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GENERAL WAGE CENSUS 1934-35



Labour Office  
Government of Bombay

Lists of Standardized Occupations for  
all Perennial Factories in the Bombay  
Presidency (excluding Sind), classified  
by Industries



These lists are **not to be returned** to the Labour Office

BOMBAY  
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## NOTES AND INSTRUCTIONS ON THE USE OF THE LISTS OF STANDARDIZED OCCUPATIONS.

The term "Occupation" in the wage census forms and in these lists means the correct designation or trade name of each category of workmen employed. Thus, "Fitters", "Welders", "Carpenters", etc., are occupations. The term "occupation" does not apply to the location of a factory or to the business of the factory concerned.

The principal object underlying the preparation of these lists of standardized occupations is to secure the universal use, by all factory managements, of uniform terms for designating various occupations and trades in all factory industries. The lists have been prepared in consultation with experts in each industry and, as far as possible, the proper English technical terms have been adopted. Every perennial factory in the Bombay Presidency has been visited and the terms which have been adopted have been discussed with the managements after a proper examination of the type of work done. In all cases where the standardized terms were not found to be in use instructions were given for re-designation on the lines of the standard lists. But, in spite of this, all factory managements are earnestly requested to examine the lists very carefully and to designate particular groups of workpeople according to the terms used in these lists. In all cases where terms are provided for designating groups of workpeople, these terms should be used in filling up the census forms.

In order to avoid reduplication in the lists of terms for occupations which are common to all factories, e.g. oilmen, firemen, engine drivers, carpenters, fitters, coolies or unskilled labourers, etc. and for members of supervisory and clerical staffs, the terms for designating such occupations have been included in the lists only once in the first group of occupations for the "Engineering and Metal Trades including Electricity and Gas Generating and Refrigeration Plants, Stone Crushing Plants, Saw Mills, Ordnance and Ammunition Factories and Water Pumping Stations and occupations common to all factories". There are large groups of concerns which, strictly speaking, do not fall under this industry group; but which, at the same time, employ no workmen whose correct occupational designations do not fall outside the list for this group. Such concerns have therefore been classified in the broad Engineering and Metal, etc. group. When using these standardized lists of occupations, therefore, individual concerns are requested to carefully examine this group in addition to the specific group of occupations covering their own particular type of plant for all occupations in the "Supervision", "Clerical", "General", "Maintenance" and "Mechanic" Departments. If they do not find a specific group of occupations for their own particular industry, all the occupations in their plants will be found in the first group.

As every endeavour has been made to provide suitable designations for all industrial occupations in the Bombay Presidency, the Commissioner of Labour particularly requests that no individual unit or concern should use any term which is not to be found in the standard lists. All unskilled labourers who are not looking after specific machines and who have no technical skill of processes and who are doing work of a type which can be done equally efficiently by other inexperienced workers should be classified as coolies. Coolies in mechanics departments and trained lifters should be classed as "Nawghanies and Mechanics' Coolies". Two occupations, namely, (1) Fitters; and (2) Turners have been divided into three classes:— A. Special; B. Superior; and C. Ordinary according to their daily or monthly rates of pay. Several other occupations, namely, Boilermakers, Painters, Carpenters, Moulders, Locksmiths, Motor Mechanics, Switch Board Attendants, Wiremen, Turbine Operators, Electrical Fitters, Draughtsmen, etc. have also been divided into "Superior" and "Ordinary" in the same manner but the rates of pay dividing one grade from another vary in certain cases. In all cases where occupations have been graded into "Superior" or "Ordinary", please examine the dividing margins for rates of pay very carefully and grade the workmen into two or more classes according to the rates of pay on 1st May 1934. In all cases separate forms must be used for each different grade.

No grading has been done for officers and persons in supervisory posts. All heads of establishments should be included under the first heading of "Managers and Works Managers". This group will be averaged into classes according to rates of pay to be determined later. Mechanical Engineers and Electrical Engineers should be shown separately but if an Engineer is both Mechanical and Electrical he should be shown under "Mechanical and Electrical Engineers". A designation for a Maistry is provided for each of the more important Engineering

occupations; thus, Boilermaker Maistries, Fitter Maistries, Turner Maistries, Carpenter Maistries, etc. But if any particular Maistry is not specifically provided for he should be shown under "General Maistries" together with Maistries looking after the work of two or more types of workmen. The term "Chargeman" is to be given to the technician who is between a Foreman or Assistant Foreman and a Maistry.

Notes on particular occupations have been added where necessary in order to clarify specific meanings. In many cases short descriptive notes have also been added: but, in entering up an occupation in the forms for the wage census, no entries should be made of the matter within the brackets after each occupation; for example, in the case of "Superior Fitters (persons earning Rs. 2 per day or Rs. 54 per month or over up to the limits specified for Special Fitters)" please enter "Superior Fitters" only.

Except for the provision of a few specific occupations for women such as "Naikina (women Muccadams)", "Nurses (including Creche Nurses)" and "Creche Ayahs", none of the other occupations included in these lists have been divided into men or women or children (half timers). Women and children are employed in several occupations and wherever they are employed, pink forms should be used for women and yellow forms for children. Thus, if "Single Side Siders" in Cotton Mills are entered on a particular form the use of a white form will show that the operatives concerned are men whereas the use of a pink form will show that the entries on the form are in respect of women. Similar remarks apply to operatives on time and piece rates of wages. Payments of wages on piece rates are almost universally adopted in the frame and the weaving departments of Textile Mills. If operatives are paid on time rates of wages, white forms should be used for men and pink forms for women. On the other hand if operatives are paid on piece rates, blue forms should be used for men and green forms for women. No further entries need be made on the forms in respect of age or sex groups or methods of payment. (Time rates are fixed rates per hour, day, fortnight, month or any other period as the case may be. Piece rates are rates per unit of production. Thus, Rs. 25 per month, Rs. 15 per *hapta*, Rs. 2-4-0 per day, five annas and six pies per hour are all time rates. Rates of two annas per lb. or yard of cloth produced or an anna for filling one hundred match boxes are piece rates. Task rates, i.e., a combination of time and piece rates, should be treated as piece rates.)

There are certain occupations which are to be found in several departments of a big plant or factory; e.g., Oilmen, Carpenters, Fitters, Coolies, etc. Separate census forms should not be used for different groups of workers in each of these occupations in different departments but workpeople in all common occupations should be brought together and entered up on one form or set of forms. **Separate forms or sets of forms must, however, be used for each occupation.**

The Commissioner of Labour realises that there are several occupations, especially in the smaller factories, which are interchangeable and that one group of workpeople might be called upon to do the work of any other group. But, all factory managements are requested, as far as possible, to classify their workers under as many specified occupations as possible. For example, the tendency in Printing Presses would be to include all workmen in the Binding Department as Binders. This may be done where there are one or two binders only. But if there are four or more "Binders", they should be sorted out and classified as Binders, Cutters, Hand and Machine Stitchers, etc.

## LISTS OF STANDARDIZED OCCUPATIONS.

**ENGINEERING AND METAL TRADES INCLUDING ELECTRICITY AND GAS GENERATING AND REFRIGERATION PLANTS, STONE CRUSHING PLANTS, SAW MILLS, ORDNANCE AND AMMUNITION FACTORIES, WATER PUMPING STATIONS AND OCCUPATIONS COMMON TO ALL FACTORIES.**

- Managers and Works Managers (including Works' Superintendents and Superintending Foremen).  
 Assistant Managers.  
 Mechanical Engineers (including Civil Engineers).  
 Electrical Engineers.  
 Mechanical and Electrical Engineers.  
 Marine Engineers.  
 Sanitary Engineers (including Licensed Plumbers).  
 Assistant Engineers (Steam, Electrical, Mechanical and Marine).  
 Medical Officers (full time).  
 Labour Officers (including Welfare Supervisors).  
 Covenanted Assistants (Official Rank).  
 Uncovenanted Assistants (Official Rank).  
 Salesmen and Canvassers (only salaried employees).  
 Chemists and Assayers.  
 Assistant Chemists and Assayers.  
 Laboratory Assistants.  
 Foremen (including Storeholders). (Please say whether covenanted or non-covenanted.)  
 Assistant Foremen (including Supervisors and Assistant Storeholders). (Please say whether covenanted or non-covenanted.)  
 Chargemen (all Departments except Shift Chargemen in Electricity Generating Plants).  
 Mechanical Inspectors (including Examiners in Ammunition Factories).  
 Gaugers.  
 Electrical Inspectors.  
 Sanitary Inspectors.  
 Gantrymen.  
 Steam Engine Drivers.  
 Oil Engine Drivers.  
 Gas Engine Drivers.  
 Engine Lighters (in Loco Workshops and Sheds).  
 Boiler Attendants, 1st Class.  
 Boiler Attendants, 2nd Class.  
 Engine, Boiler and Machine Cleaners (including Pump, Train, Pit and Tube Cleaners and Washoutmen).  
 Firemen (including Sarangs and Augwallas).  
 Stokers.  
 Gunners.  
 Valvemen (including Sluice, Valve or Gate Regulators).  
 Keymen (operating Hydraulic Presses).  
 Pumpmen (including Pump Drivers and Syphon Attendants).  
 Filtermen.  
 Air Compressor Operators.
- Cooling and Refrigeration Plant Attendants.  
 Sprinklers.  
 Water Softeners.  
 Dolly Men.  
 Oilmen (including Oilers from all Departments).  
 Ropemen (including Rope Splicers, Banders and Beltmen).  
 Gas Makers.  
 Gas Chargers.  
 Electric Motormen.  
 Superior Turbine Drivers (including Plant Attendants—men drawing Rs. 6 per day or Rs. 160 per month and over).  
 Ordinary Turbine Drivers (men drawing under Rs. 6 per day or Rs. 160 per month).  
 Shift Chargemen (including operators and Shift Assistants).  
 Stokers (in Electricity Generating Plants).  
 Turbine Cleaners.  
 Superior Switchboard Attendants (men drawing Rs. 4 per day or Rs. 110 per month and over).  
 Ordinary Switchboard Attendants (men drawing under Rs. 4 per day or Rs. 110 per month).  
 Cable Jointers.  
 Superior Armature Winders (men drawing Rs. 2 per day or Rs. 54 per month and over).  
 Ordinary Armature Winders (men drawing under Rs. 2 per day or Rs. 54 per month).  
 All-Round Electricians.  
 Superior Wiremen (men drawing Rs. 2 per day or Rs. 54 per month and over). (The term "Wiremen" includes Coil Makers, Commutator Builders, Controllers and Testers.)  
 Ordinary Wiremen (men drawing under Rs. 2 per day or Rs. 54 per month).  
 Electrical Fitter Maistries.  
 Superior Electrical Fitters (men drawing Rs. 2 per day or Rs. 54 per month and over).  
 Ordinary Electrical Fitters (men drawing under Rs. 2 per day or Rs. 54 per month).  
 Plate Pastors (in the manufacture of accumulators).  
 Accumulator Assemblers.  
 Battery Chargers (including Battery hands).  
 Assemblers or Erectors (in Engineering Plants including Millwrights).  
 Dismantlers (in Engineering Plants).  
 Markers (marking structural sections).  
 Asphalt Plant Operators.  
 Asphaltmen (including Mixers).  
 Boilermaker Maistries.

## ENGINEERING AND METAL TRADES, ETC.—(contd.)

- Superior Boilermakers (men drawing Rs. 2 per day or Rs. 54 per month and *over*).  
 Ordinary Boilermakers (men drawing *under* Rs. 2 per day or Rs. 54 per month).  
 Brickarchmen.  
 Steam and Electric Crane Drivers.  
 Assistant Cranemen and Slingers.  
 Hydraulic Crane Drivers.  
 Hoistmen.  
 Truckmen (including Trolley-men).  
 Automatic Conveyor Attendants.  
 General Maistries (including Supervisors).  
 Superior Draughtsmen (men drawing Rs. 3 per day or Rs. 80 per month and *over*).  
 Ordinary Draughtsmen (men drawing *under* Rs. 3 per day or Rs. 80 per month).  
 Tracers.  
 Estimators.  
 Material Checkers.  
 Patternmaker Maistries.  
 Patternmakers.  
 Moulding Maistries.  
 Furnacemen (including Smelters).  
 Superior Moulders (including Cupolamen and Coremakers—men drawing Rs. 2 per day or Rs. 54 per month and *over*).  
 Ordinary Moulders (including Cupolamen and Coremakers but drawing *under* Rs. 2 per day or Rs. 54 per month).  
 Blowermen.  
 Chippers (including Pneumatic Chippers).  
 Die Casters and Hot Stampers (including Die Lappers and Die Setters.)  
 Dross Washers.  
 Turner Maistries.  
 (N.B.—The term "Turner" applies to the following types of Machinists in Engineering Plants:—Lathemen, Milling, Planing, Shaping, Slotting, Capstan, Beam Bending, Punch and Shearing, Filing, Screwing, Hacksaw, etc., Machinemen but not Drillers).  
 Special Turners (men drawing Rs. 4 per day or Rs. 110 per month and *over*).  
 Superior Turners (men drawing Rs. 2 per day or Rs. 54 per month and *over* up to the limits specified for Special Turners).  
 Ordinary Turners (men drawing *under* Rs. 2 per day or Rs. 54 per month).  
 Drillers (including Pneumatic Drillers and Radial Drilling Machinemen).  
 Welding Maistries.  
 Welders (Electric and Oxy-acetylene—including Galvanisers and Tube Welders).  
 Lead Burners.  
 Seaming Machine Attendants (including Seam Formers).  
 Hydraulic Testers.  
 Fauceters or Socketers.  
 Pipe Truers.  
 Plate Cutters (Heavy Metal Work).  
 Plate Rollers (Heavy Metal Work).  
 Hydraulic Pressmen (Heavy Metal Work).  
 Chaining Machine Attendants.  
 Shipwrights.
- Straighteners.  
 Rotary and Beam Enders.  
 Rivet, Bolt and Nut Makers (including Machinists).  
 Rivetter Maistries.  
 Rivetters (including Iron Caulkers).  
 Rivet Heaters and Holders (including Rivet Boys and Holders-up).  
 Template Makers.  
 Gunsmiths.  
 Temperors (including Toolsmiths and Tool Hardeners).  
 Tool Grinders (including Saw Sharpeners).  
 Cutlers.  
 Engravers (including Electric Engravers).  
 Electroplaters and Gilders.  
 Emerymen.  
 Blacksmith Maistries.  
 Superior Blacksmiths (men earning Rs. 2 per day or Rs. 54 per month and *over*).  
 Ordinary Blacksmiths (men earning *under* Rs. 2 per day or Rs. 54 per month).  
 Hammermen or Strikers (including Power Hammermen and Bellowmen).  
 Wire Drawers.  
 Wire Cleaners.  
 Wire Polishing Machinemen.  
 Wire Annealers.  
 Wire Nail Makers.  
 Goldsmiths.  
 Silversmiths.  
 Tinsmith and Coppersmith Maistries.  
 Tinsmiths.  
 Tin Making Machine Men (including filling, drilling, milling, shaping, planing, body cutting, trimming, hemming, panel and horn pressing, top and bottom pressing, squeezing, rolling, capping, clipping, handling and lid cutter placing machinemen).  
 Solderers (including Soldermen and Solder-makers).  
 Solution Machine Attendants (including Acidmen).  
 Coppersmiths.  
 Tin Seamers and Exhausters.  
 Mineral Oil Pumping Maistries.  
 Mineral Oil Fillers (including Cart, Lorry and Wagon Fillers and Petrol Pump Attendants).  
 Testers.  
 Braziers (including Brass Finishers).  
 Fitter Maistries.  
 Special Fitters (men drawing Rs. 4 per day or Rs. 110 per month and *over*).  
 Superior Fitters (men drawing Rs. 2 per day or Rs. 54 per month and *over* up to the limits specified for Special Fitters).  
 Ordinary Fitters (men drawing *under* Rs. 2 per day or Rs. 54 per month).  
 Fetlers.

## ENGINEERING AND METAL TRADES, ETC.—(contd.)

- Superior Instrument Mechanics (men drawing Rs. 2 per day or Rs. 54 per month and over).
- Ordinary Instrument Mechanics (men drawing under Rs. 2 per day or Rs. 54 per month).
- Motor Mechanic Maistries.
- Superior Motor Mechanics (men drawing Rs. 2 per day or Rs. 54 per month and over).
- Ordinary Motor Mechanics (men drawing under Rs. 2 per day or Rs. 54 per month).
- Tyre men (men who fit tyres, inflate and repair inner tubes).
- Motor and Lorry Drivers.
- Motor Cleaners.
- Glaziers and Lens Surfacers.
- Glass Cutters and Grinders.
- Springsmiths.
- Locksmith Maistries.
- Superior Locksmiths (men drawing Rs. 2 per day or Rs. 54 per month and over).
- Ordinary Locksmiths (men drawing under Rs. 2 per day or Rs. 54 per month).
- Watch and Clock Makers and Repairers.
- Processmen (in Refineries).
- Metal Stampers (Hand and Machine).
- Metal Pressmen (Hand and Machine).
- Metal Cutters (Hand and Machine).
- Metal Trimmers, Rollers and Beaders.
- Metal Ware Fitters.
- Annealers.
- Metal Spinners.
- Frosters (including Cleaners).
- Metal Polishers (Buff and Lathe).
- Metal Filers.
- Superior Danger Building Workers (men drawing Rs. 2 per day or Rs. 54 per month and over).
- Ordinary Danger Building Workers (men drawing under Rs. 2 per day or Rs. 54 per month).
- Chargers Blackening Men.
- Cartridge and Bullet Making Machine Attendants.
- Coin Ringers and Examiners.
- Painter Maistries.
- Superior Painters (men drawing Rs. 2 per day or Rs. 54 per month and over).
- Ordinary Painters (men drawing under Rs. 2 per day or Rs. 54 per month).
- Letterers (including Writers and Liners).
- Superior Armourers (men drawing Rs. 2 per day or Rs. 54 per month and over).
- Ordinary Armourers (men drawing under Rs. 2 per day or Rs. 54 per month).
- Concrete Moulders.
- Concrete Reinforcers.
- Concrete Assemblers.
- Concrete Dismantlers.
- Maturing Tank Attendants.
- Concrete Pipe Testers.
- Stone Crushing Plant Attendants.
- Train Examiners.
- Engine Examiners.
- Progressmen.
- Shunting Masters.
- Shunting Drivers (including Shunters).
- Turntablemen.
- Pointsmen (including Couplingmen).
- Wheel Tappers.
- Call Boys.
- Timber Markers.
- Cabinet Makers and Body and Boat Builders (special Carpenters employed on highly skilled work).
- Wheelwrights (including Wheelers).
- Axle packers.
- Carpenter Maistries (including Sawyer Maistries).
- Superior Carpenters (including Ship Joiners—men drawing Rs. 2 per day or Rs. 54 per month and over).
- Ordinary Carpenters (including Ship Joiners—men drawing under Rs. 2 per day or Rs. 54 per month).
- Wood Working Machinists (including Turners and Wood Planing Machine Attendants).
- Wood Carvers.
- Wood Caulkers.
- Sawyers (including both hand and machine Sawmen and Cut Cross Sawmen).
- Saw Bench Attendants.
- Polishers (including French Polishers and Varnishers).
- Brush Makers.
- Coopers.
- Packing Case Nailers.
- Packing Case Hoopers.
- Upholsterers (including Trimmers).
- Canemen.
- Sail Makers.
- Riggers.
- Superior Tailors (including Tent Makers and Repairers—men drawing Rs. 2 per day or Rs. 54 per month and over).
- Ordinary Tailors (including Tent Makers and Repairers but men drawing under Rs. 2 per day or Rs. 54 per month).
- Vulcanizers.
- Plumbers (non-licensed).
- Masons (including Bricklayers).
- Tile Turners.
- Saddlers.
- Mochis or Cobblers.
- Measurers.
- Weighmen (including Scalemen).
- Stencil cutters.
- Packers, Wrappers and Labellers (including Number Markers, Stencillers, Baling Markers and Stampers).
- Superior Apprentices (men being trained for higher jobs).

**ENGINEERING AND METAL TRADES, ETC.—(concl.)**

- Ordinary Apprentices (learners for definite trades—all occupations).  
 Muccadams (Headmen of gangs of unskilled labourers and coolies *and who have no knowledge of technical processes*).  
 Naikins (women Muccadams).  
 Nawghanies (Trained Lifters and Carriage Lifters including Tindals, Lascars, Khalasis and Slingers).  
 Mechanics Coolies.  
 Coolies (ordinary unskilled labourers).  
 (The term "Coolies" includes Coal Coolies, Patiwallas, Toplawallas, basket-coolies, operatives in the Mixing and Waste Departments of Textile Mills; and, speaking generally, all unskilled labourers who are not asked to attend to machines).  
 Secretaries.  
 Assistant Secretaries.  
 Office Superintendents (Non-official posts carrying a salary of over Rs. 300 per month).  
 Accountants (including Deputy Accountants).  
 Book-keepers.  
 Cashiers.  
 Head Clerks (men drawing Rs. 150 per month and over).  
 Senior Clerks (men drawing Rs. 90 to Rs. 150 per month).  
 Filing and Despatch Clerks.  
 Other Clerks (including both office, factory and shop clerks).  
 Bill Collectors.  
 Stenographers.  
 Typists.  
 Telephone Operators.  
 Head Time-keepers.  
 Time-keepers.  
 Time Checkers (in Departments—persons who are checking production and not ordinary Time-keepers).  
 Ticket Boys (including Ticket Sorters).  
 Estate and Building Supervisors.  
 Head Store-keepers.  
 Store-keepers (including Tallymen, Store Supervisors, Chasers and Checkers).  
 Gunny Bag Sewers (including Repairers).  
 Warehousemen (coolies working in godowns including Stores Issuers).  
 Teachers (School Masters and School Mistresses).  
 Watermen (for supplying water to factory and office staffs).  
 Naiks (headmen of batches of office peons).  
 Peons (including Messengers and Runners).  
 Barbers.  
 Syces.  
 Cartmen.  
 Cooks (including Khansammas).  
 Butlers (including Table Boys and Khitmagars).  
 Bearers (including Hamals).  
 Nurses (including Crèche Nurses).  
 Crèche Ayahs.  
 Compounders.  
 Dispensary and Ward Boys.  
 Fire Brigade Men.  
 Gatekeepers (superior clerical type).  
 Jamadars (Headmen of batches of Watchmen).  
 Watchmen (including Chowkidars).  
 Malis.  
 Machine Laundrymen (please see list for Laundries for more detailed classification).  
 Washermen (including Dhobis).  
 Lampmen.  
 Chokras or Odd Jobs Boys (half timers only).  
 Sweepers (including Halalkhores and Bhangis).

**TEXTILES—COTTON.**

- Masters, Spinning Side.  
 (The term "Spinning Side" includes all departments from Mixing to Reeling but excludes Bleaching and Dyeing).  
 Masters, Weaving Side.  
 (The term "Weaving Side" includes all departments from Winding to Folding and Finishing *and* Bleaching and Dyeing).  
 Assistant Masters, Spinning Side.  
 Assistant Masters, Weaving Side.  
 Head Jobbers, Spinning Side.  
 Head Jobbers, Weaving Side.  
 Jobbers, Spinning Side.  
 Jobbers, Weaving Side.  
 Fancy Jobbers (including Dobby Repairers).  
 Humidifier Attendants (including Drossofor or Fitters).  
 Erector Fitters (Spinning and Weaving Departments).  
 Opener Attendants (including Lattice Feeder Men, Hopper Feeder Men, Porcupine Feeder Men, Exhaust Openers, Crichton Openers, Buckley Openers, Breaker Scutchers, Lap Tenters and Double Cylinder Openers).  
 Intermen.  
 Single Machine Scutcher Tenters (including Finishermen).  
 Two Machine Scutcher Tenters (including Finishermen).  
 Willowmen.



## TEXTILES—COTTON—(contd.)

- Thread Extractors (including Hard Waste Machinemen and Roving and Waste Openers).  
 Strippers.  
 Grinders.  
 Strippers and Grinders (where these two occupations are not separate).  
 Flat Grinders.  
 Card Flat Covers (including Millers, etc.).  
 Lap carriers (including Bobbin cutters).  
 Carding Machine Attendants, Standard System—12 cards or under (including Line Men and Can Boys).  
 Carding Machine Attendants, Efficiency System—over 12 cards (including Line Men and Can Boys).  
 Derby Doublers.  
 Fly Collectors.  
 Josephy Waste Plant Men.  
 Fly Collectors.  
 Silver Lap Machinemen.  
 Ribbon Lap Machinemen.  
 Comber Tenters.  
 Needlers.  
 Combing Can Boys.  
 One Head Drawing Tenters.  
 Two Men to three Head Drawing Tenters.  
 Two Head Drawing Tenters.  
 Slubbing Tenters with Back Tenters.  
 Slubbing Tenters without Back Tenters.  
 Single Side Inter Tenters.  
 Double Side Inter Tenters (one man minding two frames).  
 Roving Tenters not doing their own Creeling.  
 Roving Tenters doing their own Creeling.  
 Double Roving Tenters doing their own Creeling.  
 Creelers (Frame Department).  
 Doffers (Doffers in both the Frame and the Ring Departments should be brought together under the general heading "Doffers").  
 Chapon Frame Tenters.  
 Wrapping Boys.  
 Single Side Siders.  
 Double Side Siders (350 to 450 Spindles).  
 Treble Side Siders (over 450 Spindles).  
 Tarwallas.  
 Doubling Tenters (including Ring and Flyer Doublers).  
 Doubling Winders.  
 Roller Coverers (in all Spinning Sections).  
 Tubular Banders (including Cotton Banders).  
 Ballers (Cotton Thread Manufacturing).  
 Spoolers (Cotton Thread Manufacturing).  
 Polishers (Cotton Thread Manufacturing).  
 Spinners (in Mule Spinning).  
 Engine Piecers (in Mule Spinning).  
 Side Piecers (in Mule Spinning).  
 Creel Boys (in Mule Spinning).  
 Threads' Counters.  
 Reelers.  
 Yarn Leasers and Dressers.  
 Cotton Sterilisers.  
 Kiermen.  
 Yarn Bleachers.  
 Hydro Extractor Men.  
 Yarn Drying Stovers (including Cotton Drying Stovers).  
 Yarn and Cheese Dyers (including Turkey Red and Fancy Dyers, Yarn Oilers and Alumers).  
 Yarn Polishers (including Yarn Glazers).  
 Yarn Mercerisers.  
 Knotters.  
 Bundle Wrappers.  
 Baling Markers (including Number Markers and Top Printers).  
 Bundling Pressmen.  
 Grey Winders (including Cheese or Cone Winders, Thread Winders and Quick Traverse Winders).  
 Colour Winders.  
 Pirn Winders (including Universal Winders).  
*(N.B.—When Universal Winders are engaged in Winding "Cheese" they should be classed as Grey Winders.)*  
 Winding and Rolling Machinemen (Surgical Wool).  
 Cutting Machinemen (Surgical Dressings).  
 Warpers.  
 Warping Creelers.  
 Front Sizers.  
 Back Sizers.  
 Sizing Mixers.  
 Heald Sizers.  
 Lappers.  
 Drawers-In.  
 Reachers.  
 Weft Distributors.  
 Lag Peggars.  
 One-loom Weavers, Ordinary Plains and Greys.  
 One-Loom Weavers, Dobbies.  
 One-Loom Weavers, Jacquards and Blankets.  
 Two-Loom Weavers, Ordinary Plains and Greys.  
 Two-Loom Weavers, Dobbies, Jacquards and Blankets.  
 Three-Loom Weavers.  
 Four-Loom Weavers.  
 Six-Loom Weavers.  
 Smash Hands (Helper Weavers in Efficiency Schemes).  
 Whippers (Blanket Border Fringers).  
 Automatic Loom Weavers.  
 Automatic Loom Shuttle Boys.  
 Tape Weavers.  
 Tape Cleaners.  
 Tape Blockers.  
 Pieces Cutters.  
 Reed Makers.  
 Heald Knitters.  
 Ends and Staples Fixers.  
 Colour Men.

## TEXTILES—COTTON—(concl'd.)

Heald Dryers.	Raising Machinemen.
Heald and Reed Polishers and Varnishers.	Printing Shop Colour Mixers.
Heald and Reed Repairers.	Spray Printers.
Beam Carriers.	Machine Printers.
Loom Cleaners.	Machine Tenters-in.
Cloth Singers.	Brushing Machinemen.
Jiggers (including continuous Dyers).	Agers.
Bleach Croft Machine Minders (including Scouring Tank and Chemicking Tank Men).	Felt Calendermen.
Manglers (Dye House).	Front Calendermen.
Padding Machinemen.	Back Calendermen.
Platers (Croft Department including Piling Men).	Calender Stitchers.
Starch Manglers.	Cut lookers (including Pieces Sorters, Cloth Examiners, Bale Examiners and Checkers).
Scutcher Machinemen.	Folders (including Hand and Machine Folders).
Drying Machinemen.	Pieces Stitchers (including Silkers).
Breaking or Mellowing Machinemen (including Beetlers).	Cutters (including Cloth Samples Cutters).
Clip or Hot Air Stenters (including Belt Stretchers, Dampers and Finishermen).	Cloth Bundlers (including Cloth Packers).
Cloth Mercerisers.	Hoop Makers and Cutters.
	Baling Pressmen.
	Stampers.

## TEXTILES—SILK.

Masters, Spinning Side.	Colour Yarn Winders.
Assistant Masters, Spinning Side.	Neat Silk Clearers.
Masters, Weaving Side.	Neat Silk Doublers.
Assistant Masters, Weaving Side.	Neat Silk Spinners.
Head Jobbers, Spinning Side.	Neat Silk Throwers.
Jobbers, Spinning Side.	Knotters (including Hanks Preparers).
Head Jobbers, Weaving Side.	Leish Yarn Binders.
Jobbers, Weaving Side.	Pirn Winders (Neat Silk and Rayon).
Erector Fitters.	Yarn and Bobbins Sorters.
Silk Boiling Men (including Hydro Extractor Men).	Cop Distributors.
Openers (including Softeners).	Hand Warpers.
Fillers.	Warp Dressers.
Flat Dressers.	Bobbin Dressers.
Silk Staple Folders.	Drawers-In.
Spreaders.	Reachers.
Lappers.	Beamers.
Sett Framers.	Re-beamers.
Drawing Tenters.	Power Warpers.
Single Rovers.	Warping Creelers.
Dandy Rovers.	Front Sizers.
Spinners.	Back Sizers.
Doffers.	Hank Sizers.
Doublers (including Doublers in waste silk spinning).	Size Mixers.
Gassers.	Selvedge Takers.
Reclers.	Beam Carriers.
Yarn Pickers.	Twisters.
Bleachers.	Head Designers.
Dyers.	Designers.
Bundlers.	Card Punching Overlookers.
Neat Silk Winders.	Card Punchers.
Rayon Silk Winders.	Card Lacers.
Soft Silk Winders.	Harness Builders.
Spun Silk Winders.	One-loom Weavers.
	Two-loom Weavers.
	Cloth Folders.

**TEXTILES—SILK—(concl'd.)**

Dampers.	Calendar Stitchers.
Finishers.	(For other Packing, Card-box making and
Fringers.	Printing occupations, please refer to the
Felt Calendarmen.	Engineering, etc., and Printing, etc.
Calendarmen.	lists of occupations.)

**TEXTILES—WOOLLEN.**

Masters.	Doublers and Twisters.
Assistant Masters.	Reelers (including Berlin Wool Reelers).
Head Jobbers.	Yarn Scourers and Dryers.
Jobbers.	Hankers.
Teazers.	Bundlers.
Willow Machinemen.	Berlin Yarn Packers.
Garnet Machinemen.	Winders.
Rag Breaking Machinemen.	Warpers.
Blenders.	Warping Creelers.
Card or Hopper Feeders, Woollen.	Drawers-In.
Card or Hopper Feeders, Worsted.	Reachers.
Lapmen.	Weft Distributors.
Condensermen.	Beam Carriers.
Fetlers and Card Cleaners (Woollen and	Sizers.
Worsted).	One-loom Weavers (Dob Cross and
Can Minders.	Sowden).
First Preparers (including Back Wash	Two-loom Weavers (Platt's).
Minders.)	Chain Makers.
Second Preparers or Hank Openers.	Darners.
String-box Minders.	Fringers.
Punch Box Minders.	Crabbers.
Combers.	Washers.
Combing Finishers.	Hydro Extractor Men.
Top Box Minders.	Millers.
Mixing Gill Box Minders.	Tentering Machinemen.
Double Spindle Gill-box Minders.	Raising Machinemen (including Teazal
Weight-box Minders.	Settlers).
Finishing Machine Attendants (1st and 2nd	Colour Mixers.
Processes).	Dye Vat Attendants.
Reducers.	Top Dyers.
Roving Machine Tenters.	Purchers (including Pickers).
Roller Coverers.	Cutting Machinemen.
Mule Spinners.	Blowing Machinemen.
Mule Piecers.	Brushing Machinemen.
Tube Attendants.	Damping Machinemen.
Opener Tenters (Wool Scouring).	Salvage Menders.
Mixing Cutters (Wool Scouring).	Calendarmen (Rotary and Hydraulic).
Scouring Tublers (Wool Scouring).	Cut lookers (including Pieces Sorters, and
Tabler Dryers (Wool Scouring).	Cloth Examiners).
Bobbinmen.	Folders (Hand and Machine).
Counts Wrappers.	Baling Pressmen.
Side Piecers (Spinners).	Stampers.
Doffers.	

**TEXTILES—HOSIERY.**

Knitting Masters.	Jobbers.
Head Jobbers.	Winders.

**TEXTILES—HOSIERY—(concl'd.)**

Knitters.	Hand Ironing Men.
Fringers.	Bleachers and Dyers (including Scourers).
Cutters.	Cutlookers and Examiners.
Button Stitchers.	Folders.
Sewers (including Thread Cutters).	Bundlers.
Darners (including Menders).	Packers.
Calendermen (including Pressmen).	

**POWER LAUNDRIES.**

Overseers.	Polishing Machinemen.
Washing Machinemen.	Ironing Men.
Hand Washers (including Dhobis).	Folders.
Hydro Extractor Men.	Markers.
Shakers.	Checkers.
Calendermen.	Packers, Wrappers and Labellers.

**PRINTING INCLUDING FINE ART AND LITHO PRINTING, FILM AND RECORD MAKING, PHOTO ZINCO PRINTING AND TYPE FOUNDRIES.**

Overseers (Higher Supervising Staff).	Perforators and Eyeletters (including Punchers).
Proof Readers (including Examiners).	Mono and Lino Mechanics.
Copy Holders (including Reading Boys).	Linotype and Intertype Operators.
Reporters and Translators.	Linotype and Intertype Cleaners.
Compositor Foremen or Clickers.	Monotype Keyboard Operators.
Compositors (including Journeymen).	Monotype Caster Attendants.
Impositors or Imposers.	Rotary Plate Casters.
Distributors (including Head Distributors).	Rotary Machine Attendants.
Paper Issuers	Stereotypers (including Stereo Matrix Makers' and Stereo <sub>2</sub> Casters).
Foremen Printers (including Head Printers).	Line Etchers.
Hand Pressmen (including Galley Pressmen).	Halftone Etchers.
Letter Press Machinemen (including Printers).	Colour Etchers.
Letter Press Feeders	Process Etchers.
Ballers (including Rollermen, Inkers, Flymen or Flyboys, Trimmers, Sorters, Helpers, Washers and Spongemen).	Process Printers.
Roller Makers	Litho Artists (including Designers).
Counters.	Litho Etchers.
Checkers or Collators (including Insetters and Gatherers).	Setting Men or Make-up Men in Film Studios.
Cutters (including Machine and Hand Cutters and Guillotinemen).	Cameramen.
Rulers or Ruling Machinemen.	Photographers.
Ruling Machine Feeders.	Sound Recordists.
Scorers.	Plaster Moulders.
Treadle Machinemen.	Plate Makers.
Folders (Hand and Machine).	Plate and Film Developers.
Binding Foremen.	Intensifiers.
Binders.	Plate or Film Touchers (including Retouchers and Negative Retouchers).
Binders' Boys.	Replacers.
Wire and Hand Stitchers (including Stabbers and Book Sewers).	Mounters.
Bundlers and Banders (both Machine and Hand).	Processing Machine Hands.
Gold Blockers.	Film Joiner Maistries.
Paging Men (including Numberers).	Film Joiners.
Gilders (including Glazers and Indexers).	Disc Moulders and Polishers.
	Disc Edgers.
	Sievers.
	Litho Transferers.

**PRINTING INCLUDING FINE ART AND LITHO PRINTING, FILM AND RECORD  
MAKING, PHOTO ZINCO PRINTING AND TYPE FOUNDRIES—(concl'd.)**

Copy Pastors.	Ticket Printers.
Litho Machine Operators (including Litho Printers).	Ticket Sorters.
Litho Machine Feeders.	Envelope Makers (Hand and Machine including Machine Feeders and Gum Men).
Stone Polishers (including Stone Grinders).	Post Card Machine Operators.
Photo Transfer Washers.	Paper Box Making Machine Attendants (including Box Corners' Stitching or Wiring Machine Operators).
Photo Transferers.	Paper and Box Pastors (hand work).
Photo Litho Operators.	Engravers.
Film Printers (including Enlargers).	Embossers.
Photo Transfer Printers.	Plate Printers.
Helio Printers.	Die Stampers.
Off-set Machine Operators.	Rubber Stamp Makers.
Off-set Machine Feeders.	Metal Furnacemen.
Plate Grainers (including Plate Graining Machine Operators).	Type Breakers and Rubbers.
Paper Coaters.	Type Casters.
Paper Polishers.	Type Dressers, Kerners and Filers (including Type Finishers).
Bronzers.	Type Assemblers.
Varnishers (including both Hand and Machine Varnishers and Varnish Drying Conveyor Attendants).	

**PAPER MANUFACTURING.**

Head Jobbers.	Paper Making Machine Attendants.
Jobbers.	Paper Making Machine Helpers.
Waste Paper and Paper Sorters (including Rag Sorters).	Finishers.
Beater Attendants.	Pressmen.
Sizers.	Cutters.
Rag Boiler Attendants.	Counters.
Kneader Attendants.	Binders.
Chopper Attendants.	Ruling Machine men.
Rosin Boilers.	Felt Washers.

**MATCH MANUFACTURING INCLUDING FIREWORKS.**

Departmental Masters.	Impregnating Men.
Departmental Assistant Masters.	Splint Dryers.
Departmental Foremen.	Dyers.
Boiling Tank Attendants.	Sieving Machine Attendants.
Machine Sawyers (Cross Cut Sawmen).	Levelling Machine Attendants.
Saw Bench Attendants (Cross Cut Helpers).	Box Making Machine Attendants.
Unbarkers (including Wood Peelers).	Box Making Machine Helpers.
Splint Peeling Machine Attendants.	Paste Makers.
Veneer Peeling Machine Attendants.	Hand Paper Cutters.
Peeling Machine Helpers.	Box Dryer Attendants.
Splint Chopping Machine Attendants.	Box Labelling Machine Attendants.
Veneer Chopping Machine Attendants (including Veneer Scoring Machine Attendants).	Box Labelling Machine Helpers.
Chopping Machine Helpers (including Veneer Scoring Machine Helpers).	Box Checkers (Empty and Filled).
Veneer Piling Hands.	Continuous Machine Attendants.
Splint and Veneer Arrangers.	Continuous Machine Helpers.
	Composition Men (including Chemical Men).
	Frame Filling Machine Attendants.
	Wire Frame Filling Machine Attendants.

**MATCH MANUFACTURING INCLUDING FIREWORKS—(concl.)**

Wire Frame Filling Machine Helpers.	Box Filling Machine Helpers.
Wire Machine Cutters.	Hand Box Fillers.
Dipping Machine Attendants.	Friction Machine Attendants (Painting).
Hand Dippers.	Friction Machine Helpers.
Paraffin Machine Attendants.	Hand Friction Painters (including Side Painters).
Frame Emptying Machine Attendants.	Packeting Machine Attendants.
Stick Turning Machine Attendants.	Packeting Machine Helpers.
Stick Arrangers.	Wrappers, Packers and Labellers (including Machine and Hand Labellers).
Cleaning Machine Attendants.	
Hand Cleaners.	
Box Filling Machine Attendants.	

**GLASS MANUFACTURING.**

Head Foremen.	Counters.
Foremen.	Glass Welders or Joiners.
Mixers.	Cleaners and Bunchers.
Furnacemen and Kilnmen.	Glass Decorators and Painters (including Bangle Decorators).
Gatherers (including Molten Glass Rollers, Bulb Gatherers, Leer Firemen and Bubblers).	Sorters.
Blowers.	Muffle Furnacemen (including Fire Polishers).
Grinders (including Chippers).	Potters.
Spiral Stringers.	Pot Makers.
Spiral Stringers' Helpers.	Paper Box Makers (including Pastors).
Spiral Cutters (including Glass Cutters).	Packers, Wrappers and Labellers.

**TILES MANUFACTURING.**

Foremen.	Hand Casters.
Grinding Machine men.	Tile Cutters.
Mixing Machine men.	Tile Cleaners.
Colour Fillers.	Slice Carriers.
Machine Tile Pressers.	Placers.
Planing Machine men.	Tile Cleaners, Carriers and Stackers.
Machine Polishers and Glazers.	Wood Choppers.
Hand Polishers.	Clay Puddlers.
Crushing Machine attendants.	
Hand and Machine Sievers (including Screeners).	

**RUBBER, CREPE AND LEATHER MANUFACTURING AND TANNING AND LEATHER AND RUBBER GOODS.**

Foremen (including Tannery Assistants).	Drum Attendants (including Chrome Tanners, Picklers, Neutralisers, Reducers and Dyers).
Lime Yard Attendants (including Lime Workers).	Splitting Machine Attendants.
Unhairers.	Shaving Machine Attendants.
Fleshers (including Beamsmen and Knifers).	Setting Machine Attendants (including Putting and Letting out Machinemen).
Scudders.	Stakers.
Bark Tanners (pit workers).	
Chrome Tanners (pit workers).	

**RUBBER, CREPE AND LEATHER MANUFACTURING AND TANNING  
AND LEATHER AND RUBBER GOODS—(concl'd.)**

Fluffers.	Buffer Finishers.
Oilers-off.	Buffer Pressing Machinemen.
Nailers-on.	Buffer Drillers.
Saw-dusters.	Belting Makers.
Glazing Machine Attendants (including Finishers).	Lace Cutters (including Trimmers).
Leather Cleaners (including Clearers).	Bark Dryers.
Rolling and Embossing Machinemen (including Printers, Lettering Machinemen, Platers, Ironers and Steamers).	Hide Seasoners.
Table Hands (including Handlers and Hand Boarders).	Hide Nailers.
Measuring Machine Attendants.	Curriers.
Spray Oilers.	Colour Men.
Washers' Plasterers (including Washer Assemblers and Pastermen).	Crepe and Rubber Rollers.
Washers' Cutting Machinemen.	Rubber Pressing Machinemen.
Washers' Stitching Machinemen.	Rubber Heel Stickers.
Buffer Assemblers.	Crepe and Rubber Sole Cutters.
Buffer Stitchers.	Canvas Shoe Stitchers.
	Canvas and Rubber Shoe Plasterers.
	Vulcanisers.
	Painting Men.
	Packers, Wrappers and Labellers.

**CHEMICAL AND PHARMACEUTICAL INCLUDING HEAVY CHEMICALS.**

Herb Cutters and Sorters.	Furnacemen.
Disintegrators and Decoricators.	Sulphur Burnermen.
Grinding Machine Attendants.	Tower men (including Chambermen—Manufacture of Acids).
Edge Runners (including End Runners).	Cascademen (Manufacture of acids).
Mortar and Pestle Men.	Processmen (manufacture of Salts and heavy Chemicals).
Hand and Machine Sievers (including Screeners).	Lead Burners.
Hand and Machine Mixers and Pulverisers.	Ointment Makers.
Tablet and Pill Making Machinemen.	Bottle and Jar Fillers.
Coating Pan Attendants.	(For Chemists, Laboratory Assistants, wrappers, packers, labellers, etc., please refer to the General List for Engineering and Metal Trades, etc.)
Rotary Oil Extractors.	
Hydraulic Oil Extractors.	
Vat Attendants.	
Filtermen.	
Bandage Cutting, Rolling and Pressing Machinemen.	

**MANUFACTURE OF OILS, PAINTS AND SOAPS INCLUDING VEGETABLE PRODUCTS.**

Groundnut and Seed Cleaners.	Edge Runner Attendants (including End Runner Attendants).
Decoricating Machinemen (including Screeners).	Rollermen.
Kettle Attendants.	Oil Boilermen (including Boiled Oil Pans Attendants).
Rotary Men.	Filtermen.
Expeller Attendants (including Expeller Feeders).	Varnish Kettle Attendants.
Key Men (Operating Hydraulic Presses).	Oil Refinery Plant Operators.
Hydraulic Press Attendants (including Hand Pressmen).	Oil Refinery Plant Attendants (including Deodorising, Autoclav and Neutralising Plant Attendants).
Moulding Machinemen (Oil Cake Manufacture).	Soap Kettle Attendants (including Solution Men and Crutchermen).
Mould Cutters (Oil Cake Manufacture).	

**MANUFACTURE OF OILS, PAINTS AND SOAPS INCLUDING VEGETABLE PRODUCTS—(concl'd.)**

Soap Moulders.	Milling Machinemen.
Cutting Machine Attendants (including Cake Shavers, Chippers and Cleaners).	Plodding Machinemen.
Soap Driers (including Drying Room Attendants).	Soap Stampers.
	Chipping Machine Attendants.
	Powder Mixers and Sievers.

**DISTILLERIES.**

Foremen.	Vat Attendants.
Process Attendants.	Diffusion Battery Attendants.
Stillmen.	Filter House Attendants.

**AERATED WATER MANUFACTURING.**

Foremen.	Hand Labellers.
Syrup Makers.	(For Cartmen, Motor and Lorry Drivers, Basket Carriers, etc., please see General List for Engineering and Metal Trades, etc.)
Hand Syrup Fillers.	
Bottle Washing Machine Attendants.	
Filling Machinemen.	
Labelling Machinemen.	

**FLOUR AND RICE MILLS INCLUDING SPICE MILLS.**

Millers.	Purifiermen.
Overseers.	Plansiftermen.
Bakers.	Silkmen.
Washermen.	Sievemen (including Sieving Machine Attendants).
Whizzermen.	Bran Packers.
Dryermen.	Husking Machine Attendants.
Cleaners.	Polishing Machine Attendants.
Rollermen.	Dal Making Machine Attendants.
Power Grinding Machinemen.	

**SUGAR MANUFACTURING.**

Cane Carrier Loaders.	Mud Tank Attendants.
Crushing Mill Attendants.	Press Filtermen.
Crushing Mill Helpers.	Evaporatormen or Triplemen.
Sulphur Stove Attendants.	Vacuum Panmen and Sugar Boilers.
Lime Cream Mixers.	Vacuum Panmen Helpers.
Titrationmen (including Juice Testers).	Crystalliser Attendants.
Juice Heater Attendants.	Centrifugal Machine Operators.
Eliminator Attendants.	Sugar Driers.
Bag Filter Attendants.	Bagasse Feeders.
Subsider Attendants.	



**DAIRYING, BISCUIT AND SWEET MANUFACTURING INCLUDING COFFEE  
ROASTING AND GRINDING.**

Foremen.	Cooking Machine Attendants (including Sugar and Syrup Boilers).
Milk Inspectors.	Pan Attendants.
Pump Attendants.	Drops Roller Machinemen.
Can Washers and Cleaners.	Gigant and Frankoma Machinemen (for Satinette Goods).
Churnmen (including Hand Churners).	Compressing Machine Attendants.
Cream Strainers.	Designers.
Separator Attendants.	Packing Machine Attendants.
Worker or Rollermen.	Coffee Roasting Machinemen.
Vat Attendants.	Coffee Grinding Machinemen.
Casein Makers.	Coffee Tablets Compressing Machinemen.
Fillers.	(For occupations in Tin Making, Soldering, Seaming and Exhausting and Packing, Wrapping and Labelling please see General List for Engineering and Metal Trades, etc.)
Mixing or Kneading Machine Attendants (Biscuit and Sweet Manufacturing).	
Rolling Machine Attendants.	
Cutting Machine Attendants.	
Oven Attendants (including Bakers).	
Tray Men.	
Grinding Machinemen.	

**TOBACCO AND CIGARETTE MANUFACTURING.**

Leaf Handlers and Strippers.	Drying Room Attendants.
Leaf Blenders.	Hand Cigarette Makers.
Leaf Cutters and Driers (including Roasters, Steamers and Coolers).	(For occupations in Tin Making, Soldering, Seaming and Exhausting and Packing, Wrapping and Labelling please see General List for Engineering and Metal Trades, etc.)
Cigarette Making Machine Operators.	
Tobacco Feeders and Cigarette Sorters and Sifters.	

**GOLD AND SILVER THREAD INDUSTRY.**

Gilting Machinemen.	Lace Weavers.
Winders.	(For occupations in Packing, Wrapping and Labelling, etc., please see General List for Engineering and Metal Trades, etc.)
Wrapping Machinemen.	

## GENERAL QUESTIONNAIRE.

*Questions.*

*Answers.*

### A. NUMBERS EMPLOYED.

Number  
employed

Please fill in the table opposite re. total numbers of staff and workers employed on 1st May 1934 for all shifts.

(In centres and factories for which a different month is to be taken for the purposes of the census, the figures should relate to the month for which the census forms are filled in.)

Officers	..	..
Clerks (the whole clerical establishment).		
Workpeople :—		
Men	{	On Time Rates ..
		On Piece Rates ..
Women	{	On Time Rates ..
		On Piece Rates ..
Children or Half Timers		..

### B. LABOUR TURN OVER.

1. What was the total number of permanent hands who left your factory during May 1934 either of their own choice or on account of retirement or dismissal?

(Workers who proceeded on leave should not be included in the above figures.)

2. What was the total number of substitutes or *badli*s employed during the month of May 1934 in place of workers absent temporarily?

(One *badli* should not be counted twice.)

### C. RECRUITMENT OF LABOUR.

1. Do you recruit your labour—

- (a) through a special officer?
- (b) through Mukkadams, Jobbers or Foremen? or
- (c) through any other agency?

*Questions.*

*Answers.*

**D. PERIODS AND METHODS OF  
WAGE PAYMENT.**

Pay period.

Number  
of workers.

Number of days  
elapsing between  
completion of pay  
period and  
payment of wages.

1. What is the normal period of wage payments in your factory; i.e., are wages paid monthly, bimonthly (for periods from the 1st of a calendar month to the 15th and from the 16th to the end of the month), weekly, or for periods of 8, 14, 16, 28 or 35 days? In each case please specify the number of workers in each pay period and the number of days elapsing between the end of the wage period and the date of payment.

2. Where the month is the normal pay period do you adopt the English calendar month, the Hindu month or a month which is not a calendar month, e.g., a month beginning from the 25th of one month and ending on the 24th of the next month?

3. Do you grant advances to your workmen against wages; and, if so, what rates of interest, if any, do you charge on these advances?

4. Please describe, in brief, the principles which you follow in fixing wage rates; i.e., are the rates you pay merely dependent on demand and supply of the type of labour required or are your rates fixed rates?

*Questions.**Answers.*

5. In all cases where rates are fixed, both for time rates and for piece rates of wages, please specify the increases or decreases which have been effected in these rates since 1914; and, in cases, where factories have been started since 1914, the increases or decreases in the rates since the starting of the factory.

6. Are rates of wages in your factory consolidated rates or do you have basic rates plus War, Dearness, *Moghwari* or Grain allowances? In the latter case please give exact details of these additions and the conditions under which these additions can be earned.

*Questions.**Answers.*

7. Do you give bonuses, in addition to rates, for (a) good work; (b) good attendance; or (c) for any other purpose? In each case please specify the amounts of these bonuses and the conditions under which they can be earned.

8. In cases where rates are not hourly rates or daily rates, please describe the method adopted in calculating wages. For example, in cases where you have monthly time rates, say Rs. 27 a month, are the earnings for numbers of days worked calculated on the basis of working days in the month or all the days in the month including Sundays and holidays? In the latter case what are the conditions attached to pay being allowed for Sundays and holidays?

*Note.*—The daily rate of pay in a 31-day month with 27 working days for a worker on Rs. 27 per month would be Re. 1 per day if the rate is calculated on the basis of working days and about 14 annas a day if the rate is calculated on the basis of number of days in a month. If pay for Sundays is not given in the latter case to workmen who are absent for any one or more days in a week or on a Saturday a worker who is absent for one day loses Rs. 1-12-0 for two days' wages at 14 annas a day whereas in the former case he only loses Re. 1.

*Questions.**Answer.***E. HOURS OF WORK AND SHIFTS.**

1. How many shifts do you work in your factory?

2. Please specify the exact times of work or hours of work and rest intervals for each shift, separately for the clerical establishment and for each group of workmen,—men and women,—and for the mechanical department where hours of work are different to those for process operatives. Where hours of work are different on Saturdays please give exact details.

3. Which is the normal closing day in the week for your factory?

4. If your factory is a continuous process factory what arrangements are made for granting rest days and at what intervals are these rest days given?

*Questions.**Answers.*

5. What is the method which you adopt in calculating overtime; *i.e.*, is overtime calculated on the basis of daily hours, weekly hours or monthly hours? Please specify the departments or groups of workmen who are regularly called upon to work overtime; and in each case please give the rates of overtime allowances granted.

6. If possible, please give the numbers of workers who were called upon to work overtime during the month of May 1934 and the aggregate number of overtime hours worked by them.

*Questions.**Answer.*

7. Have you any system of granting leave to your workers with or without pay? If any definite rules are laid down please attach a copy of these rules. If no rules have been made please describe the system adopted for granting leave.

**F. FINES AND PENALTIES.**

1. Have you laid down any definite rules regarding conduct? If so, please attach a copy of these rules.

2. Where standing orders or rules have been framed what measures are taken to bring these rules to the notice of the workers employed?



*Questions.*

3. Do you fine your workpeople? If so, have you laid down any limits beyond which the workers should not be fined.

*Answers.*

4. Please give the number of cases in which fines were inflicted during the month of May 1934, and the aggregate amount of such fines.

5. How is unauthorised absence dealt with?

## Questions.

## Answers.

6. How do you deal with late attendance and what is the method you follow in reckoning wages for partial attendance?

7. Do you have the *double khadda* system in your factory; i.e., are workers called upon to forfeit two days' wages for each day's unauthorised absence?

8. Do you hand over damaged material to your workers and deduct the cost of such material from the workers' wages? If so, is the deduction made at manufacturing cost or selling price?

*Questions.*

9. In what manner are fines utilised? Have you a special fines fund; and if so, what use is the fund put to?

*Answers.***G. FIRST AID AND MEDICAL.**

1. What measures have been taken in your factory to provide first aid in case of accidents and injuries?

2. Have you a hospital or a dispensary attached to your factory; and, if so, what arrangements have you made for medical attendance?

*Questions.**Answers.*

3. Are any deductions made from the workers' wages for medical aid? If so, please specify the amounts of these deductions.

**H. HOUSING.**

1. Have you made any arrangements for the housing of your employees? Please give brief details of the arrangements made separately for Officers, Clerks, Watchmen and Workers.

*Questions.**Answers.*

2. Where housing is provided, please give the number of tenements provided and the rents charged for each class of tenement ; and please also state whether the rents charged are economic rents or rents below economic value.

3. Are any special house rent and/or travelling allowances granted in cases where housing is not provided? If so, please give exact details.

*Questions.**Answers.***I. EDUCATIONAL FACILITIES.**

1. Have you made any arrangements for providing vocational training to your workers? If so, please describe them in full.

2. Have you established any schools for—  
(a) your operatives and/or  
(b) the workers' children?

If so, please give full details and the average numbers attending the classes provided.

*Questions.*

*Answers.*

**J. RECREATION.**

1. Have you provided any facilities for recreation for your staff and workers? In each case please give full details.

**K. CRECHE, REST ROOMS AND  
DINING SHEDS.**

1. Have you established a creche in your factory for the children of your female employees? If so, please state the number of nurses and ayahs provided and the arrangements made for feeding the children kept in them.

*Questions.**Answers.*

2. Have you provided any canteens for refreshments, rest shelters or dining rooms for your workers? If so, please give details.

**L. INSURANCE AND FINANCIAL AID.**

1. Have you established any system of sickness insurance in your factory? If so, please give details and attach a copy of the rules framed, if any.



*Questions.**Answers.*

2. Have you established a Provident Fund or Funds for the benefit of your Superior and clerical staffs and/or your workers? If so, please give details as to the contributions to be made by the workers and the employers, the rates of interest allowed and the arrangements made for the security of such Funds.

3. Have any Co-operative Societies been established for the benefit of your workers? If so please state whether these societies have been formed and are controlled by the employers, the workers or by representatives of both the employers and the workers.

4. Have you any system of paying gratuities to your workers after specified periods of service? If so, please give full details.

*Questions.*

*Answer.*

**M. TRADE UNIONISM AND WORKS  
COMMITTEES.**

1. Have your workers formed a Trade Union? If so, what percentage of your workers are members of such a union?

2. Do you recognise unions of your workers? If not, please state the reasons why recognition is not accorded?

3. Have you any standing arrangements with unions of your workers for the representation of their grievances and for their discussion?

*Questions.**Answers.*

4. Have you established any Works Committees in your factory? If so, please give full details regarding the representation of the employers and the workers, the extent or scope of the discussions permitted; and please also state the extent of the success which such Committees have met with.

5. In all cases where the workers are not organised, what arrangements, if any, have been made to provide facilities for your workers to represent their complaints or grievances?

6. Is there any organisation of the employers in your Industry; and, if so, please state whether you are members of such an organisation or association?



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Government of Bombay

Office of the Commissioner of Labour,  
Secretariat :  
Bombay, 1934.

From  
J. F. GENNINGS, Esquire, C.B.E., Barrister-at-Law, J.P.,  
Commissioner of Labour,  
Secretariat, Bombay ;

To  
The MANAGER,

Subject :—General Wage Census, 1934-35.

Sir,

*In continuation of the correspondence which my office has had with you on the above subject and the visit paid to your factory by one of my Assistant Commissioners during the last few weeks, I have the honour to inform you that I am herewith forwarding to you the numbers of forms noted below together with two copies each of a Standard List of Occupations for all factory industries in the Bombay Presidency (excluding Sind), Marathi and Gujrati translations of the instructions printed in English at the back of each form, and a General Questionnaire calling for supplementary information with regard to numbers employed, hours of work, conditions of labour and welfare activities.*

2. *Complete instructions with regard to the filling up of the forms have already been given to your factory staff personally by one of my officers but I would request you to examine the full instructions given in the schedule of standard occupations and at the back of the forms very carefully before the work of filling in the forms actually commences. The Questionnaire may look rather formidable but it is more than probable that you may only have a very few questions to answer.*

3. *The " Industry group " under which your factory is to be classified for the purposes of this Census is and I should be grateful to you if this term is filled in against " Industry " on each of the forms which you send in.*

4. *My office does not anticipate that you will have any particular difficulty in filling up the forms or the questionnaire but if you are likely to experience any, my Head Office in Bombay (for factories situated in Bombay City) or my Labour Officer in Ahmedabad (for factories situated in Ahmedabad) will be glad to offer further advice*



*if you would be so good as to send a clerk round to explain the difficulties to be cleared up. For factories outside the cities of Bombay and Ahmedabad, all questions regarding difficulties should be forwarded to me by letter before the 20th June and if these cannot be solved by correspondence arrangements will be made for your factory to be revisited sometime in June or July and your returns may be kept pending till one of my officers actually calls. As far as possible, however, all efforts should be made to fill up the forms and schedules in the manner personally explained to you by one of my officers and the forms should be returned to me as soon as possible.*

*I have the honour to be,  
Sir,  
Your most obedient servant,*

*Commissioner of Labour:*

*Number of forms forwarded—*

				<i>Group A</i>	<i>Group B</i>
<i>White forms</i>	..	..	..		
<i>Blue forms</i>	..	..	..		
<i>Pink forms</i>	..	..	..		
<i>Green forms</i>	..	..	..		
<i>Yellow forms</i>	..	..	..		