

**COMMITTEE ON THE WELFARE OF  
SCHEDULED CASTES AND  
SCHEDULED TRIBES  
(1981-82)**

(SEVENTH LOK SABHA)

**TWENTY-SECOND REPORT**

**MINISTRY OF COMMUNICATIONS**

**[Reservations for, and Employment of, Scheduled Castes and  
Scheduled Tribes in Indian Telephone Industries,  
Bangalore.]**



*Presented to Lok Sabha on...*

*Laid in Rajya Sabha on....*

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COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND  
SCHEDULED TRIBES (1981-82)

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Dr. D. N. Godhok—*Chief Legislative Committee Officer.*

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

## 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 Twenty Second Report (Seventh Lok Sabha) on the Ministry of Communications—Reservation, for an employment of, Scheduled Castes and Scheduled Tribes in the Indian Telephone Industries, Bangalore.

2. The Committee took evidence of representatives of the Ministry of Communications on the 2nd and 3rd February, 1982. The Committee wish to express their thanks to the Secretary, Ministry of Communications for placing before them 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 the 7th April 1982.

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

*minute*

R. R. BHOLE,  
Chairman

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

NEW DELHI ;  
8th April, 1982  
Chaitra 18, 1904 (Saka)

## CHAPTER I

### A. ORGANISATIONAL SET-UP

The Committee have been informed that the Indian Telephone Industries was established in 1948 with headquarters at Bangalore. The I.T.I. produces the entire range of tele-communication equipment from telephone instruments to satellite North Station Equipment, besides specialised equipment for railways, Defence Services, Electricity Board etc. It has grown into a multi-unit industrial enterprise and its products are being exported to 40 countries in the world.

1.2. The manufacturing facilities of ITI are spread over nine factories in five locations-four in Bangalore, two in Naini and one each at Srinagar, Rae Bareli and Palghat. The years of setting up of these units are indicated below :—

#### Bangalore Unit :

Strowger Division	1948
Telephone Division	1948
Transmission Division	1950
Crossbar Division	1964-65

#### Naini Unit

Transmission Division	1969-70
Telephones	1971-72

#### Srinagar Unit

Rae Bareli Unit	1973-74
Pal Ghat Unit	1974-75

1.3 I.T.I.'s largest production Unit situated in Bangalore manufactures most of the equipment needed for telecommunications which include telephone instruments, strowger and crossbar type exchanges and transmission systems. Also located at this unit are two well-equipped research and Development Laboratories. The two units set up at Naini, near Allahabad manufacture multiplex and associated equipment and telephone instruments. An R & D Unit has also been set up at Naini. The Unit at Srinagar manufactures components and assemblies telephone instruments as well. The factory at Rae Bareli manufactures strowger Exchanges and the Unit at Palghat produces electronic exchanges.

1.4 Besides these main production units, I.T.I. has helped set up a number of privately owned ancillary units at Bangalore, Naini, Rae Bareli, Bhopal and Goa that supply a variety of equipment to the main units..

1.5 It has been stated that the Chairman is the head of the both the Corporate Office and the Manufacturing Units. The Bangalore unit is headed by an Executive Director; the units at Naini, Rae Bareli and Palghat are controlled by General Managers and the Srinagar unit is headed by Chief Project Manager who is under the control of Director (Production Planning) at headquarters.

1.6 When the Committee enquired about the nature of help given by ITI to set up ancillary units, it has been stated that ITI helps (i) to provide technical assistance in all aspects including guidance in the presentation of project report, factory layout, selection of plant (ii) supply of machines, jigs, tools and fixtures subject to availability (iii) imported and indigenous raw materials (iv) training to the entrepreneurs as well as their operators in the plant of ITI etc.

1.7. Asked during the course of evidence whether it was possible to set-up ancillary units near the areas where Scheduled Tribe people were concentrated, the representative of Indian Telephone Industries stated :

"We do have a number of units in Bangalore which take up manual work. They are actually cooperative and we can think of similar arrangements in predominantly tribal areas. In addition to this we have the engineering ancillary cooperatives and we could think of setting up this type of ancillaries which perhaps could be of interest in the Scheduled Tribes areas."

1.8. Asked whether I.T.I. proposed to set up any new units during the Sixth Plan period, the representative of I.T.I. stated that no new units were being planned; only the existing units were being expanded. As the existing units were looking for a new technology, there would be surplus staff. In order to absorb the existing staff, the thrust was to expand the existing units.

## B. RESERVATION ORDERS AND EXEMPTIONS.

1.9. In a note furnished by the Ministry of Communications, the Committee have been informed that the percentages of reservations made in favour of Scheduled Castes and Scheduled Tribes in the services of I.T.I. and the dates from which these have been made applicable are as follows :—

### (i) Posts filled by direct recruitment :

Groups of Posts	Percentage of Reservations		
	SC	ST	
A	16 2/3	7 1/2	For All India
B	16 2/3	7 1/2	
C	13	5	For Karnataka
D	13	5	

(As per the Presidential Directives)

1.10. For posts filled by direct recruitment, the reservations have been made since 1974 when the Presidential directives and guidelines were issued.

### (ii) Posts filled by Promotion :

The reservations in respect of posts filled by promotion were implemented from 1976. The percentage of reservations for posts filled by promotion in respect of Scheduled Caste and Scheduled Tribe candidates are 15 and 7-1/2



respectively when the element of direct recruitment does not exceed 66-2/3 per cent.

(iii) *Posts filled by Deputation :*

No reservation is made in respect of posts filled by deputation.

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

As a matter of policy, the company does not resort to temporary appointments and as such the question of reservation do not arise.

(v) *Casual Labour*

Although the relevant orders in this regard do not apply to casual employment, whenever such vacancies are notified to the Employment Exchanges, a specific request is made to sponsor as many Scheduled Caste/Scheduled Tribe candidates as possible. The initiative of the organisation, therefore, stretches beyond norms laid down in this regard.

1.11. The pay ranges of the posts in various groups are stated to as under :--

S.No.	Classification of posts	Description of posts
1.	Group A	Posts carrying a pay or a scale of pay with a maximum of not less than Rs. 1300.
2.	Group B	Posts carrying a pay or scale of pay with a maximum of not less than Rs. 900, but less than Rs. 1300.
3.	Group C	Posts carrying a pay or scale of pay with a maximum of over Rs. 290, but less than Rs. 900.
4.	Group D	Posts carrying a pay or a scale of pay the maximum of which is Rs. 290 or less.

1.12. In reply to a question, the Committee have been informed that in respect of the following categories of posts (Technical and non-technical) no reservations are made in favour of Scheduled Castes/Scheduled Tribes :—

- (i) Posts above the lowest grade of Group 'A' for conducting research or for organising, guiding and directing research ;
- (ii) Posts filled by deputation ; and
- (iii) Temporary appointments.

1.13. Asked about the precise reasons for exempting the above categories from the purview of the Reservation Orders, it has been stated that I.T.I. being the only major industry in the field of Telecommunications in the country is finding difficult to get persons from outside the company with background of advanced technology in the field of telecommunication/electronics especially to man the intricate jobs in the Research and development. With the major thrust of R&D required in the developing country like India, it was felt persons with requisite qualifications and experience be permitted to be selected for this area taking capacity of the individual into consideration. The Company therefore has decided to follow the Presidential Directives where reservation orders do not apply to recruitment for the post classified as Scientific/Technical for conducting research and for organising, guidance and directing research.

1.14. The Committee desired to know during evidence whether reservation rules were applied while sanctioning ancillary units, the representative of Indian Telephone Industries stated that there was only one ancillary unit which was manned by a retired officer of I.T.I. He added that no special announcements had so far been made for giving concessions to Schedule Castes/Scheduled Tribes for setting up ancillary units. He, however, agreed to make such announcements in future.

1.15 The Committee are unhappy to note that though the Indian Telephone Industries was established in 1948, the reservation orders were made applicable to it in 1974 in respect of direct recruitment when the Presidential Directives and Guidelines were issued.

1.16 The Committee further note that in respect of promotional vacancies reservations were made applicable in 1976 i.e. two years after the issue of the Presidential Directives. The Committee recommend that the reserved vacancies in promotional categories should also be calculated from 1974 and filled by Scheduled Caste and Scheduled Tribe candidates, in order to increase their representation in the services of Indian Telephone Industries.

1.17 The Committee note that in ITI no temporary appointments are normally made and as such no reservations are made in respect of "temporary appointments for 45 days or more". This is against the procedure prescribed by the Department of Personnel and Administrative Reforms and the Committee expect that the prescribed reservations will be followed for making temporary appointments for 45 days or more whenever such a contingency arises.

1.18 The Committee also recommend that while setting up ancillary units the claims of Scheduled Castes and Scheduled Tribes should be kept in view and they should be given preference over others at the time of selection. Wide publicity should also be given to attract applications from Scheduled Castes/Scheduled Tribes.

### C. LIAISON OFFICER AND CELL

1.19. The Committee have been informed that the Chief Personnel Manager is the Liaison Officer appointed by the Company to ensure due compliance by the appointing authorities with the orders and instructions pertaining to reservation in favour of Scheduled Castes and Scheduled Tribes and other concessions admissible to them.

1.20. Asked whether any Cell has been set up under the direct control of the Liaison Officer, it has been stated that a Cell consisting of two officers from Personnel and Administration Department and a senior officer belonging to Scheduled Caste community has been set up.

1.21. In a note furnished to the Committee it has been stated that there are separate Cells in different units of the Company and the main functions of these Cells are as under :—

- (i) To ensure due compliance of the Presidential Directives and other instructions issued periodically in respect of Scheduled Castes/Scheduled Tribes.

- (ii) Conducting inspection of the rosters maintained in the departments with a view to ensure proper implementation of reservation orders.
- (iii) To keep liaison between the Company and the supply sources like Employment Exchange, Social Welfare Boards and other agencies at the time of recruitment.
- (iv) To receive and scrutinise the complaints from Scheduled Caste/ Scheduled Tribe candidates, hear their grievances and redressal of their genuine grievances etc.

1.22. The Committee have been further informed that Liaison Officer at the level of Chief Personnel Manager has been appointed in the units located at Bangalore, Rae Bareli and Naini. At Srinagar, the unit is a very small one and it is essentially not a fully manufacturing unit, for that, a separate Liaison Officer has not been appointed. The Chief Project Manager of that factory looks after the liaison work.

1.23. In reply to a question whether regular checks are conducted during a year and the officers of the I.T.I. submit any report to the Ministry, the Committee have been informed that regular periodical checks are conducted by Liaison Officers. Periodical returns are also submitted by I.T.I.

1.24. Asked what is the strength of the Liaison Cell in each unit, it has been stated that the strength of the Cell including Liaison Officer is (i) Bangalore-4, (ii) Naini Unit-6, (iii) Rae Bareli Unit-3, (iv) Palghat Unit-1 and (v) J&K Unit-1.

1.25. In reply to a question, the Committee have been informed that the strength of the Liaison Cell is commensurate with the strength of the Scheduled Caste and Scheduled Tribe personnel employed in the organisation and the number of complaints received from employees belonging to these communities.

1.26. Asked whether the Cell is entrusted with the Liaison work exclusively and no other work has been assigned to them, it has been stated that the Cell consists of such executives who are officers in Personnel/Administration and other Technical and Non-Technical Departments. In addition to their own duties, they are in charge of the Cell also.

1.27. In a note, the Committee have been informed that in the Ministry of Communications, no separate Cell has been set up to look after the representation of Scheduled Castes and Scheduled Tribes. However, a Section with an Assistant in the Ministry coordinates matters pertaining to Scheduled Castes and Scheduled Tribes in respect of the Subordinate Offices and Public Sector Undertakings under its control. Instructions have recently been received on (7-12-1981) from the Department of Personnel and Administrative Reforms indicating that the Liaison Officer for Scheduled Castes and Scheduled Tribes should monitor the working of the Public Sector Undertakings, also under them to ensure effective implementation of the safeguards for Scheduled Castes and Scheduled Tribes. The Public Sector Undertakings under the Ministry of Communications including Indian Telephone Industries Limited have been informed accordingly.

1.28. As per instructions of the Ministry of Home Affairs, Department of Personnel and Administrative Reforms dated . . . . . contained in their O.M. No. 27/22/68-Est.(SCT) dated 19-4-1969 Ministries/Departments are required to set up a Cell within the Ministry/Department under the direct control of the Liaison Officer. The functions of the Cell are to assist the Liaison Officer in the implementation of orders and instructions relating to reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes and other benefits admissible to them.

1.29. In the Brochure on Reservations for Scheduled Castes and Scheduled Tribes in services under the Public Enterprises published by Bureau of Public Enterprises it is clearly mentioned that "the Joint Secretary in the administrative Ministry/Department who is incharge of the public enterprise and the Chief Personnel Officer/Personnel Director in the public sector enterprise will personally be responsible for ensuring the compliance of instructions regarding reservation for Scheduled Castes/Scheduled Tribes."

1.30 The Committee are distressed to note that in the Ministry of Communications no separate Cell has been set up to look after the representation of Scheduled Castes and Scheduled Tribes in services. The Committee further note that there are standing instructions issued by the Department of Personnel and Administrative Reforms that a Cell should be set up in each Ministry/Department which should function under the control of the Liaison Officer and assist him in the implementation of reservation orders in favour of Scheduled Castes and Scheduled Tribes.

1.31 Even in the Brochure on reservation for Scheduled Castes and Scheduled Tribes in Public Enterprises it has been stated that the Joint Secretary in the Ministry/Department, who is incharge of a Public Enterprise, will be personally responsible for ensuring the compliance of instructions regarding reservations in favour of Scheduled Castes and Scheduled Tribes.

1.32 The Committee are at a loss to understand how the instructions of the Department of Personnel and Administrative Reforms and the Bureau of Public Enterprises have not come to the notice of the Ministry of Communications till the Department of Personnel and Administrative Reforms issued instructions on 7-12-1981 that the Liaison Officer of the Ministry should also monitor the working of Public Sector Undertakings and ensure an effective implementation of the safeguards in favour of Scheduled Castes and Scheduled Tribes.

1.33 The Committee need hardly stress that it is the bounden duty of the administrative Ministry which controls a particular Public Undertaking to see that the reservation orders in favour of Scheduled Castes and Scheduled Tribes are implemented in letter and spirit.

1.34 The Committee, therefore, recommend that a Cell should be set up in the Ministry of Communications without any further loss of time to look after the representation of Scheduled Castes and Scheduled Tribes in all establishments under the administrative control of the Ministry including the Public Undertakings. The Department of Personnel and Administrative Reforms should also issue fresh instructions in this regard to all Ministries/Departments of the Government of India.

## CHAPTER II

### A. RECRUITMENT

#### I. Recruitment Procedure

2.1 The Committee have been informed in a note furnished by the Ministry of Communications that when a vacancy arises the reservations are worked out as per the roster points and the following sources are approached for getting candidates depending upon the requirements:—

1. Employment Exchange.
2. Director of Social Welfare, Karnataka.
3. Special Assistant to the Minister of Communications, New Delhi.
4. Private Secretary to the Minister of Communications, New Delhi.
5. The District Social Welfare Officer, Mysore|Mangalore|Coorg.
6. The Secretary, Mysore State Depressed Classes League, Bangalore.
7. 74 Scheduled Caste|Scheduled Tribe organisations recognised by the Government of India.
8. Zilla Sainik Board, Bangalore.
9. Ex-servicemen Cell at Delhi.
10. Advertisements in press.
11. Campus recruitments in premier institutes like IITs etc. for Graduate Engineers and Management Science Graduates.

2.2 The Employment Exchange authorities are also advised to sponsor as many Scheduled Caste|Scheduled Tribe candidates as possible even in respect of un-reserved posts and selected candidates are posted against suitable vacancies. Aptitude|Trade tests are administered as pre-employment selection tests. The successful candidates from these tests are interviewed for final selection.

2.3 Asked whether the Employment Exchange was helpful in getting Scheduled Caste|Scheduled Tribe candidates, the representative of

ITI informed the Committee that Employment Exchange was only helpful in giving Scheduled Caste/Scheduled Tribe candidates for Group C and D vacancies. In the event of no suitable Scheduled Caste/Scheduled Tribe candidates being available, such posts are given wide publicity by advertising in leading News Papers. These advertisements clearly display the reservations in respect of Scheduled Caste/Scheduled Tribe candidates. In the event of there being no response to such advertisements, one more insertion is given in the newspapers, with a specific provision that "the posts are reserved for Scheduled Caste/Scheduled Tribe candidates and if there is no response from these candidates the posts will be filled otherwise". This is done with a view to make sure that suitable Scheduled Caste/Scheduled Tribe candidates are not precluded.

2.4 Asked whether the advertisements for recruitment were also sent to local MPs, MLAs and Social Welfare Department of the State Government, the representative of the ITI stated during the course of evidence that .

"only very recently we contacted the Department for the recruitment of Civil Engineers and we personally went to their office. They were helpful in getting us the candidates."

2.5 In reply to a question, what is the time lag between the issue of an advertisement by the ITI and the final recruitment, it has been stated that normally it requires three to six months. Between the issue of an advertisement and final recruitment sufficient time has to be given to the candidates for sending application. After registering the applications these have to be scrutinised and screened, tests/interviews have to be arranged, medical examination has to be conducted and then candidates are asked to report for duty.

2.6 All candidates including those belonging to Scheduled Caste and Scheduled Tribe communities who are called for test/interview are given minimum 2 to 3 weeks time for appearing in test/interview.

2.7 In reply to a question whether call letters are sent to the Scheduled Caste and Scheduled Tribe candidates under registered acknowledgement due post, the Committee have been informed that in Bangalore Unit, ITI have recently started sending test/interview call/letters for the recruitment of officers under registered post. In addition to this, one more copy of the same letter is sent through ordinary post. But with regard to non-officers, the communication is sent by ordinary post since the number called for test/interview is large. In respect of other units, the communications are sent under registered post.

2.8 The Committee have been further informed that the number of vacancies reserved for Scheduled Caste/Scheduled Tribe candidates are specified in the demands placed with the Employment Exchange or in the advertisements.

2.9 In respect of posts for Groups A & B the following are the newspapers in which advertisements are generally given :

- |   |                         |
|---|-------------------------|
| 1. Amrit Bazar Patrika/<br>Northern India Patrika | Calcutta/Allahabad      |
| 2. The Hindu                                      | Madras                  |
| 3. The Statesman                                  | Delhi                   |
| 4. The Times of India                             | Bombay/Ahmedabad/Delhi  |
| 5. The Indian Express                             | Bombay/Southern edition |
| 6. The Deccan Herald                              | Bangalore               |
| 7. Employment News and Rozgar Samachar            | GOI Publication.        |

2.10 For posts in Groups C and D the advertisements are released in the local newspapers published in English/Hindi/Local language, such as Amrit Prabhat/Dainik Jagran/Swantantra Bharat/Kaumi Awaz/Prajavani/Mathrubhoomi/Manorama.

2.11 Asked what action is taken if the local employment exchange is unable to sponsor suitable Scheduled Caste/Scheduled Tribe candidates for recruitment, it has been stated that in that event, the organisation resorts to direct recruitment by advertising such posts newspapers. Copies of advertisements for recruitment are also sent to the Associations/organisations of Scheduled Caste/Scheduled Tribe and the Parliamentary Committee for the welfare of Scheduled Caste and Scheduled Tribe.

2.12 Asked whether Chairman, ITI can exercise special power to recruit Scheduled Caste/Scheduled Tribe candidates in case Employment Exchange and other agencies are unable to sponsor such candidates, the Committee have been informed that the Chairman can exercise such power. But normally it takes two to three months to make appointments by advertisement after the Employment Exchange and other agencies report that suitable candidates are not available.

2.13 The Committee expect that the Indian Telephone Industries, which have units in different States, will adopt all possible measures to attract required number of Scheduled Caste and Scheduled Tribe candidates for recruitment to their different categories of posts. The Committee need hardly emphasise that only recruitment at initial stage of the Scheduled Caste/Scheduled Tribes candidates against all the reserved posts would help the Company to reduce the gaps in the higher categories of posts.

2.14 The Committee would also like the Company to initiate immediate action for recruitment under the powers of the Chairman when the employment exchange expresses its inability to sponsor the desired number of Scheduled Caste/Scheduled Tribe candidates for the reserved posts and issues non-availability certificate.

## II. RECRUITMENT OF CASUAL LABOUR

2.15 The Committee have been informed in a note that reservation rules do not apply to casual employment, whenever such vacancies are notified to the Employment Exchanges a specific request is made to sponsor as many Scheduled Caste/Scheduled Tribe candidates as possible.

2.16 It has been stated that casual labour is employed on day-to-day basis only for such work which does not require continuity or permanency.

2.17 As regards the main job of casual labours the Committee were informed during the course of evidence that they assisted the workers on the shop floor. It was primarily material handling and material preparation on the unskilled job, both inside and outside the units and the work was seasonal.

(d) The following are the figures of SCs and STs along the casual labour in the ITI and the manufacturing units as on 30-6-1981:—

Total Number of casual Workmen		No. of SCs	No. of STs	Others
Bangalore	316	200	05	111
Naini	23	12	—	11
Rae Bareli	400	80	—	320
	(Approx.)	(Approx.)		—

2.18 The number of casual employees who have been made permanent during the years 1979, 1980 and 1981 and Scheduled Castes/Scheduled Tribe among them are as under:—

Year	Total No.	S.C.	S.T.	Non-SC/ST
<b>BANGLORE COMPLEX</b>				
1979	181	104	3	74
1980	12	8	—	4
1981	1	—	—	1
<b>NAINI UNIT</b>				
1979	9	2	—	7
1980	44	10	—	34
1981	16	6	—	10
<b>RAE BARELI UNIT</b>				
1979	48	7	—	41
1980	20	5	—	15
1981	24	5	—	19
<b>PAL GHAT UNIT</b>				
1979	8	3	—	5
1980	4	—	—	4
1981	Nil	—	—	Nil



2.19 The Committee appreciate the efforts made by the Indian Telephone Industries to absorb permanently the casual labour, which is employed on day-to-day basis for such work which does not require continuity or permanency. The Committee are aware that there is no reservation in the recruitment of casual labour, they would, however, like to stress that all efforts should be made to recruit as many Scheduled Castes and Scheduled Tribes as casual labour as possible so that greater number of them could get permanent posts in due course. The Committee would like the Company to make special efforts to have Scheduled Tribe casual labour in their Rae Bareilly and Naini units, where there is no representation at all of Scheduled Tribes at present.

## B. RELAXATIONS AND CONCESSIONS

2.20 The Ministry of Communications have informed the Committee that following concessions/relaxations are given to Scheduled Castes and Scheduled Tribes in the matter of direct recruitment and promotion :—

For Recruitment :

1. The value of the application fee is to 1/4 of that applicable to non-Scheduled Caste/Scheduled Tribe candidates.
2. An additional 10 per cent marks are allotted in tests and interviews.
3. Relaxation of five years in age limit.
4. Tests/interviews are held in separate groups.
5. Even against un-reserved vacancies Scheduled Caste/Scheduled Tribe candidates are considered and Employment Exchanges are asked to sponsor as many Scheduled Caste/Scheduled Tribe candidates as possible.
6. Relaxation in respect of qualifications in higher grade posts.
7. Relaxation of pass in the test—in many instances mere appearance in tests has been considered enough.
8. Relaxation of experience against the reserved post.

For Promotion :

Officers :

- (a) Where promotions are affected on seniority-cum-fitness basis, the reserved quota for Scheduled Caste/Scheduled Tribe is filled by candidates belonging to Scheduled Caste/Scheduled Tribe irrespective of their seniority in general list, by maintaining a separate seniority list, subject to their being eligible and found fit for promotion.
- (b) In respect of promotion by selection, wherever reservation applies as per the directive, reserved vacancies are filled by Scheduled Caste/Scheduled Tribe employees who are within the normal zone of consideration.

**Non-officers :**

Promotion for Non-Officers were vacancy based, on seniority subject to fitness till 31-3-1979 in respect of operative technical area and upto 31-8-1980 in respect of non-operative area. Time Bound Promotion scheme came into force from 1-4-1979 followig the tripartite settlement dated 22-9-1979 and 28-12-1979 whereby an employee including a Scheduled Caste/Scheduled Tribe is promoted on completion of a fixed span of service in a particular category without any relation to vacancies, subject to satisfying the norms.

2.21 For Scheduled Caste/Scheduled Tribe candidates to acquire higher qualification for better performance and career development the following facilities/concessions are stated to have been given :—

- (1) Grant of study leave with half pay, which is not available to employees of other communities.
- (2) Permission to take up evening/part-time courses.
- (3) The usual restrictions are not applied while forwarding applications for outside employment.
- (4) Conducting special developmental programmes exclusively for Scheduled Caste/Scheduled Tribe officers.

2.22 The Committee hope that the relaxations and concession stipulated by the Indian Telephone Industry for recruitment and promotion (both officers and non-officers category) for Scheduled Caste and Scheduled Tribe candidates if implemented in true spirit will go a long way to help the ITI to wipe out the shortfall in various categories of posts in the shortest possible time.

2.23 The Committee note the various relaxations/concessions being granted to Scheduled Caste/Scheduled Tribe persons both in direct recruitment and promotion. The Committee desire that I.T.I. should make concerted efforts to implement these concessions/relaxations in letter and spirit so that the backlog in the representation of Scheduled Castes/Scheduled Tribes in services is wiped out in the shortest possible time.

### C. MAINTENANCE OF ROSTERS

2.24 The Committee have understand that in Indian Telephone Industries rosters are being maintained for each category of posts as per orders on the subject and these rosters are inspected periodically.

2.25 The Liaison Officers conduct inspection of rosters maintained in the departments with a view to ensure proper implementation of reservation orders.

2.26 In order to maintain rosters etc. properly the Personnel Manager has issued the following directions for implementation to the Liaison officers.

"Liaison Officers should be more vigilant. A Cell which should consist of one officer from among Scheduled Caste/Scheduled Tribe community should be formed. Although these Cells are existing in the units for quite some time, they give an impression that their set up is only a routine and formality. This impression should be erased and a serious climate be created. Senior Officers of the Corporate Personnel wherever they are on tour to the units should make it a point to check the rosters maintained and ensure their correct maintenance.

Units should also maintain rosters for Handicapped and ex-servicemen personnel."

2.27 The Committee has always been of the view that the only mechanism through which proper effect to the reservations in an organisation prescribed for the Scheduled Castes and Scheduled Tribes can be given is the rosters and their maintenance. The Committee hope that as emphasised by the Personnel Manager of the Indian Telephone Industries in his directions, the Liaison Officers will ensure correct maintenance of the rosters. These rosters, the Committee wish will be checked atleast twice a year and immediate rectification of discrepancies if any, noticed in the maintenance of rosters, will be ensured by the Liaison Officer.

#### D. PROMOTION

2.28 It has been stated that 75 per cent of the posts in Grade I and in grade III and above are filled by promotion. In grade II, which is the main entry point for graduate Engineers, 25 per cent vacancies are filled by promotion and the rest are filled by direct recruitment.

2.29 The Promotion Policy in respect of various units and the Corporate Office of ITI is stated to be as under :—

- I. (a) Promotions from Grade I upto Grade IV is unitwise. For this purpose the following constitute a Unit :
  - (i) Production Divisions of Bangalore, R&D Divisions of Bangalore, Sales and Service Office, Bangalore.
  - (ii) Production Divisions of Naini and R&D Division of Naini.
  - (iii) Establishment at Rae Bareli.
  - (iv) Establishment at Palghat.
  - (v) Establishment at Srinagar; and
  - (vi) Regional Offices at Bombay, Calcutta, Delhi and Madras including their sub-offices.
- (b) For Corporate Office, Officers may be drawn from different Units as required.
- II. Out of the Promotion quota, 80 per cent will be filled by promotion on seniority-cum-fitness and the balance 20 per cent

by selection on the basis of merit for all grades from Grade I to Grade IV. The manner of filling will be on the following basis :

- (a) *By Seniority-cum-fitness.*—These posts shall be ordinarily filled by persons possessing the adequate qualifications and satisfactory records. However, upto 15 per cent of the posts in this quota shall be earmarked for Officers not possessing requisite qualifications but having adequate experience with meritorious record of service.
- (b) *Promotion by Selection.*—Having first made promotion list under (a) above, 20 per cent of the posts shall be filled by selection from amongst the remaining eligible candidates in the seniority list. The list of candidates to be considered for this shall be upto 4 times if vacancies are 6 or more and 5 times if vacancies are less than 6. For the purpose of selection, marks for confidential reports, length of service, qualifications and assessment by DPC shall be reckoned as stipulated in Page No. 4.

*Allocation of marks for promotion by selection for 25 per cent of posts :*

- (1) 30 marks to be given for Confidential Reports for the last three years ;  
 10 marks for 'OUTSTANDING' for each year ;  
 8 marks for 'VERY GOOD' ; 5 marks for 'GOOD' ;  
 3 marks for 'AVERAGE' and Nil marks for 'BELOW AVERAGE'.
  - (2) 15 marks to be given for length of service at the rate of 3 marks for every year of service in the grade.
  - (3) 30 marks for the qualification on the following basis :  
 25 marks for Ph. D ; 25 marks for Post Graduate Course or equivalent ;  
 15 marks for Graduation in Engineering or equivalent ;  
 10 marks for Diploma or graduation in Science or equivalent ;  
 5 marks for SSLC/Training in ITI ; and 5 marks for any additional qualifications useful to nature of work.
  - (4) 25 marks for the assessment by DPC (if necessary by conducting interview).
  - (c) For specialised posts like Chemical Engineering, Tool Room etc. if suitable candidates from general seniority cannot be found, they may be selected by internal advertisement against promotion quota.
- III. For the purpose of seniority, candidates in 2(a) above shall rank senior to those in 2(b). Inter-seniority in 2(a) and 2(b) above will be based on their original seniority in lower grade.

- IV. Service requirement for promotion from Grade I to Grade II shall normally be 3 years for Engineering Graduates and 6 years for Diploma Holders and B.Sc. (PCM) or their equivalent. Minimum service requirement for promotion from Grade II to Grade III shall be 3 years. If the required number of candidates with such service are not available, the minimum service may be relaxed to 2 years.
- V. For promotion to grades beyond Grade III, minimum period of service in the lower grade shall be 2 years.
- VI. Promotion to Grade V and above shall be on all company basis through circulation of vacancy notice laying down the requirements of the job, qualification, and other details. For promotion against such notices, all candidates meeting the requirements specified may apply.
- VII. Where sufficient suitable candidates are not available against promotion quota, the required number may be filled by outside requirement.

Promotions made during the last five years in groups A, B, and C in the whole organisation and the number of Scheduled Castes and Scheduled Tribes among them have been indicated in the following statement.

Year	Group 'A'						Group 'B'						Group 'C'					
	No. of		Percentage		Total	Promo- tions	No. of		Percentage		Total	Promo- tions	No. of		Percentage			
	SC	ST	SC	ST			SC	ST	SC	ST			SC	ST	SC	ST		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
1976-77	6	1	..	16.7	..	147	7	..	4.8	..	1208	254	4	21.3	0.4			
1977-78	200	4	..	2.4	..	153	24	1	16.1	0.7	1445	315	9	22.5	0.9			
1978-79	109	12	2	11.0	1.8	270	15	3	5.5	1.1	1119	262	7	23.4	0.7			
1979-80	44	1	..	2.3	..	17	1	..	6.0	..	676	191	12	28.2	1.8			
1980-81	17	1	..	5.9	..	4	..	..	..	..	108	25	1	23.1	0.9			

2.30 Asked to explain the procedure followed for making ad-hoc promotions against reserved vacancies, it has been stated that there is no procedure for ad-hoc promotions. However, recently ad-hoc promotions have been given to 2 Scheduled Caste/Scheduled Tribe officers even though they did not fulfill the criterion for promotion i.e., completion of a certain period of service in the grade to become eligible for the promotion.

2.31 It has been stated that there is an agreement between the I.T.I. Employees Union and the management with regard to time bound promotion in respect of non-officers i.e. posts in group 'C' and 'D' at Bangalore Unit. Time Bound Promotion Scheme is not based on the concept of vacancy, but on the number of years of service in the particular category. As such, it does not attract any reservation since all candidates irrespective of whether they belong to SC/ST or not are given promotion. This had become necessary as the creation of posts in higher category had come to a standstill due to the Unit reaching stagnation level. Although this scheme does not attract reservation, I.T.I. has recently drawn a proposal and it is under consideration for further relaxation of the period of service by one year, in respect of Scheduled Caste/Scheduled Tribe candidates only in getting their promotion, under the Time Bound Promotion Scheme.

2.32 The Committee are unhappy to note that the number and percentage of Scheduled Caste and Scheduled Tribe officers promoted in Groups A and B have been much below the quotas reserved for them.

2.33 Even in Group 'C' the number of Scheduled Tribe employees who were promoted is almost negligible. The Committee Trust that in view of the Time Bound Promotion Policy recently introduced in the Bangalore Unit the prospects for promotion for Scheduled Caste/Scheduled Tribe employees will improve.

2.34 The Committee recommend that an early decision should be taken in regard to the relaxation of the period of services by one year in the case of Scheduled Caste/Scheduled Tribe employees under the Time Bound Promotion Policy Scheme.

2.35 Although this scheme is presently made applicable to the Bangalore Unit only, the Committee feel that the question of extending the Time Bound Promotion Policy to other units of ITI should be examined, in case those units also reach the stagnation level and there are no chances for promotion and the scheme proves to be general benefit to all the concerned officers.

## E. DE-RESERVATION

2.36 Regarding de-reservation of reserved vacancies it has been stated that after duly following the formalities contemplated under the guidelines the case is brought to the notice of Chairman/Board of Directors. The reservations in such cases are carried forward as per the directives. Proposals for de-reservation of Posts under Group C&D are put up to Chairman and posts under Group A & B to the Board of Directors. However, an internal decision has been taken that the posts reserved for SC/ST should not be de-reserved.

2.37 Asked what checks are exercised in the matter of de-reservation of reserved vacancies, the Committee have been informed that the Powers for the de-reservation of post is delegated to the Board of Directors in case of Officers, and in the case of non-officers, to the Chairman. The Board of Directors have decided since the beginning of 1979 that there should not be any de-reservation and as far as possible posts meant for Scheduled Caste/Scheduled Tribe should be filled by Scheduled Caste/Scheduled Tribe candidates only.

2.38 The number of vacancies de-reserved in groups A and B during the last 5 years are as under :—

Year	A	B
1976	01	03
1977	02	05
1978	03	02
1979	Nil	Nil
1980	Nil	Nil

2.39 When the Committee suggested that before de-reserving a post, trained Apprentices belonging to Scheduled Caste/Scheduled Tribe community should be considered for the post, the representative of I.T.I. stated during the course of evidence :—

“Our problem is not where apprentices are involved, because they are being taken care at the lower category, mostly in Group C. We have absolutely no problem in group C. We have enough representation in Group C for Scheduled Castes and Scheduled Tribes the problem is of Group B and A where we do not get any apprentices. Therefore, if we take what we have advertised, out of 38 posts which were advertised, 26 are reserved for Scheduled Castes and Scheduled Tribes. That itself if shows our concern for it and how it is being done. There is no periodicity as such for advertising. If the post is not filled up, it appears in every subsequent advertisement.”

2.40 When the Committee enquired what would be the position if other community candidate was appointed against a de-reserve post and within the next six months a Scheduled Caste or Scheduled Tribe candidate was appointed in the same post, the Secretary, Ministry of Communications stated that the other community candidate would not be affected. He would continue to occupy the de-reserved post to which he had been recruited. The Scheduled Caste/Scheduled Tribe candidate would be appointed against a carry-forward vacancy or any tentative vacancy.

2.41 The number of posts which were reserved for Scheduled Caste and were de-reserved in promotional category during 1980 are stated to be as under :—

Group A	—	3
Group B	—	3
Group C	—	51
Group D	—	Nil



2.42 As regards 51 reserved vacancies which were de-reserved during 1980 in promotional category Group 'C' the Committee have been informed that all those vacancies which were de-reserved and filled by Non-Scheduled Caste/Scheduled Tribe candidates were in respect of posts in the Naini Unit.

2.43 The Committee was further informed that as stated earlier to avoid de-reservation, the company has since taken decision not to de-reserve any reserved post for SC/STs and to fill up such reserved posts by candidates belonging to those communities only, as far as possible. In addition, exclusive advertisements have been released for SC/ST candidates to fill up the reserved posts. Rae Bareilly is now approaching some ST inhabited areas to get suitable ST candidates, as most of the recruitment is now restricted to Rae Bareilly Unit only.

2.44 The Committee note that the Board of Directors have taken a decision in 1979 that there should not be any de-reservation of reserved vacancy and as far as possible posts meant for Scheduled Caste/Scheduled Tribe should be filled by SC/ST candidates only. The Committee welcome the decision taken by the Board of Directors that their should not be any de-reservation of reserved vacancies. However, the Committee are unhappy to note that during 1980, 51 vacancies in Group 'C' were de-reserved in promotional categories in utter disregard of the decision taken by the Board of Directors in early 1979. The Committee fail to understand how such a thing could happen and therefore recommend that a thorough enquiry should be made and responsibility should be fixed as to why the decision of the Board of Directors taken in 1979 had been ignored in 1980.

#### F. EXCHANGE OF RESERVED VACANCIES

2.45 Ministry of Communication have stated in a note furnished to the Committee that Scheduled Caste candidates are appointed in the vacancies reserved for Scheduled Tribes if suitable Scheduled Tribe candidates are not available. No Scheduled Tribe candidates have been recruited against posts reserved for Scheduled Castes.

2.46 The number of Scheduled Castes appointed against the vacancies reserved for Scheduled Tribes in group 'C' and 'D' during 1978, 1979 and 1980 recruitment years is as under :—

No. of SCs appointed against the posts reserved for STs.	1978		1979		1980	
	Group 'C'	Group 'D'	Group 'C'	Group 'D'	Group 'C'	Group 'D'
Bangalore	34	4	—	3	3	1
Naini	05	1	07	—	11	9

2.47 The Committee desire that before appointing Scheduled Caste candidates against the carried forward Scheduled Tribe vacancies, all possible efforts should be made to find Scheduled Tribe candidates.

2.48 The Committee need hardly stress that the post reserved for one community can be filled up by a candidate from the other community only when a suitable candidate is not available after all efforts have been made from the community for whom the post is reserved.



**Staff Strength in the Organisation (Including All the units) as on 30-6-1961**

Group of Posts	Total No. of employees	No. of		Percentage		Shortfall in Nos.		Excess in Nos.	
		SCs.	STs.	SCs.	STs.	SCs.	STs.	SCs.	STs.
1	2	3	4	5	6	7	8	9	10
Group 'A'	934	38	2	4.07%	0.21%	117	68	..	..
Group 'B'	1494	91	7	6.09%	0.47%	157	105	..	..
Group 'C'	21867	3501	128	16.01%	0.59%	..	965	658	..
Group 'D'	2187	965	16	44.12%	0.73%	..	93	681	..
Sweepers	378	338	2	89.42%	0.53%	..	17	289	..
Total	26860	4933	155	18.37%	0.58%	..	..	..	..

3.2 Asked to state the reasons for shortfalls, in the employment of Scheduled Castes/Scheduled Tribes against their reserved quota and the remedial measures taken or proposed to be taken, the Committee have been informed that the Company is finding difficulty in getting suitable Scheduled Caste/Scheduled Tribe candidates in Group A and B. This is mainly because of the fact that being the only major telecommunication industry with high technology in the country, availability of experienced candidates especially from Scheduled Caste/Scheduled Tribe communities is difficult.

3.3 The following steps have been taken to make up the shortfalls.

- (i) The Company has floated Scholarships in the Engineering Colleges situated nearer to the Units exclusively for Scheduled Caste/Scheduled Tribe candidates with the intention of absorbing them in the Units on completion of degree course.
- (ii) In order to get as many Scheduled Caste/Scheduled Tribe candidates as possible for the various posts in the Company, the Director of Social Welfare, Government of Karnataka is contacted to sponsor such candidates.
- (iii) In respect of posts in Group A and B, Notification are sent to the 74 Scheduled Caste/Scheduled Tribe organisations to sponsor Scheduled Caste/Scheduled Tribe candidates.
- (iv) Training and Development programmes are conducted for Scheduled Caste/Scheduled Tribe candidates as a measure to prepare them to occupy higher posts.

3.4 The Committee desired to know whether the organisation proposed to hold *ad-hoc* recruitment specially for Scheduled Caste/Scheduled Tribe candidates to make good the shortfalls, it was stated that the I.T.I. had released exclusive advertisements for Assistant Executive Engineer and for the posts of officers in Finance and Accounts Departments and some more advertisements were proposed to be released.

3.5 When the Committee desired to know what efforts had been made by the I.T.I. to overcome the shortfall of Scheduled Caste candidates in Naini Unit, the representative of I.T.I. stated during evidence that a special team to get Scheduled Caste candidates had been sent to Naini, and it was proposed to contact local MLAs to get Scheduled Caste candidates.

3.6 In reply to a question whether there is a proposal to hold limited Departmental Examination to select suitable Scheduled Caste/Scheduled Tribe employees from within the establishment to fill higher posts where the shortfall of Scheduled Caste/Scheduled Tribe is considerable, the Committee have been informed that at present, there is no proposal to hold limited Departmental Examination to select Scheduled Caste/Scheduled Tribe employees from within the establishment. However, with regard to promotions, the Departmental Promotion Committees invariably consider the available Scheduled Caste/Scheduled Tribe candidates with relaxed standard.

3.7 As regards sending special recruitment teams to the tribal areas and predominantly Scheduled Caste localities to make on-the-spot selection of suitable Scheduled Caste/Scheduled Tribe candidates it was stated that for lower categories, the organisation have no problem in getting Scheduled Caste candidates except in Naini/Rae Bareli units. With regard to Scheduled Tribe candidates there is an around scarcity and even Employment Exchanges have not been able to sponsor Scheduled Tribe candidates, as they do not have such candidates on their live register. The Rae Bareli unit is sending special recruitment teams to Industrial Training Institutes located near tribal areas for campus recruitment at semi-skilled and skilled level.

3.8 The Committee are concerned to note that as on 30th June, 1981 there was heavy shortfall of Scheduled Castes in Groups A and B posts while in the case of Scheduled Tribes the shortfall exists in all the groups particularly in Group C. The Committee expect that various measures taken by I.T.I. to wipe out the shortfalls will bear fruit and they will be able to attract sufficient number of Scheduled Caste/Scheduled Tribe candidates to make up the shortfall.

3.9 The Committee would like the Company to hold special recruitment, if necessary, to induct more Scheduled Caste/Scheduled Tribe officers at the higher levels. The Committee should be apprised of the results of the exclusive advertisements issued for filling posts of Assistant Executive Engineers and posts in Finance and Accounts Departments.

3.10 As regards shortfalls of Scheduled Tribes in Group C and D the Committee are of the view that this problem can be tackled by resorting to on-the-spot recruitment of tribal candidates in the tribal areas. For this, the help of Directors of Tribal Welfare of the respective States and Welfare Organisations in the areas should be sought in a co-ordinated manner.

## B. INSTITUTIONAL IN-SERVICE TRAINING

3.11 The Committee have been informed that as regards arrangements for in-service training of Scheduled Caste/Scheduled Tribe employees, ITI has arranged the following special programmes:—

- |   |                   |
|---|-------------------|
| (1) Process Planning                        | —25 participants. |
| (2) Public Speaking                         | —25 participants. |
| (3) Management and organisational behaviour | —30 participants. |
| (4) Management science                      | —40 participants. |

3.12 The organisation is also arranging refresher courses in the Staff College with the help of specialists from the Institute of Secretarial Training and Management, New Delhi, as well as Office of Commissioner for Scheduled Castes/Scheduled Tribes, New Delhi. This training course will be imparted to officers connected with the implementation of the various directives regarding reservation etc. for Scheduled Castes and Scheduled Tribes and also representatives of the Officers' Association and the Union.

3.13 In addition to the above, these officers also attended the other development programmes along with other officers.

3.14 The Company proposes to conduct the following special programmes for Scheduled Caste/Scheduled Tribe officers :

- (1) Communication
- (2) Man Management
- (3) Team Building
- (4) Materials Management.

3.15 Asked at what level the in-service training was imparted to the Scheduled Caste/Scheduled Tribe employees, the representative of I.T.I. has stated during evidence that training is imparted at all levels but they are concentrating mainly on groups A and B, because those officers have to advance to take up higher positions. They are being given more intensive training in management techniques and new technology. Training is also given to non-Scheduled Caste and Scheduled Tribe officers; but classes are being held exclusively for Scheduled Castes and Scheduled Tribes. Officers from all the units are trained in the Staff Training College, which is a prestigious institution.

3.16 In reply to a question as to how many Scheduled Caste/Scheduled Tribe employees recruited and promoted were given in-service training to improve their skills so as to bring them at par with others before they were assessed or subjected to competence or promotion tests during each of the last three years, the Committee have been informed that recently the organisation have started arranging separate training and development programmes for Scheduled Caste/Scheduled Tribe employees/officers. The organisation have also planned for many such programmes in future. Since this system has been started very recently it is too early to make any comment or analysis.

3.17 In regard to the training facilities, the representative of I.T.I. stated during evidence that :

“We have a very well organised staff training college at Bangalore. It is for Management. As part of our management programme, we have started classes on oral and written communications at our Staff Training College. We have involved the Faculty of Indian Institute of Management also. They come and lecture to us.....Scheduled Caste and Scheduled Tribe executives exclusively are given some special training in all aspects of management.”

3.18 The Committee were also informed that during the year 1981-82, out of 19 officers sent abroad for training there were 2 officers who belonged to Scheduled Caste community. One more Scheduled Caste officer would be going abroad shortly.

3.19 The Committee appreciate the training facilities provided by I.T.I. for their Executives in the Staff Training College at Bangalore. The Committee feel that it is equally important to provide training to Scheduled Caste/Scheduled Tribe officers at the lower levels in order to help them to improve their technical skills, particularly those officers in Group 'C' who are recruited with relaxed standards. They would, therefore, like that similar training programmes should be devised for Scheduled Caste/Scheduled Tribe employees in lower groups.

3.20 The Committee are unhappy that during the year 1981-82, out of 19 officers sent abroad for training, there were only 2 officers who belonged to Scheduled Caste community. The Committee need hardly stress that in order to provide greater experienced to Scheduled Caste/Scheduled Tribe officers in modern methods of management and technology a larger number of Scheduled Caste/Scheduled Tribe officers should be deputed for training abroad.

### C. PERIODICAL RETURNS

3.21 The Committee have been informed that annual returns as per the Presidential Directives and quarterly returns with regard to the employment of Scheduled Caste/Scheduled Tribe candidates are submitted by I. T. I. to the Ministry of Communications.

3.22 Asked whether the returns are analysed, and what is the result of analysis of such returns during the last one year and action taken thereon, the Committee have been informed that Corporate Office scrutinises the returns of all the Units periodically and sends advices wherever there are backlog and to make good the shortfall in each unit. Statements indicating consolidated figures for all the units are sent to the Ministry. The administrative Section concerned in the Ministry examines the reports of I.T.I. Ltd.

3.23 Annual statement showing total number of employees in I.T.I. and the number of Scheduled Caste/Scheduled Tribe amongst them as on 31-12-80 and quarterly return as on 30-9-1981 showing the staff position in the organisation are reproduced below :—



## Statement Showing the Total Number of Employees and the Number of Scheduled Castes and Scheduled Tribes Amongst them as on 31-12-1966

Group	Permanent/ Temporary	Total No. of employees	Scheduled Castes	Percentage Scheduled to total employees	Scheduled Tribes	Percentage Scheduled to total employees	Remarks
1	2	3	4	5	6	7	8
GROUP—A	Permanent Temporary	1384	58	4.19%	5	0.36%	
GROUP—B	Permanent Temporary	2288	108	4.27%	8	0.35%	
GROUP—C	Permanent Temporary	20571	3620	17.60%	118	0.57%	
GROUP—D	Permanent Temporary	2218	840	37.87%	16	0.72%	
GROUP—D (Sweepers)	Permanent	386	318	82.38%	2	0.52%	

NOTE(1) This statement relates to persons and not to posts. Posts vacant etc., should not therefore be taken into account.

(2) Persons on deputation should be included in the establishment of the borrowing undertaking and not in the parent office.

(3) Persons permanent in one grade but officiating or holding temporary appointment in the higher grades should be shown in the figures relating to the class or service in which the higher grade concerned is included.

**Representation of Scheduled Castes/Scheduled Tribes in Various Services :**  
**Indian Telephone Industries Ltd., Bangalore-560001 (Consolidated Statement of All Units Return for the Quarter ending Sept. 1961)**

Group	Total No. of employees out of (1)	No. of SCs out of (1)	No. of STs out of (1)	No. of posts reserved for SCs.	No. of posts reserved for STs.	No. of posts reserved for SCs/STs lying vacant	No. of posts reserved for		No. of SCs/STs appointed during the quarter	No. of reserved vacancies treated as un-reserved	Remarks	
							SC	ST				
1	2	3	4	5	6	7	8	9	10	11	12	13
Group—A	892	48	3	..	..	5	2	1	..	..	..	Special
Group—B	1416	66	4	7	..	21	6	6	..	..	..	advis/
Group—C	21929	3806	126	17	7	353	159	7	..	..	..	notifica-
Group—D	2601	1025	15	4	..	19	22	4	..	..	..	tions ex-

clusively  
for SC/  
ST candi-  
dates  
have  
been  
issued to  
fill up )  
the  
backlog.

3.24 The Committee attach great importance to the proper compilation of Annual/Quarterly returns by the Company and their timely submission to the Ministry as they feel these returns are the only mechanism by which the implementation of reservation orders in favour of Scheduled Castes/Scheduled Tribes can be watched.

3.25 The Committee therefore stress that there should be no laxity in the compilation and timely submission of returns by the I.T.I. The Cell in the Ministry of Communications should also analyse the returns very carefully to see that represent true and complete picture and give advice/directions to the I.T.I. wherever necessary.

## CHAPTER IV

### A. REDRESSAL OF COMPLAINTS

4.1 The Ministry of Communications have intimated in a note furnished to the Committee that the grievances of Scheduled Caste/Scheduled Tribe candidates are handled promptly and sympathetically. They can approach all officers in Personnel and Administration Department including the divisional/unit heads of I.T.I. for the speedy redressal of the grievances. It has been further stated that the Cell specially created will also deal with the grievances of Scheduled Caste/Scheduled Tribe employees.

4.2 Asked whether complaint registers are maintained in the Units where the complaints are recorded and remedial action taken wherever necessary; and the nature of complaints that are received from Scheduled Caste and Scheduled Tribe employees, the Committee have been informed that the nature of complaints received from Scheduled Caste/Scheduled Tribe officers/employees generally relate to (1) Promotion (2) Seniority (3) Transfer (4) Resistance to mobility from unit to unit and (5) Recruitment.

4.3 Asked about the level at which the complaints are disposed of, the following information has been furnished to the Committee :

#### Complaints disposed—35.

	Senior Personnel Manager	Head of the Unit	General Manager	Chairman	Total
Promotions	11	7	5	4	27
Transfer	4	—	—	—	4
Recruitment	1	1	—	—	2
Resistance to Mobility from unit to unit.	—	—	—	2	2
	16	8	5	6	35

4.4 It has been stated that 41 complaints have been received during the last two years including 35 complaints mentioned above. 35 complaints have been disposed of and decision in respect of 6 complaints are awaited.

4.5 The Committee were informed during the course of evidence that in the Complaint Register maintained in units of I.T.I., there is a column indicating the date of final disposal of the complaint. Barring five complaints which are still pending and which are not more than 3 months old, all others have been disposed of.

4.6 The break up of complaints received; rejected and accepted in the different units of the Company during the years 1979, 1980 and 1981 is given below :—

Year	No. of complaints received	No. of complaints accepted	No. of complaints rejected	Remarks
1	2	3	4	5
<b>BANGALORE COMPLEX</b>				
1979	1	—	1	—
1980	6	—	5	One complaint is yet to be disposed.
1981	10	1	6	Three complaints are yet to be disposed.
<b>NAINI UNIT</b>				
		-Nil-		In Naini Unit, there was one complaint during May, 79 by an external Scheduled Caste candidate reg. non-selection. He was not eligible and was informed accordingly.
<b>RAE BARELI UNIT</b>				
		-NIL-		
<b>PALGHAT UNIT</b>				
		-NIL-		
<b>J &amp; K UNIT</b>				
		-NIL-		

4.7 The Committee note that out of 41 complaints received during the last two years, 35 complaints have been disposed of. The Committee desire that the remaining six complaints should be disposed of expeditiously on merits.

4.8 The Committee need hardly point out that expeditious and judicious disposal of complaints received in the various units of the Company will not only create confidence among the Scheduled Caste/Scheduled Tribe employees that their interests are being looked after well, but will also help to have better worker management relations.

## B. APPRENTICESHIP TRAINING SCHEME

4.9 It has been stated that under the Apprentices Act, 1961, and Apprentices (Amendment) Act, 1973 there is reservation of 13 per cent and 5 per cent respectively for Scheduled Caste/Scheduled Tribe candidates for receiving training in various trades applicable to Group C and D posts.

4.10 The duration of training in different trades for matriculates and below is 3 to 4 years in conventional trades (depending upon the trade) as per Apprentices Act 1961 and for Engineering Graduates and Diploma holders it is one year as per Apprentices (Amendment) Act, 1973.

The details of apprentices taken in the organisation during the years 1979, 1980 and 1981 are furnished below :—

Year	Conventional Apprentices			Commercial Apprentices			Graduate Apprentices			Technical Apprentices		
	Total	SC	ST	Total	SC	ST	Total	SC	ST	Total	SC	ST
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>BANGALORE UNIT</b>												
1979	149	10	..	69	2	..	6	..	..	94	10	..
1980	143	27	..	71	9	..	26	..	..	46	4	..
1981	8	2	..	3	..	..	5	..	..	102	11	1
<b>NAINI UNIT</b>												
1979	80	18	..	22	5	2	12	..	..	45	2	..
1980	25	25	..	3	2	..	Nil	..	..	61	16	..
1981	131	39	..	Nil	..	..	Nil	..	..	38	14	..
<b>RAE BARELI UNIT</b>												
1979	84	10	..	15	1	..	Nil	..	..	Nil	..	..
1980	61	20	..	10	..	..	1	..	..	12	1	..
1981	324	39	..	11	1	..	2	..	..	11	..	..
<b>PAL GHAT UNIT</b>												
1979	9	..	..	2	..	..	1	..	..	7	..	..
1980	4	..	..	2	..	..	1	..	..	5	..	..
1981	3	..	..	Nil	..	..	Nil	..	..	5	..	..
	1021	190	..	208	20	2	54	..	..	426	58	1

**J & K UNIT**

J&K Unit has been exempted by the Regional Director, Northern Regional Directorate of Apprenticeship Training from engaging Apprentices under the Apprentices Act vide letter No. BD K-15(02)/80-imp. dt. 4-6-81.

4.11 Asked whether all the apprentices who have completed the training are offered appointment in the I.T.I., it has been stated that they will be considered for absorption along with others subject to the recruitment procedure of the Company and their suitability.

4.12 As regards apprenticeship training scheme the representative of I.T.I. stated during evidence that the apprenticeship scheme was started from the date the Government orders were issued. Apprentices are recruited through employment exchange initially. A certain percentage has to be drawn for various skills and the cost on account of stipends is borne by I.T.I. A seniority list of apprentices is also maintained in I.T.I.

4.13 The representative of the Indian Telephone Industries stated that as regards number of apprentices to be trained at a time, the Regional Director fixes the number based on the categories of jobs and number of posts vacant in I.T.I. The number of apprentices varies from year to year.

He further stated that :

“Even for apprenticeship training, we take I.T.I. trained people who are technically qualified people. Scheduled Caste and Scheduled Tribe candidates who have received industrial training are not going through this training; they are directly given jobs. For want of candidates, we also consider to fill up the posts on our company grade. They are certificate holders from the industrial training centre for three years. If a candidate is matriculate he has to undergo this course for four years. We do not take anybody other than the certificate holders.”

4.14 The Committee note that out of 1709 Apprentices taken by the I.T.I. during 1979-81, 268 belonged to Scheduled Castes and only 3 to Scheduled Tribes. The Committee need hardly stress that unless a large number of Scheduled Caste and Scheduled Tribe candidates are taken as apprentices and subsequently absorbed in the services of I.T.I. it will not be possible to clear the backlog in the near future. Though there is no statutory obligation to give jobs to all the trained apprentices, the Committee recommend that while selecting trained apprentices for absorption, preference should be given to Scheduled Caste/Scheduled Tribe candidates.

### C. HOUSING SCHEME AND SPECIAL FACILITIES FOR SOCIO-ECONOMIC DEVELOPMENT

4.15 The Committee have been informed that as regards the housing facilities provided to the Scheduled Castes/Scheduled Tribes employees, a special provision has been made to reserve 10 per cent of allotment of quarters in the Township to Scheduled Caste/Scheduled Tribe employees as per the 1974 directive.

4.16 A statement showing the allotment of quarters made to Scheduled Caste/Scheduled Tribe employees (E & D type quarters only) in I.T.I. township is furnished below :—

Sl. No.	Year of allotment	No. of Quarters allotted to Employees	No. of Quarters allotted		
			SC	ST	Total SC/ST
1.	1974	58	6	—	6
2.	1975	124	12	1	13
3.	1976	38	2	1	3
4.	1977	68	10	—	10
5.	1978-79	31	4	2	6
6.	1980 (Upto Dec. 80)	163	17	6	23
Total		482	51	10	61

E & D type quarters corresponding to types 1 and 2 of BPE are allotted to Scheduled Caste/Scheduled Tribe employees to the extent of 10 per cent in the ratio of 2 : 1. This allotment is apart from the quarters allotted on General Seniority to Scheduled Caste/Scheduled Tribe employees. The basic pay entitlement for 'E' type quarters is upto Rs. 499 and for 'D' type quarters from Rs. 500 to Rs. 899.

4.17 In reply to a question, the Committee have been informed that the scheme of granting House Building advance to employees of I.T.I. was introduced during 1979-80. Only permanent employees who have put in a minimum continuous service of 10 years are eligible based on their seniority. Employees with less than three years of service before their superannuation are not entitled (however, Management at their discretion may consider extending the advance to even those who have less than three years service before their superannuation under special circumstances). The maximum amount that can be given as loan after observing all formalities like site inspection, legal clearance, pre-audit and Management's approval depending on the individual's repaying capacity or 80 per cent of construction cost including the value of land is Rs. 70,000 for construction of a house or purchase of ready built house. For enlargement of living accommodation, the amount of advance is limited to Rs. 15,000.

4.18 Asked how many applications from Scheduled Caste/Scheduled Tribe employees for House Building loans were received during the last three years and how many Scheduled Caste/Scheduled Tribe employees have been sanctioned such loan and the amount of loan sanctioned, the Committee have been informed that in Bangalore Unit, 34 applications were



received from Scheduled Caste/Scheduled Tribe officers/employees, out of which 3 Scheduled Caste/Scheduled Tribe officers and 19 Scheduled Caste/Scheduled Tribe employees were granted loans. The total amount granted is Rs. 7,75,783.

4.19 Asked whether the organisation has any special scheme for the socio-economic development of Scheduled Castes and Scheduled Tribes, it has been stated that the Company has been striving to improve the standard of weaker sections of the society like Scheduled Caste/Scheduled Tribe, in accordance with the government directives, but owing to shortage of qualified Scheduled Caste/Scheduled Tribe engineers in the country it has not been possible to attain necessary representations, in the cadre of engineers in I.T.I. Therefore, in order to assist, encourage and provide employment to Scheduled Caste/Scheduled Tribe under-graduate Engineering students, the Company has initiated a scheme by instituting scholarship awards to selected merited students in certain Engineering Institutions such as Bangalore University (2 scholarships), Motilal Nehru Regional Engineering College, Allahabad (1 scholarship) and Roorkee Engineering College (Roorkee) (1 scholarship).

4.20 The value of each scholarship will depend upon the existing level of reasonable expenditure at each institution but shall not exceed Rs. 4,000 per annum. The duration of the scholarship shall be for the entire period of the programme less the first year subject to certain conditions as stipulated by the Company. These selected candidates will later be absorbed into the services of the Company either in Grade I or in Grade II (As Assistant Engineers or Assistant Executive Engineers) depending upon their performance in the final year of the course. The scheme is effective from the academic year 1980-81.

4.21 As a matter of policy, the Company has decided those who are taken as Sweepers are given employment opportunities in other areas to facilitate them to take up other skilled jobs.

4.22 Through: I.T.I. Education Committee, free uniforms to Scheduled Caste/Scheduled Tribe students studying in I.T.I. Vidyamandir are distributed.

4.23 The Committee are happy to note that 10 per cent of houses in types I and II are allotted to Scheduled Caste/Scheduled Tribe employees in the ratio of 2 : 1. in addition to the allotment on the basis of seniority.

4.24 The Committee further note that in Bangalore Unit out of 34 applications received during the last 3 years from Scheduled Caste/Scheduled Tribe officers and employees, 3 Scheduled Caste/Scheduled Tribe officers and 19 Scheduled Caste/Scheduled Tribe employees had been granted loans for house building purposes.

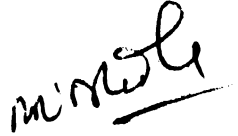
4.25 The Committee desire that the present policy should continue with a view to improve the living conditions of Scheduled Caste and Scheduled Tribe employees.

4.26 The Committee also recommend that maximum possible number of sweepers should be observed in other skilled jobs, with a view to improve their prospects for promotion and for general improvement in their socio-economic conditions.

NEW DELHI ;

8th April, 1982

Chaitra 18, 1904 (Saka)



R. R. BHOLE,  
*Chairman*

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

## APPENDIX

(Vide Para 4 of Introduction)

Sl. No.	Reference to Para No. in the Report	Summary of Conclusions/Recommendation
1	2	3
1	1.15	The Committee are unhappy to note that though the Indian Telephone Industries was established in 1948, the reservation orders were made applicable to it in 1974 in respect of direct recruitment when the Presidential Directives and Guidelines were issued.
2	1.16	The Committee further note that in respect of promotional vacancies reservations were made applicable in 1976 <i>i.e.</i> two years after the issue of the Presidential Directives. The Committee recommend that the reserved vacancies in promotional categories should also be calculated from 1974 and filled by Scheduled Caste and Scheduled Tribe candidates, in order to increase their representation in the services of Indian Telephone Industries.
3	1.17	The Committee note that in ITI no temporary appointments are normally made and as such no reservations are made in respect of "temporary appointments for 45 days or more." This is against the procedure prescribed by the Department of Personnel and Administrative Reforms and the Committee expect that the prescribed reservations will be followed for making temporary appointments for 45 days or more whenever such a contingency arises.
4	1.18	The Committee also recommend that while setting up ancillary units the claims of Scheduled Castes and Scheduled Tribes should be kept in view and they should be given preference over others at the time of selection. Wide publicity should also be given to attract applications from Scheduled Castes/Scheduled Tribes.

1	2	3
5	1.30	The Committee are distressed to note that in the Ministry of Communications no separate Cell has been set up to look after the representation of Scheduled Castes and Scheduled Tribes in services. The Committee further note that there are standing instructions issued by the Department of Personnel and Administrative Reforms that a Cell should be set up in each Ministry/Department which should function under the control of the Liaison Officer and assist him in the implementation of reservation orders in favour of Scheduled Castes and Scheduled Tribes.
6	1.31	Even in the Brochure on reservation for Scheduled Castes and Scheduled Tribes in Public Enterprises it has been stated that the Joint Secretary in the Ministry/Department, who is in charge of a Public Enterprise, will be personally responsible for ensuring the compliance of instructions regarding reservations in favour of Scheduled Castes and Scheduled Tribes.
7	1.32	The Committee are at a loss to understand how the standing instructions of the Department of Personnel and Administrative Reforms and the Bureau of Public Enterprises have not come to the notice of the Ministry of Communications till the Department of Personnel and Administrative Reforms issued instructions on 7-12-1981 that the Liaison Officer of the Ministry should also monitor the working of Public Sector Undertakings and ensure an effective implementation of the safeguards in favour of Scheduled Castes and Scheduled Tribes.
8	1.33	The Committee need hardly stress that it is the bounded duty of the administrative Ministry which controls a particular Public Undertaking to see that the reservation orders in favour of Scheduled Castes and Scheduled Tribes are implemented in letter and spirit.
9	1.34	The Committee, therefore, recommend that a Cell should be set up in the Ministry of Communications without any further loss of time to look after the

1	2	3
		<p>representation of Scheduled Castes and Scheduled Tribes in all establishments under the administrative control of the Ministry including the Public Undertakings. The Department of Personnel and Administrative Reforms should also issue fresh instructions in this regard to all Ministries/Departments of the Government of India.</p>
10	2.13	<p>The Committee expect that the Indian Telephone Industries, which have units in different States, will adopt all possible measures to attract required number of Scheduled Castes and Scheduled Tribe candidates for recruitment to their different categories of posts. The Committee need hardly emphasise that only recruitment at initial stage of the Scheduled Caste/Scheduled Tribe candidates against all the reserved posts would help the Company to reduce the gaps in the higher categories of posts.</p>
11	2.14	<p>The Committee would also like the Company to initiate immediate action for recruitment under the powers of the Chairman when the employment exchange expresses its inability to sponsor the desired number of Scheduled Caste/Scheduled Tribe candidates for the reserved posts and issues non-availability certificate.</p>
12	2.19	<p>The Committee appreciate the efforts made by the Indian Telephone Industries to absorb permanently the casual labour, which is employed on day-today basis for such work which does not require continuity or permanency. The Committee are aware that there is no reservation in the recruitment of casual labour, they would, however, like to stress that all efforts should be made to recruit as many Scheduled Castes and Scheduled Tribes as casual labour as possible so that greater number of them could get permanent posts in due course. The Committee would like the Company to make special efforts to have Scheduled Tribe casual labour in their Rae Bareilly and Naini units, where there is no representation at all of Scheduled Tribes at present.</p>

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- 13      2.23      The Committee note the various relaxations/concessions being granted to Scheduled Caste/Scheduled Tribe persons both in direct recruitment and promotion. The Committee desire that I.T.I. should make concerted efforts to implement these concessions/relaxations in letter and spirit so that the backlog in the representation of Scheduled Castes/Scheduled Tribes in services is wiped out in the shortest possible time.
- 14      2.27      The Committee has always been of the view that the only mechanism through which proper effect to the reservations, in an organisation, prescribed for the Scheduled Castes and Scheduled Tribes can be given in the rosters and their maintenance. The Committee hope that as emphasised by the Personnel Manager of the Indian Telephone Industries in his directions, the Liaison Officers will ensure correct maintenance of the rosters. These rosters, the Committee wish will be checked at least twice a year and immediate rectification of discrepancies if any, noticed in the maintenance of rosters, will be ensured by the Liaison Officers.
- 15      2.32      The Committee are unhappy to note that the number and percentage of Scheduled Caste and Scheduled Tribe officers promoted in Groups A and B have been much below the quotas reserved for them. Even in Group 'C' the number of Scheduled Tribe employees who were promoted is almost negligible. The Committee Trust that in view of the Time Bound Promotion Policy recently introduced in the Bangalore Unit the prospects for promotion for Scheduled Caste/Scheduled Tribe employees will improve.
- 16      2.33      The Committee recommend that an early decision should be taken in regard to the relaxation of the period of service by one year in the case of Scheduled Caste/Scheduled Tribe employees under the Time Bound Promotion Policy Scheme.
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|----|------|---|
| 17 | 2.34 | Although this scheme is presently made applicable to the Bangalore Unit only, the Committee feel that the question of extending the Time Bound Promotion Policy to other units of I.T.I. would be examined, in case those units also reach the stagnation level and there are no chances for promotion and the Scheme proves to be of general benefit to all the concerned officers.  |
| 18 | 2.43 | The Committee note that the Board of Directors have taken a decision in 1979 that there should not be any dereservation of reserved vacancy and as far as possible posts meant for Scheduled Caste/Scheduled Tribe should be filled by Scheduled Caste/Tribe candidates only. The Committee welcome the decision taken by the Board of Directors that there should not be any dereservation of reserved vacancies. However, the Committee are unhappy to note that during 1980, 51 vacancies in Group 'C' were dereserved in promotional categories in utter disregard of the decision taken by the Board of Directors in early 1979. The Committee fail to understand how such a thing could happen and therefore recommend that a thorough enquiry should be made and responsibility should be fixed as to why the decision of the Board of Directors taken in 1979 had been ignored in 1980. |
| 19 | 2.46 | The Committee desire that before appointing Scheduled Caste candidates against the "carry forward" Scheduled Tribes vacancies, all possible efforts should be made to find Scheduled Tribe candidates.  |
| 20 | 2.47 | The Committee need hardly stress that the post reserved for one community should be filled up by a candidate from the other community only when a suitable candidate is not available after all efforts have been made from the community for whom the post is reserved.  |
| 21 | 3.8  | The Committee are concerned to note that as on 30-6-1981 there was heavy shortfall of Scheduled Castes in Groups A and B posts while in the case of   |

1	2	3
		Scheduled Tribes the shortfall exists in all the groups particularly in Group C. The Committee expect that various measures taken by I.T.I. to wipe out the shortfalls will bear fruit and they will be able to attract sufficient number of Scheduled Caste/Scheduled Tribe candidates to make up the shortfall.
22	3.7	The Committee would like the Company to hold special recruitment, if necessary, to induct more Scheduled Caste/Scheduled Tribe officers at the higher levels. The Committee should be apprised of the results of the exclusive advertisements issued for filling posts of Assistant Executive Engineers and posts in Finance and Accounts Departments.
23	3.10	As regards shortfalls of Scheduled Tribes in Group C and D the Committee are of the view that this problem can be tackled by resorting to on-the-spot recruitment of tribal candidates in the tribal areas. For this, the help of Directors of tribal welfare of the respective States and Welfare Organisations in the areas should be sought in a coordinated manner.
24	3.19	The Committee appreciate the training facilities provided by I.T.I. for their Executives in the Staff Training College at Bangalore. The Committee feel that it is equally important to provide training to Scheduled Caste/Scheduled Tribe officers at the lower levels in order to help them to improve their technical skills, particularly for those officers in Group 'C' who are recruited with relaxed standards. They would, therefore, like that similar training programmes should be devised for Scheduled Caste/Scheduled Tribe employees in lower groups.
25	3.20	The Committee are unhappy that during the year 1981-82 out of 19 officers sent abroad for training, there were only 2 officers who belonged to Scheduled Caste community. The Committee need hardly stress that in order to provide greater experience to Scheduled Caste/Scheduled Tribe officers in modern methods of management and technology a large number of Scheduled Caste/Scheduled Tribe officers should be deputed for training abroad.



1	2	3
26	3.24	The Committee attach great importance to the proper compilation of Annual/quarterly returns by the Company and their timely submission to the Ministry as they feel these returns are the only mechanism by which the implementation of Reservation orders in favour of Scheduled Castes/Scheduled Tribes can be watched.
27	3.25	The Committee, therefore, stress that there should be no laxity in the compilation and timely submission of returns by the I.T.I. The Cell in the Ministry of Communications should also analyse the returns very carefully to see that they represent true and complete picture and give advice/directions to the I.T.I. wherever necessary.
28	4.7	The Committee note that out of 41 complaints received during the last two years, 35 complaints have been disposed of. The Committee desire that the remaining six complaints will be disposed of expeditiously on merits.
29	4.8	The Committee need hardly point out that expeditious and judicious disposal of complaints received in the various units of the Company will not only create confidence among the Scheduled Caste/Scheduled Tribe employees that their interests are being looked after well, but will also help to have better worker-management relations.
30	4.14	The Committee note that out of 1709 Apprentices taken by the I.T.I. during 1979-81, 268 belonged to Scheduled Castes and only 3 to Scheduled Tribes. The Committee need hardly stress that unless a large number of Scheduled Caste and Scheduled Tribe candidates are taken as apprentices and subsequently absorbed in the services of I.T.I., it will not be possible to clear the backlog in the near future. Though there is no statutory obligation to give jobs to all the trained apprentices, the Committee recommend that while selecting trained apprentices for absorption, preference should be given to Scheduled Caste/Scheduled Tribe candidates.

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1	2	3
31	4.23	The Committee are happy to note that 10 percent of houses in types I and II are allotted to Scheduled Caste/Scheduled Tribe employees in the ratio of 2 : 1 in addition to the allotment on the basis of seniority.
32	4.24	The Committee further note that in Bangalore Unit out of 34 applications received during the last three years from Scheduled Caste/Scheduled Tribe officers and employees, 3 Scheduled Caste/Scheduled Tribe officers and 19 Scheduled Caste/Scheduled Tribe employees had been granted loans for house building purposes.
33	4.25	The Committee desire that the present policy should continue with a view to improve the living conditions of Scheduled Caste and Scheduled Tribe employees.
34	4.26	The Committee also recommend that maximum possible number of sweepers should be absorbed in other skilled jobs with a view to improve their prospects for promotion and for general improvement in their socioeconomic conditions.

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