

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

(SIXTH LOK SABHA)

FORTIETH REPORT

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

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



*Presented in Lok Sabha on 30-4-1979.
Laid in Rajya Sabha on 30-4-1979.*

**LOK SABHA SECRETARIAT
NEW DELHI**

April, 1979/Vaisakha, 1901(Saka).

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

(1978-79)

Shri Ram Dhan—*Chairman*

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Shri H. L. Malhotra—*Senior Legislative Committee Officer.*

*ceased to be Member of the Committee on his retirement from
Rajya Sabha w.e.f. 21st April, 1979.

INTRODUCTION

1, the Chairman, Committee on the Welfare of Scheduled Castes and Scheduled Tribes, having been authorised by the Committee to submit the Report on their behalf, present this Fortieth Report on the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum)—Reservation for, and employment of, Scheduled Castes and Scheduled Tribes in the Indian Oil Corporation (Refineries and Pipelines Division).

2. The Committee took the evidence of the representatives of the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) and of the Indian Oil Corporation on 8th and 9th March, 1979. The Committee wish to express their thanks to the Secretary and other officers of the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) and also officers of the Indian Oil Corporation for placing before the Committee material and information they wanted in connection with the examination of the subject.

3. The Report was considered and adopted by the Committee on the 24th April, 1979.

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

NEW DELHI;
April 27, 1979.
Vaisakha 7, 1901 (S).

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

CHAPTER I

INTRODUCTORY

A. Organisational Set-up

In a note submitted to the Committee, the Committee have been informed that under the Chairman of Indian Oil Corporation Limited there are two Divisions, the Refineries and Pipelines Division and the Marketing Division, besides the Research and Development Centre. The Refineries and Pipelines Division and Marketing Division are each headed by the Managing Director. The Research and Development Centre is under the Chairman. Pending the appointment of Managing Director by the Government of India, the Refineries Wing is at present headed by the Chief Executive (Production) and the Pipelines Wing by the General Manager.

1.2. With its headquarters at New Delhi, the Refineries Wing of the Refineries & Pipelines Division has four operating refineries at Gauhati (Assam), Barauni (Bihar), Jawaharnagar (Gujarat) and Haldia (West Bengal) and one refinery project under construction at Mathura (Uttar Pradesh) and two administrative offices at Calcutta and Bombay. Each refinery unit/project is headed by a General Manager who reports directly to the Chief Executive (Production) on the planning and execution of programmes for the operation and management of the refineries. The set-ups of the refinery units are almost of uniform pattern. In each unit, the functional heads of various departments report directly to the General Manager. Similarly at the Headquarters, the heads of departments report to the Chief Executive (Production). The administrative offices at Calcutta and Bombay are headed by a Senior Resident Manager and a Resident Manager respectively and both of them report to the Chief Executive (Production).

1.3. The Pipelines Wing with its headquarters also at New Delhi is headed by the General Manager, who pending appointment of Managing Director for the Division reports directly to the Chairman, Indian Oil Corporation. The Pipelines Wing is having different Units with their administrative Functional Headquarters as detailed below:

- | | |
|--|--------------------------------------|
| (i) Barauni-Kanpur Pipeline, Barauni. | Headed by Senior Operations Manager. |
| (ii) Haldia-Mourigram-Rajbandh-Barauni Pipeline, Calcutta. | Headed by Senior Operations Manager. |

- (iii) Gauhati-Siliguri Pipeline, Gauhati. . . Headed by Senior Construction & Oper
Manager (Looking after expansion also).-
- (iv) Koyali-Ahmedabad Pipeline, Baroda. . . Headed by Operations Manager.
- (v) Salaya-Viramgam-Koyali Pipeline, Va- Headed by Chief Operations Manager.
dinar.

Construction Units :

Salaya-Viramgam-Koyali-Mathura Pic- Headed by Chief Construction Manager.
line, Jaipur, (Previously at Rajkot).

Besides, the Pipelines Wing has taken up survey for a new pipeline and expansion of existing pipelines at indicated below:

- | | |
|--|--|
| (i) Mathura-Delhi-Ambala-Jullunder Pipelines, New Delhi. | } Headed by Chief Project Manager in co-ordination with the respective Unit Heads. |
| (ii) Gauhati-Siliguri Pipeline (Expansion) | |
| (iii) Koyali-Ahmedabad Pipeline (Expansion) | |

The Pipelines' Headquarters, New Delhi has overall control over its above pipelines units.

B. Role of the Department of Petroleum

1.4. It has been stated in a note furnished to the Committee that in the matter of reservations for Scheduled Castes and Scheduled Tribes, the Deputy Secretary (Coordination) in Department of Petroleum is the Liaison and Coordination Officer between the Public Sector Undertakings under that Department (including Indian Oil Corporation's Refineries & Pipelines Division) and the Bureau of Public Enterprises.

1.5. Close liaison and coordination is maintained between the Indian Oil Corporation Limited and Bureau of Public Enterprises (Ministry of Finance), Department of Personnel and Administrative Reforms (Ministry of Home Affairs) and other agencies through the controlling Ministry viz. Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) in the matter of reservations for Scheduled Castes and Scheduled Tribes in the manner shown hereunder:

- (i) Quarterly/Annual returns indicating status of representations of Scheduled Caste/Tribe candidates in recruitments and promotions made during the relevant period are submitted regularly to Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum), Department of Personnel and Administrative Reforms, Bureau of Public Enterprises and Office of the Commissioner for Scheduled Castes and Scheduled Tribes, New Delhi.

- (ii) Any doubt or clarifications in the matter of implementation of instructions on the subject of reservation are invariably referred to the controlling Ministry/Bureau of Public Enterprises for their advice.
- (iii) Directives, instructions and recommendations in the matter of reservation for Scheduled Castes/Tribes making provision for various facilities and concessions issued by various agencies are received through the controlling Ministry and the same are fully complied with by the Corporation.

1.6. Asked about the steps contemplated to improve the liaison and coordination between the Department of Petroleum and the Indian Oil Corporation, it has been stated that in order to ensure speedy and vigorous implementation of the provisions contained in the Presidential Directives and the instructions relating to reservations for Scheduled Castes and Scheduled Tribes issued by the Bureau of Public Enterprises from time to time, it is proposed to hold half-yearly meetings at the Joint Secretary's level to review the progress made by the Undertakings in this regard.

1.7. The Committee also desired to know whether a Cell had been set up in the Department of Petroleum to look after the representation of Scheduled Castes and Scheduled Tribes in the Indian Oil Corporation and other Organisations under its control, it has been stated in a note furnished to the Committee that secretarial assistance to the Liaison Officer nominated in the Department of Petroleum is provided by the Coordination Section of the Department. A Cell has also been created in the Indian Oil Corporation to ensure adequate representation of Scheduled Caste and Scheduled Tribe candidates in public sector undertakings under the administrative control of the Department. It is now proposed that this Cell which has been functioning in Indian Oil Corporation on behalf of the Department of Petroleum will henceforth function in the Department of Petroleum itself. That Cell is headed by a senior officer of the rank of Deputy Manager, who is assisted by a Personnel Officer and one senior clerk. The Cell also has the benefit of overall supervision and guidance of the Adviser (Personnel) in the Chairman's Office.

1.8. The Cell has been assigned the responsibility of:

- (i) exploring ways and means of securing adequate representation by candidates belonging to Scheduled Caste/Scheduled Tribe Communities in Group A/B Posts in Public Sector Undertakings under the administrative control of

Department of Petroleum.

- (ii) identifying areas where persistent shortages of skilled personnel and these communities exist and formulating specific schemes for remedying such shortages.
- (iii) building up and operating a Data Bank of suitable candidates belonging to Scheduled Caste/Scheduled Tribe communities for sponsoring to Public Sector Undertakings against vacancies available with them.
- (iv) maintaining lists of eligible candidates for training in Public sector Undertakings to upgrade their skills for Scheduled Caste/Scheduled Tribe candidates.

1.9. When the Committee enquired why the Cell under the Department of Petroleum had been located in the Indian Oil Corporation, the Committee has been informed that it has now been decided that the Cell should remain in the Department of Petroleum itself rather than in the Indian Oil Corporation. In this connection, the Secretary, Department of Petroleum, has further stated during evidence as follows :

“What happened was that our Minister was very keen at that time that there should be no delay in setting up some kind of a nucleus organisation which could look into these matters. In Government, we have a certain amount of procedure constraints in getting additional posts sanctioned, getting accommodation for them and so on, whereas in the Corporation, there is a lot of autonomy. He decided that both in the case of the Department of Chemicals and Fertilizers as well as in the Department of Petroleum, Cells should be set up without any delay and the only way of doing so was to create the Cells not in the Ministry proper, but on behalf of the Ministry in the Corporations. For the Department of Chemicals & Fertilizers, he selected Fertilizers Corporation of India which is the biggest Corporation in that Department and in the case of Petroleum, he selected the Indian Oil Corporation. Immediately, the Cells were set up, but very recently, he has himself realised that for getting day-to-day information it is not convenient that the Cell should be set up at a distance, at Fertilizers Corporation of India or Indian Oil Corporation and he has now passed orders that these Cells should be within the Ministry, as part of the Ministry. We are now in the process of creating that Cell.”

1.10. The Committee note that the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) propose to hold half yearly meetings at the Joint Secretary's level to review the progress made by the Public Sector Undertakings under their administrative control in the speedy and vigorous implementation of the provisions contained in the Presidential Directives and instructions relating to reservations for Scheduled Castes and Scheduled Tribes issued by the Bureau of Public Enterprises from time to time. The Committee trust that this high-level Committee would not only review the progress made but also suggest concrete remedial measures wherever any deficiencies are noticed by them in the effective implementation of reservation orders.

1.11. The Committee note that the Cell to look after the reservations for Scheduled Castes and Scheduled Tribes in the Undertakings presently located in the Indian Oil Corporation is now being set up in the Department of Petroleum. The Committee hope that the Cell would be manned with adequate staff exclusively attached to the Cell and the activities of the Cell would be highlighted in the Annual Report of the Department of Petroleum as per instructions contained in the Department of Personnel and Administrative Reforms O.M. No. 36022/5(i)/76-Estt.(SCT) dated the 28th May, 1976 in this regard

CHAPTER II

RESERVATIONS

A. Adoption/Implementation of Reservation Orders

2.1. The Committee have been informed that the percentage of reservations for Scheduled Castes and Scheduled Tribes in the Refineries and Pipelines Division are made in terms of the Presidential Directives issued by the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) in March, 1971 as under :

(i) In respect of posts filled by direct recruitment.

(A) Refineries Wing.	Scheduled Castes	Scheduled Tribes
(a) Group 'A' posts	15%	7½%
(b) Group 'B' and 'C' Posts (region-wise).		
Refineries :		
Gauhati (Assam)	6%	11%
Barauni (Bihar)	14%	9%
Jawaharnagar (Gujarat)	7%	14%
Haldia (West Bengal)	20%	6%
Mathura (Uttar Pradesh)	21%	5%
Offices :		
Delhi (Headquarters)	15%	7½%
Calcutta (West Bengal)	20%	6%
Bombay (Maharashtra.)	6%	6%
(B) Pipelines Wing :		
(a) Group 'A' Posts	15%	7½%
(b) Group 'B' and 'C' Posts	15%	7½%

It has been added that all the reservations stated above have been made effective from the date of the issue of the first Presidential Directive on 24-3-1971.

It has further been stated that the Pipelines Wing has a distinguishing feature in view of its cross-country set-up and consequent inability to adopt the percentage reservations prescribed for the States through which the pipelines pass. Moreover the employees have all-India seniority, transferable from one unit to another. Therefore, the all-India percentage for reservations are proposed to be adopted by the Pipelines Wing. The Pipelines Units are spread over various States as under :

- (i) Haldia-Mourigram-Rajbandh-Barauni Pipeline West Bengal and Bihar.
- (ii) Baruaani-Kanpur Pipeline. . . . Bihar and Uttar Pradesh.
- (iii) Gauhati-Siliguri Pipeline. . . . Assam and West Bengal.
- (iv) Koyali-Ahmedabad Pipeline. . . . Gujarat.
- (v) Salaya-Viramgam-Mathura Pipeline. . . . Gujarat, Rajasthan and Uttar Pradesh.
- (vi) Mathura-Ambala Pipeline Project (Proposed) . Uttar Pradesh, Delhi, Haryana and Punjab.

2.2. The employees having all-India seniority and transferable from one unit to another, the percentage of Scheduled Caste and Scheduled Tribe in a particular State/Region will vary from time to time.

(ii) In respect of posts filled by promotion :

(A) Refineries Wing.

- (a) For promotions within Group 'A' No fixed reservation in terms of percentage has been prescribed. However departmental Scheduled Caste and Scheduled Tribe candidates are allowed certain concessions as outlined in the Presidential Directives.

	Scheduled Castes	Scheduled Tribes
(b) For promotions from Group C to Group B, within Group B and from Group B to the lowest rung in Group 'A' .	15%	7½ %
(c) For promotions within Group 'C'	15%	7½ %

(B) Pipelines Wing.

Same as above

2.3. The Committee have also been informed that the reservations in promotion by selection to and within Group 'C' were introduced by the Indian Oil Corporation in Refineries and Pipelines Division on receipt of the Presidential Directive in March, 1971.

These reservations in promotion were also later on extended to promotions to Group 'B' within Group 'B' and from Group 'B' to the lowest rung in Group 'A' in accordance with the instructions issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms) *vide* their letter No. 10/41/73-Estt.(SCT) dated 20-7-1974.

The above instructions were later issued in the form of Presidential Directive *vide* Ministry of Petroleum's letter No. IS-49011/7/74-IOC dated the 27-1-1978.

(iii) In respect of posts filled by deputation

Under the Presidential Directives, reservations do not apply to posts filled by deputation. While deputations are rare and are resorted to only in respect of posts requiring specialised knowledge of Government procedures and rules in fields like excise, customs, railways, shipping etc., due considerations are given to Scheduled Caste and Scheduled Tribe candidates on the basis of relaxed standards, if such candidates are sponsored by the Government organisations who are approached for deputationists.

(iv) In respect of temporary appointments for duration of 45 days or more:

No temporary appointments of the kind referred to are resorted to.

(v) Casual Labour

Casual Labour is engaged only against short-term leave vacancies/absentee vacancies occurring at short notice in respect of which forward planning is not possible. Subject to their availability, Scheduled Caste and Scheduled Tribe candidates have been and are being given preference.

2.4. Though at the inception of the Corporation, the concept of "Confirmation" was adopted, it has not been found feasible to practise it uniformly and no reservations are therefore followed in the matter of confirmations.

2.5. When asked to elucidate the position, it has been stated in a note furnished to the Committee that as per the existing practice, all employees including those belonging to Scheduled Castes and Scheduled Tribes communities, who are recruited against regular posts in the Refineries and Pipelines Division, are treated as permanent employees in service after they have satisfactorily completed

the probationary period of six months. This practice is uniformly being applied throughout the Division and the interests of Scheduled Castes and Scheduled Tribes are already been taken care of at the time of recruitment. As of now, there is no scheme of confirmation in operation. Besides, posts above the level of recruitment are filled by promotion.

2.6. Instructions relating to reservation in confirmation of temporary employees for Scheduled Castes and Scheduled Tribes in services have been included in the Directive issued to the Indian Oil Corporation by the Ministry of Petroleum, Chemicals and Fertilizers in their letter No. IS-49011|7|74-IOC of 24-3-1975. However, according to the rules followed in the Refineries and Pipelines Division, the seniority of an employee is reckoned from the date of his appointment and the scheme of confirmation is not in operation.

2.7. When the Committee enquired whether all orders/instructions relating to reservations for Scheduled Castes and Scheduled Tribes issued by Government from time to time had been adopted by the Indian Oil Corporation (Refineries and Pipelines Division), it has been stated in a note furnished to the Committee that all orders have been adopted for implementation wherever applicable except the following due to the reasons indicated against them :

BPE/Deptt. of P & A Reforms orders/ instructions No.	Subject	Reasons
DPAR'S OM No. 28/14/74-Estt. (SOT) dated 12-7-76.	De-reservation of vacancies reserved for SC/STs—Proforma for sending proposals for de-reservation to the Department of Personnel & Administrative Reforms with copy to Commissioner for SC/ST.	These instructions are not applicable to the Indian Oil Corporation as confirmed vide Ministry of Petroleum letter No. I-17012/7/75-Ccal. dt. 24-9-76.
Commissioner for SC/ST letter No. 3/19/76-SI. II dated 19-8-76.	Inclusion of SC/ST Members in the Deptt. of promotion committees/selection Boards Material for 1975-76 report of the Commissioner for SC/ST.]	These instructions have come to our notice only now. Accordingly the details are being obtained from the Ministry for implementation if applicable to IOC (R&P Divn.)
BPE O.M. No. BPE/GL. 040/745 MAN-6/1/75-BPE (IC) dated 21-11-75	Reservation for SC/ST in posts filled by deputation/transfer.	
BPE O.M. No. BPE/GL-Q 36/ 75-MAN-6/1/75-BPE(IC) dated 11-12-75	Reservation for SC/STs in the services under Public Enterprises-absorption of SC/STs candidates from LAKSHDWEEP in Public Enterprises.	

2.7. On a specific enquiry whether all the Orders issued on the subject of reservation are actually being implemented, the Chairman of Indian Oil Corporation stated during evidence "Whatever orders we have got, we have implemented. The question is whether we have got all the orders in a compiled form so that we do not miss anyone. For that purpose we have to make a study. To be doubly sure, we are checking up all the orders right from 1971 up till now to ensure that we have not missed any one."

2.8. When asked about the justification for adopting percentage 15 and 7½ per cent for Scheduled Castes and Scheduled Tribes respectively for Koyali—Ahmedabad Pipelines in Gujarat where the percentage of Scheduled Caste and Scheduled Tribe population is 7 per cent and 14 per cent respectively, it has been stated in a note furnished to the Committee that the percentage relating to Pipelines Wing are with respect to promotions throughout the Pipelines and recruitment done at Headquarters level. These percentages are as per the Presidential Directive. The recruitments done in the Koyali—Ahmedabad Pipeline in Gujarat are as per the State roster. However, for the reasons mentioned earlier, it is proposed to adopt the all-India percentage for recruitments throughout the Pipelines Wing. The incumbents of these posts are liable to transfer on all-India basis.

2.9. In this connection, the Chairman, Indian Oil Corporation has stated during evidence that the refinery is located in a particular State but the pipeline goes through three or four States. The decision taken by them is that the recruitment, when it takes place, should be on the basis of regional percentage and their problem is with regard to seniority and promotion. The recruitment on either be done, as they have done in the case of officers, on an All India basis, or they can have both recruitment and promotion on 15 and 7½ per cent basis. For this, they are referring the matter to the Department of Petroleum for a decision.

2.10. The Committee desired to know the reasons for delay in issuing Presidential Directive regarding promotion from Group 'C' to Group 'B', within Group 'B', and from Group 'B' to the lowest rung in Group 'A'. It has been stated in a note furnished to the Committee that the reservations for Scheduled Caste and Scheduled Tribe employees for promotion in the Public Sector Undertakings under the control of the Ministry of Petroleum are governed by two Presidential Directives issued by this Ministry on 24-3-1971 and 24-3-1975 respectively. According to the first Presidential Directive, 15 per cent and 7½ per cent of the post in Group 'C' and Group 'D' categories were reserved for Scheduled Castes and Scheduled Tribes

respectively in respect of promotion. In respect of Group 'A' and Group 'B' categories, no reservations were made. However, in respect of promotions on the basis of 'seniority' subject to 'fitness' certain safeguards were provided for Scheduled Castes and Scheduled Tribe officers. Moreover in the case of promotion by selection, Scheduled Caste and Scheduled Tribe candidates were to be given the benefit of upgradation of the rating of ACR by one step at the time of assessment for promotion.

2.11. The second Presidential Directive made certain amendments in the original directive and consolidated the instructions relating to reservation in favour of Scheduled Caste and Scheduled Tribe candidates, but this directive did not incorporate the circular instructions issued by the Cabinet Secretariat on 20th July, 1974. These instructions were, however, communicated to various Public Sector Undertakings by the Bureau of Public Enterprises without a formal directive being issued by the Department of Petroleum. According to these instructions, 15 per cent and 7½ per cent of all vacancies pertaining to promotions from Group C to Group B, within Group B and from Group B to the lowest category or rung of Group A were reserved for Scheduled Caste and Scheduled Tribe candidates respectively, thus doing away with the distinction between promotion on the basis of 'seniority subject to fitness' and promotion through selection.

2.12. On a reference made by the Indian Oil Corporation whether they should follow Bureau of Public Enterprises' instruction which provided for a 40-point roster from Group C to Group B, within Group B and from Group B to the lowest rung of Group A or the instructions of giving one grading higher to Scheduled Caste and Scheduled Tribe candidates as provided in the Presidential Directive dated 24th March, 1971, clarifications were sought in March 1977 from Bureau of Public Enterprises since the instructions of Cabinet Secretariat dated the 24th July, 1974 were communicated by Bureau of Public Enterprises to the undertakings. In January, 1978 Bureau of Public Enterprises clarified that the Indian Oil Corporation should follow the instructions issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms) vide their letter No. 10/41/73-Estt. (SCT) dated 20th July, 1974 and that these instructions superseded the provisions of para 9(a) of the Presidential Directive dated 24-3-1971. Accordingly these instructions were issued in the form of Presidential Directive vide Ministry of Petroleum's letter No. IS-49011/7/74 dated 27-1-1978. However, the Refineries Division of Indian Oil Corporation started implementing Bureau of Public Enterprises' instruction even in the absence of the Presidential Directive.

2.13. The Committee note that reservations for Scheduled Castes and Scheduled Tribes in direct recruitment and in promotion were enforced in the Indian Oil Corporation (Refineries and Pipelines Division) with effect from 24-3-1971, i.e., the date of issue of the first Presidential Directive by the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) to them. The Committee further note that whereas in the Refineries Wing, percentages of reservations for Scheduled Castes and Scheduled Tribes in direct recruitment to Group 'B' and 'C' posts have been fixed according to the proportion of population of these communities to the total population of the States in which the Refineries are situated, percentages of reservations for Scheduled Castes and Scheduled Tribes in posts filled by direct recruitment in Group 'B' and 'C' posts have been fixed at 15 per cent and 7½ per cent in the Pipelines Wing in view of the cross-country set up of the Pipelines. They are, however, referring the matter to the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) for a decision. The Committee desire that a decision in the matter should be taken quickly so that interest of Scheduled Castes and Scheduled Tribes are not affected for want of clear directive in this regard. The Committee would also like to be apprised of the decision taken in the matter.

2.14. The Committee are distressed to note that there was an unduly long delay of four years in the issue of directive to the Indian Oil Corporation for the implementation of orders relating to reservations in promotion by selection issued by the Department of Personnel and Administrative Reforms in July, 1974. The Committee further regret to note that some of the important orders/instructions on reservations for Scheduled Castes and Scheduled Tribes have only now come to the notice of the Refineries and Pipelines Division of the Corporation and they are obtaining details from the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) for their implementation. The Committee desire that responsibilities should be fixed and action taken against the defaulting officers for not communicating the said orders in time. The Committee feel that this delay has deprived many a Scheduled Caste/Tribe candidates of their due right of employment and promotion in the Indian Oil Corporation. The Committee would urge that in future all orders/instructions issued by the Department of Personnel and Administrative Reforms/Bureau of Public Enterprises should immediately be communicated to the Corporation so that there is no delay on their part in adoption and implementation of Government orders.

2.15. The Committee are surprised to note that the Indian Oil Corporation is not sure whether they have received all orders on the subject of reservation. The Committee, therefore, cannot but conclude that in the absence of proper listing of all the reservation orders in the Indian Oil Corporation how could they ensure proper implementation of reservation orders in its varied aspects. The Committee desire that a complete study may be undertaken in this regard and a Brochure may be compiled containing all the reservation orders, instructions etc. issued so far on the subject of reservation immediately for the information and implementation of all concerned.

B. Liaison Officer/Cell

2.16. The Committee have been informed that the Heads of Personnel and Administration Departments of the respective refinery units of Refineries and Pipelines Division have been nominated as Liaison Officers in respect of Group B and C posts within their jurisdiction whereas the Chief Personnel Manager (Hqrs.), New Delhi, has been nominated as Liaison Officer for Group A posts and in respect of Group B and C posts existing at the Headquarters, New Delhi. Further, Personnel Department of each unit, under the charge of Liaison Officer is charged with the responsibility of ensuring implementation of the directives, orders and instructions received from the Government on the reservation of vacancies for Scheduled Castes and Scheduled Tribes.

It has been further stated that there is no cell under the Liaison Officer for dealing exclusively with the matters relating to reservations for Scheduled Castes and Scheduled Tribes. However, Liaison Officer is assisted by a group comprising of an Officer, a Superintendent, an Assistant and a Typist-Clerk from the Personnel Departments both at the Headquarters and the refinery units for implementing the directives and orders for reservation in favour of Scheduled Castes and Scheduled Tribes.

The duties/functions assigned to the Group are as under:

- (i) Ensuring due compliance with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes and other benefits admissible to them under the Presidential Directives.
- (ii) Maintenance of rosters as per the Presidential Directives.
- (iii) Collecting, consolidating and despatching the quarterly and annual returns relating to representations of Scheduled Castes and Scheduled Tribes.

- (iv) Acting as a coordinating agency between the refinery/pipeline unit and the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum), Bureau of Public Enterprises and other Government agencies for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.
- (v) Maintaining effective liaison with the Special Cell for Scheduled Caste/Scheduled Tribes functioning in the Chairman's Office of Indian Oil Corporation Limited on behalf of the Ministry, Central/Local Employment Exchanges and other Scheduled Caste and Scheduled Tribe Associations.
- (vi) Ensuring prompt disposal/redressal of grievances and representations of Scheduled Castes/Scheduled Tribes Employees.

2.17. When asked why separate Liaison Officers had been nominated in respect of Group 'A' and of Group 'B' and 'C' posts in the Refineries and Pipelines Divisions of the Indian Oil Corporation, it has been stated that recruitments and promotions to Group 'A' posts in the Officer category for the entire Refineries and Pipelines Division are centralised on all-India basis at its Headquarters, New Delhi. Rosters for these are maintained by Headquarters. For recruitment and promotion to Group 'B' and 'C' posts in the staff category attracting candidates from a locality or a region, each constituent refinery/pipelines unit is considered as a separate unit. Rosters for these posts are maintained by the refinery/pipeline units themselves. Hence, the Chief Personnel Manager with his office located in Headquarters was nominated as the Liaison Officer to oversee the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes and Scheduled Tribes in respect of Group 'A' posts for the entire Refineries and Pipelines Division as well as Group 'B' and 'C' posts for Headquarters only. Further, separate Regional Liaison Officers for each of the refinery/pipeline units were also nominated in respect of Group 'B' and 'C' posts.

2.18. In reply to a question it has been stated that the Chief Personnel Manager, Headquarters, inspects rosters in respect of recruitment/promotions to Group A, B, and C posts which are done at Headquarters, while inspection of the rosters in respect of recruitment/promotions to Group B and C posts are done by the respective Heads of Personnel Departments who have been nominated Liaison Officers for the purpose. These inspections are carried out annually. Copy

of the inspection report for the year 1977 in respect of Headquarters is at Appendix I.

2.19. The Committee desired to know whether, there was a Scheduled Caste or Scheduled Tribe Liaison Officer in the Refineries and Pipelines Division, the Chairman, Indian Oil Corporation has informed the Committee during evidence that in the Pipelines, they have got one Scheduled Tribe Officer who has specifically been given this task.

2.20. The Committee enquired whether there was no Scheduled Caste/Scheduled Tribe Officer in the Gauhati Oil Refinery to be appointed as Liaison Officer, the Chairman, Indian Oil Corporation, has stated during evidence as follows:

"We will find out. If we find out any Scheduled Caste Officer, we will put him in the Cell."

2.21. The Committee note that Heads of Personnel and Administration Departments of the respective Refinery and Pipelines Units of the Refineries and Pipelines Division have been nominated as Liaison Officers in respect of Group 'B' and 'C' posts within their jurisdiction and the Chief Personnel Manager (Headquarters) has been nominated as Liaison Officers for Group 'A' posts and in respect of Group 'B' and 'C' posts existing at the Headquarters, but no separate Cell has been set up under the Liaison Officers to deal exclusively with the matters relating to reservations for Scheduled Castes and Scheduled Tribes. The Committee consider it a serious lapse. The Committee hope that, as assured by the Chairman Indian Oil Corporation, during evidence separate Cells would be set up at the Headquarters as well as in the units of the Refineries and Pipelines Division under respective Liaison Officers. The Committee desire that the Cells should be provided with adequate staff to assist the Liaison Officers and to watch the implementation of reservation orders and other concessions admissible to Scheduled Caste and Scheduled Tribe employees and also to look into the grievances and complaints of Scheduled Caste and Scheduled Tribe employees.

2.22. The Committee suggest that as far as possible, Liaison Officers may be nominated from amongst the Scheduled Caste and Scheduled Tribe officers working in the Indian Oil Corporation (Refineries and Pipelines Division).

2.23. The Committee hope that the Liaison Officers nominated in the Refineries and Pipelines Division carry out the inspection of rosters annually, as per the proforma prescribed for the purpose.

The Committee are, however, unhappy to observe that in the Inspection Report for the year 1977, the remarks of the Liaison Officer against Serial No. 9 are vague, viz., "Generally obtained in advance", and the report also do not seem to have been submitted to the Chief Executive as it does not bear his signature. The Committee feel that it is a serious lapse and desire that the remarks of the Liaison Officer should be specific so that a clear picture about the implementation of reservation orders may emerge and remedial measure taken wherever necessary. The Inspection Reports should also invariably be submitted to the Chief Executive bringing to his notice the defects, if any, noticed and remedial steps taken to avoid their recurrence.

C. Annual Returns

2.24. The Committee have been informed that, as prescribed by the Bureau of Public Enterprises, an annual statement is sent to the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) by all Undertakings including the Indian Oil Corporation Limited (Refineries & Pipelines Division). Copies of the Annual statements are also enclosed to the Department of Personnel and Administrative Reforms and Bureau of Public Enterprise. The Statement contains information regarding the total number of posts and the number held by members of Scheduled Castes/Scheduled Tribes in each Group as on 1st January of the year and also particulars of recruitment made in the calendar year and the posts filled by Scheduled Caste and Scheduled Tribe candidates. The statement is duly scrutinized in the Department of Petroleum before it is forwarded to Bureau of Public Enterprises. Any discrepancy noticed in the course of scrutiny is brought to the notice of the Undertaking concerned and clarifications obtained, where necessary.

2.25. In order to keep a further watch on the progressive representation of Scheduled Caste and Scheduled Tribe candidates in the services of Undertakings of the Department, including Indian Oil Corporation Limited (Refineries & Pipelines Division), they have been asked to send a quarterly return commencing from the quarter ending March, 1978 indicating, Group, total backlog as on the last day of the preceding quarter, total number of posts filled during the quarter under report, number belonging to Scheduled Castes and Scheduled Tribes and reasons for shortfall, if any.

2.26. In Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) circular dated 30-10-1978, all the public sector undertakings have also been directed to put up the quarterly reports and the annual returns mentioned in above to their respective Boards of Directors and the undertakings have been specifically told that

this should be considered only when Ministry representatives are present.

2.27. In reply to a question, it has been stated that the following annual/quarterly reports were received in the Department of Petroleum from the Indian Oil Corporation Limited (Refineries & Pipelines Division) during the last three years:—

	<i>Received on</i>
(i) Annual Report for 1975	15th April, 1976 & 7th May, 1976.
(ii) Annual Report for 1976	Date could not given since the file has been misplaced.
(iii) Annual Report for 1977	9th March, 1978.
(iv) Quarterly Report for the quarter ended 31-3-1978	1st July, 1978.
(v) Quarterly Report for the quarter ended 30-6-1978	2nd September, 1978.
(vi) Quarterly Report for the quarter ended 30-9-1978.	17th November, 1978.

2.28. In reply to a question, it has been stated that the Annual Return is being received by the Ministry since 1971 and quarterly return commencing from the quarter ending 31st March, 1978. The Ministry scrutinises whether the statements give complete information. In preparing the annual appreciation, it is *inter-alia* examined whether the undertaking has complied with the directive/instructions on the subject, including those relating to dereservation of posts, reasons for shortfall and efforts made or contemplated to overcome such shortfalls during the ensuing years.

2.29. In reply to a further question, it has been stated that no discrepancies have been noticed by the Department of Petroleum in Returns submitted by the Indian Oil Corporation (Refineries and Pipelines Division).

2.30. The Liaison Officer in the Department of Petroleum has stated during evidence that so far as Indian Oil Corporation is concerned, they are receiving annual returns from them in time. These returns consist mostly of statistical statements and are covered by a certificate that "the provisions of the Presidential Directive have been complied with". The Department of Petroleum do not go into further details.

2.31. The Committee are distressed to note that annual statement regarding representation of Scheduled Castes and Scheduled Tribes in the services of the Indian Oil Corporation (Refineries and Pipelines Division) for the year 1975 was received on the 15th April, 1976 in the Department of Petroleum although this should have been sent to them latest by the 1st March, 1976 as per the extant orders of Government on the subject. The Committee feel that the very purpose of submitting these annual statements gets defeated if these statements are not submitted in time. The Committee would, therefore, emphasise that the Department of Petroleum should ensure that these statements are submitted by the Indian Oil Corporation (Refineries and Pipelines Division) in time. Failure to submit these statements in time should be regarded as a serious lapse on the part of the concerned officer.

2.32. The Committee are surprised to note that the file relating to the annual report for the year 1976 has been misplaced by the Department of Petroleum and the date of receipt of that report cannot be furnished for the information of the Committee. The Committee would like the Department of Petroleum to investigate the circumstances under which the file has been misplaced and fix the responsibility therefor.

2.33. The Committee regret to note that only routine check is made of the annual returns submitted to the Department of Petroleum by Indian Oil Corporation (Refineries and Pipelines Division). The very purpose of submitting returns is defeated if they are not examined thoroughly. The Committee would expect that hereafter the annual statements on receipt by the Department of Petroleum, would be critically examined and analysed so that prompt and effective measures are taken to remove the deficiencies noticed.

CHAPTER III
RECRUITMENT AND PROMOTION

A. Recruitment Procedure

3.1. The Committee have been informed that the following procedure is adopted for direct recruitment (for both technical and non-technical) in the Indian Oil Corporation (Refineries and Pipelines Division):—

(i) *For Officers*

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

- (a) All India Press advertisement, indicating the reserved vacancies, if any, for Scheduled Caste/Scheduled Tribe;
- (b) Marketing Division and all Units of the Refineries Pipelines Division;
- (c) Directorate General of Resettlement & Training for released servicemen; and
- (d) Scheduled Caste/Scheduled Tribe associations.

In making recruitment to the posts of officers, the Corporation's policy has consistently been to fill up all posts, to the extent practicable, depending upon the availability of suitable candidates from within, available from within through internal sources only. Where, however, no suitable candidates are for appointment to a post, an advertisement on all-India basis through 10—12 leading newspapers with large circulation in all regions including 'Employment News' is issued and the suitability of responding candidates adjudged on the basis of written test and/or *viva voce*. Further, recruitment to Officers' posts is resorted to generally only at the junior most level, reserving 15 per cent and 7½ per cent of posts respectively for Scheduled Castes and Scheduled Tribes candidates as per Presidential Directives.

(ii) *For Staff*

All vacancies which are to be filled up by direct recruitment in staff categories are notified to:

- (a) Local/Central Employment Exchanges.

- (b) Scheduled Caste/Scheduled Tribe associations of the region.
- (c) Ex-Servicemen's Cell.
- (d) Special Employment Exchange for physically handicapped persons in respect of vacancies to which such persons are to be considered for appointment.

3.2. In case of non-availability of suitable candidates from the sources enumerated above, a 'No Objection/Non-availability' certificate is obtained from the concerned Employment Exchange before a local press advertisement is released in the leading Newspapers with large circulation, both in English and in regional languages (dailies).

3.3. The reservation and concessions available to candidates from Scheduled Castes/Scheduled Tribes are specifically mentioned in the advertisement.

3.4. During the course of evidence the Committee saw one of the advertisements and found although it was meant for Scheduled Castes/Scheduled Tribes no relaxation was mentioned in that advertisement. The Chairman, Indian Oil Corporation, observed that in future relaxation/concession available to Scheduled Castes and Scheduled Tribes will also be mentioned in all the advertisements.

3.5. The recruitment to posts in pay scales, the maximum of which is less than Rs. 800 per month is, in accordance with Government instructions, done only through Employment Exchanges and the local people are given preference over others; even among the local people priority is given to land losers and Scheduled Castes and Scheduled Tribes as per the Government Directives.

Asked about the period of notice given to the Employment Exchanges to sponsor suitable Scheduled Caste/Scheduled Tribe candidates, it has been stated that the period of notice given to Employment Exchanges is not less than one month.

3.6. The Committee enquired whether reasons for rejection of Scheduled Caste and Scheduled Tribe candidates sponsored by the Employment Exchanges were communicated to the Employment Exchanges. The representative of the IOC has stated during evidence that this particular provision has been included in the 1975 Presidential Directive that the result of the interview should always be communicated to the Employment Exchanges and reasons for rejection should also be communicated. If they recruit less candidates than the required number, they invariably communicate the

reasons for the rejection of the remaining candidates sponsored by the Employment Exchange.

3.7. When suggested that copies of all recruitment advertisements issued by the Indian Oil Corporation (Refineries and Pipelines Division) should be sent to the local Scheduled Caste/Tribe MLAs, MPs, Members of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes, it has been stated in a note furnished to the Committee that apart from releasing advertisement in the leading newspapers, including 'Employment News' the I.O.C. (Refineries and Pipelines Division) are sending copies of such advertisements to the recognised Scheduled Caste/Scheduled Tribe Associations and the Commissioner for Scheduled Castes and Scheduled Tribes, New Delhi as required under the Presidential Directive.

As the above practice is considered to be adequate to look after the interests of Scheduled Castes and Scheduled Tribes, the suggestion to circulate the advertisements additionally to local Scheduled Caste/Scheduled Tribe MLAs, MPs does not seem to be necessary.

3.8. As regards agreement between the IOC (Refineries and Pipelines Division) and its Workers' Union, it has been stated in a note furnished to the Committee that agreements have been signed in the matter of promotion in the staff category with the recognised Workers' Unions at Haldia and Gujarat Refineries.

The salient features of each agreement are given hereunder:

HALDIA REFINERY

I. A departmental candidate must have minimum 2 years of service in his existing scale of pay before being considered for promotion to the next higher post.

II. The promotion will take place in two channels, viz:

- (i) *Seniority Stream*: 50 per cent of promotion based on seniority subject to the candidates having no adverse confidential reports.
- (ii) *Merit Stream*: 50 per cent of promotion based on consideration of merit, seniority and qualifications.

III. Weightage for three factors for Merit Stream will be as under:

(i) *Merit Confidential Report:*

- Outstanding C.R.—45 Marks
 Above Average C.R.—38 marks
 Satisfactory C.R.—30 marks

(ii) *Qualification:*

Maximum 25 marks for minimum qualification laid down for the post in question. Candidates with low qualification will be given proportionately less marks.

(iii) *Seniority:*

Senior most candidates will be given maximum 30 marks for seniority. Other eligible candidates will be given proportionately less marks.

GUJARAT REFINERY

I. *Eligibility:*

A departmental candidate must have minimum 4 years of service in his existing scale of pay before being considered for promotion to the next higher post.

II. Promotion is based on the consideration of Seniority|Qualifications and Confidential Report/Trade Test and will be effected in two channels viz:

- (i) *Seniority channel:* Promotion in this channel would be in the percentages varying from 100 per cent to 65 per cent depending upon the scale of pay to which an employee is promoted. Marks allocated to Seniority, Qualification and Confidential Reports would be as follows:

Seniority	75
Qualification	15
Confidential Reports	10

In case of promotions where Trade Test is conducted marking system is:

Seniority	65
Qualification	15
Trade Test	20

- (ii) *Merit channel*: Promotion in this channel would be done in the percentage varying from zero to 35 per cent depending upon the scale of pay to which an employee is promoted.

Marking System would be as under:

	For categories where Trade Test is applicable	For categories where Trade Test is not applicable.
Seniority	40	40
Qualification	32	32
Confidential Reports	8	28
Trade Test	20	..
	100	100

3.9. When the Committee enquired whether these agreements in any way stand in the way of proper implementation of orders on reservations for Scheduled Castes and Scheduled Tribes, the Chairman, Indian Oil Corporation of India, has stated during evidence as follows:—

“I can assure you that Presidential Orders are supreme. Otherwise we will be giving leverage to the Unions to argue on that point.”

3.10. When the Committee desired to know how it was that in the Haldia Refinery the qualifying service for promotion was two years and in Gujarat Refinery, it was four years and why there was no uniformity in qualifying service for promotion, the representative of the IOC has stated during evidence as follows:—

“We met with the Trade Union in Gujarat. The Cadre, it is unit-wise. If the Union insisted on four years, I should not make it two years. They say that four years should be the eligibility period. It is the agreement with the Union.”

3.11. The Committee note from an advertisement submitted by the Indian Oil Corporation (Refineries & Pipelines Division) that relaxations/concessions available to Scheduled Castes and Scheduled Tribes have not been mentioned therein. The Committee consider it a serious lapse and desire that it does not recruit. The Committee trust that as per assurance given by the Chairman, Indian Oil Corporation, while releasing advertisements for recruitment in the newspapers, the Indian Oil Corporation (Refineries and Pipelines Division) would invariably mention the various concessions/re-

laxations available to Scheduled Castes and Scheduled Tribes in all the advertisements even though they are exclusively for Scheduled Castes|Scheduled Tribes. Copies of all advertisement notices should also simultaneously be sent to the local Scheduled Caste and Scheduled Tribe M.P.s and M.L.As and also to the members of the Parliamentary and State Committees on the Welfare of Scheduled Castes and Scheduled Tribes.

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

3.13. The Committee further suggest that the vacancies reserved for Scheduled Castes and Scheduled Tribes should also be advertised through the medium of All India Radio as per instructions contained in the Department of Personnel and Administrative Reforms O.M. No. 36022|4|76-Estt(SCT), dated the 7th August, 1976.

B. Concessions/Relaxations

3.14. It has been stated that the following concessions|relaxations are given to Scheduled Castes and Scheduled Tribes in the matter of recruitment:—

- (a) *Age Limit*: The maximum age limit prescribed for direct recruitment to a post is relaxed by 5 years in the case of candidates belonging to Scheduled Caste and Scheduled Tribe communities.
- (b) *Application fee*: The fee prescribed for applying to any post advertised in case of candidates belonging to Scheduled Tribe communities is only Rs. 2|- as against Rs. 8|- for general category candidates.
- (c) *Standard of suitability*: To the extent the number of vacancies reserved for Scheduled Castes and Scheduled Tribes cannot be filled on the basis of general standard, candidates belonging to these communities are considered on the basis of relaxed standards i.e. having secured less than qualifying marks in written test|interview or both, to make up the deficiency in the reserved quota, subject to the fitness of these candidates for appointment to the post|posts in the question.

3.15. In cases where the requisite number of Scheduled Caste and Scheduled Tribe candidates fulfilling even the relaxed standards admissible in their cases are not available to fill up the vacancies reserved for them in non-technical and quasi-technical posts in the scale of Rs. 355—683 and below, the best among the Scheduled Caste and Scheduled Tribe candidates who fulfil the minimum educational qualification laid down in the notice for recruitment or advertisement is selected for appointment.

- (d) *Relaxation in experience:* In case of direct recruitment even if candidates belonging to Scheduled Caste/Scheduled Tribe communities possess less experience than the minimum prescribed for the post, they are considered for appointment to the post in question.
- (e) *Separate interview for Scheduled Caste/Scheduled Tribe candidates:* For reserved posts, interviews of Scheduled Caste/Scheduled Tribe candidates are held separately by the Selection Committee so that they are not judged in comparison with general candidates and the interviewing authority are prominently made aware of the need for judging them on relaxed standards. As far as possible, one Scheduled Caste or Scheduled Tribe member is associated with Selection Committee while interviewing Scheduled Caste/Scheduled Tribe candidates.
- (f) *Travelling Allowance:* Scheduled Caste and Scheduled Tribe candidates called for test and interview for appointment to the posts are allowed Second Class rail fare or actual bus fare in case of road journey from the place of residence or the nearest Railway Station or from where the actual journey is performed whichever is nearer to the place of interview and back to the same station.
- (g) *Retrenchment:* Scheduled Caste and Scheduled Tribe employees are not retrenched so long as the total number of Scheduled Caste and Scheduled Tribe employees in the grade or cadre has not reached the prescribed percentages of reservation.

3.16. When asked to state what specific relaxations are provided to Scheduled Caste and Scheduled Tribe candidates in the standard of suitability the Committee has been informed as follows:—

- (i) *Qualification:* Recently in an exclusive recruitment for the posts of Accounts Officer, the minimum qualification for candidates belonging to Scheduled Caste/Scheduled Tribe communities was relaxed to intermediate in Chartered/Cost Accountancy as against C.A./Cost Accountancy prescribed for general candidates. Similarly, in

a recent advertisement for recruitment of Engineer Trainees exclusively from these communities, the minimum qualification in their case has been relaxed to a bare degree in Engineering without prescribing any percentage of marks; which for general category candidates is 65 per cent.

- (ii) **Qualifying Marks:** The minimum qualifying marks prescribed for any written tests are relaxed in favour of Scheduled Caste/Scheduled Tribe candidates.
- (iii) **Stenography/Typing Speed:** For the post of Junior Stenographer, the minimum qualifying speed in shorthand, being 100 w.p.m. for Scheduled Caste/Scheduled Tribe candidates, is relaxed to 80 w.p.m. Similarly for the post of Typist/Clerk, the minimum qualifying speed in typing is 40 w.p.m. whereas for Scheduled Caste/Scheduled Tribe candidates, the qualifying speed is 35 w.p.m.
- (iv) **Experience:** The length of experience required for various posts has also been relaxed by more than a year.

3.17. Representative of the Indian Oil Corporation (Refineries and Pipelines Division) has further stated during evidence that the basic qualification for a Scheduled Caste/Scheduled Tribe candidate is a University Degree. As regards qualifying marks, it depends on the number of vacancies to be filled. If the number of vacancies is very small, then for general candidates, the qualifying marks will be as high as 70 per cent and for Scheduled Caste and Scheduled Tribe candidates, these are reduced by ten per cent.

3.18. The Chairman, Indian Oil Corporation has further stated as follows:—

“We will find out what the other Public Undertakings were doing and we will follow suit.”

3.19. Information relating to Scheduled Caste/Scheduled Tribe candidates recruited with relaxed standards during the period from 1976 to 1978 is tabulated below:—

Year	Name of the post	No. of SC/ST recruited with				Remarks
		Relaxed qualifying Marks/Interview		Less Experience		
		SC	ST	SC	ST	
1	2	3	4	5	6	7
<i>Group A</i>						
1976	Engineer Trainee	3	2*	*Offers were issued to 3 SC and 2 ST candidates. Two candidates belonging to SC community and one to ST community, however, declined the offer.

1	2	3	4	5	6	7
	Medical Officer	2**	**Offers were issued to 2 SC candidates who, however, declined the same.
	Accounts Officer	1				
	Mechanical Engineering	1	..			
1977	Engineer Trainee	6				
1978	P & A Management Trainee.	1	2	Offers were issued to 2 SC and 2 ST candidates. However, only 1 SC and 2 ST candidates accepted the offers.
1978	Materials Management Trainee.	1		..		Out of 2 SC candidates called for interview, only 1 candidate appeared and selected.
	Accounts Officer	1	1			
	Pipeline Engineer	1				
Group B	Nil.	

3.20. The Committee note the various concessions/relaxations given to Scheduled Castes and Scheduled Tribes while making recruitments for different categories of posts in the Indian Oil Corporation (Refineries and Pipelines Division). The Committee hope that if concerted measures are taken by the Indian Oil Corporation (Refineries and Pipelines Division) to implement these concessions/relaxations both in letter and spirit, they expect the backlog in the representation of Scheduled Castes and Scheduled Tribes in its services could be wiped out in the shortest possible time.

C. Promotion

3.21. It has been stated that as per the policy adopted by the Corporation, following procedure is followed for promotion of the employees in the Indian Oil Corporation (Refineries and Pipelines Division):

- (i) OFFICERS: Promotions to posts in the scale of Rs. 1025—1625/- and above are made predominantly on merit. However, there is a channel of promotion with emphasis on seniority in respect of a small percentage of posts filled in the scale of Rs. 1025—1625/- and Rs 1425—1805/-. The suitability for promotion is determined by the Departmental Promotion Committees constituted by the appropriate authority after evaluating all the eligible departmental candidates on the basis of performance as reflected

in their respective confidential reports, qualifications and seniority.

Departmental candidates who qualify for promotion to higher posts in the scale of Rs. 1025—1625 and Rs. 1425—1805 must have worked in the next lower post for a minimum period of 3 years to be reckoned as on 31st December of the year preceding the year in which the Departmental Promotion Committee's meeting is convened. In respect of vacancies to be filled by promotion in these two grades, there are two channels of promotion, one with emphasis on merit (first channel) and the other with emphasis on seniority (second channel). Promotions in the two channels are in the following proportion subject to satisfactory performance during the period of 3 years to be reviewed for such promotions:

Scale	First Channel	Second Channel
Rs. 1025—1625	70%	30%
Rs. 1425—1805	75%	25%

At the first line officers level, i.e. posts carrying the scale of pay of Rs. 725—1405, 50 per cent of vacancies in the Refineries & Pipelines Division are filled by promotion on the basis of recommendations made by the Departmental Promotion Committees who assess all the eligible candidates (those having completed at least 2 years' service in the next lower grade), on the basis of qualifications, seniority and performance reflected in their confidential reports. The remaining 50 per cent of vacancies are filled by direct recruitment from outside sources.

- (ii) **STAFF:** Promotion to posts carrying scale of Rs. 460—995 and below is made after assessing the eligible employees to the lower scale on the basis of qualifications, seniority and performance as reflected in the respective confidential reports. Only those employees who have rendered minimum 2 years of service in their existing posts on the date Departmental Promotion Committee meeting is convened, are considered for promotion.

3.22. The following concessions|relaxations are provided to Scheduled cast and Scheduled Tribe employees in Promotion:—

- (i) Reservation in promotions is made up to the lowest rung of 'Group A' posts (i.e. equivalent to the scale of Rs. 725—1405) to the extent of 15 per cent for Scheduled Castes and 7½ per cent for Scheduled Tribes as prescribed under the Presidential Directives.
- (ii) For promotions within Group A, if a Scheduled Caste and Scheduled Tribe candidate eligible for promotion is senior enough so as to be within the number of vacancies he is promoted against one of the vacancies unless he is considered unfit for promotion.
- (iii) For posts other than Group A, selection against vacancies for Scheduled Castes and Scheduled Tribes is made only from among eligible Scheduled Caste/Scheduled Tribe employees (who have completed at least two years service in the grade), irrespective of merit (in comparison with general candidates) provided they are considered fit for promotion and satisfy the prescribed minimum standards.

A statement showing the number of persons promoted during the last five years in various categories of posts and the number and percentage of Scheduled Castes and Scheduled Tribes among them as furnished by the Refineries and Pipelines Division is at Appendix II.

3.23. Explaining the reasons for low percentages of promotions of Scheduled Castes and Scheduled Tribes, the Indian Oil Corporation (Refineries and Pipelines Division) has stated in a note furnished to the Committee that in promotions, the shortfall in the representation of Scheduled Caste/Scheduled Tribe is somewhat more acute in the officer category than in the staff category. All vacancies above the entry level of posts, including the reserved ones for Scheduled Caste/Scheduled Tribe, are filled from amongst departmental candidates provided they are not considered unfit for promotion. Low percentages of promotions of Scheduled Caste/Scheduled Tribe candidates were mainly due to the fact that departmental candidates belonging to the reserved communities were not available in the lower grades of different cadres who could be considered for promotion. Non availability of Scheduled Caste/Scheduled Tribe candidates is due to the fact that most of the recruitment was completed prior to the introduction of reservation orders with the issue of first Presidential Directive in March, 1971. However, with increasing the intake of Scheduled Caste/Scheduled

Tribe candidates to 50 per cent till the backlog effective from March, 1971 in the representation of Scheduled Caste/Scheduled Tribe candidates is cleared, it is expected that over a period of time, availability of Scheduled Caste/Scheduled Tribe candidates is likely to improve.

3.24. The Committee desired to know why 31st December instead of 31st March has been fixed to count the period of 3 years' service to become eligible for promotion. The representative of Refineries & Pipelines Division has stated during evidence that completion of three years' service as on 31st December preceding the year in which Departmental Promotion Committee is held, is one of the conditions of the agreement which has been reached with the Indian Oil Officers' Association and any change would require fresh agreement with them. So long as the candidates do not complete three years' service, whether it is 31st March or 31st December, it is not going to make any difference. He has, however, promised to examine this.

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

3.26. The Committee suggest that in view of heavy shortfalls in the representation of Scheduled Castes and Scheduled Tribes in promotional posts, the date for determining the length of service of three years as on 31st December of each year should not stand in the way of promotion of Scheduled Caste and Scheduled Tribe employees. The Ministry may examine whether some relaxations in the case of Scheduled Caste and Scheduled Tribe employees could be given in this regard and the result thereof may be communicated to the Committee.

3.26A. The Committee note that different periods for qualifying service for promotion have been fixed in certain refineries on the basis of agreements with their employees' Union. The Committee feel that the matter should be examined both in the Ministry of Petroleum, Chemicals and Fertilisers and in the Indian Oil Corporation to see that a uniform policy is followed as regards qualifying service for promotion in all the refineries.

D. Recruitment Boards|Departmental Promotion Committee

3.27. The Committee have been informed that the composition of the Recruitment Boards|Departmental Promotion Committees is as follows:—

(i) Selection Committee

All posts in the scale of Rs. 1025—1625 to Rs. 2250—2750 are filled generally by promotion. In the rare event of recruitment to any of these posts from outside (when suitable departmental candidates may not be available), the Selection Committee is constituted with the approval of the appointing authority [namely Chairman or the Chief Executive (Production) as the case may be] and is generally composed of:

- (a) Representative of the appointing authority;
- (b) Representative of the Department concerned where the vacancy occurs.
- (c) Representative of Personnel Department.

For the remaining grades, the Selection Committee consists of the following:

- (a) Representative of the appointing authority;
- (b) Representative of the department concerned;
- (c) Representative of the Personnel Department;
- (d) For recruitment to the post in any Unit/Project, a representative of the State Government concerned is also associated with the selection.
- (e) Wherever possible and available, a representative of the Scheduled Caste/Scheduled Tribe community is also associated.

3.28. The Selection Committee adjudges the suitability of each candidate for the post he is being considered *vis-a-vis* requirements

prescribed for the post on the basis of his educational qualification, job knowledge, experience, performance in the trade/written test and/or *viva-voce*.

3.29. In filling up the post reserved for Scheduled Caste/Scheduled Tribe, the Selection Committee evaluates the candidates on the basis of relaxed standards, if candidates of general standard are found not available.

(ii) Departmental Promotion Committee

For the purpose of filling up the vacant posts by promotion, the Departmental Promotion Committee is constituted with the approval of the competent authority to find out if any of the existing employees are suitable for being promoted to the vacant post in question, the suitability being determined with reference to the qualifications prescribed for the posts and the merit of candidates.

In the case of promotion to the grade of Rs. 1575—1935/- and above (except to the posts of Chairman, Managing Director and General Manager who are appointed by the Central Government/Board of Directors), the Departmental Promotion Committee is constituted with the approval of the Chairman and consists of the Chairman, Managing Director and another Director. In respect of other posts, Departmental Promotion Committee is constituted with the approval of competent authority [Chief Executive (Production)/General Manager] and consists of:

- (a) Representative of the Department in which vacancy exists.
- (b) Representative of the Personnel Department.
- (c) Representative of the Scheduled Caste/Scheduled Tribe community wherever available.

3.30. In its deliberations, the Departmental Promotion Committee is guided by the norms prescribed in the Promotion Policy i.e. performance of the candidates as reflected in their confidential reports, educational qualification and length of service in the existing grade. The Committee assesses the candidates on the basis of above norms and gives its recommendations in regard to the suitability of candidates for promotion. Further, while recommending the promotions against reserved posts, the Departmental Promotion Committee takes into account the procedures/instructions prescribed in the Presidential Directives in the matter of reservation of departmental Scheduled Caste/Scheduled Tribe candidates.

3.31. Asked about the difficulty in associating a Scheduled Caste or Scheduled Tribe officer with the various Selection/Departmental Promotion Committees, the Chairman, Indian Oil Corporation has stated during evidence that they will try to have a Scheduled Caste or Scheduled Tribe Officer from their own Organisation on the Selection/Departmental Promotion Committees. The difficulty is in case where particular post is higher than the particular officer available, then that officer can not be associated with the Departmental Promotion Committee.

3.32. The representative of the Indian Oil Corporation (Refineries and Pipelines Division) has also informed the Committee that in 1977, six times out of 11 selections, Scheduled Caste officers were associated with the Selection Board. In 1978, in eight out of 9 selections, a member belonging to Scheduled Castes or Scheduled Tribes was on the Selection Board.

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

E. Maintenance of Rosters

3.34. The Committee have been informed that the rosters as prescribed under the Presidential Directives to effect reservations in recruitment/promotions are being maintained by the Personnel Departments in the Headquarters of Refineries and Pipelines Division at New Delhi and in the refinery/pipeline units. Whenever any vacancy is required to be filled in, reference is first made to the roster to determine whether the post falls on a reserved point or not before taking further action for recruitment or promotion as the case may be.

3.35. It has further been stated that rosters for Group 'A' posts are exclusively maintained in Personnel Departments at Headquarters and for Groups 'B' and 'C' posts by the Personnel Departments

of the refinery/pipeline units as well as Headquarters. These rosters are being maintained in the following manner:

(a) *Direct recruitment made on all-India basis by means of open competitive tests:*

To give proper effect to the reservations of 15 per cent for Scheduled Castes and 7½ per cent for Scheduled Tribes, a 40-point roster is maintained for such recruitment.

(b) *Direct recruitment to posts normally attracting candidates from a locality or a region:*

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

(c) *Promotions:*

To give proper effect to the reservations of 15 per cent for Scheduled Castes and 7½ per cent for Scheduled Tribes, a 40-point roster is maintained for promotion of employees within Group C and from Group C upto the lowest rung in Group A.

3.36. A separate roster is maintained for each type of recruitment or cadre or a Group of posts formed for the purpose of reservation orders. Immediately after an appointment or promotion has been made, the particulars of the person concerned are entered in the register in the appropriate columns.

3.37. The roster is maintained in the form of a running account from year to year.

3.38. In reply to a question, it has been stated that the rosters are periodically inspected by the Liaison Officers who have been nominated, in compliance with the instructions contained in the Presidential Directives, for the purpose of implementing the reservation orders. In case any discrepancy or error is found during these inspections, necessary guidance for corrective action is given on the spot so as to avoid such recurrence in future.

3.39. When asked the date from which Rosters are being maintained in the Refineries and Pipelines Division, it has been stated that prior to the receipt of first Presidential Directive of 24-3-1971, model rosters prescribed *vide* Ministry's letter dated 21-12-1963 were

followed. However, these rosters were substituted later by the revised rosters giving effect to the increased percentages of representation for Scheduled Caste/Scheduled Tribe candidates.

3.40. In reply to a question, it has been stated that no discrepancies have been noticed in the rosters for various categories of posts which are being maintained strictly in accordance with the Presidential Directives.

3.41. During evidence, the Committee perused some of the Rosters submitted by the Refineries and Pipelines Division and pointed out that these rosters were not being properly maintained. Postings had also not been properly made in the roster.

3.42. The Committee note that the prescribed rosters are being maintained by the Indian Oil Corporation (Refineries and Pipelines Division) in respect of recruitment and promotion of different categories of posts under them. During evidence, the Committee had the opportunity to inspect some of the rosters maintained by the Refineries and Pipelines Division. The Committee noticed that the postings had not been done properly in the rosters and these were also not being maintained properly. The Committee consider it a serious lapse. The Committee need hardly stress that rosters are the only mechanism through which a watch is kept in the proper placement of Scheduled Castes and Scheduled Tribes in services against the vacancies reserved for them. They feel that the proper maintenance of rosters would keep the authorities concerned informed of the representations of Scheduled Castes and Scheduled Tribes at various points in different posts and the shortfalls, if any, can be detected immediately. The Committee would, therefore, stress that rosters should be properly maintained by the Refineries and Pipelines Division and these should be checked regularly by the competent authority and duly signed certificates of checks made therein. The discrepancies noticed during the inspection of rosters should be rectified immediately and also brought to the notice of the Head of the Department.

F. Dereservation and exchange of vacancies reserved for Scheduled Castes and Scheduled Tribes

3.43. The Committee have been informed that recruitment at the entry level to Group 'A' posts is done on all-India basis, both through written and otherwise than written examination. In the case of recruitment through written examination and subsequent interviews, a single advertisement is issued in leading newspapers, indicating therein the number of reserved vacancies for Scheduled Castes/Scheduled Tribes. After going through the recruitment process, if less number of Scheduled Caste/Scheduled Tribe candidates

are available on the basis of relaxed standards than vacancies reserved for them, the remaining vacancies are filled up by general candidates after dereservation with the approval of the competent authorities, subject to the reservations being carried forward to subsequent three years so as to make continued efforts in filling up the vacancies from amongst candidates belonging to reserved communities.

3.44. However, in the case of direct recruitment otherwise than through written examination to reserved as well as unreserved vacancies on one occasion, first advertisement is issued on all-India basis specifying therein the vacancies reserved for Scheduled Caste/Scheduled Tribe candidates. If any reserved vacancies remain unfilled for want of suitable Scheduled Caste/Scheduled Tribe candidates, the reserved vacancies are not filled by general candidates on this occasion but are readvertised (second advertisement) with the clear indication that the general candidates would also be eligible to apply but they will be considered only if no suitable Scheduled Caste/Scheduled Tribe candidates, as the case may be, are still available for appointment to the vacancies reserved for them.

3.45. Vacancies in recruitment to Group 'C' in staff category (at entry level), which normally attract local candidates from the same region, are advertised in local newspapers with large circulation, if local Employment Exchange is unable to sponsor such Scheduled Caste/Scheduled Tribe candidates and gives a 'No Objection/Non-availability Certificate' in this regard. In the first advertisement, it is clearly stipulated that the vacancies are reserved for Scheduled Castes and/or Scheduled Tribes only, as the case may be. In the event of non-availability of suitable Scheduled Castes/Scheduled Tribes against first advertisement, the vacancies are readvertised for the second time wherein it is mentioned that though the vacancies are reserved for Scheduled Castes/Scheduled Tribes, general candidates will also be considered in the event of non-availability of candidates from the reserved communities.

3.46. In promotion, reserved vacancies above the entry level of posts (both in Officer and Staff categories) are filled up from amongst departmental Scheduled Caste/Scheduled Tribe candidates provided they are not considered unfit for promotion keeping in view the Corporation's promotion policy.

3.47. After following the above procedure, if the Scheduled Caste/Scheduled Tribe candidates are still not available, the reserved vacancies are dereserved and carried forward with the approval of the competent authority, which is the Board of Directors for Groups

'A' and 'B' posts and Managing Director for Group 'C' posts. Further, effective from April, 1978, the Corporation are also required to obtain final clearance from the Minister for Petroleum, Chemicals and Fertilizers to the dereservation for filling the reserved vacancies by general candidates apart from the approval of the competent authority.

Information with regard to the number of Group 'A' reserved posts, recruitment to which is done at the entry level, dereserved during the period from 1974 to 1978 is as follows:—

Year	No. of reserved vacancies	
	S.C.	S.T.
1974	11	8
1975	5	2
1976*	4	3
1977*	16	5
1978*	9	3

*The proposal for dereservation has been put up to the Board of Directors.

3.48. The number of reserved vacancies in Group 'B' and Group 'C' dereserved during the last five years after obtaining the approval of the competent authority are as under:—

Year	Group 'B' posts		Group 'C' posts	
	S.C.	S.T.	S.C.	S.T.
1974	14	9
1975	1	..	2	3
1976	1	2
1977	1
1978

3.49. When asked to state as to how the vacancies reserved for Scheduled Castes and Scheduled Tribes had been dereserved during the years from 1976 to 1978 without obtaining the approval of the Board of Directors, it has been stated in a written note furnished to the Committee that the vacancies reserved for candidates belong-

ing to Scheduled Caste/Scheduled Tribe communities are dereserved only in the unavoidable circumstances, when in spite of following the detailed instructions and procedures as prescribed in the Presidential Directives, the required number of Scheduled Caste/Scheduled Tribe candidates are not available even on relaxed standards for recruitment.

3.50. The prior approval of the competent authority viz. Board of Directors could not be obtained in view of the urgent operational needs of the Refineries which is highly regretted. However, the Corporation have already submitted the matter to the Board of Directors seeking *ex post facto* approval to the dereservation of reserved posts filled up by general candidates. Meanwhile, the reservations have been carried forward to the subsequent three recruitment years, wherever required under the Presidential Directives.

3.51. The detail about the vacancies in Group 'A' which have been dereserved without obtaining the approval of the competent authority is as follows:—

Year	Name of the post	No. of vacancies dereserved	
		S.C.	S.T.
1976	Engineer	2	2
	Accounts Officer	2	1
1977	Engineer	9	3
	Engineer Trainees	4	2
	Accounts Officer	2	..
	Medical Officer	1	..
1978	Personnel & Admn. Mgt. Trainee	2	..
	Materials Management Trainee	2	1
	Accounts Officer	5	2

3.52. When asked to state the number of times, the Directorate of Employment Exchanges, New Delhi, had been approached during the last five years to get Scheduled Caste/Scheduled Tribe candidates before dereserving reserved vacancies, it has been stated in a note furnished to the Committee that as per the existing procedure, the reserved vacancies are notified to the local Employment Exchange. Besides, these vacancies are also notified to the recognised Scheduled Caste/Scheduled Tribe associations, who are requested to advise Scheduled Caste/Scheduled Tribe candidates to get their names sponsored through the Employment Exchange. Only after non-availability certificate is received from the Employment Exchange, the reserved posts are advertised in the press twice

(on first occasion exclusively for Scheduled Caste/Scheduled Tribe candidates and on second time the applications from general candidates are also considered if Scheduled Caste/Scheduled Tribe candidates are not available). The copies of these advertisements are sent to the Central Employment Exchange, New Delhi. Only when no Scheduled Caste/Scheduled Tribe candidate is available even after the issue of press advertisements, the posts are dereserved with the approval of the competent authority. However, as there are no such instructions, Directorate of Employment Exchanges is not approached before dereserving the reserved vacancies.

3.53. The Committee desired to know the number of Scheduled Tribes appointed in the vacancies reserved for Scheduled Castes and *vice versa* in the Refineries and Pipelines Division in various categories of posts during the last three years. It has been stated in a note furnished to the Committee that during the period 1976 to 1978 in Group 'A' Officers cadre one Scheduled Caste candidate was recruited in 1976 against the vacancy reserved for Scheduled Tribe candidate being carried forward from the year 1973. However in respect of staff category posts there have been no occasion for the exchange of vacancies between Scheduled Caste and Scheduled Tribe during the said period. However at Barauni Refinery against one carry forward vacancy of Staff Nurse reserved for Scheduled Caste, a Scheduled Tribe candidate was appointed due to non-availability of Scheduled Caste candidates. Similarly for one post each of Junior Teacher and Typist-cum-Clerk reserved for Scheduled Caste and Scheduled Tribe, Scheduled Tribe and Scheduled Caste were appointed respectively.

3.54. On a suggestion made by the Committee that hereafter no reserved vacancy should be dereserved and it should only be carried forward at the most, the Chairman, Indian Oil Corporation has stated during evidence that originally the power to dereserve a vacancy was given to the Managing Director if suitable candidates were not available. But it has now been stopped and unless and until it comes to the Board level, no dereservation can be done. From last July, the Board has also to consult the Minister of Petroleum if a reserved vacancy is to be dereserved.

3.55. The Committee are distressed to note that a number of vacancies in Group 'A' have been dereserved by the Refineries and Pipelines Division during the years 1976, 1977 and 1978 without obtaining prior approval of the competent authority. This only shows that the Refineries and Pipelines Division of the Indian Oil

Corporation has not cared to comply with the extant orders on the subject, and the Department of Petroleum have also not ensured the proper implementation of those orders through quarterly|annual returns and inspections, etc. The Committee would not like to go into the circumstances under which these vacancies have been de-reserved at this stage but would stress that no vacancy reserved for Scheduled Castes or Scheduled Tribes should in future be dereserved as the Committee are basically opposed to the principles of dereservation.

3.56. The Committee also feel that ordinarily vacancies reserved for Scheduled Castes and Scheduled Tribes should be filled in by the candidates belonging to the respective communities only so that the need to fill in the vacancies reserved for Scheduled Castes and Scheduled Tribes and vice versa is obviated. The Committee would, therefore, suggest that all possible efforts should be made by the Indian Oil Corporation (Refineries and Pipelines Division) to find Scheduled Caste and Scheduled Tribe candidates for all the posts reserved for them. If, however, such candidates are not available to fill all the reserved vacancies, then the exchange of vacancies should be resorted to in the very first year.

CHAPTER IV

STAFF STRENGTH AND SHORTFALLS

A. *Staff Position and Shortfalls*

4.1. Statements showing the total number of employees in various categories of posts in the Indian Oil Corporation (Refineries and Pipelines Division) and the number of Scheduled Castes and Scheduled Tribes among as on the 24th March, 1971 when the reservation orders in favour of Scheduled Castes and Scheduled Tribes come into force in the Corporation and as on 1st December, 1978 is at Appendix III.

4.2. When asked about the reasons for shortfall in the intake of Scheduled Castes and Scheduled Tribes in the Indian Oil Corporation (Refineries and Pipelines Division) the Committee have been informed that Petroleum refineries are highly technology oriented and require professionally and technically qualified persons such as engineers in various disciplines, Chartered Accountants, Personnel and Administration Managers, etc. While implementing the reservation orders, contained in the Presidential Directives and other Government circulars received from time to time, it has been the experience of the Corporation that there is a general dearth of suitable qualified candidates from the Scheduled Caste/Scheduled Tribe communities for selection against the vacancies reserved for them, even on the basis of relaxed standards. The shortfall is somewhat more acute in the officer's category, against which mainly professionally qualified candidates are recruited, than in the staff category.

4.3. The shortfall in the representation of Scheduled Castes/Scheduled Tribes in the Refineries and Pipelines Division is mainly due to following reasons:

- (i) The Gauhati, Barauni and Gujarat refineries were already in operation and had the full complement of officers and staff prior to the receipt of first Presidential Directive on 24th March, 1971. Even before the aforesaid date, when there were no prescribed percentages of reservation, some relaxations in the matter of qualifications, age, etc, were

used to be invariably extended to Scheduled Caste/Scheduled Tribe candidates.

- (ii) Professionally qualified candidates with acceptable standards of competence in fields like engineering of various disciplines and chartered and cost accountancy, etc. are not generally available from the reserved communities.
- (iii) Reserved vacancies get accumulated for want of suitable candidates from Scheduled Caste/Scheduled Tribe Communities inspite of following meticulously the procedure prescribed for recruitment and promotion of candidates from the said communities.

4.4. As regards the remedial measures, it has been stated that with a view to wiping out the balance shortfall in the representation of Scheduled Caste/Scheduled Tribe candidates in the Refineries & Pipelines Division, the Corporation has, as a special measure, increased the percentages of reservation of future vacancies in each grade or cadre to 50 per cent in favour of Scheduled Caste/Scheduled Tribe candidates to be filled up by direct recruitment from the open market so long as the backlog in reservations since 24th March, 1971 is not cleared. Once the shortfall is made up, the percentages of reservation will be brought back to those prescribed under the Presidential Directives. By following the above instructions, it is hoped the representation of Scheduled Caste/Scheduled Tribe candidates in the Refineries & Pipelines Division will fairly improve in course of time.

4.5. With a view to improving the representation of candidates from the reserved communities in Finance cadre, the Corporation had released an advertisement for 9 posts of Accounts Officer exclusively reserved for Scheduled Caste/Scheduled Tribe candidates (6 for Scheduled Castes and 3 for Scheduled Tribes) providing therein further relaxation in educational qualifications for them. As against a pass in Chartered Accountancy or ICWA prescribed as a requisite qualification for general candidates, candidates belonging to the reserved communities with only a degree in Commerce and having passed the Intermediate examination in Chartered Accountancy/ICWA were called for interview for selection against the reserved posts of Accounts Officer in the scale of Rs. 725—1405/-. However, even on the relaxed standards only two Scheduled Caste/Scheduled Tribe candidates were found suitable and appointed.

4.6. Indian Oil Corporation (Refineries and Pipelines Division) have also recently issued a press advertisement for special recruitment to the posts of Graduate Engineer Trainees in all Engineering disciplines in 12 leading newspapers and also in 'Employment News' exclusively for candidates from Scheduled Caste/Scheduled Tribe communities with a view to make up the backlog in Group 'A' posts. The final position will however emerge only after seeing the response and suitability of candidates who apply for the posts.

4.7. To reinforce the above efforts and ensure a large representation of Scheduled Caste/Scheduled Tribe candidates in the Refineries & Pipelines Division as a whole, the following steps are being taken:

- (i) Under the Apprentices Amendment Act, 1973, it is obligatory to engage every year Graduate Apprentice Engineers in various disciplines for providing them apprenticeship training in the refineries units. After completion of their 12-month training, some of the Apprentices, depending upon the number of vacancies available, are appointed in the regular posts to meet the immediate or future requirements of the units. While engaging Graduate Apprentices, reservations are made for Scheduled Caste/Scheduled Tribe candidates so as to improve their representation in Indian Oil Corporation Limited.
- (ii) Regional Apprenticeship Advisers concerned are also requested to sponsor sufficient number of Scheduled Caste/Scheduled Tribe candidates for selection/and engagement as Apprentices.

4.8. Asked the extent to which backlog has been cleared by the Refineries and Pipelines Division since the receipt of instructions from the Ministry of Petroleum, Chemicals and Fertilizers the Committee have been informed that as long as the backlog of shortfall in reservation since 24-3-1971 is not cleared, 50 per cent of vacancies to be filled by direct recruitment from the open market will be reserved for Scheduled Caste and Scheduled Tribe candidates. The information furnished to the Committee in this regard is at Appendix IV.

4.9. In reply to a question, it has been stated that so far the following advertisements for the posts mentioned below exclusively reserved for candidates belonging to Scheduled Caste/Scheduled Tribe communities have been released by the Indian Oil Corporation (Re-723 LS-4.

fineries and pipelines Division) and the number of Scheduled Caste/Scheduled Tribe candidates recruited is shown against each.

Name of Post	Total vacancies to be filled/ filled up	No. of vacancies filled	
		Scheduled Caste	Scheduled Tribe
Accounts Officer	9	1	1
Engineer Trainees.	*
Medical Officer	1	1	..
Pipelines Engineer	7**
Typist/Clerk.	17	12	4
Jr. Accounts Clerk.	9	2	***
Operator 'D' (Chem.)	3	1	1
Drivers	2	..	2
Operator Trainees.	13	8	5

*Indian Oil Corporation has not specified any number so that as many candidates belonging to Scheduled Caste/Scheduled Tribe communities as are available could be recruited with a view to clear the back-log in their representation in class A posts.

**These posts have recently been advertised exclusively for Scheduled Caste/Scheduled Tribe candidates and as such the number of Scheduled Castes/Scheduled Tribes appointed will be known only after the recruitment action is completed.

***One Scheduled Caste candidate was selected but he declined the offer.

4.10. When asked to state the number of Scheduled Caste and Scheduled Tribe candidates who had been selected on the basis of best among the available Scheduled Caste/Scheduled Tribe candidates fulfilling the minimum qualification laid down in the notice/recruitment of advertisement, the information furnished by the Indian Oil Corporation (Refineries and Pipelines Division) for the past three years is as follows:

	Scheduled Castes	Scheduled Tribes
Refineries	86	36
Pipelines	16	9

The above Scheduled Caste/Scheduled Tribe candidates were selected for the posts of Junior Stenographers/Typists/Clerks/Operators/Messengers etc.

4.11. As regards the shortfall in officers' category the representative of the Indian Oil Corporation has stated during evidence that they are now going to the National Productivity Council and taking their help in getting the required manpower. He has further stated as follows:—

“We are taking the engineer trainees. We are giving them extensive and intensive training for about a year. Then we are making them suitable to take care of the challenges that we have got in the different pipelines. Apart from that, we have decided that it is not only for these officers, but all officers require training for promotional avenues. We are trying to train them up in our own organisation in different places.”

4.12. As regards backlog in the quota of Scheduled Castes and Scheduled Tribes in the Gauhati Refinery the Chairman, Indian Oil Corporation, has stated during evidence that there is backlog in Group 'A', i.e., officers' posts in the Refinery and they propose to make special recruitment shortly to wipe out the shortfall.

4.13. The Committee desired to know the time by which shortfall in different groups of posts in Refineries and pipelines Division is likely to be wiped out. The representative of the Refineries & Pipelines Division has stated during evidence that it depends upon the availability of personnel and it is difficult to say when it will be done. For officers cadre, they will be able to do it much faster and where it is regional recruitment, the position may not be the same. Recently in the Engineering Trainees recruitment, an encouraging response has been received from the Scheduled Castes and Scheduled Tribes. Out of 216 applicants, 187 are Scheduled Castes and 29 Scheduled Tribes and quite a few of them are sure to be taken.

4.14. The Committee regret to note that the representation of Scheduled Castes and Scheduled Tribes in Group 'A' and Group 'C' posts in the various Units of the Refineries and Pipelines Division is much below the quota prescribed for them. The Committee, however, note that as a remedial measure, the Refineries and Pipelines Division have now decided to reserve 50 per cent of the future vacancies for Scheduled Castes and Scheduled Tribes till

the entire backlog is wiped out. Besides this, they also conduct recruitment exclusively for Scheduled Castes and Scheduled Tribes where their representation is below the prescribed quota. The Committee would like the Indian Oil Corporation (Refineries and Pipelines Division) to launch a time-bound programme so that the backlog in the representation of Scheduled Castes and Scheduled Tribes in different categories of posts is cleared expeditiously.

B. Deputation

4.15. The Committee have been informed that under the Presidential Directive, reservations do not apply to posts filled by deputation. While deputations are rare and are resorted to only in respect of posts requiring specialised knowledge of Government procedures and rules in fields like excise, customs, railways, shipping, etc., due considerations are given to Scheduled Caste/Scheduled Tribe candidates on the basis of relaxed standards, if such candidates are sponsored by the Government organisations who are approached for deputationists.

4.16. The total number of persons who are on deputation in the Refineries & Pipelines Division and the posts held by them are stated to be as under:—

Name of the post.	Scale of Pay (Rs.)	No. of Deputationists.		
		Total	Scheduled Castes	Scheduled Tribes.
Legal Adviser	2000—2500	1		..
Dy. Manager (Claims)	1425—1806	1		..
Liaison-cum-Competent Officer,	1025—1625	2		..
Railway Transportation Officer	725—1405	1		
Asstt. Liaison Officer.	725—1405	2		..
Tehsildar	725—1405	1		..
Sr. Shipping Officer	475—1100	1	..	
Inspector (Excise)	460—995	1	1	..
Superintendent	460—995	1
Accountant	460—995	1		..
Naib Tehsildar	460—995	6

Inspector (Transport)	460—995	1	..
Dy. Mamlatdar	460—995	6	..
Circle Officer	460—995	1	
Railway Assistant	355—683	1	
Inspector	355—683	6	
Patwari	300—570	8	1
Sr. Hindi Assistant	300—570	1	
Dy. Mamlatdar	300—570	1	
Circle Inspector	300—570	4	
Circle Inspector	245—440	2	
Notice Server	130—277	4	..
TOTAL :		53	2

The above deputationists are posted in the different Refineries/ Pipelines all over India.

4.17. As regards the posts filled by deputation, the Chairman, Indian Oil Corporation assured the Committee during evidence that when they would send requests to various Departments of the Central Government and the State Governments, they would ask them to sponsor the names of Scheduled Caste and Scheduled Tribe employees also and they have already issued instructions in that regard.

4.18. The Committee are unhappy to note that out of 53 persons on deputation with the Refineries and Pipelines Division, there are only two Scheduled Castes and there is no Scheduled Tribe among them. The Committee stress that while selecting persons for posts to be filled in by deputation or transfer in the Refineries and Pipelines Division, a fair proportion of such posts should be filled in by employees belonging to Scheduled Castes and Scheduled Tribes in accordance with the instructions contained in the Department of Personnel and Administrative Reforms O.M. No. 33012/7/77-Estt (SCT) dated the 21st January, 1978.

C. Recruitment of Casual Labour

4.19. It has been stated that casual labour is engaged only against short term leave vacancies/absentee vacancies occurring at short notice in respect of which forward planning is not possible. Subject to their availability, Scheduled Caste and Scheduled Tribe candidates have been and are being given preference.

4.20. As regards the procedure for recruitment of Casual Labour, it has been stated that as generally no sufficient advance notice is available for filling up short-term vacancies, those local candidates whose applications are received from time to time for employment are called for test/interview for appointment.

4.21. The casual labour recruited by the Refineries and Pipelines Division during the years 1977 and 1978 and the number of Scheduled Castes and Scheduled Tribes among them is as follows:

Unit/Office	1977			1978		
	Total	S.C.	S.T.	Total	S.C.	S.T.
	1			2		
Gauhati	110	10	12	138	11	8
Barauni	25	15*		16	11*	..
Gujarat	69	9		48	6	1
Haldia	39	12		22	6	
Mathura	31	2	..	21	6	..
Hqrs.	129	5*	N.A.	134	8*	N.A.
Calcutta						
Bombay						

* Sweepers.

4.22. The Committee note that casual labour is engaged in the Refineries and Pipelines Division only against short term leave vacancies occurring at short notice in respect of which advance planning is not possible. The Committee would, however, like to stress that from amongst the pending applications that are received by the Indian Oil Corporation (Refineries and Pipelines Division) from the local candidates, preference should be given to Scheduled Caste and Scheduled Tribe candidates. The Committee would also like to draw the attention of the Indian Oil Corporation (Refineries and Pipelines Division) to the instructions contained in the Department of Personnel and Administrative Reforms O.M. No. 36021/9/76-Estt(SCT) dated the 10th February, 1977, wherein it has been laid down that the principle of reservations for Scheduled Castes and Scheduled Tribes should also apply to daily-rated staff and hope that these instructions would be meticulously followed.

D. In-Service Training|Apprenticeship Training

4.23. The Committee have been informed that the Indian Oil Corporation (Refineries and Pipelines Division) has a training establishment at each of their operating refinery units, viz. Gauhati, Barauni, Gujarat and Haldia. These training establishments are responsible for providing/organising necessary facilities for meeting the training needs of all officers and workmen, including Scheduled Tribe employees, of the respective refineries.

4.24. As it is not possible to meet training needs of all the officers and workmen of the Corporation by organising in-company training courses, some of the employees, including Scheduled Castes/Scheduled Tribes, are also sponsored for suitable outside training courses conducted by renowned training institutions/organisations. The employees are nominated to attend the training courses on the basis of their individual training requirements identified by the supervisor/departmental head.

4.25. It has also been stated that while no specific reservations are made for in-service training, the training needs of Scheduled Caste/Scheduled Tribe candidates are specially looked into.

4.26. The total employees and Scheduled Caste/Scheduled Tribe employees imparted in-company training during the years 1976, 1977 and 1978 is stated to be as under:

Year	Officers			Non-officers			Total		
	Total	S.C.	S.T.	Total	S.C.	S.T.	Total	S.C.	S.T.
1976	388	7	4	165	4	2	553	11	3
1977	429	1	4	208	3	5	637	4	9
1978	511	6	1	244	7	4	755	13	5

(The above information is on man-time basis)

4.27. The number of employees sponsored for outside training courses during the last three years is as under:—

Year	Officers			Non-Officers			Total		
	Total	S.C.	S.T.	Total	S.C.	S.T.	Total	S.C.	S.T.
1976	134			28	4		161	4	..
1977	152	1	3	16			168	1	3
1978	216	2	2	40	1	3	256	3	5

4.28. The consolidated information regarding the total number of non-officers and the number of Scheduled Castes/Scheduled Tribes amongst them who were imparted in-company as well as outside training during the period from 1976 to 1978 in respect of the Pipe-line Wing is as under:

	No. of non-Officers		
	Total	Scheduled Castes	Scheduled Tribes
In-company training	42	1	2
Outside training	25		

4.29. The Chief Executive, Indian Oil Corporation (R&P Division) has stated during evidence that in-company training is for all the employees including Scheduled Caste and Scheduled Tribe employees. The training is given to make them suitable for the post. There is no case in which a Scheduled Caste or Scheduled Tribe employee has been found unsuitable after training nor there is any case where the training period of a Scheduled Caste or Scheduled Tribe employee had to be extended.

4.30. As regards training abroad, it has been stated during evidence that there is no scheme to train them abroad. But a few people have been sent as and when the need was felt. They have sent a few to Japan through the National Productivity Council. As regards foreign assignments, it has been stated that such requests are received by the Ministry and they sponsored the candidates to the Ministry. No Candidates are directly sent by the Indian Oil Corporation. One person has been sent to the Middle East and he is a Scheduled Caste candidate. He is there on deputation.

4.31. As regards apprenticeship training the Committee have been informed that Indian Oil Corporation (Refineries & Pipelines Division) have been engaging Apprentices (Graduate Apprentice Engineers as well as Trade Apprentices) for apprenticeship training in accordance with the provisions of the Apprentices Act, 1961. Over and above the intake prescribed by the concerned apprenticeship authorities, management has on occasions taken additional trade apprentices with a view to (i) providing more training facilities for the unemployed; and (ii) covering up the shortfall caused by the resignation of apprentices tendered before the commencement of the next training session/completion of their training.

4.32. Reservations for Scheduled Caste/Scheduled Tribe candidates are made at the time of recruitment of trade apprentices as per the Statewise ratio prescribed in Schedule II-A to the Apprenticeship Rules, 1962. Further relaxation in age upto 5 years is extended to Scheduled Caste/Scheduled Tribe candidates. With a view, to attract more number of Scheduled Caste/Scheduled Tribe candidates, relaxation is also given to them in the minimum qualifications prescribed for engagement as Graduate Apprentice Engineers and Trade Apprentices.

4.33. In a note furnished to the Committee it has been stated that besides trade apprentices, Graduate Apprentice Engineers are also engaged for one year apprenticeship training under the Apprentices (Amendment) Act, 1973 as per the intake prescribed by the apprenticeship authorities for each refinery/pipelines unit.

4.34. However the recruitment of Graduate Apprentice Engineers for all refinery/pipelines units is done at the Central level by the Headquarters of Refineries & Pipelines Division, New Delhi and reservations for Scheduled Caste/Scheduled Tribe candidates is made on the basis of percentages as prescribed for recruitments on All India basis in the 1st Presidential Directives i.e. 15 per cent and 7½ per cent for Scheduled Caste and Scheduled Tribe candidates respectively. Graduate Apprentice Engineers are selected and recruited on the basis of All India advertisement, written test and viva voce.

4.35. The number of Apprentices including Scheduled Caste/Scheduled Tribe Apprentices engaged during the last three years is indicated below:

	Total No. of Appren- tices	Scheduled Castes	Scheduled Tribes
1976	213	27	6
1977	306	53	14
1978 ¹	209	37	10

4.36. The Committee regret to note from the information furnished by the Indian Oil Corporation (Refineries and Pipelines Division) that the number of Scheduled Caste and Scheduled Tribe employees among the total number of employees both in officers as well as non-officers categories who have been imparted in-company training during the last three years is quite insignificant. The Committee emphasise that more and more Scheduled Caste and Scheduled

Tribes employees should be given in-Company training and provided with adequate opportunities to attend to seminars/symposia/conferences and also deputed on assignments abroad to enable them to broaden their outlook and also to build up specialised knowledge.

4.37. The Committee also recommend that the Indian Oil Corporation (Refineries and Pipelines Division) should ensure that the Scheduled Caste and Scheduled Tribe candidates are invariably recruited as per their prescribed quota for training as Graduate Apprentice Engineers as well as Trade Apprentices.

CHAPTER V

MISCELLANEOUS

A. Grievances Cell/Complaints

5.1. The Committee have been informed that the Refineries and Pipelines Division has a well laid down grievance procedure which any employee is free to take recourse to for redressal of the grievance. Whenever a Scheduled Caste or Scheduled Tribe employee feels aggrieved, he presents his grievance to his immediate supervisor. If this is not settled at this level, his grievance is looked into by the Liaison Officer in the Personnel Department and necessary clarification is furnished to his satisfaction.

5.2. The complaints received from Scheduled Caste and Scheduled Tribe employees in the Refineries and Pipelines Division during the last three years is at Appendix V.

5.3. When suggested that there should be a complaint book in each office of the Indian Oil Corporation (Refineries and Pipelines Division) wherein the Scheduled Caste and Scheduled Tribe employees could get their grievances entered for redressal by the concerned authorities, it has been stated in a note furnished to the Committee that the Refineries and Pipelines Division have emphasised to the Liaison Officers the need for paying prompt attention to the complaints received from the Scheduled Caste and Scheduled Tribe employees in the matter of recruitment/promotion and other relaxations admissible to them under the Presidential Directives. This has been done so that if any Scheduled Caste and Scheduled Tribe employee wishes to seek clarifications or has any grievance, the same is attended to or sorted out immediately by the Liaison Officers. Additionally, the grievance procedure in vogue could be taken recourse to if desired by any employee. In line with Corporation's policy, they always encourage the employees to have free access to Liaison Officers for redressal of their problems/grievances and as such provision of a complaint book, which is normally for outside parties, is felt unnecessary.

5.4. While noting the procedure adopted by the Indian Oil Corporation (Refineries and Pipelines Division) for the redressal of grievances of Scheduled Caste and Scheduled Tribe employees, the

Committee feel that, with a view to give quick attention to processing of complaints separate Complain Registers for registering complaints/representations received from the Scheduled Caste and Scheduled Tribe employees should be maintained by the Cell under the Liaison Officers nominated in the various Units of the Refineries and Pipelines Division of the Indian Oil Corporation. The Registers should be checked quarterly by the concerned Liaison Officers and also by the Heads of Units during the course of their inspection of the Offices under their control to ensure prompt disposal of complaints/representations received from the Scheduled Caste and Scheduled Tribe employees.

5.5. The Committee also would like to stress that with a view to create confidence among the Scheduled Caste and Scheduled Tribe employees and to instil a feeling among them that their interests are well looked after, their complaints should be processed and disposed of judiciously with the least possible delay.

B. Housing Facilities

5.6. The Committee have been informed that the employees belonging to Scheduled Caste and Scheduled Tribe communities, like employees of general communities are allotted accommodation in the Refinery colonies on the recommendations of House Allotment Committees on the basis of seniority. Housing facilities for employees are available in Refinery colonies upto a certain percentage of employees' strength.

5.7. It has been stated in a note furnished to the Committee that no separate reservation is made for Scheduled Caste/Scheduled Tribe employees in the allotment of flats in the Refinery Colonies.

5.8. As regards the rules for allotment, it has been stated that the rules for allotment of quarters in the Refineries townships, as approved by the Board at its meeting held on 19th January, 1973, do not provide for any reservation in allotment of quarters to Scheduled Caste and Scheduled Tribe employees. In this connection, while there are instructions of the Government for *ad hoc* reservation for Scheduled Caste/Scheduled Tribe employees of the Government of India in general pool accommodation for Type I and II quarters, no such instructions have been issued in respect of accommodation available in the township of Public Sector Enterprises. The Bureau of Public Enterprises had however in April 1974 suggested that since reservation is being made by Government it would be appropriate for the Board of Directors of Public Enterprises also

to take note of this and to consider whether it would not be desirable to adopt similar measures for reserving a percentage of accommodation for the Scheduled Caste/Scheduled Tribe employees in their townships. It was further desired by the Bureau that a decision taken by the Board should be conveyed to them for information.

5.9. The suggestion of Bureau of Public Enterprises was considered in consultation with units in light of the prevalent practice. The matter has also been discussed with the employees union of each refinery but no union was found agreeable to accept the recommendations made by the Bureau of Public Enterprises. The position was accordingly reported to the Board and later intimated to Ministry of Petroleum as well as Bureau of Public Enterprises.

5.10. A statement showing the accommodation allotted, unit-wise, to the employees of the Refineries and Pipelines Division and the number of Scheduled Caste and Scheduled Tribe allottees among them, is at Appendix VI.

5.11. The Chief Executive of the Refineries and Pipelines Division has stated during evidence that they have not received any Government instructions on the subject. He has further stated that for example, in Haldia the quarters are occupied prior to 1971, and only when they become vacant, this requirement can be filled.

5.12 When asked whether there was no Presidential Directive in this regard, the representative of the Refineries & Pipelines Division has stated:

“The directive was, it should be considered whether it would be desirable to adopt similar measures in public sector undertakings. Unions did not accept. We put it up to Board of Directors. This reaction of the Union was conveyed to Government also.”

5.13. The Chief Executive has further stated that in order to get over this difficulty, the Corporation is giving liberal house rent subsidy to those who are not able to get the quarters. Besides this, house building loan is also being given liberally to those who have completed six years of service. When suggested that service limit for Scheduled Caste/Scheduled Tribe employees should be reduced to 4 years for being eligible to apply for house building loan, the Chief Executive has stated that they would consider the suggestion.

5.14. The Committee deplore that while the Indian Oil Corporation (Refineries and Pipelines Division) provides housing facilities

to its employees, it has not so far provided any reservations for Scheduled Caste and Scheduled Tribe employees in the allotment of accommodation although the Bureau of Public Enterprises had suggested them in April, 1974 to reserve a percentage of accommodation for Scheduled Caste and Scheduled Tribe employees in their townships. The Committee suggest that at least 10 per cent reservation should be provided for Scheduled Caste and Scheduled Tribe employees in the allotment of Type I and Type II accommodation by the Indian Oil Corporation (Refineries and Pipelines Division) as is being followed by the Central Government for their employees in this regard.

5.15. The Committee also suggest that the condition of six years' service for eligibility to apply for house-building loan should be reduced to at least four years in the case of Scheduled Caste and Scheduled Tribe employees so that the intending employees may not find any difficulty in building their own houses on this score.

C. Award of Petty Contracts

5.16. The Committee have been informed that petty contracts awarded by the Indian Oil Corporation Limited (Refineries and Pipelines Division) cover minor items of work, repairs and maintenance works of townships, plant and machinery, etc.

5.17. Immediately after the estimate for any petty work is sanctioned, quotations from the existing agencies in the area known to be capable of undertaking such works are collected by giving them the scheduled of rates and brief description and specification for the work. In such cases, generally no earnest money is collected and the quotations are opened on the appointed date and time and decided on the basis of merit. Preference is given to cooperative societies in the award of work without inviting quotations.

5.18. In the Mathura Refinery Project, which is under construction, special preference is given to Labour Cooperative Societies formed by Scheduled Castes as also the land losers. Out of 3 Labour Cooperative Societies to whom the petty works have been awarded by Mathura Refinery Project, one Society belongs to Scheduled Caste and the remaining two have been formed by the Land Losers.

5.19. Asked whether any preference is given to Scheduled Caste and Scheduled Tribe persons in the award of petty contracts, it has been stated in a note furnished to the Committee that the existing procedure for award of petty contracts does not provide for any preference to Scheduled Castes/Scheduled Tribes in the matter of

award of contracts. Further while inviting quotations from petty contractors the information as to whether they belong to Scheduled Caste/Scheduled Tribe communities or general category is also not obtained. No distinction is, therefore, made between contractors belonging to general category and those belonging to Scheduled Castes|Scheduled Tribes in the matter of award of contracts.

5.20. The Committee note that, as per the rules, petty contracts are awarded on the basis of quotations from the existing agencies in the area known to be capable of undertaking such works. The Committee also note that in the Mathura Refinery Project, which is under construction, special preference is given to Labour Co-operative Societies formed by Scheduled Castes as also the land losers. The Committee suggest that, other things being equal, preference should be given to Scheduled Castes and Scheduled Tribes in the award of such contracts.

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

NEW DELHI;
April 27, 1979.

Vaisakha 7, 1901 (S).

RAM DHAN,
Chairman,

Committee on the Welfare of Scheduled
Castes and Scheduled Tribes.

APPENDIX I

Report on Inspection of Rosters—Year, 1977

Name of enterprise : *Refineries Division (HQ)*

	<i>Comments of Liaison Officer</i>
1. Whether separate rosters are being maintained for each grade or group of posts and within such grade/group, separately for (i) direct recruitment and (ii) for posts filled by promotion (Where reservation is applicable in such posts filled by promotion) and whether all the appointments made during the period covered by the inspection are shown in the roster.	Yes.
2. Whether the appropriate model roster <i>viz.</i> the one prescribed for (i) direct recruitment on all India basis by open competition (ii) direct recruitment on all India basis otherwise than by open competition (iii) direct recruitment on a local or regional basis or (iv) promotion, as the case may be is being followed.	Yes.
3. Whether rosters are being maintained separately for all appointments.	Yes.
4. Whether the rosters are being maintained in the form prescribed <i>viz.</i> , Appendix V of the directive.	Yes.
5. Whether the points have been earmarked in the roster for Scheduled Castes and Scheduled Tribes correctly according to the prescribed model roster for particular type of recruitment.	Yes.
6. Whether immediately after an appointment has been made the particulars of the person appointed are entered in the register in appropriate columns and the entry signed by the appointing authority or by the officer authorised to do so.	Yes.
7. Whether any gap is left in the roster	No.
8. Whether the roster is being maintained in the form of a running account from year to year.	Yes, in a running account.
9. Whether before appointing a general candidate against reserve vacancy (i) prior approval of the competent authority prescribed in the directive for dereservation was obtained in the case of vacancies included in the roster for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely, and (ii) whether the steps prescribed in para 7 of the directive to secure Scheduled Caste/Tribe candidates were taken in the case of vacancies included in the roster for purely temporary appointments.	Generally obtained in advance.
10. Whether reservation in confirmation—if confirmation scheme is in vogue in the enterprise in posts filled by direct recruitment has been correctly determined in accordance with the principles enunciated in this directive.	We have no confirmation scheme.

11. Whether an abstract is given after the last entry in a recruitment year, showing the number of reservations carried forward to the following year separately for Scheduled Castes and Scheduled Tribes. Whether these reservations have been shown as brought forward at the beginning of the roster for the following year. Yes.
12. Whether reservations have been carried forward to three subsequent recruitment years and exchange of reservations made between Scheduled Castes and Scheduled Tribes as provided in para 8 of the Directive. Yes.
13. Any other remarks.
14. Summing up.
15. Brief recapitulation of defects and short comings noticed in the maintenance of the rosters and any other suggestions which the Inspecting Officer has to make, with particular reference to the remarks given during the last inspection. I didn't notice any defects worth emphasizing.

(Sd. (V. P. BALIGA)
Signature of Inspecting Officer.

Designation : Chief Personnel
Manager.

Date : 11-1-1978

Remarks of Chief Executive—

APPENDIX II

STATEMENT SHOWING THE NUMBER OF PERSONS PROMOTED AND THE NUMBER AND PERCENTAGE OF SCHEDULED CASTES AND SCHEDULED TRIBES AMONG THEM

A. Refineries Wing

Category of posts/year	Total No. of persons promoted	Scheduled Castes		Scheduled Tribes		
		No.	%	No.	%	
1	2	3	4	5	6	
From Group B to and within Group A						
1974 . . .	64	2	3.13	..	—	
1975 . . .	92	1	1.09	—	—	
1976 . . .	128	2	1.56	—	—	
1977 . . .	131	1	0.76	—	—	
1978 . . .	121	1	0.83	..	—	
From Group C to and within Group B						
1974 . . .	77	1	1.30	1	1.30	
1975 . . .	72	4	5.56	..	—	
1976 . . .	62	4	6.45	1	1.61	
1977 . . .	97	8	8.25	2	2.06	
1978 . . .	176	12	6.82	5	2.84	
Within Group C. (excl. Sweepers)						
1974 . . .	378	46	12.17	9	2.38	
1975 . . .	188	22	11.70	5	2.66	
1976 . . .	215	31	14.42	9	4.19	
1977 . . .	277	40	14.44	15	5.42	
1978 . . .	440	52	11.82	24	5.45	
Within Group C (Sweepers)						
1974	}	.	Nil	Nil	Nil	Nil
1975						
1976						
1977						
1978						

	1	2	3	4	5	6
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B. PIPELINES WING

From Group B to and within
Group A

1974	24	2	8.33	1	4.17
1975	21
1976	18	1	5.55
1977	19
1978	42	2	4.76

From Group C to and within
Group B

1974	12
1975	19
1976	7
1977	24	2	8.33
1978	25	

Within Group C (excluding
Sweepers)

1974	22
1975	75	7	{ 9.33		..
1976	41	3	{ 7.32		..
1977	77	11	{ 14.29	1	{ 1.30
1978	103	13	12.62	4	7.88

Within Group C
(Sweepers)

1974	}	Nil	Nil	Nil	Nil	Nil
1975						
1976						
1977						
1978						

APPENDIX III

Statement showing Staff strength as on 24-3-1971 (Date of the issue of first Presidential Directive)

A—REFINERIES WING

Category of Posts/Unit	Total No. of employees				Number of				Percentage				Shortfalls** (numbers)				Percentage			
	Tech- nical		Non- technical		S.G.		S.T.		S.C.		S.T.		S.C.		S.T.		S.C.		S.T.	
	Tech- nical	Non- technical	Total	Non- tech.	Total	Tech.	Non- tech.	Total	S.C.	S.T.	S.C.	S.T.	S.C.	S.T.	S.C.	S.T.	S.C.	S.T.	S.C.	S.T.
Group A	521	104*	625	3	2	5	2	2	0.80	0.32	89	45	14.20	7.18						
Group B—																				
Gaohati	5	8	13
Barauni	26	12	38
Gujarat	108	47	155	1	1	2	0.65	..	11	22	7.00	14.00
Haldia	4	8	12
Mathura
Delhi (Hqrs.)	..	26	26
Calcutta	..	6	6
Bombay	..	2	2
Group C (Excl. Smebers)—																				
Gaohati	755	324	1079	43	19	62	19	15	34	5.75	3.15	3	85	0.25	7.85
Barauni	1828	602	2430	136	13	149	1	7	8	6.13	0.33	191	211	7.87	8.67
Gujarat	684	445	1129	20	16	36	4	3	7	3.19	0.62	43	151	3.81	13.38
Haldia	20	26	46	1	2	3	6.52	..	6	3	13.05	6.00
Mathura
Delhi (Hqrs.)	..	72	72	..	3	3	4.17	..	8	5	10.83	7.50
Calcutta	..	39	39	..	2	2	5.13	..	6	2	14.87	6.00
Bombay	..	7	7

*Figures exclude 3 non-technical officers who were on deputation to the Refineries and Pipelines Division.

**There were no prescribed percentages of reservation in recruitment/promotion for SC/ST candidates prior to the receipt of first Presidential Directive.

B-- PIPELINES WING

Category of Posts	Total No. of Employees		Number of		Percentage		Shortfalls (Numbers)		Percentage	
	SC	ST	SC	ST	SC	ST	SC	ST	SC	ST
Group A	76	1	1.33		10	5	13.67	7.50		
Group B	14	2	1	15.00	7.50		
Group C (excl. Sweepers)	430	18	4.19	0.47	46	10	10.81	7.03		
Group C (Sweepers)	5	5	100.00	100.00		

NOTE :—(i) The above shortfalls have been worked out on all-India basis taking reservation @15% and 7 1/2 % for SC and ST respectively. However, different Pipelines units follow State/Region roster applicable to them.

(ii) There were no prescribed percentages of reservation in recruitment/promotion for SC/ST candidates prior to the receipt of first Presidential Directive.

Statement showing Staff Strength as on 1-12-1978.

A— REFINING WING

Category of Posts/Unit	Total No. of employees		Number of				Percentage		Shortfalls* (Numbers)		Percentage			
	Tech- nical	Non- technical	Tech.	Non- tech.	Total	S.T.	Total	S.C.	S.T.	S.C.	S.T.	S.C.	S.T.	
														S.C.
Group A	860	218	1070	14	3@	17	2	5	1.58	0.46	25	15	10.37	6.64
Group B	Gauhati	142	187	13	2	15	4	6	8.02	3.21
Barauni	223	62	285	1	1	2	1	1	0.70	0.85
Gujarat	176	60	236	4	4	8	1	2	3.39	0.85
Haldia	87	37	124	12	4	16	1	1	12.90	0.81
Mathura	9	11	20	1	2	2.86	5.71
Delhi (Hqrs.)	..	33	33
Calcutta	..	8	8
Bombay	..	4	4
Group C (Excl. Sweepers)														
Gauhati	569	233	802	48	22	70	23	10	33	8.73	4.11	(+16)	(+1)	..
Barauni	1516	490	2006	141	31	172	6	11	17	8.57	0.65	(+1)	(+3)	..
Gujarat	899	276	1175	49	24	73	46	13	59	6.21	5.02	(+10)	3	1.10
Haldia	520	147	667	106	28	134	26	5	31	20.09	4.65	(+9)	9	1.28
Mathura	4	63	67	1	17	18	1	2	3	26.87	4.48	(+3)
Delhi (Hqrs.)	4	120	124	1	13	14	..	7	7	11.29	5.65	(+4)
Calcutta	..	53	53	..	6	6	..	2	2	11.32	3.77	1	..	4.35
Bombay	..	7	7	..	1	1	14.29

Note: Four officers in Group A and four officers in Group B (both in non-technical category), who were on deputation to the Refinederries and Pipelines Division, have not been included in the above figures.

*Shortfalls worked out on the basis of recruitments made after receipt of the Presidential Directive (effective from 24-3-71) upto 30-9-78. Including one Accounts Officer belonging to SC community who joined in April, 1976 and resigned later in May.

B, PIPELINES WING

Category	Total No. of employees	Number of		Percentage		Shortfalls Nos.		Percentage	
		SC	ST	SC	ST	SC	ST	SC	ST
Group A .	268	12	2	4.47	0.72	19	13	9.90	6.80
Group B .	109	6	..	5.50	..	8	7	8.40	7.40
Group C (excl. Sweepers) .	740	101	31	13.69	4.18	(+36)	(+6)
Group C (Sweepers)	17	16	..	94.11

NOTE : The shortfalls have been worked out on All India basis taking reservation @ 15% and 7 1/2% for SC and ST respectively. However, different pipeline units follow State/Region roster applicable to them.

APPENDIX IV

Statement showing the backlog in the representation of Scheduled Castes/Scheduled Tribes in the Refineries and Pipelines Division during the period from 24-3-1971 to 31-12-1978.

GROUP A	NUMBER			
Total recruitment made from 24-3-71 to 31-12-1978.	Reservation under Presidential Directive		Achieved*	
	SC	ST	SC	ST
299	45	22	15	4

*An exclusive recruitment of SC/ST Graduate Engineer Trainees has recently been undertaken. Against 216 SC/ST candidates called for test on 17th/18th March, 1979, 133 candidates appeared. Those candidates who will qualify in the test/interview on relaxed standards will be selected for recruitment to clear the backlog.

APPENDIX V

Complaints received from Scheduled Castes/Tribes employees during the last three years Refinerias Wing.

(i) *Refinerias Wing.*

No. of complaints received from SC/ST employees	Nature of Complaints	Action taken on complaints
1	2	3

GAUHATI REFINER

3 (i) Alleged suppression in promotion

The post was an unreserved one. The Complaint was ineligible for promotion having earned 'Below Satisfactory' report in 1975. Three years' Confidential Reports are taken into account for assessing candidates' suitability, and all those employees who have 'Below Satisfactory' report in any of the preceding 3 years become ineligible. During the last 7 years, his increments had been deferred three times due to his absenteeism. Hence unfit for promotion.

(ii) Transferring from Canteen to Main Building on medical grounds.

While the medical grounds have not been duly established, nevertheless the employee concerned's case for transfer to Main Building is under active consideration and he could reasonably be expected to be transferred out of Canteen shortly. His case is linked with redeployment of certain shift security Inspectors rendered surplus with the induction of the Central Industrial Security Force.

(iii) Promotion as Operator 'C'

As per roster, the next post of Operator 'C' as and when filled up, will have to be given to a ST candidate from amongst 'D' Operators and such an eligible candidate is available.

BARAUNI REFINERY

- 2 The first complaint received was about supersession of a Scheduled Caste candidate in promotion. It was promptly examined and grievance redressed by promoting the Scheduled Caste candidate concerned. The other complaint regarding supersession by a Scheduled Caste candidate (Electrical Helper) was examined and it was found that there was no supersession involved and the candidate was informed accordingly.

GUJARAT REFINERY

- 1 There was some vacancies of Technician Grade IV in the Power & Utilities Department. The posts were duly notified to the Employment Exchange and the qualifications prescribed for the same were S.S.C. with I.R.I. Certificate in Electrical Trade. While considering the outside candidates, the Departmental candidates possessing the above-stated qualification were also considered. Subsequent upon this, a complaint from a Helper working in Power and Utilities Department belonging to ST community was received enquiring as to why his candidature was not considered despite his being a ST candidate. The complaint was not tenable as the candidate was only 7th Standard pass with Hind class Wireman's Certificate. He was informed accordingly.

HALDIA REFINERY

- 2 Non-consideration of these cases is due to their being ineligible for promotion and not fallen in the zone of consideration. Position explained to the employees concerned.

HEADQUARTERS (NEW DELHI)

- 1 The complainant had not put in minimum qualifying period of service to be eligible for promotion. The provisions of Corporation's policy and the Presidential Directives were clarified to the complainant.

CALCUTTA OFFICE

- 2 The Complainant's request was found genuine and he has since been promoted as Sr. Clerk.
(ii) Promotion as Sr. Clerk. The matter is under examination.

(ii) Pipelines Wing

S.No.	Unit	Nature of complaint	Action taken on complaint
1	BK Barauni	Alleged non-consideration in promotion as per roster.	The complaint was examined and the allegations were not found correct.
2	BK Barauni	Suppression in promotion	Complaint has been received on 1-2-1979 and is under examination.
3	KAPL, Baroda	Suppression in promotion	This pertains to an officer who had complained of alleges suppression. On examination the allegations were not found correct.
4	KAPL, Baroda	Suppression in promotion	This pertains to a ST employ/ee. By oversight he was not promoted in terms of the Roster. However, when this was pointed out he has been offered promotion with retrospective effect.

APPENDIX VI

UNIT-WISE INFORMATION REGARDING ALLOTMENT OF ACCOMMODATION TO THE EMPLOYEES OF THE REFINERIES AND PIPELINES DIVISION AND THE NUMBER OF SCHEDULED CASTES AND SCHEDULED TRIBES AMONG THEM.

Refineries/Pipelines	No. of persons provided accommodation				
	Total	Scheduled Castes		Scheduled Tribes	
		No.	%	No.	%
1	2	3	4	5	6
<i>Refineries Wing</i>					
Gauhati	604c*	41	6.79	9	1.49
Barauni	1725	64	3.71	5	0.29
Gujarat	1113	43	3.86	29	2.61
Haldia	582	89	15.29	16	2.75
Mathura	81	5	6.17	2	2.47
<i>Pipelines Wing</i>					
GSPL (Gauhati)	36	3	8.33	4	11.11
KAPL (Baroda)	51	9	17.65		
HBK (Barauni)	204	15	7.35		
TOTAL	4415	269	6.09	65	1.47

*Figures exclude 19 personnel of Police and P & T Departments.

APPENDIX VII

(Vide para 4 of Introduction)

Summary of Conclusions/Recommendations contained in the Report

Sl. No.	Reference to para number in the Report	Summary of Conclusions/Recommendations
(1)	(2)	(3)
1	1.10	The Committee note that the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) propose to hold half yearly meetings at the Joint Secretary's level to review the progress made by the Public Sector Undertakings under their administrative control in the speedy and vigorous implementation of the provisions contained in the Presidential Directives and instructions relating to reservations for Scheduled Castes and Scheduled Tribes issued by the Bureau of Public Enterprises from time to time. The Committee trust that this high-level Committee would not only review the progress made but also suggest concrete remedial measures wherever any deficiencies are noticed by them in the effective implementation of reservation orders.
2	1.11	The Committee note that the Cell to look after the reservations for Scheduled Castes and Scheduled Tribes in the Undertakings presently located in the Indian Oil Corporation is now being set up in the Department of Petroleum. The Committee hope that the Cell would be manned with adequate staff exclusively attached to the Cell and the activities of the Cell would be highlighted in the Annual Report of the Department of Petroleum as per instructions contained

(1)	(2)	(3)
		in the Development of Personnel and Administrative Reforms A.M. 36022 5 (i) 76-Estt (SCT) dated the 28th May, 1976 in this regard.
3	2.13	<p>The Committee note that reservations for Scheduled Castes and Scheduled Tribes in direct recruitment and in promotion were enforced in the Indian Oil Corporation (Refineries and Pipelines Division) with effect from 24.3.1971 i.e. the date of issue of the first Presidential Directive by the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) to them. The Committee further note that whereas in the Refineries Wing, percentages of reservations for Scheduled Castes and Scheduled Tribes in direct recruitment to Group 'B' and 'C' posts have been fixed according to the proportion of population of these communities to the total population of the States in which the Refineries are situated, percentages of reservations for Scheduled Castes and Scheduled Tribes in posts filled by direct recruitment in Group 'B' and 'C' posts have been fixed at 15 per cent and 7½ per cent in the Pipelines Wing in view of the cross country set up of the Pipelines. They are, however, referring the matter to the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) for a decision. The Committee desire that a decision in the matter should be taken quickly so that interest of Scheduled Castes and Scheduled Tribes are not affected for want of clear directive in this regard. The Committee would also like to be apprised of the decision taken in the matter.</p>
4	2.14	<p>The Committee are distressed to note that there was an unduly long delay of four years in the issue of directive to the Indian Oil Corporation for the implementation of orders relating to reservations in promotion by selection issued by the Department of Personnel and Administrative Reforms in July, 1974. The Committee further regret to note that some of the important order/</p>

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instructions on reservations for Scheduled Castes and Scheduled Tribes have only now come to the notice of the Refineries and Pipelines Division of the Corporation and they are obtaining details from the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) for their implementation. The Committee desire that responsibility should be fixed and action taken against the defaulting officers for not communicating the said orders in time. The Committee feel that this delay has deprived many a Scheduled Caste/Tribe candidates of their due right of employment and promotion in the Indian Oil Corporation. The Committee would urge that in future all orders/instructions issued by the Department of Personnel and Administrative Reforms/Bureau of Public Enterprises should immediately be communicated to the Corporation so that there is no delay on their part in adoption and implementation of Government orders.

5

2.15

The Committee are surprised to note that the Indian Oil Corporation is not sure whether they have received all orders on the subject of reservation. The Committee, therefore, cannot but conclude that in the absence of proper listing of all the reservation orders in the Indian Oil Corporation how could they ensure proper implementation of reservation orders in its varied aspects. The Committee desire that a complete study may be undertaken in this regard and a Brochure may be compiled containing all the reservation orders, instructions etc. issued so far on the subject of reservation immediately for the information and implementation of all concerned.

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2.21

The Committee note that Heads of Personnel and Administration Department of the respective Refineries and Pipelines Units of the Refineries and Pipelines Division have been nominated as Liaison Officers in respect of

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Group 'B' and 'C' posts within their jurisdiction and the Chief Personnel Manager (Headquarters) has been nominated as Liaison Officer for Group 'A' posts and in respect of Group 'B' and 'C' posts existing at the Headquarters, but no separate Cell has been set up under the Liaison Officers to deal exclusively with the matters relating to reservations for Scheduled Castes and Scheduled Tribes. The Committee consider it a serious lapse. The Committee hope that, as assured by the Chairman Indian Oil Corporation, during evidence separate Cells would be set up at the Headquarters as well as in the Units of the Refineries and Pipelines Division under respective Liaison Officers. The Committee desire that the Cells should be provided with adequate staff to assist the Liaison Officers and to watch the implementation of reservation orders and others concessions admissible to Scheduled Caste and Scheduled Tribe employees and also to look into the grievances and complaints of Scheduled Caste and Scheduled Tribe employees.

7 2.22 The Committee suggest that as far as possible Liaison Officers may be nominated from amongst the Scheduled Caste and Scheduled Tribe officers working in the Indian Oil Corporation (Refineries and Pipelines Division).

8 2.23 The Committee hope that the Liaison Officers nominated in the Refineries and Pipelines Division carry out the inspection of rosters annually, as per the proforma prescribed for the purpose. The Committee are, however, unhappy to observe that in the Inspection Report for the year 1977, the remarks of the Liaison Officer against Serial No. 9 are vague, viz., "Generally obtained in advance", and the report also does not seem to have been submitted to the Chief Executive as it does not bear his signature. The Committee feel that it is a serious lapse and

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desire that the remarks of the Liaison Officer should be specific so that a clear picture about the implementation of reservation orders may emerge and remedial measure taken wherever necessary. The inspection reports should also invariably be submitted to the Chief Executive bringing to his notice the defects, if any, noticed and remedial steps taken to avoid their recurrence.

9 2.31 The Committee are distressed to note that annual statement regarding representation of Scheduled Castes and Scheduled Tribes in the Services of the Indian Oil Corporation (Refineries and Pipelines Division) for the year 1975 was received on the 15th April, 1976 in the Department of Petroleum although this should have been sent to them latest by the 1st March, 1976 as per the extent orders of Government on the subject. The Committee feel that the very purpose of submitting these annual statements gets defeated if these statements are not submitted in time. The Committee would, therefore, emphasise that the Department of Petroleum should ensure that these statements are submitted by the Indian Oil Corporation (Refineries and Pipelines Division) in time. Failure to submit these statements in time should be regarded as serious lapse on the part of the concerned officer.

10 2.32 The Committee are surprised to note that the file relating to the annual report for the year 1976 has been displaced by the Department of Petroleum and the date of receipt of that report cannot be furnished for the information of the Committee. The Committee would like the Department of Petroleum to investigate the circumstances under which the file has been misplaced and fix the responsibility therefor.

11 2.33 The Committee regret to note that only routine check is made of the annual returns submitted to the Department of Petroleum by Indian

(1)	(2)	(3)
12	3.11	<p>Oil Corporation (Refineries and Pipelines Division). The very purpose of submitting returns is defeated if they are not examined thoroughly. The Committee would expect that hereafter the annual statements on receipt by the Department of Petroleum, would be critically examined and analysed so that prompt and effective measures are taken to remove the deficiencies noticed.</p> <p>The Committee note from an advertisement submitted by the Indian Oil Corporation (Refineries and Pipelines Division) that relaxations/concessions available to Scheduled Castes and Scheduled Tribes have not been mentioned therein. The Committee consider it a serious lapse and desire that it does not recur. The Committee trust that as per assurance given by the Chairman, Indian Oil Corporation, while releasing advertisements for recruitment in the newspapers, the Indian Oil Corporation (Refineries and Pipelines Division) would invariably mention the various concessions/relaxation available to Scheduled Castes and Scheduled Tribes in all the advertisements even though they are exclusively for Scheduled Castes/Scheduled Tribes. Copies of all advertisement notices should also simultaneously be sent to the local Scheduled Caste and Scheduled Tribe M.Ps. and M.L.As. and also to the members of the Parliamentary and State Committee on the Welfare of Scheduled Caste and Scheduled Tribes.</p>
13	3.12	<p>The Committee also suggest that with a view to giving wider publicity to reserve vacancies and exploring possibility of securing more candidates belonging to Scheduled Castes and Scheduled Tribes, the Indian Oil Corporation (Refineries and Pipelines Division) should intimate the reserved vacancies to the Director of Scheduled Caste/Scheduled Tribe Welfare/Director of Social Welfare in the State/Union Territory concerned as laid down in the Department of</p>

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		Personnel and Administrative Reforms O.M. No. 36034/2/78-Estt (SCT), dated the 24th February, 1978.
14	3.13	The Committee further suggest that the vacancies reserved for Scheduled Castes and Scheduled Tribes should also be advertised through the medium of All India Radio as per instructions contained in the Department of Personnel and Administrative Reforms O.M. No. 36022/4/76-Estt(SCT), dated the 7th August, 1976.
15	3.20	The Committee note that various concession/relaxations given to Scheduled Castes and Scheduled Tribes while making recruitments for different categories of posts in the Indian Oil Corporation (Refineries and Pipelines Division). The Committee hope that if concerted measures are taken by the Indian Oil Corporation (Refineries and Pipelines Division) to implement these concessions/relaxations both in letter and spirit, they expect the backlog in the representation of Scheduled Castes and Scheduled Tribes in its services could be wiped out in the shortest possible time.
16	3.25	The Committee are distressed to note that there is a big shortfall in the matter of promotion for Group 'B' to and within Group 'A' and from Group 'C' to and within Group 'B' in the Indian Oil Corporation (Refineries and Pipelines Division). The Committee are of the view that unless extant orders on the subject are scrupulously followed in letter and spirit, liberal concessions and relaxations given to Scheduled Caste and Scheduled Tribe employees and their cases for promotions considered sympathetically the situation is not likely to improve. The Committee, therefore, urge the Indian Oil Corporation (Refineries and Pipelines Division) to ensure that the orders on reservation in promotion issued from time to time by the Department of Personnel and

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		Administrative Reforms Bureau of Public Enterprises are rigidly followed and liberal concessions relaxations given to Scheduled Caste and Scheduled Tribes employees at the time of promotion so that all the vacancies reserved for Scheduled Castes and Scheduled Tribes are actually filled in by them and the shortfalls are obliterated as early as possible.
17	3.26	The Committee suggest that in view of heavy shortfalls in the representation of Scheduled Castes and Scheduled Tribes in promotional posts, the date for determining the length of service of three years as on 31st December of each year should not stand in the way of promotion of Scheduled Caste and Scheduled Tribe employees. The Ministry may examine whether some relaxations in the case of Scheduled Caste and Scheduled Tribe employees could be given in this regard and the result thereof may be communicated to the Committee.
18	3.26A	The Committee note that different periods for qualifying service for promotion have been fixed in certain refineries on the basis of agreements with their employees' Union. The Committee feel that the matter should be examined both in the Ministry of Petroleum, Chemicals and Fertilisers and in the Indian Oil Corporation to see that a uniform policy is followed as regards qualifying service for promotion in all the refineries.
19	3.33	The Committee need hardly emphasise the necessity of invariably including a Scheduled Caste or Scheduled Tribe officer in the various Recruitment/Selection Boards/Departmental Promotion Committees constituted by the Indian Oil Corporation (Refineries and Pipelines Division) so as to instil confidence in the Scheduled Caste and Scheduled Tribe employees. In case

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a Scheduled Caste/Tribe officer of the appropriate status is not available in the Indian Oil Corporation (Refineries and Pipelines Division), a Scheduled Caste/Tribe officer from the Marketing Division of Indian Oil Corporation or some other Public Sector Organisation or the Ministry of Petroleum, Chemicals and Fertilizers (Department of Petroleum) should invariably be associated with such Recruitment Selection Boards/ Departmental Promotion Committee.

20

3.42

The Committee note that the prescribed rosters are being maintained by the Indian Oil Corporation (Refineries and Pipelines Division) in respect of recruitment and promotion of different categories of posts under them. During evidence, the Committee had the opportunity to inspect some of the rosters maintained by the Refineries and Pipelines Division. The Committee noticed that the postings had not been done properly in the rosters and these were also not being maintained properly. The Committee consider it a serious lapse. The Committee need hardly stress that rosters are the only mechanism through which a watch is kept in the proper placement of Scheduled Castes and Scheduled Tribes in services against the vacancies reserved for them. They feel that the proper maintenance of rosters would keep the authorities concerned informed of the representation of Scheduled Castes and Scheduled Tribes at various points in different posts and the shortfalls, if any, can be detected immediately. The Committee would therefore, stress that rosters should be properly maintained by the Refineries and Pipelines Division and these should be checked regularly by the competent authority and duly signed certificates of checks made therein. The discrepancies noticed during the inspection of rosters should be rectified immediately and also brought to the notice of the Head of the Department.

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| 21 | 3.55 | <p>The Committee are distressed to note that a number of vacancies in Group 'A' have been de-reserved by the Refineries and Pipelines Division during the years 1976, 1977 and 1978 without obtaining prior approval of the competent authority. This only shows that the Refineries and Pipelines Division of the Indian Oil Corporation has not cared to comply with the extent orders on the subject, and the Department of Petroleum have also not ensured the proper implementation of those orders through quarterly/annual returns and inspections, etc. The Committee would not like to go into the circumstances under which these vacancies have been dereserved at this stage but would stress that no vacancy reserved for Scheduled Castes or Scheduled Tribes should in future be dereserved as the Committee are basically opposed to the principle of dereservation.</p> |
| 22 | 3.56 | <p>The Committee also feel that ordinarily vacancies reserved for Scheduled Castes and Scheduled Tribes should be filled in by the candidates belonging to the respective communities only so that the need to fill in the vacancies reserved for Scheduled Castes and Scheduled Tribes and <i>vice versa</i> is obviated. The Committee would, therefore, suggest that all possible efforts should be made by the Indian Oil Corporation (Refineries and Pipelines Division) to find Scheduled Caste and Scheduled Tribe candidates for all the posts reserved for them. If, however, such candidates are not available to fill all the reserved vacancies, then the exchange of vacancies should be resorted to in very first year.</p> |
| 23 | 4.14 | <p>The Committee regret to note that the representation of Scheduled Castes and Scheduled Tribes in Group 'A' and Group 'C' posts in the various Units of the Refineries and Pipelines Division is much below the quota prescribed for</p> |
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them. The Committee, however, note that as a remedial measure, the Refineries and Pipelines Division have now decided to reserve 50 per cent of the future vacancies for Scheduled Castes and Scheduled Tribes till the entire backlog is wiped out. Besides this, they also conduct recruitment exclusively for Scheduled Castes and Scheduled Tribes where their representation is below the prescribed quota. The Committee would like the Indian Oil Corporation (Refineries and Pipelines Division) to launch a time-bound programme so that the backlog in the representation of Scheduled Castes and Scheduled Tribes in different categories of posts is cleared expeditiously.

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4.18

The Committee are unhappy to note that out of 53 persons on deputation with the Refineries and Pipelines Division, there are only two Scheduled Castes and there is no Scheduled Tribe among them. The Committee stress that while selecting persons for posts to be filled in by deputation or transfer in the Refineries and Pipelines Division, a fair proportion of such posts should be filled in by employees belonging to Scheduled Castes and Scheduled Tribes in accordance with the instructions contained in the Department of Personnel and Administrative Reforms O.M. No. 36012/7/77-Estt (SCT) dated the 21st January, 1978.

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4.22

The Committee note that casual labour is engaged in the Refineries and Pipelines Division only against short-term leave vacancies occurring at short notice in respect which advance planning is not possible. The Committee would, however, like to stress that from amongst the pending applications that are received by the Indian Oil Corporation (Refineries and Pipelines Division) from the local candidates, preference should be given to Scheduled Caste and Scheduled Tribe candidates. The Committee would

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also like to draw the attention of the Indian Oil Corporation (Refineries and Pipelines Division) to the instructions contained in the Department of Personnel and Administrative Reforms O.M. No. 36021/9/76-Estt. (SCT) dated the 10th February 1977, wherein it has been laid down that the principle of reservations for Scheduled Castes and Scheduled Tribes should also apply to daily-rated staff and hope that these instructions would be meticulously followed.

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| 26 | 4.36 | The Committee regret to note from the information furnished by the Indian Oil Corporation (Refineries and Pipelines Division) that the number of Scheduled Caste and Scheduled Tribe employees among the total number of employees both in officers as well as non-officers categories who have been imparted in-Company training during the last three years is quite insignificant. The Committee emphasise that more and more Scheduled Caste and Scheduled Tribe employees should be given in-Company training and provided with adequate opportunities to attend to seminars/symposia/conferences and also deputed on assignments abroad to enable them to broaden their outlook and also to build up specialised knowledge. |
| 27 | 4.37 | The Committee also recommend that the Indian Oil Corporation (Refineries and Pipelines Division) should ensure that the Scheduled Caste and Scheduled Tribe candidates are invariably recruited as per their prescribed quota for training as Graduate Apprentice Engineers as well as Trade Apprentices. |
| 28 | 5.4 | While noting the procedure adopted by the Indian Oil Corporation (Refineries and Pipelines Division) for the redressal of grievances of Scheduled Caste and Scheduled Tribe employees, the Committee feel that with a view to give quick |

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attention to processing of complaints separate complaint registers for registering complaints representations received from the Scheduled Caste and Scheduled Tribe employees should be maintained by the Cell under the Liaison Officer nominated in the various units of the Refineries and Pipelines Division of the Indian Oil Corporation. The Registers should be checked quarterly by the concerned Liaison Officers and also by the Heads of Units during the course of their inspection of the Offices under their control to ensure prompt disposal of complaints/representations received from the Scheduled Caste and Scheduled Tribe employees.

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5.5

The Committee also would like to stress that with a view to create confidence among the Scheduled Caste and Scheduled Tribe employees and to instil a feeling among them that their interests are well looked after, their complaints should be processed and disposed of judiciously with the least possible delay.

30

5.14

The Committee deplore that while the Indian Oil Corporation (Refineries and Pipelines Division) provides housing facilities to its employees, it has not so far provided any reservations for Scheduled Caste and Scheduled Tribe employees in the allotment of accommodation although the Bureau of Public Enterprises had suggested them in April, 1974 to reserve a percentage of accommodation for Scheduled Caste and Scheduled Tribe employees in their township. The Committee suggest that at least 10 per cent reservation should be provided for Scheduled Caste and Scheduled Tribe employees in the allotment of Type I and Type II accommodation by the Indian Oil Corporation (Refineries and Pipelines Division) as is being followed by the Central Government for their employees in this regard.

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31	5.15	The Committee also suggest that the condition of six years' service for eligibility to apply for house-building loan should be reduced to at least four years in the case of Scheduled Caste and Scheduled Tribe employees so that the intending employees may not find any difficulty in building their own houses on this score.
32	5.20	The Committee note that, as per the rules, petty contracts are awarded on the basis of quotations from the existing agencies in the area known to be capable of undertaking such works. The Committee also note that in the Mathura Refinery Project, which is under construction, special preference is given to Labour Co-operative Societies formed by the Scheduled Castes as also the land losers. The Committee suggest that, other things being equal, preference should be given to Scheduled Castes and Scheduled Tribes in the award of such contracts.
33	5.21	The Committee also desire that petty contracts up to a value of Rs. 10,000/- should only be allotted to Scheduled Caste and Scheduled Tribe persons on nomination basis and, if necessary, the rules may be amended accordingly.

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PUBLISHED UNDER RULE 382 OF THE RULES OF PROCEDURE AND CONDUCT
OF BUSINESS IN LOK SABHA (SIXTH EDITION) AND PRINTED BY THE
GENERAL MANAGER, GOVERNMENT OF INDIA PRESS,
MINTO ROAD, NEW DELHI.