

**COMMITTEE ON THE WELFARE
OF SCHEDULED CASTES AND
SCHEDULED TRIBES
(1983-84)**

(SEVENTH LOK SABHA)

FIFTY-THIRD REPORT

**MINISTRY OF ENERGY
DEPARTMENT OF PETROLEUM**

**RESERVATIONS FOR, AND EMPLOYMENT OF,
SCHEDULED CASTES AND SCHEDULED TRIBES
IN THE INDIAN OIL CORPORATION LTD. (MARKET-
ING DIVISION AND REFINERIES AND PIPELINES
DIVISION)**

Presented to Lok Sabha on

Laid in Rajya Sabha on



**-LOK SABHA SECRETARIAT
NEW DELHI**

April, 1984/Chaitra, 1906 (Saka)

Price : Rs. 3.45

LIST OF AUTHORISED AGENTS FOR THE SALE OF LOK SABHA SECRETARIAT PUBLICATIONS

S. No.	Name of Agents	S. No.	Name of Agents
BIHAR		TAMIL NADU	
1.	M/s Crown Book Depot, Upper Bazar, Ranchi (Bihar).	10.	The Manager, M. M. Subscription Agencies, No. 2, 1st Lay Out Sivananda Colony, Coimbatore-641012.
GUJARAT		UTTAR PRADESH	
2.	The New order Book Company, Ellis Bridge, Ahmedabad-6.	11.	Law Publishers, Sardar Patel Marg, P.B. No. 77, Allahabad, U.P.
MADHYA PRADESH		WEST BENGAL	
3.	Modern Book House, Shiv Vilas Palace, Indore City.	12.	Mrs. Manimala, Buys and Sells, 123, Bow Bazar Street, Calcutta-12.
MAHARASHTRA		DELHI	
4.	M/s. Sunderdas Gian Chand,* 601, Girgaum Road, Near Princeas Street, Bombay-2.	13.	Jain Book Agency, Connaught Place, New Delhi.
5.	The International Book Service, Decan Gymkhana, Poona-4.	14.	J. M. Jain & Brother, Mori Gate, Delhi.
6.	The Current Book House, Maruti Lane, Raghunath Dadaji Street, Bombay-1.	15.	Oxford Book & Stationery Co., Scindia House, Connaught Place, New Delhi-1.
7.	M/s Usha Book Depot, Law Book Seller and Publishers' Agents Govt. Publications, 585, China Bazar, Khan House, Bombay-2.	16.	Bookwell 4, Sant Nirankari Colony, Kingsway Camp, Delhi-9.
8.	M&J Services, Publishers, Representative Accounts & Law Book Seller, Mohan Kunj, Ground Floor, 68, Jyotiba Fuele Road, Nalgaum Dadar, Bombay-14.	17.	The Central News Agency, 23/90, Connaught Place, New Delhi.
9.	Subscribers Subscription Service India, 21, Raghunath Dadaji St., 2nd Floor, Bombay-1.	18.	M/s. Rajendra Book Agency, IV-D/59, IV-D/50, Lajpat Nagar Old Double Storey Delhi-110024.
		19.	M/s Ashoka Book Agency, BH-82, Poorvi Shalimar Bagh, Delhi-110033.
		20.	Venus Enterprises, B-2/85, Phase-II, Ashok Vihar, Delhi.

© 1984 BY LOK SABHA SECRETARIAT

**PUBLISHED UNDER RULE 382 OF THE RULES OF PROCEDURE AND CONDUCT
OF BUSINESS IN LOK SABHA (SIXTH EDITION) AND PRINTED BY THE
MANAGER, GOVERNMENT OF INDIA PRESS,
FARIDABAD**

Corrigenda
to

Fifty-third Report of the Committee on the
Welfare of Scheduled Castes/Scheduled
Tribes (Seventh Lok Sabha)

<u>Page</u>	<u>Para</u>	<u>Line</u>	<u>For</u>	<u>Read</u>
4	1.21	6	not	now
13	2.19	2	tofiled	to be filled
16	3.8	2	relaxatoin	relaxations
17	3.13	11	Welafre	Welfare
18	3.23	7	than	that
25	3.48	11	relaxed	relaxed
		from bottom		
31	3.63	7	who is	who is not
34	3.77	4	OIC	IOC
38	3.89	1	following	following
41	4.15	1 from bottom	made	make

CONTENTS

	PAGE (iii)
COMPOSITION OF THE COMMITTEE	
INTRODUCTION	(v)
CHAPTER I—INTRODUCTORY	
A. Organisational set-up	1
B. Role of the Department of Petroleum	1
C. Board of Directors	5
CHAPTER II—RESERVATIONS	
A. Adoption/Implementation of Reservation Orders	8
B. Liaison Officer/Cell	13
CHAPTER III—RECRUITMENT & PROMOTIONS	
A. Recruitment Procedure	15
B. Concessions/Relaxations	23
C. Promotions	27
D. Selection Boards/Departmental Promotion Committees	32
E. Rosters	34
F. Dereservations	36
CHAPTER IV—STAFF STRENGTH & SHORTFALLS	
A. Staff Position & Shortfalls	39
B. Apprenticeship Training	42
C. Recruitment of Graduate Engineers as Trainees	45
D. Housing Facilities	48
APPENDICES	
I. Statement showing year-wise recruitment made by Indian Oil Corporation (Marketing Division) during the years 1980 to 1982	53
II. Statement showing year-wise recruitment made by Indian Oil Corporation (Refineries & Pipelines Division) during the years 1980 to 1982.	55
III. Ministry of Finance, Bureau of Public Enterprises Letter No. BPE/GL-041/75-MAN (6/1/75-BPE (IC) dt. 24-5-1979 regarding reservation of posts for Scheduled Caste/Scheduled Tribe, Ex-servicemen in the services under public enterprises revision of existing pay limits for the purpose of classification of posts.	57
IV. Statement showing year-wise promotions made by I.O.C. (Marketing Division) during the years 1980 to 1982	59
V. Statement showing year-wise promotions made by I.O.C. (Refineries & Pipelines Division, during the years 1980 to 1982	60
VI. Statement showing staff-strength of the Marketing Division, Indian Oil Corporation	63
VII. Statement showing staff strength of the Refineries and Pipelines Division, Indian Oil Corporation	64
VIII. Summary of Conclusions/Recommendations Contained in the Report 1—15LSS/84	65

**COMMITTEE ON THE WELFARE OF SCHEDULED
CASTES AND SCHEDULED TRIBES
(1983-84)**

Shri A. C. Das—Chairman

MEMBERS

Lok Sabha

2. Shri K. Arjunan.
3. Shri Dileep Singh Bhuria.
4. Shrimati Vidya Chennupati.
5. Shri N. Dennis.
6. Shri Chhittubhai Gamit.
7. Shri Jagpal Singh.
8. Shri R. P. Mahala.
9. Shrimati Geeta Mukherjee.
10. Shri Bhola Raut.
11. Shri Bajju Ban Riyan.
12. Shri Ashkaran Sankhwar.
13. Prof. Nirmala Kumari Shaktawat.
14. Shri Nathu Ram Shakyawar.
15. Shri D. B. Shingda.
16. Shri Sunder Singh.
17. Shri Suraj Bhan.
18. Shri Narsingh Suryawanshi.
19. Shri Trilok Chand.
20. Shri Nandi Yellaiah.

Rajya Sabha

21. Shri V. C. Kesava Rao.
22. Shri Leonard Solomon Saring.
23. Shri H. Hanumanthappa.
24. Shri Bijoy Krishna Handique.
25. Shri Piare Lall Kurcel urf. Piare Lall Talib Unnavi.
26. Shri Seato Swu.

27. Shri Gulam Mohi-ud-Din Shawl.
*28. Shri Dinesh Goswami.
**29. Shri Alexander Warjri.
***30. Shri V. Gopalsamy.

SECRETARIAT

1. Shri D. C. Pande—*Joint Secretary*.
2. Shri P. C. Chaudhry—*Chief Legislative Committee Officer*.
3. Shri Kuldip Sahai—*Senior Legislative Committee Officer*.

*Ceased to be Member of the Committee on his retirement from Rajya Sabha with effect from 9th April, 1984.

**Ceased to be Member of the Committee on his retirement from Rajya Sabha with effect from 12th April, 1984.

***Ceased to be Member of the Committee on his retirement from Rajya Sabha with effect from 2nd April, 1984.

INTRODUCTION

1. 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 Fifty-third Report (Seventh Lok Sabha) on the Ministry of Energy (Department of Petroleum)—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the Indian Oil Corporation Ltd. (Marketing Division and Refineries and Pipelines Division).

2. The Committee took the evidence of the representatives of the Ministry of Energy (Department of Petroleum) and of the Indian Oil Corporation on the 15th September, 1983. The Committee wish to express their thanks to the officers of the Ministry of Energy (Department of Petroleum) and of the Indian Oil Corporation for placing before the Committee material and information the Committee wanted in connection with the examination of the subject.

3. The Report was considered and adopted by the Committee on the 5th April 1984.

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

NEW DELHI;

April 5, 1984

Chaitra 16, 1906 (s)

A. C. DAS,
Chairman,

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

CHAPTER I

INTRODUCTORY

A. Organisational Set up

The Committee have been informed that the present Indian Oil Corporation Ltd. was formed in the year 1964 with the merger of two earlier Companies namely Indian Refineries Ltd. which was set up in the Year 1958 and Indian Oil Company Ltd. set up in the year 1959. Indian Oil Corporation is a Company registered under the Indian Companies Act. It is headed by a full-time Chairman. It has two major Divisions, namely the Refineries and Pipelines Division which is headed by a Managing Director, and the Marketing Division which is headed by a Director (Marketing). The Headquarters of R & P Division is in Delhi and the Headquarters of Marketing Division is at Bombay. Besides, the former Assam Oil Company after its nationalisation by the Government was also assigned to Indian Oil Corporation, presently known as the Assam Oil Division of Indian Oil Corporation Ltd. with its Headquarters at Digboi. It has also a Research and Development Centre located at Faridabad.

1.2 The Marketing Division is divided into 4 Regions with the Regional Headquarters at Bombay, Delhi, Calcutta and Madras, each headed by a General Manager.

1.3 The Refineries and Pipelines Division has got 5 Refineries namely, Gauhati Refinery, Barauni Refinery, Gujarat Refinery, Haldia Refinery and Mathura Refinery, each headed by a General Manager. The Pipelines Wing of R & P Division has 6 Petroleum and Product Pipelines namely Gauhati-Siliguri Pipeline, Barauni-Kanpur Pipeline, Haldia-Mourigram-Rajbandhi-Barauni Pipelines, Salaya-Mathura Pipelines, Mathura-Ambala-Julundur Pipelines and Koyali-Ahmedabad Pipeline. The overall Pipelines set up is headed by a General Manager.

1.4 The Assam Oil Division is presently headed by a General Manager. The Research and Development Centre is headed by a Director.

1.5 Besides the Chairman, Managing Director (Refineries & Pipelines), Director (Marketing) and Director (Research and Development) the Corporation has also Director (Personnel) and Director (Finance) on a whole-time basis. The Government also appoints part-time Directors from time to time to constitute the Board of Directors of Indian Oil Corporation Ltd.

B. Role of the Department of Petroleum

1.6 It has been stated that in the Ministry of Energy (Department of Petroleum), there is one section dealing with the Scheduled Caste/Scheduled Tribe, security and vigilance matters. This Section comprises of one LDC, two Assistants and a Section Officer. This section submits papers, files directly regarding security and vigilance to another Deputy Secretary. The Deputy Secretary dealing with Scheduled Caste/Scheduled Tribe matters is also the Liaison Officer for these matters pertaining to this Department.

1.7 The Quarterly/Annual Returns and Allied Papers from the Public Sector Undertakings under this Department regarding Scheduled Caste/Scheduled Tribe matters are examined in this Section and the administrative divisions dealing with them. These two Divisions through these returns, etc., monitor the implementation of the orders regarding reservation for Scheduled Castes/Scheduled Tribes in the Public Sector Undertakings under this Department. The Joint Secretary concerned with the administrative Division of the Public Sector Undertakings is personally responsible for ensuring compliance of instructions regarding reservation for Scheduled Castes/Scheduled Tribes in the Public Sector Undertakings concerned, in so far this Department is concerned.

1.8 During evidence the Committee desired to know the responsibilities of the Ministry of Energy (Department of Petroleum) in regard to the reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the services of Indian Oil Corporation (Marketing and Refineries and Pipelines Division). The Secretary, Department of Petroleum has stated as under :—

“We communicate the instructions of the Government to them and also we keep an overall watch over the implementation of that. For the implementation of those orders by the Corporation, we are responsible to Parliament.”

1.9 The Committee pointed out during evidence that according to standing instruction there should be a separate Cell in the Ministry to look after the representation of Scheduled Castes/Scheduled Tribes in services and for proper implementation of the reservation orders. But from the information furnished to the Committee, it was noticed that besides keeping a watch over the implementation of reservation orders, the work of security and vigilance etc. had also been allotted to the same section in the Ministry looking after the reservation work and that Section consisted of just one Section Officer, two Assistants and one Lower Division Clerk. The Committee desired to know whether it would not be advisable to have a separate Cell with additional staff exclusively to look after the proper implementation of reservation orders and the grievances of Scheduled Castes and Scheduled Tribes.

1.10 The Secretary, Department of Petroleum has stated during evidence that they have submitted proposals for additional staff, but due to instructions for effecting economy and lengthy procedure, is taking time for sanction of additional staff. In the meanwhile, they have formed a separate Cell for Scheduled Castes and Scheduled Tribes in the existing Section of the Ministry till such time the additional staff is made available. Thus at present, one Assistant and one Typist is exclusively looking after the reservation work and the Section Officer supervises the reservation work as well as the Vigilance work. He has further stated that there is a problem of shortage of staff in the Ministry for other subjects also and proposals for that have also been sent and he hopes that they will get the additional staff very soon.

1.11 The Committee then drew the attention of the representatives of the Ministry of Energy to the recommendations made by the Committee in para 1.25 of their 38th Report relating to Oil & Natural Gas Commission which was presented to Lok Sabha on 28-4-1983, wherein the Committee

been assured by the representative of the Department of Petroleum during evidence that the SCT Cell would be divested of other responsibilities and persons belonging to Scheduled Castes/Scheduled Tribes would be posted to the Cell. The Committee felt that the matter had not received the attention which it deserved.

1.12 The Secretary, Department of Petroleum has stated during evidence that the Ministry are grateful to the Committee for their recommendation made last year. While preparing a case for the Ministry of Finance for providing additional staff for Scheduled Castes and Scheduled Tribes Cell, they have made the recommendation of the Parliamentary Committee as the basis for getting the necessary sanction. They have already bifurcated the existing staff to deal with matters relating to Scheduled Castes/Scheduled Tribes. If it was within his powers to post additional staff in the Scheduled Caste/Scheduled Tribe Cell, it would have been done much earlier. But additional staff is sanctioned after undergoing a lengthy procedure and the proposal has to be examined by the Works Study Unit before being put up to the Cabinet. The proposal is at a very advance stage and he hopes that the additional staff for Scheduled Caste/Scheduled Tribe Cell would be made available.

1.13 The Committee desired to have a copy of the proposal of additional staff for Scheduled Caste/Scheduled Tribe Cell which was put up by the Ministry. The Secretary, Department of Petroleum stated that their final proposal was in the form of a note to the Cabinet and he would furnish to the Committee the information about the proposal made.

1.14 In reply to a question, the Secretary of the Department of Petroleum stated that he would very much like to draft persons from other sections in the Ministry to Scheduled Caste/Scheduled Tribe Cell but it was not possible. They had made some special efforts and identified a Scheduled Caste Assistant and had since posted him in the Scheduled Caste/Scheduled Tribe Cell.

1.15 In a subsequent note to the Committee, it has been stated that one post of Section Officer and one post of Lower Division Clerk have since been created in the Department of Petroleum. It has also been stated that action is afoot to fill up these posts to enable the Scheduled Caste/Scheduled Tribe Section to handle work relating to Scheduled Caste/Scheduled Tribe affairs only. The Composition of Scheduled Caste/Scheduled Tribe Section would be as follows :—

Section Officer—One

Assistant—One

Lower Division Clerk—One

1.16 The Committee desired to know whether Department of Petroleum would consider posting Scheduled Caste/Scheduled Tribe staff in the Cell with a view to safeguard the interests of the people of these communities in a better way. The Secretary, Department of Petroleum has stated during evidence as under :—

“If the Scheduled Castes Officers are available, I will have no hesitation in posting them here. We have over a period of time inducted in accordance with the Government policy, a fairly large number of Scheduled Caste and Scheduled Tribe officers into the senior scale officers grade.”

1.17 When asked whether there was any special orientation course for the officers working in the Scheduled Caste/Scheduled Tribe Cell, the Secretary Department of Petroleum has stated as follows :—

“All IAS officers during the training receive the orientation. As I said yesterday, we are proud of our record that whether a person belongs to Scheduled Caste or non-Scheduled Caste, utmost interest is taken in the welfare of all the backward classes.

Now, I may submit that in my experience I have a difficulty in persuading IAS officers belonging to Scheduled Caste and Scheduled Tribe to attend to the welfare work and other work relating to the welfare of Scheduled Castes and Scheduled Tribes. But they said ‘No’, we would prefer to have some other more attractive, more glamorous posts. When I was Tribal Commissioner in the State of Gujarat I had the difficulty in persuading IAS officers—State cadre officers—to accept these posts. But they said ‘please don’t victimise us’.”

1.18 The Committee enquired whether the progress was watched through various reports and returns which were called for by the Ministry from various divisions of Indian Oil Corporation and whether any discrepancies were noticed in these reports/returns during the last three years. The Secretary, Department of Petroleum stated that in the Ministry, everything was checked up at Deputy Secretary or Joint Secretary level. If there was any issue which was to be discussed with the Chairman or Director, that was discussed.

1.19 Explaining the position in regard to the responsibility of the Ministry to watch the proper implementation of reservation orders, the Secretary, Department of Petroleum has stated as follows :—

“The general working of the Scheduled Castes and Scheduled Tribes and issue of orders is handled by that Cell but so far as the individual Corporations are concerned, the Administrative Division is also responsible. So, my colleague, has confirmed that he has been examining those reports and wherever action on points like dereservation etc. is called for he has been discussing with the Chairman of the Corporation, because the Government policy has been not to have them de-reserved but to make further efforts to get more candidates of this category.”

1.20 In reply to a question, the Secretary, Department of Petroleum has stated that quarterly reports are received from the various divisions of IOC and the performance is reviewed through these reports.

1.21 The Committee are happy to note that one post of Section Officer and one post of Lower Division Clerk has since been created in the Department of Petroleum and action is afoot to fill up these posts to enable the Scheduled Caste/Scheduled Tribe Cell to handle that work relating to the affairs of Scheduled Castes and Scheduled Tribes. The composition of Scheduled Caste/Scheduled Tribe Cell would not be one Section Officer, one Assistant and one Lower Division Clerk. The Committee desire that early steps should be taken by the Ministry to fill up these posts so that an exclusive cell starts functioning in the Ministry in right earnest to monitor the implementation of reservation orders in the services of Public Undertakings under the control of the Ministry.

1.22 The Committee recommend that this Cell should be exclusively for the welfare of Scheduled Castes and Scheduled Tribes.

1.23 The Committee recommended that the different returns received from various Divisions of Indian Oil Corporation and other Public Sector Undertakings relating to progress in filling up of reserved vacancies both in direct recruitment and promotion should be checked and critically examined with a view to suggest remedial measures to wipe out the short-falls in the in-take of Scheduled Castes and Scheduled Tribes.

C. Board of Directors

1.24 It has been stated that the composition of the Board of Directors of Indian Oil Corporation Ltd. as on 31.7.1983 is as follows :—

1. Shri A. J. A. Tauro—Chairman
2. Shri T. K. Sinha—Managing Director (R & P)
3. Shri M. S. Rana—Director (Marketing)
4. Shri Bimal Kapoor—Director (Personnel)
5. Shri Nitin Desai—Director
6. Shri R. Vasudevan—Director
7. Shri R. Venkatesan—Director

1.25 The Committee have been informed that the Board does not include any member belonging to Scheduled Caste/Scheduled Tribe at present.

1.26 Asked about the policy of the Government regarding appointment of Scheduled Caste/Tribe persons on the Board of Directors of the Public Undertakings including IOC under the Administrative control of the Ministry, it has been stated that the advantage of having a representative of the SC/ST as a member of the Board of Directors is purported to be mainly to ensure—(i) that the quota reserved for SC/ST in the employment of the company is fully utilised; (ii) that in matters relating to career advancement the interests of these officers are fully protected and promoted; and (iii) to safeguard their interests in regard to training, accommodation etc.

1.27 Government have issued specific directives to the Public Enterprises in regard to the above three matters. The Boards of Directors and Government have been made responsible for implementing these directives. A close watch over the implementation of the directives is kept by Government at a high level. It is unlikely that having an individual part-time representative members of the Scheduled Caste/Scheduled Tribe on the Board of Directors would achieve more in this regard.

1.28 The matter has to be considered in the general context and not specifically in relation to any particular enterprise, like Indian Oil Corporation. The policy of Government regarding the Boards of Directors is to consider persons with proven record from Industry, Commerce, Administrative, Trade Union etc. for appointment as part-time Members of the Boards of Directors of Public Enterprises. Thus even within the existing policy the Government can always consider the claims of suitable persons belonging to Scheduled Castes/Scheduled Tribes for such part-time directorships in the Public enterprises, where necessary.

1.29 In the circumstances, Government consider that the above safeguards the interests of Scheduled Castes/Scheduled Tribes employees within the existing policy and, as such, there is no need to make any special provision in the Articles of Association of the Indian Oil Corporation Limited or other Public Sector Undertakings under their Department to provide for the nomination of a Scheduled Caste/Scheduled Tribe Director on the Board.

1.30 The Committee pointed out that in the Composition of the Board of Directors of the I.O.C. there was no official belonging to Scheduled Caste/Scheduled Tribe community and desired to know whether the Ministry ever considered having a suitable Scheduled Caste/Scheduled Tribe person on the Board of Directors. The Secretary, Department of Petroleum has stated during evidence that they have to make the appointments on the Board of Directors according to the functional requirements. It has to be seen which type of work can be done by whom.

1.31 During evidence when the Committee enquired if there were no guidelines for the appointment of non-official Directors, the Secretary, Department of Petroleum has stated that they are appointing the Directors who are suitable and necessary to look after the proper functioning of the IOC. There are however, no guidelines from the Government.

1.32 When the Committee desired to know whether there was any objection to the inclusion of a part-time Scheduled Caste/Scheduled Tribe Director in the Board of Directors, the Secretary, Department of Petroleum has stated as follows :—

“I have explained to you the position that we have not so far appointed a non-official person belonging to Scheduled Caste/Scheduled Tribe.”

1.33 In reply to a question, the Secretary, Department of Petroleum has stated during evidence that according to his personal view and also as Secretary of the Department, there is no need of having a part-time Scheduled Caste/Scheduled Tribe Director.

1.34 The Committee pointed out that they noticed that Scheduled Caste/Scheduled Tribe people were far behind the mainstream of the country and they had to be brought up so that they had a feeling that they also had a share in the development of the country. They desired to know whether it would not be advisable if senior people belonging to Scheduled Caste/Scheduled Tribe were given some orientation training even with some relaxation in order to bring them to the higher level. The Secretary, Department of Petroleum has stated during evidence as under :—

“If a person within the organisation comes up to that level, he will certainly be able to go upto the Directors’ level. What we have said is that it is not necessary to make provision in addition to what we have already.”

1.35 When the Committee stressed the need to have one Scheduled Caste/Scheduled Tribe Director on the Board, as inspite of constitutional

safeguards the reserved quota remained unfilled, the Secretary, Department of Petroleum has stated during evidence as follows :—

“By way of explanation I may be permitted to make a personal statement. I attach a very great importance to it, because it is a moral issue and I think I will not accept a situation where I would concede that only a Scheduled Caste Member or Member of the Scheduled Tribe can look after the interests of the Scheduled Castes. Even yesterday I said that on moral grounds I have always in my career taken the stand that whether a man belongs to Scheduled Castes or non-Scheduled Caste he has an obligation not only to the Scheduled Castes, but to all the weaker sections of the society.”

1.36 The Committee note that at present there is no member belonging to Scheduled Caste/Scheduled Tribe on the Board of Directors of Indian Oil Corporation Ltd. and that Indian Oil Corporation have not so far appointed a non-official person belonging to Scheduled Caste/Scheduled Tribe on a part-time basis on the Board of Directors. The Committee have also been informed during the course of evidence by the Secretary, Department of Petroleum that according to his personal view and as Secretary of the Department, there is no need of having a part-time Scheduled Caste/Scheduled Tribe Director on the Board of Directors.

The Committee do not share the views of the Government about the non-inclusion of Scheduled Caste/Scheduled Tribe person on the Board of Directors. The Committee recommend that one of the Directors on the Board of Directors of Indian Oil Corporation should invariably belong to Scheduled Caste/Scheduled Tribe with a view to safeguard the interests of Scheduled Castes and Scheduled Tribes and create a sense of involvement and participation. The Committee also desire that a mandatory provision in this regard should be made in the articles of Association of the Indian Oil Corporation Limited so that one Scheduled Caste/Scheduled Tribe Director either official or non-official is always there on the Board.

CHAPTER II

RESERVATIONS

A. Adoption/Implementation of Reservation Orders

2.1 It has been stated that reservation of posts for Scheduled Castes and Scheduled Tribes in the matter of direct recruitment and promotion in IOC (Marketing Division and R & P Division) is made in terms of the Presidential Directive issued by the Ministry of Energy (Department of Petroleum). The percentages of reservation are as under :

(i) Posts filled by Direct Recruitment

	Reservation	
	SC	ST
(a) Direct recruitment on an all-India basis by means of open competition	15%	7½%
(b) Other than at (a) above	16-2/3%	7-1/2%
(c) Direct recruitment to posts normally attracting candidates from a locality or a region	As per the prescribed percentages based on the population of Scheduled Castes & Scheduled tribes in each State.	

(ii) Posts filled by Promotion

(a) Within Group 'A' (Officers posts)	As laid down in Clause 9 (A) of the Presidential Directive dated 11-11-82 in promotions by selection to posts within Group A, which carry an ultimate salary of Rs. 2250/- p.m. or less, the Scheduled Caste/ Scheduled Tribe Officers who are senior enough in the zone of consideration for promotion, so as to be within the number of vacancies for which the select has to be drawn up, are included in that list provided they are not considered unfit for promotion.	
	SC	ST
(b) All posts in the staff category and upto the lowest rung of Group A posts	15%	7½%

2.2 Asked to indicate the dates from which above reservations have been enforced, the Committee have been informed that consequent upon the receipt of first Presidential Directive under Article 144 of the Articles

of Association of Indian Oil Corporation *vide* the then Ministry of Petroleum & Chemicals and Mines and Metals' letter No. 17/4/69-IOC dated the 24th March, 1971, the reservations of posts for Scheduled Castes and Scheduled Tribes were introduced in the Marketing Division and R & P Division from the year 1971 onwards.

2.3 However, the reservation in promotion by selection from Group 'C' to Group 'B' and from Group 'B' to the lowest rung of Group 'A' was introduced in the Marketing Division and R & P Division as an administrative measure in light of the guideline instructions of the Cabinet Secretariat (Department of Personnel) issued *vide* their letter No. 10/41/73-Estt. (SCT) dated the 20th July, 1974. The above instructions were followed by a Presidential Directive subsequently issued by the then Ministry of Petroleum *vide* letter No. IS-49011/7/74-IOC dated 27-1-78.

2.4 Asked whether orders issued by the Ministry of Home Affairs (Department of Personnel) regarding reservations were communicated by the Ministry of Energy (Department of Petroleum) to the Public Undertakings under its administrative control simultaneously, the Committee have been informed in a note that generally on receipt of relevant orders/instructions from the Ministry of Home Affairs (Department of Personnel) regarding reservations, these are simultaneously issued to the Public Sector Undertakings under this Department as well as to the administrative sections concerning them for immediate compliance. In some cases, BPE's advice *viz.*, on general policy matters, etc., pertaining to Public Sector Undertakings is also solicited before such orders/instructions are issued to the said undertakings under this Department.

2.5 Asked what are the arrangements in the Indian Oil Corporation and in the various units to watch the implementation of orders regarding reservations for Scheduled Castes and Scheduled Tribes, the Committee have been informed in a note that the arrangements in Indian Oil Corporation and in the various units for the implementation of orders regarding reservations for Scheduled Castes and Scheduled Tribes are as under :

- (i) The Presidential Directives and the instructions regarding reservation of posts for Scheduled Castes/Scheduled Tribes are first received by the Head Office of the Marketing Division from the Ministry of Energy (Department of Petroleum)/Chairman's Office and the same are then transmitted to the Regional Offices for implementation. For the purpose of reservation for, and employment of, Scheduled Castes/Scheduled Tribes, each Region is considered as one unit and Head Office as a separate unit.
- (ii) The Personnel Department in Head Office and the Personnel Departments in the respective Regions look after the functions with regard to the reservation for, and employment of Scheduled Castes/Scheduled Tribes.

2.6 The various checks devised to ensure that the above arrangements made in favour of Scheduled Castes and Scheduled Tribes are actually fulfilled, is at various levels. These are as under :—

- (i) At the implementation level, in order to ensure that the reservations made in favour of Scheduled Castes/Scheduled

Tribes are actually fulfilled, there has been a Liaison Officer nominated in each Region to ensure due compliance by the appointing authorities regarding these reservations.

- (ii) Each Region submits a quarterly statement as well as an Annual Statement regarding the total number of reservations made in favour of Scheduled Castes/Scheduled Tribes and the actual number of posts held by them. These statements are duly scrutinised by the Head Office.
- (iii) At the level of the authority competent to dereserve the reserved posts, there is a Liaison Officer at the Head Office to ensure due compliance of the reservation orders for entire Marketing Division.
- (iv) As per the Government Directive, rosters are maintained for both recruitment and promotion. These rosters are periodically checked and inspected by the Liaison Officer/Visiting Officers from Head Office.

2.7 As regards the arrangements made in the Indian Oil Corporation (R & P Division) and in the various units to watch the implementation of orders regarding reservations for Scheduled Castes and Scheduled Tribes, it has been stated that in so far as IOC (R & P Division) is concerned at each Refinery Unit and Pipeline Section, a Liaison Officer has been nominated to ensure due compliance with the orders and instructions pertaining to reservation of posts in favour of Scheduled Castes/Scheduled Tribes and other concessions admissible to them. A separate Scheduled Caste/Scheduled Tribe Cell exists at all Refinery Units and Pipeline Section under the charge of a Scheduled Caste/Scheduled Tribe Officer to assist the respective Liaison Officers. At Headquarters of R & P Division also, there is a Liaison Officer and here also a separate Cell under the charge of a Scheduled Caste/Scheduled Tribe Officer is functioning to assist the Liaison Officer, Headquarters.

2.8 All proposals for dereservation in the matter of recruitment and promotion come to the Headquarters duly scrutinised by the Unit Liaison Officers. At the Headquarters office also, all such proposals are duly checked before the same are submitted to the competent authority (Managing Director/Board of Directors) for a decision/approval.

2.9 Prescribed Quarterly/Annual returns regarding reservation in services for Scheduled Caste/Scheduled Tribe and other information required in this connection from time to time are furnished to the Ministry of Energy (Department of Petroleum) after scrutiny and approval of the competent authorities.

2.10 When the Committee enquired whether orders issued by the Ministry of Home Affairs (Department of Personnel) regarding reservations were communicated by the Department of Petroleum to the IOC simultaneously, the Secretary, Department of Petroleum has stated during evidence as follows :—

“The Department of Personnel and Administrative Reforms issue general orders on the subject of reservation of posts so far as the Government departments are concerned. These are followed by similar orders from BPE for public enterprises. At one stage.

there was some confusion and, therefore, we made a reference to the BPE about the interpretation of these orders. Now the position is clear that so far as the public enterprises are concerned, the instructions will come to us from the BPE and so far as the main Department is concerned, we will receive the directive from the DPAR. On which points we have sought clarifications from the BPE, we have a list. In future such references will not be necessary because the position is clear."

2.11 The Committee desired to know whether all order issued by the Department of Personnel were made applicable by the IOC from the date of issue by the Department of Personnel. The Secretary, Department of Petroleum has stated during evidence as under :—

"The position today is that the orders have not been implemented from the date of issue by DP&AR or by BPE. They have been implemented from the date on which the Ministry issued orders to the IOC. The time lag between the receipt of the orders by the Ministry and the issue of the orders by the Ministry was the lapse as I referred to earlier. Whether they should be made applicable retrospectively or from the date the public sector undertaking receives them is a point on which we have asked BPE to give a ruling. If the ruling is otherwise, we shall issue a directive to the undertaking not to implement them from November, 1982 but to make them applicable from February, 1982. The IOC are implementing these orders from the date of receipt of the Ministry's orders in November, 1982."

2.12 The Committee desired to know whether the Department of Petroleum would devise a method whereby instructions issued by Bureau of Public Enterprises were conveyed to the IOC immediately for compliance. The Secretary, Department of Petroleum admitted during evidence that the case had been delayed and he would not justify it as it would not be proper to do so. Now they have decided that the instructions received from the BPE would be sent to IOC on the same date on which these were received.

2.13 When asked whether it was correct to presume that the orders issued by the Department of Personnel and Administrative Reforms would be implemented only after the BPE had examined them, the Secretary, Department of Petroleum has stated during evidence as follows :

"Not entirely. I will state correctly. It is not that we will not implement DPAR's orders. The arrangement is that DPAR will issue orders and advise the BPE to issue orders on those lines for public sector undertakings because BPE may issue different orders for public sector undertakings depending upon the nature of different enterprises, etc."

2.14 During evidence, when the Committee wanted to know if BPE was sitting in judgement over the orders issued by the Ministry of Home Affairs, Secretary, Department of Petroleum stated the position as under :

"Again I would not agree nor endorse the word 'Judgement'. They will issue orders depending upon the special nature of conditions of the public sector undertakings and also to what extent

they should be made applicable. You will appreciate that the public sector is not a part of Government and therefore, they will see on what lines the orders for public sector undertakings be issued."

2.15 In a note furnished to the Committee, it has been stated that the number of posts, filled in the Marketing Division of Indian Oil Corporation by persons taken on deputation is 4. Out of them, no post is held by Scheduled Caste/Tribe persons.

2.16 In the Refineries and Pipelines Division of IOC, out of 18 persons taken on deputation upto 30-6-1983, only one post is held by Scheduled Caste person.

2.17 The Committee have also been informed that deputation is resorted to only in specialized fields where internal expertise is generally not available.

2.18 The Committee note that Department of Personnel and Administrative Reforms issue orders regarding reservation of posts for Scheduled Castes and Scheduled Tribes in services as far as Government Departments are concerned. These orders do not become applicable to the Public Sector Undertakings straightaway. On the other hand, Bureau of Public Enterprises issue orders on similar lines for making them applicable to public enterprises like IOC etc. On receipt of these orders from Bureau of Public Enterprises, necessary instructions are issued by the concerned Ministry/Department to the public enterprises under its administrative control for immediate compliance.

The Committee have also been informed during evidence that earlier the orders have not been implemented in IOC from the date of issue by Department of Personnel and Administrative Reforms or from the date of issue by Bureau of Public Enterprises. These orders, in fact, have been implemented in IOC from the date on which the Ministry issued orders to the IOC. The Secretary, Department of Petroleum while admitting that there has been delay in implementing the reservation orders in IOC has assured the Committee that in future instructions received from Bureau of Public Enterprises would be sent to IOC for compliance on the same date on which these are received in the Ministry.

The Committee recommend that the orders/instructions issued by the Department of Personnel relating to reservation in services should be adopted by Bureau of Public Enterprises simultaneously and orders in this regard with necessary changes should be issued by BPE for making them applicable to Public Enterprises from the date of issue by Department of personnel and Administrative Reforms. The Committee further recommend that the orders should be communicated to the Public Enterprise by the Ministry concerned simultaneously on the date of receipt from BPE for compliance.

2.19 The Committee find that out of 4 employees who are on deputation in the Marketing Division of IOC, none belongs to Scheduled Caste/Scheduled Tribe community, whereas in R & P Division of IOC, out of 18 employees on deputation, only one belongs to Scheduled Caste community.

The Committee therefore, recommend that while selecting persons for posts to be filled by deputation in IOC (Marketing Division and Refineries & Pipelines Division) every effort should be made that a fair proportion of such posts are filled by persons belonging to Scheduled Castes/Scheduled Tribes.

B. Liaison Officers/Cell

2.20 It has been stated that the designation of the Liaison Officers appointed by the Indian Oil Corporation Limited (Marketing Division) is as follows :

Marketing Division (at Headquarters—Bombay)	: General Manager (Personnel)
Northern Region (Delhi)	: Dy. General Manager (Regional Sales)
Eastern Region (Calcutta)	: Dy. General Manager (Regional Sales)
Western Region (Bombay)	: Dy. General Manager (Regional Sales)
Southern Region (Madras)	: Dy. General Manager (Regional Sales)

2.21 The designation of the Liaison Officers nominated in respect of matters relating to the representation of Scheduled Caste and Scheduled Tribes in the employment of R&P Division of IOC is as follows :—

Sl. No.	Unit	Designation of Liaison Officer
1.	Headquarters(Refineries)	Deputy General Manager (Personnel)
2.	Headquarters (Pipelines)	Deputy General Manager (Personnel)
3.	Gauhati Refinery	Chief Personnel & Administrative Manager
4.	Barauni Refinery	
5.	Gujarat Refinery	
6.	Haldia Refinery	Senior Personnel & Administrative Manager
7.	Mathura Refinery	

2.22 The functions of the Liaison officers of both Marketing and R&P Divisions of IOC are stated to be as follows :

- (i) ensuring due compliance with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Caste/Scheduled Tribe candidates and other benefits admissible to them.
- (ii) collecting, coordinating and despatching the annual/quarterly returns relating to representation of Scheduled Caste/Scheduled Tribe candidates.
- (iii) acting as Liaison Officer between the Corporation and the Ministry concerned for supply of other information, answering questions and queries and clearing doubts in regard to matters concerned by these orders.
- (iv) conducting annual inspection of the rosters with a view to ensuring proper implementation of the reservation orders

- (v) ensuring extension of necessary assistance to the Commissioner for Scheduled Caste and Scheduled Tribes in the investigation of complaints received by the Commissioner for Scheduled Castes and Scheduled Tribes in regard to service matters and in the collection of information for his annual report.

2.23 Asked to what extent these liaison officers also deal with matters relating to recruitment, promotion, etc., the Committee have been informed in a note that very senior officers of the Corporation are appointed as Liaison Officers. They are generally Heads of Department of Personnel and Administration departments to whom managers/officers in charge of various functions such as industrial relations, training, establishment, recruitment, etc. report for guidance and supervision, wherever necessary.

2.24 The Committee enquired whether the statements of returns received from the various regions of IOC were scrutinized in the Head Office of IOC and what was the status of the officer who scrutinized them. The representative of IOC has stated during evidence that there is a cell in the Head Office and the Liaison Officer is also there to examine these statements of returns received from the different regions of IOC. They have to send a quarterly and annual returns on behalf of IOC to the Head Office.

2.25 The Committee note that General Manager (Personnel) has been appointed as Liaison Officer of the Marketing Division of Indian Oil Corporation at the Headquarters at Bombay and Deputy General Managers (Sales) have been appointed as Liaison Officers for Northern, Eastern, Western and Southern Regions with headquarters at Delhi, Calcutta, Bombay and Madras respectively to look after the work relating to Scheduled Caste and Scheduled Tribe employees and for ensuring proper implementation of the reservation orders.

The Committee further note that Liaison Officers have also been appointed in various oil Refineries and also at the Headquarters for Refineries and Pipelines Division.

The Committee need hardly stress that mere appointment of Liaison Officers at the Headquarters of Marketing and R & P Divisions of Indian Oil Corporation and at various other units is not enough. What is needed is the concerted action on the part of each Liaison Officer to ensure due compliance by the appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes and other relaxations/concessions admissible to them. It should also be ensured that the staff posted in the cells at various units is well conversant with the orders/instructions relating to reservations and belong to Scheduled Castes and Scheduled Tribes, as far as possible.

CHAPTER III

RECRUITMENT AND PROMOTION

A. Recruitment Procedure

DIRECT RECRUITMENT ON ALL INDIA BASIS (MARKETING DIVISION OF IOC)

3.1 It has been stated that the categories of posts to which direct recruitment is made on all-India basis in Marketing Division of IOC are Accounts Officers (Chartered Accountants/Cost Accountants), Programmers/Systems Analysts and Officer Trainees.

3.2 The Committee have been informed that the recruitment to officers' cadre is done on all-India basis at the Headquarters of the Marketing Division at Bombay and is notified :—

- (i) by press advertisement;
- (ii) to Director General of Resettlement & Training for released Ex-Servicemen;
- (iii) to Ex-Servicemen Organisations;
- (iv) As per the Presidential directive to Scheduled Caste/Scheduled Tribe organisations and other authorised agencies.

3.3 Applications received in response to these advertisements/notifications are screened and those who meet the eligibility criteria for that particular post are called for written/professional test wherever prescribed. Those candidates who obtain the requisite number of marks in the written test or professional test as per the laid down standards for general candidates and for Scheduled Caste/Scheduled Tribe candidates, relaxed standards), are subsequently called for personal interview. The duly constituted Selection Committee interviews these candidates and those who are found fit are placed in the panel in order of merit and appointed as and when vacancies arise.

Recruitment on Regional Basis

3.4 The Committee have been informed that categories of posts to which direct recruitment is made on regional basis in Marketing Division of IOC are Khalasi, Watchman, Refuelling Helper, Liftman, Sweeper, Peon, Typist/Clerk, Staff Car Driver, Operator, Chargeman, Stenographer, Telex/Teleprinter Operator, Technical Assistant etc.

3.5 The method of recruitment to the above-mentioned posts is stated to be as under :—

In line with the Government's instruction, all posts in staff category are filled through Employment Exchange. Copies of the notifications to the Employment Exchanges are also endorsed to :—

- (i) Scheduled Caste/Scheduled Tribe Organisations as per the Presidential Directive;

- (ii) Directorate of Social Welfare in the respective State/Union Territory;
- (iii) Ex-Servicemen Organisations;
- (iv) Special Employment Exchange for Physically Handicapped persons and Vocational Rehabilitation Centres in respect of vacancies to which such persons are to be considered for appointment.

3.6 As per the Government Directives, in addition, the vacancies are also broadcast over All India Radio in the respective States for the benefit of persons living in remote areas. In case of non-availability of suitable candidates from the sources enumerated above, a No Objection/Non Availability Certificate is obtained from the concerned Employment Exchange and a press advertisement is released in the leading local newspapers with large circulation, both in English and Regional languages.

3.7 In order to fill up the quota reserved for Scheduled Castes/Scheduled Tribes in recruitment, special advertisements exclusively for Scheduled Castes/Scheduled Tribes are released in the press and also special recruitment of Scheduled Castes/Scheduled Tribes communities is carried out.

3.8 Reservation of posts for Scheduled Caste/Scheduled Tribe candidates and the various relaxations admissible to them are indicated in the notification/advertisement. Selection is done on the basis of written test and/or interview. Scheduled Caste/Scheduled Tribe candidates are adjudged on the basis of relaxed standards. Duly constituted Selection Committee places on panel the suitable candidates and they are appointed as and when vacancies arise.

DIRECT RECRUITMENT ON ALL INDIA BASIS (R&P DIVISION OF IOC)

3.9 It has been stated that direct recruitment to Group (A) posts in R&P Division of IOC like Engineers in various disciplines, Medical Officers, Accounts Officers, Welfare Officers, Systems Officers, Materials Officers, Fire and Safety Officers at the level of first line officers in the scale of Rs. 1050-2110, which is the entry level, is done on all India basis.

3.10 As regards the method of recruitment to these posts, it has been stated that vacancies are notified through leading newspapers, including Employment News, on all-India basis. Copies of advertisements are also endorsed to :

- (i) Registered Scheduled Caste/Scheduled Tribe Associations as per the Government list.
- (ii) Directorate General Resettlement, Ministry of Defence.
- (iii) Directorate General of Employment and Training, New Delhi.
- (iv) Adviser (Construction), Bureau of Public Enterprises.
- (v) Scheduled Caste/Scheduled Tribe Cell, Chairman's Office.

It is clearly mentioned in our advertisements that reservations will be made as per the rules.

3.11 Selection is done on the basis of interview and/or written test/group discussion. Scheduled Caste/Scheduled Tribe candidates are adjudged on relaxed standards. Interviews of Scheduled Caste/Scheduled Tribe candidates are held separately by the Selection Committee. An Officer belonging to Scheduled Caste/Scheduled Tribe community is associated with the Selection Committee.

RECRUITMENT OF REGIONAL BASIS (R&P DIVISION OF IOC)

3.12 It has been stated that Direct Recruitment to Group B, C and D posts normally attracting candidates from a locality or a region, is done on unit level basis at all the refinery units/pipelines.

3.13 The method of recruitment to such posts is as under :

In line with Government instructions, all staff posts carrying pay scales the maximum of which is Rs. 800/- p.m. are filled through the local Employment Exchange. Vacancies are notified to the Employment Exchange in the form of prescribed requisition. Copies of the notification are also endorsed to —

- (i) Registered Scheduled Caste/Scheduled Tribe Associations as per the State/Union Territory List.
- (ii) Directorate General Resettlement for released servicemen.
- (iii) Director of Scheduled Castes/Scheduled Tribes Welfare or Social Welfare in the State/Union Territory.
- (iv) Special Employment Exchange/Vocational Rehabilitation Centre for Physically Handicapped persons (In respect of vacancies for appointment to which such persons are to be considered).

3.14 Reservation of posts for Scheduled Castes/Scheduled Tribes candidates/Ex-Servicemen/Physically Handicapped are indicated in the requisition in accordance with reservation quota fixed by the Government. Various relaxations/concessions admissible to them are also indicated.

3.15 In case of non-availability of suitable candidates, a "Non-availability" certificate is issued by the local Employment Exchange and a press advertisement is released in the leading local newspapers both in English and in regional language, in accordance with the procedure prescribed in the Presidential Directives.

3.16 Simultaneously with notification to the Employment Exchange or advertisements in newspapers, reserved vacancies are also announced over the Station of All India Radio in the State concerned, as and when necessary.

3.17 Selection is done on the basis of written test and/or interview. Scheduled Caste/Scheduled Tribe candidates are adjudged on relaxed standards. An Scheduled Caste/Scheduled Tribe Officer is invariably associated with the Selection Committee.

3.18 Two statements showing the recruitment made during the last three years i.e. 1980 to 1983 by the Marketing Division and Refineries and Pipelines Division of IOC are at Appendices I and II.

3.19 The Committee enquired as to why sweepers had been included in Group 'C' instead of Group 'D'. The representative of the Indian Oil Corporation stated during evidence that they did not have Group 'D' and 'B' posts in the Marketing Division of Indian Oil Corporation. They did not have any pay scale with the maximum of less than Rs. 290/-.

3.20 The Committee pointed out that the two pay scales of Rs. 565-1197 and Rs. 435-900 had been shown in Group C posts in the Marketing Division of Indian Oil Corporation and desired to know why they had not been included in Group B category. The Chairman of the Indian Oil Corporation has stated during evidence as follows :

"They are pay scales in the Marketing Division. Originally they were two separate companies. However, we have Group B C and D posts in Refineries Division".

3.21 Explaining the position about the Grouping of posts in the Marketing Division of Indian Oil Corporation, the representative of Indian Oil Corporation stated as follows :

"This grouping of posts on the basis of salary structure was introduced in 1975. Afterwards there have been various pay revisions but, as per the directive issued by the bureau of Public Enterprises, whatever may be the pay scale existing in 1975, the grouping should remain on the same basis irrespective of the pay revision which may take place subsequently. This grouping relates to the pay scales existing in 1975."

3.22 Elucidating the point in regard to the grouping of posts, the representative of Indian Oil Corporation has stated as follows :

"These pay scales of Rs. 565-1197 are as they exist today. They were much lower in 1975 when the Bureau of Public Enterprises did the grouping of the posts. There are pay revisions since then. We will give you the corresponding pay scales as existing in 1975 which will indicate that the grouping has been done as per the details laid down by the Bureau of Public Enterprises."

3.23 Referring to the recruitment figures, the Committee enquired why excess recruitment was made in one year which was adjusted in subsequent years by a negative carry forward. The Committee wanted to know the authority behind this practice. The representative of Indian Oil Corporation has stated during evidence as under :

"The order says there will be carry forward of the vacancies. We take it than it is for both 'plus' and 'minus'."

3.24 When the Committee enquired how the negative carry forward was shown in the rosters, the Secretary, Department of Petroleum has stated as follows :

"This point has come to our notice and I shall look into it and report to the Committee. It may be that I.O.C. has got certain valid point. I would not take a final view but unless IOC can show/certain orders that they are doing this negative carry forward my immediate reaction is that it is not correct."

3.25 During evidence, the Committee pointed out that it had been stated that all the posts in the staff category for which direct recruitment was made on regional basis were filled through employment exchanges and desired to know how much time was given to the employment exchanges and in case the employment exchange was unable to sponsor Scheduled Caste/Scheduled Tribe candidates, how much time was taken by it for issuing a Non-availability Certificate and how much time was further taken for issuing the Press Advertisement after the receipt of such a certificate. The representative of Indian Oil Corporation has stated as under :—

“When we write to the Employment Exchange, 30 days time is given to it for forwarding the names to us. In the unlikely event of their not having any names for particular categories, they give a No Objection Certificate. On receipt of the No Objection Certificate within 10 days, an advertisement is sent to the leading English and regional language papers, inviting applications. They might take a few more days, depending upon the booking with them.”

3.26 Asked whether they were satisfied with the procedure followed for recruitment on regional basis during the past few years and whether they had also been getting good response from Scheduled Caste/Scheduled Tribe candidates, the representative of IOC has explained the position as follows :—

“In fact, in most cases, for the general category there are not many occasions when we have to go to the Press because we do get names from the employment exchanges. In the case of Scheduled Castes and Scheduled Tribes, if we do not get names from the employment exchanges, we go in for an exclusive recruitment.”

3.27 The Committee enquired if special recruitment teams were sent to areas of tribal concentration with a view to recruit tribal candidates who might not be available through the employment exchange or through Press advertisements. The representative of I.O.C. stated that they would consider and try to implement the suggestion made by the Committee. The witnesses added that they were broadcasting the vacancies through All India Radio also as per the suggestion made by the Committee earlier.

3.28 In reply to a question, the representative of Indian Oil Corporation stated that for the officers category, the recruitment was from all over India and for the staff category, it was done on a regional basis.

3.29 When asked to state the precise orders under which excess recruitment is made every year and the excess posts filled by Scheduled Caste/Scheduled Tribe candidates are shown as carry-forward negatively, the Committee have been informed in a note that I.O.C. have been holding ‘special selections’ exclusively for the recruitment of Scheduled Castes and Scheduled Tribes and appointing Scheduled Castes and Scheduled Tribes against the vacancies reserved for them. Since Scheduled Tribe candidates were not available they have been appointing the available Scheduled Caste candidates against the vacancies reserved for Scheduled Tribes. Since IOC are not sure whether Scheduled Tribes candidates will at all be available, wherever excess Scheduled Caste candidates were available (after filling the reserved vacancies for Scheduled Caste) they have been appointing Scheduled Caste candidates.

In this connection, Para 8(b) of the Presidential Directive No. P-34011/1/82-IOC dated 11-11-82, regarding carry-forward of reserved vacancies for Scheduled Castes/Scheduled Tribes and then the subsequent adjustments is reproduced below :—

2nd para of para 8(b) of Directive :

"While vacancies reserved for Scheduled Castes and Scheduled Tribes may continue to be treated as reserved for the respective community only, Scheduled Tribe candidates should be considered for appointment against a vacancy reserved for Scheduled Caste candidates where such vacancy could not be filled by Scheduled Caste candidate even in the third year to which the vacancy is carried forward. While advertising or notifying a vacancy which has been carried forward to the third year, it should, therefore, be made clear in the advertisement/requisition that while the vacancy is reserved for Scheduled Caste, Scheduled Tribe candidates would also be eligible for consideration in the event of non-availability of suitable Scheduled Caste candidates. This arrangement will likewise apply also in the case of vacancies reserved for Scheduled Tribes."

3.30 Since IOC had appointed excess Scheduled Caste candidates against vacancies reserved for Scheduled Tribes, the excess appointment of Scheduled Castes has been carried forward and exchange of vacancies between Scheduled Castes and Scheduled Tribes have been made as per our interpretation of the above Directive of the Government.

3.31 The above excess quota of Scheduled Caste candidates over and above the reserved vacancies for Scheduled Caste has been done by us in good faith and in order to recruit as many Scheduled Caste candidates as possible.

3.32 Though I.O.C. have adjusted the excess Scheduled Caste candidates in the third year of carry forward only, the percentage of recruitment for the year 1980, 1981 and 1982 of Scheduled Caste candidates in Groups 'A' and 'C' are as under :—

	1980	1981	1982
Group 'A'	28.57%	14.06%	18.28%
Group 'C'	20.18%	19.19%	19.76%

The above percentage of recruitment of Scheduled Caste candidates is against the reserved percentage of 15%.

3.33 In Group 'A' 7 Scheduled Caste candidates, who were issued appointment letters during the end of 1981 have subsequently joined in the beginning of 1982 and therefore the percentage in 1981 is less by 9.4% and the percentage in 1982 is higher by 4.28%.

3.34 Since I.O.C. are not sure of the availability of Scheduled Tribe candidates, they appoint extra Scheduled Caste candidates so that in future if there is a shortfall of Scheduled Tribe candidates, the same is made up.

3.35 Asked to furnish a detailed note as to why there are no Group 'B' and 'D' posts in the Indian Oil Corporation (Marketing Division), the Committee have been informed in a note that the classification of various posts for implementation of orders regarding employment of Scheduled Castes and Scheduled Tribes has been done keeping in view the various directives issued by the Government. Bureau of Public Enterprises vide their Office Memorandum No. BPE/GL-941/75-MAN/6-1-75-BPE(IC) dated 11-12-1975 have classified the various posts in Public Sector Undertakings. This Memorandum also clearly indicates that this instruction supersedes the existing and past instructions on the above subject.

3.36 The classification of posts as done by the above Office Memorandum is as under :—

Sl. No.	Description of posts	Classification of posts
1.	Post carrying a pay or a scale of pay with a maximum of not less than Rs. 1,300-00	Group 'A'
2.	Post carrying a pay or a scale of pay with a maximum of not than Rs. 900/- but less than Rs. 1,300/-	Group 'B'
3.	Post carrying a pay or a scale of pay with a maximum of over Rs. 290/- but less than Rs. 900/-	Group 'C'
4.	Post carrying a pay or a scale of pay the maximum of which is Rs. 290/- or less	Group 'D'

3.37 Since there was a Directive from the Bureau, the classification of posts had to be done with reference to the pay scales in existence as on 11-12-1975 and they were as under :—

Group of Posts	Scales of pay as existed when the BPE reclassified post vide O.M. No. BPE/GLO-41/76-MAN (6/1/75-BPE(IC) dated 11-12-1975)	Present scales of pay
1	2	3
(A)		
1.	Rs. 725—1405	Rs. 1050—2110
2.	Rs. 1025—1625	Rs. 1360—2400
3.	Rs. 1425—1805	Rs. 1700—2655
4.	Rs. 1575—1935	Rs. 2000—2880
5.	Rs. 1850—2250	Rs. 2350—3150
6.	Rs. 2000—2500	Rs. 2650—3450
7.	Rs. 2250—2750	Rs. 3000—3700
8.	Rs. 2500—3000	Rs. 3500—4000
9.	Rs. 3000—3500	Rs. 4000—4500
(C)		
10.	Rs. 180—291	Rs. 275—462
11.	Rs. 241—347	Rs. 340—564
12.	Rs. 251—404	Rs. 375—651
13.	Rs. 295—520	Rs. 419—789
14.	Rs. 280—714	Rs. 435—900
15.	Rs. 470—895	Rs. 565—1197

3.38 In view of the above pay scales prevailing at that time, classification of posts and their grouping as A, B, C or D had to be done as per the Directive of the Bureau of Public Enterprises. Therefore, all the officers posts shown at Sr. No. 1 to 9 fall under Group 'A' and the staff category posts shown at Sr. No. 10 to 15 fall under Group 'C' only. Therefore there are no posts which fall under Group 'B' and 'D'.

3.39 Though there were periodical revision of pay scales subsequent to 1975, IOC have not reclassified the posts in view of BPE's letter No. BPE/GL-041/75-MAN(6-1-75-BPE(IC), dated 24-5-79 (Appendix-III) which clearly states that consequent on the periodical revision of pay scales in Public Enterprises, the above classification will not undergo a change.

3.40 Incidentally, it may be mentioned that as per the provisions of the Presidential Directives, the percentage of reservation does not differ from group to group and therefore, whether the post fall in Group B or C or D the percentage of reservation in recruitment and promotion remains the same.

3.41 The promotion policy of the Corporation clearly lays down promotions within Group 'C' and from Group 'C' to Group 'A', i.e. to the lowest rung of officer category. It is confirmed that by absence of Group 'B' and 'D' promotional avenues of the employees is not affected since the employees get promoted, either within Group 'C' or from Group 'C' to Group 'A' i.e. to the lowest rung of officer category.

3.42 The Committee note that copies of employment notifications regarding direct recruitment are being circulated by India Oil Corporation to recognised Scheduled Caste/Scheduled Tribe associations as per the Presidential directives in this regard. The Committee desire that copies of employment notifications should also be sent to Members of Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes and also to the local Scheduled Caste/Scheduled Tribe M.Ps/M.L.As of the region/area where the recruitment is being held.

3.43 The Committee note that there are no Group 'B' and 'D' posts in the Marketing Division of Indian Oil Corporation and there is no pay-scale with the maximum of less than Rs. 290/-. The Committee further note that the two pay scales of Rs. 565-1197 and Rs. 435/-—900/- have been shown in Group 'C' posts in the Marketing Division of Indian Oil Corporation instead of showing them in Group 'B'.

The Committee have been informed during evidence that classifications of posts in various groups is based on the instructions issued in 1975 by Bureau of Public Enterprises. As per the directive of Bureau of Public Enterprises, classification of posts in a particular group would remain as it was in 1975 and any subsequent pay revision will not alter the classification.

The Committee are unable to appreciate the logic that once a post has been classified as Group 'A' or 'B' such classification cannot be changed in the light of any subsequent pay revision. The Committee recommend that this matter may be examined in consultation with the Department of Personnel and Administrative Reforms and suitable guidelines issued in this regard.

3.44 The Committee note that Marketing Division of Indian Oil Corporation has been making excess recruitment of Scheduled Caste candidates which was adjusted in subsequent years by a 'negative carry forward.' The Committee have also been informed that the Indian Oil Corporation have been holding special selections exclusively for the recruitment of Scheduled Castes and Scheduled Tribes and appointing Scheduled Castes and Scheduled Tribes against the vacancies reserved for them. Since Scheduled Tribe candidates were not available they have been appointing Scheduled Caste candidates against the vacancies reserved for Scheduled Tribes. As Indian Oil Corporation are not sure whether Scheduled Tribe candidates will at all be available where excess candidates were available (after filling the reserved vacancies for Scheduled Castes) they have been appointing Scheduled Caste candidates in excess with the intention of adjusting them in future.

During evidence, the Secretary, Department of Petroleum had admitted that 'negative carry-forward' was not the correct procedure unless Indian Oil Corporation can show any orders to the contrary.

The Committee need hardly stress that exchange of vacancies between Scheduled Castes and Scheduled Tribes is permissible only in the third year to which the reserved vacancy has been carried forward. Any departure from the prescribed procedure even with the best of intentions is not desirable. The Committee recommend that IOC should follow the prescribed procedure and in case of doubt, the matter should be taken up with the Department of Personnel and Administrative Reforms for their advice.

3.45 The Committee desire that Government directives with regard to the carry-forward of unfilled reserved vacancies should be strictly followed. In the Committee's opinion it is not permissible to resort to 'Negative Carry forward' in order to adjust the excess recruitment made in previous years.

B. Relaxations/Concessions

3.46 The relaxations/concessions allowed to Scheduled Castes/Scheduled Tribes at the time of recruitment on All India basis in the Marketing Division of IOC are stated to be as under :—

(a) Application fee :

No application fee is charged from the candidates sponsored by Employment Exchanges and Scheduled Caste/Scheduled Tribe organisations. The Scheduled Caste/Scheduled Tribe candidates are required to pay only 1/4th of the prescribed application fee, when applying for the posts in response to press advertisement.

(b) Age Limit :

Relaxation in maximum age limit by 5 years is given to Scheduled Caste/Scheduled Tribe candidates.

(c) Travelling Allowance :

Scheduled Caste/Scheduled Tribe candidates called for interview and/or test are paid travelling allowance.

(d) Qualification and Standard :

- (i) Whereas the minimum qualification prescribed in respect of general category candidates for recruitment to the post of officer Trainees is Engineering Degree/M.B.A. with First Division marks, Scheduled Caste/Scheduled Tribe candidates with only pass marks are considered.
- (ii) The qualifying marks obtained in the written test by the general category candidates for being eligible to appear for the interview are higher than those laid down for Scheduled Caste/Scheduled Tribe candidates.

3.47 The various relaxations/concessions allowed to Scheduled Castes/Scheduled Tribes at the time of recruitment on Regional basis in the Marketing Division of I.O.C. are stated to be as under :—

(a) Application Fee :

- (i) No application fee is charged from the candidates sponsored by Employment Exchanges and Scheduled Caste/Scheduled Tribe organisations.
- (ii) The Scheduled Caste/Scheduled Tribe candidates are required to pay only 1/4th of the prescribed application fee, when applying for the posts in response to press advertisement.

(b) Age Limit :

Relaxation in age limit by 5 years is given to Scheduled Caste/Scheduled Tribe candidates.

(c) Travelling Allowance :

Scheduled Caste/Scheduled Tribe candidates called for interview and/or test are paid travelling allowance, while the general category candidates are not paid any such allowance.

(d) Qualification and Standard :

- (i) Relaxation in typing speed from 40 w.p.m. to 35 w.p.m. for recruitment as Typist/Clerk.
- (ii) Relaxation in Stenography speed from 100 w.p.m. to 80 w.p.m. for recruitment as Stenographer.

(e) Relaxation in Experience :

In case of direct recruitment, reasonable relaxation in period of experience required for each post, in comparison to general category candidates is allowed to candidates from Scheduled Caste/Scheduled Tribe communities.

3.48 In accordance with the Presidential Directive, the following concessions/relaxations are allowed to Scheduled Caste/Scheduled Tribe can-

didates at the time of recruitment to Group 'A' posts on All India basis in R & P Division of Indian Oil Corporation :

(i) *Age Limit :*

The maximum age limit prescribed for direct recruitment to a post is relaxed by 5 years in the case of candidates belonging to Scheduled Caste/Scheduled Tribe communities.

(ii) *Application Fee :*

While applying for any post advertised in the press, Scheduled Caste/Scheduled Tribe candidates are required to pay only one-fourth of the prescribed application fee.

(iii) *Standard of suitability :*

Whereas the minimum qualifications prescribed for recruitment to Group 'A' posts in all disciplines in case of general category candidates is Degree with First Division marks, Scheduled Caste/Scheduled Tribe candidates with only pass marks are considered for such appointment.

(iv) *Relaxation in experience :*

A reasonable relaxation in experience as compared to general candidates is allowed to candidates from Scheduled Caste/Scheduled Tribe communities.

(v) *Travelling allowance :*

Scheduled Caste/Scheduled Tribe candidates called for written test are paid travelling allowance while the general category candidates are not paid any such allowance.

All candidates including Scheduled Caste/Scheduled Tribe, called for interview are paid travelling allowance.

The Railway reservation and sleeping berth charges are also reimbursed to Scheduled Caste/Scheduled Tribe candidates.

(vi) *Relaxation in qualifying marks :*

The minimum qualifying marks prescribed for any written test/interview are relaxed in favour of Scheduled Caste/Scheduled Tribe candidates.

(vii) *Separate interview for Scheduled Caste/Scheduled Tribe candidates :*

Interviews of Scheduled Caste/Scheduled Tribe candidates are held separately by the Selection Committee (with which a representative of the Scheduled Caste/Scheduled Tribe community is invariably associated) so that they are not judged in comparison with general candidates and the interviewing authority is prominently made aware of the needs for judging them on relaxed standards.

3.49 The relaxations/concessions allowed to Scheduled Castes/Scheduled Tribes at the time of recruitment on regional basis to these posts in

the Refineries and Pipe Lines Division of Indian Oil Corporation are stated to be as follows :

(i) *Age Limit :*

The maximum age limit prescribed for direct recruitment to a post is relaxed by 5 years in the case of candidates belonging to Scheduled Caste/Scheduled Tribe communities.

(ii) *Standard of Suitability :*

(a) For recruitment to the posts in which a minimum Second Division in the Degree Examination is insisted upon for general category candidates, Scheduled Caste/Scheduled Tribe candidates with only pass marks are considered for appointment.

(b) Relaxation in stenography speed from 100 w.p.m. to 80 w.p.m.

(c) Relaxation in typing speed from 40 w.p.m. to 35 w.p.m.

(iii) *Relaxation in Experience :*

A reasonable relaxation in experience as compared to general candidates is allowed to candidates from Scheduled Caste/Scheduled Tribe communities.

(iv) *Relaxation in qualifying marks :*

The minimum qualifying marks prescribed for any written test/interview are relaxed in favour of Scheduled Caste/Scheduled Tribe candidates.

(v) *Travelling Allowance :*

Scheduled Caste/Scheduled Tribe candidates called for interview and/or written test are paid travelling allowance, while the general category candidates are not paid any such allowance.

The Railway reservation and sleeping berth charges are also reimbursed to Scheduled Caste/Scheduled Tribe candidates.

(vi) *Separate interview for Scheduled Caste/Scheduled Tribe candidates :*

Interviews of Scheduled Caste/Scheduled Tribe candidates are held separately by the Selection Committee (with which a representative of Scheduled Caste/Scheduled Tribe community is invariably associated) so that they are not judged in comparison with general candidates and the interviewing authority is prominently made aware of the needs for judging them on relaxed standards.

3.50 The Committee note that several concessions/relaxations are given to Scheduled Castes and Scheduled Tribes at the time of making recruitment to different categories of posts in the Indian Oil Corporation (Marketing Division) and Refinery and Pipelines Division.

The Committee find that a reasonable relaxation in experience, as compared to general candidates is allowed to Scheduled Caste/Scheduled Tribe candidates. The Committee feel that reasonable relaxation is a vague expression and this is liable to be interpreted differently by each Selection Board. The Committee suggest that relaxation in experience should be specified in precise terms in order to ensure that all Selection Boards allow the same relaxation in experience for various categories of posts.

3.51 The Committee recommend that where the requisite number of Scheduled Caste/Scheduled Tribe candidates are not available to fill the reserved vacancies, the recruiting authorities in the IOC should select for appointment the best among the Scheduled Castes and Scheduled Tribes, who fulfil the minimum educational qualifications and in-service training should be given to them to bring them upto the required standard.

C. Promotions

3.52 The procedure followed for promotion of employees in various categories of posts in the Marketing Division of Indian Oil Corporation is stated to be as under :—

Officers :

- (i) As per the understanding with the Unions, 50% of the vacancies of the posts in the Scale of Rs. 1050—2110, ('A' Grade) is filled in by way of promotion from the highest staff category by way of Selection and balance 50% is filled in by way of direct recruitment. Promotions to the posts in the scales of Rs. 1360—2400 (Grade 'B') and Rs. 1700—2655 (Grade 'C') are filled in both by merit and by way of seniority. The promotions in the two channels are subject to the satisfactory performance during the past three years of completed service as at the end of the previous year :

Pay Scale	First Channel	Second Channel
	(Merits Channel)	(Seniority Channel)
Rs. 1360—2400		70% 30%
Rs. 1700—2655		75% 25%

- (ii) All eligible candidates who have completed three years of service in the lower grade as on 31st December of the preceding year, are eligible for consideration for promotion to the next higher grade. Duly constituted Departmental promotion Committee deliberates and evaluates the performance in Annual Performance Appraisal Reports, seniority, educational qualifications, suitability and the candidates are empanelled for promotion. The panel thus drawn out and duly approved by the competent authority is operated in the merit order and seniority order as required and vacancies are filled in as per the names of the officers appearing on the panel. Promotions to the posts in Scale Rs. 2000—2880 (Grade 'D') and above are done by duly constitute Departmental Promotion Committee and selection is based on merit only.

Staff :

3.53 The procedure adopted in the Marketing Division of Indian Oil Corporation for promotion of employees in various categories of posts is as per the promotion policy for workmen effective from 1st June, 1978.

The bio-data of eligible staff, laid down for promotion to a particular post is put up before the Departmental promotion Committee and this data 3—151SS/84

includes merit ratings based on Confidential Reports, qualification of concerned employees and also their seniority which plays an important role in deciding whether an employee is promotable or not. After holding interview/trade test wherever prescribed, the Departmental Promotion Committee draws a list of persons to be kept on the panel. As and when vacancy arises, the promotions are made in the order of the employees position in the panel. In line with the presidential Directive, 15% and 74% vacancies in promotion are reserve for Scheduled Caste and Scheduled Tribe employees respectively and 40 point roster is being maintained.

3.54 The concessions/relaxations given to Scheduled Castes/Scheduled Tribes while considering them for promotion in the Marketing Division of Indian Oil Corporation are stated to be as follows :

- (i) In promotions within Group 'A' posts i.e. Officers categories which carry an ultimate salary of Rs. 2,250/- p.m. or less, the Scheduled Caste/Scheduled Tribe Officers, who are senior enough, in the zone of consideration for promotion, so as to be within the number of vacancies for which the select list has to be drawn up, are included in that list provided they are not considered unfit for promotion.
- (iii) Keeping in view the promotion policy of the Corporation, selection against vacancies reserved for Scheduled Caste/Scheduled Tribe is made only from among eligible Scheduled Caste/Scheduled Tribe employees irrespective of their merit as compared to the general category candidates provided they are considered fit for promotion and satisfy the prescribed minimum standards. In the event of non-availability of eligible Scheduled Caste/Scheduled Tribe employees in the lower grades in respective cadres for promotion, the procedures regarding dereservation, carry forward, exchange of reservation between Scheduled Caste and Scheduled Tribe, etc. whenever applicable, are strictly followed.

3.55 The procedure followed for promotion of employees in various categories of posts in the Refineries and Pipelines Division of Indian Oil Corporation is stated to be as follows :—

Officers :

- (i) Promotions to posts in the scale of Rs. 1360—2400 (Grade 'B') and above are made predominantly on merit. However, there is a channel of promotion with emphasis on seniority in respect of a small percentage of posts filled in the scale of Rs. 1360-2400 (Grade 'B') and Rs. 1700-2655 (Grade 'C'). The suitability for promotion is determined by the appropriate authority after evaluating all the eligible departmental candidates, the suitability being determined with reference to the qualifications prescribed for the post, performance as reflected in the Confidential Reports, Seniority and any other special requirements of the posts.
- (ii) Departmental candidates who qualify for promotion to higher posts in the scale of Rs. 1360-2400 and Rs. 1700-2655 must have worked in the next lower post for a minimum period of 2½ years to be reckoned as on 31st December of the year preceding

the year in which the Departmental Promotion Committee's meeting is convened. In respect of vacancies to be filled by promotion in these two grades, there are two channels of promotion, one with emphasis on merit (first channel) and the other with emphasis on seniority (second channel). Promotions in the two channels are in the following proportion subject to satisfactory performance during the period of 2½ years to be reviewed for such promotions.

Pay scale	First Channel	Second Channel
Rs. 1360-2400	70%	30%
Rs. 1700-2655	75%	25%

Promotions to the posts in the pay scale of Rs. 2000-2880 (Grade 'D') and above are done by duly constituted Departmental Promotion Committees and selection is based on merit only.

3.56 At the first line officers level, i.e. posts carrying the scale of pay of Rs. 1050-2110, 50% of vacancies in the Refineries and Pipelines Division are filled by promotion on the basis of recommendations made by the Departmental Promotion Committees, who assess all the eligible candidates (those having completed at least two years' service in the next lower grade in the staff category) on the basis of qualifications, seniority and performance as reflected in their confidential reports. The remaining 50% of vacancies are filled by direct recruitment from outside sources.

Staff :

3.57 Promotion to posts carrying scale of pay of Rs. 700-1659 (Grade VIII) and below is made after assessing the eligible employees in the lower scale on the basis of qualifications, seniority and performance as reflected in the respective confidential reports. Only those employees who have rendered minimum two years of service in their existing posts are considered for promotion. In line with the presidential Directive, 15% and 7½% vacancies in promotion are reserved for Scheduled Caste and Scheduled Tribe employees respectively and 40-point rosters are being maintained for the purpose.

3.58 The concessions/relaxations given to Scheduled Castes and Scheduled Tribes while considering them for promotion in R&P Division of Indian Oil Corporation are stated to be as under :

- (i) For promotions within Group 'A' posts carrying an ultimate salary of Rs. 2250/- p.m. or less, there is no reservation. However, if a Scheduled Caste/Scheduled Tribe officer eligible for promotion is senior enough so as to be within the number of vacancies, he is promoted against one of the vacancies provided he is not considered unfit for such promotion.
- (ii) For promotions upto the lowest rung of Group 'A' posts, keeping in view the Corporation's promotion policy, selection against vacancies reserved for Scheduled Caste/Scheduled Tribe is made only from eligible Scheduled Caste/Scheduled Tribe employees (who have completed minimum two years of service in the

grade) irrespective of their merit as compared to the general category candidates provided they are considered fit for promotion and satisfy the prescribed minimum standards.

3.59 The details of the number of persons promoted during the years 1980 to 1982 in the Marketing Division and Refineries and Pipelines Division of Indian Oil Corporation and the number of Scheduled Castes/Scheduled Tribes among them are at Appendices IV & V.

3.60 The Department of Personnel have *vide* O.M. No. 22011/3/76-Estt.(D), dated 24-12-1980, issued instructions regarding the zone of consideration for promotion to "selection" posts. The instructions provide that the Departmental Promotion Committee shall for the purpose of determining the number of officers who should be considered from out of these eligible officers in the feeder grade(s) restrict the field of choice as under, with reference to the number of clear regular vacancies proposed to be filled in the year :—

No. of vacancies	No. of persons to be considered
1	5
2	8
3	10
4 or more	three times the number of vacancies

Where adequate number of Scheduled Caste/Scheduled Tribe candidates are not available within the normal field of choice as above, the field of choice may be extended to 5 times the number vacancies and the Scheduled Caste/Scheduled Tribe candidates (and not any other) coming within the extended field of choice, should also be considered against the vacancies reserved for them.

3.61 During evidence, the Committee enquired when they introduced a new scale, would it affect the promotional avenues in any way. The representative of Indian Oil Corporation stated that it would not affect the promotional avenues of the candidates whether the new scale was in group 'C' or group 'B'.

3.62 When the Committee desired to know as to why there was no reservation in promotion above the existing pay scale of Rs. 1050/-, the representative of Indian Oil Corporation has stated during evidence as under :

"In promotion there is reservation. Instead of a direct percentage, if there is an officer in the zone of consideration relative to the number of vacancies and if he is not found unfit for promotion, he would be promoted."

3.63 The Committee pointed out that according to the instructions issued by Bureau of public Enterprises in the matter of promotions, the zone of consideration would be 1:5 and desired to know whether this

principle was being observed in the Indian Oil Corporation. The representative of Indian Oil Corporation has stated during evidence as follows :

"There was a doubt about this and because of this we had written to the Department of Personnel directly and they have clarified to us that the zone of consideration will be equivalent to the number of vacancies. Whatever be the number of vacancies, if in that there is any Scheduled Caste or Scheduled Tribe candidate who is otherwise unfit for promotion, he would be promoted."

3.64 When the Committee asked to explain the circumstances under which a reference was made to the Department of Personnel and Administrative Reforms seeking instructions regarding the zone of consideration in promotions, the representative of Indian Oil Corporation has stated during evidence as follows :

"The normal procedure is this. Promotion is on selection basis and not on seniority basis. In our corporation there was no such thing as zone of consideration. In our case it was all by selection. We do not have any system of any zone of consideration. When this Memorandum on zone of consideration came, we wanted to know what the zone of consideration was."

3.65 In reply to a question, the Secretary, Department of Petroleum stated that in promotions there was reservation for the lowest grade of group 'A'. From Group 'C' to Group 'A', there was reservation.

3.66 When asked whether it would not affect the chances of promotion of employees in the absence of any quota for promotion from group 'B' to Group 'A' the Secretary, Department of Petroleum stated that it was promotion within group 'A' where there was no reservation.

3.67 From the data furnished to the Committee, (Appendix IV), the Committee note that in the Marketing Division of Indian Oil Corporation, 50% of the vacancies in the scale of 1050—2110 in Group 'A' are filled by promotion from the highest staff category in Group 'C' by selection and the balance 50% vacancies are filled by direct recruitment. There are no Group 'B' posts in the Marketing Division. Promotion to higher grades within Group 'A' is done purely on the basis of merit-cum-seniority

The Committee are concerned to note that during the years 1980 to 1982, 245 vacancies were filled in the Marketing Division in the lowest rung of Group 'A' but none of the reserved vacancies namely 34 for Scheduled Castes and 17 for Scheduled Tribes could be filled by Scheduled Caste/Scheduled Tribe candidates. As there is no carry forward of reserved vacancies in promotion by selection to lowest rung of Group 'A' these posts were filled by general candidates.

3.68 From the data furnished to the Committee, (Appendix V), the Committee further note that in the Refineries and Pipelines Division of Indian Oil Corporation, during the same period i.e. 1980 to 1982 the total number of vacancies filled in the lowest rung of Group 'A' was 288 and the total number of reserved vacancies for Scheduled Castes/Scheduled Tribe were 77 and 35 respectively. Against these reserved posts, only 12 Scheduled Castes and 1 Scheduled Tribe candidates were appointed.

The Committee are distressed to point out that a large number of reserved vacancies in the lowest rung of Group 'A' are being filled up by general candidates both in Marketing Division and Refineries and Pipelines Division. The Committee, therefore, recommend that while filling up vacancies by promotion in the lowest rung of Group 'A', Indian Oil Corporation should consider the cases of Scheduled Castes and Scheduled Tribes employees so that all the reserved vacancies are filled by Scheduled Castes and Scheduled Tribes only. The Committee also recommend that the intake of Scheduled Caste/Scheduled Tribe candidates in the feeder cadre should be improved so that adequate number of Scheduled Caste and Scheduled Tribe employees are available in Group 'C' for promotion to the lowest rung in Group 'A'.

3.69 The Committee feel surprised that Indian Oil Corporation was not aware of the zone of consideration to be followed for filling up vacancies by promotion and by the method of selection. The Committee would like to point out that Department of Personnel and Administrative Reforms vide their O.M. No. 22611/3/76-Estt.(D) dated 24-12-1980 had issued detailed instructions regarding zone of consideration for promotion made by selection. The Committee recommend that these orders should be followed in letter and spirit so that more Scheduled Caste and Scheduled Tribe candidates are considered for promotion to the selection posts.

D. Selection Boards/Departmental Promotion Committees

3.70 It has been stated that the composition of Selection Board for recruitment of candidates for the officers cadre (Group A posts) in Marketing Division of Indian Oil Corporation consists of two members from the Head Office, both of the General Manager or Deputy General Manager rank. If on very rare occasions, due to unexpected reasons the General Manager or Deputy General Manager is unable to sit in the Committee, his place will be taken by a Senior Manager from the Department concerned. General Manager/Deputy General Manager of the concerned Region is a 3rd member of the Selection Board. Since IOC do not have Senior Managers belonging to Scheduled Caste/Scheduled Tribe communities, normally General Manager (Personnel) or Deputy General Manager (Regional Sales) who are the Liaison Officers (regarding matters pertaining to Scheduled Castes/Scheduled Tribes) are members of the Selection Board in order to safeguard the interests of the Scheduled Caste/Scheduled Tribe candidates appearing before the Selection Committee. The Selection Board would also include a representative of Scheduled Caste/Scheduled Tribe community.

3.71 The composition of Selection Board for selecting candidates for various staff categories (Group C posts) in the Region depends on the grade and category of the post for which recruitment is being carried out. The Selection Board would constitute of one Manager from the Personnel Department, one from the user function and one from any other function. In case of recruitment of staff category to be made for Divisional Offices/Installations/Aviation Fuel Stations, the Selection Board would constitute of Manager from the Personnel Department, Manager of the User function from the Regional Office and the Location-In-Charge for which the recruitment is being carried out. The Selection Board would also include a representative of Scheduled Caste/Scheduled Tribe community.

3.72 The Committee have been informed that the composition of the Departmental Promotion Committee constituted for promotion of Officers

within Group 'A' posts (upto a maximum basic pay of Rs. 2250/- per month) in the Marketing Division of Indian Oil Corporation consists of all the functional General Managers in Head Office and the General Manager of the Region concerned. Since Indian Oil Corporation do not have any General Manager belonging to Scheduled Caste/Scheduled Tribe community, General Manager (Personnel), who is the Liaison Officer of the Corporation is a member of the Departmental Promotion Committee and safeguards the interest of the Scheduled Caste/Scheduled Tribe officers who are within the zone of consideration for being considered for promotion.

3.73 The composition of the Departmental Promotion Committee for promoting employees in various staff categories (Group C posts) in the Region depends on the grade and category of the post for which promotion is being made. The Departmental Promotion Committee in higher staff categories would normally constitute of all the Departmental Heads in the Region. In case of promotion to lower categories of posts, the Departmental Promotion Committee would consist of one Manager from the Personnel Department, Manager of the user function (in whose department the promotion is being made) and one Manager from any other function. The Deputy General Manager (Regional Sales) who is the Liaison Officer of the Region is a member of the Departmental Promotion Committee in the higher grades and he safeguards the interest of the Scheduled Caste/Scheduled Tribe employees.

In case of promotion to lower categories of posts wherever an officer belonging to Scheduled Caste/Scheduled Tribe of appropriate status/rank is available, he is included in the Departmental Promotion Committee.

3.74 It has been stated that recruitment to various posts in R & P Division of IOC is effected on the recommendations of the Selection Committees constituted for the purpose. Normally, the Selection Committee have 3 to 5 members. The composition of the Selection Committees is stated to be as under :—

Grade/Pay Scale

- | | |
|---|---|
| 1. Rs. 2000-2800 (Gr. D) and above | Sub Committee at the Board of Directors' level. |
| 2. All staff posts (Rs. 421-710 to Rs. 700-1659) and officers' posts upto Gr. 'C' (Rs. 1700-2655) | <ol style="list-style-type: none"> 1. Managing Director/General Manager of the Unit or his nominee. 2. Representative of the Personnel Department. 3. Representatives of the Departments where the posts are vacant. 4. SC/ST member of appropriate level. 5. At Refinery units, one member nominee of the State Government is also associated with the Selection Committee. |

The Committee have been informed that all efforts are made to ensure that a Scheduled Caste/Scheduled Tribe member is associated with the Selection Boards/Committees.

3.75 The composition of the Departmental Promotion Committees for recommending promotion of employees to the various categories of posts in R&P Division of IOC is stated to be as follows :—

Grade/Pay Scale :

Rs. 2000-2880 (Gr. 'D') upto Rs. 3000-3700 (Gr. 'G')	Sub-Committee at the Board of Director's level
All staff posts (Rs. 430-748 to Rs. 700-1659) and Officers' posts upto Gr. 'C'	(i) MD/GM of the Unit or his nominee.
Rs. 1700-2655	(ii) Representative of the Personnel Deptt.
	(iii) Representative of Deptt. concerned.
	(iv) Member of SC/ST community of appropriate level.

3.76 It has been stated that in the Departmental Promotion Committees for all promotions within the staff category and from staff to officers' posts, a Schedule Caste/Scheduled Tribe member is associated and in this connection all efforts are made to associate a Scheduled Caste/Scheduled Tribe member of appropriate status.

3.77 The Committee need hardly stress the necessity of including a Scheduled Caste or a Scheduled Tribe Officer in the various Recruitment/Selection Boards and Departmental Promotion Committees constituted by the OIC (Marketing Division and Refinery and Pipelines Division) as per Government directives. In case a Scheduled Caste or Scheduled Tribe Officer of the appropriate status is not available in the Indian Oil Corporation, a Scheduled Caste or Scheduled Tribe Officer from some other Public Sector Undertaking or the Ministry of Energy (Department of Petroleum) should invariably be associated with such Recruitment/Selection Boards and Departmental Promotion Committees in order to safeguard the interests of Scheduled Caste/Scheduled Tribe employees as per Government directives.

E. Rosters

3.78 It has been stated that the posts/groups of posts for which rosters regarding reserved vacancies are maintained in the Head Office of the Marketing Division of I.O.C. is as under :—

- (i) Recruitment to Group 'A' posts for the entire Marketing Division.
- (ii) Recruitment to Group 'C' posts for the Head Office at Bombay.
- (iii) Promotion within Group 'C' and lowest rung of Group 'A' posts for the Head Office at Bombay.

3.79 The Committee have been informed that the posts/groups of posts for which rosters regarding reserved vacancies are being maintained in the Regional Offices are as under :—

- (i) Recruitment to Group 'C' posts for the Regional Offices.
- (ii) Promotion within Group 'C' and lowest rung of Group 'A' posts for the Regional Offices.

3.80 It has been stated that the rosters are being inspected by Liaison Officers regularly as per instructions in the Presidential Directives.

3.81 The Committee have been informed that the recruitment/promotion rosters being maintained at the Headquarters of R & P Division, New Delhi are in respect of the following group of posts :

Refineries Headquarters

- (i) Recruitment to Group 'A' posts for the entire Refineries Section.
- (ii) Recruitment to Group B, C and D posts and promotions upto the lowest rung of Group 'A' posts for Headquarters, Calcutta and Bombay Offices.

Pipelines' Headquarters

- (i) Recruitment to Group 'A' posts and promotions upto the lowest rung of Group 'A' posts for the entire Pipelines except Salaya-Mathura Pipeline.
- (ii) Recruitment to Group B, C and D posts for Headquarters.

3.82 It has been stated that for recruitment/promotions made on a unit level basis at the various Refinery Units/Pipelines, the rosters are being maintained for the following group of posts :—

Refinery Units

3.83 Recruitment to Group B, C and D posts and promotions upto the lowest rung of Group A posts.

Pipelines Units

- (i) Recruitment to Group B, C and D posts.
- (ii) Promotions upto lowest rung of Group 'A' posts in case of Salaya—Mathura Pipelines only.

3.84 The Committee have been informed that the rosters are being inspected by the Liaison Officers regularly as per the instructions in the Presidential Directives.

3.85 During evidence, the Committee pointed out that the rosters presented to them had not been maintained according to the instructions laid down and these rosters had not been countersigned by the Liaison Officer. The Committee desired to know the exact procedure followed for the maintenance of Rosters. The representative of the Department of Petroleum has stated as under :—

“These Rosters were submitted to the Liaison Officer. I might also submit that the Ministry was bifurcated into two departments in about 1976 and the Cadres were finally bifurcated sometimes

towards the end of 1977. So, the rosters were prepared in the recruitment years 1978 onwards. Certain short-comings in these Rosters were pointed out by the Liaison Officer and these deficiencies we are trying to make good. The signatures which you mentioned are of the Section Officer of the Establishment Section in this Department.

These Rosters which are before you, their preparation started over six months back. Before that there were Rosters and they were not considered as satisfactory by the Liaison Officer. According to the indications given by him for each of these posts there is either promotion or limited direct recruitment or departmental examination. So there are several categories and the roster system is to be applied for each. Taking into account what happened since 1978 this position is being presented in these Rosters and according to the observations of the Liaison Officer, these deficiencies are sought to be made good."

3.86 The Committee note that the prescribed rosters are being maintained by the Indian Oil Corporation (Marketing Division and Refineries and Pipelines Division) in respect of recruitment and promotion to different categories of posts under them. During evidence, the Committee had the opportunity to inspect some of the rosters maintained by the Marketing Division of Indian Oil Corporation. The Committee noticed that the rosters presented to them have not been maintained according to the instructions laid down as some of these rosters have not been countersigned by the Liaison Officers. The representative of the Department of Petroleum admitted during evidence that the rosters presented before the Committee were not considered as satisfactory by the Liaison Officer and according to his observation, the deficiencies are sought to be made good in the Rosters. The Committee consider this a serious lapse. The Committee need hardly stress that rosters are the only mechanism to keep a watch on the proper and adequate intake of Scheduled Castes and Scheduled Tribes in service and that it would cease to have any value whatsoever if these are not maintained properly. The Committee, therefore, recommend that rosters should be properly maintained by the Indian Oil Corporation (Marketing Division and Refineries and Pipelines Division) and they should be checked at least twice a year by the Liaison Officer. After conducting each check, the Liaison Officer should put his signature and date. The Committee desire that defects noticed during the inspection of rosters should be recorded and got rectified immediately after bringing them to the notice of the Head of the concerned Department.

F. Dereservations

3.87 The Committee have been informed that no vacancies, reserved for Scheduled Caste/Scheduled Tribe candidates, in the recruitment quota were dereserved in the Marketing Division of I.O.C. during each of the last three years, i.e. 1980, 1981 and 1982.

3.88 It has been stated that no reserved vacancies were lapsed after having been carried forward for the prescribed period in the Marketing Division of Indian Oil Corporation.

3.89 It has been stated that the following number of reserved vacancies were dereserved in the Refineries and Pipelines Division of I.O.C. during the period from 1980 to 1982 by the competent authority due to non-availability of Scheduled Caste/Scheduled Tribe candidates for recruitment against such vacancies :

Group of posts	1980		1981		1982	
	SC	ST	SC	ST	SC	ST
Group A	32	21	34	31	57	56
Group B	—	—	—	—	—	—
Group C	—	2	40	21	2	10
Group D (excl Sweepers)	—	—	—	—	—	—

3.90 The Committee have been informed that very few reserved posts lapsed considering the size and strength of employees in the R & P Division of Indian Oil Corporation. The requisite information for the last three years (1980-82) is as under :—

Group of posts	1980		1981		1982	
	SC	ST	SC	ST	SC	ST
Group 'A'						
Engineer	2	—	4	—	—	—
Accounts Officer	1	—	—	—	1	1
Materials Officer	—	—	—	1	—	—
Group 'C'						
Steno Typist	—	—	—	—	—	1
Tech. Gr. III	—	—	—	1	—	—

3.91 During the evidence when the Committee desired to know as to who is the competent authority to dereserve the posts, the representative of the Indian Oil Corporation stated that the Managing Director is the competent authority to dereserve Group 'C' posts and for Group 'A' posts, Board of Directors is the competent authority.

3.92 Asked to state the circumstances when they had to dereserve the posts in direct recruitment as well as in promotion, the Chairman of Indian Oil Corporation stated during evidence as follows :—

"In the case of direct recruitment, we have dereserved only when we have found that it is not possible to recruit people of the required qualification or experience, or suitability and the vacancy is carried forward. In the case of promotion, we have dereserved it, when there is no eligible candidate."

3.93 The Committee have been informed that in the Marketing Division of IOC no posts were dereserved during the years 1980, 1981 and 1982 in recruitment quota. However, the Committee find that during these years a large number of reserved posts in Group 'A' were not filled by Scheduled Caste and Scheduled Tribe candidates. As there is no carry forward of reserved vacancies in promotion by selection to lowest rung of Group 'A' these posts were filled by general candidates. The Committee do not accept the claim that there has been no dereservation in Group 'A'. The Committee further note that in the Refinery and Pipelines Division of Indian Oil Corporation, 123 posts reserved for Scheduled Castes and 108 posts reserved for Scheduled Tribe in Group 'A' and to be dereserved during the years 1980, 1981 and 1982. The Committee feel unhappy that even in Group 'C' a large number of posts were dereserved in the Refinery and Pipelines Division of IOC during the same period.

3.94 The Committee need hardly stress that as far as possible no reserved vacancy should be dereserved indiscriminately. The Committee would like to point out that as there is no carry forward in the case of vacancies filled by selection in the lowest rung of Group 'A', the concerned authorities should try to fill all the reserved vacancies in Group 'A' by Scheduled Caste and Scheduled Tribe candidates.

The Committee, therefore, suggest that all possible efforts should be made by the Indian Oil Corporation (R&P Division) to locate suitable Scheduled Caste/Scheduled Tribe candidates so that the desirability of resorting to dereservation is obviated.

3.95 The Committee further recommend that all the reserved vacancies which could not be filled by direct recruitment and had to be carried forward should be filled up before the expiry of three years i.e. before they get lapsed by resorting to special recruitment.

CHAPTER IV

STAFF STRENGTH AND SHORTFALLS

A. Staff Position and Shortfalls

4.1 Two statements showing the total number of employees in various categories of posts in the Indian Oil Corporation (Marketing Division and Refineries and Pipelines Division) and the number of Scheduled Castes and Scheduled Tribes among them as on 1-1-1983 are at Appendices VI and VII.

4.2 Asked to state the specific categories of posts where the shortfalls exist in the Marketing Division of Indian Oil Corporation and main reasons therefor, it has been stated that the specific category of posts where shortfalls exist are Accounts Officers (Chartered Accountants/Programmers/System Analysts, Stenographers, Technical Assistants Cost Accountants) Programmers/System Analysts, Stenographers, Technical Assistants etc. For these categories of posts, Scheduled Caste/Scheduled Tribe candidates are not available even with relaxed standards.

4.3 Regarding the steps taken to remove the shortfalls, the Committee have been informed that the Indian Oil Corporation (Marketing Division) had to resort to special recruitment for Scheduled Caste/Scheduled Tribe candidates and till date IOC had carried out 115 special recruitments from the year 1971. They have also released press advertisements exclusively for the recruitment of Scheduled Caste/Scheduled Tribe candidates and they propose to continue these two practices in order to recruit Scheduled Caste//Scheduled Tribe candidates.

4.4 Regarding the specific categories of posts in R & P Division of Indian Oil Corporation where shortfalls exist and the main reasons thereof the Committee have been informed in a note that in direct recruitment to Group 'A' posts, the requisite number of Scheduled Caste/Scheduled Tribe candidates with professional qualifications and experience even on relaxed standards are generally not available, particularly in the category of Engineers and Accounts Officers. Another main reason is the non-acceptance of offers of appointments by the Scheduled Caste/Scheduled Tribe candidates.

4.5 In the case of recruitment to various posts in the staff category, major shortfalls exists at the intermediary levels of Technicians, operators, Engineering Assistants, etc. Moreover, the Corporation were under obligation to recruit a large number of landlosers who had been displaced from their home/land for setting up the Mathura Refinery.

4.6 In case of promotions, the shortfall is due to non-availability of eligible Scheduled Caste/Scheduled Tribe employees in the lower grades in respective cadres of promotion against the reserved vacancies.

4.7 Asked about the steps taken to remove the shortfalls in various categories of posts, it has been stated that with a view to improving the representation of Scheduled Caste/Scheduled Tribe candidates in the services of R & P Division the Corporation has, as a special measure,

increased the percentage of reservation of available vacancies upto 50% in favour of Scheduled Caste/Scheduled Tribe candidates so long as the backlog in reservation is not cleared. Once the shortfall is made up, the percentage of reservation will be brought back to those prescribed under the Presidential Directive.

4.8 The Committee pointed out that out of 2413 officers in Group 'A' posts in the Indian Oil Corporation (R & P Division) as on 1-1-1983, the number of Scheduled Caste officers was 129 (6.35%) and that of Scheduled Tribe officers was 27 (1.12%) and desired to know what special steps had been taken to increase the intake of Scheduled Caste/Scheduled Tribe officers in Group 'A' so that their representation reached the prescribed level of 15% and 7½% respectively. In a note furnished to the Committee, Department of Petroleum have stated that the figures stated above is the total number of officers recruited right from inception and the percentage has been indicated accordingly, whereas the Presidential Directive regarding reservation for Scheduled Caste/Scheduled Tribe candidates came to be applicable in the year 1971. After the receipt of the Presidential Directive in 1971, a total number of 1538 officers only have been recruited in the R&P Division. Out of these 165 (10.7%) were Scheduled Caste and 32 (2.1%) were Scheduled Tribe. The reduction in the actual number of Scheduled Caste/Scheduled Tribe candidates available as on 1-1-83 is on account of the candidates leaving the organisation subsequently, to better their prospects elsewhere.

4.9 The shortfall in recruitment is due to non-availability of Engineers and other officers with appropriate qualifications. Besides, in certain specialised fields such as Medical Officers, Chartered Accountants, Instrumentation Engineers, Metallurgical Engineers, etc. suitable candidates with appropriate qualification and experience were not available. This is in spite of various concessions/relaxations made applicable at the stage of recruitment, and special recruitment efforts made to increase the intake of Scheduled Caste/Scheduled Tribe officers by way of exclusive advertisements in such categories where the shortfall for Scheduled Caste/Scheduled Tribe exists.

4.10 The Committee noted that out of 129 Scheduled Caste officers in Group 'A' posts as on 1-1-1983, 104 were in the lowest pay scale (1050—2110), 22 officers in the pay scale of Rs. 1360—2400, two officers in the pay scale of Rs. 1700—2655 and one officer in the pay scale of Rs. 2350—3150. There are 27 Scheduled Tribe officers in the lower pay scales in Group 'A' posts and none in the higher pay scales. When the Committee desired to know the reasons as to why the representation of Scheduled Caste/Scheduled Tribe officers in higher pay scales in Group 'A' posts was negligible it has been stated that since reservations for recruitment started only in 1971 onwards after receipt of the first Presidential Directive and the induction point being in the lowest Grade of Rs. 1050—2110, the officers of Scheduled Caste/Scheduled Tribe Communities recruited in the above grade got promotions as had when they became eligible in accordance with the Presidential Directive. The number of recruitments since 1971 to 1979 were only 56, and of these 26 were made in the years 1978 and 1979. Since there was dearth of Scheduled Caste/Scheduled Tribe officers at the induction point in Group 'A', there was consequent non-availability of eligible candidates

from these communities for promotion to higher grades. Now, that there is a larger intake of GETs/Trainee officers for various disciplines, the number of Scheduled Caste/Scheduled Tribe officers at the lowest level has gradually increased during the last few years. The 104 officers belonging to Scheduled Caste community available in Grade 'A' as on 1-1-83 were in position since 1980 onwards and are now available for promotion from 1983 onwards on completion of the required eligibility period of 3 years. It may also be stated that no Scheduled Caste officer eligible for promotion has been superseded.

4.11 The Committee pointed out that in direct recruitment to Group 'A' posts, out of 106 vacancies reserved for Scheduled Castes in the year 1982, as many as 74 vacancies were carried forward at the end of that year and out of 72 vacancies reserved for Scheduled Tribes, 64 vacancies were carried forward in that year and desired to know the categories of posts where shortfalls exist and why it was not possible to fill up reserved vacancies even in direct recruitment posts. The Committee have been informed in a note that the shortfalls in the representation of Scheduled Caste/Scheduled Tribe candidates for direct recruitment to Group 'A' posts mainly exists in certain disciplines like Instrumentation, Metallurgy, Telecommunication, Electrical etc. of Graduate Engineer Trainees/Engineer in various disciplines and qualified Chartered Accountants and Medical officers.

4.12 It has not been possible to fill up all the reserved posts by appointing Scheduled Caste/Scheduled Tribe personnel in direct recruitment either as direct officers and in some cases as Engineer Trainees because of (i) non-availability of candidates of an acceptable standard in spite of various relaxations and (ii) non-acceptance of offers of appointment issued by the Corporation to a number of Scheduled Caste/Scheduled Tribe candidates selected.

4.13 The I.O.C. are now going for special recruitment in these categories and hope to wipe out the shortfalls in the above categories shortly.

4.14 During evidence, the Committee desired to know what specific steps had been taken by Indian Oil Corporation to wipe out the shortfalls. The representative of Indian Oil Corporation has stated as follows :—

“Periodically we have been doing some special recruitment so as to wipe out the backlog as existing on that day. If possible, we also take some extra number so that in the course of future vacancies there is no shortfall. If there is a shortfall, we should be able to make up this.”

4.15 From the data furnished to the Committee, it is seen that the percentage of representation of Scheduled Castes/Scheduled Tribes in Group 'A' posts in the Marketing Division of IOC as on 1-1-1983 is 4.57 and 1.13 respectively. Similarly, in the R&P Division of IOC, the percentage of Scheduled Castes and Scheduled Tribes in Group 'A' posts is 5.35 and 1.12 respectively. The Committee feel unhappy that the percentages of Scheduled Castes and Scheduled Tribes even in Group 'B' in the R&P Division is less than their percentages in Group 'A'. The Committee recommend that IOC should made concerted efforts to increase the intake of

Scheduled Castes and Scheduled Tribes in Group 'A' in the Marketing Division and in Groups 'A' and 'B' in the Refineries and Pipelines Division by resorting to special recruitment and by relaxing the standard.

4.16 The Committee are constrained to note that the representation of Scheduled Tribes in almost all the categories of posts in the Marketing Division and R&P Division of Indian Oil Corporation is far below the quota prescribed for them. Considering the poor representation of Scheduled Tribe candidates in Indian Oil Corporation, the Committee strongly feel that adequate attention has not been paid to attract Scheduled Tribe candidates to join this organisation in larger numbers. The Committee therefore recommend that special recruitment exclusively for Scheduled Tribe candidates should be resorted to more frequently in areas of Scheduled Tribe concentration.

4.17 The Committee feel surprised that even in Group 'C' the representation of Scheduled Tribes is not upto the mark. The Committee suggest that vacancies reserved for Scheduled Tribes should be intimated to the Director of Social Welfare/Tribal Welfare in the State/Union Territory concerned as per instructions issued on 24-2-1978 by the Department of Personnel and Administrative Reforms in this regard.

4.18 The Committee appreciate that in order to remove the shortfalls existing in various categories of posts in R&P Division of Indian Oil Corporation, the Corporation has, as a special measure, increased the percentages of reservation of available vacancies upto 50% in favour of Scheduled Caste/Scheduled Tribe candidates so long as the backlog is not cleared.

The Committee recommend that in order to wipe out the shortfalls, similar procedure should also be followed in the Marketing Division of Indian Oil Corporation. The Committee would like to be informed about the tangible results achieved in respect of both the Divisions.

B. Apprenticeship Training

4.19 The Committee have been informed in a note that the number of Apprentices selected for training in the Marketing Division of IOC during 1980, 1981 and 1982 and the number out of them belonging to Scheduled Caste/Scheduled Tribe is as under :

Year	No. of Apprentices selected	SC	ST
1980	63	4	---
1981	62	8	3
1982	70	5	---

4.20 As regards the percentage of reservation provided for Trade Apprentices in the Marketing Division for IOC, it has been stated that in every category of apprentices, trade places are reserved for the Scheduled Caste and Scheduled Tribe candidates taking into consideration the population of Scheduled Caste/Scheduled Tribe communities in that particular State.

4.21 The number of trained apprentices belonging to Scheduled Castes and Scheduled Tribes absorbed during 1980 to 1982 in the Marketing Division of IOC is stated to be as follows :

Year	No. of SC/ST Trained Appre- ntices absorbed	
	SC	ST
1980	2	—
1981	7	3
1982	5	—

4.22 As regards the policy regarding absorption of trained apprentices in the Marketing Division of IOC, the Committee have been informed in a note that the commercial Apprentices are as a matter of policy absorbed by the Corporation as Typists/Clerks to the extent of available vacancies. The Apprentices are absorbed after successful completion of their training and after passing the prescribed typing test/interview by the duly constituted Selection Committee.

4.23 Information regarding number of Apprentices selected for training in the R & P Division of IOC during 1980, 1981 and 1982 and number out of them belonging to Scheduled Caste/Scheduled Tribe is given as under :

Designated Trade	1980			1981			1982		
	Total	SC	ST	Total	SC	ST	Total	SC	ST
1	2	3	4	5	6	7	8	9	10
Mech. Maint. (Chem.)	17	5	2	5	1	1	13	1	—
Lab. Asstt.	12	2	1	2	—	—	11	2	—
Last. Mech.	13	1	—	8	—	—	14	3	—
Attendant Operator	31	3	1	9	1	—	29	4	—
Electrician	19	2	2	16	1	—	25	4	2
Mech. (Motor Veh.)	2	—	—	2	—	—	2	1	—
Welder	4	1	1	2	1	—	2	—	2
Fitter	4	1	1	4	2	—	3	1	—
Turner	4	1	—	5	1	—	3	—	—
Bailer Attendant	12	3	3	—	—	—	2	—	—
Clerk General	10	2	—	4	—	—	3	—	—
Book Keeping & Accountancy	10	3	1	5	1	—	2	1	—
Storekeeper (incl. Purchase)	—	—	—	—	—	—	1	1	—
Total	138	24	12	62	8	1	110	18	4

4.24 As regards the percentage of reservation provided for Trade Apprentices in the R & P Division of IOC, it has been stated that vacancies of Trade Apprentices are reserved for SC/ST candidates as per the ratio

stipulated in Scheduled 11-A (Rule 4 A) of the Apprenticeship Rules, 1962 as per details given below :

Sl. Name of the Unit No.	State/Union Territory	Ratio of SC apprentices to total apprentices	Ratio of ST apprentices to total apprentices
1. Gauhati Refinery .	Assam	1 : 17	1 : 9
2. Barauni Refinery .	Bihar	1 : 7	1 : 11
3. Gujarat Refinery	Gujarat	1 : 14	1 : 7
4. Haldia Refinery .	W. Bengal	1 : 5	1 : 17
6. Headquarters .	Delhi	1 : 6	1 : 13

4.25 The number of trained SC/ST apprentices absorbed from 1980 to 1982 in the R & P Division of IOC is stated to be as follows :

Year	Number of Trained Apprentices absorbed	
	SC	ST
1980	11	1
1981	6	4
1982	8	2

Note : Some of the SC/ST apprentices recruited during the above period are still under going apprenticeship training.

The SC/ST apprentices, who were absorbed during the above period, were mainly of the Chemical and Commercial Trades. Relaxed standards were applied in the matter of their selection with a view to give them due representation.

4.26 As regards the policy regarding absorption of trained apprentices in the various units of R & P Division of IOC, it has been stated that although it is not mandatory to offer employment to Trade Apprentices after completion of their training period, a good number of them are being absorbed as per Corporation's policy of giving preference to the Apprentices in employment from outside provided they fulfil the job requirements.

4.27 During evidence, the Committee desired to know whether Indian Oil Corporation were absorbing all the apprentices who had been imparted necessary training and what action was proposed to be taken for those apprentices who have not been absorbed in IOC as yet. The representative of IOC stated that all Scheduled Caste/Scheduled Tribe commercial apprentices who completed their training had been provided employment. In 1980, there were 4 commercial apprentices. Out of them, two left during the training period and the remaining two had been provided jobs. During 1981, out of 11 trainees, three left and the remaining 8 trainees were provided jobs. In 1982, out of five trainees, three were still undergoing training and the remaining two who had completed the training had been given service. Those three who were undergoing training would be given service provided they would complete the training.

4.28 When the Committee asked whether any Scheduled Caste/ Scheduled Tribe trainees left the apprenticeship training due to any harassment, the representative of IOC stated that no such case had come to their notice because they were having Liaison Officers with special Cells to look after the grievances of Scheduled Caste and Scheduled Tribe employees.

4.29 Under the Apprentices Act 1961, it is obligatory on all employers in specified industries to engage apprentices as per prescribed ratio in the designated trades, the Ministry of Labour have vide their O.M. No. DEGT-2(5) dated 28-5-1980, issued instructions that 50% of the direct recruitment vacancies should be filled up by trained apprentices. The Committee note that in the Marketing Division of Indian Oil Corporation out of 195 apprentices selected for training during the years 1980 to 1982, only 17 belonged to Scheduled Caste and 3 to Scheduled Tribe. Similarly, in the R&P Division of Indian Oil Corporation out of 310 trainees selected for the years 1980 to 1982 only 50 belonged to Scheduled Caste and 17 to Scheduled Tribe. The Committee recommend that besides approaching Employment Exchanges for sponsoring candidates for apprenticeship training, the Corporation should advertise their training programmes in the leading newspapers in regional languages and also through broadcast over all India Radio so that a larger number of Scheduled Caste/Scheduled Tribe candidates come forward for getting training as Apprentices.

4.30 According to the information furnished to the Committee, it is seen that in the Marketing Division of Indian Oil Corporation only 14 Scheduled Caste and 3 Scheduled Tribe candidates were absorbed as trained apprentices during 1980 to 1982; while in the Refineries and Pipelines Division, 25 Scheduled Caste and 7 Scheduled Tribe candidates were absorbed in the Corporation as trained apprentices during the same period. The Committee desire that in view of the instructions issued by the Ministry of Labour in May, 1980 and the requirement of trained apprentices by the Indian Oil Corporation, it should be possible for the Corporation to absorb all Scheduled Caste/Scheduled Tribe apprentices, who have successfully completed the training.

C. Recruitment of Graduate Engineers As Trainees

4.31 In a note furnished to the Committee it has been stated that the Marketing Division of I.O.C. has a scheme for recruitment of officer Trainees. The salient features of the scheme are stated to be as follows:—

(1) Selection of Officer Trainees is on an All-India basis and candidates who meet with the following job specialisations are considered for the post of Officer Trainees:—

(a) Qualifications

First Class Degree in Mechanical/Electrical/Civil/Chemical Engineering or Petroleum Technology from a recognised University/Institute. Pass Class in the case of Scheduled Caste/Scheduled Tribe candidates.

OR

Master's Degree in Business Administration (MBA) or equivalent Diploma in Business Administration from a recognised University/Institute with a minimum of 60 % marks in the final

examination. Pass Class in the case of Scheduled Caste and Scheduled Tribes candidates.

(b) *Age*

Maximum age 25 years. Five Year's relaxation in age is given to Scheduled Caste/Scheduled Tribe candidates.

(2) *Selection Procedures :*

The applications received in response to the advertisements are processed in Personnel Department and all eligible candidates are called for the written test at different centres. There are two papers—paper No. 1 on General Knowledge of one hour duration for all candidates and paper No. 2 on Engineering for Engineering Graduates/Petroleum Technology graduates and a paper on Management for MBAs. The Second paper is of two-hour duration. After the evaluation of the papers the candidates who are qualified in the test as per the standard laid down for General candidates and Scheduled Caste/Scheduled Tribe candidates (with relaxed standards) are called for interview before a duly constituted Selection Committee. A merit panel is prepared of those candidates who are found suitable and appointment orders are issued as and when vacancies arise.

(3) *Reservation*

15% and 7½% vacancies are reserved for Scheduled Caste and Scheduled Tribe candidates respectively.

(4) *Stipend*

Officer Trainees during their one year training will be paid stipend and House Rent Allowance as per details below :

(i) Stipend Presently Rs. 1,250/- per month

(ii) House Rent Allowance :

Upto a maximum of Rs. 300/- for Bombay, Delhi, Calcutta, Madras cities and 'A' Class cities, Rs. 225/- for 'B' class cities and Rs. 150/- for 'C' and unclassified cities, subject to rules.

(5) *Training*

The training schedule comprises of the following major segments :

PHASE I :

Modular Training

Covers initial familiarisation, class-room training and training at the field Installations/Aviation Fuelling Stations/Divisional Offices and major Departments at the Regional Offices.

PHASE II :

Specialised Training

Covers specialised training to be given in the assigned discipline for each Officer Trainee.

PHASE III :***On-the-Job Training -***

Covers on-the-job training when the Officer Trainees are given intensive practical training in the assigned discipline at the locations where they are likely to be posted subsequently. Total training period for Officer Trainees is one year.

(6) Absorption

The Officer Trainees at the end of 12 months satisfactory performance are considered for absorption as Officers in the Grade 'A' (Rs. 1050—2110 plus all other allowances payable to other Officers of the Corporation).

(7) Prospects

The recruitment of Officer Trainees is the highest level of recruitment in Marketing Division. A hard working, intelligent, and competent Officer Trainee can aspire for senior management positions in the organisation in due course of time.

4.32 The Committee have been informed in a note that the R & P Division of Indian Oil Corporation has also a scheme for recruitment of officer Trainees. The main features of the scheme are stated to be as under :-

“Under Corporation's Scheme, Graduate Engineer Trainees (GET) are recruited in various engineering disciplines like Chemical, Mechanical, Electrical, Civil Metallurgical, Instrumentation and Tele-Communication. These posts are advertised on all-India basis and selection is done on the basis of written test/interview. While a general category candidate with 1st class degree in engineering is only eligible for selection to the post, there is no such restriction in respect of Scheduled Caste/Scheduled Tribe candidates.

Besides, Scheduled Caste/Scheduled Tribe candidates are adjudged on more relaxed standards both in the written test as well as interview in comparison to the general candidates. These GETs, on selection, are put through an intensive training for 12 months, which include orientation training, theoretical training, on-the-job training and training with some outside institutions. During the training period, the GETs are paid a consolidated stipend of Rs. 1250/- p.m. and other benefits. Bachelor-type accommodation is provided to them at the place of their training. On successful completion of their training, they are absorbed as regular Engineers in various disciplines in the Corporation's pay-scale of Rs. 1050—2110 and posted at different Units/Offices depending upon the manpower requirements. During the period of three years from the date of their absorption, while the general category candidates are not allowed to seek employment elsewhere, there is no such restriction in respect of Scheduled Caste/Scheduled Tribes candidates.

While recruiting GETs, reservation of vacancies for Scheduled Caste/Scheduled Tribe candidates and other concessions/relaxations admissible to them are made as per the Presidential Directives."

4.33 The Committee have been informed that in the Marketing Division of Indian Oil Corporation, 241 officer trainees were recruited upto 12-5-1983. The number of Scheduled Caste/Scheduled Tribe candidates selected as officer trainees for appointment was 146 and 23 respectively but only 46 Scheduled Caste and 13 Scheduled Tribes candidates actually joined the Corporation. The number of Scheduled Caste/Scheduled Tribe candidates who were offered appointments but did not join was 30 and 5 respectively.

4.34 It has been stated that in the R&P Division of Indian Oil Corporation, 224 officer trainees had been recruited so far. The number of Scheduled Caste/Scheduled Tribe candidates selected as officer trainees for appointment was 47 and 7 respectively. Out of them, only 23 Scheduled Caste and 2 Scheduled Tribe candidates actually joined the Corporation. The number of Scheduled Caste/Scheduled Tribe candidates, who were offered appointments but did not join was 24 and 5 respectively.

4.35 During evidence, the Committee desired to know whether any stipend was given to Scheduled Caste/Scheduled Tribe candidates appointed as Graduate Engineer Trainees. The representative of Indian Oil Corporation stated that they were given stipend of Rs. 1250/- p.m. besides house rent allowance.

4.36 The Committee note that there is a scheme both in Marketing Division and R&P Division of Indian Oil Corporation for recruitment of Graduate Engineer trainees and 15% and 7½% vacancies are reserved for Scheduled Caste/Scheduled Tribe candidates respectively. Certain relaxations are also given to Scheduled Caste/Scheduled Tribe candidates at the time of recruitment. During the one year's training period a stipend of Rs. 1250/- p.m. besides house rent allowance is paid to Graduate Engineer trainees. The Committee find that a large number of Scheduled Caste/Scheduled Tribe candidates, who were selected for appointment as Graduate Engineer Trainees both in the Marketing Division and Refineries and Pipelines Division did not actually join. In other words the reserved quota could not be filled to the maximum extent possible.

The Committee recommend that Indian Oil Corporation should examine this problem in depth as to why Scheduled Caste/Scheduled Tribe candidates, who were selected as Graduate Engineer Trainees did not join the organisation. The Committee feel that this is so because the Scheduled Caste/Scheduled Tribe candidates are not sure that they will be finally selected after the completion of training for 12 months. The Committee recommended that the Scheduled Caste/Scheduled Tribe candidates, who are selected as Graduate Engineer Trainees should be assured that they would be finally absorbed in the organisation.

D. Housing Facilities

4.37 As regards the housing facilities provided by Marketing Division of the Indian Oil Corporation to Scheduled Castes/Scheduled Tribe

employees, the Committee have been informed in a note that as per Government's instructions only a certain percentage of employees can be provided accommodation in the quarters on the basis of their seniority. In cases, where employees cannot be allotted or choose not to avail of company accommodation, a House rent Subsidy is paid to them. The employees are also encouraged to acquire their own houses for which a liberal "House Building Loan" at a concessional rate of interest is admissible.

4.38 Employees not owning any house in his own name are entitled to draw "House Building Loan" to the extent of 70 times the pay (Basic+DA) or the actual cost or Rs. 1,25,000/- whichever is less. This amount may be paid back in upto 300 instalments. Rate of interest, for the purpose, is only 5½% per annum.

4.39 It has been further stated that there is no percentage of accommodation reserved for Scheduled Caste/Scheduled Tribe employees. The IOC (Marketing Division) have a housing colony only in Andheri in Bombay, where out of total number of 224 flats, the Corporation have allotted 26 flats to Scheduled Caste/Scheduled Tribe employees. This works out to 11.61% allotment to Scheduled Caste/Scheduled Tribe employees. At present the system of allotting quarters on the basis of seniority is working satisfactorily.

4.40 Regarding the Housing facilities provided by the R & P Division of Indian Oil Corporation to Scheduled Caste/Scheduled Tribe employees, it has been stated that as per the government instructions, only a certain percentage of employees can be provided accommodation in the refinery township. Scheduled Caste/Scheduled Tribe employees are entitled to the same housing facilities as the other employees. They are allotted accommodation in the township on the basis of their seniority. In cases, where employees cannot be allotted or choose not to avail of the company accommodation, House Rent Subsidy is paid to them. The employees are also encouraged to acquire their own houses for which a liberal 'House Building Loan' at a concessional rate of interest is admissible.

4.41 Employees not owning any house in his own name are entitled to draw 'House Building Loan' to the extent of 70 times of pay (Basic+DA) or the actual cost or Rs. 1,25,000/- whichever is less. This amount may be paid back in upto 300 instalments. Rate of interest, for the purpose, is only 5½% per annum.

4.42 It has been stated that no percentage has been fixed for allotment of residential accommodation to Scheduled Caste/Scheduled Tribe employees in R & P Division of Indian Oil Corporation. Allotment of residential accommodation in Refinery townships are made with the concurrence of the House Allotment Committees in which the representatives of workmen are also present. When sounded, the Workmen's Unions did not agree to the suggestion of reservation in this regard.

4.43 Any unilateral modification to the existing policy might lead to industrial relation problems.

4.44 The Company grants liberal House Building Loans and House Rent Allowance to its employees to mitigate the hardship in respect of housing accommodation.

4.45 During evidence, the Committee desired to know whether IOC had any plan to construct houses for Scheduled Caste/Scheduled Tribe employees, the representative of IOC has stated as follows :

"The policy till now not to allow any construction in the metropolitan cities. During the last few years, a limited number of houses were constructed. In the regional stations we do not have townships in all the marketing places and marketing towns."

4.46 Explaining the position further in regard to the construction of houses for Scheduled Castes/Scheduled Tribes, the Chairman, IOC stated as under :—

"We have certainly been thinking of constructing houses for all employees in the marketing department, not only for Scheduled Caste people but even for others.

On the refinery side when we considered this point we could not reach an agreement with the employees. Fortunately, it so happens that in almost all the townships more than 10% of the houses have already been allotted to the Scheduled Caste/Scheduled Tribe. But when we got this suggestion from the Government and we discussed it with the unions, there was stiff opposition from their side."

4.47 Asked what was the use of such an agreement when it was not beneficial to Scheduled Caste/Scheduled Tribe employees, the Chairman, IOC has stated during evidence as follows :

"We have not signed any agreement. But the house allotment rules have been framed in consultation with the unions and for making any modification in those rules we need their consent."

4.48 In reply to a question, the Chairman, IOC stated that loans were being provided to Scheduled Caste/Scheduled Tribe employees for construction of houses. Even for the extension of the existing houses, loans were given to Scheduled Caste/Scheduled Tribe employees.

4.49 The number of Scheduled Castes and Scheduled Tribes workmen who have been granted House Building Loans in the Marketing Division of Indian Oil Corporation during the last three years is stated to be as under :—

Year	Category of Employees			Total
	Genl.	SC	ST	
1980	157	8	—	165
1981	210	13	3	226
1982	183	9	1	193

4.50 The percentage of Scheduled Caste/Scheduled Tribe workmen granted loan as compared to General Category employees is stated to be as follows :—

Year	Category of employees		
	Genl	SC	ST
1980	95.16%	4.85%	—
1981	92.92%	5.75%	1.33%
1982	94.82%	4.68%	0.52%

4.51 Interest on the *House building Advance disbursed to the employee is 5.5% simple interest, calculated on the balance House Building Advance amount outstanding on the last day of each month.

4.52 Referring to the fact that the Workmen's Union did not agree to the suggestion of reservation for allotment of accommodation to Scheduled Caste/Scheduled Tribe employees, the Committee enquired whether the Workmen's Union also represents the Scheduled Caste/Scheduled Tribe employees and what is the rationale or not fixing any quota in the allotment of houses for Scheduled Caste/Scheduled Tribe employees. The Department of Petroleum in a note furnished to the Committee has stated that the Workmen's Union also represent the Scheduled Caste/Scheduled Tribe employees. As per the Govt. of India's instructions, only a certain percentage of the number of total employees, generally ranging between 60 to 70%, is allowed for constructing residential units for the employees of a Refinery. There being a considerable variation in the standards of living available in the Refinery Townships with facilities like Schools, Hospitals, Welfare Centres, Playgrounds, Cooperative Stores etc. on the one hand and the areas outside the Refinery Townships, there is great consciousness on the part of the employees to their right to the allotment of residential accommodation in the Townships. The Workers' Unions, in consideration of these factors, were not in favour of a separate quota of houses for Scheduled Caste/Scheduled Tribe employees, and preferred to continue the existing policy of house allotment on the basis of seniority in service. The houses are allotted by a House Allotment Committee, in which the Workers' Union is also represented.

4.53 Since the overall recruitment of Scheduled Caste/Scheduled Tribe is 22½%, reservation of only 10% of the vacancies in the houses, will ultimately go to the disadvantage of Scheduled Caste/Scheduled Tribe employees. The percentage of house allotted to Scheduled Caste/Scheduled Tribe employees as per the present policy based on seniority in service is more than 10% in most of the units, and this is expected to improve further, when Scheduled Caste/Scheduled Tribe employees recruited in large numbers in later years become due for house allotment under the present rules.

*The ceiling limit of House Building Advance entitlement of an employee will be 70 months' Basic Pay plus Dearness Allowances as on the date of application, or Rs. 1.25 lakhs, whichever is lower. Thus each workman gets a loan as per this rule with the range of Rs. 76,000/- to Rs. 1,25,000/-.

4.54 Regarding the percentage of housing units allotted to Scheduled Caste/Scheduled Tribe employees in each Refinery Unit, the information furnished by the Department of Petroleum is as under :—

Unit	Total Qtrs. allotted	%age of Qtrs. allotted to SC/ST employees
Gauhati	651	12.3%
Barauni	1688	6.8%
Gujarat	1299	10.6%
Haldia	1020	19.5%
Mathura	1160	15.2%

4.55 The Committee note that in the Marketing Division and Refineries and Pipelines Division of Indian Oil Corporation there is no system of providing any reservation for Scheduled Caste/Scheduled Tribe employees in the allotment of residential accommodation. It is seen that out of a total number of 224 flats in Bombay constructed by the Marketing Division of the Indian Oil Corporation, 26 flats have been allotted to Scheduled Caste/Scheduled Tribe employees which works out to 11.61%. The Committee feel happy that more than 10% Scheduled Caste/Scheduled Tribe employees in the Marketing Division have been provided residential accommodation. The Committee, however, note with concern that in Barauni only 6.8 per cent of the quarters have been allotted to Scheduled Castes and Scheduled Tribes. The Committee recommend that more quarters should be allotted to Scheduled Caste/Scheduled Tribe employees in Barauni so as to raise the percentage to 10, which should be the minimum.

4.56 The Committee note that Indian Oil Corporation (Marketing Division and Refineries and Pipelines Division) are giving loans to their employees for construction of houses and even for extension of the existing houses. Loans are given upto a maximum of Rs. 1,25,000/- and the rate of interest charged is only 5½%. From the figures furnished by the Marketing Division of I.O.C. regarding house building loans given in 1980, 1981 and 1982, it is noticed that hardly 5 per cent of the loans have been disbursed to Scheduled Castes and about 1.33 per cent among Scheduled Tribes.

The Committee recommend that more liberal policy should be adopted in favour of Scheduled Castes and Scheduled Tribe employees in the grant of House Building Loans as that their percentage share in the total House Building Loans is increased.

A. C. DAS,
Chairman,
Committee on the welfare of
Scheduled castes and Scheduled Tribes.

NEW DELHI;
April 5, 1984.
Chaitra 16, 1906 (Saka)

(Vide para 3.18 of the Report)

Indian Oil Corporation Limited (Marketing Division)
(Recruitment Details)

Year	Category of post (Group-wise)	Total No. of vacan- cies notified	Total No. of vacan- cies actually filled	No. of vacancies reserved for Scheduled Castes				No. of vacancies reserved for Scheduled Tribes				No. of Sch- duled vacan- cies carried forward	No. of Sch- duled vacan- cies carried forward	No. of Sch- duled vacan- cies carried forward for 3 years		
				Car- ried forward from the previous year	Reserv- ed during the year	Total	Car- ried forward from the previous year	Reserv- ed during the year	Total							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Group 'A'																
1980		56	56	(16)	8	8	9	4	13	16	2	(15)	2*			
1981		192	192	(15)	29	29	2	14	14	27	14	(13)	2			
1982		83	83	(13)	13	13	2	6	8	16	—	(16)	8			
Total recruitment in 3 years					331											
															(17·82%) (4·83%)	
															22·66 %	

NOTE : (1) Figures in bracket indicate excess recruitment over the reserved quota.

(2) It will be observed from the above statistics that the recruitment of SCs and STs together during last 3 years is 22.66% in Group 'A' which is more than the quota reserved for them.

Group 'B' : . . . ~~NO POSTS FALL IN THIS GROUP.~~

*9 number of SC candidates adjusted against vacancies reserved for ST candidates in the 3rd year of carry forward.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Group 'C'																
(Excluding Sweepers)																
1980	.	.	.	.	433	433	(42)	53	53	24	33	57	87	29	(71)	23**
1981	.	.	.	.	639	639	(71)	85	85	23	55	78	121	41	(100)	30***
1982	.	.	.	.	907	907	(100)*	133	133	30	56	84	167	46	(117)	23****
Total recruitment during 3 years																
											375	161				
											(18.95%)		(5.86%)			
											24.81%					

NOTE : (1) Figures in bracket indicate excess recruitment over the reserved quota.

(2) It will be observed from the above statistics that the recruitment of SCs and STs together during last 3 years is 24.81% in Group 'C' which is more than the quota reserved of them i.e. 22½%.

Group 'C' (Sweepers only)

1980	.	.	.	.	3	3	(9)	—	—	3	1	4	1	—	(10)	4
1981	.	.	.	.	2	2	(10)	1	1	4	—	4	2	—	(11)	4
1982	.	.	.	.	19	19	(11)	8	8	4	1	5	16	—	(16)	2*****

NOTE : Figures in bracket indicate excess recruitment over the reserved quota.

Group 'D'-----NO POSTS FALL IN THIS GROUP-----

***5 number of SC candidates adjusted against vacancies reserved for ST candidates in the 3rd year of carry forward.

****7 number of SC candidates adjusted against vacancies reserved for ST candidates in the 3rd year of carry forward.

*****17 number of SC candidates adjusted against vacancies reserved for ST candidates in the 3rd year of carry forward.

*****3 number of SC candidates adjusted against vacancies reserved for ST candidates in the 3rd year of carry forward.

APPENDIX II

(Vide Para 3.18 of the Report)

Indian Oil Corporation Ltd.

(Refineries and Pipelines Division)

DETAILS OF RECRUITMENT MADE DURING THE PERIOD FROM 1980 TO 1982

Year	Category of posts (Group-wise)	Total No. of vacancies occurred	Total No. of vacancies actually filled	Number of Vacancies reserved for Scheduled Castes		Number of Vacancies reserved for Scheduled Tribes		Number of candidates appointed		Number of vacancies carried forward		Number of reserved vacancies lapsed after carrying forward for 3 years		Remarks		
				Carried forward from the previous year	Reserved during the previous year	Carried forward from the previous year	Reserved during the previous year	Total	Total	SC	ST	SC	ST			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1980	Group A	146	198	23	31	54	18	15	33	22* (5)	2	38	27	3	—	*4 SC adjusted against ST points in 3rd year of carry-forward
	Group B	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
	Group C	826	549	24	109	133	31	58	89	84 (8)	33 (6)	57	62	—	—	
	Group D (eats.) Sweepers	90	90	2	14	16	8	7	15	16 (6)	9 (2)	6	8	—	—	
	Group D (Sweepers)	9	14	—	4	4	2	1	3	13 (9)	—	—	3	—	—	
1981	Group A	327	390	39	58	97	26	30	56	53 (7)	8	47	47	4	1	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Group B	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Group C	329	685	57	127	184	51	53	104	111* (19)	35 (4)	93	72	—	—	—	*1 SC adjusted against ST point in 3rd year of carry- forward.
Group D (excl. Sweepers)	151	163	5	25	30	5	16	21	26 (4)	11 (1)	8	11	—	—	—	—
Group D (Sweepers)	10	7	—	1	1	1	1	1	6 (5)	—	—	1	—	—	—	—
1982 Group A	362	366	47	59	106	47	25	72	34* (13)	4 (5)	74	64	1	1	1	*3 SC adjusted against ST points in 3rd year of carry- forward.
Group B	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Group C	384	613	96	104	200	73	44	127	96 (13)	42 (5)	119	87	—	—	1	+ 2 SC adjusted against ST points in 3rd year of carry- forward.
Group D (excl. Sweepers)	111	140	9	22	31	13	13	26	28 (8)	27 (9)	11	8	—	—	—	—
Group D (Sweepers)	10	9	1	1	2	—	1	1	6 (4)	—	—	1	—	—	—	—

APPENDIX III

(Vide para 3.39 of the Report)

Government of India

Ministry of Petroleum, Chemicals & Fertilizers

(Department of Petroleum)

No. J-17014/21/79-SCT

New Delhi, the 15th June, 1979

To

The Chief Executives of all Public Sector
Undertakings under the Deptt. of Petroleum.

SUBJECT : *Reservation of posts for SC/ST/Ex-servicemen in the services under Public enterprises—revision of existing pay limits for the purpose of classification of posts.*

Sir

I am directed to forward herewith a copy of Ministry of Finance, Bureau of Public Enterprises O.M. No. BPE/GL-O41/75-MAN-6/1/76-BPE(IC) dated 24-5-79, on the above subject for information and guidance.

Yours faithfully.

Sd/-

Encl. : *As stated above.*

(V. P. Chattwal)

Section Officer.

Copy of letter No. BPE/GL-O41/75-MAN-6/1/75-BPE(IC) 24-5-79 received from Ministry of Finance, Bureau of Public Enterprises.

SUBJECT : *Reservation of posts for SC/ST/Ex-servicemen in the services under public enterprises revision of existing pay limits for the purpose of classification of posts.*

The undersigned is directed to refer to this office memorandum No. BPE/GL-O41/75-MAN-6/1/75-BPE(IC) dated 11-12-75 on the subject mentioned above laying down the instructions for classification of posts in public enterprises for the purpose of reservations for SC/ST/Ex-servicemen and to state that the question of reclassification of different posts on the basis of periodical revision of pay scales in public enterprises has been examined in consultation with the Department of Personnel and Adminis-

trative Reforms. Keeping in view the provisions contained in the Department of Personnel's OM No. 21/2/74-Estt.(B) dated 11-11-75, it is hereby clarified that there will be no change in the classification of posts consequent on the periodical revision of the pay scales in a public enterprises. In other words, for the purpose of reservations, posts classified as Class IV prior to the issue of BPE's OM dated 11-12-75 will continue to be categorised under the group 'D' posts irrespective of the revised pay scales. Posts created subsequently as addition to the existing cadre of that group will also be grouped under group 'D'. The same rationale will be applicable to other categories of posts also.

2. The Ministry of Industrial Development etc. may bring this to the notice of the public sector undertakings under their administrative control.

APPENDIX—IV

(Vide Para 3.59 of the Report)

Details of promotions made in the Marketing Division of I.O.C. during the period from 1980 to 1982

Year	Category of posts (Group-wise)	Total No. of vacancies notified	Total No. of vacancies actually filled	Nb. of vacancies reserved for Sch. Castes		No. of vacancies reserved for Sch. Tribes		No. of SC/ST candidates appointed		No. of SC/ST vacancies carried forward		No. of reserved vacancies lapsed after carrying forward for 3 years			
				Carried forward from previous year	Reserved during the year	Carried forward from previous year	Total	SC	ST	SC	ST	SC	ST		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FROM GROUP 'C' TO															
GROUP 'A'															
1980		80	80	—	11	11	—	5	5	—	—	—	—	—	—
1981		63	63	—	8	8	—	6	6	—	—	—	—	—	—
1982		102	102	—	15	15	—	6	6	3	—	—	—	—	—
GROUP 'B'															
WITHIN GROUP 'C'															
1980		495	495	35	69	104	69	39	108	46	5	58	103	—	—
1981		482	482	58	73	131	103	34	137	60	10	55	94	16	33
1982		545	545	55	82	137	94	45	139	62	16	56	87	19	36
GROUP 'D'															
NO POSTS FALL IN THIS GROUP															

APPENDIX—V

(Vide Para 3.59 of the Report)

Details of Promotions made in Refineries & Pipelines division of I.O.C. during the period from 1980 to 1982

Year	Category of posts (Group-wise)	Total No. of vacancies filled	Number of vacancies reserved for Scheduled Castes					Number of vacancies reserved for Scheduled Tribes					No. of candidates appointed		No. of vacancies carried forward		No. of reserved vacancies lapses after 3 years	Remarks
			Carried forward from the previous year	Reserved during the year	Total	Carried forward from the previous year	Reserved during the year	Total	SC	ST	SC	ST	SC	ST				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
1980	Group A (Lowest rung)	—	119	4	25	29	1	15	16	5	—	12	3	13	12	1 SC adjusted against ST point on exchange basis.		
	Group B	—	61	5	15	20	2	5	7	5	1	9	3	7	2	1 SC adjusted against ST		
	Group C	—	623	117	112	229	85	49	134	82 (19)	37 (4)	150	81	18	18	2 SC adjusted against ST point on exchange basis.		

1981	Group A (Lowest rung)	.	.	.	—	83	8	17	25	4	9	13	3	—	13	6	10	6	3 SC adjusted against ST point on exchange basis
	Group B	.	.	.	—	48	5	10	15	3	4	7	6	1	6	3	3	2	
	Group C	.	.	.	—	785	91	139	230	71	67	138	130 (24)	42 (12)	118	99	9	6	3 SC adjusted against ST point on exchange basis
1982	Group A (Lowest rung)	.	.	.	—	86	7	16	23	2	4	6	4	1 (1)	9	2	10	4	
	Group B	.	.	.	—	69	5	10	15	1	7	8	2	—	7	1	7	6	1 SC adjusted against ST point on exchange basis
	Group C	.	.	.	—	862	134	158	292	76	83	159	120 (20)	62 (11)	176	91	16	17	

NOTE: (i) In promotions by selection in Group A and B posts, the reservation becomes lapsed in the same year itself except in case of single vacancy.

(ii) Figures within brackets denote the number of SC/ST promoted in excess of the reservation quota as detailed below :

POST

	1980		1981		1982	
	SC	ST	SC	ST	SC	ST
GROUP 'C'						
1. Tech. Gr. I (Inst.)	1	—	—	—	—	1
2. Tech. Gr. II	2	—	1	—	1	—
3. Tech. Gr. III	3	—	2	2	—	1
4. Operator 'A'	—	—	—	—	—	1
5. Operator 'B'	—	—	2	—	—	1
6. Operator 'C'	4	1	—	1	1	1
7. Operator 'D'	—	2	—	3	—	4
8. Boiler Operator	—	1	—	—	—	—
9. Sr. Tester	—	—	—	1	—	—
10. Sr. Assistant	1	—	1	1	1	—
11. Sr. Materials Assistant	—	—	1	—	1	—
12. Assistant	—	—	2	1	3	—
13. Jr. Accountant	—	—	1	—	—	—
14. Accounts Assistant	—	—	—	—	1	—
15. Sr. Accounts Clerk	2	—	3	1	—	—
16. Sr. Clerk	2	—	—	—	4	—
17. Personnel Assistant	2	—	1	—	1	—
18. Sr. Stenographer	—	—	2	—	—	—
19. Mechanist Gr. I	—	—	1	—	—	—
20. Electrician Gr. II	—	—	—	—	2	—
21. Equip. Operator Gr. II	—	—	—	—	1	—
22. Loader Filler	1	—	—	—	—	—
23. Sramik Gr. II	—	—	5	2	1	—
24. Hospital Attendant	—	—	1	—	1	—
25. Daftry/Despatch Rider	—	—	1	—	2	—
26. Pump/Store Attendant	—	—	—	—	—	1
27. Special Yardman	—	—	—	—	1	—
28. Yardman	1	—	—	—	—	—

APPENDIX—VI

(Vide Para 4.1 of the Report)

Staff Strength of Marketing Division, I.O.C.

As on	Category of posts	Total No. of employees	No. of employees		% age		Shortfall*			% of Shortfall	
			SC	ST	SC	ST	SC	ST	SC	ST	
1	2	3	4	5	6	7	8	9	10	11	
GROUP 'A'											
1-1-1981		2322	94	26	4.05	1.12	—	—	—	—	
1-1-1982		2563	116	32	4.52	1.25	—	—	—	—	
1-1-1983		2647	121	30	4.57	1.13	—	—	—	—	
GROUP 'C' (Excluding Sweepers)											
1-1-1981		8291	960	153	11.58	1.85	—	—	—	—	
1-1-1982		8727	1079	192	12.36	2.20	—	—	—	—	
1-1-1983		9405	1224	239	13.01	2.54	—	—	—	—	
GROUP 'C' (Sweepers only)											
1-1-1981		80	73	1	91.25	1.25	—	—	—	—	
1-1-1982		78	72	1	92.31	1.28	—	—	—	—	
1-1-1983		97	88	1	90.72	1.03	—	—	—	—	

NOTE :—No posts fall in Group 'B' and 'D'.

NOTE :—No posts fall in Group 'B' and 'D'.

NOTE : The number and percentage of SC/ST employees has no relevance to the existing number of employees because reservation for Scheduled Caste/Scheduled Tribes in recruitment came into force from 1971 and the recruitment of SCs/STs has been started only from 1971.

APPENDIX—VII

(Vide Para 4.1 of the Report)

Staff Strength of R&P Division, I.O.C. Ltd.

Category of posts	Total No. of employees	No. of employees		Percentage		Shortfall*		Percentage of Shortfall	
		SC	ST	SC	ST	SC	ST	SC	ST
As on 1-1-1981									
Group 'A'	1764	66	17	3.74	0.96				
Group 'B'	230	9	1	3.91	0.43				
Group 'C'	6367	696	235	10.93	3.69				
Group 'D' (Excl. Sweepers)	896	104	61	11.61	6.81				
Group 'D' (Sweepers)	266	217	2	96.02	0.89				
As on 1-1-1982									
Group 'A'	2045	86	20	4.21	0.98				
Group 'B'	240	13	2	5.42	0.83				
Group 'C'	6914	746	279	10.79	4.04				
Group 'D' (Excl. Sweepers)	956	146	62	15.27	6.49				
Group 'D' (Sweepers)	231	220	1	95.24	0.43				
As on 1-1-1983									
Group 'A'	2413	129	27	5.35	1.12				
Group 'B'	280	13	1	4.64	0.36				
Group 'C'	7401	844	320	11.40	4.32				
Group 'D' (Excl. Sweepers)	985	150	74	15.23	7.51				
Group 'D' (Sweepers)	222	210	1	99.10	0.45				

* Number and percentages of shortfall may have no relevance to the existing number of employees because the reservation of recruitment came into force in the R&P Division only from the date of receipt of first Presidential Directive i.e. 24th March, 1971. Rosters are being maintained from the said year.

APPENDIX VIII

(Vide Para 4 of Introduction)

Summary of Conclusions/Recommendations contained in the Report

Sl. No.	Reference to Para No. in the Report	Summary of Conclusions/Recommendations
1	2	3
1.	1.21	The Committee are happy to note that one post of Section Officer and one post of Lower Division Clerk has since been created in the Department of Petroleum and action is afoot to fill up these posts to enable the Scheduled Caste/Scheduled Tribe Cell to handle the work relating to the affairs of Scheduled Castes and Scheduled Tribes. The composition of Scheduled Caste/Scheduled Tribe Cell would now be one Section Officer, one Assistant and one Lower Division Clerk. The Committee desire that early steps should be taken by the Ministry to fill up these posts so that an exclusive cell starts functioning in the Ministry in right earnest to monitor the implementation of reservation orders in the services of Public Undertakings under the control of the Ministry.
2.	1.22	The Committee recommend that this Cell should be exclusively for the welfare of Scheduled Castes and Scheduled Tribes.
3.	1.23	The Committee recommend that the different returns received from various Divisions of Indian Oil Corporation and other Public Sector Undertakings relating to progress in filling up of reserved vacancies both in direct recruitment and promotion should be checked and critically examined with a view to suggest remedial measures to wipe out the shortfalls in the in-take of Scheduled Castes and Scheduled Tribes.
4.	1.36	The Committee note that at present there is no member belonging to Scheduled Caste/Scheduled Tribe on the Board of Directors of Indian Oil Corporation Ltd. and that Indian Oil Corporation have not so far appointed a non-official person belonging to Scheduled Caste/Scheduled Tribe on a part-time basis on the Board of Directors. The Committee have also been informed during the course of evidence by the Secretary, Department of Petroleum that according to his personal view and as Secretary of the Department, there is no need of having a part-time Scheduled Caste/Scheduled Tribe Director on the Board of Directors.

1

2

3

The Committee do not share the views of the Government about the non-inclusion of Scheduled Caste/Scheduled Tribe person on the Board of Directors. The Committee recommend that one of the Directors on the Board of Directors of Indian Oil Corporation should invariably belong to Scheduled Caste/Scheduled Tribe with a view to safeguard the interests of Scheduled Castes and Scheduled Tribes and create a sense of movement and participation. The Committee also desire that a mandatory provision in this regard should be made in the articles of Association of the Indian Oil Corporation Limited so that one Scheduled Caste/Scheduled Tribe Director either official or non-official is always there on the Board.

5. 2.18

The Committee note that Department of Personnel and Administrative Reforms issue orders regarding reservation of posts for Scheduled Castes and Scheduled Tribes in services as far as Government Departments are concerned. These orders do not become applicable to the Public Sector Undertakings straightaway. On the other hand, Bureau of Public Enterprises issues orders on similar lines for making them applicable to public enterprises like IOC etc. On receipt of these orders from Bureau of Public Enterprises, necessary instructions are issued by the concerned Ministry/Department to the public enterprises under its administrative control for immediate compliance.

The Committee have also been informed during evidence that earlier the orders have not been implemented in IOC from the date of issue by Department of Personnel and Administrative Reforms or from the date of issue by Bureau of Public Enterprises. These orders, in fact, have been implemented in IOC from the date on which the Ministry issued orders to the IOC. The Secretary, Department of Petroleum while admitting that there has been delay in implementing the reservation orders in IOC has assured the Committee that in future instructions received from Bureau of Public Enterprises would be sent to IOC for compliance on the same date on which these are received in the Ministry.

The Committee recommend that the orders/instructions issued by the Department of Personnel relating to reservation in services should be adopted by Bureau of Public Enterprises simultaneously and orders in this regard with necessary changes, should be issued by BPE for making them applicable to Public Enterprises from the date of issue by DPAR. The Committee

1

2

3

further recommend that the orders should be communicated to the Public Enterprise by the Ministry concerned simultaneously on the date of receipt from BPE for compliance.

6. 2.19

The Committee find that out of 4 employees who are on deputation in the Marketing Division of IOC, none belongs to Scheduled Caste/Scheduled Tribe community, whereas in R & P Division of IOC, out of 18 employees on deputation, only one belongs to Scheduled Caste community.

The Committee, therefore, recommend that while selecting persons for posts to be filled by deputation in IOC (Marketing Division and Refineries & Pipelines Division) every effort should be made that a fair proportion of such posts are filled by persons belonging to Scheduled Castes/Scheduled Tribes.

7. 2.25

The Committee note that General Manager (Personnel) has been appointed as Liaison Officer of the Marketing Division of Indian Oil Corporation at the Headquarters at Bombay and Deputy General Managers (Sales) have been appointed as Liaison Officers for Northern, Eastern, Western and Southern Regions with headquarters at Delhi, Calcutta, Bombay and Madras respectively to look after the work relating to Scheduled Caste and Scheduled Tribe employees and for ensuring proper implementation of the reservation orders.

The Committee further note that Liaison Officers have also been appointed in various oil Refineries and also at the Headquarters for Refineries and Pipelines Division.

The Committee need hardly stress that mere appointment of Liaison Officers at the Headquarters of Marketing and R & P Divisions of Indian Oil Corporation and at various other units is not enough. What is needed is the concerted action on the part of each Liaison Officer to ensure due compliance by the appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes and other relaxations/concessions admissible to them. It should also be ensured that the staff posted in the cells at various units is well conversant with the orders/instructions relating to reservations and belong to Scheduled Castes and Scheduled Tribes, as far as possible.

1	2	3
8.	3.42	The Committee note that copies of employment notifications regarding direct recruitment are being circulated by Indian Oil Corporation to recognised Scheduled Caste/Scheduled Tribe associations as per the Presidential directives in this regard. The Committee desire that copies of employment notifications should also be sent to Members of Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes and also to the local Scheduled Caste/Scheduled Tribe MPs/M.L.As of the region/area where the recruitment is being held.
9.	3.43	The Committee note that there are no Group 'B' and 'D' posts in the Marketing Division of Indian Oil Corporation and there is no pay-scale with the maximum of less than Rs. 290/-. The Committee further note that the two pay scales of Rs. 565-1197 and Rs. 435/- 900/- have been shown in Group 'C' posts in the Marketing Division of Indian Oil Corporation instead of showing them in Group 'B'. The Committee have been informed during evidence that classifications of posts in various groups is based on the instructions issued in 1975 by Bureau of Public Enterprises. As per the directive of Bureau of Public Enterprises, classification of posts in a particular group would remain as it was in 1975 and any subsequent pay revision will not alter the classification. The Committee are unable to appreciate the logic that once a post has been classified as Group 'A' or 'B' such classification cannot be changed in the light of any subsequent pay revision. The Committee recommend that this matter may be examined in consultation with the Department of Personnel and Administrative Reforms and suitable guidelines issued in this regard.
10.	3.44	The Committee note that Marketing Division of Indian Oil Corporation has been making excess recruitment of Scheduled Caste candidates which was adjusted in subsequent years by a 'negative carry forward'. The Committee have also been informed that the Indian Oil Corporation have been holding special selections exclusively for the recruitment of Scheduled Castes and Scheduled Tribes and appointing Scheduled Castes and Scheduled Tribes against the vacancies reserved for them. Since Scheduled Tribe candidates were not available they have been appointing Scheduled Caste candidates against the vacancies reserved for Scheduled Tribes. As Indian Oil Corporation are not sure whether Scheduled Tribe candidates will at all be available

1	2	3
		where excess candidates were available (after filling the reserved vacancies for Scheduled Castes) they have been appointing Scheduled Caste candidates in excess with the intention of adjusting them in future. During evidence, the Secretary, Department of Petroleum had admitted that 'negative carry-forward' was not the correct procedure unless Indian Oil Corporation can show any orders to the contrary. The Committee need hardly stress that exchange of vacancies between Scheduled Castes and Scheduled Tribes is permissible only in the third year to which the reserved vacancy has been carried forward. Any departure from the prescribed procedure even with the best of intentions is not desirable. The Committee recommend that IOC should follow the prescribed procedure and in case of doubt, the matter should be taken up with the Department of Personnel and Administrative Reforms for their advice.
11.	3.45	The Committee desire that Government directives with regard to the carry-forward of unfilled reserved vacancies should be strictly followed. In the Committee's opinion it is not permissible to resort to 'Negative Carry forward' in order to adjust the excess recruitment made in previous years.
12.	3.50	The Committee note that several concessions/relaxations are given to Scheduled Castes and Scheduled Tribes at the time of making recruitment to different categories of posts in the Indian Oil Corporation (Marketing Division) and Refinery and Pipelines Division. The Committee find that a reasonable relaxation in experience, as compared to general candidates is allowed to Scheduled Caste/Scheduled Tribe candidates. The Committee feel that reasonable relaxation is a vague expression and this is liable to be interpreted differently by each Selection Board. The Committee suggest that relaxation in experience should be specified in precise terms in order to ensure that all Selection Boards allow the same relaxation in experience for various categories of posts.
13.	3.51	The Committee recommend that where the requisite number of Scheduled Caste/Scheduled Tribe candidates are not available to fill the reserved vacancies, the recruiting authorities in the IOC should select for appointment the best among the Scheduled Castes and Scheduled Tribes, who fulfil the minimum educational qualifications and in-service training should be given to them to bring them upto the required standard.

1	2	3
14.	3.67	From the data furnished to the Committee, (Appendix IV), the Committee note that in the Marketing Division of Indian Oil Corporation, 50% of the vacancies in the scale of 1050-2110 in Group 'A' are filled by promotion from the highest staff category in Group 'C' by selection and the balance 50% vacancies are filled by direct recruitment. There are no Group 'B' posts in the Marketing Division. Promotion to higher grades within Group 'A' is done purely on the basis of merit-cum-seniority. The Committee are concerned to note that during the years 1980 to 1982, 245 vacancies were filled in the Marketing Division in the lowest rung of Group 'A' but none of the reserved vacancies namely 34 for Scheduled Castes and 17 for Scheduled Tribes could be filled by Scheduled Caste/Scheduled Tribe candidates. As there is no carry forward of reserved vacancies in promotion by selection to lowest rung of Group 'A' these posts were filled by general candidates.
15.	3.68	From the data furnished to the Committee, (Appendix V), the Committee further note that in the Refineries and Pipelines Division of Indian Oil Corporation, during the same period i.e. 1980 to 1982 the total number of vacancies filled in the lowest rung of Group 'A' was 288 and the total number of reserved vacancies for Scheduled Caste/Scheduled Tribe were 77 and 35 respectively. Against these reserved posts, only 12 Scheduled Castes and 1 Scheduled Tribe candidates were appointed. The Committee are distressed to point out that a large number of reserved vacancies in the lowest rung of Group 'A' are being filled up by general candidates both in Marketing Division and Refineries and Pipelines Division. The Committee, therefore, recommend that while filling up vacancies by promotion in the lowest rung of Group 'A', Indian Oil Corporation should consider the cases of Scheduled Castes and Scheduled Tribes employees so that all the reserved vacancies are filled by Scheduled Castes and Scheduled Tribes only. The Committee also recommend that the intake of Scheduled Caste/Scheduled Tribe candidates in the feeder cadre should be improve so that adequate number of Scheduled Caste and Scheduled Tribe employees are available in Group 'C' for promotion to the lowest rung in Group 'A'.

1	2	3
16.	1.69	The Committee feel surprised that Indian Oil Corporation was not aware of the zone of consideration to be followed for filling up vacancies by promotion and by the method of selection. The Committee would like to point out that Department of Personnel and Administrative Reforms vide their O.M. No. 22611/3/76-Estt. (D) dated 24-12-1980 had issued detailed instructions regarding zone of consideration for promotion made by selection. The Committee recommend that these orders should be followed in letter and spirit so that more Scheduled Caste and Scheduled Tribe candidates are considered for promotion to the selection posts.
17.	1.77	The Committee need hardly stress the necessity of including a Scheduled Caste or a Scheduled Tribe Officer in the various Recruitment/Selection Boards and Departmental Promotion Committees constituted by the IOC (Marketing Division and Refinery and Pipelines Division) as per Government directive. In case a Scheduled Caste or Scheduled Tribe Officer of the appropriate status is not available in the Indian Oil Corporation, a Scheduled Caste or Scheduled Tribe Officer from some other Public Sector Undertaking or the Ministry of Energy (Department of Petroleum) should invariably be associated with such Recruitment/Selection Boards and Departmental Promotion Committees in order to safeguard the interests of Scheduled Caste/Scheduled Tribe employees as per Government directive.
18.	1.86	The Committee note that the prescribed rosters are being maintained by the Indian Oil Corporation (Marketing Division and Refineries and Pipelines Division) in respect of recruitment and promotion to different categories of posts under them. During evidence, the Committee had the opportunity to inspect some of the rosters maintained by the Marketing Division of Indian Oil Corporation. The Committee noticed that the rosters presented to them have not been maintained according to the instructions laid down as some of these rosters have not been countersigned by the Liaison Officers. The representative of the Department of Petroleum admitted during evidence that the rosters presented before the Committee were not considered as satisfactory by the Liaison Officer and according to his observation, the deficiencies are sought to be made good in the Rosters. The Committee consider this a serious lapse. The Committee need hardly stress that rosters are the only mechanism to keep a watch on the proper and adequate intake of Scheduled Castes and Scheduled Tribes in service and

1	2	3
		that it would cease to have any value whatsoever if these are not maintained properly. The Committee, therefore, recommend that rosters should be properly maintained by the Indian Oil Corporation (Marketing Division and Refineries and Pipelines Division) and they should be checked at least twice a year by the Liaison Officer. After conducting each check, the Liaison Officer should put his signature and date. The Committee desire that defects noticed during the inspection of rosters should be recorded and got rectified immediately after bringing them to the notice of the Head of the concerned Department
19.	1.93	The Committee have been informed that in the Marketing Division of IOC no posts were dereserved during the years 1980, 1981 and 1982 in recruitment quota. However, the Committee find that during these years a large number of reserved posts in Group 'A' were not filled by Scheduled Caste and Scheduled Tribe candidates. As there is no carry forward of reserved vacancies in promotion by selection to lowest rung of group 'A' these posts were filled by general candidates. The Committee do not accept the claim that there has been no dereservation in Group 'A'. The Committee further note that in the Refinery and Pipelines Division of Indian Oil Corporation, 123 posts reserved for Scheduled Castes and 108 posts reserved for Scheduled Tribe in Group 'A' had to be dereserved during the years 1980, 1981 and 1982. The Committee feel unhappy that even in Group 'C' a large number of posts were dereserved in the Refinery and Pipelines Division of IOC during the same period.
20.	1.94	The Committee need hardly stress that as far as possible no reserved vacancy should be dereserved indiscriminately. The Committee would like to point out that as there is no carry forward in the case of vacancies filled by selection in the lowest rung of Group 'A', the concerned authorities should try to fill all the reserved vacancies in Group 'A' by Scheduled Caste and Scheduled Tribe candidates. The Committee, therefore, suggest that all possible efforts should be made by the Indian Oil Corporation (R & P Division) to locate suitable Scheduled Caste/ Scheduled Tribe candidates so that the desirability of resorting to dereservation is obviated.
21.	1.95	The Committee further recommend that all the reserved vacancies which could not be filled by direct recruitment and had to be carried forward should be filled up before the expiry of three years i.e. before they get lapsed by resorting to special recruitment.

1	2	3
22.	4.15	From the data furnished to the Committee, it is seen that the percentage of representation of Scheduled Castes/Scheduled Tribes in Group 'A' posts in the Marketing Division of IOC as on 1-1-1983 is 4.57 and 1.13 respectively. Similarly, in the R & P Division of IOC, the percentage of Scheduled Castes and Scheduled Tribes in Group 'A' posts is 5.35 and 1.12 respectively. The Committee feel unhappy that the percentages of Scheduled Castes and Scheduled Tribes even in Group 'B' in the R & P Division is less than their percentages in Group 'A'. The Committee recommend that IOC should make concerted efforts to increase the in-take of Scheduled Castes and Scheduled Tribes in Group 'A' in the Marketing Division and in Group 'A' and 'B' in the Refineries and Pipelines Division by resorting to special recruitment and by relaxing the standard.
23.	4.16	The Committee are constrained to note that the representation of Scheduled Tribes in almost all the categories of posts in the Marketing Division and R & P Division of Indian Oil Corporation is far below the quota prescribed for them. Considering the poor representation of Scheduled Tribe candidates in Indian Oil Corporation, the Committee strongly feel that adequate attention has not been paid to attract Scheduled Tribe candidates to join this organisation in larger numbers. The Committee therefore recommend that special recruitment exclusively for Scheduled Tribe candidates should be resorted to more frequently in areas of Scheduled Tribe concentration.
24.	4.17	The Committee feel surprised that even in Group 'C' the representation of Scheduled Tribes is not upto the mark. The Committee suggest that vacancies reserved for Scheduled Tribes should be intimated to the Director of Social welfare/Tribal Welfare in the State/Union Territory concerned as per instructions issued on 24-2-1978 by the Department of Personnel and Administrative Reforms in this regard.
25.	4.18	The Committee appreciate that in order to remove the shortfalls existing in various categories of posts in R&P Division of Indian Oil Corporation, the Corporation has, as a special measure, increased the percentages of reservation of available vacancies upto 50% in favour of Scheduled Caste/Scheduled Tribe candidates so long as the backlog is not cleared.
		The Committee recommend that in order to wipe out the shortfalls, similar procedure should also be followed in the Marketing Division of Indian Oil Cor-

1	2	3
		poration. The Committee would like to be informed about the tangible results achieved in respect of both the Divisions.
26	4.29	Under the Apprentices Act 1961, it is obligatory on all employers in specified industries to engage apprentices as per prescribed ratio in the designated trades. The Ministry of Labour have their O.M. No. DEGT-2(5) dated 28-5-1980, issued instructions that 50% of the direct recruitment vacancies should be filled up by trained apprentices. The Committee note that in the Marketing Division of Indian Oil Corporation out of 195 apprentices selected for training during the years 1980 to 1982, only 17 belonged to Scheduled Caste and 3 to Scheduled Tribe. Similarly, in the R&P Division of Indian Oil Corporation out of 310 trainees selected for the years 1980 to 1982 only 50 belonged to Scheduled Caste and 17 to Scheduled Tribe. The Committee recommend that besides approaching Employment Exchanges for sponsoring candidates for apprenticeship training, the Corporation should advertise their training programmes in the leading newspapers in regional languages and also through broadcast over All India Radio so that a larger number of Scheduled Caste/Scheduled Tribe candidates come forward for getting training as Apprentices.
27	4.30	According to the information furnished to the Committee, it is seen that in the Marketing Division of Indian Oil Corporation only 14 Scheduled Caste and 3 Scheduled Tribe candidates were absorbed as trained Apprentices during 1980 to 1982; while in the Refineries and Pipelines Division, 25 Scheduled Caste and 7 Scheduled Tribe candidates were absorbed in the Corporation as trained apprentices during the same period. The Committee desire that in view of the instructions issued by the Ministry of Labour in May, 1980 and the requirement of trained apprentices by the Indian Oil Corporation, it should be possible for the Corporation to absorb all Scheduled Caste/Scheduled Tribe apprentices, who have successfully completed the training.
28	4.36	The Committee note that there is a scheme both in Marketing Division and R&P Division of Indian Oil Corporation for recruitment of Graduate Engineer trainees and 15% and 7½% vacancies are reserved for Scheduled Caste/Scheduled Tribe candidates respectively. Certain relaxations are also given to Scheduled Caste/Scheduled Tribe

1

3

3

candidates at the time of recruitment. During the one year's training period a stipend of Rs. 1250/- p.m. besides house rent allowance is paid to Graduate Engineer trainees. The Committee find that a large number of Scheduled Caste/Scheduled Tribe candidates, who were selected for appointment as Graduate Engineer Trainees both in the Marketing Division and Refineries and Pipelines Division did not actually join. In other words, the reserved quota could not be filled to the maximum extent possible.

The Committee recommend that Indian Oil Corporation should examine this problem in depth as to why Scheduled Caste/Scheduled Tribe candidates who were selected as Graduate Engineer Trainees did not join the organisation. The Committee feel that this is so because the Scheduled Caste/Scheduled Tribe candidates are not sure that they will be finally selected after the completion of training for 12 months. The Committee recommend that the Scheduled Caste/Scheduled Tribe candidates, who are selected as Graduate Engineer Trainees should be assured that they would be finally absorbed in the organisation.

29. 4.55

The Committee note that in the Marketing Division and Refineries and Pipelines Division of Indian Oil Corporation there is no system of providing any reservation for Scheduled Caste/Scheduled Tribe employees in the allotment of residential accommodation. It is seen that out of a total number of 224 flats in Bombay constructed by the Marketing Division of the Indian Oil Corporation, 26 flats have been allotted to Scheduled Caste/Scheduled Tribe employees which works out to 11.61%. The Committee feel happy that more than 10% of Scheduled Caste/Scheduled Tribe employees in the Marketing Division have been provided residential accommodation. The Committee, however, note with concern that in Barauni only 6.8 per cent of the quarters have been allotted to Scheduled Castes and Tribes. The Committee recommend that more quarters should be allotted to Scheduled Caste/Scheduled Tribe employees in Barauni so as to raise the percentage to 10, which should be the minimum.

30. 4.56

The Committee note that Indian Oil Corporation (Marketing Division and Refineries and Pipelines Division) are giving loans to their employees for construction of houses and even for extension of the existing houses. Loans are given upto a maximum of Rs. 1,25,000/- and the rate of interest charged is only

1	2	3
		5½%. From the figures furnished by the Marketing Division of I.O.C. regarding house building loans given in 1980, 1981 and 1982, it is noticed that hardly 5 per cent of the loans have been disbursed to Scheduled Castes and about 1.33 per cent among Scheduled Tribes. The Committee recommend that more liberal policy should be adopted in favour of Scheduled Castes and Scheduled Tribe employees in the grant of House Building Loans so that their percentage share in the total House Building Loans is increased.