

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

(SIXTH LOK SABHA)

## THIRTY-THIRD REPORT

**MINISTRY OF FINANCE, DEPARTMENT OF  
ECONOMIC AFFAIRS  
(BANKING DIVISION)**

### Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the Central Bank of India



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**Presented in Lok Sabha on 26-4-1979**

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

**Shri Ram Dhan—Chairman**

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**SECRETARIAT**

Shri Y. Sahai—*Chief Legislative Committee Officer.*

Shri H. L. Malhotra—*Senior 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 Thirty-third Report on the Ministry of Finance, Department of Economic Affairs (Banking Division)—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the Central Bank of India.

2. The Committee took evidence of the representatives of the Ministry of Finance, Department of Economic Affairs (Banking Division) and Central Bank of India on the 22nd, 23rd and 24th August, 1978. The Committee wish to express their thanks to the Secretary, Ministry of Finance, Department of Economic Affairs (Banking Division), Chairman and Managing Director, Central Bank of India and other officers of the Ministry of Finance, Department of Economic Affairs (Banking Division), and Central Bank of India for placing before the Committee material and information the Committee wanted in connection with the examination of the subject.

3. The Report was considered and adopted by the Committee on the 16th April, 1979.

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

NEW DELHI;  
April 18, 1979.  
Chaitra 28, 1901 (Saka).

RAM DHAN,  
*Chairman,*  
*Committee on the Welfare of Scheduled*  
*Castes and Scheduled Tribes.*

## **REPORT**

### **A. Organisation**

It has been stated that the organisational set-up of the Central Bank of India in regard to the implementation of reservation orders in favour of Scheduled Castes and Scheduled Tribes in its services is as under:—

*Central Office* ..  
*Manpower Planning and Development* .  
*Department—(Recruitment Cell)*

|  
Regional Offices—(11)

|  
Divisional Offices—(41)

Their respective functions in this regard have been stated to be as under :

#### **CENTRAL OFFICE**

##### **(A) In the matter of Recruitment:**

(i) Issues orders/instructions to the Regional and Divisional Offices on the basis of Government directives and top Management's decisions.

(ii) Ensures implementation of the orders/instructions.

(iii) Maintenance of liaison with the Ministry of Finance.

(iv) Wherever necessary, takes corrective measures, like arranging exclusive recruitment tests for Scheduled Castes/Tribes in clerical and substaff posts.

(v) Looks after recruitment of officers in specialised cadres.

##### **(B) In the matter of Promotion:**

Looks after the implementation of the Scheme for reservation in favour of Scheduled Caste/Tribe employees, in posts filled by promotion—from clerical to officer cadre under 'All India Service'.

## REGIONAL/DIVISIONAL OFFICERS

### (A) *In the matter of Recruitment:*

(i) Implement the orders/instructions/decisions received from the Central Office.

(ii) Report to the Central Office about the progress made in the intake of Scheduled Caste/Tribe candidates in the Bank's services.

(iii) Maintenance of records.

### (B) *In the matter of Promotions:*

Looks after the implementation of the scheme for reservation in favour of Scheduled Caste/Tribe employees, in posts filled by promotion—

(a) from clerical to officer cadre under 'State Service'.

(b) from sub-staff to clerical cadre.

2. Asked about the functions of the Manpower Planning and Development Department in so far as the reservations in favour of Scheduled Castes and Scheduled Tribes are concerned, it has been stated in a note furnished to the Committee that the Manpower Planning and Development Department looks after—

(i) the entire recruitment work of the Bank.

(ii) Directives received from the Ministry of Finance on matters pertaining to recruitment/reservations in favour of Scheduled Caste/Tribe/Ex-Servicemen are communicated to the Regional/Divisional Offices for their guidance.

(iii) The Department keeps a close watch on the intake of Scheduled Caste/Tribe candidates in the Bank's service in the various States.

(iv) Wherever it is observed that the recruitment of these communities is below the statutory requirements, the Department arranges for exclusive recruitment tests for these reserved category candidates.

(v) The periodical returns are submitted by the Department to the Ministry of Finance.

(vi) The answers to the Parliament queries with regard to the recruitment/reservations in favour of Scheduled Castes and Scheduled Tribes etc. are furnished by the Manpower Planning and Development Department.

(vii) All correspondence relating to this subject received from the Ministry of Finance are attended to by the Department.



(viii) In January and July of every year (commencing from January 1978) a report is submitted by the Department to the Board of Directors regarding the recruitment pattern in the various Regions of the Bank under Scheduled Caste/Tribe/Ex-servicemen *vis-a-vis* general category candidates during the preceding half year.

(ix) In the matter of promotions from sub-staff to clerical cadre and from clerical to officer cadre under All India Service the reservations in favour of Scheduled Caste (the scheme of which came into effect from March 1, 1978) is looked after by the Department.

3. It has been further stated that the Department is under the overall control and supervision of Deputy General Manager (Personnel & Manpower Planning and Development Department). Immediately below him, there is a Chief Manager for Manpower Planning and Development Department. Incidentally, the Chief Manager of the Department is the liaison officer for the welfare of Scheduled Caste/Tribe/Ex-servicemen. Under the Chief Manager, there are officers in various levels. The following are the matters looked after by the Department :

- (i) Recruitment of staff in various cadres.
- (ii) Promotion of clerical staff to officer cadre under All India Service.
- (iii) Promotion of sub-staff to clerical cadre.
- (iv) Training—internal as well as external.
- (v) Posting, transfer, promotion etc., of officers of Salary Grade 'D' i.e. Rs. 1,500/- p.m. (maximum) and higher grades.
- (vi) Internal Audit Staff.
- (vii) Agricultural/SSI Field Staff.
- (viii) Submission of Bank's periodical statements like over-time, staff strength, bonus etc., to the Ministry/Reserve Bank of India.

4. Depending on the nature, the subject matter is placed before the Chief Manager or Deputy General Manager or the Chairman and Managing Director. Their decisions/instructions are conveyed by the Department to all concerned.

5. Besides, there are two committees viz. Staff Committee and Personnel and Manpower Planning and Development Department Committee consisting of executives. Matters which are desired to be dealt with by these committees are referred to them. The recommendations of these committees are reported to the Chairman and Managing Director for his approval. On his giving the approval/instructions, the follow-up work is done by the Manpower Planning and Development Department.

6. Asked whether any Scheduled Caste/Tribe Officer is associated with the Department, it has been stated that an officer belonging to Scheduled Caste community is associated with the Recruitment Cell of the Department, from June, 1978.

7. In reply to a question, it has been stated that the present organisational set up is quite adequate. The Bank will however, strengthen the Recruitment Cell at Central Office and also tune up the working of the Department at the Regional/Divisional Offices.

8. The Committee have been informed that in order to have effective control on the field operations, the Bank has set up the Zonal Coordinators' Offices in the Central Office—one for West Zone, one for North and Central Zones and one for East and South Zones—each under a Deputy General Manager. While field actions are left to the Regional/Division heads, the Zonal Coordinators' Offices—

- (i) plan for the Zone;
- (ii) devise strategies for action;
- (iii) provide support and guidance;
- (iv) monitor and review performance;
- (v) present a consolidated picture to the top Management.

Zonal Coordinators' Offices coordinate and harmonise all activities of the various tiers and ensure uniform approach and decisions on like issues and problems.

9. Asked in what manner these offices will be helpful to the Scheduled Castes and Scheduled Tribes, it has been stated in a note furnished to the Committee that while sanctioning additional staff, the Zonal Coordinators' Offices make it clear to the concerned Regional/Divisional Offices that the posts should be filled up by appointing Scheduled Caste/Tribe candidates from the waiting list if there is backlog of reserved vacancies. The Zonal Coordinators'

Offices and the Manpower Planning & Development Department (Recruitment Cell) have a close rapport in this regard.

10. Asked what are the responsibilities of the Ministry of Finance, Department of Economic Affairs (Banking Division) in regard to the reservations for Scheduled Castes and Scheduled Tribes in the services of the Central Bank of India and in what manner liaison and coordination is maintained with the Central Bank of India in the matter, it has been stated in a note furnished to the Committee that the Central Bank of India is a body corporate under Section 3(4) of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970. It has its own rules and regulations governing terms and conditions of services of its employees.

11. The Committee have been informed during evidence that the Ministry of Finance, Department of Economic Affairs (Banking Division) is the administrative Ministry incharge of the nationalised Banks and looks after the personnel policies of the banking industry, especially in the public sector, i.e., State Bank of India and the nationalised banks. Whatever policy is laid down by the Ministry of Home Affairs/Department of Personnel and Administrative Reforms and orders are issued by them, the same are conveyed to all the nationalised banks. The Ministry has also been urging upon the banks the necessity and urgency of implementation of the reservations orders and has also been emphasising the need for improving the representation of Scheduled Castes/Tribes in the Bank's services.

12. Asked whether the Ministry of Finance has adequate powers to issue directives to the Central Bank of India for the enforcement of orders/instructions regarding reservations for Scheduled Castes and Scheduled Tribes in the Central Bank of India, it has been stated in a note furnished to the Committee that Section 8 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 states—"Every corresponding new bank shall, in the discharge of its functions, be guided by such directions in regard to matters of policy involving public interest as the Central Government may, after consultation with Governor of the Reserve Bank, give." Central Bank of India has by and large agreed to fall in line with Government decisions and the Ministry has not considered it necessary to issue any directions to the bank. Asked to clarify the expression "by and large" used above, the representative of the

Banking Division has stated during evidence that the orders regarding reservations issued by the Government of India covered both the direct recruitment and promotions. However, about promotions, several banks, including Central Bank of India were governed by agreements which they had with the Unions. Therefore, the banks were not in a position to inform the Banking Division whether they could definitely implement the instructions because they would have to negotiate with the Unions.

13. The Committee do not agree with the contention of the Ministry of Finance, Department of Economic Affairs (Banking Division) that since the Central Bank of India had 'by and large' agreed to fall in line with the reservation policy, the Ministry did not consider it necessary to issue any directive to the Bank. The Committee need hardly point out that the Central Bank of India adopted the orders regarding reservations in promotions as late as 1st March, 1978. The Committee feel that the Banking Division should have issued a Presidential Directive to all the nationalised Banks, including Central Bank of India, under Section 3(4) of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, soon after the policy of applying reservations in promotions had been pronounced by Government.

14. The Committee note that the Central Bank of India has felt the need of strengthening the Recruitment Cell at the Central Office and to tone up the working of the Manpower Planning and Development Department and the Regional/Divisional Offices in so far as the implementation of the reservation orders in favour of Scheduled Castes and Scheduled Tribes is concerned. The Committee feel that work pertaining to the implementation of reservation orders should preferably be entrusted to Scheduled Caste/Tribe employees so as to instil confidence in Schedule Castes and Scheduled Tribes.

15. The Committee visualise that Zonal Coordinators' Offices, set up by the Central Bank of India, can play a vital role, not only in substantially augmenting the intake of Scheduled Castes and Scheduled Tribes in services, but also in coordinating, harmonising and channelising all those activities which have a bearing on the socio-economic conditions of all weaker sections in general and Scheduled Castes and Scheduled Tribes in particular. The Committee suggest that a time-bound and need-base programme should be chalked out by the Central Bank of India in the matter and implemented in a phased manner.

### B. Board of Directors

16. In a note furnished to the Committee, it has been stated that the names of suitable persons for being considered for appointment as Directors of all the 14 nationalised banks are obtained from various sources. The Ministry requests the Chief Executives of Public Sector Banks and the Secretaries of some Central Ministries to suggest the names of suitable persons including those belonging to Scheduled Castes and Scheduled Tribes, who were connected with agriculture, trade, industry, cooperation etc. The Ministry also requests all State Governments including the Union Territories to send names of suitable persons from various walks of life. Various expert bodies such as, the Institute of Chartered Accountants, the Institute of Cost and Works Accountants, Indian Banks Association, National Institute of Bank Management, Indian Institute of Public Administration, Institute of Management at Ahmedabad and Calcutta, various agricultural universities, FICCI, ACCI, AIMO and other Government and semi-Government specialised organisations such as National cooperative Development Corporation, Central Social Welfare Board, Bureau of Public Enterprises, Development Commissioner for Small Scale Industries, Chairman, All India Handicrafts Board & Handicrafts and Handlooms Export Corporation of India, Commissioner for Handlooms, Agricultural re-finance and Development Corporation are also requested to suggest names of suitable persons. The Director General (Backward Classes) in the Ministry of Home Affairs is specifically requested to suggest names of suitable persons belonging to Scheduled Castes and Scheduled Tribes. Quite a few names of persons are also suggested on their own by non-official bodies such as Chamber of Commerce, Associations of Industries, social organisations etc. as also by Members of Parliament and other prominent persons in various walks of life. The Board of Directors of each Bank is then appointed by the Government of India after consultation with the Reserve Bank of India.

17. In reply to a question, it has been stated that one of the Directors in the Board of Central Bank of India appointed during the period 7-2-1974 to 10-12-1975 belonged to Scheduled Tribe community. In the present Board of Directors also there is one Director belonging to Scheduled Tribe Community. He was appointed for a period of 3 years w.e.f. 4-11-1977. Asked what is the present composition of the Board of Directors of the Central Bank of India, it has been stated in a note furnished to the Committee that the composition of the Board of Directors of the Bank is as under:—

|  |   |
|--|---|
| (1) Shri P. F. Gutta . . . . .             | Chairman & Managing Director  |
| (2) Shri Mahesh J. Shah † . . . . .        | Managing Director, The<br>Ahmedabad Cotton Mfg.<br>Co. Ltd.   |
| (3) Shri V. S. Choubhe . . . . .           | Representing Officers Staff   |
| (4) Shri Tarakeshwar Chakraborty . . . . . | Representing Workman Staff  |
| (5) Shri Himat Singh Parteti . . . . .     | Representing Depositors   |
| (6) Shri Krishan Dev Dewan . . . . .       | Representing Farmers  |
| (7) Shri T. C. Jethmalani . . . . .        | Representing Artisans   |
| (8) Shri Virendra Agarwala . . . . .       | Finance (*)   |
| (9) Prof. S.K. Chakraborty . . . . .       | Management(*)   |
| (10) Shri V. B. Hari-Bhakti . . . . .      | Accountancy(*)  |
| (11) Shri R. P. Nevatia . . . . .          | Industry(*)   |
| (12) Shri H. L. Anand . . . . .            | Chief Officer Reserve Bank of<br>India.   |
| (13) Shri M. R. Shroff . . . . .           | Additional Secretary, Ministry<br>of Finance (Department of<br>Economic Affairs) (Banking<br>Division). |

- (\*) Appointed in terms of Sub-clause (B) of Clause 3. Nationalised Banks Scheme 1970 :  
 "Persons having Special knowledge and practical experience in respect of one or more matters which are likely to be useful to the working of the Bank."

18. Asked why "Scheduled Caste/Tribe" has not been specified as a separate category in the above list, the Committee have been informed during evidence that the nationalisation scheme had laid down the categories from which Directors should be appointed. There was no specific category in that scheme about Scheduled Castes and Scheduled Tribes. The Ministry of Finance on its own had decided that from the categories specified in the scheme, one person belonging to Scheduled Castes/Tribes, subject to suitability, might be appointed as a Director of each nationalised bank.

19. The Committee have been informed that the first meeting of the Board of Directors of Central Bank of India after nationalisation was held on August 5, 1970. The details of meetings so far held are as under:

| Year                      | No. of meetings |
|---------------------------|-----------------|
| 1970 . . . . .            | 11              |
| 1971 . . . . .            | 25              |
| 1972 . . . . .            | 21              |
| 1973 . . . . .            | 12              |
| 1974 . . . . .            | 18              |
| 1975 . . . . .            | 14              |
| 1976 . . . . .            | 19              |
| 1977 . . . . .            | 20              |
| 1978 (upto May) . . . . . | 9               |

20. The Committee note that in the present composition of the Board of Directors of the Central Bank of India, there is one Director who is a Scheduled Tribe. The Committee also note that that Director has been appointed to represent the interests of 'Depositors' and not of Scheduled Castes and Scheduled Tribes. The Committee strongly feel that 'Scheduled Caste/Tribes' should be specified as a separate category by amending extant orders on the subject, if necessary, and a Scheduled Caste/Tribe be appointed as a Director in rotation invariably so as to amply safeguard the interests of Scheduled Castes and Scheduled Tribes.

### *C. Liaison Officer and Cell*

21. It has been stated in accordance with the Government Directives, a Liaison Officer to look after the interests of the Scheduled Castes and Scheduled Tribes has been appointed for the Bank as a whole. At present, he is the Chief Manager of the Manpower Planning and Development Department, Central Office. At Regions, the Chief Managers have been appointed as Liaison Officers. The duties, powers and functions of the Liaison Officers are given below:

- (1) Ensuring due compliance with the orders and instructions pertaining to the reservation of vacancies in favour of the above categories of persons and other benefits admissible to them.
- (2) Collecting, consolidation and despatching the annual/half yearly returns relating to representation of Scheduled Castes/Scheduled Tribes.
- (3) Acting as a Liaison Officer between the undertaking and the Ministry concerned for supply of other information, answering questions and queries and clearing doubts in regard to matters concerned with these orders.
- (4) Conducting annual inspection of the rosters in respect of Scheduled Caste/Scheduled Tribe Members maintained in the enterprises with a view to ensuring proper implementation of the reservation orders.
- (5) Ensuring that the normal administrative inspections which are carried out periodically, give assessment of the performance of the enterprises in the matter of strict observance of orders regarding the reservation in favour of Scheduled Castes and Scheduled Tribes and in filling vacancies reserved for these communities. (The form of administrative inspections prescribed, if any, may also include columns for giving assessment of the performance of the enterprises in the matter referred to above.).

- (6) Ensuring that the service records and personal files of Scheduled Caste/Scheduled Tribe candidates are made complete in all respects and contain such information as is necessary to ensure that the benefits of the rules applicable to them can be given.

22. It has been further stated that the Cell in the Banking Division was set up in January, 1973. It is responsible for watching the implementation of Government orders issued from time to time regarding reservations for and recruitment of Scheduled Castes and Scheduled Tribes in the services of Public Sector Banks, financial institutions, Reserve Bank of India and its associate institutions and other subordinate offices under the administrative control of the Banking Division.

The sanctioned strength of the Cell is as follows:—

Assistant—1

L.D.C.—1

23. The Section Officer in charge of Coordination Section also supervises the work relating to the Cell. In addition, one more Assistant is detailed for this work by internal adjustments. Although the present system is working satisfactorily, efforts will be made to strengthen the Cell, if the work load of the Cell increases.

24. So far as the Central Bank of India is concerned, it has been stated that the Recruitment Cell in the Manpower Development Department at the Central Office of the Bank has been looking after the interests of Scheduled Caste/Tribe candidates. From June 1978 a Scheduled Caste officer has been posted in the Recruitment Cell. The Recruitment Cell in the Manpower Planning and Development Department is under the immediate charge of a Chief Manager and comes under overall control and supervision of the Deputy General Manager (Personnel & Manpower Planning and Development). At the Regional/Divisional Offices, the matters relating to recruitment are attended to by the Personnel/Staff Departments, under the overall control and supervision of the Asstt. General Manager/Divisional Manager.

25. The Committee need hardly emphasise that a Liaison Officer has very important role to perform in so far as the implementation of orders for reservations for, and employment of, Scheduled Castes and Scheduled Tribes in services is concerned. The Committee would, therefore, like to stress that the duties of the Liaison officer, as enumerated above, should be performed scrupulously and sincerely



26. The Committee note that the Cells have since been set up in the Banking Division as well as in the Manpower Planning and Development Department at the Central Office of the Central Bank of India. The Committee recommend that separate Cells should also be set up in all the Regional/Divisional Offices of the Bank to look after the interests of Scheduled Castes and Scheduled Tribes exclusively.

27. The Committee suggest that the Cell set up in the Banking Division should conduct surprise checks at regular intervals of the working of the Cell set up in the Central Office of the Central Bank of India so as to ensure that there is no laxity on the part of the Central Bank of India in the implementation of the various reservation orders in favour of Scheduled Castes and Scheduled Tribes.

#### *D. Adoption of Reservation Orders*

28. It has been stated that the 14 major commercial banks were nationalised on July 19, 1969. This decision of the Government was challenged in the Supreme Court by a writ filed by certain share holders of the erstwhile banking companies. An undertaking was given by the Government to the Court that during the pendency of the writ petition, no action would be taken to interfere in the internal management of the banks. When the relevant Act was struck down by Supreme Court on 10th February, 1970, the banks reverted to the former owners. On 14th February, 1970 an ordinance was issued resuming the take-over and control of these 14 banks with retrospective effect from 19th July, 1969. This Ordinance was replaced by the Act No. 5 of 1970 and received the assent of the President on 31st March, 1970. The adoption of reservations for Scheduled Castes and Scheduled Tribes was considered thereafter in the light of the methods of recruitment followed by the banks prior to nationalisation and they were advised in November, 1970 to adopt the rules regarding reservations for Scheduled Castes and Scheduled Tribes in respect of direct recruitment. However, in January, 1976, the banks were instructed to compute the backlog of reserved vacancies in different grades from the date of nationalisation viz 19-7-1969.

29. So far as reservations in promotions are concerned the orders were only implemented w.e.f. 1-3-1978.

30. Asked whether the Central Bank of India has accepted in toto all the reservation orders/instructions issued so far, it has been stated in a note furnished to the Committee that the Bank has accepted all the orders/instructions issued by the Ministry of Finance, Department of Economic Affairs (Banking Division)/Bureau of Public Enterprises.

31. Asked whether it was a fact that there is no machinery to watch the proper implementation of reservation orders and as such there is huge backlog in almost all regions, the representative of the Central Bank of India has stated during evidence that:—

“May I clarify two points? Firstly, all instructions are definitely communicated to all the Regional Offices. If anybody has given an impression that the backlogs that are there in a particular region are because of lack of instructions, I think there is either some mis-understanding or some body has not properly understood and has given a wrong impression to the Committee, for which I offer my apologies. But I can assure you that all the Regional Offices are sent, very quickly, all the directives and instructions that we receive from time to time from the Government. Secondly, it is also not correct to say that except at the Central Offices and Regional Offices there is no machinery as such to look after the interests of the Scheduled Castes and Scheduled Tribes. At the Regional level, there is a Liaison Officer namely the Chief Manager (one rank below the Head of the Region, namely the Assistant General Manager). The Chief Manager is the Liaison Officer for all the regional Offices. The Divisional Offices have no direct authority to recruit on their own. They requisition their requirements through the Regional Office who in turn reports to us that these are their requirements. After seeing the statistics etc., we give them permission to recruit.”

32. The Committee note that all the reservation orders/instructions issued so far by the Ministry of Finance, Department of Economic Affairs (Banking Division)/Ministry of Home Affairs/Department of Personnel and Administrative Reforms have been accepted in toto by the Central Bank of India. The Committee also note that the Central Bank of India has since computed the backlog w.e.f. 19th July, 1969, the date of its nationalisation, even though the reservation orders were initially received in November, 1970. The Committee, however, feel that on account of lack of proper communication, coordination and liaison between the Central office of Department of Personnel and Administrative Reforms have been the Central Bank of India and its Regional/Divisional Offices, the reservation orders are not being implemented at all. The Committee emphasise that the Central Bank of India should take immediate corrective measures in this behalf so as to improve the situation.

### **E. Recruitment Procedure**

33. Procedure for the recruitment of personnel for Officers' Cadre and Clerical/Sub-staff cadre followed by the Central Bank of India has been stated to be as follows:—

#### **(i) OFFICER CADRE**

As per the Bank's existing policy there is no direct recruitment to Bank's Officer (i.e. Sub-Accountant) cadre except for the following specialised posts:

- (a) Chartered Accountants|Cost Accountants for the posts of Internal Auditors of Credit|Financial Analysts.
- (b) Economists, Research Assistants and Statisticians.
- (c) Agricultural Development|Finance Officers.
- (d) Instructors|Faculty Leader or Member for the Bank's Training College|Training Centres.
- (e) Law Officers|Assistant Law Officers|Legal Advisors.
- (f) Architects, Engineers and Mechanics.
- (g) Income Tax Experts.
- (h) Publicity Experts and Commercial Artists.
- (i) Management Experts.
- (j) Any other specialised post.

For each of the above posts, the minimum requirements relating to qualifications, experience, age, etc. are prescribed. The Bank invites applications through advertisements in the leading newspapers. Eligible candidates are selected for appointment after a written test and/or interview in a manner as prescribed by the Management. First preference is given to the existing employees of the Bank on their possessing requisite qualifications. Such candidates have to appear for the necessary written test and interview and only if they pass in such written test and interview they are selected and posted at any of the Bank's offices of India, where their services are required.

#### **(ii) CLERICAL|SUB STAFF CADRE**

Recruitment to clerical|subordinate staff cadres is done according to the Bank's recruitment policy and directives issued by the Government from time to time in respect of Scheduled Caste|Tribe candidates. Advertisement is given in leading English Daily as well as regional vernacular language papers published in the

Bank's Region|Division in which recruitment is to take place. As per Government directive contained in Ministry of Finance (Banking Division) Circular No. 10|8|77-SCT(B), dated 13-5-1977, 30 days' time is given for submission of applications. Copy of such advertisement is sent to concerned Employment Exchange, recognised associations|bodies looking after the interests of Scheduled Castes and Scheduled Tribes and Ministry of Finance, Department of Economic Affairs (Banking Division). Based on the number of vacancies, requisite number of applicants having prescribed academic qualifications are called for a written test. (For clerical requirement, test is OBJECTIVE TYPE and for sub-staff recruitment, it is SUBJECTIVE TYPE). Those who come out successful in the Test are thereafter called for an interview. Based on the aggregate marks obtained by the candidates in written test and interview, waiting lists are drawn separately for Scheduled Caste|Scheduled Tribe|Ex-Servicemen|General category candidates. Vacancies are filled up by recruiting the candidates as per the waiting list, strictly in order of merit. Waiting lists are kept current for a period of 3 years from the date of preparation.

34. It has been stated that Regional|Divisional Officers have no power to recruit personnel to officer cadre. Only Central Office has this power. As far as recruitment to clerical and sub-staff cadres is concerned, before filling any vacancy (whether by way of replacement or creation of new posts) in these cadres, prior approval of the Central Office has to be obtained. While conveying the approval, Central Office always makes it clear to the Regional|Divisional Offices that the approved vacancy should be filled up only by Scheduled Caste|Tribe|Ex-servicemen candidates in the waiting list, in case there is backlog in these reserved categories.

35. It has been admitted in a note furnished to the Committee that the policy being followed by the Central Bank of India not recruiting directly to Officers' Cadre affects the interests of Scheduled Castes and Scheduled Tribes adversely in view of the fact that very few Scheduled Castes and Scheduled Tribes are available at lower levels for promotion to higher levels. This policy arises out of an agreement with the Employees' Union. This agreement expires on February 28, 1979.

36. The Committee have been informed during evidence that the Central Bank of India has decided to take necessary steps to provide for direct recruitment to officers' Cadre as obtaining in other banks. 20 to 25 per cent of the vacancies in that cadre would be filled by direct recruitment.

37. Asked about the reactions of the Bank to the suggestion that copies of all advertisements should be sent to the local Scheduled Caste/Tribe MLAs, MPs and Members of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes, it has been stated that since the vacancies are advertised in the leading newspapers (including vernacular papers) throughout the country and are also notified to Employment Exchanges/bodies looking after the interests of Scheduled Castes and Scheduled Tribes, it is not considered necessary to send copies of such advertisements to MPs/MLAs belonging to Scheduled Castes and Scheduled Tribes. However, the vacancies could be advertised through the All India Radio, so that the Scheduled Caste and Scheduled Tribe candidates living in remote areas where newspapers may not be easily available, could become aware of such vacancies. The Committee have been assured during evidence that suggestions to give the advertisements much wider publicity and circulation would be considered by Government. Even the interviews of the Scheduled Caste/Tribe candidates would be taken at their home place or at district headquarters.

38. Asked whether the number of vacancies reserved for Scheduled Castes/Tribes are clearly indicated in the indents placed with the Employment Exchanges and in the advertisements issued in the Press, it has been stated in a note furnished to the Committee that the number of vacancies (both existing as well as those anticipated within a period of a year or so) are indicated in the Bank's advertisements published in the newspapers. The percentage of reservations in favour of Scheduled Caste/Tribe, as well as Ex-servicemen candidates are also indicated in the advertisements. However, the exact number of vacancies reserved for Scheduled Castes/Tribes/Ex-servicemen could not be given because there had been backlog of reserved vacancies carried forward from the previous years. In actual practice, the percentage of recruitment of Scheduled Caste/Tribe candidates in the Bank has far exceeded the statutory requirements during the past three and a half years. The following table will illustrate this point:—

| Year          | Recruitment in |      |       |                 |      |       |
|---------------|----------------|------|-------|-----------------|------|-------|
|               | Clerical Cadre |      | Total | Sub-staff cadre |      | Total |
|               | SC             | ST   |       | SC              | ST   |       |
| 1975 . . .    | 28.1%          | 9.6% | 37.7% | 26.5%           | 5.6% | 32.1% |
| 1976 . . .    | 29.9%          | 7.8% | 37.7% | 14.0%           | 7.0% | 21.0% |
| 1977 . . .    | 42.2%          | 6.8% | 49.0% | 34.0%           | 7.0% | 41.0% |
| 1-1-73 to     |                |      |       |                 |      |       |
| 30-6-78 . . . | 32.4%          | 6.9% | 39.3% | 34.4%           | 7.3% | 41.7% |

39. The Committee have been informed during evidence that even though the duration of the waiting list, as stated above, is for 3 years, it does not mean that the waiting list remains unused for that period. Sometimes, it is used up in one or one and a half year. Suggestions, in fact, have been received that the duration of the waiting list should be increased from 3 to 5 years.

40. In reply to a question, the Committee have been informed during evidence that it took about 3 months to process the applications from the date of receipt of the applications to the date of holding the recruitment test.

41. Asked what concessions/relaxations are given to Scheduled Caste/Tribe candidates at the time of recruitment/written examination/interviews, the following information has been furnished to the Committee:—

(A) In Recruitment

*Recruitment to Bank's officer cadre in specialised posts*

The age limit for candidates to be directly recruited in Bank's Officer cadre for specialised posts relaxed by five years.

*Recruitment to clerical/subordinate staff cadre*

(1) Age . . . . . Upper age limit relaxed by 5 years (i.e. Maximum age 30 years)

(2) *Minimum Qualifications for eligibility in clerical cadre* Pass class in Degree Examination or 50% marks in aggregate in Matriculation/equivalent examination and should have passed with English and Mathematics/Arithmetic. (General category candidates should have passed degree examination with minimum 45% marks. To a limited extent candidates with matriculation/equivalent qualification with 60% marks in aggregate in all subjects and 50% marks each in English and Mathematics at that Examination are considered).

(3) *Minimum marks required in Written Test/Interview*

| Nature of post                               | Minimum marks required for passing in written test (out of 100) |               | Minimum marks required for passing in interview (out of 25) |
|--|---|---------------|---|
|  | Graduates   | Non-Graduates |   |
| <i>Clerical Posts :</i>                      |   |               |   |
| Clerk/Clerk-cum-Typist . . . . .             | 35(45)  | 35(40)        | 6(8)  |
| Asstt. Cashier -cum-Godown keepers . . . . . | 25(45)  | 25(40)        | 6(8)  |
| Typist-cum-Clerk, Stenographers . . . . .    | 20(25)  | 20(25)        | 6(8)  |
| <i>Subordinate Staff Posts</i> . . . . .     | 25(40)  |               | 6(8)  |

(Figures within brackets are minimum marks required for passing in the written test/interview for General Category candidates).

(B) *In Promotions*

| From Clerical to Officer cadre             | Relaxation in Age/marks  |
|--|--|
| State Service . . . . .                    | 50% marks in Written Test.   |
| All India Service . . . . .                | (a) Upper age limit relaxed by 5 years.<br>(b) 10% marks in Written Test.<br>(c) 8 out of 25 marks in interview as against 10 out of 25 marks for general category candidates. |
| From sub-staff to clerical cadre . . . . . | 50% marks in Written Test. 8 out of 25 marks in interview as against 10 out of 25 marks for general category candidates.   |

42. Asked how many recruitment centres are there in the Central Bank of India for the recruitment of staff in various categories of posts and how the recruitment is processed and coordinated at different centres, it has been stated in a note furnished to the Committee that the following are the Bank's Recruitment centres for recruitment in clerical and sub-staff cadres. Each centre forms a Unit for the purpose of recruitment:—

- |                        |                        |
|------------------------|------------------------|
| (1) <i>Bombay</i>      | (20) <i>Bangalore</i>  |
| (2) <i>Poona</i>       | (21) <i>Delhi</i>      |
| (3) <i>Aurangabad</i>  | (22) <i>Jaipur</i>     |
| (4) <i>Nagpur</i>      | (23) <i>Kota</i>       |
| (5) <i>Nasik</i>       | (24) <i>Chandigarh</i> |
| (6) <i>Panaji</i>      | (25) <i>Ambala</i>     |
| (7) <i>Sholapur</i>    | (26) <i>Amritsar</i>   |
| (8) <i>Ahmedabad</i>   | (27) <i>Ludhiana</i>   |
| (9) <i>Anand</i>       | (28) <i>Rohatak</i>    |
| (10) <i>Baroda</i>     | (29) <i>Lucknow</i>    |
| (11) <i>Jamnagar</i>   | (30) <i>Agra</i>       |
| (12) <i>Rajkot</i>     | (31) <i>Bareilly</i>   |
| (13) <i>Surat</i>      | (32) <i>Gorakhpur</i>  |
| (14) <i>Madras</i>     | (33) <i>Kanpur</i>     |
| (15) <i>Madurai</i>    | (34) <i>Meerut</i>     |
| (16) <i>Coimbatore</i> | (35) <i>Varanasi</i>   |
| (17) <i>Cochin</i>     | (36) <i>Bhopal</i>     |
| (18) <i>Hyderabad</i>  | (37) <i>Gwalior</i>    |
| (19) <i>Vijayawada</i> | (38) <i>Indore</i>     |

- |                  |                  |
|------------------|------------------|
| (39) Jabalpur    | (45) Siliguri    |
| (40) Raipur      | (46) Patna       |
| (41) Calcutta    | (47) Gaya        |
| (42) Bhubaneswar | (48) Muzaffarpur |
| (43) Durgapur    | (49) Ranchi      |
| (44) Gauhati     |                  |

43. Whenever recruitment tests are to be held, the concerned Regional Office approaches the Central Office (Manpower Planning and Development Department) for permission. Central Office scrutinises the proposal and if it is satisfied about the need, conveys sanction to the Regional Office. The necessary advertisement, as supplied by the Central Office, is released in the English and vernacular language paper of the Region|Division where the recruitment is to take place. Now the Bank entrusts to the NIBM\* the entire work of receiving, sorting and scrutinising the applications. Depending upon the number of vacancies,\*Central Office informs NIBM the number of eligible candidates to be called for the test from SC|ST|Ex-servicemen|General category. The concerned Regional|Divisional Offices are advised to arrange for suitable venue for the written test. The entire testing programme is carried out by the NIBM, in association with the Bank's officials. The results are sent to the Central Office by NIBM which in turn communicates the same to Regional|Divisional Offices. Regional|Divisional Offices arrange for interview of the successful candidates in the Written Test. The Interviewing Committee is set up by the Central Office. Based on the aggregate marks secured by the candidates in the Written Test and Interview, merit lists are drawn up for Scheduled Caste|Scheduled Tribe|Ex-Servicemen|General category candidates separately. For filling up the clear|approved vacancies, Central Office gives guidelines to Regional|Divisional Offices in the matter of drawing candidates from the various merit lists. After filling up the existing vacancies, the balance number of successful candidates are kept in the waiting list. As and when vacancies arise, candidates are appointed by the Regional|Divisional Offices in order of their merit in the list.

44. Clarifying the role played by the NIBM in the recruitment being done for the Bank, the representative of the Central Bank of India has stated during evidence that assistance of the NIBM is

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\*National Institute of Bank Management.



taken only so far as the technical aspect of administering the test is concerned. It is an independent and impartial body and was formed and financed by banks, both in public sector and private sector. Reserve Bank of India supervised its functioning. There is a fee which is paid by whichever Bank hired it.

45. Asked whether any instances have come to the notice of the Central Office about the non-compliance of prescribed recruitment procedure by the Regional|Divisional Offices it has been stated that in the matter of recruitment in 1975 an instance of non-compliance of Central Office instructions by the Ahmedabad Regional Office has come to notice recently. The Central Office is looking into the matter and the investigation is not yet complete. Appropriate action will be taken in the matter in due course.

46. The Committee have been informed during evidence that the Banking Division has formulated a new scheme of recruitment to the vacancies in the nationalised banks. At present each Bank recruited its own staff. The new scheme of recruitment may be seen at Appendix I.

47. The Committee note the recruitment procedure being followed by the Central Bank of India for recruitment to man the various categories of posts under their control. The Committee take serious view of the fact that Regional Office of the Central Bank of India, Ahmedabad did not follow the instructions issued by the Bank's Central Office regarding reservations in favour of Scheduled Castes and Scheduled Tribes while making recruitment in 1975. The Committee would like the Banking Division/Central Bank of India, to take action against the defaulting officers and ensure that such lapses do not recur.

48. The Committee feel that the policy of not recruiting directly to the Officers, cadre being followed by the Central Bank of India in terms of an agreement with the Employees' Union has proved detrimental to the interests of Scheduled Castes and Scheduled Tribes in view of the fact that there are very few Scheduled Caste and Scheduled Tribe employees at lower levels in the Bank for promotion to higher levels. Since the said agreement with the Employees Union has expired on the 28th February, 1979, the Committee suggest that the Central Bank of India should fall in line

with the policy being followed by other nationalised bank and introduce the system of direct recruitment to the Officers' cadre of the Bank and ensure that the reservation orders in this behalf are properly followed.

49. The Committee desire that copies of all advertisements for recruitment issued by the Central Bank of India should invariably be sent to the local Scheduled Caste|Tribe MLA's and MP's as well as to the Members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes so that they may also sponsor suitable Scheduled Caste and Schedule Tribe candidates or employment in the Bank. The Committee would like the Central Bank of India to consider what further steps are necessary to give these advertisements much wider publicity so that the Scheduled Castes and Scheduled Tribes living in the remote corners of the country could also learn about the employment opportunities in the Bank.

50. The Committee would like the Central Bank of India to consider what further relaxations and concessions to Scheduled Castes and Scheduled Tribes at the time of examination|interview| recruitment could be given so as to augment their intake in the services of the Bank.

51. The Committee note that National Institute of Bank Management (NIBM) is being entrusted with the entire work of receiving, sorting and scrutinising the applications and conducting tests for recruitment to the clerical|sub-staff cadre of the Bank. The Committee are of the opinion that a Scheduled Caste|Tribe Officer of sufficiently high status should be associated with the working of the NIBM in this regard so that the interests of Scheduled Caste|Tribe applicants are adequately safeguarded.

52. The Committee note that the Banking Division has since formulated a new recruitment scheme for all Public Sector Banks. They, however, are distressed to point out that no mention has been made in that scheme about the various aspects of reservations in favour of Scheduled Castes and Scheduled Tribes. The Committee expect the Banking Division to make the recruitment scheme more comprehensive by including in it the implications of various reservation orders in favour of Scheduled Castes and Scheduled Tribes and the steps that should be taken to ensure that the reservation orders are scrupulously followed.

**(F) Staff strength and Shortfalls**

53 The staff strength in the Central Bank of India, as on 19th July, 1969, the date of nationalisation, has been stated to be as follows:—

| Category of posts      | Total No. of employees | No. of     |         | Percentage |
|------------------------|------------------------|------------|---------|------------|
|                        |                        | SCs/STs    | SCs/STs |            |
| Officers . . . . .     | 2700                   | 7          |         | 0.2        |
| Clerks . . . . .       | 9665                   | 25         |         | 0.2        |
| Sub-Staff . . . . .    | 5190                   | 179        |         | 3.5        |
| <b>TOTAL . . . . .</b> | <b>17495</b>           | <b>211</b> |         | <b>1.2</b> |

54. The staff strength as on 30th April, 1978 has been stated to be as follows:—

| Category of posts      | Total No. of Employees | No. of Percentages |            |            |            |
|------------------------|------------------------|--------------------|------------|------------|------------|
|                        |                        | SCs                | STs        | SCs        | STs        |
| Officers . . . . .     | 7957                   | 19                 | 1          | 0.2        | ..         |
| Clerks . . . . .       | 15481                  | 1366               | 290        | 8.8        | 1.9        |
| Sub-Staff . . . . .    | 8347                   | 869                | 136        | 10.4       | 1.6        |
| <b>TOTAL . . . . .</b> | <b>31785</b>           | <b>2254</b>        | <b>427</b> | <b>7.1</b> | <b>1.3</b> |



56. It has been stated that the percentage of recruitment of Scheduled Castes/Tribes in the Bank has far exceeded the statutory requirements since 1975 as may be perused from the following statement:

| Year                | Clerical Cadre |      |       | Sub-staff Cadre |      |       |
|---------------------|----------------|------|-------|-----------------|------|-------|
|                     | SC             | ST   | Total | SC              | ST   | Total |
| 1973 .              | 4.0%           | 1.0% | 5.0%  | 14.0%           | 0.4% | 14.4% |
| 1974 .              | 4.2%           | 1.0% | 5.2%  | 22.7%           | 4.5% | 27.2% |
| 1975 .              | 28.1%          | 9.6% | 37.7% | 26.5%           | 5.6% | 32.1% |
| 1976 . . .          | 29.9%          | 7.8% | 37.7% | 14.0%           | 7.0% | 21.0% |
| 1977 . . .          | 42.2%          | 6.8% | 49.0% | 34.0%           | 7.0% | 41.0% |
| 1-1-78 to 30-6-78 . | 32.4%          | 6.9% | 39.3% | 34.4%           | 7.3% | 41.7% |

57. It has been stated that as in April 30, 1978, the Bank had the following 'backlog' of vacancies for Scheduled Caste and Scheduled Tribe:

|                   | SC  | ST  |
|-------------------|-----|-----|
| Clerical Cadre .  | 285 | 515 |
| Sub-staff Cadre . | NIL | 186 |

58. Explaining the reasons for the backlog, the representative of the Central Bank of India has stated during evidence that the Bank was established in 1911. The reservations in favour of Scheduled Castes and Scheduled Tribes were to be computed from 1969 onwards. The backlog was 1970, computed from 1971 onwards. At present, the backlog was only 986, even though the backlog had to be computed from 1969, in pursuance of an earlier recommendation of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes. This means that as many as 784 backlog vacancies have been filled in addition to all vacancies which arose from 1969 onward. The present backlog constitutes only 3 percent of the total staff and it would be cleared in near future. The backlog has gone up upto 1976. Thereafter, it has progressively decreased inspite of the fact that there has been lesser intake of candidates in the services of the Bank. So far as the reservation in promotion to Officers Cadre is concerned, it came only in March, 1978. The Scheduled Caste and Scheduled Tribe candidates are not available in feeder cadres. Efforts, however, would be made to clear the backlog as early a possible.

59. Asked by what date the entire shortfall in the employment of Scheduled Castes and Scheduled Tribes is likely to be wiped off, the following information has been furnished to the Committee:—

SC

ST

Clerical cadre

By September, 1979 By March/June, 1980

Sub-staff cadre

— By Septembr. 1979

60. In reply to a question, it has been stated in a note furnished to the Committee that exclusive recruitment tests for Scheduled Castes/Tribes have been conducted by the Bank for maintaining a waiting list of such successful candidates for filling up immediate and anticipated vacancies and to make up for the backlog of recruitment in these communities. The first major exclusive test was held in December 1974/January 1975. The following statement will indicate the number of Scheduled Castes/Tribes recruited against these vacancies, from the panel prepared after holding exclusive recruitment tests:—

## Scheduled Castes

| Year/Cadre | 'Backlog' of reserved vacancies brought forward from previous year | Reserved during the year | Total of Columns (1 & 2) | Total No. of vacancies filled actually | No. of Scheduled Castes recruited against the reserved vacancies |
|------------|--|--------------------------|--------------------------|--|--|
| 1975       |  |                          |                          |  |  |
| Clerical   | 975  | 105                      | 1080                     | 811                                    | 228  |
| Sub-staff  | 92   | 48                       | 140                      | 339                                    | 90   |
| 1976       |  |                          |                          |  |  |
| Clerical   | 852  | 86                       | 938                      | 591                                    | 177  |
| Sub-staff  | 50   | 24                       | 74                       | 185                                    | 26   |
| 1977       |  |                          |                          |  |  |
| Clerical   | 761  | 122                      | 883                      | 881                                    | 372  |
| Sub-staff  | 48   | 49                       | 97                       | 361                                    | 123  |

## Scheduled Tribes

| Year/Cadre | 'Backlog' of reserved vacancies brought forward from previous year | Reserved during the year | Total of Columns (1 & 2) | Total No. of vacancies filled actually | No. of Scheduled Tribes recruited against the reserved vacancies |
|------------|--|--------------------------|--------------------------|--|--|
| 1975       |  |                          |                          |  |  |
| Clerical   | 512  | 82                       | 594                      | 811                                    | 78   |
| Sub-staff  | 191  | 38                       | 229                      | 339                                    | 19   |
| 1976       |  |                          |                          |  |  |
| Clerical   | 516  | 49                       | 565                      | 591                                    | 46   |
| Sub-staff  | 210  | 1                        | 224                      | 185                                    | 13   |
| 1977       |  |                          |                          |  |  |
| Clerical   | 519  | 77                       | 596                      | 881                                    | 60   |
| Sub-staff  | 211  | 37                       | 248                      | 361                                    | 25   |

It would be observed that in the case of Scheduled Castes, not only the number of vacancies reserved for them during each of the last three years have been filled by recruiting Scheduled Caste candidates but also the backlog of reserved vacancies relating to 1974 and earlier years has been cleared to a considerable extent. As regards Scheduled Tribes, the number of vacancies reserved for them during each of the last three years has been almost filled by recruiting Scheduled Tribe candidates. It is the backlog of reserved vacancies relating to 1974 and earlier years that has yet to be cleared. The reason being that sufficient number of Scheduled Tribe candidates have not become available for recruitment even after conducting special tests.

61. It has been further stated that the Chairman and Managing Director reviews on his own from time to time the position of Scheduled Caste/Tribe recruitment and gives necessary directions to the Department for improving the intake of Scheduled Caste/Tribe candidates so as to clear the backlog of reserved vacancies. For instance, the recent decision that unless all the Scheduled Caste/Tribe candidates empanelled for clerical posts after the recruitment test of October 1977 are absorbed, no general category candidates should be

appointed was also his. The nature and details of a few of the individual cases referred to the Chairman and Managing Director in this connection are as follows:—

| Year           | Bank's Division | List of the case  | Managing Director's orders on the Department's Memorandum  |
|----------------|-----------------|---|--|
| 1              | 2               | 3   | 4  |
| February, 1976 | Hyderabad       | A Clerical recruitment test was held in January, 1975. After the test, reports about certain malpractices indulged by some candidates in the test were received. Consequently the matter was investigated and it was found that certain candidates had indulged in unfair practice in the Test.   | 74 candidates belonging to Scheduled Caste/Scheduled Tribe and Ex-servicemen who had not indulged in any unfair practice are cleared   |
| November, 1977 | Agra            | A Scheduled Caste candidate cleared in the Recruitment test and interview did not respond to the appointment letter. Consequently his name was deleted from the list. Subsequently he represented that he did not receive Bank's letter and that he should be offered appointment.  | Appointment of the candidate approved. (He has since joined).  |
| February, 1978 | Ahmedabad       | A Scheduled Caste candidate who was offered appointment outside Ahmedabad city declined the post and requested for appointment in Ahmedabad city only. The candidate stated that he found it difficult to get suitable accommodation in small towns due to untouchability problem. Our Ahmedabad Regional Office could not offer him a job in the Bank at Ahmedabad city for the following reason. They follow a procedure where by whenever a vacancy arises at any branch at Ahmedabad they give preference to those staff members who have applied for their transfer to Ahmedabad and fill up the resultant vacancy by appointing a fresh hand outside Ahmedabad. | In view of the genuineness of the representation we should accommodate the candidate in Ahmedabad city. As a policy we should accommodate Scheduled Caste/Scheduled Tribe candidates in bigger cities. |
| July, 1978     | Jamshedpur      | A Scheduled Caste candidate who stood first in Clerical recruitment Test in December 1975 was offered appointment in November, 1976. He did not report on the specified date and sent a letter subsequently asking for extension of joining time upto January 1977. This  | I concur. It is indeed strange that we could not wait for a candidate who had stood first. Please convey our displeasure to Divisional Manager.  |



| 1 | 2 | 3  | 4 |
|---|---|--|---|
|   |   | <p>was not acceded to by the Divisional Office on the ground that they were not able to keep open the offer of appointment for an indefinite period. However, when this matter was brought to the notice of Central Office, the Divisional Office was directed that the candidate should be offered appointment.</p> |   |

62. The Committee note that as in April, 1978, there was a backlog of 285 vacancies in the case of Scheduled Castes and 515 vacancies in the case of Scheduled Tribes in the clerical cadre and 186 vacancies in the case of Scheduled Tribes in the sub-staff cadre in the Central Bank of India. The Committee further note that this backlog constitutes only 3 per cent of the total staff employed by the Bank and the Bank has assured the Committee that the backlog in the case of vacancies reserved for Scheduled Castes in the clerical cadre would be wiped out by September, 1979; in the case of vacancies reserved for Scheduled Tribes in the clerical cadre by March/June, 1980; and in the case of vacancies reserved for Scheduled Tribes in the sub-staff cadre by September, 1979. While commending the efforts made so far by the Central Bank of India in clearing the backlog, the Committee stress that the targets set by the Bank in wiping out the entire backlog should strictly be adhered to. In this connection, the Committee welcome the recent decision taken by the Chairman and Managing Director of the Bank that unless all the Scheduled Caste/Tribe candidates empanelled for clerical posts after the recruitment test held in October, 1977 are absorbed, no candidate of general category should be appointed.

63. The Committee realise that in view of the fact that reservations in promotions have been introduced in the Central Bank of India only in March, 1978, there are very few Scheduled Castes/Tribes available in the feeder cadres who could be promoted to higher levels. The Committee would like the Banking Division/Central Bank of India to devise ways and means in clearing the entire backlog in the promotional vacancies within a stipulated period, which may be communicated to the Committee.

### **G. Recruitment/Promotion Committees**

64. The composition of Recruitment Committees has been stated to be as follows:—

#### **Officers Cadre**

There is no direct recruitment to Bank's Officer cadre (i.e. Sub-Accountant's post) except to certain specialised posts. Sub-Accountant's post is filled by promotion of clerical staff under State Service/ All India Service. The interview/selection panel for specialised posts consists of two or three senior executives of the Bank and one or two outside experts in the concerned field. The panel is composed of at least three members.

#### **Clerical Cadre**

- (1) The Assistant General Manager/Chief Manager of the concerned Region.
- (2) The Divisional Manager of the concerned Division.
- (3) One outside expert who is well versed in the field of personnel selection, training, management and development.

#### **Sub-staff Cadre**

- (1) The Divisional Manager of the concerned Division.
- (2) The Divisional Manager of the adjoining Division, within the Region.
- (3) The Faculty Leader or Chief Internal Auditor.

65. The composition of Promotion Committees has been stated to be as follows:—

#### **Clerical to Officer Cadre**

##### **State Service:**

- (1) The Asstt. General Manager of the Region or in his absence an official deputed on his behalf.
- (2) Officer in the rank of Divisional Manager from outside selection area.
- (3) Chief Internal Auditor/Faculty Leader.

##### **All India Service:**

- (1) Asstt. General Manager of the concerned Region.
- (2) An official from Central Office not below the rank of Manager.
- (3) Chief Internal Auditor/Faculty Leader/Divisional Manager/Manager in Regional Office.

### **Sub-staff to Clerical Cadre**

- (1) The Divisional Manager of the concerned Division.
- (2) Manager in the concerned Regional Office.
- (3) Chief Internal Auditor/Faculty Leader.

66. The Committee makes an assessment about the suitability of the candidates either for recruitment or promotion. The personal interview is allotted an aggregate of marks ranging from 10 to 25 and each member of the Committee gives independently the marks and thereafter the final average is taken. The marks obtained in the interview are added to the marks in written test and the final rating of the candidate is determined on the basis of the cumulative marks obtained by him in the test and interview.

67. Asked whether any representative of the Scheduled Castes and Scheduled Tribes included in the Recruitment/Promotion Committees, it has been stated in a note furnished to the Committee that in the past no representative of Scheduled Caste/Tribe was included in the Selection/Promotion Committees set up by the Bank. However, it has been decided to include Scheduled Caste and Scheduled Tribe representatives in the Interviewing Committees for recruitment of clerks and sub-staff in future. For this purpose, the Bank will contact Government Departments like Income-Tax. According to the Scheme of Group Recruitment in Public Sector Banks, a representative from Scheduled Caste/Tribe will be on the Interviewing Committee for recruitment of officers and clerks.

68. So far as the Promotion Committee is concerned, as the number of Scheduled Caste/Tribe candidates interviewed for promotion has been few, the need for including Scheduled Caste/Tribe representatives in the Promotion Committee was not felt.

69. The Committee note that in the past no representative of Scheduled Castes/Tribes was included in the Recruitment/Promotion Committees constituted by the Central Bank of India. The Committee further note that it has now been decided by the Bank to include a Scheduled Caste/Tribe in the Recruitment Committees for recruitment to the vacancies in the clerical and sub-staff cadres. The Committee stress that a representative of the Scheduled Castes/Tribes should invariably be included in all the Departmental Recruitment/Promotion Committees set up either for clerical and sub-staff cadres or for officers' cadre. In case a Scheduled Caste/Tribe officer of the required status is not available in the Central

**Bank of India, a Scheduled Caste/Tribe officer from another nationalised Bank or the Banking Division or any other Ministry/Department of Government of India should be associated with such Departmental Recruitment/Promotion Committees.**

#### *H. In-Service Training*

70. It has been stated that usually no new recruit in clerical cadre is assigned any duty without putting him through an 'induction Programme'. Before promotion to officer cadre, a pre-promotion Refresher Training Course is also held for the concerned clerical staff. Besides, the Bank also conducts a training programme on 'Basic Banking Operations' for the clerical staff.

71. It has been further stated that to give necessary assistance to Scheduled Caste/Tribe employees in clerical cadre, the Bank was planning to introduce a special training programme for them which will have a mix of Practical Banking Inputs and Applied Psychology (Human Relations, Personality Structure, Inter-Personal Relationships, Self Awareness, etc.) at all the Regional Training Centres. This programme will not only equip them with operational banking skills, but also bring about attitudinal changes which are so very necessary for their future progress. The emphasis will be to bring them within the mainstream of social and economic order and reassure them of their rightful place in the Bank and society in general. The details of the Special Training Programme are being worked out.

72. In reply to a question, the Committee have been informed during evidence that Scheduled Caste/Tribe candidates, who came from the remote areas, felt difficulty in associating themselves with other colleagues in the city branches of the Bank.

73. Asked whether Scheduled Caste/Tribe Officers are provided with opportunities for institutional training and for attending seminars/symposia/conferences in order to improve their chances for selection to higher categories of posts, it has been stated in a note furnished to the Committee that there are only 21 officers belonging to Scheduled Caste/Tribe categories in the Bank as at end of June 1978. Some of them would have undergone the Bank's usual training programmes like 'General Banking', 'Agriculture Finance' etc. However, no record has been kept as to the training programmes undergone by the Scheduled Caste/Scheduled Tribe officers. As and when the Scheduled Caste/Tribe officers get their turn for promotion to higher cadres, they will be deputed for necessary training. Besides, the Bank also proposes to arrange Management Development Training Programme for these officers.

74. The representative of the Central Bank of India has agreed during evidence to consider the suggestion that Scheduled Caste/Tribe officers should also be sent on deputation abroad for training purposes.

75. The Committee have no doubt that the special training programme envisaged by the Central Bank of India for Scheduled Caste and Scheduled Tribe employees in the clerical and sub-staff cadres will be of immense help to make them better equipped for selection to higher categories of posts. The Committee would like the Central Bank of India to finalise and introduce the details of the special training programme urgently. A copy of the said programme may also be furnished to the Committee for their information.

76. The Committee note that the Central Bank of India is arranging Management Development Training Programme for the Scheduled Caste/Scheduled Tribe officers of the Bank. The Committee suggest that Scheduled Caste/Tribe officers should be provided with enough opportunities to attend seminars/symposia/conferences and also deputed for training abroad so as to bring them at par with other officers and to make them more suitable for higher posts in the Bank.

#### I. Rosters

77. The Committee have been informed that from April 1, 1973, rosters are being maintained at the Regional/Divisional Offices for clerical and subordinate staff.

78. Asked why the rosters have not been maintained from the date when reservations orders were made applicable to the Central Bank of India i.e., November, 1970, it has been stated in a note furnished to the Committee that on receipt of the Government directives, vide Finance Ministry letter No. 7/80/69-SB, dated 6th November, 1970, the Bank provided reservations in recruitment at the rate of 12½ per cent for Scheduled Castes and 5 per cent for Scheduled Tribes. Subsequently, according to the Government directives received under cover of Finance Ministry letter No. 5(2)-72/IR, dated March 6, 1972 (enclosing the Office Memorandum No. 2(115)/68-BPE (GMI), dated February 2, 1971 of the Bureau of Public Enterprises), the percentage of reservation was enhanced to 15 per cent for Scheduled Castes and 7½ per cent for Scheduled

**Tribe.** Thereafter, under cover of the Department of Banking letter No. 1(12)-73/SCT(B), dated April 21, 1973, a model roster (revised) was forwarded to the Bank to give effect to the revised percentages of reservation for Scheduled Castes/Tribes in various States. In this regard the Bank made enquiries in May, 1973 with some of the other nationalised banks as to whether the roster system had been introduced by them and the procedure for its maintenance. It was learnt that the roster system had not been introduced by them till that time. The Bank then introduced the Roster System with effect from April 1, 1973.

79. In reply to a question, it has been stated that roster is maintained, for all appointments excepting the following:—

- (i) Vacancies filled by transfer or by deputations;
- (ii) Temporary appointment of less than 45 days' duration;
- (iii) Purely temporary establishments such as work charged staff including the daily rated and monthly rated staff; and
- (iv) Posts for conducting research or for organising, guiding and directing research.

80. Asked whether the rosters are inspected regularly by the Liaison Officer or any other senior officer of the Bank, it has been stated in a note furnished to the Committee that the Liaison Officer at the Regional Office has been entrusted with the duty to ensure that the Rosters are properly maintained and inspected vide Circular MPD/5:76/C.53, dated April 19, 1976. The Liaison Officers are advised to report immediately to Central Office any cases of negligence or lapses in the maintenance of Rosters and upon receipt of the reports appropriate action is taken.

81. A study Group of the Committee which visited the Regional office of the Central Bank of India, Ahmedabad in June, 1978 noticed that the Rosters being maintained by that office were not up-to-date as no entries had been made therein for recruitments made from 1974 onwards. The Entries had also not been signed. Rosters for promotions were also not being maintained by the Bank. When the question was raised during evidence, the representative of the Central Bank of India has stated that instructions have been issued afresh to all the Regional/Divisional Offices to maintain the Rosters properly after certain discrepancies had been pointed out by the Committee during their tours to various places. A Workshop would

be arranged for the officers by the Central Offices of the Bank to explain the procedure for the proper maintenance of the rosters. The Audit Department of the Bank would also inspect the rosters periodically and reports would be submitted by them to the Central Office.

82. The Committee are distressed to point out that Rosters have not been maintained properly by some of the Regional/Divisional Offices of the Central Bank of India. The Committee need hardly point out that unless rosters are maintained properly and recruitment/promotion is actually made as per the roster points reserved for Scheduled Castes and Scheduled Tribes, they would cease to have any significance whatsoever. The Committee, therefore, stress that the rosters should be maintained as per extant orders on the subject and should be inspected carefully by the competent authorities at regular intervals. The Committee, in this connection, note that instructions have been issued afresh to all the Regional/Divisional Officers to ensure proper maintenance of the rosters. The Committee further note that the Audit Department of the Bank would also inspect the rosters periodically and reports of inspection would be submitted by that Department to the Central Office of the Bank. The Committee suggest that the Liaison Officer appointed in the Banking Division should also inspect the rosters maintained at Central/Regional/Divisional Offices of the Bank periodically. The Committee would also like to stress that any lapses or discrepancies noticed by the officers concerned should immediately be looked into and rectified.

#### *J. De-reservation*

83. The Committee have been informed that so far the Bank has not dereserved any vacancy reserved in favour of Scheduled Castes and Schedule Tribes. The reserved vacancies have been carried forward beyond the stipulated three year period. As per the Government directives, vide Ministry of Finance circular No. 5(2)-72/IR, dated March 6, 1972, the following is the procedure for dereservation:—

- (i) If sufficient number of suitable candidates eligible for appointment in the reserved vacancies are not available in a particular year, such vacancies may be treated as unreserved vacancies during that year. The unfilled reserved vacancies in any recruitment year should be carried forward upto a period of three subsequent rec-

ruitment years before the reservation is finally treated as lapsed.

- (ii) Before any reserved vacancy is dereserved and filled up by a general candidate the prior approval, of the Board of Directors for Officers' posts (in Central Bank, recruitment of officers being limited only to certain specialised posts) and that of the Chairman and Managing Director for clerical and subordinate posts should be obtained. The Board of Director should be apprised from time to time the number of clerical, and subordinate vacancies dereserved.
- (iii) The contingency for dereserving a reserved vacancy would arise only when suitable candidates of the reserved community are not available or forthcoming. In any recruitment year the number of normal reserved vacancies and the carried forward vacancies together shall not exceed 50 per cent of the total vacancies. However, as per Government directives vide Ministry of Finance circular No. 1|1|78-SCT(B), dated January 25, 1978, the number of reserved vacancies in a recruitment year including carried over reserved vacancies may be more than 50 per cent of the total number of vacancies provided the representation of Scheduled Castes|Tribes in the strength of the concerned grade or cadre is found to be inadequate.

84. Asked during evidence whether any vacancies reserved for Scheduled Castes and Scheduled Tribes have been filled in by general candidates without dereserving those vacancies. the representative of the Central Bank stated, "We thought that as long as we are carrying forward the backlog, we need not dereserve the vacancies." In reply to a question, the representative of the Banking Division has further stated that the Banking Division has not asked the banks to give a report on every occasion, they resorted to dereservation. However, in the returns being sent by the Banks to the Banking Division, backlog is being indicated.

85. The Committee are firmly of the view that vacancies reserved for Scheduled Castes and Scheduled Tribes, in no case, should be dereserved. The Committee note in this connection that the Central Bank of India so far has not dereserved any vacancy reserved for Scheduled Castes|Tribes.



### **K. Promotions and Supersessions**

86. It has been stated that promotions from clerical to officer cadre and from subordinate staff to clerical cadre are in terms of the agreement between the Management and the majority recognised union of employees. The salient features of the agreement are as under:

- (1) Promotion to officer cadre are made under State Service (75 per cent vacancies) and All India Service (25 per cent vacancies).
- (2) For promotion under State service, clerks in accounts section with minimum six years continuous service in the Bank are eligible. On promotion they are posted in same selection area which may be a Division of the Bank or a State.
- (3) For promotion under All India Service all clerical staff whether working in accounts section or non-accounts section are eligible to appear for all India competitive test. For graduates or those non-graduates who have passed Part I of the examination conducted by the Indian Institute of Banking three years service is required. For others, four years' service is required.
- (4) On promotion, under All India Service—candidates are posted anywhere in India, outside the Division/State where they have been working as clerks.
- (5) For promotion of sub-staff to clerical cadre, eligibility is determined in accordance with the number of years service and qualification. Written test of an objective type is administered and successful candidates in the written test are called for interview. After the interview a final list is prepared and placements on promotion are effected from the list on the basis of vacancies.

87. It has been further stated that in keeping with Government's instructions contained in the Ministry of Finance, Department of Economic Affairs (Banking Division) circular D.O. No| 10/24/75-SCT (B), dated December 31, 1977, the Bank has drafted a scheme and procedure for implementation of the scheme for reservation in promotion in favour of Scheduled Caste/Tribe employees, in different cadres, within the framework of the Banks promotion Agreement. The scheme has come into effect from March 1, 1978. The rates of reservation in promotional posts in the Bank, i.e. from clerical to

officer cadre (State Service/All India Service—General Cadre and All India Service—Specialised Cadre) and from subordinate staff to Clerical cadre are:

For Scheduled Caste Employees—15 per cent.

For Scheduled Tribes Employees—7½.

88. Asked about the reasons for implementing the orders on reservations in promotions as late as March, 1978, the representative of the Central Bank of India has stated during evidence that:—

“We have promotion agreement which is binding on us and when we had received advice in December, 1977 from the Ministry to provide reservations in promotions also, we immediately took up the matter with our Union. They have cooperated with us and they have signed an agreement and this has been in operation from March, 1970.”

89. Clarifying the position, the representative of the Banking Division has stated during evidence that the communication regarding reservations in promotions has received from the Department of Personnel and Administrative Reforms in November, 1975. Thereafter, comments of the Reserve Bank of India were called thereon, which were received in September, 1976. Orders were issued to the Banks in December, 1977 for providing reservations in promotions. Asked why the matter was referred to the Reserve Bank, the representative of the Banking Division has stated that the point at issue was whether there should be a uniform scheme for promotion in all the Banks. The Reserve Bank reported that it would not be correct to have a uniform scheme applicable to the entire public sector banking system.

90. Asked whether the Banks could enter into any agreement with the Unions against the constitutional provisions; the representative of the Banking Division has stated during evidence that the present agreement was entered into long before nationalisation of the Banks and would expire in 1979. Clarifying the position further, the representative of the Central Bank has stated:—

“This agreement, was entered into long before nationalisation of the banks; and they have been of course, doing it after nationalisation. We shall not deny that. But under this agreement having been entered into under the Industrial Disputes Act, we are at a disadvantage. It is not open to change even after the expiry of the agreement. My agreement will expire in February, 1979. But even after that,

unless my Union agrees with me to substitute a fresh agreement, rights and obligations under the original agreement continue to flow. Until it is substituted by a fresh agreement, I cannot do anything, I cannot substitute a fresh agreement on my own unless the Government refers this matter to a national tribunal. This is our difficulty. This is a legal lacuna. We had also drawn the attention of this distinguished Committee which visited recently Bombay. We had reviewed the legal position as it obtained; whether the agreement provisions can be scrapped on our own, unilaterally. We are examining this and will certainly examine that aspect also."

91. Asked how far the agreement between the Management and the Union is detrimental to the interests of Scheduled Castes and Scheduled Tribe, it has been stated in a note furnished to the Committee that the Promotion Agreement stipulates the minimum number of years service required to become eligible for appearing in the Promotion Tests, for employees with different academic/professional qualifications. Since Scheduled Castes and Scheduled Tribes have been recruited in the Bank in large numbers only from the year 1972, very few of them have so far become eligible for appearing in the Promotion Tests. In the case of promotions from clerical to officer cadre under the State Service, Scheduled Caste/Tribe and general category employees are placed in one and the same seniority list. However, the Promotion Agreement has provided for concessions in marks in written test and interview as per Government directives. The following concessions are given to Scheduled Caste/Tribe employees in promotions:—

|  | Concessional<br>Marks | Concession in upper<br>age limit   |
|--|-----------------------|--|
|  | in written<br>test    | In Interview   |
| (i) <i>For promotions from sub-staff to clerical cadre</i> | 5%                    | 8 out of 25 marks as against 10 out of 25 for general category candidates.       |
| (ii) <i>For promotion from clerical to officer cadre</i>   |                       |  |
| (a) State Service  | 5%                    | (Only written test. No interview for any candidate.                              |
| (b) All India Service                                      | 10%                   | 8 out of 25 marks as against 10 out of 25 marks for general category candidates. |

92. It has been further stated that there is a need to maintain separate seniority lists for Scheduled Caste/Tribe employees for formation from clerical to officer cadre under the State Service, so that the reservations made in their favour could be fulfilled.

93. Asked whether the Ministry of Law, Justice and Company Affairs has been consulted so far as the reservations for Scheduled Castes and Scheduled Tribes in promotion *vis-a-vis* agreement with the employees Union is concerned, it has been stated in a note furnished to the Committee that the Bureau of Public Enterprises had consulted the Ministry of Law before issuing their Office Memorandum No. 6(1)/72/BPE(IC), dated the 21st May, 1974. The advice given by the Ministry of Law at that time was as follows:—

“The following two questions have been posed for consideration:

- (i) whether the concurrence of the Union is required before implementing Government policy decisions in such matters;
- (ii) whether there will be legal difficulties if a formal directive is issued to implement this; under the Articles in the Articles of Association which empowers President to issue directive on matters concerning the day-to-day administration of the Enterprises.

In fact, the two matters are inter-related and can be examined as two aspects of the same question:

Directives can no doubt be issued in regard to promotion policy reserving seats for Scheduled Castes and Scheduled Tribes in terms of the Office Memorandum of Bureau Public Enterprises dated 1st September, 1969. The said O.M. is based on the opinion expressed by the Ministry of Law in this behalf. It is particularly so because provisions have been made in the Articles of Association of various Public Sector Undertakings for complying with the elections issued by the President in regards the ‘conduct of business’ and ‘affairs of Companies’. Attention is drawn to Article 145 of the Articles of Association of Central Bank of India Ltd. and Article 114 of the Articles of Association of Bharat Coking Coals Ltd. Strictly speaking, the legal effect of any such direction and implementation of the Government’s policy decision in this behalf will not be dependent upon the concurrence of the employees’ union, unless of course, any legally binding agreement between the

Management and the employees' union, unless of course, any legally binding agreement between the Management and the Union stands in the way of such implementation in which case the surrounding circumstances and terms of such agreement/settlement will have to be examined in individual cases.

As regards the desirability of consultation with the employees' union in the matter before implementing Government policy decision in this behalf, Model Principles to be following are explained in the Brochure—"Labour in Public Sector Undertakings—Basic Information". It is, *inter alia*, laid down therein that the drafting of the promotion procedure or adaptation of any model promotion procedure in any Public Sector Enterprise must be preceded by the fullest possible consultation with the recognised trade unions or service associations and, in the absence of any such recognised union or association, with all categories of workers in general. It, therefore, follows that the employees' trade unions or service associations will have to be consulted before implementing the Government's policy and as far as possible, general agreement of such union or association should also be obtained in this behalf. However, such consultation does not, from legal point of view, necessitate the concurrence of the union in the implementation of such directives. The scope of such a directive can only be hampered or delayed on the basis of legally binding agreement/settlement with the employees' union in a case of given instance, if any."

94. It has been stated that no further reference to the Ministry of Law is considered necessary in the light of their opinion mentioned above.

95. The following States are indicating the promotions made from 1973 to 1977 has been furnished to the Committee:—

(i) *Promotions from Clerical to Officer Cadre :*

| Year           | Total No. of<br>Employees<br>promoted | Scheduled<br>Castes | Schedul<br>Tribes |
|----------------|---------------------------------------|---------------------|-------------------|
| 1973 . . . . . | 756                                   | 1                   | NIL               |
| 1974 . . . . . | 402                                   | NIL                 | NIL               |
| 1975 . . . . . | 528                                   | 1                   | NIL               |
| 1976 . . . . . | 373                                   | 1                   | NIL               |
| 1977 . . . . . | 892                                   | 1                   | NIL               |

(ii) *Promotions from Subordinate staff to Clerical Cadre :*

| Year           | Total No. of<br>Employees<br>Promoted | Scheduled<br>Castes | Scheduled<br>Tribes |
|----------------|---------------------------------------|---------------------|---------------------|
| 1973 . . . . . | 57                                    | 1                   | NIL                 |
| 1974 . . . . . | 105                                   | NIL                 | NIL                 |
| 1975 . . . . . | 50                                    | 1                   | NIL                 |
| 1976 . . . . . | 42                                    | 2                   | 9                   |
| 1977 . . . . . | 156                                   | 8                   | NIL                 |

96. Asked about the reasons for promoting very few Scheduled Castes and Scheduled Tribes, it has been stated in a note furnished to the Committee that since in the Bank, recruitment of Scheduled Caste/Tribe candidates began only from 1972, the number of candidates belonging to these communities who have attained the eligibility criteria for promotion with regard to length of service in the Bank, is quite negligible so far. This is the reason for very few promotions belonging to Scheduled Caste/Tribe communities. With the increase in the number of candidates belonging to Scheduled Caste/Tribe becoming eligible for promotion in different categories, there will be considerable improvement in the intake of candidates from these communities in the next two to three years.

97. It has been stated that the following measures have been taken/are proposed to be taken to promote more Scheduled Castes/Tribes:—

- (i) In the case of promotions from subordinate staff to clerical cadre the following number of years' service is required for candidates with different qualifications for appearing in the promotion test:

| Educational Qualifications                                      | Length of<br>Service |
|---|----------------------|
| (a) Graduation without English as one of the subjects . . . . . | NIL                  |
| (b) Matriculation with English and Arithmetic . . . . .         | 4 years              |
| (c) 7th standard pass with English and Arithmetic . . . . .     | 7 years              |

For Scheduled Caste/Tribe candidates who possess any of the above qualification, suitable reduction in length of service may be considered.

- (ii) In the case of promotions from clerical to officer cadre under the State Services (75 per cent vacancies) minimum six year continuous service is required in accounts section to be eligible for appearing in the promotion test. But, in actual practice in certain Divisions of the Bank it takes nearly nine or even more number of years service for employees to get promotion, under the State Service. Here, it is considered that with the maintenance of separate seniority list for Scheduled Caste/Tribe staff, their chances of earlier promotions will improve considerably. Necessary steps are being taken in this regard.
- (iii) In the case of promotions from clerical to officer cadre under All India Service (25 per cent vacancies) the minimum number of years service required are as under, irrespective of whether the member is working in accounts or non-accounts section:

For Graduates or non-graduates who have passed Part I of the Examination conducted by the Indian Institute of Bankers—3 years

For others—4 years.

98. The following statement indicating the number of Scheduled Caste/Tribe candidates who appeared in the recent All India Service Promotion Test and these found successful thereat was furnished to the Committee:—

| Date of Test        | Total No. candidates appeared | No. of SC/ST candidates among them | No. of SC/ST candidates passed in Test | No. of General Category candidates passed in Test |
|---------------------|-------------------------------|------------------------------------|--|---|
| 30-4-1978 . . . . . | 5075                          | 135                                | 7                                      | 244   |

99. In reply to a question, it has been stated that there has not been any supersession of Scheduled Caste/Tribe employees in the

matter of promotions. The representative of the Central Bank has stated during evidence that:—

“Where we have got promotions strictly based on seniority, naturally no supersession has taken place. But if there are promotions based on merit-cum-seniority, it is done at the higher level where at the moment, Scheduled Castes people are not there. Therefore, it stands to reason that there is no supersession. But in merit supersessions will always take place.”

100. He has further stated that the Bank does not make promotions on merit basis. Promotions are made on the basis of seniority only. Therefore, no case of supersession has arisen. Asked whether it is a fact that after reservations in promotions were introduced, the Confidential Reports of the Scheduled Caste/Tribe employees are being tempered with, the representative of the Central Bank has replied that no such cases has arisen.

101. The Committee are unhappy to observe that promotions from clerical to officer cadre and from subordinate cadre to the clerical cadre in the Central Bank of India were being made in terms of the agreement between the Management and the Employees Union till March, 1978 in utter disregard of the constitutional provisions on the subject. The Committee feel that reservations in promotions should have been introduced in 1970, simultaneously with the introduction of reservations in recruitment and it should have been clearly made it known to the Employees Union that any agreement entered into with them, which was in contravention of the constitutional provisions, was untenable. Instead the Banking Division/Central Bank of India, for reasons best known to them, chose to enter into protracted correspondence and dialogue with the Reserve Bank of India/Employees Union resulting in an inordinate delay in the introduction of reservations in promotions, thereby denying many a Scheduled Castes and Scheduled Tribes their constitutional rights. The Committee are all the more unhappy to be informed that in a promotion test held in April, 1978, i.e. after the introduction of reservations in promotions, only 7 Scheduled Caste/Tribe candidates passed out of a total number of 135 such candidates, who appeared for the test. This is clearly indicative of the fact that even after the introduction of reservations in promotions, no serious efforts worth the name are being made to improve the representation of Scheduled Castes and Scheduled Tribes in the higher posts. The Committee stress that orders regarding reservations in promotions should be implemented in letter and spirit and all the posts reserved



for Scheduled Castes and Scheduled Tribes in the promotional quota are actually filled in by them. They would also like to emphasise that it should be amply clarified to the Employees Union that the provision of reservations in services for Scheduled Castes and Scheduled Tribes were not negotiable and this aspect should be kept in mind by the Bank while re-negotiating the agreement with the Employees Union.

#### L. Returns

102. Asked whether periodical reports are being sent by the Central Bank of India to the Banking Division in regard to the intake of Scheduled Castes and Scheduled Tribes, as per extant orders on the subject, it has been stated in a note furnished to the Committee that the periodical reports in regard to the intake of Scheduled Castes and Scheduled Tribes are submitted by the Bank to the Ministry of Finance, Department of Economic Affairs (Banking Division). The position with regard to the submission of returns during the last three years has been stated to be as follows:—

|  | 1975    |         | 1976    |         | 1977    |         |
|--|---------|---------|---------|---------|---------|---------|
|  | June    | Dec.    | June    | Dec.    | June    | Dec.    |
| Due Date   | 31-8-75 | 29-2-76 | 31-8-76 | 28-2-77 | 31-8-77 | 28-2-78 |
| Submitted on   | 4-11-76 | 1-3-77  | 1-3-77  | 30-8-77 | 10-3-78 | 10-3-78 |
| <i>Appendix VII &amp; VIII (Yearly i.e. as of 1st January)</i> |         |         |         |         |         |         |
|  |         |         |         | 1976    | 1977    | 1978    |
| Due Date   |         |         |         | 1-3-76  | 1-3-77  | 1-3-78  |
| Submitted on   |         |         |         | 16-6-76 | ..      | 30-3-78 |

103. It has been admitted that there has been delay in furnishing the prescribed reports by Central Bank of India. The delay in submission has been pointed out to the Bank advising it to send the reports within the stipulated period.

104. Asked why there has been delay in the submission of returns regarding intake of Scheduled Castes and Scheduled Tribes, the representative of the Central Bank has stated during evidence that:—

“We have to collect these reports from various Divisional Offices and these Divisional Offices were re-organised in 1976. New people were there. They had to be trained and

they had to be reminded again and again. I can assure you that the delay is not only in this respect, but the delay is there in respect of many statements that they have to submit to us. Because of the size of our organisation and the untrained staff even at the officer level, these things are taking place. But you will see that gradually the delay is reduced considerably."

105. It has been stated that the half-yearly reports received from banks are examined in the Cell in the Banking Division and any shortcomings or deviations noticed therein are pointed out to the concerned banks for remedial measures, for filling up the reserved vacancies, e.g. half yearly reports for the period ending 30-6-78 and 31-12-75 were received in November, 1976 and February, 1976 respectively. The inordinate delay in the submission of these reports was pointed out to the Liaison Officer in the Central Bank of India in January, 1977. The examination of the half-yearly reports revealed that there was a huge backlog of vacancies reserved for Scheduled Castes and Scheduled Tribes in the clerical grade. The bank was requested to make special efforts to clear the backlog. The bank was also requested to formulate a time bound programme to clear the backlog in the reserved vacancies in the subordinate cadre as no special qualifications or experience was required for these posts and a large number of candidates were available. Again, the half-yearly reports for the periods ending 30th June, 1977 and 31st December, 1977 were received in March, 1978. The bank was requested to clarify certain points regarding recruitment to the clerical and officers' grades.

106. In reply to a further question, the representative of the Central Bank has stated during evidence that the returns are being sent to the Bureau of Public Enterprises but not to the Commissioner for Scheduled Castes and Scheduled Tribes as the Commissioner might not have asked for them.

107. The Committee attach great importance to the proper compilation of returns and their timely submission to the concerned authorities. The Committee would like the Central Bank of India to ensure that there is no laxity or delay in the submission of returns to the appropriate authorities. The Committee would further like the Bank to send these returns to the Commissioner for Scheduled Castes and Scheduled Tribes also.

108. The Committee expect the Banking Division and the Bureau of Public Enterprises to carefully scrutinise the returns on their

receipt from the Central Bank of India with a view to find out whether the recruitment/promotion of Scheduled Castes and Scheduled Tribes in the Bank is being made as per reservations provided to them. The Committee also expect them to ensure that discrepancies, if any, found in the returns are communicated to the Central Bank of India immediately and that the Bank in fact rectifies those discrepancies without any delay.

### *M. Grievances Procedure*

109. It has been stated that no special machinery has been formed by the Management of the Central Bank of India to attend to grievances of Scheduled Caste/Tribe employees. But the Management has already created a separate cell in its recruitment wing at Central Office under the charge of an officer belonging to Scheduled Caste/Tribe community. For the time being this cell will attend to any specific complaint/grievances of Scheduled Caste/Tribe employees.

110. The representative of the Central Bank has stated during evidence that:—

“We have not centralised the complaints at Central Office. Some may be received by the Regional Office and some by us. They are not many. We had a discussion with the Ministry and now we propose to centralise them in the Central Office so that we may be able to analyse what type of complaints we receive and if they are from a particular area in a large number we may be able to take corrective measures.”

111. In reply to a question, the Committee have been informed that no complaint register is being maintained as complaints are not many.

112. It has been further stated that so far there has not been any occasion to bring the complaints to the notice of the Board of Directors.

113. The Committee feel that the complaints and grievances received from the Scheduled Caste/Tribe employees should be centralised in and dealt by the Cell set up in the Central Office of the Central Bank of India. The Committee suggest that a register should be maintained at the Central Office of the Bank wherein all complaints received from Scheduled Caste/Tribe employees should be entered and their disposal shown.

### *N. Housing Facilities*

114. It has been stated that recently request have been made by the Bank employees to the Management regarding (a) reservation of accommodation for Scheduled Castes/Tribes employees in staff quarters and (b) sanction of interest free housing loan without margin. The Management is considering the requests made under (a) above and as regards the requests under (b) it will be considered at the level of the Banking Industry.

115. It has been further stated that so far the Bank has no quarters for subordinate staff. For clerical and officer staff, only officers at certain level have been provided with free quarters or House Rent Allowance. Since the Bank does not have any senior level officer belonging to Scheduled Caste/Tribe, this facility could not be extended. But, if any officer of Scheduled Caste/Tribe is there, he will be entitled to this privilege according to the then prevailing policy.

116. The Committee have been informed during evidence that the question of acquiring some cheaper houses in Bombay for the subordinate staff of the Bank was being negotiated with the Government of Maharashtra. Some flats would be reserved for Scheduled Castes and Scheduled Tribes. But it is not possible to provide houses everywhere. Within the limitations of Bank's resources and capability, reservations would be provided for Scheduled Castes and Scheduled Tribes in houses wherever they are acquired. The representative of the Central Bank has agreed to reserve 10 per cent of the houses for Scheduled Castes and Scheduled Tribes.

117. As regards the housing loan to the staff the existing rules are liberal in the sense that the rate of interest is 4 per cent p.a. Since the issue of giving further concession in the case of Scheduled Caste/Tribe employees is an industry-wise one, the matter is under the consideration of the Indian Banks' Association. The Bank shall follow the directives given by the Indian Banks' Association.

118. The Committee have been informed during evidence that in Delhi, the Bank had invested some amount in housing loans to Scheduled Castes and Scheduled Tribes at 4 per cent in collaboration with the Delhi Development Authority. In reply to a question, it has been stated that the quantum of housing loans differed from category to category. The maximum limit was Rs. 22,000 for subordinate staff, Rs. 40,000 for clerical staff and Rs. 60,000 for officers.

119. The Committee note that the Central Bank of India has agreed to provide 10 per cent reservation in favour of Scheduled Caste/Tribe employees in the houses being acquired by the Bank for its clerical and subordinate staff at Bombay.

120. The Committee also note that the Central Bank of India has given loans to some Scheduled Castes and Scheduled Tribes @ 4 per cent for acquiring houses in Delhi in collaboration with the Delhi Development Authority. The Committee hope that such schemes would also be extended to other areas.

121. The Committee would also like the Indian Banks Association to favourably consider whether the Scheduled Castes and Scheduled Tribes could not be sanctioned interest-free housing loans.

#### *O.Socio-economic Development*

122. It has been stated that the Central Bank of India has been implementing the Differential Interest Rate Scheme since 1972. The salient features of the Scheme have been stated to be as follows:—

- (a) The categories of persons enumerated will be eligible to the benefits of the scheme even if they have no tangible security of any worth to offer or cannot produce a security| guarantee of a well-to-do party, provided they satisfy the criteria laid down below:
  - (i) Family income of the borrower from all sources does not exceed Rs. 3,000/- per annum in urban or semi-urban areas or Rs. 2,000/- per annum in rural areas.
  - (ii) He does not own any land or the size of his holding does not exceed one acre in the case of irrigated land and 2.5 acres in the case of un-irrigated land.
  - (iii) Members of Scheduled Castes and Scheduled Tribes are eligible for the loan irrespective of their land holdings, provided they satisfy the other criteria.
  - (iv) He can be helped to rise above his present economic level through a productive endeavour with assistance from banks, the productive endeavour being such as would become economically viable within a period of say 3 years.
  - (v) He does not incur liability to two sources of finance at the same time.
  - (vi) He works largely on his own and with such help as other members of his family or some joint partners may give to him and does not employ paid employees on a regular basis.

### *Categories of Eligible Persons*

- (b) Persons who satisfy the income and land holding criteria and broadly fall in the categories indicated below will be eligible to the benefits of the scheme. (The list is only illustrative and not exhaustive):
- (i) Scheduled Tribes, Scheduled Castes and others engaged on a very modest scale, in agriculture and/or allied agricultural activities.
  - (ii) People who themselves collect, or do elementary processing of forest products and people who themselves collect fodder in difficult areas and sell them to farmers and traders.
  - (iii) People physically engaged on a modest scale in the fields of cottage and rural industries and vocations. Illustrative examples are cutting cloth and sewing garments, making reasonably cheap catables, home delivery service of articles and commodities of daily use, running way-side tea stalls, plying of self-owned manual rickshaws and cycle rickshaws, repairing of shoes/sandals mainly by hand, basket-making by hand etc.
  - (iv) Indigent students of merit going in for higher education who do not get scholarships/maintenance grants from governmental or educational authorities.
  - (v) Physically handicapped persons pursuing a gainful occupation.

123. The Committee have been informed during evidence that about 62,000 accounts had been opened involving a sum of Rs. 344 lakhs out of which 22,281 accounts belonged to Scheduled Castes and Scheduled Tribes and the amount involved was Rs. 128.07 lakhs. This amount was 37 per cent of the total that has been given as loans. These figures are based as on March, 1978. Many loans might have been paid in the meantime. In reply to a question, the representative of the Banking Division has stated that the maximum amount sanctioned as loan does not exceed Rs. 1500 for working capital but in certain cases it could be higher. The rate of interest charged is 4 per cent.

124. The Committee have also been informed that apart from DIR Scheme, the Bank has financed very big and substantial agricultural development schemes. An amount of Rs. 314 lakhs has been sanctioned to 11445 Scheduled Castes and Scheduled Tribes, under these

schemes. When suggested that in each State, the Bank should at least help 5000 Scheduled Castes and 3000 Scheduled Tribes; the representative of the Central Bank has stated:

"This scheme had been evolved by the Reserve Bank of India and the Government and it will not be possible for one single bank to modify unilaterally. Apart from that, this is given at a concessional rate, rather at a subsidised rate so to say. The Banks have limitations. Therefore, we cannot go on extending this scheme. They are liberal so far as our resources are concerned."

125. He, however, has agreed to consider the suggestion that the Central Bank should adopt some harijan/tribal colonies in various States for economic development.

126. The Committee note the schemes being implemented by the Central Bank of India for improving the socio-economic conditions of Scheduled Castes and Scheduled Tribes and other weaker sections of the society. The Committee would like the Central Bank of India to consider the feasibility of adopting Scheduled Caste and Scheduled Tribe colonies|villages|settlements and providing them need based financial assistance for their social and economic upliftment.

#### *P. Annual Reports*

127. The Committee have been informed that the figures relating to the recruitment of Scheduled Caste and Scheduled Tribe candidates in the Bank are reported in the Bank's Annual Reports. (i.e. in Statements of Accounts and Report). The percentage of Scheduled Caste/Tribe employees to the total staff strength is also reported therein. Special efforts made by the Bank to clear the 'backlog' are also stated in the Report. With regard to the figures relating to promotions, mention has not been made so far in the Bank's Annual Report. This aspect will also be included in the Annual Reports henceforth. The vacancies reserved for Scheduled Castes and Scheduled Tribes have not been dereserved so far in our Bank. Hence the question of any report on this score did not arise.

128. The Committee have been informed that the figures relating to the recruitment of Scheduled Castes/Tribes are published in the Annual Reports of the Ministry of Finance.

129. The Committee note that figures regarding recruitment of Scheduled Castes and Scheduled Tribes are being published in the Annual Report of the Central Bank of India as well as Ministry of Finance. The Committee desires that figures regarding promotions, etc. should also be published in the said Annual Reports.

130. The Committee desire that a Brochure containing all orders/instructions pertaining to reservations for Scheduled Castes and Scheduled Tribes and other concessions/relaxations admissible to them should be brought out and copies thereof made available to all Regional/Divisional offices of the Central Bank of India.

NEW DELHI;

April 18, 1979

Chaitra 28, 1901 (Saka)

.. RAM DHAN,

Chairman,

Committee on the Welfare of  
Scheduled Castes and Scheduled Tribes.



## **APPENDIX I**

(Vide Para 46 of the Report)

### **RECRUITMENT SCHEME FOR PUBLIC SECTOR BANKS**

#### *Broad outline of the scheme*

1.1. With effect from a date to be decided by each Group of banks, all direct recruitment of officers and clerical cadre personnel in public sector banks will be made through Group Recruitment Boards set up for this purpose.

1.2. Seven Recruitment Boards will be set up with headquarters at places shown in para 1.6 below. Six of these Boards, namely those shown at S. No. 1 to 6 in that paragraph, will be concerned with recruitment of officers for their respective groups of banks as well as recruitment of clerical staff for all banks in the region assigned to each Board. The seventh Board will be concerned only with the recruitment of clerical staff in the region assigned to it, namely the Central Region. The State Bank will make its own arrangements for recruitment of officers and clerical staff for itself and its associate banks. These are described in paragraph 1.7.

1.3. Direct recruitment of officers will be done on an all India basis. A group of banks will be served by each Recruitment Board, and recruitment to meet the entire requirements of the participating banks in the group in respect of officers to be directly recruited, will be handled by the concerned Recruitment Board.

1.4. Recruitment to the clerical cadre will be done on a regional basis. Each Recruitment Board will be allotted a defined geographical area and recruitment to meet the requirements to all the nationalised banks in that area would be handled by the concerned Recruitment Board.

1.5. One of the nationalised banks from amongst the Group will be designated as the coordinating bank for each Recruitment Board to provide the necessary administrative support.

1.6. The Group of banks attached to each Recruitment Board for Recruitment of officers, the geographical area allotted to each Recruitment Board for recruitment to the clerical cadre and the coordinating bank for each Recruitment Board would be as under:

| Recruitment Board             | Group of Banks for direct recruitment of officers                           | Geographical area for regional recruitment of clerical cadre personnel                                    | Coordinating Bank       |
|-------------------------------|---|---|-------------------------|
| 1                             | 2   | 3   | 4                       |
| 1. Eastern Group (Calcutta):  | United Commercial Bank<br>United Bank<br>Allahabad Bank                     | States of West Bengal, Bihar, Orissa, Assam and all States and Union Territories in North Eastern Region. | United Commercial Bank. |
| 2. Southern Group (Madras)    | Indian Bank<br>Indian Overseas Bank   | States of Tamil Nadu, Andhra Pradesh & U. T. of Pondicherry.  | Indian Bank             |
| 3. Southern Group (Bangalore) | Canara Bank<br>Syndicate Bank   | States of Karnataka and Kerala  | Canara Bank             |
| 4. Northern Group (Delhi)     | Punjab National Bank  | States of Punjab, Haryana, J & K, H. P. U. T. of Delhi and Chandigarh.                                    | Punjab National Bank    |
| 5. Western Group (Bombay)     | Bank of India<br>Central Bank<br>Union Bank of India<br>Bank of Maharashtra | States of Maharashtra and U. T. of Goa.   | Bank of India.          |
| 6. Western Group (Baroda)     | Bank of Baroda<br>Dena Bank   | States of Gujarat and Rajasthan.  | Bank of Baroda.         |
| 7. Central Group              |   | Uttar Pradesh and Madhya Pradesh.   | State Bank of India.    |

1.7. The existing Recruitment Board of State Bank Group (with headquarters at Bombay) will continue to handle the recruitment to the officers cadre so as to meet the requirements of State Bank Group. The same Recruitment Board could be entrusted with the task of recruitments to the clerical cadre in the Group. Alternatively similar arrangements will be made by the State Bank of India for this purpose. (State Bank will be the coordinating bank for a new recruitment Board to be set up with headquarters at Lucknow to meet the requirements in the clerical cadre of all nationalised banks in the States of U.P. and M.P.).

### *Composition of the Recruitment Board*

2.1. Each Recruitment Board will consist of a Chairman, two members from outside the banking system and one representative from each of the participating banks in the group.

2.2. The Chairman of the Board will be an eminent person of good standing and integrity and will be appointed by the coordinating bank in consultation with the participating banks in the group and the Central Government. The Chairman of the recruitment Board for Central region for which State Bank of India is the coordinating Bank, will be appointed by the State Bank in consultation with the Government.

2.3. Of the two members from outside the banking system, one should be an expert in selection and interviewing techniques, preferably from the academic community and the other will represent the interests of Scheduled Castes and Scheduled Tribes. Both these Members will be appointed by the coordinating Bank in consultation with the participating banks in the group.

2.4. The representatives to be nominated by the participating banks shall be not below the rank of senior management cadre and shall hold this office in addition to their normal duties in the bank.

2.5. The Chairman and the two outside members will be appointed normally for a duration of three years. The senior executives representing the banks will hold office at the pleasure of the concerned banks.

2.6. The Chairman and the outside members will be normally appointed on a full time or part time basis as may be necessary.

#### *Secretariat to the Board*

3.1. The Secretariat to the Board shall consist of one Secretary not below the rank of middle management cadre, and such member of officers and clerks as may be decided by the Coordinating bank.

3.2. The coordinating bank shall take the primary responsibility for providing the staff, space and office equipment and materials for the functioning of the Board.

3.3. The Secretary will normally be deputed to the Board for a minimum period of three years. He will report to the Chairman of the Board and will be under his administrative control in all respects.

3.4. The net expenses incurred by the coordinating bank in connection with the recruitment activity will be shared by all participating banks in the group in an agreed proportion.

#### *Direct Recruitment of Officers*

4.1. The direct recruitment of officers in public sector banks, each year, should be at least 25 per cent of the vacancies in the officer's grade. To achieve this objective each bank will seek a review of

its existing agreements with the unions, if possible even before the date of expiry of the agreements.

4.2. The minimum educational qualification for direct recruitment of officers shall be graduation in any discipline from a recognised University. The candidate should be not below 21 years and not above 26 years of age.

4.3. The maximum age limit will be relaxable in the case of Scheduled Caste/Tribe candidates and certain other categories such as Ex-servicemen in accordance with the instructions issued by the Central Government from time to time.

4.4. The selection will be made on the basis of a written examination, in which all the eligible candidates will be invited to appear, followed by an interview by the Recruitment Board.

4.5. The written examination should be of a high standard and should *inter alia* aim at testing the specific skills required of a bank officer to meet the changing demands of the banking system.

4.6. The pattern and standard of the written examination should be uniform for all groups of banks. For this purpose guidelines will need to be prepared. The Chairman of all the Recruitment Boards will meet to evolve common guidelines and may seek the assistance of the National Institute of Bank Management in this exercise.

4.7. The All India merit list of the successful candidates shall be drawn up on the basis of the aggregate performance of the candidates in the written test and interview. The weightages to be given for the written examination and interview marks should be uniform for all groups of banks and will be as prescribed in the common guidelines as agreed upon by the Chairman of all Recruitment Boards.

4.8. The successful candidates will be allotted to the participating banks in the Group in accordance with norms to be evolved by them in consultation with each other.

#### *Recruitment of Clerical Cadre Personnel*

5.1. All recruitment of clerical cadre personnel, such as clerks, cashiers, typists, stenographers, and agricultural assistants shall be made on a regional basis.

5.2. For the purpose, within the jurisdiction allotted to it, each recruitment Board may further make recruitments on a sub-regional basis. The sub-region could be a portion of a District, a District, a Group of Districts or a State depending upon the concentration of branch offices in that area and plans for future expansion. Recruitment for each sub-region may be held separately.

5.3. The minimum educational qualification for recruitment of clerks and cashiers shall be a first Division in Matriculation/SSC (under the old pattern) or a second Division in Higher Secondary examination at 10+2 level/Intermediate/Pre-University examination or pass division in graduation in any discipline from a recognised University. For recruitment of typists, stenographers, telephone operators and punch card operators, a mere pass class in Matriculation/SSC/10+2 level examination would be adequate. Typists should however, reach a minimum speed of 40 WPM while stenographers should have a speed of 100 WPM. Appropriate additional qualification/experience for telephone operators and punch card operators may be prescribed by each Board.

5.4. Candidates applying for posts of Agricultural assistants should either be agricultural graduates or Diploma holders in Agriculture of a recognised institution.

5.5. The minimum educational qualification may be relaxed by one step in respect of Scheduled Caste/Tribe candidates in accordance with the instructions issued by Central Government from time to time.

5.6. The candidates should not be below 18 years and not above 26 years of age. The maximum age limit would be relaxable in respect of Scheduled Caste/Tribe candidates and other candidates falling under certain specific categories in accordance with the instructions issued by the Central Government from time to time.

5.7. Knowledge of the local language will be prescribed as one of the essential qualifications for selection.

5.8. The selection shall be made on the basis of a written examination followed by an interview.

5.9. All eligible candidates shall be invited to appear for the written examination.

5.10. The interview may be conducted either by the Recruitment Board itself, or by separate panels constituted by the Recruitment Board. The panel shall, however, include at least one member of the Recruitment Board.

5.11. Subject to what has been stated in 5.10 above, the constitution of the panel, and the terms and conditions of appointment of the individual members of the panel shall be decided by the Recruitment Board.

5.12. The pattern and standard of the written examination should be uniform for all groups of banks. For this purpose guidelines will need to be prepared. The Chairmen of all the Recruitment Boards will meet to evolve common guidelines and may seek the assistance of National Institute of Bank Management in this exercise.

5.13. Separate merit lists shall be prepared for each of the sub-regions on the basis of the aggregate performance of candidates in the written test and interview. The weightages to be given for the written test and interview marks should be uniform for all recruitment boards and be in accordance with the common guidelines as agreed upon by the Chairmen of the Recruitment Boards.

5.14. The successful candidates will be allotted to various banks in accordance with the norms to be evolved by the Recruitment Board.

5.15. After the initial vacancies are filled up a waiting list of the remaining successful candidates should be drawn up and maintained by the Board. Future vacancies arising in that Region will be filled up from out of this waiting list. The waiting list will remain valid for a period of one year from the date of its preparation.

5.16. Temporary vacancies shall as far as possible be filled up only from out of the panel in the waiting list. Where, however, the panel is exhausted, pending fresh recruitment, participating bank may fill up temporary vacancies through Employment Exchanges and such employment shall not exceed an aggregate period of six months.

#### *Reservation for Scheduled Castes/Tribes candidates*

6.1. The Recruitment Boards shall strictly ensure that the instructions issued by the Central Government from time to time in regard to the reservation and filling up of vacancies for Scheduled Caste/Tribe candidates are duly complied with.

6.2. Every effort should be made to fill up the reserved vacancies in the concerned year itself but where this is not possible, such vacancies shall be carried forward, as per instructions issued by the Central Government from time to time.

6.3. Appointments against reserved vacancies shall be made only in the order of inter-se merit of selected Scheduled Caste/Scheduled Tribe candidates, irrespective of their positions vis-a-vis the general candidates.

***Promotion of Officers from the clerical cadre*** ..

10.1. Each Recruitment Board will also deal with promotions to officers' grade from the clerical cadre in participating banks. For this purpose it will devise procedures for conducting examinations to be followed by an interview.

10.2. The pattern and standard of such written examination should, as far as possible, be uniform for all banks. The Chairman of Recruitment Boards will meet and evolve common guidelines towards this end.

10.3. To achieve this objective each bank will seek a review of its existing agreements with the unions if possible even before the date of expiry of the agreements.

***Miscellaneous***

In keeping with general principles and procedures enunciated in the Scheme, each Recruitment Board may take reasonable steps necessary to resolve difficulties, if any, experienced in the operation of the Scheme.

## **ANNEXURE TO THE SCHEME**

### ***Appointment of the Chairman and Members of the Recruitment Board:***

1.1. It has been indicated in the Scheme that the Chairman and two outside members could be appointed on a full-time basis. Where they are so appointed on a full-time basis the terms and conditions of their appointments should be cleared with the Government.

1.2. Where they are appointed on a part time basis, the honorarium payable to the Chairman will be Rs. 150 for each day of work and to the outside members such honorarium will be Rs. 100 for each day of work. When the Chairmen and Members are required to travel on duty they will be reimbursed with actual expenses incurred by them on boarding and lodging subject to a ceiling of Rs 100 per day. The Chairmen and Members will be entitled to travel by Air/ACC First Class.

### ***Secretariat to the Board:***

2.1. As the Recruitment Board is not a legal entity by itself, for accounting purposes the Secretariat to the Board will function as a department of the Co-ordinating Bank. Receipts of examination fees and expenses on recruitment will be accounted for in the books of the coordinating bank.

2.2. The staff of the Secretariat including the Secretary could be drawn either from the coordinating bank or from any of the participating banks, for facility of accounting they shall stand deputed to the coordinating bank, who shall pay them a salary and meet all other expenses pertaining to them as though they are employees of the coordinating bank.

2.3. A Register shall be maintained by the Secretariat showing details of the receipts (on account of examination fees) and expenses incurred. The net surplus or deficit would be shared by the participating banks in the group.

2.4. Even though for recruitment of clerical cadre personnel, the Recruitment Board will be providing services to all nationalised banks, as this arrangement will be on a reciprocal basis, to avoid complications in accounting, the sharing of expenses or surpluses will be restricted to the group of banks attached to each Recruitment Board.



### *Direct Recruitment of Officers:*

3.1. Every year, the Secretary shall prepare well in advance a time schedule for direct recruitment of officers, showing inter-alia, the probable date of (a) insertion of advertisement (b) conduct of written examination (c) the commencement of interview and (d) final declaration of results. This time schedule would be sent to the participating banks.

3.2. The participating banks will soon thereafter forward to the Secretary their requirements of officers.

3.3. The advertisement inviting applications should be released in all leading national dailies and such other Regional newspapers as may be decided by the Recruitment Board. Simultaneously, all the concerned employment exchanges in the country should be notified of the vacancies.

3.4. A standard application form should be developed by such Board and should be made available at all offices of the participating banks.

3.5. A minimum of 30 days' time should be given to the candidates to respond to the advertisement.

3.6. An examination fee of Rs. 40/- may be levied from the candidates responding to the advertisement. This can be reduced to Rs. 10/- in the case of SC/ST candidates.

3.7. It may take some time to enclose common guidelines for the pattern and standard of written examination. In order that the current year's recruitment is not held up on this score, the written examination for the year 1978 may be conducted on the pattern developed by the National Institute of Bank Management, which is being used by most nationalised banks including the State Bank of India.

### *Recruitment to the Clerical Cadre:*

4.1. The administrative steps for recruitment to the clerical cadre would be the same as outlined for officers subject to the following modification.

4.2. The examination fees for clerks may be prescribed at Rs. 20 which may be reduced to Rs. 5/- in the case of SC/ST candidates.

## APPENDIX II

(Vide para 4 of Introduction)

### *Summary of Conclusion/Recommendation contained in the Report*

| Sl. No. | Reference to Para No. in Report | Summary of Conclusions/Recommendations  |
|---------|---------------------------------|---|
| 1       | 2                               | 3   |
| 1       | 13                              | The Committee do not agree with the contention of the Ministry of Finance, Department of Economic Affairs (Banking Division) that since the Central Bank of India had 'by and large' agreed to fall in line with the reservation policy, the Ministry did not consider it necessary to issue any directive to the Bank. The Committee need hardly point out that the Central Bank of India adopted the orders regarding reservations in promotions as late as 1st March, 1978. The Committee feel that the Banking Division should have issued a Presidential Directive to all the nationalised Banks, including Central Bank of India, under Section 3(4) of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970, soon after the policy of applying reservations in promotions had been pronounced by Government. |
| 2       | 14                              | The Committee note that the Central Bank of India has felt the need of strengthening the Recruitment Cell at the Central Office and to tone up the working of the Manpower Planning and Development Department and the Regional/Divisional Offices in so far as the implementation of the reservation orders in favour of Scheduled Castes and Scheduled Tribes is concerned. The   |

| 1 | 2  | 3  |
|---|----|--|
|   |    | Committee feel that work pertaining to the implementation of reservation orders should preferably be entrusted to Scheduled Caste/Tribe employees so as to instil confidence in Scheduled Castes and Scheduled Tribes.   |
| 3 | 15 | The Committee visualise that Zonal Coordinators' Offices, set up by the Central Bank of India, can play a vital role, not only in substantially augmenting the intake of Scheduled Castes and Scheduled Tribes in services, but also in coordinating, harmonising and channelising all those activities which have a bearing on the socio-economic conditions of all weaker sections in general and Scheduled Castes and Scheduled Tribes in particular. The Committee suggest that a time-bound and need-based programme should be chalked out by the Central Bank of India in the matter and implemented in a phased manner.                   |
| 4 | 20 | The Committee note that in the present composition of the Board of Directors of the Central Bank of India, there is one Director who is a Scheduled Tribe. The Committee also note that that Director has been appointed to represent the interests of 'Depositors' and not of Scheduled Castes and Scheduled Tribes. The Committee strongly feel that 'Scheduled Caste/Tribe' should be specified as a separate category by amending extent orders on the subject, if necessary, and a Scheduled Caste/Tribe be appointed as a Director in rotation invariably so as to amply safeguard the interests of Scheduled Castes and Scheduled Tribes. |
| 5 | 25 | The Committee need hardly emphasise that a Liaison Officer has a very important role to perform in so far as the implementation of orders for reservations for, and employment of, Scheduled Castes and Scheduled Tribes in services is concerned. The Committee would, therefore, like to stress that the duties of the Liaison Officer as enumerated in para 21 of the Report should be performed scrupulously and sincerely.  |

| 1 | 2  | 3  |
|---|----|--|
| 6 | 26 | <p>The Committee note that the Cells have since been set up in the Banking Division as well as in the Manpower Planning and Development Department at the Central Office of the Central Bank of India. The Committee recommend that separate Cells should also be set up in all the Regional/Divisional offices of the Bank to look after the interests of Scheduled Castes and Scheduled Tribes exclusively.</p>  |
| 7 | 27 | <p>The Committee suggest that the Cell set up in the Banking Division should conduct surprise checks at regular intervals of the working of the Cell set up in the Central Office of the Central Bank of India so as to ensure that there is no laxity on the part of the Central Bank of India in the implementation of the various reservation orders in favour of Scheduled Castes and Scheduled Tribes.</p>  |
| 8 | 32 | <p>The Committee note that all the reservation orders/instructions issued so far by the Ministry of Finance, Department of Economic Affairs (Banking Division)/Ministry of Home Affairs/Department of Personnel and Administrative Reforms have been accepted <i>in toto</i> by the Central Bank of India. The Committee also note that the Central Bank of India has since computed the backlog w.e.f. 19th July, 1969, the date of its nationalisation, even though the reservation orders were initially received in November, 1970. The Committee, however, feel that on account of lack of proper communication, coordination and liaison between the Central Office of the Central Bank of India and its Regional/Divisional Offices, the reservation orders are not being implemented at all. The Committee emphasise that the Central Bank of India should take immediate corrective measures in this behalf so as to improve the situation.</p> |
| 9 | 47 | <p>The Committee note the recruitment procedure being followed by the Central Bank of India for recruitment to man the various cate-</p>   |

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gories of posts under their control. The Committee take serious view of the fact that Regional Office of the Central Bank of India, Ahmedabad did not follow the instructions issued by the Bank's Central Office regarding reservations in favour of Scheduled Castes and Scheduled Tribes while making recruitment in 1975. The Committee would like the Banking Division/Central Bank of India to take action against the defaulting officers and ensure that such lapses do not recur.

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The Committee feel that the policy of not recruiting directly to the Officers' cadre being followed by the Central Bank of India in terms of an agreement with the Employees' Union has proved detrimental to the interests of Scheduled Castes and Scheduled Tribes in view of the fact that there are very few Scheduled Caste and Scheduled Tribe employees at lower levels in the Bank for promotion to higher levels. Since the said agreement with the Employees' Union has expired on the 28th February, 1979, the Committee suggest that the Central Bank of India should fall in line with the policy being followed by other nationalised banks and introduce the system of direct recruitment to the Officers' cadre of the Bank and ensure that the reservation orders in this behalf are properly followed.

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The Committee desire that copies of all advertisements for recruitment issued by the Central Bank of India should invariably be sent to the local Scheduled Caste/Tribe MLA's and MP's as well as to the Members of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes so that they may also sponsor suitable Scheduled Caste and Scheduled Tribe candidates for employment in the Bank. The Committee would like the Central Bank of India to consider what further steps are necessary to

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|    |    | give these advertisements much wider publicity so that the Scheduled Castes and Scheduled Tribes living in the remote corners of the country could also learn about the employment opportunities in the Bank.  |
| 12 | 50 | The Committee would like the Central Bank of India to consider what further relaxations and concessions to Scheduled Castes and Scheduled Tribes at the time of examination/interview/recruitment could be given so as to augment their intake in the services of the Bank.  |
| 13 | 51 | The Committee note that National Institute of Bank Management (NIBM) is being entrusted with the entire work of receiving, sorting and scrutinising the applications and conducting tests for recruitment to the clerical/sub-staff cadre of the Bank. The Committee are of the opinion that a Scheduled Caste/Tribe officer of sufficiently high status should be associated with the working of the NIBM in this regard so that the interests of Scheduled Caste/Tribe applicants are adequately safeguarded.  |
| 14 | 52 | The Committee note that the Banking Division has since formulated a new recruitment scheme for all Public Sector Banks. They, however, are distressed to point out that no mention has been made in that scheme about the various aspects of reservations in favour of Scheduled Castes and Scheduled Tribes. The Committee expect the Banking Division to make the recruitment scheme more comprehensive by including in it the implications of various reservation orders in favour of Scheduled Castes and Scheduled Tribes and the steps that should be taken to ensure that the reservation orders are scrupulously followed. |
| 15 | 62 | The Committee note that as in April, 1978, there was a backlog of 285 vacancies in the case of Scheduled Castes and 515 vacancies in the case of Scheduled Tribes in the clerical cadre and 186 vacancies in the case of Scheduled Tribes in the   |

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sub-staff cadre in the Central Bank of India. The Committee further note that this backlog constitutes only 3 per cent of the total staff employed by the Bank and the Bank has assured the Committee that the backlog in the case of vacancies reserved for Scheduled Castes in the clerical cadre would be wiped out by September, 1979; in the case of vacancies reserved for Scheduled Tribe in the clerical cadre by March/June, 1980; and in the case of vacancies reserved for Scheduled Tribes in the sub-staff cadre by September, 1979. While commending the efforts made so far by the Central Bank of India in clearing the backlog, the Committee stress that the targets set by the Bank in wiping out the entire backlog should strictly be adhered to. In this connection, the Committee welcome the recent decision taken by the Chairman and Managing Director of the Bank that unless all the Scheduled Caste/Tribe candidates empanelled for clerical posts after the recruitment test held in October, 1977 are absorbed, no candidate of general category should be appointed.

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The Committee realise that in view of the fact that reservations in promotions have been introduced in the Central Bank of India only in March, 1978, there are very few Scheduled Castes/Tribes available in the feeder cadres who could be promoted to higher levels. The Committee would like the Banking Division/Central Bank of India to devise ways and means in clearing the entire backlog in the promotional vacancies within a stipulated period, which may be communicated to the Committee.

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The Committee note that in the past no representative of Scheduled Castes/Tribes was included in the Recruitment/Promotion Committees constituted by the Central Bank of India. The Committee further note that it has now been decided by the Bank to include a Scheduled Caste/Tribe in the Recruitment Committees for recruitment to the vacancies in the clerical and sub-staff cadres. The Committee stress that a

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representative of the Scheduled Castes/Tribes should invariably be included in all the Departmental Recruitment/Promotion Committees set up either for clerical and sub-staff cadres or for officers' cadre. In case a Scheduled Caste/Tribe officer of the required status is not available in the Central Bank of India, a Scheduled Caste/Tribe officer from another nationalised bank or the Banking Division or any other Ministry/Department of Government of India should be associated with such Departmental Recruitment/Promotion Committees.

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The Committee have no doubt that the special training programme envisaged by the Central Bank of India for Scheduled Caste and Scheduled Tribe employees in the clerical and sub-staff cadres will be of immense help to make them better equipped for selection to higher categories of posts. The Committee would like the Central Bank of India to finalise and introduce the details of the special training programme urgently. A copy of the said programme may also be furnished to the Committee for their information.

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The Committee note that the Central Bank of India is arranging Management Development Training Programme for the Scheduled Caste/Tribe officers of the Bank. The Committee suggest that Scheduled Caste/Tribe officers should be provided with enough opportunities to attend seminars/symposia/conferences and also deputed for training abroad so as to bring them at par with other officers and to make them more suitable for higher posts in the Bank.

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The Committee are distressed to point out that rosters have not been maintained properly by some of the Regional/Divisional Offices of the Central Bank of India. The Committee need hardly point out that unless rosters are maintained properly and recruitment/promotion is actually made as per the roster points reserved



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for Scheduled Castes and Scheduled Tribes, they would cease to have any significance whatsoever. The Committee, therefore, stress that the rosters should be maintained as per extant orders on the subject and should be inspected carefully by the competent authorities at regular intervals. The Committee, in this connection, note that instructions have been issued afresh to all the Regional/Divisional Offices to ensure proper maintenance of the rosters. The Committee further note that the Audit Department of the Bank would also inspect the rosters periodically and reports of inspection would be submitted by that Department to the Central Office of the Bank. The Committee suggest that the Liaisons Officer appointed in the Banking Division should also inspect the rosters maintained at Central/Regional/Divisional Offices of the Bank periodically. The Committee would also like to stress that any lapses or discrepancies noticed by the officers concerned should immediately be looked into and rectified.

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The Committee are firmly of the view that vacancies reserved for Scheduled Castes and Scheduled Tribes, in no case, should be dereserved. The Committee note in this connection that the Central Bank of India so far has not dereserved any vacancy reserved for Scheduled Castes/Tribes.

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The Committee are unhappy to observe that promotions from clerical to officer cadre and from subordinate cadre to the clerical cadre in the Central Bank of India were being made in terms of the agreement between the Management and the Employees Union till March, 1978 in utter disregard of the constitutional provisions on the subject. The Committee feel that reservations in promotions should have been introduced in 1970, simultaneously with the introduction of reservations in recruitment and it should have been clearly made it known to the Employees

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Union that any agreement entered into with them, which was in contravention of the constitutional provisions, was untenable. Instead the Banking Division/Central Bank of India, for reasons best known to them, chose to enter into protracted correspondence and dialogue with the Reserve Bank of India/Employees Union resulting in an inordinate delay in the introduction of reservations in promotions, thereby denying many a Scheduled Castes and Scheduled Tribes their constitutional rights. The Committee are all the more unhappy to be informed that in a promotion test held in April, 1978, i.e. after the introduction of reservations in promotions, only 7 Scheduled Caste, Tribe candidates passed out of a total number of 135 such candidates, who appeared for the test. This is clearly indicative of the fact that even after the introduction of reservations in promotions, no serious efforts worth the name are being made to improve the representation of Scheduled Castes and Scheduled Tribes in the higher posts. The Committee stress that orders regarding reservations in promotions should be implemented in letter and spirit and all the posts reserved for Scheduled Castes and Scheduled Tribes in the promotional quota are actually filled in by them. They would also like to emphasise that it should be amply clarified to the Employees Union that the provision of reservations in services for Scheduled Castes and Scheduled Tribes were not negotiable and this aspect should be kept in mind by the Bank while re-negotiating the agreement with the Employees Union.

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The Committee attach great importance to the proper compilation of returns and their timely submission to the concerned authorities. The Committee would like the Central Bank of India to ensure that there is no laxity or delay in the submission of returns to the appropriate authorities. The Committee would further like the Bank to send these returns to the Commissioner

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|    |     | for Scheduled Castes and Scheduled Tribes also.  |
| 24 | 108 | The Committee expect the Banking Division and the Bureau of Public Enterprises to carefully scrutinise the returns on their receipt from the Central Bank of India with a view to find out whether the recruitment/promotion of Scheduled Castes and Scheduled Tribes in the Bank is being made as per reservations provided to them. The Committee also expect them to ensure that discrepancies, if any, found in the returns are communicated to the Central Bank of India immediately and that the Bank in fact rectifies those discrepancies without any delay. |
| 25 | 113 | The Committee feel that the complaints and grievances received from the Scheduled Caste/Tribe employees should be centralised in and dealt by the Cell set up in the Central Office of the Central Bank of India. The Committee suggest that a register should be maintained at the Central Office of the Bank wherein all complaints received from Scheduled Caste/Tribe employees should be entered and their disposal shown.  |
| 26 | 119 | The Committee note that the Central Bank of India has agreed to provide 10 per cent reservation in favour of Scheduled Caste/Tribe employees in the houses being acquired by the Bank for its clerical and subordinate staff at Bombay.  |
| 27 | 120 | The Committee also note that the Central Bank of India has given loans to some Scheduled Castes and Scheduled Tribes @ 4 per cent for acquiring houses in Delhi in collaboration with the Delhi Development Authority. The Committee hope that such schemes would also be extended to other areas.   |
| 28 | 121 | The Committee would also like the Indian Banks Association to favourably consider whether the Scheduled Castes and Scheduled Tribes could not be sanctioned interest-free housing loans.   |

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| 29 | 126 | The Committee note the schemes being implemented by the Central Bank of India for improving the socio-economic conditions of Scheduled Castes and Scheduled Tribes and other weaker sections of the society. The Committee would like the Central Bank of India to consider the feasibility of adopting Scheduled Caste and Scheduled Tribe colonies/villages/settlements and providing them need based financial assistance for their social and economic upliftment. |
| 30 | 129 | The Committee note that figures regarding recruitment of Scheduled Castes and Scheduled Tribes are being published in the Annual Reports of the Central Bank of India as well as Ministry of Finance. The Committee desire that figures regarding promotions, etc. should also be published in the said Annual Reports.  |
| 31 | 130 | The Committee desire that a Brochure containing all orders/instructions pertaining to reservations for Scheduled Castes and Scheduled Tribes and other concessions/relaxations admissible to them should be brought out and copies thereof made available to all Regional/Divisional offices of the Central Bank of India.   |