

**COMMITTEE ON THE WELFARE  
OF SCHEDULED CASTES AND  
SCHEDULED TRIBES  
(1980-81)**

(SEVENTH LOK SABHA)

**NINTH REPORT**

**MINISTRY OF SHIPPING AND TRANSPORT**

**Reservations for and employment of, Scheduled Castes and  
Scheduled Tribes in the Hindustan Shipyard Limited**

*Presented in Lok Sabha on 2.4. Apr. 1981*

*Laid in Rajya Sabha on 2.4. Apr. 1981*



**LOK SABHA SECRETARIAT  
NEW DELHI**

*April, 1981/Chaitra, 1903 (Saka)*

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

(1980-81)

**Shri R. R. Bhole—Chairman**

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SECRETARIAT

Dr. D. N. Gadhok—*Senior Legislative Committee Officer.*

Shri P. C. Chaudhry—*Senior Legislative Committee Officer.*

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\* Elected w. e. f. 4th December, 1980 vice Shri Baleshwar Ram, ceased to be member of the Committee on his appointment as Minister of State.

## INTRODUCTION

1, 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 Ninth Report on the Ministry of Shipping and Transport—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the Hindustan Shipyard Limited.

2. The Committee took the evidence of the representatives of the Ministry of Shipping and Transport and of the Hindustan Shipyard Limited on 16th and 17th December, 1980. The Committee wish to express their thanks to the officers of the Ministry of Shipping and Transport and Hindustan Shipyard Limited for placing before the Committee the material and information they wanted in connection with the examination of the subject.

3. The Report was considered and adopted by the Committee on 7th April, 1981.

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

**R. R. BHOLE,**  
*Chairman,*  
*Committee on the Welfare of Scheduled Castes and*  
*Scheduled Tribes.*

NEW DELHI;

April 8, 1981

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Chaitra 18, 1903 (Saka)

# CHAPTER I

## INTRODUCTORY

### *A. Organisational set up*

The Hindustan Shipyard Ltd. was originally established by M/s. Scindia Steam Navigation Company in Private Sector in 1941. In 1951 Scindia Steam Navigation Company informed the Government that they could no longer finance even the working Capital requirements of the industry and requested the Government to take over. Accordingly, a new Company under the Corporate designation of Hindustan Shipyard Ltd. was registered on 21st January, 1952 with the Government holding 2/3 shares and Scindias holding 1/3. Scindias signed an agreement for sale on 23rd February, 1952. Hindustan Shipyard Ltd. took possession of the Visakhapatnam Yard on 1st March, 1952. In 1961 the 1/3 shares owned by the Scindia Steam Navigation Company were also taken by the Government and Hindustan Shipyard Ltd. became a full-fledged Public Enterprise.

1.2 It has been stated that the Chairman and Managing Director is the Head of the organization. The General Manager is the Head of the Works Organization. Accounts Department is headed by Deputy General Manager. Head of the Personnel Organisation is the Chief Manager (Personel). There are three departments under his control viz., Personnel Labour and Welfare Departments. Training Department is now under the Control of the Chief Manager (Management Services & Training) and is manned by one Assistant Manager (Training) and three (Officers) Instructors. Personnel Labour and Welfare Departments are manned by two Deputy Managers (Personnel), two Senior Personnel Officers, one Senior Labour Officer, one Personnel Officer, one Labour officer, one Labour Welfare Officer and two Welfare Inspectors. While the Personnel department deals with all personnel matters pertaining to staff and officers including matters pertaining to reservations for and employment of Scheduled Castes and Scheduled Tribes, the Labour Department deals with all similar matters pertaining to workers. The Training Department deals with recruitment and training of apprentices under the Apprenticeship Act. A separate section to look after exclusively the reservations and employment of Scheduled Castes and Scheduled Tribes is formed in the Personnel Department. The Section consists of one Personnel Officer who is a Scheduled Caste Officer and two Junior Assistants. The Section functions under the direct control of Chief Manager (Personnel) who is also the Liaison Officer for Scheduled Castes and Scheduled Tribes.

1.3 The Committee were also informed that initial recruitment rules and various procedures were laid down by the private company. The reservation rules were extended to the Company by Government in 1971 but were implemented by the Company from 1st January, 1972. Between 1972 and 1980 various orders issued by the Government had been implemented.



1.4 As regards organisational set up in the Ministry of Shipping and Transport, it has been stated in a note furnished to the Committee that the work regarding reservation for, and employment of, Scheduled Castes and Scheduled Tribes in the Hindustan Shipyard Ltd. is handled by SY-I Desk in the Ministry of Shipping and Transport, which is manned by an officer of the rank of Under Secretary. This is a part of Shipping wing of the Ministry which is headed by Joint Secretary (Shipping). Joint Secretary (Shipping) is assisted by a Director. The orders issued from time to time by the Department of Personnel and Administrative Reforms and the Bureau of Public Enterprises on the subject are duly conveyed to the Hindustan Shipyard Ltd. by this Desk or Co-ordination Section of the Ministry for compliance. The responsibilities of the Ministry are to issue directives periodically and ensure implementation of these directions and Government instructions by calling for periodical reports and returns. Sometimes officials from the Ministry also visit the organisation. During August, 1979 a Deputy Secretary to Government of India, Ministry of Shipping and Transport, visited the Shipyard Ltd. and examined all the relevant records. He made certain suggestions to improve the representation of Scheduled Castes and Scheduled Tribes.

1.5 Asked about the action taken by the Ministry of Shipping and Transport on receipt of annual returns, it has been stated in a note furnished to the Committee that according to instructions contained in Bureau of Public Enterprises O.M. No. BPE(IC) dated 8th December, 1978, annual returns are being forwarded by Hindustan Shipyard Ltd. to Bureau of Public Enterprise direct, under advice to the Ministry of Shipping and Transport. As per Bureau of Public Enterprises latest instruction, copies of the annual returns alongwith appreciation report from the Head of Department/Wing Heads are required to be sent to the Bureau of Public Enterprise.

1.6 Information regarding the submission of annual returns during the last three years as given by the Ministry of Shipping and Transports is as follows :—

Year under Report	Due date for Submission	Date of receipt in the Ministry
1	2	3
1977	31-3-78	20-1-78
1978	31-3-79	22-2-79
1979	31-3-80	18-3-80

1.7 Asked whether a Cell has been set up in the Ministry of Shipping and Transport to look after the representation of Scheduled Castes and Scheduled Tribes in the Hindustan Shipyard Limited and other organisations under its control, it has been stated in a note furnished to the Committee that no separate Cell has been set up in the Ministry of Shipping and Transport to look after the representation of Scheduled Castes/Scheduled Tribes in the Hindustan Shipyard Limited, and other organisations under its control.

The progress in regard to the implementation of the reservation orders for Scheduled Castes and Scheduled Tribes is watched by the Divisions administratively concerned with the undertakings. This is done through annual returns received by the administrative Division.

1.8 When asked about the nature of Liaison and Co-ordination between the Ministry of Shipping and Transport, it has been stated that the Chief Manager (Personnel) in Hindustan Shipyard Limited has been nominated as Liaison Officer to oversee the implementation of Scheduled Caste/Scheduled Tribe reservation and to liaise with the Government.

1.9 Asked about the manner in which the Liaison and Co-ordination between the Hindustan Shipyard Limited and the Ministry could be strengthened for prompt implementation of reservation orders, it has been stated in a note furnished to the Committee that the Ministry may nominate one officer to visit Hindustan Shipyard Limited periodically for inspection and advice on the implementation of the reservation orders.

1.10 The Committee regret to note that in contravention of the orders issued by the Ministry of Home Affairs in April, 1969, on the subject, a separate Cell has not so far been set up in the Ministry of Shipping and Transport to look after the proper implementation of reservation orders in favour of Scheduled Castes and Scheduled Tribes. The Committee recommend that a Cell in the Ministry should be set up immediately to ensure due compliance of the reservation orders. The Cell should, as far as possible, be manned by Scheduled Caste/Tribe personnel.

1.11 The Committee feel that the Liaison Officer has to act in close co-ordination and liaison with the Ministry of Shipping and Transport. The Committee welcome the suggestion of the Ministry that an officer will be nominated for periodical inspection in Hindustan Shipyard Ltd. to further strengthen the liaison and coordination between the Ministry and the Hindustan Shipyard Limited.

1.12 The Committee need hardly point out that the very purpose of annual returns is defeated, if they are not scrutinised thoroughly on their receipt. The Committee would like the Ministry of Shipping and Transport to critically examine the returns on their receipt and to point out the discrepancies found in those returns to Hindustan Shipyard Limited so that timely action could be taken to rectify them.

#### *B. Board of Directors*

1.13 The Committee have been informed that in Hindustan Shipyard Limited there is a Board of Directors and the Board consists of six official and six non-official Directors. The Board was last constituted on the 18th January, 1979 with its term upto the date of the Annual General Meeting of the year 1979-80. The Annual General Meeting was held on the 11th September, 1980 and the term of the six official Directors was extended by three months from that date.

1.14 Asked whether there was any representative of Scheduled Castes and Scheduled Tribes on the Board of Directors, it was stated that there was representation of Scheduled Castes/Scheduled Tribes on the Board of Directors. Shri C. B. Budgujar, official Director has been continuing since 18th January, 1979 and Shri Kota Punniiah, non-official Director has been on the Board from the 18th January, 1979 to 11th September, 1980.

1.15 The Committee note that representation has been given to Scheduled Castes, while appointing Directors on the Board of Directors of Hindustan Shipyard Limited. The Committee desire that a non-official Scheduled Caste/Tribe Director should always be on the Board of Directors and should be specifically entrusted with the responsibility of looking after the welfare interests of Scheduled Caste and Scheduled Tribe employees of Hindustan Shipyard Limited.

## CHAPTER II RESERVATIONS

### A. Adoption/Implementation of Reservation Orders

2.1 The Committee have been informed that the percentages of reservations for Scheduled Castes and Scheduled Tribes in the Hindustan Shipyard Limited are made as under :—

	Percentage of reservation		Date from which made
	SC	ST	
(i) (a) Posts filled by direct recruitment on All India basis.	161	7½	1972
(b) Posts filled by direct recruitment on local or regional basis.	14	5	1972
	13	5	1975 (since revised by Govt.)
(ii) Posts filled by promotion	15	7½	1972
(iii) Post filled by deputation	..	..	..
(iv) Posts filled by temporary appointment for a duration of 45 days or more on local or regional basis.	14	5	1972
	13	5	1975 (since revised by Govt.)
(v) Casual Labour	13	5	..

2.2 It has been stated that the Presidential Order on the reservations for Scheduled Caste/Scheduled Tribe in Hindustan Shipyard Limited, received through the Ministry of Shipping and Transport in January 1971, was placed before the Board of Directors in their meeting held on the 29th November, 1971, for information before implementation. So the reservation orders have been made effective w.e.f. 1972.

2.3 Asked why the reservations for Scheduled Castes/Scheduled Tribes in Hindustan Shipyard Limited were made applicable w.e.f. 1972, when the Presidential Directive was received in January, 1971, it has been stated in a note furnished to the Committee that :—

“We have received the directives of the Government of India on reservations of Scheduled Castes/Scheduled Tribes on 20th January, 1971 vide Ministry's communication No. SY-33(104)/69 dated 15th January, 1971. The procedure for implementing the Ministry's directive is to put up a note to the Board explaining the obligations on the company and to take their approval before implementing the orders. There was certain inaction on this Circular which resulted in delay in putting up

the orders to the Board. This delay was due to the Company facing peculiar circumstances affecting industrial relations on the Wages and other service matters."

"The delayed implementation of the reservation orders may be viewed in the context of the company having faced with acute labour unrest culminating from the wage structure and other fringe benefits remaining static for more than two decades. The employees were restive and resorted to two major strikes one in 1967 and the other in 1969. The whole organisation was in a state of conflict and confusion. At that time the new Chairman and Managing Director Shri S. Balakrishna Shetty took over towards end of 1969, upon which he was immediately faced with the problem of settling the demands of the Unions on wage and other service matters. A One Man Committee was appointed to go into the whole aspect following consultations with the Unions. The report of the Committee was presented in May, 1970 and was sought to be implemented towards end of 1970. The aftermath of this crisis and the efforts to bring back calm and tranquility in the Yard pre-occupied the management for a period of time following the settlement. While the matter stood thus, we have received the reservation orders for implementation in January, 1971. The orders of the Government were subsequently placed before the Board in their meeting held on 29th November, 1971 and on being approved, the rosters for observing Scheduled Caste/Scheduled Tribe reservations in recruitment/promotions were opened with effect from 1st January, 1972. The concerned officer Capt. M. P. G. Menon who was Chief Personnel Officer during the period 1971-72 and 5/74—4/76 and who acted as Liaison Officer has left this Company in the year 1976. His successor Shri D. Thambian who held the charge from 6th October, 1972 to 5/74 has also left this company in 1974. As the concerned officers have left the Company and at that time, there was no Scheduled Caste/Scheduled Tribe Cell operating no action could be possible at this stage. It would be appreciated, that there has been no deliberate attempt to delay the implementation of the Scheduled Caste/Scheduled Tribe reservation orders and in that view the delay could be condoned."

### *Reservation in confirmation*

2.4 Asked about reservations in confirmation, the Committee have been informed that as per recruitment/promotion rules of the Hindustan Shipyard Limited, all employees recruited/promoted are confirmed after satisfactory completion of the prescribed probationary period. As reservations are observed at the time of recruitment and promotions, no reservations are made in confirmation. Thus uniform standards are followed with regard to confirmation in respect of general candidates and Scheduled Caste/Scheduled Tribe candidates. However, there are no cases of withholding confirmation of any Scheduled Caste/Scheduled Tribe candidates on the basis of performance during probation.

### *Reservation in promotion*

2.5 Asked about the reservations in promotions, the representative of Hindustan Shipyard Limited has stated during evidence that reservations in promotions are automatically applicable.

**2.6 The Committee are unhappy to note that the Presidential Directive regarding reservations in favour of Scheduled Castes and Scheduled Tribes could only be made applicable in the Hindustan Shipyard Limited w.e.f. 1972, even though the same was received in January, 1971, thus depriving many a Scheduled Castes and Scheduled Tribes of employment opportunities in the Hindustan Shipyard Limited for about a year. The Committee suggest that the backlog of vacancies in favour of Scheduled Castes and Scheduled Tribes should be calculated from the date of receipt of the Presidential Directive so that they are not put to any disadvantage due to late application of the orders.**

2.7 The Committee would also like the Hindustan Shipyard Limited to ensure that in future the reservation orders received in favour of Scheduled Castes and Scheduled Tribes are adopted and implemented immediately on their receipt from the Ministry of Shipping and Transport/Bureau of Public Enterprise.

2.8 The Committee regret to note that reservations in confirmation have not been provided in Hindustan Shipyard Limited in contravention of the extant orders on the subject contained in the 'Brochure on Reservations for Scheduled Castes and Scheduled Tribes'. The Committee urge that reservations in confirmation in favour of Scheduled Castes and Scheduled Tribes should be provided forthwith by Hindustan Shipyard Limited and the confirmation of Scheduled Castes and Scheduled Tribes employees made accordingly.

### *B. Liaison Officer/Cell*

2.9 The Committee have been informed that the Chief Manager (Personnel) is the Liaison Officer for Scheduled Castes and Scheduled Tribes. A separate Cell consisting of one junior officer (Scheduled Caste Officer) with two assistants under the control of Liaison Officer to look after exclusively the reservations and other matters pertaining to Scheduled Castes and Scheduled Tribes has been formed.

2.10 The responsibilities and functions assigned to the Liaison Officer have been stated to be as follows :—

- (i) Ensuring due compliance of reservation orders and instructions in favour of Scheduled Castes/Scheduled Tribes and other benefits admissible to them.
- (ii) Ensuring submission of—
  - (a) Annual statement showing total number of employees and number of Scheduled Castes/Scheduled Tribes amongst them as on 1st January of every year.
  - (b) Annual statement showing particulars of recruitment/promotion made during the calendar year and numbers filled by Scheduled Castes/Scheduled Tribes to Ministry of Shipping and Transport under copies to Ministry of Home Affairs and Bureau of Public Enterprises.

- (iii) Acting as Liaison Officer between the Ministry and the Department for supply of information called for, answering questions and queries.
- (iv) Conducting Annual inspections of the rosters maintained for recruitment/promotions in respect of Scheduled Castes/Scheduled Tribes and ensuring that the reservations are properly maintained.
- (v) Attending to the grievances if any, brought up by the local Scheduled Caste/Tribe employees Welfare Associations and outside agencies and taking remedial measures as are necessary.

2.11 Asked whether the Liaison Officer participated in selection Board's meetings, the Committee have been informed that the Liaison Officer attended and participated in the selection Board's meetings and he also looked after the placement, postings, recruitment and appointment of Scheduled Caste and Scheduled Tribe candidates.

2.12 In reply to a question, it has been stated in a note furnished to the Committee that none of the Liaison Officers appointed so far belonged to Scheduled Caste/Scheduled Tribe.

2.13 Asked about the appointment of Liaison Officer, the representative of Hindustan Shipyard Limited during evidence stated as under :—

“We have a separate Cell dealing with Scheduled Caste/Scheduled Tribe in charge of a Personnel Officer. The Officer only deals with the reservation and de-reservation and other Scheduled Caste/Scheduled Tribe matters. He attends the selection Board meetings. He also participates in the selection. He is the direct assistant to the Chief Marketing Manager (Personnel) who looks after the placement, positioning, recruitment and training and appointment of Scheduled Caste and Scheduled Tribe candidates.”

2.14 The Committee have been informed that the Scheduled Caste/Tribe Cell was constituted on 1st July, 1979 and a Scheduled Caste Officer of the rank of Personnel Officer has been solely entrusted with the work relating to implementation of reservation for Scheduled Castes and Scheduled Tribes.

**2.15 The Committee note that the Chief Manager (Personnel) is acting as a Liaison Officer for Scheduled Castes and Scheduled Tribes and a Cell has also been constituted in the Hindustan Shipyard Ltd. since 1st July, 1979 under the charge of a Scheduled Caste Officer of the rank of a Personnel Officer. Liaison Officer and the Cell have to play an important role for the timely and proper implementation of the reservation orders. The Committee hope that both these functionaries will remain alive to the duties assigned to them and will see that the interests of Scheduled Castes and Scheduled Tribes, put under their charge, are fully protected and their welfare is looked after religiously.**

**2.16 The Committee would also like that as far as possible, Liaison Officer be appointed from amongst the Scheduled Caste/Tribe officers working in the Hindustan Shipyard Limited.**

## CHAPTER III

### RECRUITMENT AND PROMOTION

#### A. Recruitment Procedure

3.1 In a note submitted to the Committee, it has been stated as under :—

“At the initial stage the recruitment was made by Scindias directly by hiring people who were calling at the Main Gate of Shipyard and also since there was shortage of trained manpower in and around Visakhapatnam, Officers used to go round various places in the country and select and recruit personnel with practical experience. At that time there were no Employment Exchanges/Technical Institutions.”

3.2 The Committee have been informed that as per Hindustan Shipyard Ltd. recruitment rules framed in 1968, whenever direct recruitment is made for posts carrying the pay scales the maximum of which does not exceed Rs. 800, such posts are first notified to the Local Employment Exchange in the prescribed proforma in accordance with the provision of the Employment Exchange Compulsory Notifications of vacancies, Act, 1959 and the rules framed thereunder. All other posts are notified to Central Employment Exchange. In the case of posts notified to the local Employment Exchange, direct recruitment through advertisement is resorted to only after the Employment Exchange issues a 'non-availability' Certificate. In all other cases, besides notifying the posts to the Central Employment Exchange, advertisement on All India basis is also issued simultaneously. The applications received in response to the advertisements/nominations received from Employment Exchange are screened by a Screening Committee. The candidates are then interviewed by a Selection Committee consisting of not less than three officers. An Scheduled Caste/Scheduled Tribe officer is coopted on the Selection Committee. Thereafter, the Committee's recommendations are put up for approval of the Competent Authority the selected candidates are issued the appointment orders subject to verifications of character and antecedents. In case of a candidate who left the previous employer either by resignation or by termination of service, the appointment is given only after verifying his previous record/conduct and satisfying that there were no adverse entries.

3.3 It has been stated that in case of worker's categories, the main source of recruitment is the Training School of Hindustan Shipyard Limited. Every year I.T.I. boys in various trades are taken as apprentices in the Training School and they are given intensive training both in theory and practice for one to two years. Further SSC/Matriculate boys with composite Mathematics group are also recruited as apprentices and are given training both in theory and practice in Shipwright Steel trade for 3 years. The trainees after successful completion of their training and passing All



India Trade Test are inducted as Mates (Semi-skilled workers) in company's service subject to availability of vacancies. If there are no vacancies the apprentices are discharged after training and on subsequent openings recruitment is resorted to through Employment Exchange confining the choice to ex-Apprentices.

3.4 Reservations for Scheduled Castes/Scheduled Tribes in vacancies are made as per the percentages prescribed by the Government for recruitment of Apprentices. In all notifications to Employment Exchanges etc., reservation of posts for Scheduled Castes and Scheduled Tribes is indicated. The reserved posts are circulated to recognised Scheduled Caste/Scheduled Tribe Associations and also broadcast through All India Radio. The application fee is reduced to 1/4th of the prescribed fee in case of Scheduled Castes and Scheduled Tribes. The other concessions like relaxations in age, standards of suitability, T.A. for coming to interview etc. are also allowed to Scheduled Caste/Tribe candidates as per the Government of India instructions received from time to time.

3.5 In reply to a question, it has been stated that during the last 5 years, Non-availability certificates were obtained from the Employment Exchanges on four occasions. The details of those posts and the prescribed qualifications required to fill those posts have been stated to be as follows :—

- (i) *Launch Serang* : (Reserved for S.C.) Should possess a Serang Certificate granted under the Inland Steam Vessels Act 1917, Indian Merchant Shipping Act 1923 or the Merchant Shipping Act 1894.
- (ii) *Launch Driver* : (Reserved for S.T.) Should possess a Certificate of competency as Second Class Motor Engine Driver (Diesel) granted under the Indian Steam Vessels Act 1917, Indian Merchant Shipping Act 1923 or the Merchant Shipping Act 1894.
- (iii) *Secondary Grade Teacher* : (Reserved for S.T.) S.S.L.C. or equivalent with T.S.L.C. (i.e. Secondary Grade Training) from a recognised Institution.
- (iv) *Security Supervisors* : Graduate with minimum 5 years experience as Supervisor in Security Department of any big organisation or undertaking with the minimum physical standards of Police/Army.

Or

Graduates with 3 years training in N.C.C. with minimum physical standards of Police/Army. Knowledge of Telugu Essential.

The posts of Launch Serang, Launch Driver and the Secondary Grade Teacher were advertised. No response from Scheduled Caste/Tribe candidates to the advertisement, made subsequently after getting 'Non-availability Certificate' from the Employment Exchange was received.

3.6 Asked whether, the Hindustan Shipyard Limited was getting 'No Objection Certificate' from Employment Exchange immediately, the representatives of the Hindustan Shipyard Limited has stated during evidence that in most of the cases the Employment Exchange does not give 'No Objection Certificate'. He made a suggestion that the Tehsildar or somebody in the villages etc. should pick up the boys and the get them registered in the nearest Employment Exchange as the candidates belonging to Scheduled Castes/Tribe, are mostly not getting themselves registered with the Employment Exchanges.

3.7 Asked whether, the Hindustan Shipyard Limited, in case of non-availability of Scheduled Tribes candidates, contacted the local MLAs and MPs, the Committee have been informed during evidence as under :—

"We have taken action to the limited extent of asking the employment exchange, going through the regular procedure of advertisements, using All India Radio, addressing the State Governments and things like that we have not contacted MLAs and MPs. It was never suggested to us. We have addressed the exchange because they are supposed to have a link between one exchange and another exchange within the State. Apparently Scheduled Tribe candidates are not available fulfilling our requirements. A suggestion I have made to the Regional Training Officer is, he may allow us to take illiterate Scheduled Tribes, i.e. who have studied upto 6th or 7th standard, trained them and bring them up to the required standard. If this is permitted, then we may be able to meet the shortage".

3.8 In reply to a question, it has been stated that about 15 days time is given to the Employment Exchange for sponsoring candidates.

3.9 The Committee pointed out during evidence that it had been represented to them that the wives of 4 deceased employees whose applications had been pending for a long time had not been given employment on compassionate grounds so far, the Chairman of Hindustan Shipyard Limited has stated as follows :—

"Recruitment of ladies in the Shipyard is infinitesimal. Total number of ladies or women that we have in unskilled jobs is of the order of thirteen—including ten female sweepers. So, if I have to take four ladies; it is difficult. The possibilities are that we look for the son being employed or the son-in-law being employed rather than wives because we have no real work for ladies. There are cases which we have to look into".

3.10 Asked further about the number of Scheduled Caste and Scheduled Tribe dependents of deceased employees waiting for employment, the Committee have been informed during evidence that the total number of dependent of deceased employees waiting for employment are 191 and there are a few persons among them who belong to Scheduled Castes and Scheduled Tribes.

3.11 The Committee note the recruitment procedure being followed by the Hindustan Shipyard Limited for recruitment to man the various categories of posts under their control. The Committee welcome the suggestion of Hindustan Shipyard Limited that the Tehsildar or any other authority in Scheduled Caste/Tribe settlements should be made responsible to get the eligible Scheduled Caste/Tribe boys registered in the nearest Employment Exchange so as to get the employment in the Shipyard. The Committee also welcome the suggestion of Hindustan Shipyard Limited that they should be permitted to recruit Scheduled Caste/Tribe candidates having VIth or VIIth Class pass qualifications for recruitment in the Shipyard, so that they could be trained for absorption in suitable vacancies. The Committee would like the Hindustan Shipyard Limited to consider what further relaxations/concessions to Scheduled Castes and Scheduled Tribes could be given at the time of examination/interview/recruitment so as to augment their intake in the services of the Shipyard.

3.12 The Committee note that the copies of advertisements for the recruitment of Scheduled Castes/Tribes are being circulated to recognised Scheduled Caste/Tribe Associations, Social Welfare and Tribal Welfare authorities of the District/State and also broadcast through All India Radio. The Committee desire that copies of advertisements should also be sent to the local Scheduled Caste/Tribe MLAs and MPs as well as the Members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes so that they may also sponsor suitable Scheduled Caste/Tribe candidates for employment in the Shipyard.

3.13 The Committee note that the dependents of the deceased employees are being provided employment by the Hindustan Shipyard Limited and at present about 191 persons are waiting for the same. The Committee feel that, in view of the precarious socio-economic conditions of Scheduled Castes and Scheduled Tribes, the dependents of the deceased Scheduled Caste/Tribe employees need special consideration for employment in the Shipyard.

#### *B. Promotion Procedure/Relaxation/Concession*

3.14 It has been stated that as per the policy adopted by the Hindustan Shipyard Limited, following procedure is being followed for promotion of the employees in the Hindustan Shipyard Limited :—

##### **Workers :**

In case of workers, promotions are made to higher grade on the basis of marks obtained in the test/interviews plus the marks obtained by them for various traits viz. seniority, qualification, attendance and record of service. Out of total 100 marks, 50 marks are allotted for trade test interview and the other 50 marks are allotted for seniority, qualifications, attendance and record of service. The test/interview is conducted by a promotion committee consisting of the concerned departmental head/foreman officer from another production department, Personnel Officer and a Scheduled Caste/Scheduled Tribe officer is laid

down in the workers' promotion procedure. In case of promotions from workers to staff category, irrespective of the marks obtained as per the above promotion procedure and ranking in the promotion panel, candidates belonging to Scheduled Castes/Tribe communities fulfilling the minimum standard of eligibility are promoted against reserved vacancies. In case of promotions from one grade to another grade among workers' categories, 5 additional marks are given to Scheduled Caste/Tribe candidates over and above the marks under the promotion procedure.

**Staff :**

The promotion procedure for staff carries 200 marks out of which 120 marks are allotted to performance rating and the remaining 80 marks for grade seniority, qualification, service record and leave. The departmental promotion committee goes through these factors in respect of eligible candidates and makes recommendations on the basis of total marks obtained. Candidates belonging to Scheduled Caste/Tribe community fulfilling the minimum of standard of eligibility are promoted against reserved vacancies irrespective of the marks obtained and ranking in the promotion panel.

**Officers •**

The promotion procedure for officers provides for 100 marks out of which 60 marks are allotted to performance, qualification and seniority and 40 marks for assesment by a Departmental Promotion Committee. The Departmental Promotion Committee examines the above factors in respect of all eligible/candidates and makes recommendations for promotions. Candidates belonging to Scheduled Caste/Tribe community are considered for promotion against reserved vacancies irrespective of the ranking they obtain in the promotional panel. Besides, in the assessment, the Committee is liberal compared to the general candidates. No Scheduled Caste and Scheduled Tribe officer had been superseded in promotions.

3.15 A statement showing the number of persons promoted during each of the last five years in various categories of posts separately and the number and percentage of Scheduled Caste and Scheduled Tribes among them, as furnished to the Committee may be seen at Appendix. I

3.16 Asked whether, the Constitutional provisions relating to safeguard provided for Scheduled Caste/Tribe were brought to the notice of the representatives of the respective employees' Unions while consulting them to frame the promotion procedure, it has been stated in a note furnished to the Committee that Promotion Rules for Officers, staff and workmen were formulated by a bipartite Committee comprising of management and employees representatives. While the staff promotion rules provided for reservation, the officers and workmen promotion rules do not specifically provide for reservation although the understanding in practice is that the rules are subject to the reservation orders issued by the Government from time to time.

3.17 In reply to a question it has been stated in a note furnished to the Committee that the Promotion procedure on an agreed basis provides for entry points at the lowest level. To illustrate, in the case of workmen direct entry is provided at un-skilled and semi-skilled level. In the case of staff, it is at the level of Junior Assistant, Junior Stenographer, Junior Typists, Security Guard, Office Attendants, Junior Telephone Operator, Junior Liftsman, Motor Drivers etc.

In the case of officers, direct entry is provided at lowest rung *i.e.*, Junior Officer and at other levels direct recruitment is permitted when suitable internal candidates are not available for promotion. This entry at different levels in different cadres is arrived at on the basis of negotiated promotion policy, and it is not normally inconsistent with the reservation orders for the Scheduled Caste/Tribe but in view of this company being a old company started in the Private Sector and subsequently taken over by the Government and the recruitment practices in the beginning being haphazard, and further the reservation orders being made applicable and extended from 1-1-72 only, the deficiencies of Scheduled Castes/Tribes in the overall strength have occurred. The imbalances could be rectified by inducting more Scheduled Castes/Tribe at the various entry points.

3.18 Asked whether the Hindustan Shipyard Limited resorted to direct recruitment where Scheduled Caste/Tribe candidates were not available for promotions, the Committee have been informed that the promotion procedure does not specifically forbid direct recruitment to posts where Scheduled Caste/Tribe candidates are not available. The reservation orders, however, do not provide for recruitment in such cases, but provide for carrying forward of the unfilled vacancies upto 3 succeeding recruitment years. This matter having been taken up with the employees unions, the Hindustan Shipyard Limited has been able to persuade them in a few cases to accept the position of inducting Scheduled Castes/Tribes through direct recruitment against vacancies reserved for Scheduled Castes/Tribes in promotion quota where internal candidates were not available from these communities with the object of improving overall representation of Scheduled Castes/Tribes. For instances, the Hindustan Shipyard Limited has resorted to recruitment of Sub Station operators against promotion quota and two Scheduled Castes were recruited and recruitment of one Scheduled Caste/Tribe candidate is under process. One Asstt. Executive Engineer (Civil) has been recruited from outside belonging to Scheduled Caste against promotion quota.

3.19 In reply to a question, the pattern of performance appraisal of the employees for promotion purposes has been indicated to be as follows :—

(i) Service in the grade	50 marks
(ii) Qualifications	10 marks
(iii) Punctuality and leave taking	10 marks
(iv) Record of Service	10 marks
(v) Performance rating	120 marks
<b>TOTAL</b>	<b>200 marks</b>

The pattern of workmen appraisal is indicated below :—

	Unskilled to Semi- skilled	Semi- skilled	Skilled to selection grade	Skilled/ Selection Grade to Chargemen
(1) Service in the grade . . . . .	15	15	15	15
(2) Qualifications . . . . .	10	10	10	10
(3) Attendance . . . . .	10	10	10	10
(4) Record of Service . . . . .	15	15	15	15
(5) Test/Interview . . . . .	50	50	50	50
	100	100	100	100

3.20 The criteria for promotions have been stated to be as follows :—

(1) Promotion will be made from the immediate lower grade to the next higher grade. In the case of Clerical staff promotions to the Junior Officer grade will be made from section Heads posts (Since redesignated as Section officers)

(2) An employee should have minimum 2 years service in the lower grade to become eligible for promotion. However, in case there is only one candidate to be considered for promotion, one year service is sufficient.

(3) If a staff member is suspended for any misconduct under clauses 15(c), (d), (k), and (o) of the service rules, he will not be considered for promotion for one year from the date of such suspension.

(4) The staff member should get a minimum of 50 per cent marks in performance rating, and 50 per cent in overall for consideration for promotion. The promotion will be made in the order of highest percentage of marks.

(5) For consideration for filling up of vacancies arising in any calendar year, the assessment made during the preceding year will be taken into account.

(6) In reply to a question, it has been stated that the Hindustan Shipyard Limited have sufficient number of Scheduled Caste among workers to meet the required quota of reservations prescribed for Scheduled Castes for promotion to Assistant Supervisors. However, there is shortfall in case of Scheduled Tribe candidates

3.21 There are two entry points in the case of workers—one is at unskilled and other is at semiskilled. In the case of staff, it is at the level of Junior Assistant, Junior Stenographer, Junior Typist, Security Guard, Office Attendant, Junior Telephone Operator, Junior Liftsman, Motor Drivers etc. In the case of officers it is at the Junior Officer level. It has further been stated that Hindustan Shipyard Ltd., has four categories of workers—unskilled, semi-skilled, skilled, and highly skilled (selection grade). The promotion is normally automatic from semi-skilled to skilled although it is subject to trade test. From skilled to highly skilled the number of posts

is limited to 10 per cent of the total strength of semi-skilled and skilled workers taken together. After certain number of years next higher scale, excepting if he has been punished or his increment has been stopped etc.

3.22 Asked whether some persons after interview for a higher post were offered lower posts, the Committee have been informed during evidence that in one case of Welfare Officer, the post of Assistant Welfare Officer was offered, as the candidate was found lacking in experience of two years in that line. The representative of Hindustan Shipyard Limited, has further stated :

“When we found that the qualification of Scheduled Caste and Scheduled Tribe candidates were not adequate, we thought we could take them at a lower level and train them for the next job”.

3.23 Asked whether any relaxation/concession had been provided in the standard of eligibility to Scheduled Caste/Tribe candidates to fill the posts reserved for them, it has been stated in a note that though relaxations are not specially provided in the Promotion Procedure, in practice, relaxations are given as detailed below :

- (1) In case of promotion of workers from one category to next higher cadre, 5 additional marks are given to Scheduled Caste/Tribe candidates over and above the marks obtained by the candidates under the promotion procedure.
- (2) In case of staff, Scheduled Caste and Scheduled Tribe candidates are promoted against reserved quota even if they do not secure minimum qualifying marks prescribed under promotion procedure.

3.24 Asked whether Hindustan Shipyard Limited would consider to give relaxations to Scheduled Caste/Scheduled Tribe candidates in promotion to fill up the backlog, the Committee have been informed during evidence that there are no relaxations in promotion as it is a question of working for three years in a particular cadre but every candidate belonging to Scheduled Caste is allowed to appear in the test. Clarifying the position further the representative of the Hindustan Shipyard Limited has stated that :

“Where a person has put in 2-1/2 years, he has to wait for 6 months for promotion. In my opinion, I may be wrong, it is necessary in the company's interest, that he puts in that service and gets promoted. When the vacancy is reserved for him, it is better to do this rather than relax it first by 6 months and then again by some period. Otherwise, there might be a situation arising where this man would go some places above others in industry. However, we would examine it, if the Committee desires, but, personally, I am against it.”

3.25 In reply to a question, the Committee have been informed that Scheduled Caste/Tribe candidates are interviewed separately.

**3.26 The Committee are distressed to be informed that the officers and workmen promotion rules do not specifically provide for reservations. The Committee consider it a serious lapse on the part of Hindustan Shipyard**

Limited and would like the Hindustan Shipyard Limited to immediately provide reservations specifically in the officers and workmen promotion rules.

3.27 The Committee are unhappy to note that the number and percentage of Scheduled Castes promoted in Group A and Scheduled Tribes in all the Groups have been much below the quotas reserved for them. The Committee need hardly point out that mere provision of reservation in promotions in favour of Scheduled Castes and Scheduled Tribes will have no meaning unless all the vacancies reserved for them are actually filled in by them. The Committee would, therefore, like the Hindustan Shipyard Limited to consider the extent to which the eligibility criteria for promotions in favour of Scheduled Castes and Scheduled Tribes could be relaxed further so as to promote more and more Scheduled Castes and Scheduled Tribes against the reserved vacancies.

3.28 The Committee would also like the Hindustan Shipyard Limited to consider whether the Scheduled Castes/Tribes could be recruited from the open market against the reserved promotional vacancies in the case sufficient number of Scheduled Castes/Tribes are not available in the feeder cadres.

#### C. Departmental Recruitment/Promotion Committee

3.29 The Committee have been informed that the composition, functions etc. of the Departmental Recruitment/Promotion Committee are as follows :—

“Whenever direct recruitment is resorted to depending upon the category of post for which recruitment is more, selection Committees consisting of three or more officers are constituted as laid down in the Recruitment Procedure. Generally the Committees are constituted with the concerned departmental head, an independent officer unconnected with the department and an officer from the Personnel/Labour Office as the case may be. A Scheduled Caste and Scheduled Tribe Officer is invariably associated on all these Committees, where the posts are reserved as also where the candidates considered for posts under non-reserved quota included Scheduled Castes and Scheduled Tribes and the interview held separately for Scheduled Caste and Scheduled Tribe candidates. The Committee interviews the candidates and evaluates the performance by allotting marks for qualifications, job knowledge, experience, personality, other activities like sports, games, N.C.C. etc. The performance of Scheduled Caste and Scheduled Tribe candidates is assessed giving due relaxation in standards. On the basis of total marks obtained by the candidates the Selection Committee recommends names of candidates in the order of highest marks obtained for appointment against vacancies.”

(a) *Workers* : As per Workers' promotion procedure a Promotion Committee consisting of concerned departmental head/Foreman, and representative from Personnel/Labour Departments and one or two, officers from other departments is constituted for purpose of trade-test/interviewing candidates. The candidates belonging to Scheduled Castes and Scheduled Tribes are interviewed separately and while doing so a Scheduled Caste Officer is co-opted on the Promotion Committee.



(b) *Officers and Staff* : A Promotion Committee consisting of the concerned departmental head, another departmental head and Chief Manager Personnel or his nominee is constituted for effecting promotions in the Staff cadre and staff to junior officer cadre. For promotion among officers category, a Committee consisting of General Manager, Deputy General Manager and Chief Manager (Personnel) is constituted. An additional member is coopted if required. A Scheduled Caste and Scheduled Tribe officer is associated on all these Committees, where the posts are reserved as also where the candidates considered for posts under non-reserved quota include Scheduled Caste and Scheduled Tribe candidates. The Departmental Promotion Committees go through the Confidential Reports and other relevant records of the eligible candidates and make recommendations for effecting promotions. Candidates belonging to Scheduled Caste and Scheduled Tribe community fulfilling minimum standard of eligibility are promoted against reserved vacancies irrespective of their ranking in the promotion panel.

**3.30** The Committee are happy to learn that a Scheduled Caste/Tribe officer is invariably associated with the Departmental Promotion Committees where the vacancies are reserved or where the Scheduled Caste/Tribe candidates are considered against non-reserved vacancies. The Committee recommend that the Scheduled Caste/Tribe officer associated with these Committees should be of a sufficiently higher status, so that he can have an effective say in the proceedings of such Committee.

#### *D. Maintenance of Rosters :*

3.31 The Committee have been informed that Rosters regarding reservation of vacancies for Scheduled Castes and Scheduled Tribes both in respect of direct recruitment and promotion, as prescribed by the Government, are being maintained by Scheduled Castes/Tribes cell in the Hindustan Shipyard Limited. The records pertaining to officers and staff are checked by the Senior Personnel Officer/Senior Labour Officer/Deputy Manager (Personnel) before recruitment/promotion to any post is processed are effected. These rosters are periodically scrutinised by the Liaison Officer i.e. the Chief Manager (Personnel).

3.32 It has further been stated that 40 point rosters and 100 point rosters for recruitment and 40 point rosters for promotions are maintained. In respect of recruitment, rosters are maintained classifying the posts under Groups 'A', 'B', 'C', and 'D'. In respect of promotions, 40 point rosters are maintained designation-wise for officers and staff and grade-wise for workers. These rosters are maintained by the Scheduled Caste and Scheduled Tribe Cell.

3.33 In reply to a question, it has been stated in a note to the Committee that the rosters are being maintained w.e.f. 1st January, 1972. Initially 4 rosters for direct recruitment and 4 rosters for promotion for various groups of employees were maintained.

3.34 A Deputy Secretary, to Government of India, Ministry of Shipping and Transport visited the Shipyard during August 1979 and after examining the rosters suggested the maintenance of more rosters by regrouping the posts taking into account the status, salary and isolated individual posts

and small cadre posts to enforce reservation orders more effectively. Accordingly Hindustan Shipyard Limited is maintaining at present 50 rosters for direct recruitment in Group A, B, C, & D and 112 designation-wise rosters for promotion with effect from 1st January, 1979

3.35 The Committee also desired to know the nature of discrepancies, if any, found by the Liaison Officer in the maintenance of the rosters. The Committee have been informed that no discrepancies have been found by the Liaison Officer in the maintenance of the rosters.

3.36 Inspection Report submitted by the Liaison Officer in this connection may be seen at Appendix—2. During the course of evidence, the representative of Hindustan Shipyard Limited has informed the Committee that —

“Before any post is proposed to be filled up, the case is always referred to the Scheduled Caste and Scheduled Tribe Cell for clearance. It is the Cell which identifies the post to be filled up either by Scheduled Caste and Scheduled Tribe or a general candidate. After obtaining the clearance we commence action either for recruitment or for promotion. Once the post is filled up, it is entered in the roster and shown against the requisite point, either general or Scheduled Caste or Scheduled Tribe. Then immediately it is signed by the Cell-in-charge, i.e. Scheduled Caste and Scheduled Tribe officer designated as Personnel Officer and is reviewed by the Liaison Officer periodically.”

3.37 The Committee note that whereas the directions of the Government of India on reservations in favour of Scheduled Caste/Tribe were received by the Hindustan Shipyard Limited on 20-1-1971 vide Ministry's communication No. SY-33(104) 69 dated 15th January, 1971, the rosters have been maintained only from 1st January, 1972 i.e. after about one year. The Committee feel that rosters should have been maintained w.e.f. 15th January, 1971 so as to assess the correct position regarding representation of Scheduled Castes and Scheduled Tribes in the services of the Hindustan Shipyard Limited. The Committee have no doubt that the vacancies, which should have been earmarked for Scheduled Castes/Tribes, had the rosters been maintained w.e.f. 15th January, 1971, have been taken into consideration while calculating the backlog in the Hindustan Shipyard Ltd.

3.38 The Committee regret to note that discrepancies have been found by the Liaison Officer of the Hindustan Shipyard Limited in the rosters. The Committee attach great importance to the proper maintenance of the rosters, as in their view, rosters are the only mechanism through which the representation of Scheduled Castes and Scheduled Tribes in services can be watched. They feel that only routine checking of rosters by the Liaison Officers will not be very helpful. The Committee therefore, recommend that rosters should be checked thoroughly and more frequently and discrepancies noticed in their maintenance rectified immediately.

#### *E. Dereservation*

3.39 The Committee have been informed that before any reserved vacancy is dereserved prior approval of the Board of Directors for Group A and B posts and that of the Chairman and Managing Director for Group C and D posts is obtained. However, the number of such reservations are carried forward upto three subsequent years before the reservations are

finally treated as lapsed. As a matter of policy no dereservation of reserved vacancies is done.

3.40 In reply to question it has been stated that two vacancies viz., one Secondary Grade Teacher and one Launch Serang in Group C were dereserved and filled in by General candidates in 1977 as the local Employment Exchange issued a "Non-availability certificate" and as there was also no response to the advertisement issued in the Newspapers. Approval of the Chairman and Managing Director was taken for these dereservations.

3.41 As regards suggestions to avoid dereservation, the Committee have been informed in a note that :

"We suggest that the reserved posts may be advertised at specific intervals of time (say once in six months or so) during the carry forward period of three years. Secondly, for Group 'C' and 'D' posts for which the recruitment source is local Employment Exchange, the rule that the open advertisement should be resorted to only after the local Employment Exchange gives 'Non-availability certificate' may be relaxed in case of reserved posts. The employers may be permitted to notify the reserved vacancies to all the Employment Exchanges and simultaneously advertise these vacancies in leading news papers in the State without waiting for the non-availability certificate. This will help in speeding up the efforts in filling up of the reserved vacancies."

3.42. The copies of the advertisements issued for those posts and the non-availability certificate issued by the Employment Exchange have been furnished to the Committee vide Appendices 3, 4 and 5.

3.43 In reply to a question, during the course of evidence, it has been stated that the vacancies reserved for Scheduled Castes and Scheduled Tribes are not exchangeable except at the end of third recruitment year. The Chairman of Hindustan Shipyard Limited referring to particular case has stated :

"The particular vacancy ought to have been filled up by a Scheduled Tribe candidate. They tried but could not get them. Actually, as rightly pointed out by the Committee, it should have gone to a Scheduled Caste candidate instead of its going to a general candidate. But the rules do not clearly say so. They say that it can be de-reserved if exigencies of service so require. The point at issue is this. Since it was not done in 1977. I am saying that I have still got a vacancy now, in 1980, and we will convert that post in order to make good, what ought to have been done in 1977."

3.44 The Committee are firmly of the view that vacancies reserved for Scheduled Castes and Scheduled Tribes, in no case, should be dereserved. The Committee feel that concerted efforts should have been made for filling in the vacancies of Secondary Grade Teacher and Launch Serang in Group 'C' before dereserving them in 1977. The Committee welcome the suggestion of Hindustan Shipyard Limited that the dereserved vacancies which have been carried forward, may be advertised at specific intervals of time (say one in six months or so) so as to attract suitable Scheduled Caste/Tribe candidates.

## CHAPTER IV

### STAFF STRENGTH AND SHORTFALLS

#### *A. Staff Position and Short Falls*

4.1 The staff strength in the Hindustan Shipyard Limited as on 1st January, 1972, the date of implementation of reservations orders and as on the 31st March, 1980 and 1st December, 1980 has been stated to be as follows :—

Category of Posts	Total No. of employees	Number of SCs	STs	Percentage of SCs	STs
<i>As on 1-1-1972</i>					
Officers . . . . .	236	5	..	2.54%	..
Staff . . . . .	1232	76	1	6.16%	..
Workers . . . . .	3924	436	18	11.1%	0.46
Sweepers . . . . .	70	68	..	97.14%	..
<i>As on 31-3-1980</i>					
Officers . . . . .	511	15	2	2.93%	0.39%
Staff . . . . .	1968	264	30	13.46%	1.52%
Workers . . . . .	4927	589	24	11.93%	0.48%
Sweepers . . . . .	64	64	..	100%	..
<i>As on 1-12-1980</i>					
Officers . . . . .	529	32	..	6%	0.70%
Staff . . . . .	2014	272	27	13.5%	1.3%
Workers . . . . .	4910	610	24	12.3%	48%
<b>TOTAL . . . . .</b>	<b>7453</b>	<b>904</b>	<b>55</b>		<b>..</b>

4.2 Asked about the reasons for shortfall in the intake of Scheduled Castes and Scheduled Tribes in the Hindustan Shipyard Limited, the Committee have been informed as under :—

“Hindustan Shipyard was a running concern in private sector when it was taken over by the Government of India in the year 1952. When the reservation orders for Scheduled Castes and Scheduled Tribes candidates were implemented in 1972 there were already a sizeable number of employees on rolls. This position resulted in the short-fall in the percentage of representation of Scheduled Castes and Scheduled Tribes candidates. Further as per the promotion procedures applicable to officers, staff and workmen, direct recruitment is not permissible at levels other than entry points. In respect of officers even at the entry point direct recruitment is limited to the ratio of 3:1 between internal promotions and direct recruitment.”

4.3 Asked about the remedial measures, it has been stated in a note furnished to the Committee that inspite of the limited scope for direct recruitment, efforts are being made to induct more number of Scheduled Caste and Scheduled Tribe candidates than the reserved quota, at the entry points in order to improve the representation of Scheduled Caste and Scheduled Tribes candidates in the overall employment position. The following measures have been taken to wipe out the shortfall :—

(i) *Officers* : In order to make up the shortfall among officers category, a special recruitment to recruit 10 (Technical) Probationary Officers and 6 (Non-Technical) Probationary Officers in all disciplines exclusively for Scheduled Castes and Scheduled Tribes communities has been made in June, 1980. Further there are 9 other vacancies of officers yet to be filled by Scheduled Caste and Scheduled Tribe candidates, for which recruitment action is under process. (a) The posts are (i) Manager (Safety) (2) Additional Manager (DD & SR) (3) Asstt. Executive Engineer (Civil) (4) Labour Welfare Officer (5) Junior Law Officer (6) Assistant Engineer Water (Supply) (7) Junior Estate Officer (8) Assistant Secretary (Probationary Officer) and Deputy Manager Accounts.

(ii) *Staff* : In the Hindustan Shipyard Limited workforce and non-technical staff at entry points are drawn from the Training School from Trades Apprentices (Workmen category) and Commercial Trade Apprentices (Clerical Category). At this source itself, more number of candidates belonging to Scheduled Castes and Scheduled Tribes communities over and above the prescribed percentages are taken. All the Scheduled Tribes candidates who had undergone training in Hindustan Shipyard's Training School and both passed/failed in All India Trade Test conducted upto April, 1979 were absorbed as regular employees. A close liaison with the local Employment Exchange and the District Social Welfare Officer and District Tribal Welfare Officer is maintained for securing maximum of candidates from these communities. This year it is proposed to recruit trade apprentices exclusively from Scheduled Caste and Scheduled Tribe communities, physically handicapped persons and ex-servicemen which will in turn help induction of these candidates at entry level against future vacancies and thereby increase the representation of Scheduled Castes and Scheduled Tribes in various categories.

Whenever, the reserved posts are advertised, they are also notified the same to the recognised Scheduled Castes and Scheduled Tribes Associations for circulation among their candidates. Such reserved vacancies are also broadcast over All India Radio. A Scheduled Caste Officer is invariably coopted on the selection Committees in direct recruitment as well as promotions.

4.4 In respect of promotion/vacancies reserved for Scheduled Castes and Scheduled Tribes, where Scheduled Caste and Scheduled Tribe candidates are not available, efforts are being made to fill up the posts through recruitment of Scheduled Caste and Scheduled Tribe candidates within the Yard. As these are promotion posts, which are to be filled in as per the promotion procedure agreed to with the Employees' Unions, the consent of the Employees Unions to this procedure is being sought. The Unions are disinclined to accept direct recruitment in case of promotion posts.

(iii) Workmen : In workmen category, the reservations are by and large fulfilled. Further to increase the representation of Scheduled Caste and Scheduled Tribe candidates in the entry points i.e. Matrs among workers, trade apprentices are being recruited exclusively from Scheduled Caste and Scheduled Tribe communities and other reserved categories this year, which will improve the availability of the reserved categories for further recruitment.

4.5 The Committee have been informed during evidence that provision for 190 trainees belonging to reserved categories has been made for 1980. If the 11 vacancies in officers grade are filled up, the position of officers in Hindustan Shipyard Limited would also increase from 6 to 8 per cent. As far as representation of Scheduled Castes among staff and workers is concerned, it has touched 13.5 per cent and 12.3 per cent as against the reservation of 13 per cent. So far as Scheduled Tribes candidates are concerned the Committee have been informed that the Hindustan Shipyard Limited has not been able to meet their requirement due to non-availability of candidates with requisite qualification and experience. It has not been possible to reach required reservations in their case.

4.6 When asked whether a time-bound schedule could be laid to clear the backlog, the Chairman, Hindustan Shipyard Limited, during the course of evidence, has stated as follows :—

“In five year’s time we will be able to do this. I may clarify that we have mentioned this period of five years as a matter of abundant caution. Considering the progress which we are making now ; we can do it in a shorter period. So far as workers’ category and the staff category are concerned, we have come up to the level. In respect of Scheduled Tribes, we have not come up. In respect of Officers we have taken it up from one to 8 per cent. In one or two years, we may be able to make up the backlog or even earlier.”

4.7 The Committee regret to note that the representation of Scheduled Castes and Scheduled Tribes in the Officers cadre and the representation of Scheduled Tribes both in the staff and workmen cadres is much below the quotas prescribed for them. The Committee feel that the target of 5 years for clearing the whole backlog in the vacancies reserved for Scheduled Castes and Scheduled Tribes indicated by the Chairman, Hindustan Shipyard Ltd., during the course of evidence is too long a period. In their opinion, if sincere and concerted efforts are made, it should not take more than two years for the Hindustan Shipyard Limited to clear the backlog in view of the tremendous increase in the educational standards of Scheduled Castes and Scheduled Tribes over the past few years.

#### *B. Deputation*

4.8 The Committee have been informed that :—

“In the initial stages no appointments were made on deputation. However, subsequent to 1952 for a few key positions in Finance, Purchase and Stores and Civil Construction Departments, Officers were taken on deputation. The particulars of these officers regarding their caste are not available on records.”

4.9 Asked about the present number of persons on deputation with the Hindustan Shipyard Limited and what was the number of Scheduled Castes and Scheduled Tribes among them, the Committee have been informed that as on date there are 4 officers on deputation including the Chairman and Managing Director. There is no Scheduled Caste and Scheduled Tribe among them.

4.10 The Committee would like to draw the attention of the Ministry of Shipping and Transport/Hindustan Shipyard Limited to the orders contained in the Ministry of Home Affairs O. M. No. 16/2/67-Est. (c) dated the 27th September, 1967 and Department of Personnel and Administrative Reforms O. M. No. 36201/6/71-Est. (SCT) dated the 9th October, 1975 regarding vacancies to be filled by deputation and would urge that these orders should be strictly followed.

*C. In Service Training/Apprenticeship Training*

4.11 The Committee have been informed that as part of the Development Programme, the Hindustan Shipyard Limited conducts Appreciation Courses for workmen, supervisory staff and officers (including Scheduled Caste/Tribe candidates) by the internal as well as external experts, for improving their skills. They also send their workers to the local I.T.I for advanced Vocational Training to enable them to acquire higher skills in their trades. The Hindustan Shipyard Limited also deputes now and then their officers and staff for attending seminars conducted by various institutions. In all the above training Schemes, the Schedule Caste and Scheduled Tribe employees are given preference. There is no 'In-service-training' as such organised exclusively for Scheduled Caste and Scheduled Tribe employees.

4.12 In reply to a question, the following statement showing the trades in which the training has been imparted and the duration of training has been furnished to the Committee :—

Trade	Duration of training	
	At I.T.I. (years)	At H.S.L. (years)
Sheetmetal workers	1	2
Carpenter	1	2
Welder (Gas & Electro.)	1	1
Pipe fitter & Plumber	1	2
Fitter	2	1
Turner	2	1
Machinist	2	1
Electrician & Wireman	2	1
Rigger	..	2
Painter	1	1
Fitter structural	..	3
Commercial Trade	..	1

4.13 Asked how many employees including Scheduled Caste and Scheduled Tribe employees have been sent for advance vocational training during the last five years, it has been stated in a note furnished to the

Committee that as the scheme of deputation of personnel for advanced vocational training to I.T.I., Visakhapatnam was introduced in the year 1978, the information furnished hereunder is from 1978 onwards :—

Trade	1978			1979			1980		
	Total	SC	ST	Total	SC	ST	Total	SC	ST
Welders	2	..	..	16	2	..	13	..	..
Fitters	5	..	..	12	..	..	15	..	..
Sheetmetal	..	..	..	1	..	..	..	..	..
Turner	2	..	..	..	..	..	..	..	..
Blacksmith	..	..	..	1	..	..	..	..	..
Machinist	1	..	..	..	..	..	..	..	..
Gas Cutters	..	..	..	..	..	..	1	..	..
Electricians	..	..	..	7	..	..	8	..	..
Technicians	..	..	..	11	2	..	12	3	..
Plumber	..	..	..	2	..	..	..	..	..
<b>TOTAL</b>	<b>10</b>	<b>..</b>	<b>..</b>	<b>50</b>	<b>4</b>	<b>..</b>	<b>49</b>	<b>3</b>	<b>..</b>

4.14 The number of officers and staff deputed to attend Seminars/Symposia during the last four years and the number of Scheduled Caste and Scheduled Tribe among them has been stated to be as follows :—

Year	Officer	Staff	Total	S.C.	S.T.
1977	32	1	33	..	1
1978	26	1	27	..	1
1979	50	2	52	3	..
1980	107	10	117	3	..
<b>TOTAL</b>	<b>215</b>	<b>14</b>	<b>229</b>	<b>6</b>	<b>2</b>

4.15 Asked whether employees are also sent for specialised training to foreign countries and also is there any arrangement to sponsor the company's employees for training under Colombo Plan, the following statement showing the number of officers deputed for/sent for specialised training to foreign countries during the last five years under Purchase agreements and under Colombo Plan has been submitted to the Committee :—

**UNDER COLOMBO PLAN/U.N.D.P. ASSISTANCE :**

Year	No. sent for training	S.C.	S.T.
1976	9	..	..
1977	..	..	..
1978	..	..	..
1979	1	..	..
1980	..	..	..
<b>TOTAL</b>	<b>10</b>	<b>..</b>	<b>..</b>



## UNDER PURCHASE AGREEMENTS ETC :

Year	No. sent for training	S.C.	S.T.
1976	10	..	..
1977	2	..	..
1978	..	..	..
1979	4	..	..
1980	1	1	..
TOTAL	17	1	..

4.16 As regards Apprenticeship Training in the Hindustan Shipyard Limited, it has been stated in a note furnished to the Committee that the Hindustan Shipyard Limited has well-established Training School where candidates are recruited as apprentices and trained in various trades as per the Apprenticeship Act. The Hindustan Shipyard Limited has also a scheme of training Commercial Trade Apprenticeship for clerical jobs on non-technical side and also for probationary officers (Management Trainees) both Technical and Non-Technical. While recruiting those apprentices, the prescribed reservations for Scheduled Caste/Scheduled Tribe are followed. Further the concessions/relaxations as admissible to these candidates are also extended. There is deficiency of apprentices belonging to Scheduled Caste/Scheduled Tribe, in the Hindustan Shipyard Limited and therefore this year the Hindustan Shipyard Limited is confining its recruitment of apprentices only to reserved categories viz., Scheduled Caste and Scheduled Tribe and physically handicapped, etc.

4.17 Asked about the percentage of reservation provided for Scheduled Castes and Scheduled Tribes in the recruitment of Apprentices in Hindustan Shipyard Limited, the Committee have been informed that there is 13 per cent reservation for Scheduled Castes and 5 per cent for Scheduled Tribes.

4.18 Asked further about the number and percentage of Scheduled Castes and Scheduled Tribes apprentices selected, trade wise, for training under the Apprenticeship Scheme during each of the last five years, the statement as furnished to the Committee may be seen at Appendix 6. Another statement showing total number of apprentice trainees (Trade wise) taken as mates during the last 4 years, furnished to the Committee, may be seen at Appendix 7.

4.19 Asked what was the necessity of giving apprenticeship training to the I.T.I. trained candidates, the representative of the Ministry during the course of evidence has stated as under :—

“This is a statutory training. This is done in every industry. The Apprenticeship Act is applicable throughout the country. There are two aspects of this. one is basic training, and the other is the Apprenticeship training oriented to that particular

unit where he is going to be absorbed. Even without the Apprenticeship training, the carpenter who has passed the I.T.I. examination will be good. But the statutory provision is that he has to go through this Apprenticeship course so that he is oriented to the industry or unit where he will ultimately be absorbed. This is the national policy.

4.20 The Committee are concerned to note that only eight officers belonging to Scheduled Castes/Scheduled Tribes Communities have been deputed to attend seminars/symposia during the last five years and only one officer has been sent for training abroad under Colombo Plan/UNDP Assistance/Purchase Agreements etc. during the last five years. They also regret that no in-service training is given to Scheduled Caste and Scheduled Tribe employees in the Hindustan Shipyard Limited. To bring the Scheduled Caste/Tribe officers at par with other officers, the Committee feel that it is necessary to have an intensive in-service training for them. They also feel that to make them more suitable for higher posts in the Hindustan Shipyard Limited, and to expose them to modern methods of management and technology a greater number of Scheduled Caste/Scheduled Tribe officers should be deputed for training abroad and to attend seminars/symposia.

4.21 The Committee note that out of 1997 apprentices taken by the Hindustan Shipyard Limited during 1976 to 1980, 192 belonged to Scheduled Castes and 44 belonged to Scheduled Tribes. The Committee need hardly stress that unless a very large number of Scheduled Castes and Scheduled Tribes are taken as apprentices in the Training School and subsequently absorbed in the services of the Hindustan Shipyard Ltd., the backlog cannot be expected to be cleared in the near future. They, therefore, suggest that a greater number of Scheduled Castes and Scheduled Tribes should be inducted as apprentices in the Training School with a view to clearing the backlog in the services of the Hindustan Shipyard Limited as early as possible.

#### *D. Union Association*

4.22 Asked whether employees' Union have been opposing the reservation in services for Scheduled Castes and Scheduled Tribes, the Chairman Hindustan Shipyard Limited, during the course of evidence, has stated as follows :—

“We have only one problem with the Union. To carry forward the promotion posts in Group 'C', we say, supposing no body is available in Group 'C' why don't you permit us to recruit directly Scheduled Caste and Scheduled Tribe candidate. We have not been able to get this cleared from the Staff Union. The worker's Union has agreed, but not the staff union. With the officers union there is no problem. In respect of officers, I do not require any permission, because it is not a Trade Union.”

4.23 Regarding Scheduled Caste/Tribe workers Association the Committee have been informed that there is an Association of Scheduled Castes and Scheduled Tribes but it has not been recognised. However, they

could come to the Administration to meet and discuss any problem with them. Just to avoid conflict between the Union and Association the Association has not been recognised.

**4.24** The Committee note that there has been disagreement between the management and the Employees Union regarding recruitment of Scheduled Castes and Scheduled Tribes from open market against the reserved promotional vacancies. The Committee stress that it should be made abundantly clear to the Employees Union that the safeguard provided in the Constitution for Scheduled Castes and Scheduled Tribes are outside the purview of the Employees Union and are not negotiable. The Committee would like the Hindustan Shipyard Limited to consider the question of recognition of the Association of Scheduled Castes and Scheduled Tribes, so that the difficulties faced by these communities can be specifically brought to the notice of authorities.

**CHAPTER V**  
**MISCELLANEOUS**

*A. Grievances Procedure*

5.1 The Committee have informed that a separate Cell to look after all matters relating to Scheduled Castes and Scheduled Tribes including grievances from Scheduled Caste/Tribe employees has been formed in the Personnel Department under the control of the Liaison Officer. The grievances are examined by Scheduled Caste/Tribe Cell in detail and relevant facts are submitted to the Liaison Officer/Chairman and Managing Director for decision. Thereafter, suitable replies are given to the concerned employees. Further, the representatives of the Scheduled Caste/Tribe Employees Welfare Association/individual employees belonging to these communities are given opportunity to meet and represent their grievances or any other matters to the Personnel Officer (Scheduled Caste/Scheduled Tribe Cell) and also to the Chief Manager (Personnel) who is the Liaison Officer and Chairman and Managing Director.

5.2 In reply to a question, it has been stated that the Cell is also entrusted to deal with the grievances of Scheduled Caste/Tribe employees regarding non-implementation of orders relating to reservations and other concessions admissible to them.

5.3 The Committee desired to know about the number of complaints received from Scheduled Caste and Scheduled Tribe employees during each of the last five years and the nature and disposal of such complaints, it has been stated in a note furnished to the Committee that Grievances Register was opened in September, 1978 and since then in all 52 grievances were received as detailed below :—

Year	Number of grievances	Nature of grievances	Disposal
1	2	3	4
1978	15	For promotion	Grievances were examined and found to be not genuine. However subsequently 7 of them were promoted after attaining the minimum eligibility.
	1	For appointment as Jr. Assistant on consideration of his re-conversion to Hinduism.	Appointment after due verification.

1	2	3	4
1978	31	For promotion.	Grievances were examined and found to be not genuine. However subsequently 8 of them were promoted on attaining minimum eligibility.
	1	For confirmation.	Considered after the post was declared as permanent.
	1	Joint representation from Reli caste employees requesting for Special consideration over other sub-communities among Scheduled C astes.	Informed that no special consideration can be shown to them.
1980	3	For promotion.	Grievances were examined and found to be not genuine.

5.4 The Committee note that the Hindustan Shipyard Limited has been maintaining the Grievances Register since 1978 and all complaints/representations received from the Scheduled Caste/Tribe employees are registered therein. The Committee suggest that the register should be checked at regular intervals by the Liaison Officer/Chairman and Managing Director to ensure that complaints/representations received from the Scheduled Caste/Tribe employees are disposed of promptly and judiciously.

#### B. Housing Facilities

5.5 The Committee have been informed that Housing Facilities are provided for Scheduled Caste/Scheduled Tribe employees as per BPE's communication No. 6(1)/78-BPE (GM-1) dated 20th December, 1978 i.e. reserving 10 per cent of houses in Type I and II and 5 per cent houses in Type III and IV. However, as a matter of policy whenever a house falls vacant, eligible Scheduled Caste/Tribe employees and others are offered alternatively i.e. in the ratio of 1 : till such time that in each type the required percentage is maintained. Further, whenever a house is vacated by a Scheduled Caste/Tribe employee, it is allotted to a Scheduled Caste/Scheduled Tribe applicant only to ensure that the stipulated percentage is maintained. The names of interested employees of Shipyard belonging to Scheduled Caste/Tribe communities are also being sponsored to the Asst. Commissioner of Labour, Visakhapatnam to consider for allotment of tenements to them in Industrial Subsidised Housing Scheme. The present position of Scheduled Caste/Tribe representations in allotment of quarters in the Housing Estate has been stated to be :—

Type	Total Quarters	Number allotted to SC/ST employees.	Percentages
Type I	292	83	28%
Type II	1226	123	10%
Type III	170	4	2.3%
Type IV	56	1	1.8%
	1744	211	

5.6 In reply to a question, it has been stated during evidence that about 30 per cent of employees are provided with quarters.

5.7 Clarifying the position further the representative of the Hindustan Shipyard Limited stated :—

“The loans given are not for the purchase of houses. A part of the amount is being made available by the Visakhapatnam Development Authority. We have secured from this authority about 166 houses. We have an arrangement under which we have made one half of the houses in a colony available to our workers. We are not giving subsidy to Scheduled Castes/Tribes in matter of housing.”

5.8 The Committee are happy to note that 10 per cent of houses in Type I and II and 5 per cent of house in Type III and IV have been reserved for Scheduled Caste and Scheduled Tribe employees. The Committee are also happy to note that whenever, houses fall vacant, they are offered to Scheduled Caste/Tribe employees and others alternatively i.e. in the ratio of 1 : 1, and the houses allotted to Scheduled Castes/Tribes when fall vacant are allotted only to Scheduled Caste/Tribe employees. The Committee would like the present policy to continue till such time the required percentage of reservations in allotment of houses are reached.

5.9 The Committee would also like the Hindustan Shipyard Limited to consider whether interest-free housing loans could be given to Scheduled Caste and Scheduled Tribe employees.

### C. Welfare Schemes

5.10 The Committee have been informed that the children of Scheduled Caste/Tribe employees studying in the Hindustan Shipyard Limited Junior College are given special fee concession, Social Welfare compensation as approved by the State Welfare Department and General Merit Scholarships. Further, reservations in admission to Hindustan Shipyard Junior College are observed at 14 per cent for Scheduled Castes and 7 per cent for Scheduled Tribes. The Board of Directors of Hindustan Shipyard Limited at their meeting held on 20th March, 1977 approved contribution of Rs. 1.50 lakhs towards cyclone victims belonging to Scheduled Castes/Tribes. The Government of Andhra Pradesh also evolved a scheme of providing matching grant for construction of tenements to cyclone victims belonging to Scheduled Castes/Tribes in the cyclone affected areas in the District. In consultation with the District Collector, Visakhapatnam, Shipyard selected Melipaka Village in Yelamanchili Tq. for construction of houses for cyclone victims belonging to Scheduled Castes/Tribes. A total of 44 houses have been constructed under this Scheme (40 houses by Hindustan Shipyard Limited on matching grant and 4 houses entirely at the cost of State.).

5.11 A statement showing details of the Welfare Schemes as submitted to the Committee, may be seen at Appendix-8.

5.12 Asked how many scholarships had been awarded during the last five years and the number of Scheduled Castes/Tribe children who were benefited, the Committee have been informed that during the last 5 years

from 1975-76 to 1979-80, 109 scholarships have been awarded out of which 9 were awarded to Scheduled Caste/Tribe children.

5.13 In regard to a special fee concessions to Scheduled Castes and Scheduled Tribes, it has been stated during evidence that :

"We have a Welfare Society normally managed by the wives of officers. There is representation of workers and staff also. It looks after every case relating to Welfare Schemes. It provides help to needy families of deceased employees at the time of death, during illness, helps in higher education, etc. Each case is studied and funds distributed accordingly. A certain amount is allotted by us to the Society. From that corpus, they undertake these activities. These funds are created mostly from the amounts paid by owners of ships. When we deliver a ship, they normally give us about Rs. 10,000/-. The Society sometimes arranges benefit shows, fetes etc. Aid is given in the shape of scholarships, medical treatment etc. In a year, we deliver 3 big ships".

5.16 The Committee note that various Welfare Schemes have been launched by the Hindustan Shipyard Limited, either independently or in collaboration with the State Government. The Committee expect the Hindustan Shipyard Limited to ensure that Scheduled Castes/Tribe employees derive full advantage of these schemes. Also the question of granting full fee concession and the award of more scholarships to Scheduled Castes/Tribes merits favourable consideration by the Hindustan Shipyard Limited.

NEW DELHI

April, 8, 1981

Chaitra 18, 1903 (S)

R. R. BHOLE.

*Chairman,*

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

## APPENDIX-1

(Vide Para 3.15 of the Report)

Statement showing the number of persons promoted during the last 5 years and the number and percentage of Scheduled Castes and Scheduled Tribes among them

Category	Total number of employees promoted	Scheduled Castes promoted		Scheduled Tribes promoted	
		Number	%	Number	%
1975 : Class I	..	..	..	..	..
Class II	32	..	..	..	..
Class III	529	78	15%	..	..
1976 : Group 'A'	..	..	..	..	..
Group 'B'	25	6	24%	..	..
Group 'C'	108	29	27%	..	..
1977 : Group 'A'	..	..	..	..	..
Group 'B'	10	2	20%	..	..
Group 'C'	910	125	14%	..	..
1978 : Group 'A'	69	4	6%	..	..
Group 'B'	89	14	16%	9	10%
Group 'C'	1071	139	13%	10	0.93%
1979 : Group 'A'	20	..	..	..	..
Group 'B'	20	1	5%	..	..
Group 'C'	638	91	14.26%	14	2.19%
Group 'D'	673	103	15%	2	0.29%

N.B. :- The pay scales of our employees were revised on 17-9-74. As per the revised pay scales there were no employees coming under Group 'D'. However, the BPE in their letter No. BPE/GL-041/7 MAN [6/2/75-BPE (IC) dated 24-5-79 clarified that there will be no change in the classification of the posts consequent on the periodical revision of the pay scales in public Enterprises. For purpose of reservation the posts classified under Class IV prior to 1975 would continue to be categorised under Group 'D' posts irrespective of the revised pay scales. Hence following these instructions the figures for 1979 have been given on the pre-revised pay scales.



## APPENDIX II

(Vide Para 3.36 of the Report)

### HINDUSTAN SHIPYARD LIMITED : VISAKHAPATNAM-5

*Inspection Report of Liaison Officer on rosters maintained for providing reservations for Scheduled Castes and Scheduled Tribes in services.*

1. Name of Office : Hindustan Shipyards Limited.

1. Whether separate rosters are being maintained for each grade or group of posts and within such grade/group, separately for (i) direct recruitment and (ii) for posts filled by promotion (where reservation is applicable) in such posts filled by promotion and whether all the appointments made during the period covered by the Instructions are shown in the roster.

YES

2. Whether the appropriate model roster viz., the one prescribed for (1) direct recruitment on All India basis otherwise than by open competition, (2) Direct recruitment on All India basis otherwise than by open competition, (3) Direct recruitment on a local or regional basis or (4) promotion as the case may be is being followed.

YES

3. Whether rosters are being maintained separately for (1) Permanent appointments and temporary appointments likely to become permanent or to continue indefinitely and (2) Purely temporary appointments for 45 days or more duration.

YES

4. Whether the rosters are being maintained in the form prescribed viz., Appendix 6 to the Brochure issued with the Ministry of Home Affairs O.M. No. 1/1/69-Est (SCT) dated 22nd December, 1969.

YES

5. Whether the points have been earmarked in the roster for Scheduled Caste/Scheduled Tribes correctly according to the prescribed model roster for the particular type of recruitment.

YES

6. Whether immediately after an appointment has been made, the particulars of the person appointed are entered in the register in appropriate columns and the entry signed by the appointing authority or by the Officer authorised to do so.

YES

7. Whether any gap is left in the roster.

NO

8. Whether the roster is being maintained in the form of a running account from year to year.

Yes, the roster is being maintained in the form of running account.

9. Whether before appointing a general candidate against reserved vacancy (i) Prior approval of the Department of Personnel was obtained in the case of vacancies included in the roster for permanent appointments and likely to become permanent or to continue indefinitely and (ii) whether the steps prescribed in para 16 of the Brochure to secure Scheduled Caste/Tribe candidates were taken in the case of vacancies included in the roster for purely temporary appointments. Two vacancies of Probationary Officers reserved for Scheduled Tribe were temporarily dereserved after taking the approval of Chairman and Managing Director.

10. Whether reservation in confirmation in posts filled by direct recruitment has been correctly determined in accordance with the orders in M.H. A. No. 31/10/63-SCT(I) dated 27-3-1963.

YES

11. Whether an abstract is given after the last entry in a recruitment year, showing the number of reservation carried forward to the following year separately for Scheduled Castes and Scheduled Tribes whether these reservations have been shown as brought forward at the beginning of the roster of the following year.

YES

12. Whether reservations have been carried forward to three subsequent years and exchange of reservations made between Scheduled Castes and Scheduled Tribes as provided in MHA O.M. No. 27/25/68 Estt. (SCT), dated 29th March, 1979 before treating them lapsed. Yes. The necessity of exchanging reservations between Scheduled Tribes and Scheduled Castes has not arisen so far.

13. Any other remarks.

NIL

**Summing up**

14. Brief recapitulation of defects and short comings noticed in the maintenance of the rosters and any other suggestions which the inspection officer has to make, with particular reference to the remarks given during the last inspection.

NIL

For Hindustan Shipyard Limited

Sd/-  
(Capt. M. G. Menon)  
Chief Personnel Officer and  
Nautical Advisor.

Remarks of Head of  
Department  
Secretary to the Ministry.

Signature of the Inspecting Officer.  
Designation.  
Date.

### APPENDIX III

(Vide Para 3.42 of the Report)

#### HINDUSTAN SHIPYARD LIMITED, VISAKHAPATNAM-5

(A Government of India Undertaking)

Applications are invited from Indian Nationals belonging to Scheduled Caste/Scheduled Tribe communities for the following posts :

1. Launch Serang. . . . . 1 (one ) post (Reserved for Scheduled Caste)  
Scale of Pay . . . . . Rs. 167-4-179-7-207-8-215 plus D. A. and H. R. A. as per Company's Rules.  
Qualification . . . . . Should possess a Serang's certificate granted under the Inland Steam Vessels Act, 1917, Indian Merchant Shipping Act, 1894.  
Age . . . . . Below 35 years.
2. Launch Driver . . . . . 1 (one) post (Reserved for Scheduled Tribe)  
Scale of Pay . . . . . Rs. 167-4-179-7-207-8-215 plus D.A. and H.R.A. as per company's Rules.  
Qualification . . . . . Should possess a certificate of Competency as IInd Class Motor Engine Drivers' (Diesel) granted under the Indian Steam Vessels Act, 1917, Indian Merchant Shipping Act, 1894.  
Age. . . . . Below 35 years.
3. Secondary Grade Teacher . . . . . 1 (one) post (Reserved for Scheduled Tribe).  
Scale of Pay . . . . . Rs. 250-10-430 plus D.A. and H.R.A. and City allowances as per (A. P.) State Government Rules.  
Qualifications & Experience . . . . . S.S.L.C. or Matric or equivalent with T.S.L.C. (i.e. Secondary grade training) from a recognised institution.  
Age. . . . . Below 30 years.  
Relaxation in age will be given as per Government rules.

Candidates called for interview will be paid to and fro single Second class train fare by the shortest route by the passenger train beyond 80.50 Km. each way.

**Those working in Government/Quasi Government Undertakings/ institutions should apply through proper channel.**

**Prescribed application form of the company can be obtained by sending a crossed postal order for Rs. 0.50 ps. drawn in favour of Hindustan Shipyard Ltd., Visakhapatnam-530005 along with a self addressed Rs. 0.35 ps. stamped envelope of the size 10 cm. x 26 cm. on or before 1977-04-05.**

**Completed applications should reach the Chief Manager (Personnel) Hindustan Shipyard Limited, Gandhigram, Visakhapatnam-530005, Andhra Pradesh on or before 1977-04-15.**

**Visakhapatnam :**

**Dt. 1977-02-22.**

## APPENDIX IV

(Vide Para 3.42 of the Report)

### GOVERNMENT OF ANDHRA PRADESH DEPARTMENT OF EMPLOYMENT AND TRAINING

Tele No. 3417,2368  
Order No. CGO/391/76

District Employment Exchange,  
Visakhapatnam.

Date : 4/8-2-1977.

#### NON-AVAILABILITY CERTIFICATE

*Reference :* Your letter No. PD/35/48 dt. 6th November, 1976  
Your letter No. PD/35/2 dt. 28-1-1977.

Notifying one (number) vacancy of Launch Serang reserved for Scheduled Caste and another vacancy of Launch Driver reserved for Scheduled Tribe. (type of vacancy). It is certified that at present moment no suitable and qualified applicant is available with the Employment Exchange for submission against these vacancies. There is, therefore, no objection to the above vacancies being advertised or filled direct under the same terms and conditions. The full particulars of persons appointed by you (i.e., name(s), qualifications, age(s), experience, etc., should however, kindly be intimated to this Employment Exchange as soon as the vacancies are filled.

The non-availability certificate, is, however, valid only for 6 months and if the vacancies remain unfilled at the end of this period they should be freshly notified in accordance with the instructions of Government [The Ministry of Home Affairs Memo No. F/71/93/56-CS(C) dated the 5th May, 1956] so that if some applicants have become available in the meantime they may be sponsored.

To assist us in meeting your demands for future vacancies and with a view to reducing the number of occasions when non-availability certificates have to be issued, it will be appreciated if whenever, applicants mistakenly apply direct to you for employment, they are directed to register themselves at the nearest Employment Exchange. This action if taken regularly, will ensure that both the persons known to the Employment Service those known to employers become available when employment opportunities occur.

Sd/-

District Employment Officer, Visakhapatnam.

To  
The Chief Personnel Officer,  
Hindustan Shipyard Limited.  
GANDHIGRAM,  
VISAKHAPATNAM-530005.

Copy submitted to :  
To the Regional Employment Officer, VISAKHAPATNAM.

To the Deputy Director (Job Development)  
VISAKHAPATNAM.

## **APPENDIX V**

(Vide Para 3.42 of the Report)

### **GOVERNMENT OF ANDHRA PRADESH DEPARTMENT OF EMPLOYMENT AND TRAINING**

Tel. No. 3417

**District Employment Exchange  
Visakhapatnam.**

#### **NON AVAILABILITY CERTIFICATE**

Reference your letters PD/35/25 dated 30-7-1976 and PD/35/40 dated 29-9-1976 notifying two vacancies of Secondary Grade Teacher (Reserved for S.T. and one vacancy of Hindi Pandit (Reserved for Ex/S), it is certified that at present moment no suitable applicant is available with the Employment Exchange for submission against these vacancies. There is therefore, no objection to the vacancies being advertised or filled directed under the same terms and conditions. The full particulars of the persons appointed by you, i.e., names, qualifications, age, experience etc., should however kindly be intimated to this Employment Exchange as soon as the vacancies are filled.

The non-availability Certificate, is however, valid for 6 months and if the vacancies remain unfilled at the end of this period they should be freshly notified in accordance with the instructions of Government. [The Ministry of Home Affairs Memo No. F/71/93/56-CS(C), dated the 5th May, 1956] so that if some applicants have become available in the meantime they may be sponsored.

To assist us in meeting your demands for future vacancies and with a view to reducing the number of occasions when non-availability certificates have to be issued, it will be appreciated if whenever, applicants mistakenly apply direct to you for employment, they are directed to register themselves at the nearest Employment Exchange. This action is taken regularly will ensure that both the persons known to be employment service and those known to the employers become available when employment opportunities occur.

Sd/-

**District Employment Officer, Visakhapatnam**

Copy submitted to the Director of Employment & Training  
Andhra Pradesh, Hyderabad for favour of  
information.

To

The Assistant Personnel Officer,  
Hindustan Shipyard Limited.,  
Gandhigram,  
VISAKHAPATNAM.

1

## APPENDIX VI

(Vide Para 4.18 of the Report)

*Number and percentages of Scheduled Castes and Scheduled Tribes trade-wise*

S. No.	Trade	1976					1977					1978				
		SCs		STs		Total No. of trainees recruited	SCs		STs		Total No. of trainees recruited	SCs		STs		Total No. of trainees recruited
		No. selected	% selected	No. selected	% selected		No. selected	% selected	No. selected	% selected		No. selected	% selected	No. selected	% selected	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1.	Carpenter	41	1	2.44	..	..	..	..	..	..	..	60	6	10	..	..
2.	Electrician	16	1	6.25	..	..	10	..	..	..	..	25	..	..	..	..
3.	Fitter	41	4	9.76	1	2.44	18	..	..	..	..	45	1	2.22	..	..
4.	Fitter Structural	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
5.	Gas Cutter	36	..	..	..	..	58	10	17.24	..	..	18	..	..	..	..
6.	Machinist	15	..	..	..	..	..	..	..	..	..	14	1	7.14	..	..
7.	Painter	20	2	10.00	..	..	..	..	..	..	..	6	1	16	..	..
8.	Plumber	25	..	..	..	..	4	..	..	..	..	15	..	..	3	20
9.	Pipe Fitter	7	..	..	..	..	4	..	..	..	..	17	1	5.88	1	5.88
10.	Rigger	5	..	..	..	..	..	..	..	..	..	6	..	..	..	..
11.	Shipwright (Steel)	116	7	6.03	3	2.59	..	..	..	..	..	..	..	..	..	..
12.	Sheetmetal Worker	16	..	..	..	..	12	..	..	..	..	23	..	..	..	..
13.	Turner	22	4	18.18	..	..	..	..	..	..	..	16	1	6.25	..	..
14.	Welder	98	10	10.20	..	..	49	2	4.08	..	..	157	24	15.29	6	10.53
15.	Wireman	17	..	..	..	..	30	..	..	..	..	34	6	17.64	..	..
16.	Commercial Trade	61	8	13.1	1	1.64	55	8	14.55	..	..	47	4	8.51	1	2.13
	Total	536	37	6.90	5	0.93	240	20	8.33	..	..	483	45	9.32	11	2.27

Sl. No.	Trade.	1979										1980										Current recruitment under process 1980				
		Total No. of trainees recruited		SCs		STs		Total No. trainees recruited		SCs		STs		Total No. to be selected		SCs		STs		Total No. to be selected	No.	%	No.	%		
		No. selected	% selected	No. selected	% selected	No. selected	% selected	No. selected	% selected	No. selected	% selected	No. selected	% selected	No. selected	% selected	No. selected	% selected									
1	2	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32										
1.	Carpenter	4	..	..	..	..	..	..	..	..	..	40	7	17.5	2	5										
2.	Electrician	4	1	25	..	..	..	..	..	..	..	15	2	13.33	1	6.66										
3.	Fitter	21	3	14.28	..	..	..	..	..	..	..	45	7	15.55	2	4.44										
4.	Filter Structural	219	24	10.96	8	3.65	..	..	..	..	..	..	..	..	..	..										
5.	Gas Cutter	..	..	..	..	..	5	..	..	..	..	20	3	15.00	1	5										
6.	Machinist	16	1	6.25	1	6.25	18	2	11.11	..	..	5	..	..	..	..										
7.	Painter	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..										
8.	Plumber	2	..	..	..	..	..	..	..	..	..	15	2	13.33	2	6.66										
9.	Pipe Fitter	..	..	..	..	..	6	..	..	..	..	15	2	13.33	1	6.66										
10.	Rigger	2	..	..	..	..	..	..	..	..	..	..	..	..	..	..										
11.	Ship Wright (Steel)	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..										
12.	Sheet Metal Worker	6	..	..	..	..	..	..	..	..	..	20	3	15.0	1	5.0										
13.	Turner	18	1	5.55	..	..	..	..	..	..	..	10	2	20.0	..	..										
14.	Welder	58	5	8.62	1	1.72	15	1	6.66	..	..	73	13	17.8	4	5.48										
15.	Wiremen	17	1	5.88	..	..	..	..	..	..	..	26	5	19.23	2	7.69										
16.	Commercial Trade	43	5	11.63	3	6.98	..	..	..	..	..	..	..	..	..	..										
	Total	440	41	10.00	13	3.17	44	3	6.82	..	..	284	46	16.20	15	5.28										

With the decision taken to confine recruitment of Apprentices to reserved castes (i.e. SC/ST/Ex-servicemen/Physically Handicapped) and the induction of the above batch of apprentices, the deficiencies will be made good and improved over a period.



APPENDIX—VII

(Wide Para. 4.18 of the Report)

Statement showing total Number of apprentices (Trade-wise) taken as Mates during the last 4 years

Sl. No.	T trade	1976			1977			1978			1979		
		No.	SCs	STs	No.	SCs	STs	No.	SCs	STs	No.	SCs	STs
1.	Assistant Fitter	18	2		7	..	..	7	..	..	7	..	..
2.	Assistant Turner	16		..	6			2	..		2	..	..
3.	Assistant Electrician	23		1				13	2	1	13	2	1
4.	Assett. Elec./Gas Welder/ Gas Cutter	19	..		33	7		..	..	..	51	10	6
5.	Assistant Carpenter	18	3		12	1		5			5		
6.	Assistant Elec. Welder	33	5		..	..	..	..	..	..	..	..	..
7.	Assett. Gas Cutter	6			17	2	1	8	2		8	2	..
8.	Asstt. Erector	99						87	11				
9.	Assistant Chipper	11											
10.	Assistant Plater	2			..			..	..		..	..	..
11.	Assistant Machinist	7			4			3			3		
12.	Assistant Plumber	13			2			..	..		..	..	..
13.	Assistant Pipe Fitter	6			1	..		..	..		..	..	..
14.	Assistant Grinder				1	1		1	1		1	1	..
15.	Assistant Pattern Maker	..		..	..	..		4	1		4	1	..
16.	Greaser	..		..	..	..		..	..		..	..	..
Total		271	10	1	33	7	..	50	4	1	181	27	7

## APPENDIX VIII

(Vide Para 5.12 of the Report)

### HINDUSTAN SHIPYARD WELFARE SOCIETY VISAKHAPATNAM-5

Visakhapatnam,  
Dt. 1st March, 1980.

#### NOTICE

*Sub* :—Merit and Special Scholarships for the Academic year 1979-80.

In accordance with the scheme of Merit Scholarships important aspects of which are given below, APPLICATIONS are invited from Sons/Daughters of Employees who have outstanding merit, good conduct and character.

I. *Scholarship* : Merit Scholarships may be sanctioned as follows :—

#### PART 'A'

The children of employees drawing a basic pay not exceeding Rs. 650.00 per month. Children of Officers do not come under Part-A.

Class	No. of Scholarships	Lumpsum amount Scholarships
		Rs. Ps.
VIII . . . . .	1	50.00
IX . . . . .	1	60.00
X . . . . .	1	70.00
INTERMEDIATE . . . . .	1	175.00
DEGREE COURSES :		
Arts . . . . .	1	200.00
Commerce . . . . .	1	200.00
Science . . . . .	1	200.00
PROFESSIONAL COURSES :		
Medicine . . . . .	1	250.00
Engineering . . . . .	1	250.00
Polytechnic Diploma Courses . . . . .	1	175.00

**ELIGIBILITY** :—Minimum 80% aggregate marks in all subjects.

## PART 'B'

To Sons/Daughters of Employees drawing a basic pay ranging between Rs. 651.00 and Rs. 1500 per month.

Class	No. of Scholarships	Lumpsum amount Scholarships
		Rs. Ps.
INTERMEDIATE	1	175.00
PROFESSIONAL COURSES		
Medicine	1	250.00
Engineering	1	250.00
Polytechnic Diploma Courses	1	175.00

*Eligibility* : Minimum 60 per cent aggregate marks in all subjects.

### II. Cash awards and letters of application :

Those are earmarked for Sons/Daughters of employees drawing a basic pay of over Rs. 1500 per month.

Class	No. of Awards	Lumpsum amount of Scholarships
		Rs. Ps.
INTERMEDIATE (1st Year)	1	100.00
MEDICINE (1st Year)	1	100.00
ENGINEERING (1st Year)	1	100.00
POLYTECHNIC DIPLOMA COURSES (1st Year)	1	100.00

*Eligibility* : Minimum 60 per cent aggregate marks in all subjects.

### III. *Shrimati Sita Parathasaradhi award for outstanding all Round performance* :

A lumpsum amount of Rs. 250.00 will be awarded to a Son/Daughter of employees, irrespective of basic pay drawn by the employee. Following are the criteria :—

1. Students should be in the II<sup>nd</sup> year Intermediate Class in the present Academic Year i.e. 1979-80.
2. Marks scored in S.S.C./Matriculation will be considered.
3. Marks scored in Ist year Intermediate will be considered.
4. Conduct and attendance.
5. Age.
6. Creditable talents/proficiency in extra curricular activities such as :
  - \*Sports and Games;
  - \*Essay Writing, Debating ; Creative writing, Journalism ;
  - \*Fine Arts including visual and performing arts ;
  - \*N.C.C., Scouting etc;
  - \*Participation in Social Service and Welfare Programme.

\*Eligibility : Minimum 60 per cent aggregate marks in S.S.C./Matriculation as well as in Ist Year Intermediate.

#### IV. Important Rules :

1. Merit Scholarships and Cash Awards shall be granted on the basis of highest percentage of marks. Shrimati Sita Parathasaradhi Award shall be granted not only on the basis of highest percentage of marks but also on the basis of other criteria.
2. Special scholarships may be granted to applicants belonging to Scheduled Caste/Tribe. Authentic proof of the applicants' caste shall be enclosed to the application.
3. Sons/Daughters of employees who died while in service can also apply provided the income of their family does not exceed Rs. 6000.00 per annum. Certificate to this effect issued by a Tahsildar shall be produced.
4. Any of the conditions may be relaxed at the direction of the Welfare Society in the case of applicants belonging to Scheduled Caste/Scheduled Tribe and in respect of Sons/Daughters of employees who died while in service.
5. Applicants belonging to the Scheduled Caste/Scheduled Tribe who are already getting tuition fee exemption shall not be given cash. Books/Equipment/Study material of equivalent value will be given. Such applicants should give a declaration in their applications whether they are already getting Tuition fee exemption.
6. Renewal of Scholarships for the subsequent years may be considered in respect of Intermediate, Degree Course and Professional Courses depending on the applicants standard of performance. Renewal is not automatic.
7. Cash Awards earmarked for Sons/Daughters of employees drawing a basic pay of over Rs. 1500 per month are not renewable for subsequent years.
8. When scholarships are sanctioned after relaxing any the conditions, such students cannot claim renewal for subsequent years on the basis of relaxed consideration shown in the previous year/years.
9. Basic pay limits can be changed whenever necessary.
10. The Welfare Society can, at its discretion amend, after and dispense with the scheme at any time.
11. The decision of the President of the Welfare Society is final in all cases.

#### V. Submission of Application :

Applications for the Academic Year 1979-80, complete in all respects, are to be submitted in the following proforma. Applications should be nearly written or typed on fool scape size plain white paper.

1. Class for which the application is submitted.
2. Name of the Student in full :
3. Date of birth and age of the applicant as on 1-1-1980 (Proof to be submitted)

4. Full name of parent, employee code number ~~and~~ address :
5. Basic pay of the parent as on 1-12-1979 (Proof to be submitted)
6. Whether applicant belongs to SC/ST.
7. If yes, whether the applicant is getting full/partial tuition fee exemption :
8. Percentage of Marks scored in previous class/previous Academic year (Proof to be submitted).
9. Class in which now studying in the present Academic year i.e., 1979-80 and name of the School/College (Study Certificate and conduct certificate should be submitted).
10. Talent/Proficiency in extra curricular activities (Proof to be submitted).

Signature of the parent

Signature of the Applicant

Station :

Date :

N.B. : Sons/Daughters of employees who died while in service shall enclose a certificate issued by a Senior Officer of the Shipyard stating that the applicant is the Son/Daughter of (Name and code number) who was working as (Designation) in (Deptt.) and died on (date) while in service.

This is in addition to the Income Certificate.

*Last Date :*

Applications complete in all respects and addressed to the present, Hindustan Shipyard Welfare Society, Visakhapatnam-530005 should be submitted to the Secretary on or before 22-3-1980. The Secretary can be contacted at the Civil Engineering Department (Inside Shipyard premises) or at R-117, Shipyard Colony.

Sd-1/3/1980

Secretary

H. S. Welfare Society

To

All Departments,  
All Notice Board,  
Members of Welfare Society,  
Hindustan Shipyard Junior College,  
Gandhigram Educational Society.  
Gandhigram Cultural Association.

## APPENDIX IX

(Vide Para 4 of the Introduction)

### *Summary of Conclusions/Recommendations Contained in the Report*

Sl. No.	Reference to para number in the Report	Summary of Conclusions/Recommendations
1	2	3
1.	1.10	The Committee regret to note that in contravention of the orders issued by the Ministry of Home Affairs in April, 1969, on the subject, a separate Cell has not so far been set up in the Ministry of Shipping and Transport to look after the proper implementation of reservation orders in favour of Scheduled Castes and Scheduled Tribes. The Committee recommend that a Cell in the Ministry should be set up immediately to ensure due compliance of the reservation orders. The Cell should, as far as possible, be manned by Scheduled Caste/Tribe personnel.
2.	1.11	The Committee feel that the Liaison Officer has to act in close-co-ordination and liaison with the Ministry of Shipping and Transport. The Committee welcome the suggestion of the Ministry that an officer will be nominated for periodical inspection in Hindustan Shipyard Ltd., to further strengthen the liaison and coordination between the Ministry and the Hindustan Shipyard Limited.
3.	1.12	The Committee need hardly point out that the very purpose of annual returns is defeated, if they are not scrutinised thoroughly on their receipt. The Committee would like the Ministry of Shipping and Transport to critically examine the returns on their receipt and to point out the discrepancies found in those returns to Hindustan Shipyard Limited so that timely action could be taken to rectify them.
4.	1.15	The Committee note that representation has been given to Scheduled Castes, while appointing Directors on the Board of Directors of Hindustan Shipyard Limited. The Committee desire that a non-Official Scheduled Caste/Tribe Director should always be on the Board of Directors and should be specifically entrusted with the responsibility of looking after the welfare interests of Scheduled Caste and Scheduled Tribe employees of Hindustan Shipyard Limited.

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5. 2.6           The Committee are unhappy to note that the Presidential Directive regarding reservations in favour of Scheduled Castes and Scheduled Tribes could only be made applicable in the Hindustan Shipyard Limited, w.e.f. 1972, even though the same was received in January, 1971, thus depriving many a Scheduled Castes and Scheduled Tribes of employment opportunities in the Hindustan Shipyard Limited for about a year. The Committee suggest that the backlog of vacancies in favour of Scheduled Castes and Scheduled Tribes should be calculated from the date of receipt of the Presidential Directive so that they are not put to any disadvantage due to late application of the orders.
6. 2.7           The Committee would also like the Hindustan Shipyard Limited to ensure that in future the reservation orders received in favour of Scheduled Castes and Scheduled Tribes are adopted and implemented immediately on their receipt from the Ministry of Shipping and Transport/ Bureau of Public Enterprise.
7. 2.8           The Committee regret to note that reservations in confirmation have not been provided in Hindustan Shipyard Limited in contravention of the extent orders on the subject contained in the 'Brochure on Reservation for Scheduled Castes and Scheduled Tribes'. The Committee urge that reservations in confirmation in favour of Scheduled Castes and Scheduled Tribes should be provided forthwith by Hindustan Shipyard Limited and the confirmation of Scheduled Castes and Scheduled Tribes employees made accordingly.
8. 2.15           The Committee note that the Chief Manager (Personnel) is acting as a Liaison Officer for Scheduled Castes and Scheduled Tribes and a Cell has also been constituted in the Hindustan Shipyard Ltd. since 1st July, 1979 under the charge of a Scheduled Caste Officer of the rank of a Personnel Officer. Liaison Officer and the Cell have to play an important role for the timely and proper implementation of the reservation orders. The Committee hope that both these functionaries will remain alive to the duties assigned to them and will see that the interests of Scheduled Castes and Scheduled Tribes, put under their charge, are fully protected and their welfare is looked after religiously.
9. 2.16           The Committee would also like that as far as possible, Liaison Officer be appointed from amongst the Scheduled Caste/Tribe officers working in the Hindustan Shipyard Limited.

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|---|---|---|
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10. 3.11      The Committee note the recruitment procedure being followed by the Hindustan Shipyard Limited for recruitment to man the various categories of posts under their control. The Committee welcome the suggestion of Hindustan Shipyard Limited that the Tehsildar or any other authority in Scheduled Caste/Tribe settlements should be made responsible to get the eligible Scheduled Caste/Tribe boys registered in the nearest Employment Exchange so as to get them employment in the Shipyard. The Committee also welcome the suggestion of Hindustan Shipyard Limited that they should be permitted to recruit Scheduled Caste/Tribe candidates having VIth or VIIth Class pass qualifications for recruitment in the Shipyard, so that they could be trained for absorption in suitable vacancies. The Committee would like the Hindustan Shipyard Limited to consider what further relaxations/concessions to Scheduled Castes and Scheduled Tribes could be given at the time of examination/interview/recruitment so as to augment their intake in the services of the Shipyard.
11. 3.12      The Committee note that the Copies of advertisements for the recruitment of Scheduled Castes/Tribes are being circulated to recognised Scheduled Caste/Tribe Associations, Social Welfare and Tribal Welfare authorities of the District/State and also broadcast through All India Radio. The Committee desire that copies of advertisements should also be sent to the local Scheduled Caste/Tribe MLAs and MPs as well as the Members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes so that they may also sponsor suitable Scheduled Caste/Tribe candidates for employment in the Shipyard.
12. 3.13      The Committee note that the dependents of the deceased employees are being provided employment by the Hindustan Shipyard Limited and at present about 191 persons are waiting for the same. The Committee feel that, in view of the precarious socio-economic conditions of Scheduled Castes and Scheduled Tribes, the dependents of the deceased Scheduled Caste/Tribe employees need special consideration for employment in the Shipyard.
13. 3.26      The Committee are distressed to be informed that the officers and workmen promotion rules do not specifically provide for reservations. The Committee consider it a serious lapse on the part of Hindustan Shipyard Limited and would like the Hindustan Shipyard Limited to immediately provide reservations specifically in the officers and workmen Promotion rules.
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14. 3.27

The Committee are unhappy to note that the number and percentage of Scheduled Castes promoted in Group A and Scheduled Tribes in all the Groups have been much below the quotas reserved for them. The Committee need hardly point out that mere provision of reservation in promotions in favour of Scheduled Castes and Scheduled Tribes will have no meaning unless all the vacancies reserved for them are actually filled in by them. The Committee would, therefore, like the Hindustan Shipyard Limited to consider the extent to which the eligibility criteria for promotions in favour of Scheduled Castes and Scheduled Tribes could be relaxed further so as to promote more and more Scheduled Castes and Scheduled Tribes against the reserved vacancies.

15. 3.28

The Committee would also like the Hindustan Shipyard Limited to consider whether the Scheduled Castes/Tribes could be recruited from the open market against the reserved promotional vacancies in case sufficient number of Scheduled Castes/Tribes are not available in the feeder cadres.

16. 3.30

The Committee are happy to learn that a Scheduled Caste/Tribe Officer is invariably associated with the Departmental Recruitment/Promotion Committees where the vacancies are reserved or where the Scheduled Caste/Tribe candidates are considered against non-reserved vacancies. The Committee recommend that the Scheduled Caste/Tribe officer associated with these Committees should be of a sufficiently higher status, so that he can have an effective say in the proceedings of such Committees.

17 3.37

The Committee note that whereas the directions of the Government of India on reservations in favour of Scheduled Caste/Tribe were received by the Hindustan Shipyard Limited on 20-1-1971 vide Ministry's communication No. SY-33(104)/69 dated 15th January, 1971, the rosters have been maintained only from 1st January, 1972 i.e. after about one year. The Committee feel that rosters should have been maintained w.e.f. 15th January, 1971 so as to assess the correct position regarding representation of Scheduled Castes and Scheduled Tribes in the services of the Hindustan Shipyard Limited. The Committee have no doubt that the vacancies, which should have been earmarked for Scheduled Castes/Tribes, had the rosters been maintained w.e.f. 15th January, 1971, have been taken into consideration while calculating the backlog in the Hindustan Shipyard Ltd.

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18	3.38	<p>The Committee regret to note that discrepancies have been found by the Liaison Officer of the Hindustan Shipyard Limited in the rosters. The Committee, attach great importance to the proper maintenance of the rosters, as in their view, rosters are the only mechanism through which the representation of Scheduled Castes and Scheduled Tribes in services can be watched. They feel that only routine checking of rosters by the Liaison Officers will not be very helpful. The Committee therefore, recommend that rosters should be checked thoroughly and more frequently and discrepancies noticed in their maintenance rectified immediately.</p>
19	3.44	<p>The Committee are firmly of the view that vacancies reserved for Scheduled Castes and Scheduled Tribes, in no case, should be dereserved. The Committee feel that concerted efforts should have been made for filling in the vacancies of Secondary Grade Teacher and Launch Serang in Group 'C' before dereserving them in 1977. The Committee welcome the suggestion of Hindustan Shipyard Limited that the dereserved vacancies which have been carried forward, may be advertised at specific intervals of time (say once in six months or so) so as to attract suitable Scheduled Castes/Tribe candidates.</p>
20	4.7	<p>The Committee regret to note that the representation of Scheduled Castes and Scheduled Tribes in the Officers' cadre and the representation of Scheduled Tribes both in the staff and workmen cadres is much below the quotas prescribed for them. The Committee feel that the target of 5 years for clearing the whole backlog in the vacancies reserved for Scheduled Castes and Scheduled Tribes indicated by the Chairman, Hindustan Shipyard Ltd, during the course of evidence is too long a period. In their opinion, if sincere and concerted efforts are made, it should not take more than two years for the Hindustan Shipyard Limited to clear the backlog in view of the tremendous increase in the educational standards of Scheduled Castes and Scheduled Tribes over the past few years.</p>
21	4.10	<p>The Committee would like to draw the attention of the Ministry of Shipping and Transport/Hindustan Shipyard Limited to the orders contained in the Ministry of Home Affairs O.M.No.16/2/67-Est. (c) dated the 27th September, 1967 and Department of Personnel and Administrative Reforms O.M.No. 36021/6/75 Est. (SCT) dated the 9th October, 1975 regarding vacancies to be filled by deputation and would urge that these orders should be strictly followed</p>

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- 22 4.20 The Committee are concerned to note that only eight officers belonging to Scheduled Castes/Scheduled Tribes communities have been deputed to attend seminars/symposia during the last five years and only one officer has been sent for training abroad under Colombo Plan/UNDP Assistance/Purchase Agreements etc. during the last five years. They also regret that no in-service training is given to Scheduled Caste and Scheduled Tribe employees in the Hindustan Shipyard Limited. To bring the Scheduled Caste/Tribe officers at par with other officers, the Committee feel that it is necessary to have an intensive in-service training for them. They also feel that to make them more, suitable for higher posts in the Hindustan Shipyard Limited and to expose them to modern methods of management and technology a greater number of Scheduled Caste/Scheduled Tribe officers should be deputed for training abroad and to attend seminars/symposia.
- 23 4.21 The Committee note that out of 1997 apprentices taken by the Hindustan Shipyard Limited during 1976 to 1980, 192 belonged to Scheduled Castes and 44 belonged to Scheduled Tribes. The Committee need hardly stress that unless a very large number of Scheduled Castes and Scheduled Tribes are taken as apprentices in the Training School and subsequently absorbed in the services of the Hindustan Shipyard Ltd. the backlog cannot be expected to be cleared in the near future. They, therefore, suggest that greater number of Scheduled Castes and Scheduled Tribes should be inducted as apprentices in the Training School with a view to clearing the backlog in the services of the Hindustan Shipyard Limited as early as possible.
- 24 4.24 The Committee note that there has been disagreement between the management and the Employees Union regarding recruitment of Scheduled Castes and Scheduled Tribes from open market against the reserved promotional vacancies. The Committee stress that it should be made abundantly clear to the Employees Union that the safeguards provided in the Constitution for Scheduled Castes and Scheduled Tribes are outside the purview of the Employees, Union and are not negotiable. The Committee would like the Hindustan Shipyard Limited to consider the question of recognition of the Association of Scheduled Castes and Scheduled Tribes, so that the difficulties faced by these communities can be specifically brought to the notice of authorities.
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25	5.4	<p>The Committee note that the Hindustan Shipyard Limited has been maintaining the Grievances Register since 1978 and all complaints/representations received from the Scheduled Caste/Tribe employees are registered therein. The Committee suggest that the register should be checked at regular intervals by the Liaison Officer/Chairman and Managing Director to ensure that complaints/representations received from the Scheduled Caste/Tribe employees are disposed of promptly and judiciously.</p>
26	5.8	<p>The Committee are happy to note that 10% of houses in Type I and II and 5% of houses in Type III and IV have been reserved for Scheduled Caste and Scheduled Tribe employees. The Committee are also happy to note that whenever, houses fall vacant, they are offered to Scheduled Caste/Tribe employees and others alternatively i.e. in the ratio of 1:1, and the houses allotted to Scheduled Castes Tribes when fall vacant are allotted only to Scheduled Caste/Tribe employees. The Committee would like the present policy to continue till such time the required percentages of reservations in allotment of houses are reached.</p>
27	5.9	<p>The Committee would also like the Hindustan Shipyard Limited to consider whether interest free housing loans could be given to Scheduled Caste and Scheduled Tribe employees.</p>
28	5.16	<p>The Committee note that various Welfare Schemes have been launched by the Hindustan Shipyard Limited, either independently or in collaboration with the State Government. The Committee expect the Hindustan Shipyard Limited to ensure that Scheduled Caste/Tribe Employees derive full advantage of these schemes. Also the question of granting full fee concession and the award of more scholarships to Scheduled Castes/Tribes merits favourable consideration by the Hindustan Shipyard Limited.</p>

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