

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

(SEVENTH LOK SABHA)

FORTY-NINTH REPORT

MINISTRY OF ENERGY
(DEPARTMENT OF PETROLEUM)

Action Taken by Government on the recommendations contained in the Thirty-eighth Report of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes (Seventh Lok Sabha) on the Ministry of Energy (Department of Petroleum)—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the Oil and Natural Gas Commission.



Presented to Lok Sabha on..... 25 APR 1984
Laid in Rajya Sabha on..... 25 APR 1984

LOK SABHA SECRETARIAT
NEW DELHI

March, 1984/Chaitra, 1906 (Saka)

Price : Rs. 1.80

211120

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

Sl. No.	Name of Agent	Sl. No.	Name of Agent
BIHAR		UTTAR PRADESH	
1.	M/s Crown Book Depot, Upper Bazar, Ranchi (Bihar).	11.	Law Publishers, Sardar Patel Marg, P. B. No. 77, Allahabad, U.P.
GUJARAT		WEST BENGAL	
2.	The New Order Book Company, Ellis Bridge, Ahmedabad-6.	12.	Mrs. Manimala, Buys and Sells, 128, Bow Bazar Street, Calcutta-12.
MADHYA PRADESH		DELHI	
3.	Modern Book House, Shiv Vilas Palace, Indore City.	13.	Jain Book Agency, Connaught Place, New Delhi.
MAHARASHTRA		14.	J.M. Jain & Brother, Mori Gate, Delhi.
4.	M/s Sunderdas Gian Chand, 601, Girgaum Road, Near Princess Street, Bombay-2.	15.	Oxford Book & Stationery Co., Scindia House, Connaught Place, New Delhi-1.
5.	The International Book Service, Decan Gymkhana, Poona-4	16.	Bookwell 4, Sant Nirankari Colony, Kingsway Camp, Delhi-9.
6.	The Current Book House, Maruti Lane, Raghunath Dadaji Street, Bombay-1.	17.	The Central News Agency, 23/90, Connaught Place, New Delhi.
7.	M/s Usha Book Depot, Law Book Seller and Publishers' Agents Govt. Publications, 585, Chira Bazar, Khan House, Bombay-2.	18.	M/s Rajendra Book Agency, IV-D/59, IV-D/50, Lajpat Nagar, Old Double Storey, New Delhi-110024.
8.	M & J Services, Publishers, Representative Accounts & Law Book Seller, Mohan Kunj, Ground Floor, 68, Jyotiba Fuele Road, Nalgaum-Dadar, Bombay-14.	19.	M/s Ashoka Book Agency, BH-82, Poorvi Shalimar Bagh, Delhi-110033.
9.	Subscribers Subscription Services India, 21, Raghunath Dadaji St., 2nd Floor, Bombay-1.	20.	Venus Enterprises B-2/85, Phase-II, Ashok Vihar, Delhi.
TAMIL NADU			
10.	The Manager, M. M. Subscription Agencies, No. 2, 1st Lay Out Sivananda Colony, Coimbatore-641012.		

© 1984 BY LOK SABHA SECRETARIAT

Published under Rule 382 of the Rules of Procedure and
Conduct of Business in Lok Sabha (Sixth Edition) and Printed by
Samrat Press, 7117/18, Pahari Dhiraj, Delhi-110006.

CONTENTS

	PAGE
COMPOSITION OF THE COMMITTEE	(iii)
INTRODUCTION	(vi)
CHAPTER I Report	1
CHAPTER II Recommendations/Observations which have been accepted by the Government	4
CHAPTER III Recommendations/Observations which the Committee do not desire to pursue in view of the Government replies.	18
CHAPTER IV Recommendations/Observations in respect of which replies of Government have not been accepted by the Committee and which require reiteration.	20
CHAPTER V Recommendations/Observations in respect of which final replies of Government have not been received.	24
 APPENDICES	
I. ONGC Office Memorandum No. 1(26)/82-RP-1 dated 27.12.1982.	26
II. ONGC Office Order No. 23(9)/79-EP dated 7.1.1983.	28
III. ONGC Office Order No. 23(9)/23/83-EP-Vol. II dated 5.7.1983.	30

	<i>Pages</i>
IV.	ONGC Office Order No. 4(1)/81-RP-I dated 6.12.1982 32
V.	ONGC Office Order No. 23(9)/5/83-EP dated 28.12.1982 33
VI.	ONGC Office Order No. 30(1)/74-CPT dated 14.2.1983 34
VII	Analysis of action taken by Government on the recommendations contained in the Thirty- eighth Report (Seventh Lok Sabha) of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes. 35

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

Shri A.C. Das—*Chairman*

MEMBERS

Lok Sabha

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

Rajya Sabha

21. Shri V.C. Kesava Rao
22. Shri Leonard Solomon Saring
23. Shri H. Hanumanthappa
24. Shri Bijoy Krishna Handique
25. Shri Piare Lall Kureel *urfi*
Piare Lall Talib Unnavi

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

SECRETARIAT

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

INTRODUCTION

I, the Chairman, Committee on the Welfare of Scheduled Castes and Scheduled Tribes, having been authorised by the Committee to submit the Report on their behalf present this Forty-ninth Report (Seventh Lok Sabha) on action taken by Government on the recommendations contained in the Thirty-eighth Report (Seventh Lok Sabha) on the Ministry of Energy (Department of Petroleum)—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the Oil and Natural Gas Commission.

2. The Draft Report was considered and adopted by the Committee on the Welfare of Scheduled Castes and Scheduled Tribes at their sitting held on the 6th March, 1984.

3. The Report has been divided into the following chapters :

- I. Report.
- II. Recommendations/Observations which have been accepted by Government.
- III. Recommendations/Observations which the Committee do not desire to pursue in view of Government's replies.
- IV. Recommendations/Observations in respect of which replies of Government have not been accepted by the Committee and which require reiteration.
- V. Recommendations/Observations in respect of which final replies of Government have not been received.

4. An analysis of the action taken by Government on the recommendations contained in the Thirty-eighth Report (Seventh Lok Sabha) of the Committee is given in Appendix VII. It would be observed therefrom that out of 33 recommendations made in the report 24 recommendations that is 73 per cent have been accepted by the Government. The Committee do not desire

to pursue 2 recommendations *i.e.* 6 per cent of their recommendations in view of Government replies. 5 recommendations *i.e.* 15 per cent in respect of which replies of Government have not been accepted by the Committee require reiteration and for 2 recommendations *i.e.* 6 per cent, final replies of Government have not been received.

NEW DELHI;

A.C. DAS,

Chairman

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

March 22, 1984

Chaitra 2, 1906 (S)

CHAPTER 1

REPORT

This Report of the Committee deals with the action taken by Government on the recommendations contained in the Thirty-eighth Report (Seventh Lok Sabha) on the Ministry of Energy (Department of Petroleum)—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the Oil and Natural Gas Commission.

1.2 In paras 1.6 and 1.6A of their Thirty-eighth Report the Committee had recommended that when selection for appointment of Members of the Commission is made, at least one person belonging to Scheduled Caste/Scheduled Tribe should be nominated on the Commission. The Committee had further recommended that one Scheduled Caste/Scheduled Tribe person should be nominated on the Board of Directors of each Public Sector Undertaking.

1.3 In their reply dated the 3rd February, 1984, the Ministry of Energy (Department of Petroleum) have stated that the recommendation has since been examined in consultation with the Department of Personnel and Administrative Reforms and Bureau of Public Enterprises.

The Public Enterprises Selection Board considered these recommendations in their meeting held on 18.11.83 and noted that Government policy in regard to filling up of the Board-level posts in public enterprises was as follows :—

- (i) Unless markedly better candidates are available from outside, the vacancies are to be filled by promotion from within an enterprise.
- (ii) If internal candidates are not available, preference is to be given to candidates working in other enterprises so that promising officers whose promotion opportunities are blocked in their own enterprise are given wider career opportunities.
- (iii) Failing availability of suitable candidates within the public enterprises, selections may be made from other sources like Government and the private sector.

The Board were of the view that this policy was in the best interests of the Public Enterprises and that it did not need any change.

1.4 The Committee are not satisfied with the Government reply and reiterate that it should be ensured that at least one person belonging to Scheduled Caste/Scheduled Tribe is appointed/nominated on the Board of Directors of each Public Sector Undertaking to watch the interests of Scheduled Castes and Scheduled Tribes and to create a sense of involvement and participation.

1.5 In para 3.35 of the Report, the Committee had desired that in the advertisements for recruitment of Engineering Graduates/Geo-Scientists for appointment as Trainee Officers, it should be mentioned that the educational qualifications were relaxable in the case of Scheduled Caste/Scheduled Tribe candidates so that the Oil and Natural Gas Commission could attract persons belonging to these communities in sufficient numbers. The Committee had also suggested that the Scheduled Caste/Scheduled Tribe persons should be picked up with relaxed standards and given intensive training so that they could be groomed for holding responsible positions in the Organisation in due course.

1.6 In their reply dated the 3rd February, 1984, the Ministry of Energy (Department of Petroleum) have stated that as already mentioned by the Chairman ONGC during the evidence before the Committee, the Trainee Officers were recruited with a totally different administrative background and that they were recruited for holding leadership posts in the Organisation. It would, therefore, not be in the interest of the efficiency of the Organisation to lower the qualifications below the minimum level prescribed for various posts in the Commission.

Candidates belonging to reserved communities, however, are being picked up with relaxed standard and are given intensive training before they are deployed on regular posts.

1.7 The Committee are not satisfied with the Government reply that it would not be in the interest of efficiency of the organisation to lower the qualification below the minimum level prescribed for various posts in the Commission. The Committee reiterate their recommendation that Scheduled Caste/Scheduled Tribe persons should be picked up with relaxed standards and given intensive training so that they can be groomed for holding responsible positions in the Organisation in due course.

1.8 In para 4.45 of the Report, the Committee had felt that keeping in view the instructions issued by the Ministry of Labour in May, 1980 and the requirements of trained apprentices by the ONGC, it should be possible for the Commission to train Scheduled Caste/Scheduled Tribe candidates in larger number and all those who desire to join the organisation should be absorbed.

1.9 In their reply dated the 3rd February, 1984, the Ministry of Energy (Department of Petroleum) have stated that Apprentices in ONGC are engaged keeping in view the seats which are allotted by the concerned authorities under the Apprentices Act. Keeping in view the allocated seats, selections are made and apprentices are engaged in various trades every year. As regards their absorption, preference is being given to trained apprentices of ONGC while filling up the vacancies at induction level in various disciplines.

1.10 The Committee are not satisfied with the Government reply that "preference is being given to trained apprentices of ONGC while filling up the vacancies at induction level in various disciplines." The Committee would like to stress that unless Scheduled Caste/Scheduled Tribe candidates are trained in larger numbers, the question of giving them preference for absorption would not arise.

1.11 In para 5.12 of the Report, the Committee had suggested that welfare schemes for Scheduled Caste and Scheduled Tribe employees should be introduced in all the Public Sector Undertakings and details of the funds allocated for the various schemes and their utilisation should be suitably included in the annual reports of the Public Sector Undertakings.

1.12 In their reply dated the 3rd February, 1984, the Ministry of Energy (Department of Petroleum) have stated that directives/instructions as and when received by ONGC from the Government in this regard will be implemented in ONGC.

1.13 The Committee are not satisfied with the reply of Government. The Committee would like to know the precise action taken by the Ministry of Energy (Deptt. of Petroleum) on the recommendation.

CHAPTER II

RECOMMENDATIONS/OBSERVATIONS WHICH HAVE BEEN ACCEPTED BY GOVERNMENT

Recommendation No. 3 (Para 1.24)

The present practice is that the instructions regarding reservation for Scheduled Castes and Scheduled Tribes in service are issued by the Ministry of Home Affairs (Department of Personnel and Administrative Reforms). Based on these instructions, the Ministry of Finance (Bureau of Public Enterprises) formulates Presidential Directives and issues to the public enterprises through the administrative Ministries. These Directives contain important aspects and the basic structure of the reservation scheme and for details, Ministries are required to follow the instructions on the subject issued by the Department of Personnel *mutatis mutandis* without waiting for separate instructions from the Bureau of Public Enterprises.

Section 30 A of the Oil & Natural Gas Commission Act, 1959 empowers the Central Government to issue directions to the Commission regarding reservation of posts for Scheduled Castes and Scheduled Tribes. Under this provision, the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) have issued two directives *vide* their letters Nos. O-23023/4/78- ONG (D.III) dated 19.3.1980 and O-23023/5/82— ONG (D.III) dated 11.11.82.

The Committee have noticed that there is a time lag between the date of issue of instructions by the Department of Personnel and the draft directives on the subject issued by the Bureau of Public Enterprises to the Ministries of the Government of India. There is a further time lag in issuing directives by the Administrative Ministry to the public sector undertakings under their administrative control with the result that the instructions issued by the Department of Personnel are not immediately implemented by the public sector undertakings. The Committee recommend that the instructions issued by the Department of Personnel regarding reservation for Scheduled Castes and Scheduled Tribes and other concessions/facilities available to them should be communicated to the public sector undertakings simultaneously.

Reply of Government

The recommendation has been accepted and orders are issued now, as and when received.

[Ministry of Energy (Department of Petroleum) O.M.No. 27012/3/83-ONG/D. III dated February 3, 1984]

Recommendation No. 4 (Para 1.25)

The Committee have been informed that a SCT Cell was set up in the Deptt. of Petroleum in July, 1979 to watch over the matters pertaining to Scheduled Castes and Scheduled Tribes in the Department and also in public sector undertakings under the administrative control of Department of Petroleum. Prior to that, there was no proper arrangement in the Department of petroleum to ensure the implementation of reservations for Scheduled Castes and Scheduled Tribes in as much as a Cell had been set up in the Indian oil Corporation to discharge the responsibilities of the Department of Petroleum in this regard. Even the Cell set up in July, 1979 with a staff of one Section Officer, one Assistant and one Lower Division Clerk, is for work relating to Scheduled Caste/Scheduled Tribe, vigilance and security. The Committee fail to understand how this Cell to which vigilance and security duties have been tagged, can do full justice to the work relating to reservation for Scheduled Castes and Scheduled Tribes. They cannot help concluding that the Department of Petroleum has not given due importance to this matter. The Committee has been assured by the representative of the Department of Petroleum during evidence that the SCT Cell will be divested of other responsibilities and persons belonging to Scheduled Castes/Scheduled Tribes will be represented in the Cell. The Committee would like to be informed of the action taken in this regard.

Reply of Government.

The SCT Cell has been divested of the vigilance work. One Scheduled Caste Assistant is already working in this Cell.

[Ministry of Energy (Department of Petroleum) O.M.No.27012/3/83-ONG/D.III dated February 3, 1984]

Recommendation No. 5 (Para 2. 13)

The Committee note that for Class III posts carrying pay scale of Rs. 595-1140/-, recruitment is centralised at the Headquarters of the Commission. However, in certain cases, Regional Heads are also authorised as a special case to make recruitment in the scale of Rs.595-1140/-. The Committee feel that a uniform policy should be followed in this regard and such posts should be filled by the Headquarters on all India basis so as to attract Scheduled Caste/Scheduled Tribe candidates from all parts of the country.

Reply of Government

The recommendation of the Committee for following a uniform policy is accepted. ONGC has already decentralised recruitment action for all posts carrying the pay scale of Rs. 595-1140 w. e. f. 27. 12. 82. All such posts are now being advertised by the Regions on all-India basis and this will, therefore, attract Scheduled Caste/Scheduled Tribe candidates also from all parts of the country. Instructions issued in this regard are contained in Office Memorandum No. 1 (26)/82-RP-I dt. 27. 12. 82- *Appendix I* [para 2 (iv) under Direct recruitment].

[Ministry of Energy (Department of Petroleum) O.M.No. 27012/3/83-ONG/
D. III dated February 3, 1984].

Recommendation No. 6 (Para 2. 14)

The Committee find that out of 47 employees who are on deputation in the Oil & Natural Gas Commission, only one belongs to Scheduled Caste community. Further, out of 2 employees of ONGC sent on deputation to other Departments, none belongs to Scheduled Caste/Scheduled Tribe. The Committee recommend that while selecting persons for posts to be filled by deputation, every endeavour should be made to ensure that a fair proportion of such posts are filled by persons belonging to Scheduled Castes/Scheduled Tribes. Also, when the ONGC sends its own employees on deputation to other Departments in the public interest, the Scheduled Caste/Scheduled Tribe employees should be considered for being sent on deputation.

Reply of Government

The Oil & Natural Gas Commission will keep both the above suggestions of the Committee in view while considering the cases of persons to be appointed on deputation or sending employees to other departments on deputation in future.

[Ministry of Energy (Department of Petroleum) O.M.No.27012/3/83-ONG/
D. III dated February 3, 1984].

Recommendation No. 7 (Para 2.19)

The Committee note that a General Manager has been appointed as Liaison Officer at the Head quarters of the ONGC and a Cell under his direct control has also been set up to look after the work relating to Scheduled Caste and Scheduled Tribe employees. The Committee are of the view that mere appointing a Liaison Officer is not enough. What is needed is concerted action on the part of the Liaison Officer to ensure that due compliance by the appointing authorities with the orders and instructions pertaining to the reservation

of vacancies in favour of Scheduled Castes and Scheduled Tribes and other concessions admissible to them. It should be ensured that the staff posted in the Cell is well conversant with the orders/instructions relating to reservation for Scheduled Castes and Scheduled Tribes.

Reply of Government

Both the recommendations of the Committee are accepted. The Liaison Officers have since been issued instructions indicating their responsibilities *vide* Office Order No. 23(9)/79-EP dated 7.1.83 (*Appendix II*) and subsequent Office Order No. 23(9)/23/83-EP dated 5.7.83 (*Appendix III*).

The staff posted in the SC/ST Cell at Headquarters is fully trained and conversant with the subject matter. An appreciation course on reservations for Scheduled Castes/Scheduled Tribes in service was also organised at Dehradun by the Commissionerate of Scheduled Castes/Scheduled Tribes, New Delhi from 11.3.83 to 13.3.83. Various officers of ONGC were given training in this course including the entire staff posted in the SC/ST Cell at Headquarters.

[Ministry of Energy (Department of Petroleum) O.M. No. 27012/3/83-ONG/D.III dated February 3, 1984.]

Recommendation No. 8 (Para 2.20)

As the Regional offices of ONGC are also making recruitment/promotion of Class III and IV staff, the Committee recommend that effective Liaison Officers should be appointed in the Regional offices.

Reply of Government

Recommendation of the Committee for appointment of Liaison Officers in each Region has already been accepted and implemented. Office Order No. 23(9)/79-EP dated 7.1.83 (*Appendix II*) refers.

[Ministry of Energy (Department of Petroleum) O.M. No. 27012/3/83-ONG/D. III dated February 3, 1984.]

Recommendation No. 9 (Para 3.14)

The Committee note that copies of Advertisements for the recruitment of Scheduled Castes and Scheduled Tribes are being circulated to recognised Scheduled Caste/Scheduled Tribe Associations by the ONGC. The Committee desire that copies of advertisements should also be sent to the Members

of Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes and also to the local Scheduled Caste/Scheduled Tribe M. Ps/M.L.As of the Region where recruitment is taking place.

Reply of Government

Recommendations of the Committee for sending copies of advertisements to the Members of the Parliamentary Committee on the Welfare of Scheduled Castes/Scheduled Tribes and also to local Scheduled Caste/Scheduled Tribe M.Ps/M.L.As of the Region where recruitment is taking place, have been [accepted and instructions in this regard have already been issued to the Regions/Projects for strict compliance [para 1(ii) of Office Order No. 23/9/23/83-EP dt. 5.7.83 refers — *Appendix III*]

[Ministry of Energy (Department of Petroleum) O.M.No. 27012/3/83-ONG/
D. III dated February 3, 1984].

Recommendation No. 11 (Para 3.15)

In para 7 (B) of the directive issued by Ministry of Petroleum, Chemicals and Fertilizers to the Oil and Natural Gas Commission vide letter No. O-23023/4/78-ONG (D III) dated 19.3.80, it was laid down that the result of submission made by the Employment Exchange of Scheduled Caste/Scheduled Tribe candidates should be intimated to the Employment Exchange within a period of one month. If any of the vacancies reserved for Scheduled Castes/Scheduled Tribes is not filled by a candidate of the respective category sponsored by the Employment Exchange, specific reasons thereof should be communicated to the Employment Exchange. When asked whether these instructions are being followed by ONGC, the Committee were informed in a note that "no such communication is sent to Employment Exchange. The candidates are informed of their rejection individually. When this matter was discussed during evidence, the representative of the ONGC stated that he was not aware of the instructions that they must advise the Employment Exchange about the reasons for rejection. The Committee are surprised that the concerned officers of ONGC are unaware of the clear directive issued in this regard by the Ministry of Petroleum, Chemicals and Fertilizers. The Committee expect that the ONGC will take note of the lapse and implement the instructions issued in this matter.

Reply of Government

A note has been taken by ONGC of the earlier lapse. Instructions have since been issued to all the recruiting authorities in the ONGC for strict compliance [para 1 (iii) of Office Order No.23/9/23/83-EP dated 5.7.83 — *Appendix III* refers)

[Ministry of Energy (Department of Petroleum) O.M. No. 27012/3/83-ONG/D. III dated February 3, 1984].

Recommendation No. 12 (Para 3.16)

Government have issued instructions that after the Employment Exchange has expressed its inability to sponsor Scheduled Caste/Scheduled Tribe candidates against vacancies referred to it, the appointing authority should also intimate the reserved vacancies to the Director of Scheduled Caste/Scheduled Tribe Welfare or Director of Social Welfare in the State/Union Territory concerned. When this matter was discussed during evidence, the Chairman, ONGC assured the Committee to implement these instructions. The Commission has now issued instructions on 8. 11.82 that the vacancies reserved for Scheduled Castes and Scheduled Tribes should be notified to the State Governments. The Committee recommend that besides notifying the vacancies to the State Social Welfare Departments, the recruiting authorities should maintain necessary coordination with these Departments as also with the Employment Exchanges in order to get required number of candidates.

Reply of Government

Recommendation of the Committee is accepted. Instructions have already been issued vide Office Order No.23/9/23/83-EP dated 5.7. 83—*Appendix III* (para 1(iv) refers).

[Ministry of Energy (Department of Petroleum) O.M. No. 27012/3/83-ONG/D.III dated February 3, 1984.]

Recommendation No. 13 (para 3.17)

The Department of Personnel have issued instructions on 7th August 1976 to the effect that at the time when the vacancies are notified to the local Employment Exchange to suggest names for the reserved vacancies the appointing authorities concerned should simultaneously notify such reserved vacancies appropriately to one or more of the stations of All India Radio. The Committee recommend that the instructions to notify reserved vacancies on All India Radio Stations for announcement over A. I. R. should be complied with. Reserved vacancies should also be announced through the medium of Television.

Reply of Government

Recommendation of the Committee is accepted. Instructions have already been issued to all the recruiting authorities in ONGC for implementation of these instructions [para 1 (v) of Office Order No. 23/9/23/83-EP dated 5. 7. 83—*Appendix III* refers].

[Ministry of Energy (Department of Petroleum) O.M.No. 27012/3/83-ONG/D.III dated February 3, 1984].

Recommendation No. 14 (Para 3.18)

The Committee also suggest that the ONGC should send the appointment letters by registered post so that these do not get lost in transit.

Reply of Government

Recommendation of the Committee for sending appointment letters by registered post has been accepted and appointment letters are now being issued by registered post.

[Ministry of Energy (Department of Petroleum) O.M. No. 27012/3/83-ONG/D.III dated February 3, 1984].

Recommendation No. 17 (Para 3.48)

The Committee are distressed to note that there is huge shortfall in the matter of promotion of Scheduled Caste and Scheduled Tribe employees in different categories of posts in ONGC. The Committee are of the view that unless the extant orders on the subject are scrupulously followed in letter and spirit, liberal concessions and relaxations are given to Scheduled Caste/Tribe employees and their cases for promotion are considered sympathetically, the situation is not likely to improve. The Committee, therefore, urge the ONGC to ensure that the orders on reservation in promotion issued from time to time by the Ministry of Home Affairs (Deptt. of Personnel and A.R.)/BPE are rigidly followed and liberal concessions/relaxations given to Scheduled Caste/Scheduled Tribe employees at the time of promotion so that the vacancies reserved for Scheduled Castes and Scheduled Tribes are actually filled in by them and the shortfalls are obliterated at the earliest.

Reply of Government

Recommendation of the Committee for following the orders on reservation in promotion issued from time to time has been accepted and efforts are already in hand to make good the shortfalls by application of the extant orders on this subject.

[Ministry of Energy (Department of Petroleum) O.M. No. 27012/3/83-ONG/D.III dated February 3, 1984].

Recommendation No. 18 (Para 3.49)

The Committee have been informed that in ONGC, zone of consideration for promotion in the case of general as well as Scheduled Castes/Scheduled Tribe candidates is twice the number of vacancies available. They fail to understand how with this limited zone of consideration, the ONGC expects to fill the reserved quota of Scheduled Castes/Scheduled Tribes in promotional

posts when their representation is not full in the feeder cadres. The Committee would like to point out that the Department of Personnel have issued instructions on 24.12.1980 prescribing the normal zone of consideration as 3 times the number of vacancies. Where adequate number of Scheduled Caste/Scheduled Tribe candidates are not available within the normal zone of consideration, the field of choice can be extended to 5 times the number of vacancies. The Committee recommend that these instructions should be followed by the ONGC.

Reply of Government

The recommendation of the Committee regarding normal zone of consideration is accepted and instructions in this regard have also been issued to all the recruiting authorities for complying with these instructions strictly while considering the cases of promotion of Scheduled Caste/Scheduled Tribe candidates. Para 1 (viii) of Office Order No.23/9/23/83-EP dated 5.7.83—*Appendix III* refers.

[Ministry of Energy (Department of Petroleum) O.M.No. 27012/3/83-ONG/D.III dated February 3, 1984]

Recommendation No. 19 (Para 3.53)

The Committee note that Office Order dt. 25th September, 1981 issued by the ONGC gives the composition of various Selection Boards/Departmental Promotion Committees. But in none of them any Scheduled Caste/Scheduled Tribe officer has been included. However, there is a general instruction contained in the aforesaid order that Scheduled Caste/Scheduled Tribe representative wherever required would enjoy the status of additional Member of the Selection Board/Departmental Promotion Committee. Whenever Scheduled Caste/Scheduled Tribe representative is not readily available within the Commission, he may be coopted from other Organisation/Government bodies. From the information furnished to the Committee, it is seen that out of 213 Selection Committee meetings held during the period 1. 11. 81 to 31. 10. 82, there was no representative of Scheduled Caste/Scheduled Tribe in 97 meetings. During the same period, out of 275 DPC meetings which were held, there was no Scheduled Caste/Scheduled Tribe representative present in 215 meetings. The Government instructions prescribe that the public enterprises should include invariably a Scheduled Caste/Scheduled Tribe Officer while constituting the Departmental promotion Committee, Selection Boards etc. for the recruitment/promotions to posts/services under them. The Committee expect that the ONGC will ensure that these instructions are complied with.

Reply of Government

Recommendation of the Committee for coopting a Member of reserved community on all Selection/Promotion Committees has been accepted and instructions to all the recruiting authorities have also been issued *vide* Office Order No. 4(1)/81-RP-I dated 6.12.82. (*Appendix IV*)

[Ministry of Energy (Department of Petroleum) O.M.No. 27012/3/83-ONG/D. III dated February 3, 1984]

Recommendation No. 20 (Para 3.67)

The Committee note that the ONGC have not dereserved and direct recruitment vacancy so far. They have, however, dereserved a number of reserved vacancies in promotional posts as candidates belonging to Scheduled Castes/Scheduled Tribes were not available in feeder categories of posts. The Commission proposes to resort to direct recruitment of Scheduled Caste/Scheduled Tribe candidates at the induction level so that candidates from reserved categories are available for promotion to higher posts. The Committee recommend that all the reserved vacancies which could not be filled by direct recruitment and had to be carried forward, should be filled up at the induction level before the expiry of 3 years i. e. before they get lapsed, by resorting to special recruitment.

Reply of Government

Steps are being taken by ONGC to fill up all such vacancies and instructions in this regard have already been issued to the recruiting authorities. Para I (ix) of Office Order No. 23/9/23/83-EP dated 5.7.83—*Appendix III* refers

[Ministry of Energy (Department of Petroleum) O.M.No.27012/3/83-ONG/D. III dated February 3, 1984].

Recommendation No. 22 (Para 4.16)

From the data furnished to the Committee, it is seen that the representation of Scheduled Castes/Scheduled Tribes in Class I Posts, particularly in the higher scales, is very low. As on 1. 1.1981, out of 2139 officers in the pay scale of Rs.820-1680, the number of Scheduled Castes and Scheduled Tribes was 144 (6.7%) and 37 (1.7%) respectively. In the next higher scale of Rs. 1250-1900, out of 999 officers 51 (5.1%) belonged to Scheduled Castes and 7 (0.7%) to Scheduled Tribes. In the pay scales of Rs. 1560-2100 and above, out of 525 officers, the number of officers belonging to Scheduled Castes and Scheduled Tribes was 14 and 1 respectively. This shows that there is a considerable leeway to be made up before the representation of these communities in the officers cadres reaches the desired level. The Committee expect that the ONGC will make serious efforts to increase the intake of Scheduled Castes and Scheduled Tribes in recruitment as well as in promotions to the various posts.

Reply of Government

Recommendation of the Committee for making serious efforts to increase the intake of Scheduled Castes/Tribes in recruitment as well as in promotion has been noted, and for meeting with this requirement, steps have already been taken for intake of Scheduled Caste/Tribe candidates in Class I posts at induction level, special advertisements have been issued this year and ONGC expects to intake a sizable number of Scheduled Caste/Scheduled Tribe officers. Also for promotion level posts, Scheduled Caste/Scheduled Tribe officers are being given due consideration under the existing instructions while considering their cases for promotion.

[Ministry of Energy (Department of Petroleum) O.M. No. 27012/3/83/ONG/D III Dated 3 February 1984].

Comments of the Committee

The Committee would like to know how far the ONGC have been able to obliterate the backlog in the representation of Scheduled Castes and Scheduled Tribes in various categories of posts with the special efforts made so far by relaxing the standard.

Recommendation No. 23 (Para 4.17)

The Committee are constrained to note that the representation of Scheduled Castes in Class I and II posts and of Scheduled Tribes in all classes of posts in the ONGC is much below the quota prescribed of them, and as on 1.1. 1982, there is a shortfall of 619 Scheduled Caste/Scheduled Tribe employees in Class I, 491 Scheduled Caste/Scheduled Tribe employees in Class II, 2014 Scheduled Caste/Scheduled Tribe employees in Class III and 198 Scheduled Caste/Scheduled Tribe employees in Class IV. The Committee note that in 1978 and 1981, the Commission resorted to special recruitment exclusively for Scheduled Castes and Scheduled Tribes in Class I and took quite a good number of Scheduled Castes/Scheduled Tribes in Class I posts. The Committee recommend that vigorous efforts should be made to improve the representation of Scheduled Castes and Scheduled Tribes in other categories of posts also and necessary instructions should be issued to all Regional Offices to make special recruitment of Scheduled Castes/Scheduled Tribes to clear the backlog.

Reply of Government

Recommendation of the Committee to improve the representation of Scheduled Castes/Scheduled Tribes and for making vigorous efforts in this regard has been noted and steps have already been taken for resorting to special drive namely Campus Recruitment, Special Advertisements and progress in this regard is also being watched at Headquarters every month.

[Ministry of Energy (Department of Petroleum) O.M. No. 27012/3/83-ONG/D.III Dated February 3, 1984.]

Recommendation No. 24 (Para 4.18)

The Committee note that the ONGC observes the principle of exchange of vacancies between Scheduled Castes and Scheduled Tribes during the third year of carry forward if suitable candidates of the community for whom the vacancies are reserved, are not available. The Committee are, however, surprised to note that during the years 1979, 1980 and 1981, only 3 vacancies had been interchanged although the number of carried forward vacancies is quite large as is evident from the statement of recruitment for the last five years furnished by ONGC. The Committee stress that Government orders on the subject should be strictly followed by ONGC and the vacancies reserved for one community which have been carried forward for three years, should be filled from suitable candidates belonging to other community.

Reply of Government

Recommendation of the Committee for following the instructions strictly in the matter of exchange of vacancies between Scheduled Castes and Scheduled Tribes has been accepted and instructions have already been issued to the recruiting authorities for scrupulously following these instructions. Para 1 (xi) of Office Order No.23/9/23/83-EP dt. 5. 7. 83—Appendix-III refers.

[Ministry of Energy (Department of Petroleum) O.M. No.-27012/3/83-ONG/D. III dated 3rd February, 1984].

Recommendation No. 25 (Para 4.19)

The Committee note that during the direct recruitment of Scheduled Castes and Scheduled Tribes made during 1981, a number of Scheduled Caste/Scheduled Tribe candidates were not called for interview as they did not fulfil the criterion of period of experience prescribed for the posts, e.g. for posts of Assistant Legal Adviser, Joint, Director (P&A), Superintending Engineer (Mechanical). The Committee would like to point out that under the instructions issued by the Government, the qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. When this matter was discussed during evidence, the Chairman ONGC stated:—"Generally in the case of experience, we have not been relaxing ...If there are instructions, we feel that experience should be relaxed without affecting the efficiency".

The Committee recommend that where sufficient number of candidates from Scheduled Caste/Scheduled Tribe communities are not available to fill the reserved vacancies, the candidates with lesser experience should be selected and they should be given orientation training so as to bring them upto the required standard of efficiency.

Reply of Government

Recommendation of the Committee has been noted. Relaxation in experience is being given to Scheduled Caste/Scheduled Tribe candidates keeping in view the merits of each case and the existing instructions as are contained in the directives issued by the Department of Petroleum.

[Ministry of Energy (Department of Petroleum) O.O-27012/3/83-ONG/D.III dated 3rd February., 1984].

Recommendation No. 26 (Para 1.19A)

The Department of Personnel have issued instructions on 7th June, 1977 that statistical information relating to representation of Scheduled Castes and Scheduled Tribes in statutory and semi-government bodies and in public sector undertakings may be usefully included in their annual reports. The Committee find that these instructions are not being followed by the ONGC. The Committee recommend that these instructions should be strictly followed in future.

Reply of Government

Recommendation of the Committee has been accepted and statistical information relating to representation of Scheduled Castes/Scheduled Tribes has been included in the Annual Reports from the year 1982-83. This will be done in all future reports also.

[Ministry of Energy (Department of Petroleum) O.M. No.-27012/3/83-ONG/D.III dated 3rd February 1984].

Recommendation No. 27 (Para 4.29)

The Committee feel unhappy that out of 406 employees of the ONGC deputed for training or attending the seminars abroad during the last three years, only eight belonged to Scheduled Castes and one to Scheduled Tribes. The Committee recommend that as per Government Orders, while deputing Officers for training or attending seminars, conferences etc., preference should be given to officers belonging to Scheduled Castes and Scheduled Tribes. It would help them to broaden their outlook, equip themselves with specialised knowledge and would also boost the morale of the officers of these communities.

Reply of Government

Recommendation of the Committee for giving preference to Scheduled Caste/Scheduled Tribe officers for training or attending seminars/conferences etc. has been noted. Scheduled Caste/Scheduled Tribe officers are now being considered on relaxed standard and instructions have also been issued in this regard vide Office Order No. 30/1/74-CPT dated 14.2.82 *Appendix IV*.

[Ministry of Energy (Department of Petroleum) O.M. No. 27012/3/83-ONG/D. III dated 3, February, 1984].

Recommendation No. 28 (Para 4.44)

Under the Apprentices Act 1961, it is obligatory on all employers in the specified industries to engage apprentices as per prescribed ratio in the designated trades. There is no obligation on the part of employers to absorb the apprentices in the organisations in which they are trained. However, the Ministry of Labour have vide their O.M. No. DGET-2 (5)/80-AP dated 28.5.80, issued instructions that 50% of the direct recruitment vacancies should be filled up by trained apprentices.

From the information furnished to the Committee regarding apprentices trained during the last 3 years, the Committee are unhappy to note that ONGC has not been able to select sufficient number of Scheduled Caste/Scheduled Tribe candidates as per their reserved quota. In the categories of Draftsman (Mechanical), Draftsman (Civil) Refrigeration and Air-Conditioning Mechanic and Supervisors, they could not get even a single Scheduled Caste/Scheduled Tribe candidate during the last 3 years for apprenticeship training. In fact, no Scheduled Tribe candidate joined as an apprentice in any of the trades for which training was conducted by the Commission. The Committee feel that adequate publicity is not being given for apprenticeship training programme of the Commission. They, therefore, recommend that besides approaching Employment Exchange for candidates for apprenticeship training the Commission should advertise their training programmes in leading newspapers in regional languages and also through broadcast over All India Radio so that sufficient number of Scheduled Caste/Scheduled Tribe candidates come forward for such training.

Reply of Government

Recommendation of the Committee has been noted and steps for giving wide publicity by advertising training programmes in the leading newspapers in regional languages and also through broadcast over All India Radio will be taken in future, for engagement of Apprentices.

[Ministry of Energy (Department of Petroleum) O.M. No-27012/3/83-ONG/D.III dated 3 February, 1984.]

Recommendation No. 30 (Para 5.5)

The Committee note that a register is being maintained by SCT Cell at the Headquarters of ONGC where representations/complaints from Scheduled Caste/Scheduled Tribe Associations and employees are recorded and their disposal is shown. It has been stated that such complaints relate to transfer, promotion, harassment and other service matters.

A monthly return about such complaints with the comments of the ONGC is submitted to the Department of Petroleum. The Committee would like the Department of Petroleum to scrutinise these returns thoroughly and ensure that disposal of the complaints from Scheduled Caste/Scheduled Tribe employees is not unduly delayed and full justice is done to the aggrieved employees.

Reply of Government

The recommendation of the Committee has been accepted. The grievance/complaints, as and when received are disposed of/ enquired into promptly.

[Ministry of Energy (Department of Petroleum) O.M.No.27012/3/83-ONG/D. III dated February 3, 1984]

Comments of the committee

The Committee hope that the Cell in ONGC will ensure the speedy disposal of complaints/representations from Scheduled Caste/Tribe employees.

Recommendation No. 31 (Para 5.6)

The Committee note that a Joint Director (Vigilance) who belongs to Scheduled Caste, has been asked to look into the grievances of Scheduled Caste/Scheduled Tribe employees. The Committee hope that this will help to instil confidence in the minds of Scheduled Caste/Scheduled Tribe employees about judicious and expeditious disposal of their complaints/representations.

Reply of Government

No. remarks.

[Ministry of Energy (Department of Petroleum) O.M. No.-27012/3/83-ONG/D. III dated 3rd February, 1984].

CHAPTER III

RECOMMENDATIONS/OBSERVATIONS WHICH THE COMMITTEE DO NOT DESIRE TO PURSUE IN VIEW OF THE GOVERNMENT'S REPLIES

Recommendation No. 21 (Para 4.15)

The Committee find that the overall percentage of representation of Scheduled Caste employees in Class II and Class III posts came down as on 1.1.82 as compared to 1.1.81. As on 1.1.81, out of 2386 Class II employees, the number of Scheduled Caste employees was 104 (4.5%). As on 1.1.82, out of 2749 employees, the number of Scheduled Caste employees was 110 (4.0%).

As on 1.1.82, there was an overall shortfall of 301 Scheduled Caste in Class II categories of posts. In Class III posts, as on 1.1.81, out of 17090 employees the number of Scheduled Caste employees was 1390 (8.1%). As on 1.1.82, out of 16326 employees, the number of Scheduled Caste employees came down to 1302 (7.98%). As on 1.1.82, there was an overall shortfall of 1146 Scheduled Castes in Class III categories of posts.

From the data furnished to the Committee, it is seen that the overall percentage of representation of Scheduled Tribe employees also in Class II and III posts came down as on 1.1.82 as compared to 1.1.81. As on 1.1.81, out of 2386 Class II employees, the number of Scheduled Tribe employees was 17 (0.7%). As on 1.1.81, out of 2749 employees, the number of Scheduled Tribe employees came down to 15 (0.55%). As on 1.1.82, there was an overall shortfall of 190 Scheduled Tribes in Class II categories of posts. In Class III posts, as on 1.1.81, out of 17090 employees, the number of Scheduled Tribe employees was 391 (2.3%). As on 1.1.82, out of 16,326 employees the number of Scheduled Tribe employees came down to 356 (2.18%). As on 1.1.82, there was an overall shortfall of 868 Scheduled Tribes in Class III categories of posts.

The above figures show that the proportion of intake of Scheduled Caste and Scheduled Tribe candidates in Class II and III posts was less than the proportion of general category candidates appointed during the year 1981. The Committee would like the Commission to examine why this is happening

and also make serious efforts to employ larger number of persons belonging to these communities to fill up the backlog within stipulated time by resorting to special recruitment.

Reply of Government

The ONGC (Recruitment & Promotion) Regulations 1980 came into effect on 24.4.1980. Class II level posts are 100% promotional posts and no direct recruitment is, therefore, provided under these Regulations. Therefore, from 24.4.80 onwards, the shortfall at Class II post at induction level remains.

As regards shortfall for Class III equivalent posts, special efforts are being made to make up the deficiencies by filling in posts at the induction level and instructions in this regard have already been issued to the recruiting authorities vide O.O.No. 23/9/5/82-EP dated 28.12.82 (*Appendix V*).

[Ministry of Energy (Department of Petroleum) O.M. No. 27012/3/83-ONG/D.III dated February 3, 1984]

Recommendation No. 32 (Para 5.11)

The Committee note that ONGC is required to provide reservation of 10% in Type A and B quarters and 5% in Type C and D quarters for Scheduled Caste and Scheduled Tribe employees. However, from the figures furnished to the Committee it is seen that at the ONGC's headquarters at Dehradun, out of 53 Type C and D quarters allotted to the employees, no quarter has been allotted to any Scheduled Caste/Scheduled Tribe employee. At Nazira, out of 123 Type C and D quarters allotted, no quarter has been allotted to any Scheduled Caste/Scheduled Tribe employee. The proportion of quarters of different types allotted to Scheduled Caste/Scheduled Tribe employees at different work centres is generally found to be quite low.

The Committee would suggest that arrangement should be made to provide houses to all Scheduled Caste/Scheduled Tribe employees since they are not getting houses on rent because of social stigmas.

Reply of Government

Providing accommodation to all SC/ST employees may not be workable and only percentage of allotment is to be adhered to due to inadequate number of quarters. However, as and when Government sanctions funds and scheme for building additional quarters is finalised and implemented, percentage of reservation can be reviewed.

[Ministry of Energy (Department of Petroleum) O. M. No. 27012/3/83-ONG/ D. III Dated 3rd February, 1984.]

CHAPTER IV

RECOMMENDATIONS/OBSERVATIONS IN RESPECT OF WHICH REPLIES OF GOVERNMENT HAVE NOT BEEN ACCEPTED BY THE COMMITTEE AND WHICH REQUIRE REITERATION

Recommendation No. 1 (Para 1.6)

The Committee note that the Oil & Natural Gas Commission consists of a Chairman, 6 full-time and 2 part-time Members. They are appointed by the Central Government under Section 4 of the Oil & Natural Gas Commission Act, 1959. None of these Members of the present Commission belongs to Scheduled Caste/Scheduled Tribe. The Committee recommend that when selection for appointment of Members of the Commission is made, at least one person belonging to Scheduled Caste/Scheduled Tribe should be nominated on the Commission.

Reply of Government

This recommendation has since been examined in consultation with the DPAR and BPE.

The Public Enterprises Selection Board considered these recommendations in their meeting held on 18.11.83 and noted that the Govt. policy in regard to filling up of the Board-level posts in public enterprises was as follows :—

- (i) Unless markedly better candidates are available from outside, the vacancies are to be filled by promotion from within an enterprise.
- (ii) If internal candidates are not available, preference is to be given to candidates working in other enterprises so that promising officers whose promotion opportunities are blocked in their own enterprise are given wider career opportunities.
- (iii) Failing availability of suitable candidates within the public enterprises, selections may be made from other sources like Govt. and the private sector.

The Board were of view that this policy was in the best interests of the public enterprises and that it did not need and change.

[Ministry of Energy (Department of Petroleum) O. M. No. 27012/3/83-ONG/D. III dt. Feb. 3, 1984]

Comments of the Committee

Please see Chapter I, para 1.4.

Recommendation No. 2 (Para 1.6A)

The Committee further recommend that one Scheduled Caste/Scheduled Tribe person should be nominated on the Board of Directors of each Public Sector undertaking.

Reply of Government

The position has been indicated in reply to para 1.6 of the recommendations.

[Ministry of Energy (Department of Petroleum) O. M. No. 27012/3/83-ONG/D. III dt. Feb. 3, 1984.]

Comments of the Committee

Please see Chapter I, para 1.4.

Recommendation No. 16 (Para 3.35)

The Committee note that in an advertisement issued in May, 1982 for recruitment of Engineering Graduates/Geo-Scientists for appointment as Trainee Officers, the qualifications prescribed was first class Graduates in Mechanical/Chemical/Electrical/Civil/Instrumentation/Electronics/Petroleum/Mining/Computer Science or Post Graduate in Geophysics/Physics/Geology/Chemistry or equivalent. It was stated in the advertisement that additional qualifications in respective disciplines or Post-Graduate/Doctoral qualifications in Management/Science/Business Administration/Computer Science/Industrial Engineering/ICWA/CA etc. will be an advantage. Selected candidates were to be placed in the grade of Rs. 820-1680 and given the usual allowances as per the rules. The training was to be for one year and on successful completion of training they were to be absorbed in the ONGC. In the advertisement, no mention was made whether the educational qualification was relaxable in the case of Scheduled Caste/Scheduled Tribe candidates.

Then the Committee asked why such high qualifications were prescribed for Trainee Officers, the Chairman, ONGC stated that the trainee officers were recruited with a totally different administrative background and that they were recruited for holding leadership posts in the Organisation. Even so the Committee consider that in the said advertisement it should have been mentioned that the educational qualifications were relaxable in the cases of Scheduled Caste/Scheduled Tribe candidates. Unless a liberal policy is adopted in such matters, it will not be possible for the Commission to attract persons belonging to these communities in sufficient numbers. In the opinion of the Committee, Scheduled Caste/Scheduled Tribe persons should be picked up with relaxed standards and given intensive training so that they can be groomed for holding responsible positions in the Organisation in due course.

Reply of Government

As already mentioned by the Chairman, ONGC during the evidence before the Committee, the Trainee Officers were recruited with a totally different administrative background and that they were recruited for holding leadership posts in the Organisation. It would, therefore, not be in the interest of the efficiency of the Organisation to lower the qualifications below the minimum level prescribed for various posts in the Commission.

Candidates belonging to reserved communities however, are being picked up with relaxed standard and are given intensive training before they are deployed on regular posts.

[Ministry of Energy (Department of Petroleum) O. M. No. 27012/3/83-
ONG/D. III dt. Feb. 3, 1984]

Comments of the Committee

Please see Chapter I, Para 1.7.

Recommendation No. 29 (Para 4.45)

From the information furnished to the Committee, it is seen that out of 100 trained apprentices who were absorbed in ONGC during the period October, 1979 to September, 1982, 8 belonged to Scheduled Caste and none to Scheduled Tribe. The Committee are of the view that keeping in view the instructions issued by the Ministry of Labour in May, 1980 and the requirement of trained apprentices by the ONGC, it should be possible for the Commission to train Scheduled Caste/Scheduled Tribe candidates in larger number and all those who desire to join the organisation should be absorbed.

Reply of Government

Recommendation of the Committee has been noted. Apprentices in ONGC are engaged keeping in view the seats which are allotted by the concerned

authorities under the Apprentices Act. Keeping in view the allocated seats, selection are made and apprentices are engaged in various trades every year. As regards their absorption, preference is being given to trained apprentices of ONGC while filling up the vacancies at induction level in various disciplines.

[Ministry of Energy (Department of Petroleum) O.M. No.27012/3/83-ONG/
D. III Dated 3rd Feb., 1984.]

Comments of the Committee

Please see Chapter I, para 1.10.

Recommendation No. 33 (Para 5.12)

The Committee note that all the Ministries/Departments of the Government of India have been asked to allocate funds under the Special Component Plan for Scheduled Castes in various sectors. The Committee are of the view that welfare schemes for Scheduled Caste/Scheduled Tribe employees should be introduced in all public sector Undertakings and a certain percentage of funds should be earmarked for them. Details of the funds allocated for the various schemes and their utilisation should be suitably included in the Annual Reports of the Public Sector Undertakings.

Reply of Government

The directives/instructions as and when received by ONGC from the Government in this regard will be implemented in ONGC.

[Ministry of Energy (Department of Petroleum) O. M. No. 270 12/3/83-
ONG/D. III Dated 3rd (Feb., 1984.)

Comments of the Committee

Please see Chapter I, para 1.13.

CHAPTER V

RECOMMENDATIONS/OBSERVATIONS ON WHICH FINAL REPLIES OF GOVERNMENT HAVE NOT BEEN RECEIVED

Recommendation No. 10, (Para 3.14A)

The Committee desired that suitable instructions for sending copies of advertisements to MPs/MLAs should be incorporated in the Brochure on reservation for Scheduled Castes and Scheduled Tribes in services and posts.

Reply of Government

The Brochure on reservation for SC/ST in posts/services under the Public Sector Undertakings has been prepared by BPE. The recommendation of the Committee has been brought to the notice of BPE and the action taken in respect of this item would be furnished as quickly as possible on receipt of the comments from BPE.

[Ministry of Energy (Department of Petroleum) O. M. No. 27012/3/83-ONG/D. III dated February 3, 1984.]

Recommendation No. 15' (Para 3.19)

The Committee note that the ONGC has grouped certain Posts for the purpose of direct recruitment as follows :

Senior Class I	—	Technical
Junior Class I	—	Technical
Class II	—	Technical
Class III	—	Technical
Senior Class I	—	Non-technical
Junior Class I	—	Non-technical
Class II	—	Non-technical
Class III	—	Non-technical

The Committee would like the ONGC to ensure that the grouping has been done strictly according to orders of Government contained in Chapter 6 of the Brochure on Reservation for Scheduled Castes/Scheduled Tribes in services (Sixth edition). In case there is any deviation, the grouping of posts may be revised in consultation with the Ministry of Energy (Department of Petroleum/Bureau of Public Enterprises and the Department of Personnel) so that it does not go against the interests of Scheduled Caste/Tribe employees.

Reply of Government

The ONGC's proposal in this regard is under consideration by the Government.

Ministry of Energy (Department of Petroleum) O. M. No. 27012/3/83-
ONG/D. III dated February 3, 1984.

NEW DELHI,
March 22, 1984
Chaitra 2, 1906 (S)

A.C. DAS
Chairman,
Committee on the Welfare of
Scheduled Castes and
Scheduled Tribes.

APPENDIX-I

OIL & NATURAL GAS COMMISSION DIRECTORATE OF PERSONNEL TEL BHAVAN : DEHRADUN

No. 1 (26)/82-RP-I

Dated the 27th December, 82.

OFFICE MEMORANDUM

Subject :— Rationalisation of promotion and direct recruitment in the Commission.

At present, Departmental Promotion Committee meetings and interviews are held throughout the year. This leads to delay, extra work and representations from officers alleging that a particular recruitment action has been delayed while the other has been held earlier.

2. In order to rationalise the procedure for departmental promotions and direct recruitment, it has been decided that :

Promotion :

- (i) All promotions in the Commission be effective every year from 1st of January. Pay on promotion will be fixed taking into account the increment due on 1st January.
- (ii) Departmental Promotion Committee in the Regions and at headquarters will finalise their recommendations for all promotions within the period of three months i.e. from 1st October to 31st December, every year.
- (iii) In the promotion orders, it may be specifically stated that the employees will give an undertaking to comply with transfer orders. In case he does not move to the place of posting, promotion orders will stand cancelled.

- (iv) The transfer orders, if any, be issued by 15th May so that employees are in a position to join by end of June at the new place of posting
- (v) In respect of newly created posts, during the year, D.P.Cs may be held from time to time.
- (vi) In the case of promotions effective from 1st January of each year, the period of service as on the afternoon of 31st December of the year will be taken into consideration.

Direct Recruitment :

- (i) Advertisement for induction level i. e. Graduate Engineers be issued in April every year and interviews, selection and issue of appointment letters completed by end of August.
 - (ii) Direct recruitment at induction level in other executive cadre may also be taken simultaneously.
 - (iii) For Campus recruitment, universities be approached in August every year and interviews held in December so that candidates are available immediately after results are over in March/April each year.
 - (iv) Recruitment for all non-executives i. e. upto the level of Rs. 595-1140/- has been decentralised and action to fill in the posts shall be taken by the Regions concerned.
3. Action for promotion to be effective from 1st January, 1983, this time be completed by April 30, 1983.

Sd/-
 (G. D. Dhingra)
 Director (Personnel)

Distribution :

All concerned as per Mailing List.

APPENDIX-II

OIL & NATURAL GAS COMMISSION (DIRECTORATE OF PERSONNEL) TEL BHAWN : DEHRADUN

No. 23 (9)/79 EP

Dated the January 7, 1983.

OFFICE ORDER

Subject : Liaison Officers for work relating to representation of Scheduled Castes/ Scheduled Tribes.

Shri R.K. Dhir, G.M.(MSG) is already aciting as Liason Officer for the above mentioned work since May 1981.

2. It has now been decided to nominate the following four officers in addition to the above, the act as Liaison Officers in the Regions shown against each name :-

Name of the Officer	Region
1. *Shri M.C. Munuswami DGM (Material Management)	Western Region
2. *Shri A.G. Parmanik, Stuptdg. Geophy. (S)	Eastern Region
3. Shri Jauhari Lal, Jt. Director (P & A)	BOP
4. Shri C.B.P. Saini, Suptdg. Engr. (Mech.)	Central Region

3. Detailed instructions showing responsibilities of the Liaison Officers are indicated in para 15 of the letter No. 0-23023/5/82-ONG (D.III), dated 11.11.82 issued by Ministry of Energy, Deptt. of Petroleum, circulated vide this office letter No. 23 (9)/82-EP Vol. III dated 18.12.82. A copy of the said circular is enclosed for ready reference.

Sd/-(G.D. Dhingra)
Director (Personnel)

Encls : As above :

Distribution :

1. Shri R.K. Dhir, G.M.(MSG), ONGC, Dehradun
2. Shri M.C. Munuswami, D.G.M. (MM), ONGC, WR, Baroda.
3. Shri A.G.Parmanik, Suptdg. Geophy. (S), ONGC, ER. Nazira.
4. Shri Jauhari Lal, Jt. Director (P & A), ONGC, BOP, Bombay.
5. Shri C.B.P. Saini, Suptdg. Engr., ONGC, Dehrandun.

Copy for information to Heads of Regions/Projects/Offices.

Note : *1. Shri A.G. Parmanik has been replaced by Shri G.D. Arora Suptdg. Geophy. (S) w.e.f. 1.8.83

*2. Shri M.C. Munuswami, has been replaced by Miss G. Sarkar, Jt. Director (P & A) w.e.f. 13.1.84.

APPENDIX-III

**OIL & NATURAL GAS COMMISSION
DIRECTORATE OF PERSONNEL
TEL BHAWAN : DEHRADUN**

No. 23/9/23/83-EP Vol. II

Dated July 5th, 1983

OFFICE ORDER

SUBJECT : Recommendations contained in the 38th Report of the Committee on the Welfare of Scheduled Castes & Scheduled Tribes.

Instructions/orders issued by the Government of India from time to time for welfare of Scheduled Castes/Scheduled Tribes and in the matter of reservation have been circulated from time to time. It is once again enjoined upon all concerned to comply with the instructions strictly. Particular attention is invited to the following points :-

- (i) The Liaison Officers posted in the Regions and Headquarter should ensure that instructions/orders issued from time to time in the matter of reservation of posts for Scheduled Castes and Scheduled Tribes and for their welfare matters are strictly complied with by the concerned authorities in the Projects/Regions/Headquarter.
- (ii) Copies of the advertisements for filling up various posts in the ONGC should be endorsed to the Members of the Parliamentary Committee on the welfare of Scheduled Castes & Scheduled Tribes, New Delhi and also to local Scheduled Caste/Scheduled Tribe MPs/MLAs of the Region where recruitment takes place.
- (iii) Specific reasons for not filling a vacancy reserved for Scheduled Caste/ Scheduled Tribe out of the candidates sponsored by the Employment Exchange should be communicated to the Employment Exchange concerned.
- (iv) Besides notifying vacancies to the State Social Welfare Departments, the recruiting authorities should maintain necessary coordination with these Departments and the Employment Exchanges.
- (v) Vacancies reserved for Scheduled Castes and Scheduled Tribes should be announced on all India Radio and Television.

- (vi) Appointment letters should be sent by registered post so that these do not get lost in transit.
- (vii) Orders regarding reservation should be followed rigidly and liberal concessions/relaxations be given to Scheduled Caste/Scheduled Tribe employees in promotions and shortfalls made good at the earliest.
- (viii) Where adequate number of Scheduled Caste/Scheduled Tribe candidates are not available within the normal zone of consideration, the choice may be extended to five times the number of vacancies.
- (ix) All the reserved vacancies which could not be filled and have to be carried forward, should be filled at induction level before the expiry of three years *i.e.* before their lapse, by resorting to special recruitment.
- (x) Serious efforts should be made to employ larger number of Scheduled Caste/Scheduled Tribe candidates to fill up the back-log within a stipulated time by resorting to special recruitment.
- (xi) Vacancies reserved for one community which have been carried forward for three years should be filled from suitable candidates belonging to other community.
- (xii) While deputing officers for training or attending seminars, conferences etc., preference should be given to Scheduled Caste/Scheduled Tribe officers.
- (xiii) Besides approaching Employment Exchanges for candidates for apprenticeship training, the training programme should be advertised in the regional languages and also through broadcast over Radio for getting sufficient number of Scheduled Caste/Scheduled Tribe candidates.

2. All Heads of the Regions/Projects/Offices/ Liaison Officers are requested to please ensure that the above instructions are strictly adhered to and Liaison Officers in the Regions/Headquarters will also please ensure that a compliance Report is sent to Headquarter every month.

Sd/-
(G.D. DHINGRA)
Director (Personnel)

Distribution :

Heads of the Regions/Projects/Offices/Liaison Officers/ Joint Director
(R & P) Local Estt. Sections,

**APPENDIX IV
OIL & NATURAL GAS COMMISSION
(DIRECTORATE OF PERSONNEL)
TEL BHAWAN : DEHRADUN**

No. 4(1)/81-RP-I

Dated December 6, 1982

OFFICE ORDER

SUBJECT : Standardisation of constitution of selection/Department Promotion Committee for various posts in ONGC.

A reference is invited to this Office Order No. 4(1)/81-RP-I dated September 25, 1981, on the above subject.

2. It is impressed upon all concerned that :—

- (i) While constituting the Selection/Promotion Committees, one member from the SC/ST community should invariably be nominated on all the Committees.
- (ii) Wherever candidates from SC/ST are called for interview and posts are also reserved for SC/ST candidates, it shall be ensured that representatives from SC/ST of adequately senior status are nominated on the Selection Boards/Departmental Promotion Committees constituted for making selections. Whenever SC/ST representative is not readily available within the Commission, one of adequately senior status may be co-opted from other organizations/Government bodies.
- (iii) SC/ST candidates shall be interviewed on a different date and not of the date on which candidates from general categories have been called for interview and are interviewed.

3. All concerned are requested to kindly ensure strict compliance of these instructions.

Sd/—
(G.D. DHINGRA)
Director (Personnel)

Distribution :

All heads of Regions/Projects/Offices.

APPENDIX V

OIL & NATURAL GAS COMMISSION DIRECTORATE OF PERSONNEL TEL BHAVAN : DEHRADUN

No. 23 (9)/5/82—EP

Dated December 28, 1982

OFFICE ORDER

In continuation of this Office Order of even number dated November 8, 1982 regarding adequate representation and to make up the shortages in reservations of vacancies for Scheduled Caste/Scheduled Tribe candidates, it has further been decided to make a special drive to recruit candidates from Scheduled Caste/Scheduled Tribe communities for Class III *induction level* posts. In addition to the authorities/agencies mentioned in the said order to whom vacancies are required to be notified, 40 copies of the notification should also be sent to the Chairman, Parliamentary Committee on the welfare of Scheduled Castes/Scheduled Tribes, 123 Parliament House Annexe, New Delhi.

2. Vacancies should also be announced on local Radio and/or other media available so that there is a wide circulation of these requirements.

3. All Heads of the Regions/Projects/Offices are, therefore, requested to please initiate action at their end and keep the Headquarters informed every month while forwarding the Monthly Activity Progress Report to Headquarters.

This may be given 'top priority.'

Sd/-
(G. D. DHINGRA)
Director (Personnel)

Distribution :

1. All Regional/Project Heads.
 2. Director (F & A), ONGC, Tel Bhavan, Dehradun.
 3. Director (P & A), ONGC, BOP, Bombay.
 4. Jt. Director (R & P), ONGC, Tel Bhavan, D. Dun.
 5. Dy. Director (EC), ONGC, Tel Bhavan, D. Dun.
- } for similar action.

APPENDIX VI

**OIL & NATURAL GAS COMMISSION
DIRECTORATE OF PERSONNEL
TEL BHAVAN : DEHRADUN**

No. 30 (1)/74—CPT

Dated February 14, 1983

OFFICE ORDER

Sub : Selection of officers for deputation abroad for participation in training courses, seminars, conferences etc.

It is enjoined upon all concerned that while considering officers for deputation abroad for participation in training courses, seminars, conferences and for posting abroad, persons belonging to Scheduled Caste and Scheduled Tribe, who come within the range of selection, should be duly considered and assessed by relaxed standard, while recommending them for such training, seminars etc.

2. This should be noted for strict compliance by all concerned.

Sd/-
(G. D. DHINGRA)
Director (Personnel)

Distribution :

As per mailing list.

APPENDIX VII

(Vide para 4 of Introduction)

Analysis of the action taken by Government on the recommendations contained in the Thirty-eighth Report (Seventh Lok Sabha) of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes.

I.	Total number of recommendations.	33
II.	Recommendations/Observations which have been accepted by Government (<i>vide</i> Recommendations at Serial Numbers 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 28, 30 & 31) Number	24
	Percentage to total	73
III.	Recommendations/Observations which the Committee do not desire to pursue in view of Government's replies (<i>vide</i> Recommendations at Serial Numbers 21 & 32). Number	2
	Percentage to total	6
IV.	Recommendations in respect of which replies of Government have not been accepted by the Committee and which require reiteration (<i>vide</i> Recommendations at Serial Numbers 1, 2, 16, 29 & 33) Number	5
	Percentage to total	15
V.	Recommendations on which final replies of Government have not been received (<i>vide</i> Recommendations at Serial Numbers 10 & 15) Number	2
	Percentage to total	6