

**COMMITTEE ON THE WELFARE
OF SCHEDULED CASTES AND
SCHEDULED TRIBES
(1978-79)**

(SIXTH LOK SABHA)

THIRTY-EIGHTH REPORT

**MINISTRY OF PETROLEUM, CHEMICALS AND
FERTILIZERS (DEPARTMENT OF PETROLEUM.)**

**Reservations for, and employment of, Scheduled
Castes and Scheduled Tribes in the
Indian Oil Corporation Limited
(Marketing Division)**



*Presented in Lok Sabha on 27th April, 1979
Laid in Rajya Sabha on 27th April, 1979*

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CORRIGENDA

to

The Thirty-eighth Report of the Committee on the
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(Sixth Lok Sabha)

<u>Page</u>	<u>Para</u>	<u>Line</u>	<u>Correction</u>
iv)	-	last	For 'Officer' <u>read</u> Committee Officer
2	-	first	Delete the words 'greater integration and a'
9	2.7	7	<u>Insert</u> are <u>after</u> Committee
13	2.17	6	For Regional Officers <u>read</u> Regional Offices
15	2.25	5	For extent <u>read</u> extant
41	4.11	3	<u>Insert</u> Oil <u>after</u> Indian
		4	<u>Insert</u> full stop(.) <u>after</u> Tribes and <u>read</u> In <u>for</u> in
		10	For issuing <u>read</u> issuing
45	4.22	8	<u>Under</u> 1977-78 <u>for</u> 8% <u>read</u> 80%
49	5.6	7	For out-most <u>read</u> ut-most
53	5.21	3 & 10-11	For distributionship <u>read</u> distributorship
	5.22	1	For allotting <u>read</u> allotting
	-	3rd	
	(from bottom)		<u>Add</u> Chairman over this line
64	-	6	Delete this line
65	-	1	For Appendix IV <u>read</u> Appendix-VI
72	3.15 (S.No.13)	4	<u>Read</u> (,) <u>for</u> (.) <u>after</u> 18.9.1977 and <u>read</u> the <u>for</u> The
76	3.48 (S.No.23)	6	<u>Insert</u> that <u>after</u> view
77	3.53 (S.No.26)	13	<u>Add</u> of India <u>after</u> Government
81	4.23 (S.No.34)		<u>After</u> Sl.No.34 <u>read</u> the subsequent three Serial numbers as 35, 36 and 37 <u>instead of</u> 34, 35 and 36.
82	5.10 (S.No.38)	4	For tenders <u>read</u> tenderers
83	5.21 (S.No.41)	4 & 15	For distributionships <u>read</u> distributorships.

CONTENTS

	PAGE
COMPOSITION OF THE COMMITTEE	(iii)
INTRODUCTION	(v)
CHAPTER I—INTRODUCTORY	
A. Organisational set up	1
B. Board of Directors	1
C. Role of the Department of Petroleum	2
CHAPTER II—RESERVATIONS	
A. Adoption/Implementation of Reservation Orders	7
B. Liaison Officer/Cell.	10
C. Annual Returns	13
CHAPTER III —RECRUITMENT AND PROMOTIONS	
A. Recruitment Procedure	16
B. Recruitment Rules	21
C. Concessions/Relaxations	22
D. Promotion	24
E. Departmental Recruitment/Promotion Committees	31
F. Rosters	32
G. Dereservation	34
CHAPTER IV—STAFF STRENGTH AND SHORTFALLS	
A. Staff Position and Shortfalls	37
B. Deputation	42
C. In-Service Training	43
D. Apprenticeship Training	45
CHAPTER V—MISCELLANEOUS	
A. Grievances Cell	48
B. Petty Contracts	49
C. Housing Facilities	50
D. Award of Agencies/Dealerships	51
APPENDICES	
I. Statement showing complaints/representations received by the Department of Petroleum	54
II(A) Advertisement for recruitment of Officer Trainees which appeared in the Statesman, Calcutta, 18 Sept. 1977	56

II(B)	Advertisement for recruitment of Stenographers which appeared in the Hindustan Times, October, 15 1978	59
III.	Statement showing particulars of recruitment made by the IOC (Marketing Division) during the last three years (i.e. from 1975 to 1977)	60
IV.	Statement showing information relating to recruitment of officers as well as staff categories made by the IOC (Marketing Division) since 1971	61
V. 4	Copy of Ministry of Petroleum letter No. P. 27015/186/74-IOC (Vol. II) dt. 23-9-1977	63
VI.	Details about the dealerships/Distributionships allowed during the period from 1-5-74 to 30-4-78	65
VII.	Summary of conclusions/recommendations in the Report	67

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

(1978-79)

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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 Thirty-eighth Report on the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum)—Reservation for, and employment of, Scheduled Castes and Scheduled Tribes in the Indian Oil Corporation (Marketing Division).

2. The Committee took the evidence of the representatives of the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) and of the Indian Oil Corporation from 15th to 18th October, 1978. The Committee wish to express their thanks to the Secretary and other officers of the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) and also officers of the Indian Oil Corporation for placing before the Committee material and information they wanted in connection with the examination of the subject.

3. The Report was considered and adopted by the Committee on the 17th April, 1979.

4. The Committee desire that, in the light of the observations made by the Committee in the Report, the Ministry of Petroleum, Chemicals and Fertilizers should review the position relating to reservations for, and employment of, Scheduled Castes and Scheduled Tribes in other offices/Public Sector Undertakings etc. under their control and ensure that such lapses do not occur in those offices/organisations and that the reservation orders are implemented by them in toto.

5. A summary of conclusions/recommendations contained in the Report is appended (Appendix VII).

NEW DELHI

April 25, 1979

Vaisakha 5, 1901 (S).

RAM DHAN,

Chairman,

Committee on the Welfare of
Scheduled Castes and Scheduled Tribes.

CHAPTER I

INTRODUCTORY

A. Organisational Set-up

The Indian Refineries Limited was set up in the public sector in 1958 and the Indian Oil Company to market petroleum products was set up in 1959. The two companies-Indian Refineries Limited and Indian Oil Company were merged in September, 1964 to form the Indian Oil Corporation Limited. The Corporation has two Divisions viz. Marketing Division and Refineries and Pipelines Division apart from the Research and Development Centre at Faridabad. The Corporation, headed by a whole time Chairman, is located at New Delhi and has three functional Directors.

1.2. With its Head Office at Bombay, the Marketing Division has four Regional Offices at Bombay, Delhi, Madras and Calcutta. Under each Region, there are Divisional Offices, Installations, Depots and Aviation Fuelling Stations.

1.3. For the purpose of reservation for Scheduled Castes and Scheduled Tribes, each Region is considered as one Unit. The Personnel Department in the Head Office looks after the functions in regard to reservations for, and employment of, Scheduled Castes and Scheduled Tribes.

B. Board of Directors

1.4. The Committee have been informed that, according to the Articles of Association of Indian Oil Corporation, the Number of Directors who constitute the Board of Directors of the Indian Oil Corporation shall not be less than two and more than seventeen. At present, there are four members in position, out of them three are functional and one non-functional.

1.5. During evidence, the Committee have been informed that there is at present no representative of Scheduled Castes and Scheduled Tribes on the Board of Directors of the Indian Oil Corporation. When the Committee desired to know the views of the Secretary, Department of Petroleum for the inclusion of a representative of Scheduled Castes and Scheduled Tribes in the Board of Directors of the Indian Oil Corporation, he stated:

"I would submit there is need to do everything possible which would bring about a greater integration and a

greater integration and a greater degree of justice in our set up. It would be done, there should be scope for such things.”

1.6. The Committee note that under the Articles of Association of the Indian Oil Corporation, the number of Directors who constitute the Board of Directors of the Indian Oil Corporation shall not be less than two and more than seventeen and there is no specific provision in the Articles of Association of Indian Oil Corporation Limited for the appointment, of qualified Scheduled Caste and Scheduled Tribe persons on the Board of Directors of the Indian Oil Corporation. The Committee expect that while making nomination of Directors to the Board of Directors, the interests of Scheduled Castes and Scheduled Tribes will also be kept in view by Government and desire that there should be at least one Director from amongst the members belonging to Scheduled Castes and Scheduled Tribes on the Board of Directors of the Indian Oil Corporation so that the interests of Scheduled Castes and Scheduled Tribes could be properly looked after not only in the services of the Corporation but also in their economic development. The Corporation should make a specific provision in their Articles of Association, for nomination of a Scheduled Caste|Tribe Director on the Board

C. Role of the Department of Petroleum

1.7. It has been stated that the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) communicates to the Indian Oil Corporation (Marketing Division) in the form of Presidential Directives, the general policy relating to reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the services of the Indian Oil Corporation (Marketing Division) among others, and oversees implementation of the same. Besides, the Ministry has also to watch the receipt and disposal of communications received from Members of Parliament and other VIPs in this regard from time to time and also individual representations received from aggrieved candidates and/or registered Associations forwarding their representations.

An officer of the status of Deputy Secretary has been nominated to act as liaison officer in respect of matters relating to employment of Scheduled Castes and Scheduled Tribes. The periodical returns submitted by the Indian Oil Corporation (Marketing Division) are scrutinised in the Ministry. An appreciation of the Annual Returns is also done, in the Ministry and the same is sent to the Ministry of Finance (Bureau of Public Enterprises).

1.8. The Secretary, Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) has further stated during evidence that the Department of Petroleum in the Ministry of Petroleum, Chemicals and Fertilizers see that the directives issued from time to time relating to reservations for Scheduled Castes and Scheduled Tribes are faithfully carried out by the Indian Oil Corporation and other Corporations under the Ministry and a watch is kept over the way in which implementations is done. The actual responsibility of carrying out the directives rests with the Corporation. Besides this, questions on the subject received from Members of Parliament and other persons/organisations are also answered by them.

1.9. When the attention of the representative of the Department of Petroleum was drawn to the instructions contained in the Brochure on Reservation for Scheduled Castes and Scheduled Tribes in posts/services under the Public Sector Undertakings that the Joint Secretary in the Administrative Ministry/Department who is incharge of the Public Enterprises will personally be responsible for ensuring compliance of instructions regarding reservations for Scheduled Castes and Scheduled Tribes, the Joint Secretary concerned in the Department of Petroleum stated during evidence that he had been Joint Secretary for the Indian Oil Corporation only for the last fifteen days. Most of the reports and returns from the Indian Oil Corporation or from other Public Undertakings are actually co-ordinated in the Coordination Section in the Ministry under the charge of a Deputy Secretary.

1.10. When specifically asked whether the Ministry is responsible for the implementation of reservation orders or not, the Secretary of the Department of Petroleum has stated during evidence as under:—

“The ultimate responsibility for carrying out the policy of the Government rests entirely with the Ministry. It is the Minister who is responsible to Parliament and it is in that sense that we have the final responsibility. Nobody can take away from the Ministry the final responsibility. The Minister is ultimately responsible to the Parliament and it is he who will have to answer. Even if an officer is to be blamed, ultimately it is the Minister who has to take the blame.”

1.11. Asked whether there is a separate cell in the Department of Petroleum to assist the Liaison Officer in the work relating to reservations for Scheduled Castes and Scheduled Tribes as per Government orders, the Secretary of the Ministry has stated during evidence that

their Ministry has no attached or subordinate offices under it. It is a small Ministry situated entirely in Delhi and the need for having separate Cell has not been felt so far. However, a Cell has been recently constituted. For reasons of convenience, that Cell has been located within the Indian Oil Corporation, but this Cell looks after the work in all the Corporations attached to the Ministry. This is a special kind of arrangement devised for reasons of convenience. It was thought, if such a cell is created within the Ministry, it will take a long time to arrange the staff as there is a ban on creation of new posts and the Ministry has to go to the Cabinet. There are two departments in the Ministry and two major Corporations have been asked to set up Cells on behalf of the Ministry. In the case of Petroleum, it is Indian Oil Corporation and in the case of Fertilizers, it is the Fertilizers Corporation of India.

1.12. As regards the details with regard to the strength and functions of the Cell, it has been stated in a written note furnished to the Committee that the Cell is headed by a Deputy Manager (Personnel) with supporting staff. The functions of the Cell are to maintain a Data Bank regarding posts available and likely candidates that can be drawn up by the Indian Oil Corporation and other Public Sector Undertakings to fill up those posts. The Cell will also maintain lists of suitable candidates who could be trained on the job in various Public Sector Undertakings to upgrade their skill so that whenever vacancies for Scheduled Caste and Scheduled Tribe candidates arise in future, trained candidates from this pool can be drawn upon immediately. The Public Sector Undertakings have *inter alia* been advised as follows:—

- (i) Each Public Sector Undertaking should indicate to the Special Cell the areas or skills where persistent shortage of suitable Scheduled Caste|Scheduled Tribe personnel has been felt and consequently vacancies reserved for Scheduled Castes and Scheduled Tribes have not been filled or are found difficult to fill up.
- (ii) Each Public Sector Undertaking should forward to the Special Cell complete data of the candidates who have responded to their advertisements and having been found up to the required standard, can be considered for appointment by other Public Sector Undertakings.
- (iii) Each Public Sector Undertaking should forward to the Cell the details of any special schemes|measures|facilities that they have introduced in their organisation in respect of Scheduled Caste|Scheduled Tribe candidates.

1.13. In reply to a question, it has been stated that for the purpose of collection of data, this Cell exists in the Indian Oil Corporation, but that has to function on behalf of the Department of Petroleum and the Ministry will evolve schemes and send proposals through this Cell. Prior to this, the Deputy Secretary handled such matters.

1.14. When the Committee pointed out that Government instructions were issued in this regard in 1969 and desired to know why no Cell has been set up so far, the Secretary, Ministry of Petroleum has stated during evidence as follows:—

“Our Department really consists of 20 Corporations and for seeing that the Corporations implement all the various orders there are no instructions of the Government in the other brochure issued by the BPE that there should be a Cell in the Ministry. What I am submitting is that for that kind of work we have gone beyond the requirements of the brochure issued by BPE.”

1.15. The Committee desired to know the number of complaints received by the Ministry of Petroleum from MPs/VIPs, etc. during the last three years relating to non-implementation of orders regarding reservations for Scheduled Castes and Scheduled Tribes. The Department of Petroleum has stated in a written note that six complaints were received in the Ministry between May and July, 1978. The substance of the comments received from the Indian Oil Corporation is indicated in Appendix I. A final view on these complaints will be taken in the Ministry shortly.

1.16. The Committee are distressed to note that the Department of Petroleum has not so far felt the need of setting up a Cell to assist the Liaison Officer to discharge his duties effectively although Government orders on the subject were issued as far back as 1969. The Committee are not convinced about the efficacy of the present arrangement now made by setting up a Cell in the IOC which would work on behalf of the Department of Petroleum for all the Corporations under it. The Committee urge that a Cell with adequate staff should be set up in the Department of Petroleum itself to watch the implementation of reservation orders and other concessions admissible to Scheduled Caste and Scheduled Tribe employees and also to look into the grievances and complaints of Scheduled Caste and Scheduled Tribe employees.

1.17. The Committee regret to point out that although the Committee had asked for information for the last three years the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) have furnished information relating to complaints received by them between May and July, 1978 only. This only shows that the Ministry has not evolved adequate machinery to attend to the matters relating to Scheduled Castes and Scheduled Tribes. From the perusal of the statement on complaints furnished by the Ministry it is evident that no serious efforts have been made by them to dispose of the representations received from the Scheduled Caste/Tribe aggrieved employees for the last six or seven months. The Committee would like the Ministry of Petroleum to evolve a suitable machinery with specific laid down procedure so that the complaints/representations received from Scheduled Caste/Tribe employees are looked into promptly and their grievances redressed within a specified period of the not more than two months.

CHAPTER II

RESERVATIONS

A. Adoption/Implementation of Reservation orders

2.1. It has been stated in a written note submitted to the Committee that the reservations for Scheduled Castes and Scheduled Tribes were introduced in the Indian Oil Corporation (Marketing Division) w.e.f. 24-3-1971 consequent upon the receipt of Presidential Directive under Article 144 of the Articles of Association of the Indian Oil Corporation. The various orders/instructions with regard to reservations for Scheduled Castes and Scheduled Tribes issued from time to time by the Department of Petroleum have been adopted by the Indian Oil Corporation immediately on receipt.

2.2. The following percentages of reservations have been made in the Indian Oil Corporation (Marketing Division) in favour of Scheduled Castes and Scheduled Tribes:

(i) Posts filled by Direct Recruitment :

	Scheduled Castes	Scheduled Tribes
(A) Direct recruitment on an all India basis by means of open competitive test	15%	7½%
(b) Direct recruitment to posts normally attracting candidates from a locality or a region]	As per the prescribed rosters, i.e., based on the population of Scheduled Castes and Scheduled Tribes in each State.	

(ii) Posts filled by Promotion :

In promotion from Group 'C' to Group 'B', within Group 'B' and from Group 'B' to the lowest rung in Group 'A'	15%	7½%
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(iii) Posts filled by Deputation :

As a policy, IOC (Marketing Division) fills in posts by internal candidates as far as possible, except for some specialised jobs. Presently, deputationists are in Vigilance and Custom & Excise Sections only.

(ie) Posts filled by temporary appointment for a duration of 45 days or more :

As a policy, IOC (Marketing Division) does not make any temporary appointments

(v) Casual Labour :

As a policy, IOC (Marketing Division) does not encourage employment of casual labour except against absenteeism vacancies, as necessary

Reservation in confirmation :

Since any temporary appointments are not made in IOC (Marketing Division), this is not applicable

In reply to a question, it has been stated that the Indian Oil Corporation (Marketing Division) introduced reservations for Scheduled Castes and Scheduled Tribes in direct recruitment *vide* the then Ministry of Petroleum and Chemicals and Mines and Metal's reference No. 17/4/69-IOC, dated the 24th March, 1971 and in promotion *vide* the Ministry of Petroleum and Chemicals letter No. IS-49011/7/74-IOC dated the 27th January, 1978.

2.3. When the Committee enquired whether all orders/instructions relating to reservations for Scheduled Castes and Scheduled Tribes issued from time to time by the Ministry of Home Affairs/ Department of Personnel and Administrative Reforms/Bureau of Public Enterprises have been communicated by the Department of Petroleum to the Indian Oil Corporation and whether all these orders have been adopted *in toto* from their date of issue by the Indian Oil Corporation, the representative of the Department of Petroleum has stated during the course of evidence that instructions from the Ministry of Home Affairs are communicated to the Public Undertakings forthwith. It is obligatory on them to follow as they are the Presidential Directives. Other orders are issued in the form of circulars for information and compliance but those orders are not binding and obligatory. He has added that the Public Undertakings generally go by the Presidential Directives conveyed to them by the concerned Ministry. So far as reservations in promotion by selection are concerned, there was no draft Presidential Directive from the Bureau of Public Enterprises but there were certain other instructions from the Cabinet Secretariat which were not in the form of Presidential Directives.

2.4. When asked about the reasons for delay in the issue of directive to the Indian Oil Corporation regarding reservation for Scheduled Castes and Scheduled Tribes in promotions, the Secretary

of the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) has stated during evidence as follows:—

“There was certain amount of bureaucratic lapse in the sense that we kept on reminding the Bureau of Public Enterprises as they had not issued the directive till recently.”

2.5. Liaison Officer in the Department of Petroleum has clarified that the decision regarding reservation in regard to promotion by selection was not taken in 1971 but it was taken around 1974-75. Earlier, the intention was that in respect of promotions based on selection, there would be no reservation as such. It was sometime in 1974 that there were certain instructions from the Department of Personnel and Administrative Reforms stating that in respect of cases where promotions were made on the basis of selection only, reservations should apply. Now, normally Presidential Directive is issued on the basis of advice received from the Bureau of Public Enterprises which controls the Public Sector Undertakings. The Bureau of Public Enterprises, while conveying the above instructions, also stated that the necessary Presidential Directive would be issued shortly, but that Presidential Directive did not come.

2.6. As regards agreement with their Employees' Union, the Indian Oil Corporation (Marketing Division) has stated in a written note that in regard to recruitment to the lowest rung of the officers' category only, an agreement has been arrived at with the Indian Oil Corporation (Marketing Division) Employees' Unions that vacancies in that grade are required to be filled in 50 per cent by way of promotions from staff category and 50 per cent by way of direct recruitment. However, the agreement and/or the understanding arrived at with the Employees' Union does not in any way stand in the way of implementation of reservation orders for Scheduled Castes and Scheduled Tribes in the matter of recruitment, promotion, etc.

2.7. The Committee note that orders/instructions relating to reservations for Scheduled Castes and Scheduled Tribes issued by the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) to the Public Undertakings under their control in the form of Presidential Directive are obligatory on them while other orders/instructions issued in the form of circulars for information and compliance are not binding on them. The Committee unhappy to point out that it took about four years for the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) to get a directive issued by the Bureau of Public Enterprises due to certain bureaucratic lapses as admitted by the Secretary, Department

of Petroleum with the result that the orders relating to promotion in selection issued by the Department of Personnel and Administrative Reforms in July, 1974 were adopted by the Indian Oil Corporation in 1978. The Committee feel that this delay has deprived many a Scheduled Caste and Scheduled Tribe employee an opportunity of further promotion in the Corporation. The Committee stress that in future all orders/instructions issued by the Department of Personnel and Administrative Reforms should immediately be communicated in the form of Presidential Directive so that there is no delay in adoption and implementation of those orders by the Public Sector Undertakings including the Indian Oil Corporation.

B. Liaison officer/Cell

2.8. It has been stated in a written note submitted to the Committee that the Regional Personnel Managers in the four Regions of the Indian Oil Corporation (Marketing Division) with their Headquarters at Bombay, Delhi, Calcutta and Madras have been nominated as Liaison Officers w.e.f. 13-5-1971 within their jurisdiction, whereas the Deputy General Manager (Personnel) has been nominated as Liaison Officer for the entire Corporation.

2.9. It has been further stated that the Deputy General Manager (Personnel) and under his direction, other Senior Managers of the Personnel Department of the Head office conduct inspection of the Rosters alongwith other checks during their tour to Regional offices. Although no fixed periodicity has been laid down, but inspection is done at least once in six months. In case any discrepancy or error is observed during these inspections, necessary guidance for corrective action is given on the spot so as to avoid such recurrence in future and it has not been the practice to submit written reports in each case.

2.10. In reply to a question, the representative of the Indian Oil Corporation has stated during evidence that none of the four Liaison Officers in the Regional Offices belongs to Scheduled Castes or Scheduled Tribes.

2.11. As regards the inspection of rosters by the Liaison Officer (Headquarters), the representative of the Indian Oil Corporation (Marketing Division) has explained that for recruitment in the Regional Offices, a roster is maintained. During the inspection, it is checked whether the roster has been properly maintained, whether all the entries have been properly made; and whether the percentage laid down by the Government for Scheduled Castes and Scheduled Tribes has been complied with. When it is found that the Regional

Offices have not been able to get candidates from Scheduled Caste and Scheduled Tribe communities as per the roster and if there is a shortfall, the matter is discussed and a decision is taken to make special recruitment exclusively for Scheduled Castes and Scheduled Tribes to wipe out the shortfall. Besides this, periodical meetings of the Regional Managers are held to review the implementation of reservation orders, the difficulties, if any, faced by them in this regard and the remedial measures adopted. In reply to a question, he has stated that a written report on each visit has not been made. If the action is taken and the shortfall is made up, then the object of giving adequate representation to Scheduled Castes and Scheduled Tribes is achieved.

2.12. When the Committee enquired as to how the Regional Managers (Personnel) who have also been nominated as Liaison Officers judge their own lapses in the implementation of reservation orders, the representative of the Indian Oil Corporation (Marketing Division) has stated during evidence that the recruitment is made by the Personnel Department in the Regional Offices. Implementation of orders relating to recruitment can only be done by that Department which is doing recruitment. If there is shortfall, and any suggestions are required or if difficulties are experienced in implementing the orders of Government, they bring it up for clarification or getting guidance from the Head Office. The personnel from Head Office go to the four regions at Calcutta, Delhi, Madras and Bombay and ensure that reservation orders are complied with.

2.13. When enquired whether a Cell with adequate staff has been set up in the Head|Regional Offices of the Indian Oil Corporation under the direct control of the Liaison Officer to assist them in the discharge of their duties effectively, it has been informed that a Cell with adequate staff under the direct control of each of the Liaison Officers has been set up in the Head Office and the Regional Offices of the Indian Oil Corporation (Marketing Division).

2.14. The duties|functions assigned to the Cell are as under:

- (i) Ensuring due compliance of the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes and other benefits admissible to them.
- (ii) Collecting, consolidating and despatching the quarterly and annual returns regarding representation of Scheduled Castes and Scheduled Tribes.

- (iii) Acting as a co-ordinating agency between Regional Office and the Ministry concerned for supply of information, answering questions and queries and clearing doubts in regard to matters concerning recruitment|promotion of Scheduled Caste|Scheduled Tribe candidates.
- (iv) Maintaining effective liaison with local Employment Exchange and other Scheduled Caste and Scheduled Tribe organisations.
- (v) Ensuring prompt disposal|redressal of grievances and representations of Scheduled Caste and Scheduled Tribe employees.

2.15. In reply to a question, the representative of the Indian Oil Corporation (Marketing Division) has informed the Committee during evidence that there are two persons attached to the Liaison Officer in each Regional as well as at the Headquarters' Office. They are exclusively working for the Cell.

2.16. The Committee note that the Regional Personnel Managers in the four Regions of the Indian Oil Corporation (Marketing Division) with their Headquarters at Bombay, Delhi, Calcutta and Madras have been nominated as Liaison Officers within their jurisdiction and the Deputy General Manager (Personnel) has been nominated as Liaison Officer for the entire Corporation. The Committee further note that the Liaison Officers conduct inspection of the rosters during their tours to offices in the region to ensure proper maintenance of rosters etc. but there is no practice of submission of inspection reports in that Division of the Corporation. The Committee desire that a complete record of instructions issued on the spot might be kept by the Indian Oil Corporation to ensure their compliance by the appointing authorities. The Committee also recommend that the Liaison Officer nominated for the entire Corporation should inspect the rosters annually and a record of the inspections made and of the inspection reports should be properly kept as per instructions contained in the Department of Personnel and Administrative Reforms O.M. No. 36011|1/76-Estt (SCT) dated the 6th March, 1976. The Committee would also like the Indian Oil Corporation (Marketing Division) to adopt the proforma for inspection of rosters prescribed by the Department of Personnel and Administrative Reforms in this regard.

2.17. The Committee are surprised to note that in the Indian Oil Corporation (Marketing Division) Regional Personnel Managers who are responsible for recruitment and maintenance of Rosters

have been nominated as Liaison Officer to inspect the Rosters. The Committee feel that it is against the spirit of Government orders on the subject that an officer who is entrusted with the job of maintenance of rosters is also asked to supervise it. The Committee, therefore, suggest that some other officers of the appropriate status should be nominated as Liaison Officers in the Regional Offices to see that the Personnel Officer maintain rosters properly and also ensure due compliance by the appointing authority with the orders/instructions pertaining to reservations of vacancies in favour of Scheduled Castes and Scheduled Tribes and other benefits admissible to them. The Committee also recommend that, as far as possible, the Liaison Officers in the Regional Offices of the Indian Oil Corporation (Marketing Division) should be nominated from amongst the officers belonging to Scheduled Castes and Scheduled Tribes working in that Division.

2.18. The Committee further note that Cells with adequate staff under the direct control of each of the Liaison Officer has been set up in the Head Office and the Regional Offices the Indian Oil Corporation (Marketing Division). In order to carry out the duties effectively, it is essential that the staff attached to the Cell are well conversant with the duties required for proper implementation of reservation orders. The Committee would, therefore, like the Indian Oil Corporation to arrange refresher courses for training the concerned officers and staff and, if necessary, the services of the Department of Personnel and Administrative Reforms may be utilised for the purpose.

C. Annual Returns

2.19. It has been stated in a note furnished to the Committee that since 1971 Indian Oil Corporation is submitting quarterly/annual returns to the Ministry of Petroleum regarding implementation of reservation orders in favour of Scheduled Castes and Scheduled Tribes.

2.20. The Department of Petroleum has further explained in a note that the annual statements showing the total number of posts and the number of posts held by members of Scheduled Castes and Scheduled Tribes in each class as on the first January of the year and also particulars of recruitment made in a calendar year and the number filled by Scheduled Caste and Scheduled Tribe candidates are received from the Indian Oil Corporation (Marketing Division) in the Department of Petroleum. Copies are also sent directly to the Ministry of Finance (Bureau of Public Enterprises). Further, all Undertakings, including Indian Oil Corporation (Marketing Division), have been asked to send a quarterly return commencing from the quarter ending March,

1978 indicating Group, total backlog as on the last day of the preceding quarter, total number of posts filled during the quarter under report, number belonging to Scheduled Castes and Scheduled Tribes and reasons for shortfall, if any. This return has been introduced to keep a watch on the progress in the appointment of Scheduled Caste and Scheduled Tribe candidates in the various Undertakings.

2.21. In reply to a question, the representative of the Indian Oil Corporation (Marketing Division) has informed the Committee during evidence that the annual returns for the years 1976 and 1977 were sent to the Department of Petroleum on the 24th March, 1977 and 9th March, 1978 respectively.

2.22. The Committee desired to know the action taken by the Department of Petroleum on the annual returns received from the Indian Oil Corporation. The Secretary, Department of Petroleum, has stated during evidence that the Department scrutinizes these returns to see whether the Corporation is doing that should be done in carrying out the policy laid down. The Department of Petroleum points out to the Corporation whether they have missed something which should have been done. They also report about the representation of Scheduled Castes and Scheduled Tribes in the Corporation to the Bureau of Public Enterprises who keep a watch on behalf of Government on all Public Enterprises.

2.23. The Liaison Officer in the Department of Petroleum has further explained during evidence that the concerned Undertaking mentions the reasons why particular quota could not be filled up. If the reasons are correct, some other action is also thought of, as has been done in the case of Indian Oil Corporation. Further, the Department of Petroleum does not merely act through Government letters. A representative from the Department is there on the Board of Directors of the Indian Oil Corporation. Special recruitment was done in the Indian Oil Corporation last year at their instance. They see the position through periodical returns or through complaints, if any.

2.24. In reply to a question, the Secretary, Department of Petroleum has stated that the Deputy Secretary, nominated as Liaison Officer, brings to the notice of the Secretary or the Minister of the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) the lapses in the implementation of reservation orders by the Indian Oil Corporation.

2.25. The Committee note that the Indian Oil Corporation (Marketing Division) are sending annual statements regarding representation of Scheduled Castes and Scheduled Tribes in the services of the Corporation regularly to the Department of Petroleum as per the extant orders of Government on the subject. The Committee desire that these statements should be thoroughly examined and analysed by the Department of Petroleum so that prompt and effective measures are taken to remove the deficiencies noticed therein.

2.26. The Committee also desire that the statistical information relating to recruitment, promotion, dereservation of reserved vacancies, etc. made during the year should be published in the annual report of the Indian Oil Corporation.

CHAPTER III

RECRUITMENT AND PROMOTION

A. *Recruitment Procedure*

3.1. The Committee have been informed that procedure as mentioned below is followed in the Indian Oil Corporation (Marketing Division) in the case of direct recruitment of staff for various categories of posts:—

(i) *For Officers:*

All posts in Officers' Cadre which are to be filled up by direct recruitment are notified through—

- (a) Newspapers having all India circulation.
- (b) Scheduled Caste and Scheduled Tribe Organisations.
- (c) Directorate General of Resettlement & Training for released servicemen.

(ii) *For Staff:*

All vacancies which are to be filled up by direct recruitment in Workmen's categories are notified to:

- (a) Regional Employment Exchange;
- (b) Scheduled Caste and Scheduled Tribe Organisations.
- (c) Special Employment Exchange for Physically Handicapped Persons in respect of vacancies to which such persons are to be considered for appointment;
- (d) Ex-servicemen's organisations.

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 local press advertisement is released in two leading Newspapers (dailies), one in English and one in local language. The number of vacancies reserved for Scheduled Castes and Scheduled Tribes are clearly indicated in the demands placed with the Employment Exchanges and the period of notice given to them is not less than 15 days.

3.2. Asked whether reasons for rejection of Scheduled Caste and Scheduled Tribe candidates sponsored by the Employment Exchanges are communicated to them, the representative of the Indian Oil Corporation (Marketing Division) has stated during evidence that only the names of the candidates who are not found up to the mark are given, reasons are not communicated to the Employment Exchanges. It can be done in future.

3.3. When suggested that sufficient time should be given to Scheduled Tribe candidates, who live in the remote areas, to apply through the Employment Exchanges for the vacancies in the Indian Oil Corporation, the Chairman of the Corporation has stated during evidence that that can be made one month instead of 15 days.

3.4. In reply to a question, the Committee have been informed that the vacancies in Officers' cadre are advertised through the following newspapers:

- (1) Times of India.
- (2) Indian Express, Bombay.
- (3) Hindustan Times, New Delhi.
- (4) The Hindu, Madras.
- (5) The Statesman, Calcutta.
- (6) Employment News, Delhi.
- (7) Free Press Journal, Bombay.
- (8) Amrit Bazar Patrika, Calcutta.
- (9) Northern India Patrika, Allahabad.
- (10) Patriot, New Delhi.
- (11) National Herald, Lucknow.
- (12) All India Appointment Gazette.

Copies of two advertisements dated 18-9-1977 and 15-10 1978 are at Appendix II (A & B).

3.5. When the Committee suggested that at least one prominent newspaper issuing from each State Capital should be covered so far as the advertisement of Officers' posts are concerned, the Chairman of the Corporation agreed to consider the suggestion and also study the procedure followed by the U.P.S.C. in this regard.

3.6. To a suggestion that copies of all such recruitment advertisements should also be sent to the local Scheduled Caste and Scheduled Tribe M.L.As., M.Ps., it has been stated in a written note that the Corporation is sending copies of their advertisements to the

Secretariat of the Committee for circulation to the members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes. It will be administratively difficult for them to circulate these advertisements directly other than to those referred to above.

3.7. The Committee desired to know the response to the references made from time to time to the Commissioner for Scheduled Castes and Scheduled Tribes for sponsoring Scheduled Caste and Scheduled Tribe candidates for recruitment to different categories of posts in the Indian Oil Corporation (Marketing Division). It has been stated in a written note furnished to the Committee by the Indian Oil Corporation (Marketing Division) that for recruitment to Officers' cadre, they have been intimating vacancies to the Commissioner for Scheduled Castes and Scheduled Tribes. These references were primarily for information and for any assistance, if possible. The Commissioner for Scheduled Castes and Scheduled Tribes, has now intimated *vide* his letter No. 12/Misc-2/78-SU. II dated the 4th May, 1978, that it is not necessary for the Indian Oil Corporation Limited to send intimations to them since their Office does not maintain any list of Scheduled Caste and Scheduled Tribe candidates for being sponsored.

3.8. When the Committee drew the attention of the Chairman of the Corporation to the advertisement for recruitment of Officer Trainees which appeared in the *Statesman*, Calcutta, on the 18-9-1977 and desired to know why the Corporation has invited applications specifically from those Scheduled Caste and Scheduled Tribe candidates who are Graduates with a good academic record and extra-curricular achievements etc., the Chairman of the Corporation promised during the course of his evidence before the Committee that in future they will mention in their recruitment advertisements, the minimum qualification for Scheduled Caste and Scheduled Tribe candidates.

3.9. Asked why the number of vacancies reserved for Scheduled Castes and Scheduled Tribes have not been mentioned in the advertisement, the Chairman of the Indian Oil Corporation has stated as follows:

“Our idea was to take as many as possible. But now, since this suggestion has been made, we will see that the number of vacancies is also mentioned.”

3.10. When the Committee drew attention of the Chairman to the advertisement for recruitment of Stenographers appearing in the *Hindustan Times* of the 15th October, 1978 and enquired why,

the condition of experience of one year has been made compulsory for Scheduled Castes and Scheduled Tribes, the Chairman of the Corporation has stated "We will henceforth say that experience is preferable."

3.11. When asked why advertisement for vacancies in Staff category are issued only in one English daily and one local language daily, it has been stated in a written note furnished to the Committee that since recruitment in the Staff category is on regional and/or locality basis only, it is felt that advertisement in one English daily and one local language daily would provide sufficient coverage. This is evident from the fact that the Indian Oil Corporation (Marketing Division) gets adequate response from Scheduled Caste and Scheduled Tribe candidates to fill up the reserved vacancies. Besides this, advertisements for vacancies are published in the 'Employment News' and also announced over the All India Radio so that those Scheduled Castes and Scheduled Tribes who are living in remote areas where newspapers may not be easily available also become aware of such vacancies.

3.12. The Committee note the procedure being followed for recruitment to various categories of posts in the Indian Oil Corporation (Marketing Division). The Committee feel that advertisements in only two newspapers i.e. in one English daily and one local language daily, being released by the Marketing Division for recruitment of staff categories are quite insufficient. The Committee suggest that in order to give wider publicity to the vacancies reserved for Scheduled Castes and Scheduled Tribes, advertisements should be issued in all the important newspapers published in the area/region.

3.13. The Committee desire that with a view to giving wider publicity to reserved vacancies and exploring possibility of securing more candidates belonging to Scheduled Castes and Scheduled Tribes, the Indian Oil Corporation (Marketing Division) should intimate the reserved vacancies to the Director of Scheduled Caste/Scheduled Tribe Welfare or Director of Social Welfare in the State/Union Territory concerned as laid down in the Department of Personnel and Administrative Reforms O.M. No. 36034/2/78-Estt(SCT), dated the 24th February, 1978.

3.14. The Committee also suggest that while sending copies of recruitment advertisements to Lok Sabha Secretariat for the members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes, the Indian Oil Corporation (Marketing Division)

should also send copies of those advertisements to the local Scheduled Caste and Scheduled Tribe M.L.As. and M.Ps. so that they could also sponsor suitable Scheduled Caste and Scheduled Tribe candidates for the posts advertised.

3.15. The Committee are distressed to note that in their advertisement for recruitment of Officer Trainees which appeared in the Statesman, Calcutta, on 18-9-1977, the Indian Oil Corporation (Marketing Division) has invited applications specifically from those Scheduled Caste and Scheduled Tribe candidates who are Graduates with a good academic record and extra curricular achievements. The Committee cannot but conclude that such type of indifferent attitude adopted towards Scheduled Caste and Scheduled Tribe candidates only amounts to deny them the opportunity to get an officer's post in the Indian Oil Corporation. The Committee, therefore, recommend that the Indian Oil Corporation should prescribe only the minimum academic qualification for Scheduled Castes and Scheduled Tribes for applying for the post of Officer Trainees as is being done by the U.P.S.C. for recruitment of higher posts.

3.16. The Committee also suggest that specific number of vacancies reserved for Scheduled Castes and Scheduled Tribes respectively and also the concessions/relaxations available to them should invariably be mentioned in each advertisement. The object of indicating the number of vacancies reserved for Scheduled Castes and Scheduled Tribes and concessions/relaxations available to the candidates belonging to Scheduled Castes and Scheduled Tribes in the notification to the Employment Exchanges and advertisements in the newspapers is that adequate number of Scheduled Caste and Scheduled Tribe candidates are sponsored by the Employment Exchanges or otherwise apply in response to the recruitment advertisement. This will in no way affect the discretion of the Corporation to take more candidates than advertised if found suitable.

3.17. The Committee are unhappy to note that the Indian Oil Corporation (Marketing Division) has made one year's experience as a compulsory condition for applying for the post of Stenographer. The Committee recommend that the condition of previous experience for recruitment in the Indian Oil Corporation (Marketing Division) in all cases should be done away with so far as the Scheduled Caste and Scheduled Tribe candidates are concerned.

3.18. The Committee observe that at present the Indian Oil Corporation (Marketing Division) gives only 15 days to candidates for applying through the Employment Exchanges for the vacancies in,

the Corporation. The Committee suggest that the Indian Oil Corporation (Marketing Division) should give one month instead of 15 days to Scheduled Caste/Scheduled Tribe candidates who live in the remote areas to apply through the Employment Exchanges or in response to advertisements in the newspapers for the vacancies in the Indian Oil Corporation (Marketing Division).

3.19. The Committee are unhappy to note that the Indian Oil Corporation (Marketing Division) do not communicate the reasons for rejection of Scheduled Caste/Tribe candidates sponsored by the Employment Exchanges although specific orders have been issued by the Government of India in this regard. The Committee would emphasise that specific reasons for rejection of Scheduled Caste and Scheduled Tribe candidates who have been sponsored by the Employment Exchanges should invariably be communicated to the Employment Exchanges.

B. *Recruitment Rules*

3.20. The Committee have been informed that recruitment rules have been framed for recruitment to various categories of posts in the Indian Oil Corporation (Marketing Division).

3.21. The Committee enquired about the power under which the recruitment rules of the Indian Oil Corporation were framed and whether these rules had the approval of Department of Petroleum or of Parliament. The Chairman of the Indian Oil Corporation has stated during evidence that the recruitment rules were made by the Corporation according to its Articles of Association. These rules were first framed in 1965 by the Indian Oil Corporation and these are periodically brought up-to-date and if there are any special instructions or directive from the Government of India, they incorporate them in the rules.

3.22. When the Committee drew the attention of the representative of the Indian Oil Corporation to Rule 26 of the Recruitment Rules of Indian Oil Corporation regarding constitution of Selection Committees and desired that there should be a provision for a member of Scheduled Castes or Scheduled Tribes in them, he promised to put it up before the Board of Directors and modify the rules in line with the Government's directives.

3.23. The Committee then drew attention of the Chairman to Rule 57 of the Recruitment Rules and suggested that travelling allowance should be paid to Scheduled Caste and Scheduled Tribe candidates who are called for written examination or interview.

The Chairman has promised during evidence to place the suggestion before the competent authority for consideration.

3.24. The Committee have been informed that under Rule 15 of the Recruitment Rules of the Indian Oil Corporation, 1/4th of the prescribed application fee is charged from the Scheduled Caste and Scheduled Tribe candidates. When suggested that no fee should be charged from the candidates of these communities, the Chairman of the Corporation stated that it was in accordance with the current Government instructions. He has, however, stated that it could be referred to Government for their consideration.

3.25. The Committee note that the Recruitment Rules applicable to various categories of staff in the Indian Oil Corporation (Marketing Division) have been framed in accordance with the Articles of Association of the Corporation. The Committee would like the Indian Oil Corporation (Marketing Division) to review the Recruitment Rules and incorporate therein the relevant provisions relating to reservations for Scheduled Castes and Scheduled Tribes and other concessions/relaxations etc. admissible to them as per instructions issued by the Government of India in this regard from time to time.

3.26. The Committee also note that the Chairman, Indian Oil Corporation, during evidence, agreed to place the following suggestions before the competent authority:

- (i) there should be a provision for a member of Scheduled Castes or Scheduled Tribes in the Selection Committees;
- (ii) travelling allowance should be paid to Scheduled Caste and Scheduled Tribe candidates who are called for written test or interview; and
- (iii) no application fee should be charged from Scheduled Caste/Tribe candidates.

The Committee would like to be apprised of the decision in this regard.

C. Concessions/Relaxations

3.27. The Committee have been informed that the following concessions/relaxations are given to Scheduled Castes and Scheduled Tribes at the time of recruitment:—

- (1) No application fee is charged from the candidates sponsored by Employment Exchanges and Scheduled Caste/Tribe Organisations.

- (2) The candidates from Scheduled Caste and Scheduled Tribe Organisations are required to pay only 1/4th of the prescribed application fee, when applying for the posts in response to press advertisement.
- (3) Relaxation in age by 5 years is given to these candidates.
- (4) Lower minimum qualification standard keeping in view the general efficiency of the administration has been laid down, such as:
 - (a) For recruitment of Officer Trainees instead of 1st Class Engineering Graduates the Scheduled Caste/Scheduled Tribe candidates who are Engineering Graduates are considered.
 - (b) Relaxation from Graduate to Intermediate for Clerks for Scheduled Tribe candidates.
 - (c) Relaxation in Typing speed from 40 w.p.m. to 35 w.p.m.
 - (d) Relaxation in Stenography speed from 100 w.p.m. to 80 w.p.m.
 - (e) The Scheduled Caste and Scheduled Tribe Officer Trainees are interviewed separately and the qualifying standard of marks obtained by them in written examination are lower than fixed for general candidates.

3.28. The Committee desired to know whether higher secondary or matric pass Scheduled Tribe candidates were also considered for clerical posts and whether any such relaxation is given in the case of Scheduled Caste candidates also. It has been stated in a written note that as per present policy, recruitment is restricted to the lowest category of staff i.e. Clerk/Typist. Higher positions in the staff category are filled in from within by promotion. As such, a clerk is expected to shoulder higher responsibilities as he grows with the Organisation and therefore the relaxation given from Graduate to Intermediate to Scheduled Tribes is felt adequate. Any further relaxation may dilute the efficiency of the Organisation.

3.29. When asked why educational qualification has not been relaxed to Intermediate standard in the case of Scheduled Caste candidates also as has been done in the case of Scheduled Tribe candidates for recruitment of clerical and sub-staff posts, the representative of the Indian Oil Corporation (Marketing Division) has stated during evidence that, in the Presidential Directive, certain relaxations have been provided for both these communities in regard to age, qualification and application fee, etc. For Scheduled Tribes, the

recommendation is that the education qualification should be brought down to Intermediate which is being followed strictly. When further enquired why education qualification has not been relaxed to Higher Secondary or Matric if Scheduled Tribe candidates with higher academic qualification are not available, the representative of the Indian Oil Corporation (Marketing Division) has stated that State-wise recruitment is done at the level of clerks. So far as Senior Clerks, Assistants and Accountants are concerned, all these posts are filled up by promotion. It is felt that relaxation upto Intermediate level is adequate. The Chairman of the Corporation has, however, assured the Committee that in case they do not get the required number of Scheduled Tribe candidates with Intermediate qualification, the suggestion of the Committee in this regard will be kept in view.

3.30. The Committee note the various concessions/relaxations granted to Scheduled Castes and Scheduled Tribes while making recruitment for different categories of posts in the Indian Oil Corporation (Marketing Division). The Committee hope that if concerted measures are taken by the Indian Oil Corporation to implement these concessions/relaxations both in letter and spirit, they expect the backlog in the representation of Scheduled Castes and Scheduled Tribes in their services could be wiped out at the earliest.

3.31. The Committee recommend that where the requisite number of Scheduled Caste and Scheduled Tribe candidates fulfilling even the relaxed standards are not available to fill the reserved vacancies, the recruitment authorities should select for appointment, the best among the Scheduled Castes and Scheduled Tribes fulfilling the minimum educational qualification prescribed for posts against all the reserved vacancies and in-service training given to them to bring them up to the requisite standard.

3.32. The Committee further recommend that in case sufficient number of Scheduled Tribe candidates possessing the prescribed minimum educational qualification viz., Intermediate are not forthcoming for the posts of Clerks/Typists to fill the reserved vacancies, the educational qualification in their case should be further relaxed to Higher Secondary or Matric so that there is no backlog in the quota reserved for them.

D. Promotion

3.33. The Committee have been informed that the following procedure is followed for promotion of employees in various categories of posts in the Indian Oil Corporation (Marketing Division).

For Officers:

3.34. As per promotion policy adopted by the Indian Oil Corporation, promotions are made on the basis of merit-*cum*-seniority where performance of the eligible officers is given more weightage than seniority. The concessions to Scheduled Caste and Scheduled Tribe officers, as laid down in Clause 9 of the Presidential Directive dated the 24th March, 1971 (and further clarified by the Department of Personnel and Administrative Reforms in their letter of 4th September, 1975) are being extended to the concerned officers. In terms of these directives, the Scheduled Caste and Scheduled Tribe officers who are senior enough in the zone of consideration for promotion 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.

For Staff:

Promotion policy for staff is based on merit-*cum*-seniority and, therefore, various factors such as merit rating based on Confidential Reports, qualification of the concerned employees as also their seniority play an important role in deciding whether the employee is promotable or not. All these factors are considered by Departmental Promotion Committees consisting of Senior Managers before whom the service particulars together with the Government orders in regard to the various concessions to Scheduled Caste and Scheduled Tribe employees are placed. After the due deliberation, Departmental Promotion Committees draw lists of persons who are suitable for promotion.

3.35. In this connection, the Chairman, Indian Oil Corporation has stated during evidence that they have certain agreement with their Employees' Unions in respect of promotion. From 1971 for three years, they did not have any direct recruitment in the officers' cadre from outside as the Unions were insisting that the officers should be taken from within the staff. In 1974 ultimately, 50 per cent direct recruitment was agreed to. Since then, they have been recruiting 50 per cent directly in the officers' cadre.

3.36. The Deputy General Manager of the Indian Oil Corporation (Marketing Division) has further stated that sometimes towards the end of 1977, the Indian Oil Corporation Employees' Union had said that the promotion policy which the Indian Oil Corporation was following, needed some review and rationalisation. The matter was discussed with them as to what should be the weightage, factors and parameters for promotion. The deliberations with the

Employees' Unions have been over recently. In line with the new Promotion Policy, conducting of various trade tests etc. are now in progress for finalisation of the list of promotions. In deciding these promotions, the Presidential Directive of 27th January, 1978 would be given effect in regard to percentage of reservations for Scheduled Caste and Scheduled Tribe communities.

In reply to a question, the Chairman, Indian Oil Corporation has stated that so far as promotion policy is concerned, there is no written agreement with the Unions. It is an understanding arrived at. After discussion with the Unions, an administrative order on promotion is issued.

3.37. The Committee desired to know whether reservations in promotion have been initiated only from the year 1978, the Chairman, Indian Oil Corporation has explained during evidence that here there is some misunderstanding. One is the question of promotion to the category of officers and other is to that of staff. As regards staff, there is no problem from the time of receipt of Presidential directive. Scheduled Caste and Scheduled Tribe employees are getting 22½ per cent of the vacancies as per the Presidential Directive. The zone of consideration applies only with regard to officers and if there are four vacancies, and, if within the first four, Scheduled Caste candidate comes in, he is considered.

3.38. The Committee wanted to know the policy followed for promotion by the Indian Oil Corporation (Marketing Division) before and after deliberations with their Employees' Unions. It has been stated in a written note furnished to the Committee that the promotion policy earlier followed since 1971 was evolved after deliberations with the Staff Unions at that time. The policy in brief was:—

- (i) For the lowest level of employees, promotions were strictly on seniority basis subject to fitness.
- (ii) At the next higher levels, promotions were effected on the basis of a marking system which gave weightage to different factors like seniority, educational qualifications, Confidential Report ratings and results of trade tests. More weightage was given to seniority in the lower categories and proportionately lesser weightage to seniority in higher categories.
- (iii) Different Trade Tests were prescribed for semi-skilled and skilled jobs.

3.39. In the latter half of 1977, the Staff Unions commenced deliberations for the review of the Promotion Policy. A consensus was finally arrived at after detailed discussions. The salient features of the current Promotion Policy are:—

- (i) For the lowest level of employees, promotions are strictly by seniority subject to fitness.
- (ii) At the next higher levels, 50 per cent of the vacancies are to be filled in by seniority subject to fitness and the remaining 50 per cent on the basis of merit-*cum*-Seniority.
- (iii) Different Trade Tests have been prescribed for semi-skilled and skilled jobs.

3.40. Asked about the difference between promotion on the basis of seniority-*cum*-fitness and merit-*cum*-seniority, the Deputy General Manager (Personnel) of the Indian Oil Corporation (Marketing Division) has stated during evidence that in the Indian Oil Corporation (Marketing Division), half of the vacancies are filled on the basis of seniority-*cum*-fitness and other half is on the basis of merit-*cum*-seniority. In the case of merit-*cum*-seniority, Confidential Reports are taken into account and interviews are held thereafter. For skilled persons, a trade test is held. In the case of seniority-*cum*-fitness, unless there is an adverse report, the seniority is taken into account. So far as Scheduled Castes and Scheduled Tribes are concerned, they are taken separately under the reserved quota and it is primarily on the basis of seniority.

3.41. In reply to a question, he has stated that in the case of a Scheduled Caste or Scheduled Tribe candidate, unless there is a departmental inquiry against him or he is under the disciplinary action, he is primarily promoted on the seniority basis. There is no trade test in many categories for Scheduled Caste and Scheduled Tribe candidates and the Confidential Report comes only to the extent where there is any disciplinary action against him either pending or where action has been taken. The Chairman of the Indian Oil Corporation has further stated that even if a Scheduled Caste/Tribe employee is not promoted on account of disciplinary action, that post is filled only by another Scheduled Caste or Scheduled Tribe employee. No Scheduled Caste or Scheduled Tribe employee has been debarred from promotion due to adverse remarks in his Confidential Reports.

3.42. When asked to explain the procedure for making promotion in 50 per cent of vacancies by seniority-*cum*-fitness and 50 per

cent by merit-cum-seniority, the Deputy General Manager, Indian Oil Corporation (Marketing Division) has explained as follows:—

“Suppose there are ten vacancies in the higher grade which will be filled up by promotion and suppose there are 300 persons in the lower categories who are to be promoted for these 10 vacancies, then we make a roster system: one vacancy will be filled by the man on the top of the seniority-cum-fitness list and the second vacancy by the man on the top of the seniority-cum-merit list. That way, a man who is the 30th in the first list may be the first man in the second seniority-cum-merit list. That way one vacancy goes to No. 1 on the seniority panel and the next vacancy goes to No. 1 on the merit panel.”

3.43. The Chairman, Indian Oil Corporation Limited has further stated that the Trade Unions are opposed to promotion on the basis of seniority-cum-merit but the Indian Oil Corporation has also to maintain efficiency of the organisation. So unless at certain levels, preference to merit is maintained, it is not possible. So they have made a compromise that 50 per cent will be by promotion on the basis of seniority-cum-fitness and 50 per cent on the basis of seniority-cum-merit. As regards observance of reservations for Scheduled Castes and Scheduled Tribes in promotion, the Chairman, Indian Oil Corporation has stated as follows:—

“As far as the Scheduled Caste and Scheduled Tribe candidates are concerned, we have to fill up the vacancy of the particular quota system only from the Scheduled Caste and Scheduled Tribe candidates. No other candidate can take up that post.”

3.44. The Committee desired to know the normal zone of consideration for promotion of employees in the various categories of posts to the next higher grade. The Deputy General Manager of the Indian Oil Corporation (Marketing Division) has stated during evidence that in the Corporation, the zone of consideration would consist of those officers who have completed the eligibility period of three years' service in a particular grade. If the number of such persons is 200, then all the 200 are considered, even if the vacancies are only 30. If there is any Scheduled Caste and Scheduled Tribe candidate within the zone of consideration which is equivalent to the number of vacancies, he is included in the panel. When suggested that the eligibility condition of three years' service should

be relaxed to one year in the case of Scheduled Caste and Scheduled Tribe employees to bring them within the zone of consideration, the Chairman of the Indian Oil Corporation has stated during evidence before the Committee as follows:—

“I don't think eligibility can be relaxed for any particular category. Three years' service was not too long.”

3.45. As regards the employees promoted during the last five years and the number of Scheduled Castes and Scheduled Tribes among them, the information furnished by the Indian Oil Corporation is tabulated below:

	Total No. of employees promoted	Number of		Percentage	
		SCs	STs	SCs	ST
1973					
Class II:	177	4	4	2.26	2.26
Class III	269	18	..	6.69	
1974					
Class II:	57
Class III	158	16	1	10.13	0.6
1975					
Group 'C'	285	11		3.86	..
1976					
Group 'C'	242	10	2	4.13	0.82
1977					
Group 'C'	238	16	3	6.72	1.26

3.46. The Committee enquired whether there are any avenues of promotion for Class IV employees (*i.e.* Peon, Watchman, Khallasi, Record Sorter, Sweeper, etc.) in the Indian Oil Corporation. It has been stated in a note furnished to the Committee that in reference to the new promotion policy referred to earlier, there are avenues

for promotion for employees such as Peon, Watchman, Khallasi, Record Sorter, Sweeper etc. as illustrated below:

Peons	. Record Sorter/Despatch Rider/Staff Car Driver/Typists.
Watchman	. Senior Watchman/Typist.
Record Sorter	. Typist.
Sweeper	. Senior Sweeper/Typist.
Refuelling Helper	. Typist/Sr. Refuelling Helper/Refuelling Operator/Staff Car Driver/Operator (Depots/Installations/Retail Outlets).
Khallasi	. Sr. Khallasi/Operator (Depots/Installations/Retail Outlets)/Refuelling Operator/Staff Car Driver) Typist.

The total number of Group 'C' employees (Class IV) promoted during 1975, 1976 and 1977 and the number of Scheduled Castes and Scheduled Tribes among them are as under:—

Year	Total No. of promotions	SC out of Col. No. 2	ST out of Col. No. 2
1975	65	4	—
1976	55	3	2
1977	65	6	—
TOTAL	185	13	2

These promotions were effected before issuance of the Presidential Directive dated 27-1-1978 on reservation in promotion.

3.47. The Committee desired to know the number of employees, category-wise and designation-wise, promoted since the receipt of Presidential Directive dated 27-1-1978 and the number of Scheduled Castes and Scheduled Tribes among them. It has been stated in a written note furnished to the Committee that the Presidential Directive for reservation in promotions was received by the Indian Oil Corporation in the first week of February, 1978. As at that time, deliberations were in progress with Employees' Unions for modification/rationalisation of Promotion Policy, all promotions were temporarily held in abeyance till finalisation of such understanding. An 'understanding' with the Unions has now been reached and Trade Tests and finalisation of the promotions as per this new policy

are now in progress. In deciding these promotions, the Presidential Directive of 27-1-1978 will be given effect to in regard to percentage reservations for the Scheduled Castes and Scheduled Tribe community. It has been further stated that between 27th January, 1978 and June, 1978, only 4 promotions have been effected on All India basis. These relate to technical category posts for which Promotion Policy was clearly established.

3.48. The Committee are distressed to note that there is a big shortfall in the matter of promotion of Scheduled Caste and Scheduled Tribe employees in different categories of posts in the Indian Oil Corporation (Marketing Division). The Committee are of the view that unless the extant orders on the subject are scrupulously followed in letter and spirit, liberal concessions and relaxations given to Scheduled Caste and Scheduled Tribe employees and their cases for promotion are considered sympathetically, the situation is not likely to improve. The Committee, therefore, urge the Indian Oil Corporation (Marketing Division) to ensure that the orders on reservation in promotion issued from time to time by the Department of Personnel and Administrative Reforms|Bureau of Public Enterprises are rigidly followed and liberal concessions|relaxations given to Scheduled Caste and Scheduled Tribe employees at the time of promotion so that all the vacancies reserved for Scheduled Castes and Scheduled Tribes are actually filled in by them and the shortfalls are obliterated at the earliest.

3.49. The Committee suggest that if adequate number of Scheduled Caste and Scheduled Tribe employees with the requisite length of service are not available for consideration for promotion to the next grade, the Indian Oil Corporation (Marketing Division) should consider the feasibility of reducing the condition of length of service in the case of Scheduled Caste and Scheduled Tribe employees so that their quota in promotion is filled up.

3.50. The Committee would also like the Indian Oil Corporation (Marketing Division) to ensure that the agreements entered into with the Indian Oil Corporation Employees' Union do not stand in the way of implementation of orders on reservation for Scheduled Castes and Scheduled Tribes in promotion.

E. Departmental Recruitment/Promotion Committees

3.51. It has been stated that the Departmental Recruitment/Promotion Committee in the Indian Oil Corporation (Marketing Division) consists of Senior Managers and its composition is decided according to the grade and nature of posts that are to be filled

up. For recruitment, the Committee takes into consideration the job requirements and the suitability of the candidates for the job and prepares a panel in the order of merit. The Departmental Promotion Committee considers various factors like Confidential Reports, qualification of the eligible employees and prepares a panel. For both, recruitment and promotion, various concessions| relaxations to be given to Scheduled Caste and Scheduled Tribe candidates as per the Government's directives are brought to the notice of the concerned Departmental Recruitment|Promotion Committee, so that the rights|privileges of the candidates belonging to Scheduled Caste and Scheduled Tribe communities are safeguarded.

3.52. When asked during evidence whether a Scheduled Caste or Scheduled Tribe Officer is associated with the Recruitment Boards|Departmental Promotion Committees, the Chairman of the Corporation has stated during evidence that wherever possible, it is done. He has, however, assured the Committee that in future they would try to have an officer from their own Organisation and if they could not find, they would ask from some other Ministry.

3.53. The Committee need hardly emphasise the necessity of including a Scheduled Caste or Scheduled Tribe officer in the various Departmental Recruitment|Promotion Committees constituted by the Indian Oil Corporation (Marketing Division) so as to instil confidence in the Scheduled Caste and Scheduled Tribe employees. In case, a Scheduled Caste or Tribe Officer of the appropriate status is not available in the Indian Oil Corporation, a Scheduled Caste|Tribe Officer from the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) or any other Ministry|Department of the Government of India should invariably be associated with such Departmental Recruitment/Promotion Committees, etc.

F. Rosters

3.54. The Committee have been informed that the rosters prescribed under Government Directives are being maintained by the Indian Oil Corporation (Marketing Division). Whenever any vacancy is required to be filled in, reference is made to the roster before taking action for the same. The rosters are being maintained in the following manner:—

(i) *Direct recruitment made on All India basis by means of open competitive test:*

To give proper effect to the reservations, a 40-point roster is maintained for such recruitment.

(ii) *Direct recruitment to posts normally attracting candidate from a locality or a Region:*

To give proper effect to the reservation to such recruitment, a 100-point roster is maintained as prescribed based on the population of Scheduled Castes and Scheduled Tribes in each State.

The above rosters were introduced consequent upon the receipt of the Presidential Directive under Article 144 *vide* the then Ministry of Petroleum, Chemicals and Mines letter No. 17/4/69-IOC, dated 24th March, 1971. As and when an appointment is made, the particulars of the candidate so appointed are entered in the roster at the appropriate column. The roster is maintained in the form of a running account year by year. For example, if a recruitment in a particular year stop at point 6 of the cycle, the recruitment in the following year begins at point 7.

(iii) *Promotions*

For giving effect to the reservation, a 40-point roster is maintained for promotion of employees within Group 'C' and from Group 'C' to the lowest rung in Group 'A' (There is no post in Indian Oil Corporation which falls within Group 'B'). The roster for Promotion has been introduced consequent upon the receipt of the Presidential Directive under Article 144 *vide* the Ministry of Petroleum letter No. IS-49011/7/74-IOC dated 27th January, 1978. The Deputy General Manager (Personnel) and other Senior Managers of the Personnel Department (Head Office) carry out inspection of these rosters periodically.

3.55. In reply to a question, it has been stated that the recruitment to officers category is done on an All India basis by means of an open competition. This is done by Head Office only. These posts fall in Group 'A'. Roster for these posts is maintained by Head Office. Recruitment of staff category attracting candidates from a locality or a Region is done by Regional Offices. These posts fall in Group 'C'. Roster for these posts is maintained by the Regional Offices.

3.56. When asked about the nature of discrepancies noticed by the Inspecting Authority while scrutinising the various types of rosters being maintained by the Appointing Authority in the Indian

Oil Corporation, it has been stated that normal discrepancy noticed in the rosters at the time of scrutiny is that vacancies reserved for Scheduled Castes and Scheduled Tribes get accumulated for want of suitable candidates from these communities.

3.57. As desired by the Committee, the Indian Oil Corporation produced some of the Rosters maintained by them for perusal of the Committee. The Committee have found some discrepancy with regard to the points of entry reserved for Scheduled Castes and Scheduled Tribes. Rosters have also not been signed by the Liaison Officer in token of having inspected the same.

3.58. The Committee are unhappy to note that the rosters are not maintained properly by the Indian Oil Corporation (Marketing Division). The Committee on examination of a few of the rosters found certain discrepancies on the points of entry reserved for Scheduled Caste/Scheduled Tribe candidates. They also noted that Liaison Officer concerned has not signed the rosters. The Committee need hardly stress that roster is a mechanism to keep a watch on the proper and adequate intake of Scheduled Castes and Scheduled Tribes in services and that it would cease to have any value whatsoever if it is not maintained properly. The Committee would, therefore, stress that rosters should be properly maintained by the Indian Oil Corporation (Marketing Division) and that they should be checked regularly by the competent authority in accordance with the proforma prescribed vide O.M. No. 8 8/7/Estt.(SCT), dated 22nd April, 1971 issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms). The Committee would further urge that the defects noticed during the course of inspection should be recorded and got rectified immediately and also brought to the notice of the Managing Director of the Indian Oil Corporation (Marketing Division).

G. Dereservation

3.59. The Committee have been informed that prior to April 1978, the reserved vacancies could be dereserved and filled up by general candidates with the prior approval of the Board of Directors for Class I and Class II posts and that of Managing Director for Class III and Class IV posts. The Board of Directors were to be subsequently apprised the number of Class III and Class IV vacancies dereserved. Since April 1978, the Indian Oil Corporation has received a Directive No. J-17014/6/78-Gen., dated 5th April, 1978 from the Ministry of Petroleum and Chemicals that all the

dereservations will be referred to the Ministry for approval. This is now being implemented.

3.60. The Committee enquired about the number of posts dereserved in each category of posts during the last five years and the reasons therefor. It has been stated in a written note furnished to the Committee that the total recruitment of Scheduled Caste/Scheduled Tribe candidates in staff category in the Indian Oil Corporation (Marketing Division) i.e., Group 'C' has been in excess of the reserved quota and hence there is no question of any dereservation. However, in Officers' category i.e., Group 'A', there was a shortfall of 29 posts on an all-India basis for the recruitment years 1974, 1975 and 1976, which were filled up by general candidates. This shortfall was primarily due to dearth of sufficient candidates for the disciplines in which recruitments were made, namely, Chartered Accountants, Programmers and Engineers. Approval was obtained from the Board of Directors in 1977 for carrying forward of these vacancies. Thereafter, in order to make up this shortfall, a special recruitment exclusively for Scheduled Caste and Scheduled Tribe candidates was held in the latter part of 1977. To fill up the shortfall, appointment letters were issued to 31 Scheduled Caste and Scheduled Tribe candidates in April, 1978 as a result of special recruitment. No vacancy has been lapsed by the Indian Oil Corporation.

3.61. The Committee desired to know whether the Directorate-General Employment and Training, New Delhi was approached to get suitable Scheduled Caste and Scheduled Tribe candidates before dereserving the reserved vacancies. It has been stated in a written note furnished to the Committee that the dereservation was in reference to the Group 'A' posts for which recruitment is made on an all India basis. As such, suitable advertisements in newspapers were duly made inviting applications from candidates of Scheduled Caste and Scheduled Tribe communities. A copy of the newspaper advertisement was sent to Central Employment Exchange, New Delhi requesting them to sponsor suitable candidates from these communities.

When enquired whether permission of the Department of Petroleum is taken by the Corporation before dereserving a reserved post, the Chairman, Indian Oil Corporation has stated during evidence that there are two categories: officers and non-officers. For non-officers, the Managing Director (Marketing Division) is the authority to dereserve the vacancy. He has authority to dereserve

only for a limited period. But the vacancy does not lapse even though it is dereserved. This is made up in subsequent years and if it lapses, then only the Scheduled Castes or Scheduled Tribes lose the opportunity.

3.62. In reply to a question, it has been stated that Scheduled Caste candidates are appointed in the vacancies reserved for Scheduled Tribes and *vice-versa* if suitable Scheduled Castes or Scheduled Tribe candidates are not available.

3.63. The Committee are unhappy to note that a number of vacancies reserved for Scheduled Castes and Scheduled Tribes in Group 'A' and Group 'C' posts have been dereserved by the Indian Oil Corporation (Marketing Division) during the period from 1974 to 1976. The Committee, however, note that the Indian Oil Corporation have undertaken special recruitment in 1977 to clear the backlog of 29 reserved vacancies carried forward from the years 1974, 1975 and 1976 and they have issued appointment letters to 31 candidates belonging to Scheduled Caste and Scheduled Tribe in April, 1978 to wipe out the shortfall.

3.64. The Committee are basically opposed to the principle of dereservation and would like to urge that the vacancies reserved for Scheduled Castes and Scheduled Tribes should in no case be dereserved.

CHAPTER IV

STAFF STRENGTH AND SHORTFALLS

A. Staff Position and Shortfalls

4.1. Statements showing total number of employees in various categories of posts in the Indian Oil Corporation (Marketing Division) and the number of Scheduled Castes and Scheduled Tribes among them as on 1st January, 1971, when reservation orders in favour of Scheduled Castes and Scheduled Tribes came into force in the Corporation and as on 1st April, 1978, are tabulated below:—

Category	Total No. of employees	No. of		Percentage		Shortfall (in Nos.)	
		Sched-uled Castes	Sched-uled Tribes	Sched-uled Castes	Sched-uled Tribes	Sched-uled Castes	Sched-uled Tribes
<i>As on 1-1-1971</i>							
Class I	1733	8	1	0.46	0.06		
Class II	Not applicable	
Class III	3714	66	8	1.78	0.22
Class IV (excluding sweepers)	2935	275	14	9.37	0.48		
Class IV (Sweepers only)	72	65	..	90.28
TOTAL	8454	414	23	4.90	0.27
<i>As on 1-4-1978</i>							
*Group 'A'	2035	16	3	0.76	0.14		
**Group 'B'			Not applicable	
***Group 'C'							
(i) (Excluding Sweepers)	7562	783	96	10.35	1.27
(ii) (Sweepers only)	80	75	1	93.75	1.25
TOTAL	9677	874	100	9.03	1.03

*In view of the reclassification of posts by the Government of India, all posts in Officers' category, i.e., Rs. 725—1405 and above fall in Group 'A'.

**No posts fall in Group 'B'.

***All the other posts pertaining to staff categories fall in Group 'C'.

4.2. The Committee desired to know the details about the recruitments made by the Indian Oil Corporation (Marketing Division) during the last three years and the number of vacancies reserved for Scheduled Castes and Scheduled Tribes and actually filled by them. The information in this regard, as furnished by the Indian Oil Corporation is at Appendix III. The summary of recruitment made in the Indian Oil Corporation (Marketing Division) during the years 1975, 1976 and 1977 is stated to be as under:

			Total Recruit- ment	Sche- duled Castes	Sche- duled Tribes	Total Sch. Castes/ Sch. Tribes	Per- centage
1975 :	Group A	. .	1
	Group B	. .	53	4	..	4	7.6
	Group C	. .	250	57	17	74	30.0
1976 :	Group A
	Group B	. .	66	1	1	2	3.0
	Group C	. .	272	54	14	68	25.0
1977 :	Group A	. .	103	5	1	6	6.0
	Group B
	Group C	. .	211	62	16	78	37.0

4.3. When asked about the reasons for shortfalls in the employment of Scheduled Castes and Scheduled Tribes as against their reserved quota and the remedial measures taken, the Committee have been informed in a written note that as is evident from the recruitment figures, recruitment of Scheduled Caste and Scheduled Tribe candidates in Group 'C' has been more than the reserved quota, while for Group 'B' there has been a shortfall. Recruitment in Group 'B' and Group 'A', i.e., Officers' category for the last few years had been limited to professionally qualified persons such as Engineers, Chartered Accountants and Programmers. The recruitment procedure in the Indian Oil Corporation, as indicated earlier, is through an advertisement in the press on all India basis and notification to recognised organisations with a view to get adequate number of candidates from these communities and their experience is that there is a general dearth of suitably qualified candidates from Scheduled Caste and Scheduled Tribe Communities which accounts for this shortfall in the Officers category. For example, in response to the advertisement for Chartered Accountants, one Scheduled Caste candidate applied who, when called, did not come for the interview.

4.4. When asked about the efforts made to wipe out the shortfalls, it has been stated that they have been facing difficulties as a result of flight of Scheduled Caste and Scheduled Tribe personnel

from one Public Sector Undertaking to another. In spite of their efforts to recruit Scheduled Caste and Scheduled Tribe candidates, they either do not join after issuing the appointment letter or after joining the Company leave it to join some other Organisation. As an illustration, out of the 31 appointment letters issued to the Scheduled Caste and Scheduled Tribe candidates in April 1978, 22 joined the Company and 5 candidates left it after joining, leaving a balance of 17. None of the Scheduled Caste and Scheduled Tribe candidates who were granted extension of time for joining have subsequently joined. The reasons given by Scheduled Caste and Scheduled Tribe Officers for leaving the jobs have been stated to be primarily:

- (i) Domestic/personnel reasons; and
- (ii) Secured better employment.

As regards the qualified Engineers, the Company got some response from the Scheduled Caste and Scheduled Tribe community and in order to encourage them, they took pass class graduates in Engineering (instead of First Class as in the case of general candidates). The qualifying marks were also relaxed in the written test and a separate interview was held for them. These concessions were extended to get a larger number of Scheduled Caste and Scheduled Tribe candidates with Engineering background. The Company has also special in Company training programme of one year for Scheduled Caste and Scheduled Tribe candidates recruited with lesser proficiency, to improve their standard for the job.

4.5. The Committee desired to know the number of general as well as reserved category candidates who were offered appointments for Officer's cadre and how many left the service in the Indian Oil Corporation (Marketing Division) after joining. The information furnished by the Corporation is tabulated below:—

Year	Number of candidates offered appointments				Number of candidates joined out of those shown in Col. (1)				Number of candidates left out of Col (2)			
	Gen.	SC	ST	Total	Gen.	SC	ST	Total	Gen.	SC	ST	Total
1975	69	4	1	74	51	4	1	56	23	3		26
1976	93	1	..	94	63	1		64	20	20
1977	121	5	1	127	98	5	1	104	27	..	1	28
1978	9	27	4	40	3	20	2	25	..	6	1	7
TOTAL	292	37	6	335	215	30	4	249	70	9	2	81

4.5. When the Committee asked about the date from which shortfall in the representation of Scheduled Castes and Scheduled Tribes among the total employees of the Indian Oil Corporation (Marketing Division) has been reckoned, the Chairman of the Corporation has stated during evidence as follows:—

“Perhaps there is a feeling that it should be 22½ per cent of the present number of employees. Now, this matter has been discussed. Because our organisation was started in 1959 and the decision came in 1971, we went to the Ministry of Petroleum and it was decided that the number to be taken should be the recruitment of 1971 only, and if we can do better than that, we may. But as per the Presidential Directive, we clubbed it from 1971 onwards.”

4.6. The Committee desired the Indian Oil Corporation (Marketing Division) to furnish the figures relating to recruitment of officers as well as staff categories made since 1971. The relevant information furnished by the Indian Oil Corporation (Marketing Division) is at Appendix IV.

4.7. Asked about the time by which the shortfalls are likely to be wiped out, the Indian Oil Corporation (Marketing Division) has stated in a note furnished to the Committee that they propose to hold another recruitment during this year specially for Scheduled Cast and Scheduled Tribe candidates to wipe out the balance shortfall as far as possible.

4.8. As regards shortfall in the posts of Clerk, the representative of the Indian Oil Corporation has stated during evidence that so far Scheduled Caste candidates are concerned, they have been able to meet the quota. Shortfall exists only in the case of Scheduled Tribes. For them, certain additional steps have been taken and shortfall in their representation will also be made up.

4.9. On a suggestion made by the Committee that in order to wipe out the shortfall in Scheduled Tribes, the Corporation can get candidates from the States where they are available in plenty, the representative of the Indian Oil Corporation (Marketing Division) has stated that there is a procedure laid down by Government for them to be followed. Besides referring it to the Employment Exchanges, a circular is also sent to the recognised associations and

organisations of Scheduled Castes and Scheduled Tribes as per the list of the Government of India. Besides that, vacancies are also advertised on all India basis as per the instructions issued by the Government. The candidates who are sponsored by those organisations are also considered for appointment.

The Chairman of the Corporation in this connection has stated as follows:—

“We can try to see that. When we do not get Scheduled Tribes we take people only from Scheduled Castes.”

4.10. The Committee drew the attention of the Chairman of the Corporation to the statement regarding recruitments made during the last five years and desired to know the procedure followed by them for the exchange of vacancies between Scheduled Castes and Scheduled Tribes. The representative of the Indian Oil Corporation (Marketing Division) has stated during evidence that they carried forward shortfall in Scheduled Tribes as in 1976 was adjusted in 1977 against Scheduled Castes and that is why no backlog has been shown against Scheduled Tribes in 1977. He has added that as per the Directive, the shortfall in Scheduled Tribes could be adjusted against Scheduled Castes, during the third year of carry-forward and that is why it was done in 1977. When the Committee explained the proper procedure for the exchange of vacancies between Scheduled Castes and Scheduled Tribes, the representative of the Indian Oil Corporation (Marketing Division) promised to recast the figures.

4.11. The Committee regret to note that prior to the issue of Presidential Directive in 1971, no serious attention was paid by the Indian Corporation (Marketing Division) to give due representation to Scheduled Castes and Scheduled Tribes in the recruitments made in 1974, 1975 and 1976 they were not able to fill up all the posts reserved for Scheduled Castes and Scheduled Tribes and they had to carry forward a number of reserve vacancies in the Officers' cadre. The Committee, however, note the efforts made by the Indian Oil Corporation (Marketing Division) in 1977 to clear the backlog by resorting to special recruitment and issuing appointment letters to 31 Scheduled Caste and Tribe candidates for officer's posts. The Committee hope the balance backlog of 15 officers (2 Scheduled Castes and 13 Scheduled Tribes) have also by now been cleared by holding another special recruitment as promised by the Chairman, Indian Oil Corporation during evidence and the Committee apprised of the progress made in this regard.

4.12. The Committee agree that there may be some shortage of Scheduled Tribe candidates for technical or specialised jobs but there is no dearth of candidates from Scheduled Tribes to fill non-technical or quasi-technical vacancies as is evident from the live registers of the Employment Exchanges. The Committee, therefore, urge that all out efforts should be made to find Scheduled Tribe candidate to fill the vacancies reserved for them both in officers' as well as Staff categories. The Committee suggest that in order to make good the shortfall in the quota reserved for Scheduled Tribes, the Indian Oil Corporation (Marketing Division) should try to get Scheduled Tribe candidates from the States where their population is concentrated. In this connection, they should also intimate the reserved vacancies to the Director of Scheduled Castes/Scheduled Tribes Welfare or Director of Social Welfare in the State/Union Territory concerned as laid down in the O.M. No. 36034/2/78-Estt. (SCT), dated 2-4-1978 issued by the Department of Personnel and Administrative Reforms in this regard.

4.13. The Committee are sorry to observe that the principle of exchange of vacancies between Scheduled Castes and Scheduled Tribes has not been followed by the Indian Oil Corporation (Marketing Division) properly and they merely adjust the surplus number of persons recruited from one community to their quota against the backlog of the other community. The Committee would point out that there is a well-defined procedure for exchange of reserved vacancies between the Scheduled Castes and the Scheduled Tribes and unless that procedure is followed, the scheduled Caste employees recruited in excess, if any, of their reserved quota cannot be counted against the unfilled reserved vacancies of Scheduled Tribes. The Committee would, therefore, like the Indian Oil Corporation (Marketing Division) to fill the backlog in Scheduled Tribes in accordance with the procedure laid down in this regard.

B. Deputation

4.14. It has been stated in a note furnished to the Committee that on all India basis, there are only 8 Deputationists in the Indian Oil Corporation (Marketing Division). These Deputationists are working in Vigilance and Customs & Excise Sections at Regional Offices of the Indian Oil Corporation (Marketing Division). Their details are as follows:—

Designation	Northern Region	Eastern Region	Western Region	Southern Region	Total
Vigilance Officer . . .	1	1	1	..	3
Vigilance Assistant . . .	1	1	..	1	3
Customs & Excise Officer	1	..	1	2

4.15. In reply to a question, it has been stated that none of the present Deputationists belongs to the Scheduled Caste or Scheduled Tribe communities.

4.16. The Committee desired to know the date from which 8 employees were on deputation in the Indian Oil Corporation. The Chairman of the Corporation has stated during evidence that deputationists are only in two special categories of Vigilance and Customs & Excise Departments and they will go back after few years. So, this is a continuous process and out of the total employees of about 9700, only 8 are deputationists. When asked whether any Scheduled Caste or Tribe candidate was sponsored to fill the above posts, the Chairman of the Corporation has stated that the Corporation only asks the type of cadre required with particular qualifications and the lending Department sends the names. From January, 1978, there are revised instructions that they should also sponsor the names of Scheduled Caste and Scheduled Tribe candidates. The Indian Oil Corporation has not so far written to the concerned Departments to sponsor Scheduled Caste and Tribe candidates but they will do so. However, as per latest decision, the sponsoring Department can also send Scheduled Caste and Scheduled Tribe candidates who will be considered by the Indian Oil Corporation.

4.17. The Committee note that there are only 8 employees on deputation from the Vigilance and Customs and Excise Departments in the Indian Oil Corporation (Marketing Division) out of which there is none from Scheduled Castes or Scheduled Tribes. The Committee would urge that in accordance with the instructions issued by the Department of Personnel and Administrative Reforms vide their Office Memorandum No. 36012/7/77-Estt. (SCT), dated the 21st January, 1978, where the number of posts to be filled on deputation is fairly substantial, the Indian Oil Corporation (Marketing Division) should ensure that a fair proportion of such posts are filled by employees belonging to Scheduled Castes and Scheduled Tribes.

C. In-Service Training

4.18. The Committee have been informed that the Indian Oil Corporation (Marketing Division) has a Training Centre at Head Office and at the four Regional Offices which cater to training needs of various categories of employees. In the Marketing Division, the Company has reviewed the training imparted to the Scheduled Caste and Scheduled Tribe officers and have confirmed that special attention has been given to the training of these officers.

The Indian Oil Corporation has also advised the Managers (Training and Development) at its Regional Offices, to ensure that special emphasis in training to Scheduled Caste and Scheduled Tribe employees is given. Preference is being given to them to attend the training programmes conducted for staff members.

4.19. In addition, for the Officer Trainees belonging to Scheduled Castes and Scheduled Tribes an intensive one year training programme has been evolved by the Company to give them in-depth training in storage, handling and distribution of Petroleum products. Further training is given depending upon the discipline to which they are assigned after completion of initial training. As such, training to Scheduled Caste and Scheduled Tribe employees continues to receive the utmost attention both at Head Office and Regional Offices.

4.20. The number of Scheduled Caste and Scheduled Tribe employees provided with training facilities during each of the last three years is stated to be as under:—

	1975-76	1976-77	1977-78
No. of SC/ST employees trained (Group 'C')	92	130	105
Total No. of SC/ST employees (Group 'C')	800	868	946
Percentage of SC/ST employees trained	11.5%	14.6%	11.1%

The number of Scheduled Castes and Scheduled Tribes trained during 1977-78 was slightly lower than 1976-77. This trend is also reflected in the total number of general category employees (Group 'C') trained during these two financial years.

4.21. The Committee enquired whether adequate opportunities have been provided to Scheduled Caste and Scheduled Tribe Officers for Institutional Training and for attending seminars/symposia/conferences in order to improve their chances for selection to higher categories of posts as per orders of the Government of India on the subject. It has been stated in a note furnished to the Committee that normally, Officers receive training as per training need identified in their annual Confidential Reports. However, in case of Scheduled Caste and Scheduled Tribe Officers, the Indian Oil Corporation have now instituted a system whereby such Officers will be given opportunity to participate in the in-company training programmes regardless of whether the training need for

a particular course is identified or not. This would help them to perform better in their existing jobs as also prepare them for shouldering higher responsibilities in due course of time.

4.22. Information regarding training imparted to Scheduled Caste and Tribe Officers during the last three years is as follows:—

	1975-76	1976-77	1977-78
No. of SC/ST officers trained	12	9	16
No. of SC/ST officers	12	14	20
Percentage of SC/ST officers trained	100%	64%	8%

(In addition, there are 17 Scheduled Caste/Scheduled Tribe Officer Trainees who are currently undergoing one year intensive training programme).

It has further been stated that the coverage for general category officers for training during these three years has been 59 per cent (average) only.

4.23. The Committee note that an intensive one year training programme for Officer Trainees belonging to Scheduled Castes and Scheduled Tribes has been evolved by the Indian Oil Corporation to given them in depth training in storage, handling and distribution of Petroleum products. The Committee also note that the Scheduled Caste and Scheduled Tribe Officers are given opportunities to participate in the in-Company training programmes regardless of whether the training need for particular course is identified or not. The Committee hope that such opportunities would open wider avenues of promotion and better career prospects for Scheduled Castes and Scheduled Tribes in the services of Indian Oil Corporation (Marketing Division) and enhance their chances for promotion to higher echelons in the Corporation.

D. Apprenticeship Training

4.24. As regards the Apprenticeship Training, it has been stated that the Indian Oil Corporation (Marketing Division) is adhering to the prescribed State-wise reservations stipulated for Scheduled Castes and Scheduled Tribes *vide* Ministry of Labour, Regional Directorate of Apprenticeship Training Scheme, under reference No. I(1)|App|75|3860, dated 1-10-1975. Under the Apprenticeship Act, the Indian Oil Corporation is required to take only Commercial Apprentices and these Commercial Apprentices are taken in the trades or Book-keeping, Accountancy, Cashier, Clerk, etc. The duration of training in all commercial trades is for one year.

4.25. The number and percentage of Scheduled Caste and Scheduled Tribe Apprentices selected trade-wise for training under the Apprenticeship Scheme during the last two years is as under:—

Trade	Total No. of Appr. recruited	No. of SCs out of Col. 2	%age of SCs	No. of STs out of Col. 2	Percentage of STs
1976					
Book-keeping	13	4	30.77
Cashier	3		
Store keeping	1		
Clerk (General)	63	12	19.05	3	4.76
	80	16	20.00	3	3.75
1977					
Book-keeping	7	1	14.29
Cashier	2	
Store keeper	1	1	100%
Clerk (General)	64	11	17.19
	74	13	17.57

4.26. In reply to a question, it has been stated that for both the years of 1976 and 1977, the number of Scheduled Caste and Scheduled Tribe Apprentices trained by the Indian Oil Corporation (Marketing Division) under the Apprenticeship Scheme are more than the ratio laid down under the Apprenticeship Act.

4.27. In reply to another question, it has been stated that preference is given to the Apprentices who have completed training for appointment in the Corporation. The number of Commercial Apprentices absorbed after training so far is 58 and out of these 8 are Scheduled Caste and two Scheduled Tribe candidates.

4.28. The Committee are distressed to note that the rules under the Apprenticeship Act in so far as reservation for Apprenticeship Training is concerned have not at all been observed by the Indian

Oil Corporation (Marketing Division) in as much that in 1976, the Marketing Division recruited only 3 Scheduled Tribes out of 20 Apprentices and in 1977, they recruited none out of 74 Apprentices for Commercial Apprenticeship Training. The Committee would stress that the Indian Oil Corporation (Marketing Division) should follow the rules strictly and recruit the Scheduled Tribe candidates in larger number and give them preference for absorption after training so that the shortfall in their intake is obliterated.

CHAPTER V

MISCELLANEOUS

A. Grievances Cell

5.1. The Committee have been informed that there is a well laid down grievance procedure in the Indian Oil Corporation (Marketing Division) which any employee is free to take recourse to for redressal of the grievances. Whenever a Scheduled Caste or Scheduled Tribe employee is aggrieved, he presents his grievance to his immediate Supervisor. If this is not settled at this level, it is subsequently looked into by the Personnel Department and the nominated Liaison Officer/Cell.

5.2. In reply to a question, it has been stated that the points raised by any Scheduled Caste/Scheduled Tribe employees in their representations are generally of clarificatory nature pertaining to the Directives issued by the Government, from time to time.

5.3. The Committee has been further informed during evidence that the cause of complaints from employees starts at the point of work. Action can be taken by the immediate supervisor and the matter can be sorted out. If it is not settled at the supervisor's level, then it can be put up to the higher level. There is a time-bound programme and he has to do it within two or three days. If the matter is settled at the immediate supervisor's level he need not forward it to higher level. If it is not settled there, it will then go to the Regional Manager and so on. In reply to another question, the Chairman, Indian Oil Corporation has stated if a Scheduled Caste or Scheduled Tribe employee is not satisfied he can go direct to the higher officers.

5.4. When suggested that there should be a Complaint Book in each office of the Indian Oil Corporation wherein the Scheduled Caste and Scheduled Tribe employees could get their grievances entered for redressal by the concerned authorities, the IOC (Marketing Division) has stated in a written note furnished to the Committee that they have recently recirculated the instructions regarding formation of a Cell in the Regions and the nomination of the Regional Personnel Manager as Liaison Officer. This has been done so that if any Scheduled Caste/Scheduled Tribe employee wishes

to seek any clarification or has any grievance the same can be attended to or sorted out by the Cell or the Liaison Officer, as mentioned earlier, could be taken recourse to if desired by any employee. In line with the Company's policy, employees are always encouraged to have free access to their supervisors for redressal of their problems/grievances and as such provision of a complaint book, which is normally for outside parties, is not felt necessary.

5.5. The Committee note that the Indian Oil Corporation (Marketing Division) have recirculated the instructions regarding formation of a Cell in the Regions and the nomination of the Regional Personnel Manager as Liaison Officer so that if any Scheduled Caste/Scheduled Tribe employee wishes to seek any clarification or has any grievance the same can be attended to or sorted out by the Cell or the Liaison Officer. The Committee desire that adequate publicity may be given to this arrangement so that all the Scheduled Caste and Scheduled Tribe employees of the Corporation are aware of its provision.

5.6. The Committee would also suggest that separate registers for registering complaints/representations received from the Scheduled Caste and Scheduled Tribe employees should be maintained by the Cell in the Head/Regional Offices of the Indian Oil Corporation (Marketing Division) and a precise procedure laid down to deal with such complaints/representations and that it should be ensured that these are attended to with out-most expedition. These registers should be periodically checked by the Liaison Officer nominated at the Headquarters during the course of his inspections to the Regional Offices to ensure prompt disposal of complaints/representations received from the Scheduled Caste and Scheduled Tribe employees.

B. Petty Contracts

5.7. The Committee have been informed that there are not many petty contracts awarded by the Indian Oil Corporation. Some small maintenance jobs of seasonal and casual nature are got done by petty contractors as and when occasion arise. The jobs being of very minor nature, and of a small nature, the same are got done through available local contractors either on one time basis or on limited tender basis. No contract is drawn for such jobs, neither any separate account is being maintained for each of such jobs.

5.8. In reply to a question, it has been stated that as of now, there is no practice of giving special preference to Scheduled Caste and Scheduled Tribe candidates in awarding petty contracts.

5.9. Explaining the procedure followed by the Indian Oil Corporation for awarding petty contracts, the Chairman of the Corporation has stated during evidence that they call for the tenders and contracts are awarded to the lowest tenders. Of course, if Scheduled Castes give their tenders, they will be considered. There is no policy of reservation for Scheduled Castes and Scheduled Tribes at the moment. He has further stated that if a Co-operative could be formed by them, then the Corporation would consider for awarding the contracts.

5.10. The Committee note that for awarding petty contracts the Indian Oil Corporation (Marketing Division) call for the tenders and award the contract to the lowest tenderer. The Committee would suggest that, other things being equal, preference should be given to Scheduled Castes and Scheduled Tribes for the award of such contracts.

5.11. The Committee also desire that petty contracts upto a value of Rs. 10,000 should be given to Scheduled Caste and Scheduled Tribe persons on nomination basis and, if necessary, the rules may be amended accordingly.

C. *Housing Facilities*

5.12. The Committee have been informed that in the Marketing Division, there are not townships or housing colonies, except a small colony at Bombay. Operating units of the Indian Oil Corporation are spread throughout the country and in order that the employees can obtain a reasonable accommodation at their place of posting, a house rent allowance is payable to them. The employees are also encouraged to own their own houses for which a housing loan at a concessional rate of interest is admissible to them.

5.13. The Committee desired to know whether any reservation for Scheduled Castes and Scheduled Tribes has been made in the allotment of flats in the above colony. It has been stated in a written note furnished to the Committee that these flats are allotted on the basis of seniority amongst the employees desiring such allotment. No separate reservation has been made for Scheduled Caste and Scheduled Tribe employees.

5.14. During evidence, the Chairman, Indian Oil Corporation has informed the Committee that in Bombay, due to scarcity of houses, the Corporation has only 200 flats, and allotment is done on

the basis of seniority. Out of the 200 flats, 14 have been allotted to Scheduled Castes and Scheduled Tribes. Unless new houses are built, more cannot be allotted. He has further stated that those employees who are not allotted houses are being given house rent allowance which varies from place to place.

5.15. In reply to a question, the Chairman of the Corporation has stated that they give loans upto 1 lakh at 5.5 per cent interest to their employees who want to build a house.

5.16. The Committee note that the Indian Oil Corporation (Marketing Division) has only 200 flats in Bombay, out of which 14 flats have been allotted to Scheduled Caste and Scheduled Tribe employees. The Committee, however, desire that in future allotments, atleast 10 per cent flats should be reserved for Scheduled Castes and Scheduled Tribe employees as is being done in the case of Central Government employees.

D. Award of Agencies/Dealerships

5.17. The Committee have been informed that presently Indian Oil Corporation is awarding its dealerships/distributionships on the basis of the guidelines set out in the Ministry of Petroleum's letter No. P-27015/186/74-IOC (Vol. II) dated September 23, 1977 (Appendix V). According to these guidelines, 25 per cent of all types of dealerships/distributorships of IOC are reserved for persons belonging to Scheduled Castes and Scheduled Tribes and the remaining 75 per cent are awarded on commercial considerations, preference being given to the genuine Consumer Co-operative Societies and Agro-industries Corporation. No person is to be awarded new dealerships/distributorships if he or his other close relative like his spouse, father, mother, brother or son already holds a dealership/distributorship with any Oil Company. All the appointments are to be made after inviting applications by giving advertisements in Newspapers in circulation in the areas concerned. Selection of candidates is required to be made by the duly constituted Selection Committees set up for this purpose by the respective Oil Companies.

5.18. The procedure for selection of Scheduled Castes and Scheduled Tribes for the award of dealership/distributorship has been stated to be as follows:—

Eligibility:

- (a) Age below 45 years.
- (b) Educational qualification: Matric or equivalent.

- (c) Candidate should have sufficient business ability, financial standing, enterprise, salesmanship and management skill.
- (d) Candidate or his other close relative like spouse, father, mother, brother or son should not be a dealer of any oil company at any location.

For selecting individuals for dealership/distributorship, the Selection Committee comprises of the following:

- (i) A representative of concerned State Government.
- (ii) A prominent member of Scheduled Caste/Scheduled Tribe community to be nominated by the State Government concerned; and
- (iii) District manager or an equivalent officer of the concerned oil company.

The Association of nominees as at (i) and (ii) above adequately safeguards the interests of Scheduled Castes and Scheduled Tribes.

In reply to a question, it has been stated that since the inception of the above scheme i.e. 1/5/1974, the dealerships/distributorships allotted (Commissioned) to Scheduled Caste/Scheduled Tribe members upto 30/4/1978 is as indicated in Appendix VI.

5.19. In reply to a question, the Chairman, Indian Oil Corporation has stated during evidence that Category Group 'A' is not within the purview of Indian Oil Corporation. For this selection is done by the Director General of Resettlement, Ministry of Defence. After last Pakistan War, Government decided to reserve certain agencies for defence personnel in order to help the war widows and war victims. Category Group 'B' comes under the Indian Oil Corporation.

5.20. When asked why no L.P.G. agency has been provided to Scheduled Castes in the States of Haryana and Punjab, the Chairman of the Corporation has stated during evidence as follows:—

“The Hon'ble Minister has already stated in Parliament that we are re-structuring the agencies of those who have got too many cylinders. Other people also should get job opportunities. In Chandigarh, one Scheduled Caste is getting it. Because of locational problems, we may not be able to do it in all the States. As far as the LPG is concerned, 25 per cent of the agencies will be reserved for Scheduled Castes and Scheduled Tribes.”

5.21. The Committee note that the Indian Oil Corporation (Marketing Division) reserves for Scheduled Castes and Scheduled Tribes 25 per cent of all types of dealerships/distributionships of the Indian Oil Corporation. The Committee also note that in the case of Category Group 'A' i.e. agencies etc. for defence personnel to help war widows and war victims is done by the Ministry of Defence and for Category Group 'B' it is done by the Indian Oil Corporation. The Committee are pleased to note that during the period from 1-5-1974 to 30-4-1978, the Indian Oil Corporation (Marketing Division) have allotted 57 out of 85 SKO/LDO dealerships, 20 out of 48 Indane distributionships and 15 out of 25 'A' Site Retail Outlet dealerships to the Scheduled Caste and Scheduled Tribe persons. The Committee would like the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) to popularise such schemes more and more as these can go a long way in ameliorating the economic condition of Scheduled Castes and Scheduled Tribes.

5.22. The Committee also suggest that while allotting the agencies of LPG and other petroleum products, the Indian Oil Corporation (Marketing Division) should ensure that these agencies are fairly distributed among the Scheduled Castes and Scheduled Tribes of various States.

NEW DELHI;

April 25, 1979

Vaisakha 5, 1901 (Saka)

RAM DHAN,

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

APPENDIX I

Statement showing complaints representation received by the Department of Petroleum

3. Name and Address of the MP/VIP etc. from whom received	Subject of Complaint	Date of Receipt	Date of Disposal	Gist of Disposal
1	General Secretary, Depressed Classes League, Midnapore Dist.	3	4	6
	Complaint against transfer of Shri Bipur-1 B. Halder, S.C. employee, Indian Oil Corporation (MD), (Eastern Region).	2-5-78	5	(1 & 2) IOC's report in the matter has been received on 13-9-78. A Study of the same has shown that the allegations made could not be established <i>inter-alia</i> it has been mentioned by Indian Oil Corporation Limited, that during the period of probation, the work of Shri Halder was not found satisfactory. He did not come upto Indian Oil Corporation's expectations in practically all the areas in which he was assessed. He was also counselled on his performance. In view of this, it was decided to try him in some other unit with a view to giving him an opportunity to improve his work in a different atmosphere, which was explained to Shri Halder. This was done in his own interest. However, there was no written representation from Shri Halder against his transfer to Gauhati.
2	Shri V. Nithyanandam, General Secretary, Indian Oil Corporation SC/ST Employees Welfare Association.	Do.	12-6-78	(3 & 4) A report on three various points mentioned in the letter of Indian Oil SCs/STs employees Union (Southern Region) was called for from the Chairman, Indian Oil Corporation Ltd., which was received on 9-11-78. Examination of the same showed that the allegations/grievances mentioned in the letter of the Union, are not correct. It
3.	Shri V. Nithyanandam, General Secretary, Indian Oil Corporation SC/ST Employees Welfare Association.	Non-implementation of Government policies in regard to reservations of posts for SCs/STs, including in casual vacancies.	2-6-1978	(3 & 4) A report on three various points mentioned in the letter of Indian Oil SCs/STs employees Union (Southern Region) was called for from the Chairman, Indian Oil Corporation Ltd., which was received on 9-11-78. Examination of the same showed that the allegations/grievances mentioned in the letter of the Union, are not correct. It
4.	Shri Valampuri John, Ex M.P.	Do.		(3 & 4) A report on three various points mentioned in the letter of Indian Oil SCs/STs employees Union (Southern Region) was called for from the Chairman, Indian Oil Corporation Ltd., which was received on 9-11-78. Examination of the same showed that the allegations/grievances mentioned in the letter of the Union, are not correct. It

has been stated by Indian Oil Corporation Ltd. that as a policy, the management has decided not to recruit casual worker against a permanent job except for short duration and leave vacancies. IOC have recruited 26 SCs/STs candidates against a total of 89 in permanent posts during the last 3 years. The percentage works out to 29.2 as against 23 required in the State of Tamil Nadu. Besides, in general, the representatives of the Union meet the Management in regard to their grievances and other matters, who are given patient hearing and wherever possible their legitimate demands are met. Government policy, directives and other orders in regard to reservations for SCs/STs in service matters are followed to safeguard their interests.

On receipt of Federation's letter, the matter was referred to IOC for their comments. The same when received by us were examined with reference to each specific allegation made in the letter, and while doing so it was noted that IOC closed the case at the instance of Labour Officer, Bombay. His services were deemed to have been terminated on account of unsatisfactory performance, unauthorised absence and lack of devotion to duty under their Standing Orders applicable to the workmen.

IOC in their reply dated 5-9-78 have stated that all the directives issued by the Government from time to time regarding recruitment and promotion of SCs/STs employees are being implemented by them. The Regional Personnel Manager, I.O.C., Northern Region, has been nominated as Liaison Officer since May, 1971 in regard to implementation of the above orders.

12-7-78

5. Shri L. K. Waghela, President
Harijan Federation, Bombay.

Termination of services of Shri
R. C. Lad, Sweeper.

2-5-78

6. General Secretary, Petroleum
Workers Union, New Delhi.

Non-implementation of Presidential Directives and Government instructions in appointments/promotions in IOC (MD).

APPENDIX II-A

Copy of Advertisement appearing in THE STATESMAN

CALCUTTA

18 SEPT. 1977

INDIANOIL

INDIAN OIL CORPORATION LIMITED

needs

OFFICER TRAINEES

Applications are invited from Scheduled Caste/Scheduled Tribe candidates only for an interesting and challenging career. Graduates with a good record of academic and extra-curricular achievements and having the following qualifications only need apply.

Qualifications

Graduates in Mechanical/Electrical/Civil/Chemical Engineering or Petroleum Technology.

or

Masters Degree in Business Administration (MBA) or its equivalent Diploma in Business Administration.

Age

30 years as on 1st October, 1977.

Reservations

All posts are reserved for Scheduled Castes/Scheduled Tribes candidates only.

Selection

Selection will be made on the basis of written competitive tests followed by interview of candidates who qualify at the written test. Mere eligibility will not vest any right in the candidates for being called for written tests and/or interview.

Appointment

Selected candidates will be appointed as Officer Trainees for a period of one year. During the period of training the Trainees will be paid a stipend of Rs. 800/-, per month plus house rent allowance upto a ceiling varying from Rs. 108.75 to Rs. 181.25 depending on the place of training. On successful completion of training period, candidates will be appointed as Officers in the grade of Rs. 725—1405 plus allowances. Emoluments at the minimum of the scale currently amount to Rs. 1160/- per month. Other benefits include bonus, reimbursement of medical expenses, leave travel concession, leave encashment providing fund, gratuity etc.

How to apply

Candidates must apply only in the form given below. The particulars should be neatly typed or handwritten. No testimonials or certificates need be attached. Candidates must attach a certificate from the Competent Authority to the effect that they belong to Scheduled Caste/Scheduled Tribe.

1. (a) Full Name (in Block letters)
- (b) Mailing Address.
2. (a) Date of Birth
- (b) Age (as on 1-10-1977).
- Years Months
3. Are you a Scheduled Caste/Scheduled Tribe.
4. Details of academic qualifications (S.S.C. or its equivalent onwards).
 - * Examination Passed and Year of passing.
 - * Name of Board/University.
 - * Per cent of marks obtained.
 - * Main subjects studied.
 - * Rank, if any, in Boards/University.
5. Experience, if any. (Please give details of post, duties, etc.)
6. Extra-curricular activities (college level onwards).
 - (a) Games/Sports/NCC. Other extra curricular activities.
 - (b) Did you contribute any article to your college/University magazine or other journals? Yes/No.

7. Written tests and interviews will be conducted at Bombay, Calcutta, Delhi and Madras. Indicate the centre for written tests and interviews in order of preference.

(1) _____ (2) _____

Applications must be accompanied by Crossed Postal Order for Rs. 5/- drawn in favour of "INDIAN OIL CORPORATION LIMITED MARKETING DIVISION), Bombay.". Those employed in Govt. Deptts. and in Public Undertakings must apply through proper channel. Candidates called for written test as well as interview will be reimbursed single first class rail fare from their place of residence in India to the place of written test/interview and back by the shortest route on production proper receipt(s). If candidates do not hear from us within 90 days, they should infer that they have not been considered.

Application should be addressed to the Deputy General Manager (Personnel), Indian Oil Corporation Ltd. (Marketing Division), 254-C, Dr. Annie Besant Road, Prabhadevi, Bombay-400025 and should reach by 20th October, 1977 and from Indians abroad by 20th November 1977. Applications submitted which are not in accordance with this advertisement will not be considered. Envelope should be superscribed "Applications for Officer Trainee".

APPENDIX II-B

Copy of advertisement appearing in the HINDUSTAN TIMES

dated 15-10-1978

INDIANOIL WANTS

Stenographers for Bareilly Divisional Office

A candidate with a speed of 100/40 w.p.m. in shorthand and typewriting for general candidates and 80/35 w.p.m. for SC/ST candidate with one year experience in a reputed firm/Govt. office may apply on plain paper giving particulars of age/qualification|experience etc., Preference will be given to such of those candidates who are having knowledge of Hindi stenography.

The post which is transferrable anywhere in India is in the scale of Rs. 280—10—330—12—354—15—534—20—714 and carries allowances and fringe benefits. Age 30 years as on 31-8-78 relaxable upto 5 years for SC/ST candidates and 10 years for ex-servicemen. Initial emoluments will be around Rs. 750/-. Out of 2 positions 1 is reserved for SC candidates. If suitable candidates are not available others will be considered. Those working in Govt./Semi-Govt. Organisations must apply through proper channel.

Applications together with postal order for Rs. 2/- (0.50 paise for SC/ST candidates) and attested copies of certificates should reach within 15 days from now to:—

Divisional Manager,
Indian Oil Corporation Limited,
(Marketing Division),
35, Kamla Nehru Marg,
Civil Lines, Bareilly.

SC/ST candidates other than those from Govt./Semi Govt. Department called for Test|Interview from 80 kms and above will be paid single second class rail fare to and fro.

Candidates who do not hear from us within 90 days should infer that they have not been considered.

APPENDIX III
Statement showing particulars of recruitment made by the IOC (Marketing Division during the last three years i.e. from 1975 to 1977)

Year	Category of Post.	Total No. of vacancies for SCs		No. of vacancies for S/T		No. of candidates appointed.		No. of vacancies reserved during year.		No. of candidates appointed.		No. of vacancies reserved during year.		No. of candidates appointed.		No. of S/T vacancies C/F	
		C/F	Total	C/F	Total	C/F	Total	C/F	Total	C/F	Total	C/F	Total				
1975																	
	Class I A (Gr. 850 & above)		1		8		11		4		6		4		4		6
	Class I B (Gr. 750-1250)	53	53	3	39	11	(8)	2	16	2	56	4	17	4	17	7	6
	Class II & III 'A'	250	250	(47)				40								(65)	29
1976																	
	Gr. Rs. 850- & above)		66		12		19		6		6		6		1		11
	Gr. Rs. 550-1250) B	272	272	(65)	48	(17)		39	46	85	54	-14				(71)	71
	Staff Category 'C'																
1977																	
	*A	103	103		16	34	11	7	18	5	1	29	17				
	*B		211		38	38		21	62	16	(24)	5					
	**C																

Figures in Brackets indicate excess over the reserved quota.

Note : (1) We have appointed 78 SC/ST Candidates against the reserved quota of 59 during 1977, recruiting 19 candidates more than the reserved quota.

(2) For years 1973, 74, 75 & 76, surplus 71 candidates recruited for SCs adjusted against shortfall of 71 ST.

(3) Against shortfall in Gr. A (29SC & 17ST), a special recruitment for SC/ST candidates only was initiated in Sept. 1977 and appointed letters to 31 candidates issued in April, 1978.

*In view of reclassification of posts according to grades by Govt. of India, all posts in officer category i.e. Rs. 725/- & above fall in Group A.

Group B-Not applicable.

**In view of the reclassification of posts according to grades by Govt. of India, all posts in the Staff category i.e. Rs. 180-291 upto Rs. 470-895 fall in Group C.

Group C (Staff category)

	Total No. of recruit-ment.	No. of SC recruited	No. of ST recruited	Total SC & ST recruited.	Percentage of SC & ST recruited. /ST.
1971	318	60	2	62	19.5
1972	320	62	1	63	19.7
1973	330	77	14	91	27.6
1974	247	44	11	55	22.3
1975	250	57	17	74	29.6
1976	272	54	14	68	25.0
1977	211	62	16	78	37.0
TOTAL	1948	416	75	491	25.21

Note—As per rosters, total recruitment for SC and ST for the years 1971 to 1977 is required to be 472. Actual recruitment is, however, 491.

APPENDIX V

Copy of Ministry of Petroleum letter No. P-27015/18674-IOC (Vol. II)
dated the 23rd Sept. 1977 to Chairman, IOC

Subj: Policy for award of dealerships/agencies of oil companies

Dear Sir,

The scheme of reservation of dealerships/agencies started in November, 1969 when all the dealership/agencies of Indian Oil Corporation Limited were awarded to Unemployed Engineers/Graduates under the age of 30 years. This policy continued till December, 1971 when a scheme was evolved by which all IOC dealerships/agencies (excluding B site retail outlets) were being awarded to disabled Defence Personnel, war-widows, dependents of those killed or missing in war and ex-servicemen on the recommendations of the Directorate General of Resettlement, Ministry of Defence. This scheme has been kept inabeyance from 1-2-1975.

2. Effective from 1-1-1974, 25 per cent of all agencies (excluding B site retail outlets) of IOC, were reserved for persons belonging to Scheduled Casts and Scheduled Tribes.

3. I am directed to say that Government has now decided as under:—

- (a) 25 per cent of all types of dealerships/agencies (i.e. A & B site retail outlets dealerships, Kerosene/LDC/LPG agencies/distributorships) should be reserved for persons belonging to Scheduled Castes/Scheduled Tribes, not only in respect of IOC but in respect of other public sector oil companies as well. The remaining 75 per cent of the dealership/agencies should be awarded on commercial considerations. However, in respect of these 75 per cent agencies, preference should be given to genuine and efficient Consumers Cooperative Societies and Agro-Industries Corporation, provided other things are equal.
- (b) No person should be awarded a new dealership|agency if he or his other close relative like spouse, father, brother or son already holds a dealership/agency with any oil company.

- (c) All appointments should be made after advertisements in Newspapers in circulation in the areas concerned.
- (d) In respect of Scheduled Caste/Scheduled Tribe candidates, selection should be made by a Selection Committee consisting of:—

From pre-page

- (i) A representative of concerned State Government,
 - (ii) A prominent member of Scheduled Castes/Scheduled Tribes community to be nominated by the State Government concerned, and
 - (iii) District Manager or an equivalent Officer of the Concerned Oil Company.
- (e) In respect of the remaining 75 per cent of the dealerships/agencies, the Selection Committee may consist of:
 - (i) A representative of the concerned oil company, and
 - (ii) One representative each of two other public sector oil companies.
 - (f) The Selection Committee for both Scheduled Castes/Scheduled Tribes candidates as well as for the other candidates should prepare a panel of 4 names in order of merit and should clearly spell out the reasons for inclusion of the concerned in the panel.
 - (g) Deposit should not be collected from SC/ST candidates, Consumers Cooperative Societies and Agro-Industries Corporations selected for the dealerships/agencies.
 - (h) Candidates of all categories selected for award of agency should arrange the necessary land/finance with 4 months of the selection, failing which the oil companies will have the right to award the said agency/dealership to the next-man in the panel.

4. The oil companies should work out the plans for opening various types of agencies/distributorships for the next 5 years. While working out such plans the desirable average throughout of retail outlets, the size of Kerosene or LPG agencies, the availability of the said product in the next few years, the need to open agencies/distributorships in uncovered areas etc. should be kept in mind.

APPENDIX IV

Details about the dealerships/distributionships allotted during the period from 1-5-74 to 30-4-78

SKO/IDO DEALERSHIPS

Category	Appointment letters issued between 1-5-74 and 30-4-78	Total number of persons benefited	Number of		Percentage to Total	
			SCs	STs	SCs	STs
<i>Group—A</i>						
1. DGR nominees (for offers made prior to 1-5-74)	131		
2. Ministry nominations	4
<i>Group—B</i>						
3. Scheduled Castes/ Scheduled Tribes	57	57	54	3	63.5	3.5
4. Co-operatives	6			
5. IOC Employees/ Dependents	9					..
6. Open Market	13			
	<u>220</u>	<u>57</u>	<u>54</u>	<u>3</u>		

NB:—For working out the percentage, the appointments letters issued under Group B only have been taken into account.

INDANE DISTRIBUTORSHIPS

<i>Group—A</i>						
1. DGR nominees (for offers made prior to 1-5-74)	68					..
2. Ministry nominations	31					..
3. Conversions from erst- while Caltex (India/Ltd. Burmah Shell)	8					..
4. Upgradatons of sub- distributors to distribu- tors' level	28

Category	Appointment letters issued between 1-5-74 and 30-4-78	Total No. of persons benefited	Number of		Percentage to Total		
			SCs	STs	SCs	STs	
Group—B							
5. SC/ST	18	20*	15	5	31.2	10.4	
6. Cooperatives	9				
7. IOG Employees/ Dependents	7	
8. Open Market	14	
	183	20	15	5			

* Two appointment letters were issued to a partnership of two.

N.B :—For working out the percentage, the appointment letters issued under Group B only have been taken into account.

'A' SITE RETAIL OUTLET DEALERSHIPS

Category	Appointment letters issued between 1-5-74 to 30-4-78	Total No of persons benefited.	Number of		Percentage to Total		
			SCs	STs	SCs	ST	
Group—A							
1. DGR nominees (for offers made prior to 1-5-74)	13						
2. Ministry nominations	2				
3. Conversions from erst-while Caltex (India) Ltd. Burmah-Shell.	44			
Group—B							
4. SC/ST	15	15	15		60	..	
5. Open Market	10	
	84	15	15	

NB :—For working out the percentage, the appointment letters issued under Group B only have been taken into account.

APPENDIX VII

(Vide para 5 of Introduction)

Summer of Conclusions/Recommendations contained in the Report

Sl. No.	Reference to para number in the Report	Summary of Conclusions/ Recommendations
1	2	3
1	1.6	The Committee note that under the Articles of Association of the Indian Oil Corporation, the number of Directors who constitute the Board of Directors of the Indian Oil Corporation shall not be less than two and more than seventeen and there is no specific provision in the Articles of Association of Indian Oil Corporation Limited for the appointment of qualified Scheduled Caste and Scheduled Tribe persons on the Board of Directors of the Indian Oil Corporation. The Committee expect that while making nomination of Directors to the Board of Directors, the interests of Scheduled Castes and Scheduled Tribes will also be kept in view by Government and desire that there should be at least one Director from amongst the members belonging to Scheduled Castes and Scheduled Tribes on the Board of Directors of the Indian Oil Corporation so that the interests of Scheduled Castes and Scheduled Tribes could be properly looked after not only in the services of the Corporation but also in their economic development. The Corporation should make a specific provision in their Articles of Association, for nomination of a Scheduled Caste/ Tribe Director on the Board.
2	1.16	The Committee are distressed to note that the Department of Petroleum has not so far felt

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the need of setting up a Cell to assist the Liaison Officer to discharge his duties effectively although Government orders on the subject were issued as far back as 1969. The Committee are not convinced about the efficacy of the present arrangement now made by setting up a Cell in the IOC which would work on behalf of the Department of Petroleum for all the Corporations under it. The Committee urge that a Cell with adequate staff should be set up in the Department of Petroleum itself to watch the implementation of reservation orders and other concessions admissible to Scheduled Caste and Scheduled Tribe employees and also to look into the grievances and complaints of Scheduled Caste and Scheduled Tribe employees.

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The Committee regret to point out that although the Committee had asked for information for the last three years, the Ministry of Petroleum Chemical and Fertilizers (Department of Petroleum) have furnished information relating to complaints received by them between May and July, 1978 only. This only shows that the Ministry has not evolved adequate machinery to attend to matters relating to Scheduled Castes and Scheduled Tribes. From the perusal of the statement on complaints furnished by the Ministry it is evident that no serious efforts have been made by them to dispose of the representation received from the Scheduled Caste/Tribe aggrieved employees for the last six or seven months. The Committee would like the Ministry of Petroleum to evolve a suitable machinery with specific laid down procedure so that the complaints/representations received from Scheduled Caste/Tribe employees are looked into promptly and their grievances redressed within a specified period of not more than two months.

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2.7

The Committee note that orders/instructions relating to reservations for Scheduled Castes and

Scheduled Tribes issued by the Ministry of Petroleum Chemicals and Fertilizers (Department of Petroleum) to the Public Undertakings under their control in the form of Presidential Directive are obligatory on them while other orders/instructions issue in the form of circulars for information and compliance are not binding on them. The Committee are unhappy to point out that it took about four years for the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) to get a directive issued by the Bureau of Public Enterprises due to certain bureaucratic lapses as admitted by the Secretary, Department of Petroleum with the result that the orders relating to promotion in selection issued by the Department of Personnel and Administrative Reforms in July, 1974 were adopted by the Indian Oil Corporation in 1978. The Committee feel that this delay has deprived many a Scheduled Caste and Scheduled Tribe employee an opportunity of further promotion in the Corporation. The Committee stress that in future all orders/instructions issued by the Department of Personnel and Administrative Reforms should immediately be communicated in the form of Presidential Directive so that there is no delay in adoption and implementation of those orders by the Public Sector Undertakings including the Indian Oil Corporation.

The Committee note that the Regional Personnel Managers in the four Regions of the Indian Oil Corporation (Marketing Division) with their Headquarters at Bombay, Delhi, Calcutta and Madras have been nominated as Liaison Officers within their jurisdiction and the Deputy General Manager (Personnel) has been nominated as Liaison Officer for the entire Corporation. The Committee further note that the Liaison Officers conduct inspection of the rosters during their

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tours to offices in the region to ensure proper maintenance of rosters etc. but there is no practice of submission of inspection reports in that Division of the Corporation. The Committee desire that a complete record of instructions issued on the spot might be kept by the Indian Oil Corporation to ensure their compliance by the appointing authorities. The Committee also recommend that the Liaison Officer nominated for the entire Corporation should inspect the rosters annually and a record of the inspections made and of the inspection reports should be properly kept as per instructions contained in the Department of Personnel and Administrative Reforms O.M. No 36011|1|76-Estt (SCT) dated the 6th March, 1976. The Committee would also like the Indian Oil Corporation (Marketing Division) to adopt the proforma for inspection of rosters prescribed by the Department of Personnel and Administrative Reforms in this regard.

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2.17

The Committee are surprised to note that in the Indian Oil Corporation (Marketing Division) Regional Personnel Managers who are responsible for recruitment and maintenance of Rosters have been nominated as Liaison Officers to inspect the Rosters. The Committee feel that it is against the spirit of Government orders on the subject that an officer who is entrusted with the job of maintenance of roster is also asked to supervise it. The Committee, therefore, suggest that some other officers of the appropriate status should be nominated as Liaison Officers in the Regional Offices to see that the Personnel Officer maintain Rosters properly and also ensure due compliance by the appointing authority with the orders/instructions pertaining to reservations of vacancies in favour of Scheduled Castes and Scheduled Tribes and other benefits admissible to them. The Committee also recommend that, as far as possible, the Liaison Officers in the Regional Offices

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		of the Indian Oil Corporation (Marketing Division) should be nominated from amongst the officers belonging to Scheduled Castes and Scheduled Tribes working in that Division.
7	2.18	The Committee further note that a Cell with adequate staff under the direct control of each of the Liaison Officers has been set up in the Head Office and the Regional Offices of the Indian Oil Corporation (Marketing Division). In order to carry out the duties effectively, it is essential that the staff attached to the Cell are well conversant with the duties required for proper implementation of reservation orders. The Committee would, therefore, like the Indian Oil Corporation to arrange refresher courses for training the concerned officers and staff and, if necessary, the services of the Department of Personnel and Administrative Reforms may be utilised for the purpose.
8	2.25	The Committee note that the Indian Oil Corporation (Marketing Division) are sending annual statements regarding representation of Scheduled Castes and Scheduled Tribes in the services of the Corporation regularly to the Department of Petroleum as per the extant orders of Government on the subject. The Committee desire that these statements should be thoroughly examined and analysed by the Department of Petroleum so that prompt and effective measures are taken to remove the deficiencies noticed therein.
9	2.26	The Committee also desire that the statistical information relating to recruitment, promotion, deservation of reserved vacancies, etc. made during the year should be published in the annual report of the Indian Oil Corporation.
10	3.12	The Committee note the procedure being followed for recruitment to various categories of posts in the Indian Oil Corporation (Marketing

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Division). The Committee feel that advertisements in only two newspapers i.e. in one English daily and one local language daily, being released by the Marketing Division for recruitment of staff categories are quite insufficient. The Committee suggest that in order to give wider publicity to the vacancies reserved for Scheduled Castes and Scheduled Tribes, advertisements should be issued in all the important newspapers published in the area/region.

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The Committee desire that with a view to giving wider publicity to reserved vacancies and exploring possibility of securing more candidates belonging to Scheduled Castes and Scheduled Tribes, the Indian Oil Corporation (Marketing Division) should intimate the reserved vacancies to the Director of Social Welfare in the State/ Union Territory concerned as laid down in the Department of Personnel and Administrative Reforms O.M. No. 36034|2|78-Estt (SCT), dated the 24th February, 1978.

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3.14

The Committee also suggest that while sending copies of recruitment advertisements to Lok Sabha Secretariat for the members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes, the Indian Oil Corporation (Marketing Division) should also send copies of those advertisements to the local Scheduled Caste and Scheduled Tribe M.L.As. and M.Ps. so that they could also sponsor suitable Scheduled Caste and Scheduled Tribe candidates for the posts advertised.

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3.15

The Committee are distressed to note that in their advertisement for recruitment of Officer Trainees which appeared in the *Statesman*, Calcutta, on 18-9-1977. The Indian Oil Corporation (Marketing Division) has invited applications specifically from those Scheduled Caste and Scheduled Tribe candidates who are Graduates

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with a good academic record and extra curricular achievements. The Committee cannot but conclude that such type of indifferent attitude adopted towards Scheduled Caste and Scheduled Tribe candidates only amounts to deny them the opportunity to get an officer's post in the Indian Oil Corporation. The Committee, therefore, recommend that the Indian Oil Corporation should prescribe only the minimum academic qualification for Scheduled Castes and Scheduled Tribes for applying for the post of Officer Trainees as is being done by the U.P.S.C. for recruitment of higher posts.

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3.16

The Committee also suggest that specific number of vacancies reserved for Scheduled Castes and Scheduled Tribes respectively and also the concessions/relaxations available to them should invariably be mentioned in each advertisement. The object of indicating the number of vacancies reserved for Scheduled Castes and Scheduled Tribes and concession relaxation available to the candidates belonging to Scheduled Castes and Scheduled Tribes in the notification to the Employment Exchanges and advertisements in the newspapers is that adequate number of Scheduled Caste and Scheduled Tribe candidates are sponsored by the Employment Exchanges or otherwise apply in response to the recruitment advertisement. This will in no way affect the discretion of the Corporation to take more candidates than advertised if found suitable.

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3.17

The Committee are unhappy to note that the Indian Oil Corporation (Marketing Division) has made one year's experience as a compulsory condition for applying for the post of Stenographer. The Committee recommend that the condition of previous experience for recruitment in the Indian Oil Corporation (Marketing Division) in all cases should be done away with so far as

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the Scheduled Caste and Scheduled Tribe candidates are concerned.

- 16 3.18 The Committee observe that at present the Indian Oil Corporation (Marketing Division) gives only 15 days to candidates for applying through the Employment Exchanges for the vacancies in the Corporation. The Committee suggest that the Indian Oil Corporation (Marketing Division) should give one month instead of 15 days to Scheduled Caste/Scheduled Tribe candidates who live in the remote areas to apply through the Employment Exchanges or in response to advertisements in the newspapers for the vacancies in the Indian Oil Corporation (Marketing Division).
- 17 3.19 The Committee are unhappy to note that the Indian Oil Corporation (Marketing Division) do not communicate the reasons for rejection of Scheduled Caste/Tribe candidates sponsored by the Employment Exchanges although specific orders have been issued by the Government of India in this regard. The Committee would emphasise that specific reasons for rejection of Scheduled Caste and Scheduled Tribe candidates who have been sponsored by the Employment Exchanges should invariably be communicated to the Employment Exchanges.
- 18 3.25 The Committee note that the Recruitment Rules applicable to various categories of staff in the Indian Oil Corporation (Marketing Division) have been framed in accordance with the Articles of Association of the Corporation. The Committee would like the Indian Oil Corporation (Marketing Division) to review the Recruitment Rules and incorporate therein the relevant provisions relating to reservations for Scheduled Castes and Scheduled Tribes and other concessions/relaxations etc. admissible to them as per instructions
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issued by the Government of India in this regard from time to time.

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3.26

The Committee also note that the Chairman, Indian Oil Corporation, during evidence, agreed to place the following suggestions before the competent authority:

- (i) There should be a provision for a member of Scheduled Castes and Scheduled Tribes in the Selection Committees;
- (ii) Travelling allowance should be paid to Scheduled Caste and Scheduled Tribe candidates who are called for written test or interview; and
- (iii) No application fee should be charged from Scheduled Caste/Tribe candidates.

The Committee would like to be apprised of the decision in this regard.

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3.30

The Committee note the various Concessions relaxation granted to Scheduled Castes and Scheduled Tribes while making recruitment for different categories of posts in the Indian Oil Corporation (Marketing Division). The Committee hope that if concerted measures are taken by the Indian Oil Corporation to implement these concessions/relaxations both in letter and spirit, they expect the backlog in the representation of Scheduled Castes and Scheduled Tribes in their services could be wiped out at the earliest.

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3.31

The Committee recommend that where the requisite number of Scheduled Caste and Scheduled Tribe candidates fulfilling even the relaxed standards are not available to fill the reserved vacancies, the recruitment authorities should select for appointment, the best among the Scheduled Castes and Scheduled Tribes fulfilling the

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minimum educational qualification prescribed for posts against all the reserved vacancies and in-service training given to them to bring them up to the requisite standard.

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3.32

The Committee further recommend that in case sufficient number of Scheduled Tribe candidates possessing the prescribed minimum educational qualification viz., Intermediate are not forthcoming for the posts of Clerks/Typists to fill the reserved vacancies, the educational qualification in their case should be further relaxed to Higher Secondary or Matric so that there is no backlog in the quota reserved for them.

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3.48

The Committee are distressed to note that there is a big shortfall in the matter of promotion of Scheduled Caste and Scheduled Tribe employees in different categories of posts in the Indian Oil Corporation (Marketing Division). The Committee are of the view unless the extant orders on the subject are scrupulously followed in letter and spirit, liberal concessions and relaxations given to Scheduled Caste and Scheduled Tribe Employees and their cases for promotion are considered sympathetically, the situation is not likely to improve. The Committee, therefore, urge the Indian Oil Corporation (Marketing Division) to ensure that the orders on reservation in promotion issued from time to time by the Department of Personnel and Administrative Reforms/Bureau of Public Enterprises are rigidly followed and liberal concessions/relaxations given to Scheduled Caste and Scheduled Tribe employees at the time of promotion so that all the vacancies reserved for Scheduled Castes and Scheduled Tribes are actually filled in by them and the shortfalls are obliterated at the earliest.

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The Committee suggest that if adequate number of Scheduled Caste and Scheduled Tribe employees with the requisite length of service are

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not available for consideration for promotion to the next grade, the Indian Oil Corporation (Marketing Division) should consider the feasibility of reducing the condition of length of service in the case of Scheduled Caste and Scheduled Tribe employees so that their quota in promotion is filled up.

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The Committee would also like the Indian Oil Corporation (Marketing Division) to ensure that the agreement entered into with the Indian Oil Corporation Employees' Unions do not stand in the way of implementation of orders on reservation for Scheduled Castes and Scheduled Tribes in promotion.

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3.53

The Committee need hardly emphasise the necessity of including a Scheduled Caste or Scheduled Tribe officer in the various Departmental Recruitment/Promotion Committees constituted by the Indian Oil Corporation (Marketing Division) so as to instil confidence in the Scheduled Caste and Scheduled Tribe employees. In case, a Scheduled Caste or Tribe Officer of the appropriate status is not available in the Indian Oil Corporation, a Scheduled Caste/Tribe officer from the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) or any other Ministry/Department of the Government should invariably be associated with Departmental Recruitment/Promotion Committees, etc.

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3.58

The Committee are unhappy to note that the rosters are not maintained properly by the Indian Oil Corporation (Marketing Division). The Committee on examination of a few of the rosters found certain discrepancies on the points of entry reserved for Scheduled Caste/Scheduled Tribe candidates. They also noted that Liaison Officer concerned has not signed the rosters. The Committee need hardly stress that roster is

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a mechanism to keep a watch on the proper and adequate intake of Scheduled Castes and Scheduled Tribes in services and that it would cease to have any value whatsoever if it is not maintained properly. The Committee would, therefore, stress that rosters should be properly maintained by the Indian Oil Corporation (Marketing Division) and that they should be checked regularly by the competent authority in accordance with the proforma prescribed vide O.M. No. 8/8/7-Est (SCT) dated 22nd April, 1971 issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms). The Committee would further urge that the defects noticed during the course of inspection should be recorded and got rectified immediately and also brought to the notice of the Managing Director of the Indian Oil Corporation (Marketing Division).

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3.63

The Committee are unhappy to note that a number of vacancies reserved for Scheduled Castes and Scheduled Tribes in Group 'A' and Group 'C' posts have been dereserved by the Indian Oil Corporation (Marketing Division) during the period from 1974 to 1976. The Committee note that the Indian Oil Corporation have undertaken special recruitment in 1977 to clear the backlog of 29 reserved vacancies carried forward from the years 1974, 1975 and 1976 and they have issued appointment letters to 31 candidates belonging to Scheduled Castes and Scheduled Tribes in April, 1978 to wipe out the shortfall.

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The Committee are basically opposed to the principle of dereservation and would like to urge that the vacancies reserved for Scheduled Castes and Scheduled Tribes should in no case be dereserved.

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The Committee regret to note that prior to the issue of Presidential Directive in 1971, no serious attention was paid by the Indian Oil Corporation (Marketing Division) to give due representation to Scheduled Castes and Scheduled Tribes. In the recruitments made in 1974, 1975 and 1976 they were not able to fill up all the posts reserved for Scheduled Castes and Scheduled Tribes and they had to carry forward a number of reserved vacancies in the Officers' cadre. The Committee, however, note the efforts made by the Indian Oil Corporation (Marketing Division) in 1977 to clear the backlog by resorting to special recruitment and issuing appointment letters to 31 Scheduled Caste and Tribe candidates for officer's posts. The Committee hope the balance backlog of 15 officers (2 Scheduled Castes and 13 Scheduled Tribes) have also by now been cleared by holding another special recruitment as promised by the Chairman, Indian Oil Corporation during evidence and the Committee apprised of the progress made in this regard.

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4.12

The Committee agree that there may be some shortage of Scheduled Tribe candidates for technical or specialised jobs but there is no dearth of candidates from Scheduled Tribes to fill non-technical or quasi-technical vacancies as is evident from the live registers of the Employment Exchanges. The Committee, therefore, urge that all out efforts should be made to find scheduled Tribe candidate to fill the vacancies reserved for them both in officers' as well as Staff categories. The Committee suggest that in order to make good the shortfall in the quota reserved for Scheduled Tribes, the Indian Oil Corporation (Marketing Division) should try to get Scheduled Tribe candidates from the States where their population is concentrated. In this connection, they should also intimate the reserved

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vacancies to the Director of Scheduled Castes and Scheduled Tribes Welfare or Director of Social Welfare in the State/Union Territory concerned as laid down in O.M. No. 36034/2/78-ESTT (SCT) dated 2-4-1978 issued by the Department of Personnel and Administrative Reforms in this regard.

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4.13

The Committee are sorry to observe that the principle of exchange of vacancies between Scheduled Castes and Scheduled Tribes has not been followed by the Indian Oil Corporation (Marketing Division) properly and they merely adjust the surplus number of persons recruited from one community to their quota against the backlog of the other community. The Committee would point out that there is a well-defined procedure for exchange of reserved vacancies between the Scheduled Castes and Scheduled Tribes and unless that procedure is followed the Scheduled Caste employees recruited in excess, if any, of their reserved quota cannot be counted against the unfilled reserved vacancies of Scheduled Tribes. The Committee would therefore, like the Indian Oil Corporation (Marketing Division) to fill the backlog in Scheduled Tribes in accordance with the procedure laid down in this regard.

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4.17

The Committee note that there are only 8 employees on deputation from the Vigilance and Customs and Excise Department in the Indian Oil Corporation (Marketing Division) out of which there is none from Scheduled Castes or Scheduled Tribes. The Committee would urge that in accordance with the instructions issued by the Department of Personnel and Administrative Reforms *vide* their Office Memorandum No. 36012/7/77-Estt (SCT), dated the 21st January,

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1978, where the number of posts to be filled on deputation is fairly substantial, the Indian Oil Corporation (Marketing Division) should ensure that a fair proportion of such posts are filled by employees belonging to Scheduled Castes and Scheduled Tribes.

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4.23

The Committee note that an intensive one year training programme for Officer Trainees belonging to Scheduled Castes and Scheduled Tribes has been evolved by the Indian Oil Corporation to give them in-depth training in storage, handling and distribution of Petroleum products. The Committee also note that the Scheduled Caste and Scheduled Tribe Officers are given opportunities to participate in the in-company training programmes regardless of whether the training need for particular course is identified or not. The Committee hope that such opportunities would open wider avenues of promotion and better career prospects for Scheduled Castes and Scheduled Tribes in the services of Indian Oil Corporation (Marketing Division) and enhance their chances for promotion to higher echelons in the Corporation.

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4.28

The Committee are distressed to note that the rules under the Apprenticeship Act in so far as reservation for Apprenticeship Training is concerned have not at all been observed by the Indian Oil Corporation (Marketing Division) in as much that in 1976, the Marketing Division recruited only 3 Scheduled Tribes out of 80 Apprentices and in 1977, they recruited none out of 74 Apprentices for Commercial Apprenticeship Training. The Committee would stress that the Indian Oil Corporation (Marketing Division) should follow the rules strictly and recruit the Scheduled Tribe candidates in larger number and give them preference for absorption after

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training so that the shortfall in their intake is obliterated.

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5.5

The Committee note that the Indian Oil Corporation (Marketing Division) have recirculated the instructions regarding formation of a Cell in the Regions and the nomination of the Regional Personnel Manager as Liaison Officer so that if any Scheduled Caste/Scheduled Tribe employee wishes to seek any clarification or has any grievance the same can be attended to or sorted out by the Cell or the Liaison Officer. The Committee desire that adequate publicity may be given to this arrangement so that all the Scheduled Caste and Scheduled Tribe employees of the Corporation are aware of its provision.

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5.6

The Committee would also suggest that separate registers for registering complaints, representations received from the Scheduled Caste and Scheduled Tribe employees should be maintained by the Cell in the Head/ Regional Offices of the Indian Oil Corporation (Marketing Division) and a precise procedure laid down to deal with such complaints/representations and that it should be ensured that these are attended to with utmost expedition. These registers should be periodically checked by the Liaison Officer nominated at the Headquarters during the course of his inspections to the Regional Offices to ensure prompt disposal of complaints/representations received from the Scheduled Caste and Scheduled Tribe employees.

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5.10

The Committee note that for awarding petty contracts the Indian Oil Corporation (Marketing Division) call for the tenders and award the contracts to the lowest tenders. The Committee would suggest that, other thing being equal, preference should be given to Scheduled Castes

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		and Scheduled Tribes for the award of such contracts.
39	5.11	The Committee also desire that petty contracts upto a value of Rs. 10,000 should be given to Scheduled Caste and Scheduled Tribe persons on nomination basis and, if necessary, the rules may be amended accordingly.
40	5.16	The Committee note that the Indian Oil Corporation (Marketing Division) has only 200 flats in Bombay, out of which 14 flats have been allotted to Scheduled Caste and Scheduled Tribe employees. The Committee, however, desire that in future allotments, atleast 10 per cent flats should be reserved for Scheduled Caste and Scheduled Tribe employees as is being done in the case of Central Government employees.
41	5.21	The Committee note that the Indian Oil Corporation (Marketing Division) reserves for Scheduled Castes and Scheduled Tribes 25 per cent of all types of dealerships/distributionships of the Indian Oil Corporation. The Committee also note that in the case of Category Group 'A' i.e. agencies etc. for defence personnel to help war widows and war victims is done by the Ministry of Defence and for Category Group 'B' it is done by the Indian Oil Corporation. The Committee are pleased to note that during the period from 1.5.1974 to 30.4.1978 the Indian Oil Corporation (Marketing Division) have allotted 57 out of 85 SKO/LDO dealerships, 20 out of 48 Indane distributionships and 15 out of 25 'A' Site Retail Outlet dealerships to the Scheduled Caste and Scheduled Tribe persons. The Committee would like the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) to popularise such schemes more and more as these can go a long way in ameliorating

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the economic condition of Scheduled Castes and Scheduled Tribes.

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The Committee also suggest that while allotting the agencies of LPG and other petroleum products, the Indian Oil Corporation (Marketing Division) should ensure that these agencies are fairly distributed among the Scheduled Castes and Scheduled Tribes of various States.
