



## PLANNING AND ECONOMIC AFFAIRS (BPE) DEPARTMENT

No.26518/BPE/87/Plg., Trivandrum  
dated, 11th December, 1987

### CIRCULAR

Sub- Planning and Economic Affairs Department, Bureau of Public Enterprises-Payment of increased wages/revised scales of pay etc., to the staff of Public Sector Undertakings-Detailed procedure for seeking Government Guidelines issued-Regarding.

Ref- Circular No. 27043/BPE/86/Plg., dated 2nd February 1987.

Orders have been issued making it obligatory on the part of all Public Sector Undertaking to obtain the guidelines from the Public Enterprises Board for negotiating revision in Salaries/Wages, D.A. and other perquisites. Government are considering for laying down takings for obtaining the guidelines from the Government (BPE) in the matter. Accordingly these instructions are issued in continuation of the Circular referred to above.

(i) Three months before the expiry of the validity of the existing wage agreements, the relevant information in the proforma attached to this Circular may be complied by the Management of the Public Sector Undertakings. These details should be sent in duplicate to the Administrative Department concerned with a copy to the Secretary, Bureau of Public Enterprises.

(ii) The Administrative Department will provide the necessary guidelines to the Public Sector Undertaking after due consultations with the Bureau of Public Enterprises.

The background materials to be provided by the Public Sector Undertakings to Government for deciding the guidelines on wage negotiations/revision should be in *pro formae* given in the Annexure and as explained below:-

### ANNEXURE

1. *Present and Anticipated Business Activity*- Basic information regarding installed capacity, production (past as well as future projections) may be given in Annexure A. Additional information in brief may be provided as necessary here.

2. *Personnel Budget*- Information on assets and liabilities of the company may be given in Annexure -B. Explanatory Notes may be added here as necessary.

3. *Financial Position*- Information on assets and liabilities of the company may be given in Annexure C. Additional information if any on investment and financing plans may be provided here.

4. *Operation Results.*- Past as well as projected operating results may be given in Annexure D. Additional information may be provided here as necessary.

5. *Value Added and Fund Flows.*-Information is to be provided as per Annexure E.

6. *Wage Levels and Pay Scales.*- A statement of category-wise average personnel expenses including bonus and welfare expenses may be given in Annexure F.

A statement of existing pay scales along with number of employees in each pay scales may be provided in Annexure G. A break up of personnel expenses for the past three years may be given in Annexure H. In addition, salient features of the existing long term agreements may be described here; *a copy of the agreement should be annexed.*

7. *Charter of Demands by Unions/Employees.*- The charter of demands on wage revision etc., submitted by various trade unions/ associations may be analysed and presented here as a summary, Copy of the charter of demands may be annexed if found necessary.

S, NARAYANASWAMY,  
*Chief Secretary*

NAME OF THE COMPANY.....

**BACKGROUND INFORMATION ON WAGE REVISION**

**ANNEXURE A**

**Data on Physical Production – Year – wise**

<i>Products</i>	<i>Unit</i>	<i>Past 3 years</i>			<i>Projected 3 years</i>		
		<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
<i>A Installed Capacity:</i>							
1.							
2.							
3.							
4.							
5.							
<i>B Production:</i>							
1.							
2.							
3.							
4.							
5.							
6.							

NAME OF THE COMPANY.....

**BACKGROUND INFORMATION ON WAGE REVISION**

**ANNEXURE B**

**Personnel Budget**

*Category of employees*

*Past 3 years*  
*Year 1   Year 2   Year 3*

*Projected 3 years*  
*Year 1   Year 2   Year 3*

*Unskilled Workers:*

- Semiskilled Workers
- Skilled Workers
- Supervisory Personnel
- Middle Level Executives
- Executives

NAME OF THE COMPANY.....

**BACKGROUND INFORMATION ON WAGE REVISION**

**ANNEXURE C**

**Balance Sheet (Rs. Lakhs)**

<i>Past 3 years</i>			<i>Projected 3 years</i>		
<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>

*A. Liabilities:*

Paid up Capital  
Reserves' and Surplus  
Borrowing from State Government  
Term loans  
Current liabilities  
Provisions  
Total

*B. Assets:*

Gross block  
Depreciation  
Net fixed assets  
Current assets, loans, advances  
Capital work in progress  
Investments  
P and L Accounts  
Total

NAME OF THE COMPANY.....

**BACKGROUND INFORMATION ON WAGE REVISION**

**ANNEXURE D**

**Operating results (Rs. Lakhs)**

<i>Past 3 years</i>			<i>Projected 3 years</i>		
<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>

*A. Income :*

Sales  
Other Income  
Stock differential

Total

*B. Expenses :*

Materials  
Personnel  
Duties and Taxes  
Interest charges  
Other expenses  
Depreciation

Total

*C. Profit before tax :*

NAME OF THE COMPANY.....

**BACKGROUND INFORMATION ON WAGE REVISION**

**ANNEXURE E**

**Value added and funds flows (Rs. Lakhs)**

*Past 3 years*  
*Year 1 Year 2 Year 3*

*Projected 3 years*  
*Year 1 Year 2 Year 3*

*A. Value added:*

1. Duties and Taxes:
  - (a) State Government
  - (b) Central Government

2. Interest:
  - (a) State Government
  - (b) Others

3. Depreciation

4. Wages

5. Profit/Loss (+/-)

Total

*B. flow of funds :*

*Sources:*

Net internal funds (+/-) increase in borrowings

Total

Capital Investments

Increase in working capital

Total

NAME OF THE COMPANY.....

**BACKGROUND INFORMATION ON WAGE REVISION**

**ANNEXURE F**

**Current wage levels: (Year.....)**

<i>Category</i>	<i>Nos.</i>	<i>Total annual emoluments Rs. lakhs</i>	<i>Average Month Rs.</i>
Unskilled			
Semiskilled			
Skilled			
Supervisory			
Middle level			
Executives			
Executives			
Total			



BACKGROUND INFORMATION ON WAGE REVISION

ANNEXURE G

Details of pay scales

<i>Category/Pay scales</i>	<i>Nos. Existing</i>
<i>A. Unskilled</i>	
1	
2	
3	
4	
5	
<i>B. Semiskilled</i>	
1	
2	
3	
4	
5	
<i>C. Skilled</i>	
1	
2	
3	
4	
5	
<i>D. Supervisory</i>	
1	
2	
3	
4	
5	
<i>E. Middle level Executives</i>	
1	
2	
3	
<i>F. Executives</i>	
1	
2	
3	

NAME OF THE COMPANY.....

**BACKGROUND INFORMATION ON WAGE REVISION**

**ANNEXURE H**

**Break up of personnel expenses**

<i>Item</i>	<i>(Rs. Lakhs)</i>		
	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
1. Salaries and Wages excluding D.A.			
2. Dearness Allowance			
3. House rent and other allowances			
4. Annual bonus			
5. Productivity/incentive bonus			
6. Medical reimbursement			
7. PF/ESI Pension Contributions			
8. Overtime payments			
9. Any other			
	Total		