Scale</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3400 - 125 - 3900 - 135 - 4575 - 145 - 5590</td>
</tr>
<tr>
<td></td>
<td>2950 - 110 - 3390 - 120 - 3990 - 130 - 5030</td>
</tr>
<tr>
<td></td>
<td>2600 - 100 - 3000 - 110 - 3550 - 120 - 4270</td>
</tr>
<tr>
<td></td>
<td>2400 - 90 - 2760 - 100 - 3260 - 110 - 3920</td>
</tr>
<tr>
<td></td>
<td>2300 - 80 - 2620 - 90 - 3070 - 100 - 3670</td>
</tr>
<tr>
<td></td>
<td>2200 - 70 - 2480 - 80 - 2880 - 90 - 3420</td>
</tr>
<tr>
<td></td>
<td>2000 - 60 - 2240 - 70 - 2590 - 80 - 3070</td>
</tr>
</tbody>
</table>
Appendix 3
Induction Manual of KRL
(a specimen page)

Working Hours
The factory works round the clock in shifts. These shifts are

M-Shift: 2300 hrs to 0700 hrs.
D-Shift: 0700 hrs to 1500 hrs.
E-Shift: 1500 hrs to 2300 hrs.

Apart from this there is a general shift where the timings are 0815 hrs to 1700 hrs with a lunch interval in two batches of 1200 hrs to 1245 hrs or 1245 hrs to 1330 hrs.

Your duty hours will be informed to you by your department. If your job involves working in shifts you will have to work in shifts.

Time Sheet
The time sheets form the basic pay record for all workmen. It records the time spent by an employee in the refinery and is the basis on which an employee is paid his wages. Time sheets will be prepared on a day to day basis by the supervisor and sent to the payroll section on a weekly basis.

Late coming
Everybody should be at the work spot at the starting time. A grace of 10 minutes is allowed for maximum of two occasions in a month. For each spell of late coming exceeding two occasions in a month, a minimum of 30 minutes pay cut will be imposed. Late coming beyond grace period is an offence. Persistent lateness may result in disciplinary action.
Appendix 4

COCHIN REFINERIES LTD
Social Interaction Programme

Rules & Regulations

1) A maximum of one bus free of charge for one day will be provided for groups of employees organising picnic on Sundays subject to availability of the buses.

2) A minimum of 30 members including spouses and children (above 5 years) from different departments would be required to avail this facility.

3) The Dept Head should ensure that a Senior Officer/Officer assigned by HOD accompanies the group, to coordinate the trip.

4) The group should preferably be a cross-section of employees. The complete responsibility of the trip including adherence to the terms and conditions of the interaction programmes and any other damages accruing on the trip will be rested with the group.

5) The bus can be booked tentatively through PR section upto two months in advance by collecting application forms.

6) Booking over telephone will not be entertained.

7) The group leader who booked the bus tentatively should submit the prescribed request form in duplicate duly filled in along with the list of participants with their signatures to the PR section through his/her Dept Head atleast 15 days before the date of journey. This should include consent of the Senior Officer/Officer, assigned by HOD, travelling with the group, route details indicating the stoppages, etc.

8) The total running kilometre should not exceed 500 per trip.

9) If more than one group apply for the allotment of bus to travel on the same date, preference will be given to the group in which majority of members have not yet availed the facility. An employee will not be permitted to avail this facility more than once in six months.

10) Majority of the members should be travelling with their family.

11) The bus will not be allotted for journey outside the state of Kerala and will not allow to club it with journey outside Kerala.

12) The bus will leave Jwalagiri not earlier than 5.00 am and return positively not later than 10.00 pm and the Dept Head who forward such application should see that they come back within the stipulated time. The defaulter will not be allowed to avail this facility in future.

13) All expenses other than transportation have to be borne by the group.

14) Once the bus has returned to Jwalagiri after the picnic, it should not be taken out later.

15) Travel should be in the shortest route to the specified destination.

16) List of persons travelled along with their signatures should be submitted to PR section after the trip by the concerned officer. The officer will also certify that the trip was as per plan.

17) The Company may cancel/suspend any particular trip or the scheme for a period for reasons of exigencies of work or other unforeseen contingencies.

18) The Company reserves the right to withdraw the whole scheme without assigning any reason.

19) This being a picnic trip, all the Cochrefinors should ensure that the journey should be conducted in such a way that no action of his/her should affect the image of the organisation in any manner.

For further details you may please contact PR section.
Appendix 5
Readership Survey Questionnaire for
JwalaDhwani

I. Personal Profile

1. Name
   (not compulsory)

2. Age (completed year)

3. Gender
   □ Male  □ Female (Tick appropriate column)

4. Designation

5. Department

6. Educational qualification
   □ SSLC, ITC  □ Diploma (Engg.)  □ B Tech/BE
   □ Graduation in Arts/Science  □ Post graduation  □ Others (Please specify)

7. Year in which you joined CRL

8. Your mother tongue

9. Marital status
   □ Single  □ Married

II. Readership

10. How frequently do you get JwalaDhwani?
   □ Every month  □ Once in 2 months  □ Once in 4 months
   □ Once in 6 months  □ Never

11. Since when have you been reading JwalaDhwani?

12. (a) In your family, who else read JwalaDhwani apart from you?
   □ Children  □ Spouse  □ Others  □ I Do not take it home

(b) If you do not take JwalaDhwani home, why?
☐ I read it in the office
☐ People at home are not interested
It is inconvenient to carry it home
☐ Any other (Please specify) .................................................................

13. Which all languages do you prefer to read in JwalaDhwani regularly?
☐ Malayalam
☐ English
☐ Hindi

14. Which of the following describes your judgement towards JwalaDhwani?
☐ Like it very much
☐ I like it
☐ I don’t care much about it
☐ I dislike it

15. How would you rate the quality of JwalaDhwani in terms of lay-out, print quality and style?
☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor

16. Regarding the contents (articles, features, literacy items, etc.) how would you rate the quality:
☐ Excellent
☐ Very Good
☐ Good
☐ Fair
☐ Poor

17. In your opinion, in CRL who is largely responsible for bringing out JwalaDhwani? (Tick one or more boxes)
☐ Correspondents
☐ Editorial Board
☐ Editor
☐ PR Section
☐ Any other (Please specify) .................................................................

18. Please indicate your level of agreement/disagreement with each of the following statements:

(a) Only genuine facts are published in JwalaDhwani
☐ ☐ ☐ ☐ ☐

(b) JwalaDhwani covers positive voluntary initiatives taken by individual employees
☐ ☐ ☐ ☐ ☐

(c) JwalaDhwani provides current information about oil industry
☐ ☐ ☐ ☐ ☐
(d) *JwalaDhwani* introduces employees to new ideas/developments taking place in the industry

(e) *JwalaDhwani* provides information about new developments taking place in CRL

(f) *JwalaDhwani* helps me understand and know better my fellow employees and their families

(g) *JwalaDhwani* is a source of pleasure to me

*SA – Surely Agree, A – Agree, NAND – Not Agree/Not disagree, DA – Disagree SDA – Surely Disagree*

19. The table below lists some of the articles/write-ups which appeared in recent issues of *JwalaDhwani*

<table>
<thead>
<tr>
<th></th>
<th>SA</th>
<th>A</th>
<th>NAND</th>
<th>DA</th>
<th>SDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Only genuine facts are published in <em>JwalaDhwani</em></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(b) <em>JwalaDhwani</em> covers positive voluntary initiatives taken by individual employees</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(c) <em>JwalaDhwani</em> provides current information about oil industry</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(d) <em>JwalaDhwani</em> introduces employees to new ideas/developments taking place in the industry</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(e) <em>JwalaDhwani</em> provides information about new developments taking place in CRL</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
(f) *JwalaDhwani* helps me to understand and know better my fellow employees and their families

(g) *JwalaDhwani* is a source of pleasure to me

*SA – Surely  A- Agree  NAND- Not agree/ DA- Disagree  SDA-Surely Agree  Not disagree  Disagree*

20. The table below lists some of the articles/write-ups which appeared in recent issues of *JwalaDhwani*

(a) Which of these articles have you read? Please tick

I have read

- Benchmarking (editorial)
- Faces
- Innovations in CRL (e.g., Eureka, Social Interaction)
- Quality improvements (e.g., advertisement suggestion scheme)

(b) How would you rate the quality of the above features/articles

☐ Excellent  ☐ Very good  ☐ Good  ☐ Fair  ☐ Poor

21. The table below lists some of the regular columns that appear in *JwalaDhwani*

(a) Which of these do you read regularly? Please tick

(b) Please rank the five columns you like most. For example write ‘1’ in front of the article you like most, ‘2’ in front of the article you liked next, and so on.

<table>
<thead>
<tr>
<th>Read</th>
<th>Like most (max. 5 items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horoscope</td>
<td>☐</td>
</tr>
<tr>
<td>‘Jwalakkuchuttum’</td>
<td>☐</td>
</tr>
<tr>
<td>Editorial</td>
<td>☐</td>
</tr>
<tr>
<td>Company News</td>
<td>☐</td>
</tr>
</tbody>
</table>
Which of the following topics have you read in *JwalaDhwani* recently?

- [ ] Need to preserve environment
- [ ] Need for harmony and goodwill
- [ ] Quality improvement steps in CRL
- [ ] None of the above

Do you think that *JwalaDhwani* gives importance in coverage to ordinary employees in the company?

- [ ] Always
- [ ] Often
- [ ] Seldom
- [ ] Never

Do you think it is possible (without much difficulty) for an ordinary person in CRL to see his name or photograph appearing in *JwalaDhwani*?

- [ ] Yes
- [ ] No

Do you think it is easy to publish your name, photo, article, poem etc. in *JwalaDhwani*?

- [ ] Very easy
- [ ] Easy
- [ ] Difficult
- [ ] Very difficult

Have you ever tried to get your write-up (article, poem, story, humor etc.) published in *JwalaDhwani*, but could not succeed?

- [ ] Yes
- [ ] No
26 (a) Has your name or photograph ever appeared in *JwalaDhwani*?

☐ Yes ☐ No

(b) If yes, what was your feeling when you saw it?

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