

COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND SCHEDULED TRIBES

(FOURTH LOK SABHA)

TWELFTH REPORT

MINISTRY OF PETROLEUM AND CHEMICALS AND
MINES AND METALS (DEPARTMENT OF
PETROLEUM)

**Reservations for Scheduled Castes and Scheduled
Tribes in Gauhati Oil Refinery**



LOK SABHA SECRETARIAT
NEW DELHI

November, 1970/Kartika, 1892 (Saka)

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COMPOSITION OF THE COMMITTEE ON THE WELFARE OF
SCHEDULED CASTES AND SCHEDULED TRIBES

Shri D. Basumatari—*Chairman*.

MEMBERS

Lok Sabha

2. Shri P. C. Adichan
- *3. Shri Bhagaban Das
4. Sardar Buta Singh
5. Shri Benoy Krishna Daschowdhury
6. Shri Tulsiram Dashrath Kamble
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Rajya Sabha

21. Shri M. V. Bhadram
22. Shri Ganeshi Lal Chaudhary
23. Shri K. S. Chavda
24. Shri B. T. Kemparaj
25. Shri Lokanath Misra
26. Shri Neki Ram

*Elected on 22-4-1970 *vice* Shri Jaipal Singh died.

- *27. Shri E. M. Sangma
- **28. Shri K. P. Subramania Menon
- ***29. Shri Sukhdeo Prasad
- 30. Shri Man Singh Varma

SECRETARIAT

- 1. Shri B. K. Mukherjee—*Deputy Secretary.*
- 2. Shri J. R. Kapur—*Under Secretary.*

*Ceased to be Member of the Committee on his retirement from Rajya Sabha with effect from 2nd April, 1970 and re-elected on 19th May, 1970.

**Elected on 19th May, 1970 *vice* Shri B. D. Khobaragade who resigned from the Committee with effect from 27th February, 1970.

***Elected on 19th May, 1970 *vice* Shri Dayaldas Kurre who ceased to be Member of the Committee on his retirement from Rajya Sabha with effect from 2nd April, 1970.

INTRODUCTION

I, the Chairman, Committee on the Welfare of Scheduled Castes and Scheduled Tribes, having been authorised by the Committee to submit the Report on their behalf, present this Twelfth Report on the Ministry of Petroleum & Chemicals and Mines & Metals (Department of Petroleum)—Reservations for Scheduled Castes and Scheduled Tribes in the Gauhati Oil Refinery.

2. The Committee took the evidence of the representatives of the Ministry of Petroleum & Chemicals and Mines & Metals (Department of Petroleum) and the Gauhati Oil Refinery on the 14th July, 1970. The Committee wish to express their thanks to the Officers of the Ministry, the Indian Oil Corporation and the Gauhati Oil Refinery for placing before the Committee material and information they wanted in connection with the examination of the subject.

3. The Report was considered and adopted by the Committee on the 2nd November, 1970.

4. A summary of conclusions|recommendations contained in the Report is appended (See Appendix IX).

D. BASUMATARI,

Chairman,

NEW DELHI;
December 2, 1970.

*Committee on the Welfare of
Scheduled Castes and Scheduled Tribes.*

Agrahayana 11, 1892 (Saka).

INTRODUCTORY

1.1. The Gauhati Oil Refinery was set up with the assistance of the Rumanian Government. An agreement was concluded on the 20th October, 1958 between the Government of India and the Government of Rumanian People's Republic providing for technical and financial assistance for setting up this Refinery. Following this agreement, a commercial contract was executed on the 17th August, 1959 between Messrs. Industrial Export of Bucharest—a State-owned Company nominated by the Rumanian Government, and the erstwhile Indian Refineries Ltd. The construction of the Refinery was taken up in October, 1959. Whereas it was to be commissioned in the third quarter of 1961, it went into full operation only in the second quarter of 1962 after having started production on the 1st January, 1962.

1.2. Reservation of posts for Scheduled Castes and Scheduled Tribes in the Gauhati Oil Refinery began in 1960 when the Board of Directors (of IOC) passed a resolution to the effect that in the matter of employment, candidates belonging to Scheduled Castes and Tribes should be given preference. The text of the Office Memorandum No. D-70 dated the 3rd March, 1960 issued by the Indian Refineries Ltd. is given in Appendix I.

1.3. On the 1st January, 1970, a total number of 1278 employees (Classes I to IV) was on the staff strength of the Refinery, the total numbers of Scheduled Castes and Scheduled Tribes being 107 and 38, respectively.

II

LIAISON WITH THE BUREAU OF PUBLIC ENTERPRISES

2.1. In a written note furnished to the Committee, Indian Oil Corporation (hereinafter referred to as the "Corporation") has stated that the Bureau of Public Enterprises acts as a Clearing House. It brings to the attention of the Corporation all important instructions issued by the Government of India regarding concessions to be allowed to Scheduled Caste|Tribe candidates; it calls for statistical reports and returns from the Corporation periodically. The Corporation refers to the Bureau any points needing clarification.

2.2. The representative of the Corporation during the course of evidence has stated that "Our head office here under the Managing Director gets all the instructions both from the Bureau of Public Enterprises and the administrative Ministry and we communicate the same to the individual units and all the refineries and this sort of liaison is working quite satisfactorily."

2.3. In reply to a question, the Corporation has stated in a written note that the statistics regarding employment of Scheduled Castes and Scheduled Tribes are being maintained according to the pro-formae devised by the Bureau of Public Enterprises and they are made available to the Ministry of Petroleum and Chemicals, Bureau of Public Enterprises and the Commissioner for Scheduled Castes and Scheduled Tribes.

2.4. Two statements furnished by the Indian Oil Corporation showing (i) the total number of employees and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January, 1969 and 1st January, 1970 and (ii) particulars of recruitment made during the calendar year 1969 and the number filled by members of Scheduled Castes and Scheduled Tribes are given in Appendices II and III.

2.5. The Committee note that the Corporation is maintaining statistics as per the proformae devised by the Bureau of Public Enterprises and they are being furnished to the Ministry of Petroleum and Chemicals, Bureau of Public Enterprises and the Commissioner for Scheduled Castes and Scheduled Tribes. They would suggest that similar statistics should be maintained according to the various units of the Corporation and they should also be made available to the authorities concerned. The Committee would also like to emphasise that mere maintenance of statistics is not an end

by itself. The object of maintaining these statistics is to know the deficiency and shortfalls in the recruitment of Scheduled Castes and Scheduled Tribes in the services and to underline the need for taking urgent remedial measures to make good the shortfalls.

2.6. The Committee desire that the Ministry of Petroleum and Chemicals should watch the percentages of reservations prescribed for Scheduled Castes and Scheduled Tribes in the Gauhati Oil Refinery. The deficiencies, if any, found in the representation of Scheduled Castes and Scheduled Tribes in the services of the Refinery should immediately be brought to the notice of the Ministry so that effective remedial measures could be taken.

III

ADOPTION OF RESERVATION ORDERS

3.1. Prior to March, 1970, the Government of India had reserved 12-1/2 per cent for Scheduled Castes and 5 per cent for Scheduled Tribes in the case of vacancies filled by direct recruitment on an all-India basis by open competition and in other cases where recruitment was otherwise than by open competition, the reservation was 16-2/3 per cent for Scheduled Castes and 5 per cent for Scheduled Tribes. In the case of direct recruitment to Class III and Class IV posts which normally attracted candidates from a locality or a region, the reservation was provided generally in proportion to the population of Scheduled Castes and Scheduled Tribes in the respective State|Union Territory. The reservation did not apply to :

- (i) Vacancies filled by transfer;
- (ii) temporary appointments of less than 45 days' duration;
- (iii) purely temporary establishments such as work charged staff including the daily-rated and monthly-rated staff and
- (iv) scientific and technical posts for conducting research for organizing, guiding and directing research which were specifically exempted from the purview of the reservation orders in accordance with the orders on the subject.

3.2. The Ministry of Home Affairs *vide* their Resolution No. 27/25/68-Est. (SCT) dated the 25th March, 1970, have revised upwards the percentages of reservations for Scheduled Castes and Scheduled Tribes on the basis of the population figures of 1961 census.

3.3. It has been stated *inter alia* in the Resolution :

*"Scheduled Castes :—*Instead of the existing reservation of 12½ per cent there will be a reservation of 15 per cent of the vacancies in favour of Scheduled Castes in posts filled by direct recruitment on an all-India basis by open competition, i.e., through the Union Public Service Commission or by means of open competitive tests held by any other authority. Where recruitment is made otherwise than by open competition, the existing reservation at 16-2/3 per cent of the vacancies in favour of Scheduled Castes will continue;

*Scheduled Tribes :—*Both in recruitment by open competition and in recruitment made otherwise than by open compe-

tition to posts filled by direct recruitment on an all-India basis, the reservation in favour of Scheduled Tribes will be $7\frac{1}{2}$ per cent as against the existing reservation of 5 per cent.

In posts and service recruitment to which is made on a local or regional basis, the percentages of reservation for Scheduled Castes and Scheduled Tribes shall be revised wherever necessary after taking into account the percentages of population of Scheduled Castes and Scheduled Tribes in the various States and Union Territories according to the 1961 census."

3.4. The extent of reservations made in the Gauhati Oil Refinery for Scheduled Castes and Scheduled Tribes separately in regard to (i) direct recruitment by competitive examinations or otherwise, and (ii) promotion is as stated below:

(i) (a) For posts recruitment to which is made on all-India basis, *i.e.* Grades I to VIII.

Scheduled Castes	—	16-2/3 per cent
Scheduled Tribes	—	5 per cent

(b) For posts, recruitment to which is made locally, *i.e.* grade IX to XVI:

Scheduled Castes	—	4.7 per cent
Scheduled Tribes	—	19.2 per cent

(ii) Promotion : Scheduled Castes — 12.5 per cent
Scheduled Tribes — 5 per cent

N.B. It has been stated by the Refinery that the above figures are based on 1961 census and are liable to be revised.

3.5. In reply to a question on the adoption and implementation of the various orders and instructions relating to the reservations for Scheduled Castes and Scheduled Tribes issued by the Ministry of Home Affairs, the administrative Ministry or the Bureau of Public Enterprises, the representative of the Corporation has stated that all the orders and instructions received from these authorities, are made applicable to the Refinery Units, including the Gauhati Oil Refinery to the extent these are adopted by the management of the Corporation. In reply to another question in regard to the orders which have not been implemented, the representative of the Corporation has stated during evidence that there is one recent order from the Government that at the time of promotion by selection, the Scheduled Castes and Scheduled Tribes employees should be deemed to have received one grading higher than the

actually given to them in their confidential reports.* He has added that this order is being examined, as its implementation is likely to cause considerable resentment among other employees of the Refinery, and the management is likely to run into conflict with the Trade Unions. The representative of the Ministry has stated that the time taken by the management in examining the repercussions of the said order's implementation has not had any practical disadvantage to the Scheduled Caste and Scheduled Tribe employees as the question of promotion has not arisen in the Gauhati Oil Refinery in recent times because there is already a surplus in each category of employees.

3.6. The following orders|instructions of the administrative Ministry etc., have been adopted by the Gauhati Oil Refinery :

- (i) Notification of vacancies to Scheduled Caste and Scheduled Tribe organisations;
- (ii) Maintenance of rosters;
- (iii) Relaxation of maximum age limit for five years for Scheduled Castes and Scheduled Tribes;
- (iv) Relaxed qualifying standards, taking into account the minimum standard necessary for maintenance of efficiency of administration;
- (v) Advance intimation to firms|employment agencies so that Scheduled Caste|Tribe candidates could be given training;
- (vi) Reservation of seats in training programmes;
- (vii) Relaxation in minimum requisite qualifications;
- (viii) Promotion for Scheduled Caste|Tribe employees on the basis of seniority subject to fitness, without applying a rigid formula;
- (ix) Supersession of Scheduled Caste|Tribe employees to be brought to the notice of the competent authority;
- (x) Relaxation in matters of promotion to selection posts;
- (xi) Reservation in appointments by promotions;
- (xii) Separate merit list;

*At the time of factual verification, the Ministry of Petroleum and Chemicals and Mines and Metals have stated:

"It is stated that a study about the repercussions of the Ministry of Home Affairs orders regarding giving weightage to Scheduled Caste and Scheduled Tribe employees in the matter of rating in their annual confidential reports, for purposes of promotion, has been conducted by the Gauhati Refinery for the year 1969 and it has been found that neither any SC|ST employee would have got promotion, had the Ministry of Home Affairs orders, regarding rating of confidential reports of SCs|STs been operated, nor any other employee would have been superseded by SC|ST employees."

- (xiii) Relaxation of rules in respect of forwarding application for employment elsewhere; and
- (xiv) Travelling allowance for Scheduled Caste|Tribe candidates called for interview.

3.7. Asked whether instructions are issued to the Gauhati Oil Refinery for implementation of the fixed reservation quota in respect of Scheduled Castes and Scheduled Tribes, the representative of the Ministry has stated during evidence that instructions have been issued in February, 1970, to the Board of Directors to make a quarterly review of the reservations made in favour of Scheduled Castes and Scheduled Tribes in the matters of recruitment etc. and the results of review are awaited. A copy of the instructions dated the 23rd February, 1970, issued by the Ministry of Petroleum and Chemicals and Mines and Metals (Department of Petroleum and Chemicals) to the Managing Director, Indian Oil Corporation is given in Appendix IV.

3.8. Asked to state the procedure evolved in the administrative Ministry to ensure that the reservation orders|instructions are actually being implemented, the Ministry has in a written note stated:

“This Ministry keep a watch over the implementation of reservation orders by obtaining quarterly return regarding reservation for the employment of Scheduled Castes and Scheduled Tribes in the various Public Sector undertakings under the administrative control of this Ministry.”

3.9. Regarding refixation of reservation quota for Scheduled Castes and Scheduled Tribes in accordance with the revised orders of the Government of India, the representative of the Corporation has stated that the revised figures as received by the Corporation management from the Ministry have been communicated to the General Manager, Gauhati Oil Refinery, for necessary action. He has added that about 60 per cent of the employees in the Gauhati Oil Refinery are from local areas and the rest are from other States.

3.10. The Committee note the present percentage of reservations provided for Scheduled Castes and Scheduled Tribes in the Gauhati Oil Refinery. They hope that with the enhancement of the percentages of reservations by the Government of India for Scheduled Castes from 12½ per cent to 15 per cent and for Scheduled Tribes from 5 per cent to 7½ per cent in posts filled by direct recruitment on all-India basis, the Corporation and its Refinery units would also raise upward the percentage of reservation for Scheduled Castes and Scheduled Tribes accordingly. In this connection the Committee would like to invite the attention of the Ministry to the following observations made by the Ministry of Finance (Bureau of Public Enterprises) in relation to the enhancement of the percentages of reservations for Scheduled Castes and Scheduled Tribes in the ser-

vices of Public Undertakings, (vide Seventh Report of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes—Fourth Lok Sabha):

"If the existing percentages of reservation for Scheduled Castes and Scheduled Tribes in Government services are revised upwards, on the basis of the population figures of 1961 Census or otherwise, there may not be much objection to adopting these percentages for the Public Enterprises also."

3.11. The Committee are unhappy to note that the Corporation has not yet adopted the Home Ministry's orders regarding giving weightage to the Scheduled Caste|Tribe candidates in the matter of rating in the annual confidential reports for purposes of promotion "as it is felt that the concessions cannot be incorporated into our promotional policy unilaterally as Employees' Unions are bound to resist it."

3.12. The Committee note with concern that no evaluation has so far been made about the number of persons in the different cadres belonging to Scheduled Castes and Scheduled Tribes in the Gauhati Oil Refinery, who will get promotion if this benefit is extended to them or the number of persons who will be superseded if the promotion takes place according to the revised system of rating. They further note that instructions have been issued by the Corporation to the Gauhati Oil Refinery to make such a study. The Committee strongly urge that the instructions issued by the Ministry of Home Affairs should be scrupulously observed in the matter of promotions also.

***At the time of factual verification, the Ministry of Petroleum and Chemicals and Mines and Metals have stated:**

"It is stated that a study about the repercussions of the Ministry of Home Affairs orders regarding giving weightage to Scheduled Caste and Scheduled Tribe employees in the matter of rating in their annual confidential reports, for purposes of promotion, has been conducted by the Gauhati Refinery for the year 1969 and it has been found that neither any SC|ST employees would have got promotion, had the Ministry of Home Affairs orders, regarding rating of confidential reports of SCs|STs been operated, nor any other employee would have been superseded by SC|ST employees"

IV

RECRUITMENT PROCEDURE

4.1. According to its recruitment procedure, the Corporation has the following approved scales:

Grade I	Rs. 2750 fixed
Grade II	Rs. 2500 fixed
Grade III	Rs. 2000—125—2250
Grade IV	Rs. 1600—100—2000
Grade V	Rs. 1300—60—1600
Grade VI	Rs. 1100—50—1400
Grade VII	Rs. 700—40—110—50—1250
Grade VIII	Rs. 460—30—670—EB—35—1020
Grade IX	Rs. 375—22—485—EB—28—625
Grade X	Rs. 290—17—375—EB—22—485
Grade XI(A)	Rs. 215—11—270—EB—14—340
Grade XI(B)	Rs. 215—11—270—EB—14—298—16.50—413.50
Grade XII	Rs. 170—9—215—EB—11—292
Grade XIII	Rs. 115—7—150—EB—9—213
Grade XIV	Rs. 90—5.50—123—EB—7—179
Grade XV	Rs. 63—3.50—84—EB—4.50—120
Grade XVI	Rs. 56—2.50—71—EB—3.50—99

4.2. The General Manager of the Refinery is the competent authority for appointment to posts from Grades VIII to XVI. Appointments to posts from Grades III to VII are made by the Head Office. The power for creation of all posts other than those of the General Managers, below the Board level irrespective of pay vests with the Board of Directors. The Government approval is necessary for appointment to posts in scale of Rs. 2500—3000 and above of persons who have already attained the age of 58 years whether they be from Public Sector or Private Sector."

4.3. For purposes of classification* according to pay scales, the Corporation has grouped the various categories of posts into Class I, II, III and IV as follows:

- (i) Posts carrying a pay or scale of pay with maximum of not less than Rs. 950—Class I.
- (ii) Posts carrying a pay or scale of pay with a maximum of not less than Rs. 575 but less than Rs. 950—Class II.

*At the time of factual verification, the Ministry of Petroleum and Chemicals and Mines and Metals have stated:

"No classification of posts as such has been made by the Corporation. Posts in various scales have been categorised to follow the Government pattern for reporting purposes for Government's convenience."

(iii) Posts carrying a pay or scale of pay with a maximum of not less than Rs. 110 but less than Rs. 575—Class III.

(iv) Posts carrying a pay or scale of pay the maximum of which is less than Rs. 100—Class IV.

4.4. The total number of employees and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January, 1970 is given below:

Grade	Category of posts	Total No. of employees	No. of employees		Percentage		Shortfall	
			SC	ST	SC	ST	SC	ST
1	2	3	4	5	6	7	8	9
Class I	Supervisory	119	2	1	1.68	0.84	14.98	4.16
Class II	Do.	13
Class III	Non-Supervisory	731	37	21	5.06	2.87	..	16.33
Class IV	Do.	415	68	16	16.38	3.85	..	15.35

4.5. According to the recruitment procedure of the Corporation, there are Selection Committees for selections to posts in the various grades of the Refinery. For selection to posts in the Grades I to V, there is a Selection Committee consisting of the resident Director of the Company and the Chief Personnel Officer. Additional members as Technical Experts from outside are coopted on the Selection Committee wherever necessary.

4.6. For selection to posts in the Grades VI, VII and VIII, the Selection Committee consists of the Managing Director or his representative, the Chief Personnel Officer or his representative and a representative of the department concerned (if available at the Headquarters). Additional members as Technical Experts from outside are coopted on the Selection Committee when necessary.

4.7. For grades IX to XVI, the Selection Committee consists of the following:

For Technical posts:

- (i) The Dy. General Manager (Technical)|Chief Engineer or his representative.
- (ii) Representative of the Department concerned.
- (iii) Representative of the Personnel Department.

- (iv) For recruitment to posts in the Gauhati and Barauni Refineries, a representative of the Assam|Bihar Government, as the case may be, would also be associated with the selections.

For Non-Technical Posts:

- (i) The General Manager or his representative.
- (ii) A representative of the Department concerned.
- (iii) A representative of the Personnel Department.

In case of Gauhati and Barauni Refineries, a representative of the Assam|Bihar Government, as the case may be, would also be associated in the selections.

The quorum for these Selection Committee meetings is three.

4.8. It has been stated in the recruitment procedure that "the Selection Committee will be of an advisory character and, in case the recommendations of the Selection Committee are not accepted by the competent appointing authority, adequate reasons for rejecting the recommendations shall be recorded by the appointing authority." It has also been stated that there has been no case during the last three years when the appointing authority rejected the recommendations of the Selection Committee.

4.9. It has been provided that while selecting candidates for the various posts, the respective Selection Committees will keep in view the Government's policy in respect of the reservation of posts for the Scheduled Castes|Tribes. As regards determining their suitability the following relaxations are considered by the Corporation|Refinery:

"Though they are expected to possess the requisite educational qualifications, they may be selected even if they do not have the requisite skill but have the necessary potential for development after proper training."

4.10. Asked to state whether representatives of Scheduled Castes|Tribes are included in the various Selection|Promotion Boards of the Gauhati Oil Refinery, the representative of the Corporation has stated that they do not have sufficient number of Scheduled Caste|Tribe Officers for inclusion in such Selection Committees|Boards. He has added that if a Scheduled Caste|Tribe Officer, having the necessary expertise about the posts advertised is available, they would certainly include him in the Selection Boards.

4.11. In reply to a question if the Scheduled Castes and Scheduled Tribes are interviewed in separate batches or on separate dates, as per Ministry of Home Affairs O.M. No. 16|165-Est.(C) dated the 20th 2420 (Aii) LS—2.

July, 1965, the representative of the Corporation has stated that this is not done separately but all candidates irrespective of their caste or community are interviewed in the same batch and on the same date.

4.12. The representative of the Corporation has also stated that the circular about the bloc-wise recruitment of Scheduled Castes and Scheduled Tribes issued by the Ministry of Home Affairs has not so far been received by the Gauhati Oil Refinery.

4.13. In regard to the recommendations of the Yardi Working Group that Public Sector Undertakings should be made to follow the same rules and procedure for recruitment of Scheduled Castes and Scheduled tribes as are followed by the administrative Ministries/Departments concerned for posts under their control and that as a part of the planning of manpower needs these undertakings should indicate to the National Employment Service their manpower requirements so that Scheduled Caste candidates could be given training to meet these needs, the Corporation in a written note has stated:

"The administrative Ministry's communication was received at the Headquarters of the Indian Oil Corporation Ltd. (Refineries Division) on 4th May, 1968. Our refineries do not receive instructions from the administrative Ministry direct. Management's instructions based on Government's orders were communicated to Gauhati Refinery on 26th February, 1969 and should have reached there by 1st March, 1969. As this was an important matter concerning the Corporation as a whole and as the revised instructions received from the Ministry involved departure from the previous resolution passed by the Board of Directors of the erstwhile Indian Refineries Limited on 19th February, 1960, the issue had to be considered in some details especially as in view of the historical background, the implementation of Government instructions regarding reservations for Scheduled Castes and Scheduled Tribes was not uniform in the two Divisions."

4.14. Asked whether the Ministry of Petroleum and Chemicals had issued any directive to the Gauhati Oil Refinery in accordance with the Ministry of Finance (Bureau of Public Enterprises) O.M. dated the 24th September, 1969, the representative of the Ministry has stated that the Indian Oil Corporation have agreed to follow *in toto* the Government's rules and instructions in the matter of reservations for Scheduled Castes and Scheduled Tribes and a formal directive is also being issued.

4.15. The Committee regret to note that although the Ministry of Home Affairs have laid down that the Scheduled Caste and Scheduled Tribe candidates should, wherever feasible, be taken for interview in separate blocs and on separate dates so that they are not judged in

comparison with general candidates, the Corporation|Refinery does not interview such candidates in separate blocs and on separate dates. The Committee feel that due to non-adoption of these orders, the Scheduled Caste and Scheduled Tribe candidates would be at great disadvantage as compared to other candidates in so far as recruitment in the Gauhati Oil Refinery is concerned. The Committee would, therefore, urge that the Scheduled Caste|Tribe candidates should be interviewed in separate blocs on separate dates.*

4.16. The Committee further note that the Selection Committees|Promotion Boards of the Gauhati Oil Refinery do not include any representative of Scheduled Castes or Scheduled Tribes inasmuch as they do not have sufficient number of Scheduled Caste|Tribe Officers for inclusion in such Committees|Boards. They, however, note that the Corporation would not have any objection to including a Scheduled Caste|Tribe Officer in the Committee|Board provided one is available with the necessary expertise. The Committee recommend that till such time as a suitable Scheduled Caste|Tribe Officer is available in the Gauhati Oil Refinery for inclusion in the Selection Committees|Promotion Boards, a Scheduled Caste|Tribe Officer of the Indian Oil Corporation may be associated with the Selection Committees|Promotion Boards of the Gauhati Oil Refinery.

4.17. The Committee are glad to note that the Corporation has agreed to follow in toto the Government's rules and instructions in the matter of reservations, for Scheduled Castes and Scheduled Tribes and that a formal directive is also being issued.

*At the time of factual verification, the Ministry of Petroleum and Chemicals and Mines and Metals have stated:

"It is stated that we have now, on a recent reference from the Government, decided to interview Scheduled Caste|Scheduled Tribe candidates in separate sittings. The Gauhati Refinery is being apprised of this decision."

V.

EMPLOYMENT NOTICES

5.1. Vacancies of all categories of sanctioned posts in the Refinery are notified to the appropriate Employment Exchanges in the manner and form prescribed in Rule 4 of the Employment Exchange (Compulsory Notification of Vacancies) Rules, 1960. Direct recruitment action is taken only when the appropriate Employment Exchanges furnish a 'Non-availability Certificate'.

5.2. The recruitment procedure of the Corporation provides the following:

- * (i) All sanctioned posts will normally be advertised;
- (ii) Advertisement for all posts in Grades I to VIII(B) will normally be issued on all India basis;
- (iii) Advertisements of posts in Grades IX to XVI will normally be issued to at least 2 leading newspapers in the State where the project is located and to such other newspapers in other States as may be considered necessary.
- (iv) A copy of the advertisement for highly technically qualified personnel will be sent to the Ministry of Education and Council of Scientific and Industrial Research, so that they may bring the advertisement to the notice of Indian Nationals studying abroad or who have returned from overseas;
- (v) Copies of the notifications of vacancies to Employment Exchanges and advertisements shall be put up to the notice boards of the company for the information of the existing employees.
- (vi) A copy of each advertisement issued by a project is also sent to other projects of the Company for information of the employees and also to Head Office for information.

*At the time of factual verification, the Ministry of Petroleum and Chemicals and Mines and Metals have stated:

"In regard to sub-point i) it may be clarified that the position has since undergone change with the coming into force of the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 and the Government instructions that all posts carrying pay upto Rs. 500 per month should be filled through the local Employment Exchange. This instruction has been passed on to the units and is being followed."

5.3. A form of advertisement that is inserted in the newspapers for inviting applications for recruitment in Gauhati Oil Refinery is given in Appendix V.

5.4. Asked to state whether the specific number of posts reserved for Scheduled Castes and Scheduled Tribes is mentioned in the advertisements, the Corporation has stated: "It was not done generally. We have, however, now decided to indicate the number of posts invariably."

5.5. Asked to state whether the posts are advertised in all regional newspapers, the Corporation has stated that such advertisements are issued to only leading newspapers, viz. (i) *The Assam Tribune*, Gauhati (English); (ii) *The Nautun Assamiya*, Gauhati (Assamese). In addition to the advertisements, the Refinery also notifies the vacancies to the Assam State Depressed Classes League and the Assam Seva Samiti.

5.6. Asked to state whether full reasons are recorded and communicated to the Employment Exchanges for rejection of Scheduled Castes/Tribes candidates recommended by them, the Corporation has stated that this is not being done because the practice of Selection Committees is to record the suitability of the candidates and not detailed reasons for rejection of others.

5.7. A statement showing the number of personnel recruited during each of the last three years through (i) Employment Exchange; (ii) Direct recruitment (through advertisement and other sources); (iii) Internal Promotion; and (iv) transfer or on deputation from Government departments or public undertakings and the number of Scheduled Castes and Scheduled Tribes candidates amongst them is given below:

Mode of recruitment	1967			1968			1969		
	Total	SC	ST	Total	SC	ST	Total	SC	ST
A. Throuh Employment Exchange	6	—	1	13	—	1	9	1	1
B. Direct through Advertisements etc.	8	1					1		
C. Internal Promotion	32	3		53	2		78	4	2
D. Deputation from Govt. Deptts.				1			2		

5.8. The Committee note that the Gauhati Oil Refinery was not mentioning the number of posts reserved for Scheduled Castes and Scheduled Tribes in advertisements issued to the press in the past.

In advertisements, it was only mentioned that other things being equal, preference would be given to candidates belonging to Scheduled Castes and Scheduled Tribes. The Committee, however, note with satisfaction that the Corporation|Refinery has now decided invariably to indicate the number of posts reserved for Scheduled Castes and Scheduled Tribes in the advertisements issued by them. The Committee suggest that in addition to intimating the vacancies to the leading newspapers and to the associations of Scheduled Castes and Scheduled Tribes, the Refinery should also notify the vacancies to the MPs and MLAs. belonging to Scheduled Castes and Scheduled Tribes in the State:

5.9. The Committee are unhappy that it is not the practice of Selection Committees in the Refinery to record the reasons for the rejection of Scheduled Castes|Tribes candidates sponsored by the Employment Exchanges. The Committee consider it imperative that the Employment Exchanges should know the deficiencies or otherwise of the candidates sponsored by them for the purpose of selection. The Committee would urge that the recruitment procedure of the Refinery should be modified so as to make it obligatory on the part of the Selection Committees to record the precise reasons for the rejection of the Scheduled Castes and Scheduled Tribes candidates sponsored by the Employment Exchanges. In this connection, attention of the Ministry is invited to the Office Memorandum No. 14|12|67-Estt. (D) dated the 10th April, 1968 (See Appendix VI) by the Ministry of Home Affairs to all Ministries|Departments of the Government of India regarding vacancies reserved for Scheduled Castes, Scheduled Tribes and Ex-srvicemen.

VI.

STAFF STRENGTH AND SHORTFALLS

6.1. The total strength of employees in the Gauhati Oil Refinery as on 1st January, 1970, has already been given in para 1.3. The reservation for Scheduled Castes and Scheduled Tribes obtaining at present in the Gauhati Oil Refinery has been given in para 3.4.

6.2. From the statement given in para 4.4, it is observed that more posts than the prescribed quota have gone to Scheduled Castes candidates in respect of Class III and Class IV. The Corporation has stated that "the main reasons for the shortfall in the employment of Scheduled Tribes is that sufficient number of suitable candidates belonging to the community with requisite qualifications are not forthcoming. Apart from this, during the construction stage of the refinery, recruitment action could not wait for observing all the formalities of reservation. In order to ensure timely completion and start-up of the refinery, posts had to be de-reserved immediately if suitable candidates from these communities were not available. The recruitment then made has consequently been carried forward. This has resulted in overall shortfall."

6.3. During the course of evidence, the representative of the Corporation has stated that appointments were mostly made during 1960—62, whereas the instructions and orders issued by the Ministry of Home Affairs in the matter of reservations for Scheduled Castes and Scheduled Tribes were received, in 1964 only. A resolution was passed by the Board of Directors of the Corporation in 1960 to the effect that in matters of employment, candidates belonging to Scheduled Castes and Scheduled Tribes should be given preference. In the light of the directive from the Board of Directors, subsequent recruitments from amongst the Scheduled Castes and Scheduled Tribes were regulated accordingly. It has been stated that the present percentage of Scheduled Castes and Scheduled Tribe employees in various categories of posts under the Refinery is the result of that directive given by the Board in 1960.

6.4. A statement showing the recruitment made during the years 1967, 1968 and 1969 in various categories and the number of Scheduled Caste|Tribe candidates recruited is given below:

Year	Post	Scale	total	SC	ST
1967	1. Asstt. Engr, (Garage)	400-950	1	—	—
	2. Shift Inspector	170-292	1	—	—
	3. Staff Nurse	Do.	1	—	—
	4. Typist	115-213	6	1	—
	5. Teleprinter Operator	Do.	1	—	—
	6. Security Watchman	56—99	4	—	1
			14	1	1
1968	1. Jr. Clerk	115-213	1	—	—
	2. Typist	Do.	2	—	—
	3. Tech. Gr. III Fleet.	Do.	2	—	—
	4. Ward Girl	56-99	1	—	—
	5. Security Watchman	Do.	8	—	—
			13	—	—
1969	1. Jr. Tester	170-292	4	1	—
	2. Jr. Stenographer	Do	2	—	—
	3. Typist	115-213	2	—	1
	4. Asstt. Lab. Technician	Do.	1	—	—
	5. Security Watchman	56—99	1	—	—
			10	1	1

6.5. A statement showing the number of Scheduled Castes and Scheduled Tribes interviewed, selected and appointed during 1967, 1968 and 1969 is given in Appendix VII.

6.6. The Committee note that against 119 Class I Supervisory posts in the Gauhati Oil Refinery (as on 1.1.1970), vide para 4.4, there are only two Scheduled Castes and one Scheduled Tribe employees. The shortfall is to the extent of 14.98 per cent in respect of Scheduled Castes and 4.16 per cent in respect of Scheduled Tribes. In Class II

posts, there is no Scheduled Caste/Tribe employee. While the percentage of Scheduled Castes employees in Class III non-Supervisory posts is 5.06 as against the prescribed percentage of 4.7, the percentage of Scheduled Tribe employees is only 2.87 against the reservation of 19.2 per cent, i.e. a shortfall of 16.33 per cent. The Committee would strongly urge that the Refinery should make all-out efforts to recruit more Scheduled Tribes employees in Class III non-Supervisory posts as and when vacancies occur in future.

6.7. The Committee are unhappy that there are no Scheduled Caste/Tribe employees in Class II Supervisory posts. The Refinery should take suitable steps to induct qualified Scheduled Caste/Tribe employees in Class II Supervisory posts.

6.8. The Committee fail to understand why no Scheduled Castes/Tribes could be appointed as a Typist in 1968 and 1969 in as much as there does not appear to be any dearth of suitable Scheduled Caste/Tribe typists in the country. They feel that no energetic steps were taken to advertise the posts or to give adequate publicity to the vacancies. The Committee recommend that the Employment Exchanges should be approached to send suitable Scheduled Caste/Scheduled Tribe candidates even if they (the Employment Exchanges) fail to furnish a panel initially in respect of the demand from the appointing authority.

6.9. The Committee are distressed to note that no Scheduled Caste or Tribe candidate could be appointed even as a Security Watchman in 1968 and 1969 for which no special qualifications are necessary. The Committee hope that the present shortfalls would be made up by the Refinery as early as possible by resorting, if necessary, to ad hoc recruitment of Scheduled Caste/Tribe candidates.

VII

PROMOTIONS

7.1. As already stated earlier, there is reservation to the extent of 12½ per cent. for promotion for Scheduled Castes and 5 per cent. for promotion for Scheduled Tribes in the Gauhati Oil Refinery. For promotions to the Supervisory Grade (Class II), the Scheduled Caste/Tribe candidates are not considered on the basis of relaxed standards as laid down in the Ministry of Home Affairs Office Memorandum No. 1/12/67-Ests(C) dated the 11th July, 1968. The Committee have already commented on this matter in para 3.11 of this Report.

7.2. A statement showing the total number of employees promoted and the number and percentage of Scheduled Castes and Scheduled Tribes among them in 1967, 1968 and 1969 is given in Appendix VIII.

7.3. The Committee are constrained to observe that there has been no promotion of Scheduled Caste/Tribe employees in Class II Supervisory posts during 1967, 1968 and 1969. Taking all the categories together, there have been only nine cases of promotion involving Scheduled Castes out of 163 during the period 1967 to 1969. There have been only two cases of promotion involving Scheduled Tribes during the same period and that too in Class III posts. The Committee are distressed to note that there is considerable shortfall in the promotions of employees belonging to these communities, especially of Scheduled Tribes. They would urge that all-out efforts should be made to bring the staff belonging to Scheduled Castes and Scheduled Tribes upto the desired standard so that they are able to earn their promotions.

VIII

IN-SERVICE TRAINING

8.1. The necessity of in-service training for Scheduled Castes and Scheduled Tribes is all the more important because of the complete absence of representation of Scheduled Castes/Tribes in Class II Supervisory posts.

8.2. In the course of evidence, the Committee enquired whether any special in-service training was given by the Gauhati Oil Refinery to Scheduled Castes/Tribes recruited in various technical and non-technical posts. The representative of the Corporation has stated that they have a training establishment in-charge of training officers. Persons belonging to Scheduled Castes and Scheduled Tribes are given equal facilities for undergoing training at these centres. He has further stated that no quota for Scheduled Caste/Tribe candidates is fixed that for in-service training.

8.3. The percentage of Scheduled Caste and Scheduled Tribe employees among those who have received in-service training is given below:

Scheduled Castes	—	7.4 per cent
Scheduled Tribes	—	2.3 per cent

8.4. When asked about the number of Scheduled Caste/Tribe employees sent abroad for special training during the last three years, the representative of the Corporation has stated during evidence that no employee of the Refinery has been sent abroad for training during this period.

8.5. The Yardi Working Group had recommended in its Report (1967) as follows:

“As an experimental measure, it would be desirable to select the best among the candidates being considered for selection, give them in-service training and confirm them only after they have acquired the requisite proficiency. In the initial stages, this could be confined to the non-technical and quasi-technical posts.”

8.6. The above recommendation of the Working Group was accepted by the Government in regard to non-technical and quasi-technical Class III and Class IV services/posts filled by direct recruitment otherwise than through a written examination, i.e., by direct recruitment on the basis of applications, nominations from

Employment Exchanges, whether followed by interviews or not. The Ministry of Home Affairs have conveyed the decision of the Government to all Ministries|Departments *vide* their O.M. 24/7/67(1)-ESTT(SCT) dated the 24th September, 1968, relevant extracts from which are reproduced below:

"...With effect from the date of issue of this Memorandum, in case where the requisite number of Scheduled Caste/Tribe candidates fulfilling even the lower standards are not available to fill the vacancies reserved for them, the selecting authorities should, to the extent of the vacancies reserved for Scheduled Castes/Scheduled Tribes in non technical and quasi technical Class III and Class IV services/posts requiring to be filled by direct recruitment otherwise than by written examination, select for appointment the best amongst the Scheduled Caste/Scheduled Tribe candidates who fulfil the minimum educational qualifications laid down in the notice for recruitment/advertisement, and in order to bring them upto the minimum standard necessary for the posts and for the maintenance of efficiency of administration, they should be given in-service training. The in-service training will be provided by the appointing authorities within their own offices. Such candidates will, on their appointment, be placed on probation and the rules/orders regarding probation will apply to them."

8.7. The Committee note that no quota has been fixed for Scheduled Castes/Scheduled Tribe candidates for receiving in-service training in the training establishment of the Refinery. The Committee, however, would like to emphasise that the Scheduled Castes/Tribes because of their general and educational backwardness are in special need of specialised training so that they can compete and come up to the required standard for earning their promotions. The Committee hope that the Refinery would encourage all the Scheduled Castes/Tribe employees to receive the benefit of in-service training provided by the Refinery Establishment. The Committee would also urge that the recommendation of the Yardi Working Group, which has already been accepted by the Government, should be implemented by the Corporation.

IX

MAINTENANCE OF ROSTERS

9.1. In a written note furnished to the Committee, it has been stated that detailed instructions have been issued to the Gauhati Oil Refinery regarding maintenance of rosters. These rosters are being maintained as from 24th January, 1969. It has been stated by the Corporation that it is the responsibility of the Chief Personnel Officer at the Headquarters of the Corporation to inspect these rosters when he visits the refineries.

9.2. Asked whether rosters are being maintained by the Gauhati Oil Refinery in accordance with the orders on the subject, the representative of the Corporation has stated that all the refineries under them are maintaining rosters in accordance with the instructions on the subject and these rosters are being inspected by the Managing Director* of the Corporation from time to time.

9.3. It has been further stated that the Chief Personnel Officer has not been able to visit the Gauhati Oil Refinery since maintenance of rosters was started at the Gauhati Oil Refinery.

9.4. The Committee note the present position in regard to maintenance of rosters. They would suggest that the rosters should be inspected by the Chief Personnel Officer whenever he visits the headquarters of the refineries. Any deficiencies in the maintenance of rosters should be brought to the notice of the General Manager of the Refinery for necessary remedial action.

*At the time of actual verification, the Ministry of Petroleum and Chemicals and Mines and Metals have suggested substitution of the words 'Managing Director' by 'Chief Personnel Officer'.

X

DERESERVATION OF POSTS

10.1. In regard to the procedure for dereservation of posts, the Gauhati Oil Refinery has stated that "Our previous policy was to immediately dereserve vacancies if suitable Scheduled Caste/Scheduled Tribe candidates were not available. The vacancies were filled from among the best available candidates. From January, 1969, if suitable Scheduled Caste/Scheduled Tribe candidates are not available the vacancies are kept reserved for two years and dereserved thereafter with the approval of the appointing authority."

10.2. When asked about the number of posts dereserved in each of the categories of posts available in the Gauhati Oil Refinery during the last three years, the representative of the Corporation has stated during evidence that dereservation was done at the beginning of 1960-61, because sufficient number of candidates from amongst the Scheduled Castes and Scheduled Tribes was not coming forward for employment. He was added that afterwards they did not have any occasion to de-reserve a vacancy reserved for these communities, because there has been surplus staff and the question of dereserving posts has not arisen. He has also stated that the General Manager of the Refinery is the competent authority to dereserve a post, if he is the appointing authority therefor. The representative of the Refinery has assured the Committee that in case a recruitment takes place in any category of posts, they would protect the interests of Scheduled Caste and Scheduled Tribe employees of the Refinery.

10.3. The Corporation has also affirmed that the Gauhati Oil Refinery has agreed to fall in line with the Government of India's latest instructions (vide Ministry of Home Affairs O.M. No. 27/25/68-Est. (SCT) dated the 25th March, 1970, that the posts which could not be filled from Scheduled Castes and Scheduled Tribes should be carried forward for three recruitment years instead of two recruitment years as at present.

10.4. The representative of the Corporation has also stated that there has been no case of supersession of any Scheduled Caste or Scheduled Tribe employee during the last three years.

10.5. The Committee note that the Gauhati Oil Refinery has adopted the orders of the Government of India in regard to dereservation of posts and carrying forward of reserved vacancies for three recruitment years.

10.6. In this connection, the Committee would like to invite the attention of the Ministry of Petroleum and Chemicals and the Gauhati Oil Refinery to the Ministry of Home Affairs instructions that all cases of dereservation should be reported to the Ministry concerned and to the Commissioner for Scheduled Castes and Scheduled Tribes with a note indicating the efforts made to get suitable candidates for their information. The Committee would also suggest that in future before dereserving a particular post, the Employment Exchanges should be approached to get suitable Scheduled Caste and Scheduled Tribe candidates.

NEW DELHI;
December 2, 1970

Agrahayana 11, 1892 (Saka).

D. BASUMATARI,
Chairman,
Committee on the Welfare of
Scheduled Castes and Scheduled
Tribes.

APPENDIX I
(Vide Para 1.2 of Report)
INDIAN REFINERIES LIMITED

New Delhi, the 3rd March, 1960.

Office Memorandum No. D-70

SUBJECT: *Reservation of posts for Scheduled Castes and Scheduled Tribes.*

The Board of Directors have approved the proposal to follow Government instructions regarding reservation of posts for Scheduled Castes and Scheduled Tribes and the percentages reserved for them in the matter of recruitment of posts in Indian Refineries Limited, provided that if sufficient candidates of the reserved communities are not available, the vacancies should be filled by the best available candidates. This policy may please be followed in future.

(Reference Minute No. 216 of the minutes of the meeting of the Board of Directors held on 19th February, 1960)

(Sd.) Secretary to the Board

APPENDIX II

(Vide para No. 2.4)

Name of the Public Undertaking : Indian Oil Corporation Ltd.,
(Refineries Division).

Statement showing the total number of employees and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January of 1969 and 1970.

Classification of Post/Service	Total on 1st January	Number of Scheduled Castes		Number of Scheduled Tribes		Remarks
		No.	% to Col.2	No.	% to Col.2	
I	2	3	4	5	6	7
<i>PERMANENT</i>						
Class I	As on 1-1-1969 :	316	4	1.27	1	0.32
	As on 1-1-1970 :	409	5	1.22	1	0.24
Class II	As on 1-1-1969 :	116	—	—	—	—
	As on 1-1-1970 :	52	—	—	—	—
Class III	As on 1-1-1969 :	2727	100	4.19	21	0.77
	As on 1-1-1970 :	2882	97	3.37	20	0.69
Class IV (Excluding Sweepers)	As on 1-1-1969 :	773	41	5.30	20	2.58
	As on 1-1-1970 :	814	49	6.02	21	2.58
Class IV (Sweepers)	As on 1-1-1969 :	156	156	100	—	—
	As on 1-1-1970 :	173	173	100	—	—
<i>TEMPORARY</i>						
Class I	As on 1-1-1969 :	165	—	—	—	—
	As on 1-1-1970 :	174	—	—	—	—
Class II	As on 1-1-1969 :	41	1	2.44	—	—
	As on 1-1-1970 :	27	—	—	—	—
Class III	As on 1-1-1969 :	700	10	1.43	2	0.3
	As on 1-1-1970 :	453	15	3.31	1	0.9

1	2	3	4	5	6	7
Class IV Excluding Sweepers:	As on I-I-1969 :	224	27	12.06	4	1.8
	As on I-I-1970 :	105	18	17.14	4	3.8
Class IV (Sweepers)	As on I-I-1969 :	30	30	100	—	—
	As on I-I-1970 :	14	14	100	—	—

APPENDIX IV

(Vide Para 3.7 of Report)

B. MUKERJI

D.O. No. I-17012/2/70-Gen.

GOVERNMENT OF INDIA
MINISTRY OF PETROLEUM AND CHEMICALS AND MINES
AND METALS
(DEPARTMENT OF PETROLEUM & CHEMICALS)

New Delhi, the 23rd February, 1970.

Dear Shri Major General Sardha Nand Singh,

SUBJECT: *Reservation for, and employment of Scheduled Castes/
Tribes in Public Enterprises.*

As you are aware Government is most anxious that the reservation for Scheduled Castes/Tribes should be implemented to the maximum extent in all Government and Public organisations. Recently some Members of Parliament have brought to the pointed notice of the Prime Minister difficulties experienced, particularly by STs candidates, in the matter of recruitment as well as promotion in services. They have also addressed Minister for Petroleum & Chemicals and Mines & Metals in the matter.

2. Briefly, the types of difficulties complained of are:—

- (1) Due to the indifferent and unsympathetic attitude of the selecting and appointing authorities, the Scheduled Tribe candidates are not selected for the posts reserved for them, not only to Class I and II Posts, but even to Class III and IV posts.
- (2) A graduate Scheduled Tribe is not appointed as Lower Division Clerk, on the ground that he may not continue to serve in the post if he gets a better job in accordance with his educational qualification. At the same time, this graduate Scheduled Tribe is not selected for the post of U.D.C. on the ground that he is not upto the standard. The Central and State Governments then publish reports that qualified Scheduled Tribe candidates are not available.
- (3) In spite of the Ministry of Home Affairs O.M. No. 1/2/67 Est(C) dated 11th July, 1968, regarding the method of

filling up by promotion the posts reserved for SCs and STs, due consideration is not being given to STs. candidates. Every effort is being made to block their promotion under some excuse or other though their records may be better than those of other persons.

- (4) The Liaison Officers, who are to ensure due compliance of the various orders in each organisation, are not fulfilling their obligations.

3. The MPs have also cited various instances of alleged injustice in support of their complaint. They point out that the Scheduled Tribes, particularly Adivasis, were neglected by the British and even now, after 22 years of Independence, they continue to be neglected not only in services but in every other respect, compared even to the Scheduled Castes, not to speak of the advanced classes. This despite the safeguards provided in the Constitution and the Acts/Rules etc. made thereunder. The MPs have pleaded for redress of their grievances.

4. You are aware that your organisation has agreed to abide by the reservation orders issued from time to time. It would therefore, be appropriate for a thorough review to be made by you to examine the extent to which the reservations have been implemented, and to apply, from time to time, remedial measures to avoid complaints of the present kind. This Ministry feels that the subject should be reviewed, against actual figures, periodically by your Board, say at least once every quarter. It should also be stipulated that in advertisements issued for employment, the vacancies for reservation should be suitably brought to notice and a check up at a suitable level made to see that in fact, persons in the reserved classes are called for interview and tested, when available.

I should be grateful if you would give serious thought to this problem on the lines indicated above and in other ways suitable to your organisation.

Yours sincerely,
(Sd.) B. MUKERJI.

Maj. Gen. Sardha Nand Singh,
Managing Director,
Indian Oil Corporation Ltd.
(Refineries Division), Indiaoil Bhavan,
Janpath,
New Delhi.

APPENDIX V

(Vide para 5.3 of Report)

INDIAN OIL CORPORATION LIMITED (REFINERIES DIVISION)

(A Government of India Undertaking)

REQUIRE

A MEDICAL OFFICER (SURGEON)
FOR GAUHATI REFINERY (ASSAM)

SCALE: Rs 700-40-1100-50-1250

Applicants must have medical qualifications included in Schedules I & II of the Indian Medical Council Act, 1956 and a post graduate qualification in surgery (F.R.C.S. or M.S.): Should have professional and administrative experience of about 5 years including independent performance of Surgical Operations.

Besides salary in the above scale incumbent would be entitled to Dearness Allowance as per Corporation's rules. Non-practising allowance at 50 per cent of the basic pay subject to a maximum Rs. 400 per month would also be admissible. Higher starting salary may be given to exceptionally deserving candidates. At present total monthly emoluments on the minimum and maximum of the Scale come to Rs. 1280/- and Rs. 1850/- respectively.

Benefits include accommodation on subsidised rent of 5 per cent of pay plus N.P.A., concessional charges for water & electricity, medical facilities, bonus, gratuity and contributory provident fund.

Please apply stating (i) qualifications with attested copies of certificates and testimonials (ii) exact nature of practical experience, details of posts held and salaries drawn against each post (iii) date of birth. Application with a postal order for Rs. 8.00 (Rs. 2.00 in case of Scheduled Castes/Tribes) in favour of Indian Oil Corporation Limited (Refineries Division) payable at New Delhi should reach the Chief Personnel Officer, Indian Oil Corporation Limited (Refineries Division), Indianoil Bhavan, Janpath, New Delhi-1, by 4th August, 1970. Government servants and employees of Government

undertakings must apply through proper channels. The post is reserved for a Scheduled Tribe candidate. If a suitable Scheduled Tribe candidate is not available it will be treated as unreserved.

Candidates called for interview will be reimbursed single railway fare of the Class of accommodation actually travelled limited to Second Class from their normal place of residence in India to the place of interview and back.

Advertisement No. 109.

APPENDIX VI

(Vide para 5.9 of Report)

No. 14|12|67-Estt (D)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

New Delhi-1, Dated the 10th April, 1968.

21st Chaitra, 1890 (Saka).

OFFICE MEMORANDUM

Subject : Vacancies reserved for Scheduled Castes, Scheduled Tribes and Ex-servicemen.

As Ministry of Finance etc. are aware, certain percentages of vacancies filled by direct recruitment have been reserved for Scheduled Castes and Scheduled Tribes, *vide* Ministry of Home Affairs Resolution No. 42|21|49-NGS dated the 13th September, 1950. Some percentages of vacancies in Class III and IV posts filled by direct recruitment have also been reserved for ex-servicemen, *vide* Ministry of Home Affairs Office Memorandum No. 14|26|64-Estt (D) dated 4th July, 1966. It has been brought to the notice of this Ministry that while notifying vacancies to Employment Exchange concerned, the fact that a particular vacancy is reserved for Scheduled Castes/Scheduled Tribes/Ex-Servicemen is sometimes not indicated in the requisition placed on the Employment Exchange, with the result that candidates who are eligible for the reserved vacancy are not sponsored by the Exchange. It is requested that while notifying vacancies to the *Employment Exchange*, it should be clearly indicated in the requisition whether or not the vacancies are reserved for Scheduled Castes/Scheduled Tribes/Ex-servicemen. Even if a vacancy is unreserved, this should be specifically stated in the requisition. The above points may be brought to the notice of all the authorities concerned, who may also be instructed to intimate the results of submission made by the Employment Exchange to the Exchange *within a period of one month*. If any of the vacancies reserved for Scheduled Castes/Scheduled Tribes/Ex-servicemen is not filled by

a candidate of the respective category sponsored by the Employment Exchange, *specific* reasons therefor should be communicated to the Exchange.

(Sd.) HARISH CHANDRA,
Under Secretary
to the Government of India.

To
All Ministries/Departments of the Government of India etc. etc.

APPENDIX VII

(Vide Para No. 6.5)

Statement of recruitment made during the years 1967, 1968 & 1969

Year	Post	Mode of Recruitment	Candidates sponsored or applied for				Candidates interviewed				Candidates Selected				Candidates appointed				Remarks
			Total	SC	ST	Total	SC	ST	Total	SC	ST	Total	SC	ST	Total	SC	ST		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16				
1967	1. Security Watchman	Notified to Emp. Exchange and D.S. S.A. Board	13		2	13		1	4		1	4			1				
	2. Technician Gr. III	Notified to Emp. Exchange	19	1	..	19	1		6	1		..							
	3. Security Inspector	Do.	13	11	1			1							
	4. Staff Nurse	Advertised	10	..	3	6	..	1	2			1	..						
	5. Typist	Do.	56	1		11	1		8	1		6	1						
	6. Teleprinter (Typist)	Notified to Emp. Exchange	1		..	1		..	1		..	1		..					
	7. Security Watchman	Do.	29	1	21	21		1	4		1								
	8. Asstt. Engineer (Garage)	Advertised	28			14			4			1							
	9. Technician Gr. III	Notified to Emp. Exchange	2					
1968																			

I	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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10. Typist	Advertised
11. Security Watchman	Notified to Emp. Ex-change	18	1	1	18	1	1	1	5	4	1	1	1	1	1
12. Junior Clerk	Notified to Emp. Ex-change	11	1	1	1	1	1	1	1	1	1	1	1	1	1
13. Ward Girl	(Wife of an employee who died in accident)	1	1	1	1	1	1	1	1	1	1	1	1	1	1

14. Dy. General Manager (Technical)	Advertised	14	5	1*	1*	1*	1*	1*	1*	1*	1*	1*	1*	1*	1*
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*Departmental candidate.

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15. Security Watchman	Notified to Emp. Ex-change	41	2	..	41	2	2	2	6	..	1	2	..	1	1
16. Junior Tester	Do.	41	2	..	41	2	2	2	6	..	1	2	..	1	1
17. Asst. Lab. Technician	Advertised	4	1	1	3	1	1	1	1	1	1	1	1	1	1
18. Typist	Notified to Emp. Ex-change	24	2	2	14	..	2	2	6	..	1	2	..	1	1

19. Jr. Stenographer	Do.	4	..	4	4	4	4	4	4	4	4	4	4	4	4
20. Medical Officer (Surgeon)	Advertised	88	1	14	14	14	14	14	14	14	14	14	14	14	14

**There was only one post. None of the persons selected joined.

APPENDIX VIII

(Vide Para 7.2 of Report)

Statement showing the number of employees promoted and the number of Scheduled Castes and Scheduled Tribes among them.

Sl. No.	Post	Scale	No. promoted		No. of SC/T promotee from Assam		
			Total	SC	ST	SC	ST
1	2	3	4	5	6	7	8
Rs.							
1967							
1	Technical Services Manager	1	..			
2	Division Head	1	..			
3	Inspection Engineer	1				
4	Security Officer	1	..			
5	Tech. Grade I	6	..			
6	Sr. Assistant	1	..			
7	Assistant	3	I (33.33%)	..	I	
8	Tech. Grade II	6	I (16.67%)		I	
9	Tech. Grade III	4	I (25%)	..	I	..

I	2	3	4	5	6	7	8
		Rs.					
10 Sr. Clerk	170—292	7				
11 Punch-cum-verifier	170—292	1
			32	3	..	3	..
<i>1968</i>							
1 Plant Manager	1100—1400	2	
2 Industrial Engineer	700—1250	1	I (100%)		I	..
3 Division Head	700—1250	2	..			
4 Shift Foreman	400—950	2			..	
5 PS to GM	375—625	1	
6 Foreman (Inspection)	375—625	1
7 Accountant	375—625	1
8 Jr. Accountant	290—485	3				..
9 'A' Operator	290—485	8				..
10 Asstt. Chemist	Do.	2				..
11 Tech. Grade I	Do.	2				..
12 Sr. Tester	215—340	2				..
13 'B' Operators	Do.	6	

14	Accounts Asstt.	.	.	.	215—340	3			..
15	Tech. Grade II	.	.	.	215—340	3	
16	Tech. Grade III	.	.	.	170—292	1		..	
17	'C' Operator (Elec.)	.	.	.	170—292	3			
18	X-Ray Machine Opr.	.	.	.	170—292	1
19	Sr. Clerk	.	.	.	170—292	3	1 (33·3%)	..	1
20	Jr. Clerk	.	.	.	115—213	3	
21	Technician Gr. IV	.	.	.	Do.	3
<hr/>									
						53	2	..	2
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1969									
1	Accounts Officer	.	.	.	700—1250	1			
2	Welfare Officer	.	.	.	Do.	1			
3	Personnel Officer	.	.	.	Do.	1	
4	Shift Chemist	.	.	.	400—950	2			..
5	Fire Marshal	.	.	.	Do.	1	
6	Safety Officer	.	.	.	Do.	1
7	Shift Foreman	.	.	.	Do.	2
8	Asstt. Engr.	.	.	.	Do.	17			..
9	'A' Operator	.	.	.	290—485	4

1	2	3	4	5	6	7	8
		Rs. Do.					
10	Tech. Grade I	Do.	2				..
11	Turbine Attendant-cum-Crane Opr.	Do.	1				..
12	Turbine Attendant-cum-mechanic	Do.	1	
13	Chargeman	290—485	1		
14	Head Time Keeper	290—485	1		
15	Personal Asstt.	Do.	2		
16	Stenographer	215—413.50	1				..
17	Sr. Tester	215—340	5	
18	'B' Operator	Do.	2		I (50%)	I	I
19	Tech. Grade II	Do.	1				..
20	Jr. Draftsman	Do.	1		
21	Machine Opr. (Accounting)	Do.	1
22	'C' Opr. (Prdn.)	170—292	7		
23	'C' Opr. (S&A)	Do.	1		
24	Machinist Gr. II	Do.	1
25	Tech. Grade III	Do.	4	I (25%)		I	..
26	'C' Opr. (Water-in-take)	Do.	1

27	Jr. Draftsman Gd. III	Do.	I					..
28	Sr. Tele. Opr.	Do.	I					..
29	Sr. Driver	Do.	2	2 (100%)			2	
30	Sr. Compounder	Do.	I					
31	Insulation Mason	115-213	I	
32	'D' Opr. (Water-in-take)	Do.	I		I (100%)			I
33	Tech. Grade IV	Do.	I					..
34	Tracer-cum-Ferro Printer	Do.	I					..
35	Havaldar	90-179	I					..
36	Pump Operator	63-120	3	
37	Machine Operator	Do.	I	I (100%)			I	
38	Head Mali	Do.	I
							78	4	2	4	2	

APPENDIX IX

(Vide para 4 of Introduction).

Summary of Conclusions|Recommendations contained in the Report

Reference to		
Sl. No.	para number	Summary of Conclusions Recommendations of Report.
1	2	3
1.	2.5	The Committee are glad to note that the Corporation is maintaining statistics as per the proformae devised by the Bureau of Public Enterprises and they are being furnished to the Ministry of Petroleum and Chemicals, Bureau of Public Enterprises and the Commissioner for Scheduled Castes and Scheduled Tribes. They would suggest that similar statistics should be maintained according to the various units of the Corporation and they should also be made available to the authorities concerned. The Committee would also like to emphasise that mere maintenance of statistics is not an end by itself. The object of maintaining these statistics is to know the deficiency and shortfalls in the recruitment of Scheduled Castes and Scheduled Tribes in the services and to underline the need for taking urgent remedial measures to make good the shortfalls.
2.	2.6	The Committee desire that the Ministry of Petroleum and Chemicals should watch the percentage of reservations prescribed for Scheduled Castes and Scheduled Tribes in the Gauhati Oil Refinery. The deficiencies, if any, found in the representation of Scheduled Castes and Scheduled Tribes in the services of the Refinery should immediately be brought to the notice of the Ministry so that effective remedial measures could be taken.

- | 1 | 2 | 3 |
|----|------|--|
| 3. | 3.10 | <p>The Committee note the present percentage of reservations provided for Scheduled Castes and Scheduled Tribes in the Gauhati Oil Refinery. They hope that with the enhancement of the percentages of reservations by the Government of India for Scheduled Castes from 12½ per cent to 15 per cent and for Scheduled Tribes from 5 per cent to 7½ per cent in posts filled by direct recruitment on all-India basis, the Corporation and its Refinery units would also raise upward the percentage of reservation for Scheduled Castes and Scheduled Tribes accordingly. In this connection the Committee would like to invite the attention of the Ministry to the following observation made by the Ministry of Finance (Bureau of Public Enterprises) in relation to the enhancement of the percentages of reservations for Scheduled Castes and Scheduled Tribes in the services of Public Undertakings (<i>vide</i> Seventh Report of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes—Fourth Lok Sabha):</p> <p style="padding-left: 40px;">“If the existing percentages of reservation for Scheduled Castes and Scheduled Tribes in Government services are revised upwards, on the basis of the population figures of 1961 Census or otherwise, there may not be much objection to adopting these percentages for the Public Enterprises also.”</p> |
| 4. | 3.11 | <p>The Committee are unhappy to note that the Corporation has not yet adopted the Home Ministry's orders regarding giving weightage to the Scheduled Castes/Tribes candidates in the matter of rating in the annual confidential reports for purposes of promotion “as it is felt that the concessions cannot be incorporated into our promotional policy unilaterally as Employees Unions are bound to resist it.”</p> |
| 5. | 3.12 | <p>The Committee note with concern that no evaluation has so far been made about the number of persons in the different cadres belonging to Scheduled Castes and Scheduled Tribes in</p> |

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the Gauhati Oil Refinery, who will get promotion if this benefit is extended to them or the number of persons who will be superseded if the promotion takes place according to the revised system of rating. They further note that instructions have been issued by the Corporation to the Gauhati Oil Refinery to make such a study. The Committee strongly urge that the instructions issued by the Ministry of Home Affairs should be scrupulously observed in the matter of promotions also.

6. 4.15 The Committee regret to note that although the Ministry of Home Affairs have laid down that the Scheduled Caste and Scheduled Tribe candidates should, wherever feasible, be taken for interview in separate blocs and on separate dates so that they are not judged in comparison with general candidates, the Corporation/Refinery do not interview such candidates in separate blocs and on separate dates. The Committee feel that due to non-adoption of these orders, the Scheduled Caste and Scheduled Tribe candidates would be at great disadvantage as compared to other candidates in so far as recruitment in the Gauhati Oil Refinery is concerned. The Committee would, therefore, urge that the Scheduled Caste|Tribe candidates should be interviewed in separate blocs and on separate dates.

7. 4.16 The Committee further note that the Selection Committees|Promotion Boards of the Gauhati Oil Refinery do not include any representative of Scheduled Castes or Scheduled Tribes in as much as they do not have sufficient number of Scheduled Caste|Tribe Officers for inclusion in such Committees|Boards. They, however, note that the Corporation would not have any objection to including a Scheduled Caste|Tribe Officer in the Committee|Board provided one is available with the necessary expertise. The Committee recommend that till such time as a suitable Scheduled Caste|Tribe Officer is available in the Gauhati Oil Refinery for inclusion in the Selection Committees|Promotion

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		Boards, a Scheduled Caste/Tribe Officer of the Indian Oil Corporation may be associated with the Selection Committees Promotion Boards of the Gauhati Oil Refinery.
8.	4.17	The Committee are glad to note that the Corporation has agreed to follow <i>in toto</i> the Government's rules and instructions in the matter of reservations. for Scheduled Castes and Scheduled Tribes and that a formal directive is also being issued.
9.	5.8	The Committee note that the Gauhati Oil Refinery was not mentioning the number of posts reserved for Scheduled Castes and Scheduled Tribes in advertisements issued to the press in the past. In advertisements, it was only mentioned that other things being equal preference would be given to candidates belonging to Scheduled Castes and Scheduled Tribes. The Committee, however, note with satisfaction that the Corporation Refinery has now decided invariably to indicate the number of posts reserved for Scheduled Castes and Scheduled Tribes in the advertisements issued by them. The Committee suggest that in addition to intimating the vacancies to the leading newspapers and to the associations of Scheduled Castes and Scheduled Tribes, the Refinery should also notify the vacancies to the M.Ps. and MLAs. belonging to Scheduled Castes and Scheduled Tribes in the State.
10.	5.9	The Committee are unhappy that it is not the practice of Selection Committees in the Refinery to record the reasons for the rejection of Scheduled Caste Tribe candidates sponsored by the Employment Exchanges. The Committee considered it imperative that the Employment Exchanges should know the deficiencies or otherwise of the candidates sponsored by them for the purpose of selection. The Committee would urge that the recruitment procedure of the Refinery should be modified so as to make it obligatory on the part of the Selection Committees to record the precise reasons for the rejection of

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the Scheduled Caste and Scheduled Tribe candidates sponsored by the Employment Exchanges. In this connection, attention of the Ministry is invited to the Office Memorandum No. 14/12/67—Estt. (D) dated the 10th April, 1968 (Appendix VI) by the Ministry of Home Affairs to all Ministries/Departments of the Government of India regarding vacancies reserved for Scheduled Castes, Scheduled Tribes and Ex-Servicemen.

11. 6.6 The Committee note that against 119 Class I Supervisory posts in the Gauhati Oil Refinery (as on 1.1.1970) *vide* para No. 4.4, there are only two Scheduled Castes and one Scheduled Tribe employees. The shortfall is to the extent of 14.98 per cent in respect of Scheduled Castes and 4.16 per cent in respect of Scheduled Tribes. In class II posts, there is no Scheduled Caste|Tribe employee. While the percentage of Scheduled Caste employees in Class III non-Supervisory posts is 5.06 as against the prescribed percentage of 4.7, the percentage of Scheduled Tribe employees is only 2.87 against the reservation of 19.2 per cent, i.e. a shortfall of 16.33 per cent. The Committee would strongly urge that the Refinery should make all-out efforts to recruit more Scheduled Tribe employees in Class III non-supervisory posts as and when vacancies occur in future.
12. 6.7 The Committee are unhappy that there are no Scheduled Caste|Tribe employees in Class II Supervisory posts. The Refinery should take suitable steps to induct qualified Scheduled Caste|Tribe employees in Class II Supervisory posts.
13. 6.8 The Committee fail to understand why no Scheduled Castes|Tribes could be appointed as a Typist in 1968 and 1969 in as much as there does not appear to be any dearth of suitable Scheduled Caste|Tribe typists in the country. They feel that no energetic steps were taken to

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		advertise the posts or to give adequate publicity to the vacancies. The Committee recommend that the Employment Exchanges should be approached to send suitable Scheduled Caste Scheduled Tribe candidates even if they (the Employment Exchange) fail to furnish a panel initially in respect of the demand from the appointing authority.
14.	6.9	The Committee are distressed to note that no Scheduled Caste or Tribe candidate could be appointed even as a Security Watchman in 1968 and 1969 for which no special qualifications are necessary. The Committee hope that the present shortfalls would be made up by the Refinery as early as possible by resorting, if necessary, to <i>ad hoc</i> recruitment of Scheduled Caste Tribe candidates.
15.	7.3	The Committee are constrained to observe that there has been no promotion of Scheduled Caste Tribe employees in Class II Supervisory posts during 1967, 1968 and 1969. Taking all the categories together, there have been only nine cases of promotion involving Scheduled Castes out of 163 during the period 1967 to 1969. There have been only two cases of promotion involving Scheduled Tribes during the same period and that too in Class III posts. The Committee are distressed to note that there is considerable shortfall in the promotions of employees belonging to these communities, especially of Scheduled Tribes. They would urge that all-out efforts should be made to bring the staff belonging to Scheduled Castes and Scheduled Tribes upto the desired standard so that they are able to earn their promotions.
16.	8.7	The Committee note that no quota has been fixed for Scheduled Caste Scheduled Tribe candidates for receiving in-service training in the training establishment of the Refinery. The Committee, however, would like to emphasise that the Scheduled Castes Tribes because of their general and educational backwardness are in special need of specialised training so that they can compete and come upto the required

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		standard for earning their promotions. The Committee hope that the Refinery would encourage all the Scheduled Caste/Tribe employees to receive the benefit of in-service training provided by the Refinery Establishment. The Committee would also urge that the recommendation of the Yardi Working Group, which has already been accepted by the Government, should be implemented by the Corporation.
17.	9.4	The Committee note the present position in regard to maintenance of rosters. They would suggest that the rosters should be inspected by the Chief Personnel Officer whenever he visits the headquarters of the refineries. Any deficiencies in the maintenance of rosters should be brought to the notice of the General Manager of the Refinery for necessary remedial action.
18.	10.5	The Committee note that the Gauhati Oil Refinery has adopted the orders of the Government of India in regard to dereservation of posts and carrying forward of reserved vacancies for three recruitment years.
19	10.6	In this connection, the Committee would like to invite the attention of the Ministry of Petroleum and Chemicals and Gauhati Oil Refinery to the Ministry of Home Affairs' instructions that all cases of dereservation should be reported to the Ministry concerned and to the Commissioner for Scheduled Castes and Scheduled Tribes with a note indicating the efforts made to get suitable candidates for their information. The Committee would also suggest that in future before dereserving a particular post the Employment Exchanges should be approached to get suitable Scheduled Caste and Scheduled Tribe candidates.



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