

**COMMITTEE ON THE WELFARE OF
SCHEDULED CASTES AND
SCHEDULED TRIBES
(1987-88)**

(EIGHTH LOK SABHA)

THIRTY-FIRST REPORT

MINISTRY OF FINANCE

**(DEPARTMENT OF ECONOMIC AFFAIRS—
INSURANCE DIVISION)**

**Action taken by Government on the Recommendations
contained in the Twenty-first Report of the Committee
on the Welfare of Scheduled Castes and Scheduled
Tribes on the Ministry of Finance (Department
of Economic Affairs—Insurance Division)
Reservations for and employment of
Scheduled Castes and Scheduled
Tribes in Life Insurance
Corporation of India
Ltd.**

Presented to Lok Sabha on

Laid in Rajya Sabha on



**LOK SABHA SECRETARIAT
NEW DELHI**

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Corrigendum to the 31st Report of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes (1987-88) on the Ministry of Finance (Deptt. of Economic Affairs - Insurance Division).

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**COMMITTEE ON THE WELFARE OF
SCHEDULED CASTES AND
SCHEDULED TRIBES
(1987-88)**

Shri Ram Ratan Ram—*Chairman*

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(iv)

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SECRETARIAT

1. Shri N. N. Mehra—*Joint Secretary*
2. Shri D. M. Chanan—*Chief Legislative Committee Officer*

INTRODUCTION

I, the Chairman, Committee on the Welfare of Scheduled Castes and Scheduled Tribes having been authorised by the Committee to submit the Report on their behalf, present this Thirty-first Report (Eighth Lok Sabha) on Action Taken by Government on the recommendations contained in the Twenty-first Report (Eighth Lok Sabha) on the Ministry of Finance (Department of Economic Affairs—Insurance Division)—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in Life Insurance Corporation of India Ltd.

2. The Draft Report was considered and adopted by the Committee on the 19th August, 1987.

3. The Report has been divided into the following Chapters :—

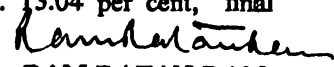
- I. Report.
- II. Recommendations|Observations which have been accepted by Government.
- III. Recommendations|Observations which the Committee do not desire to pursue in view of the Government's replies.
- IV. Recommendations|Observations in respect of which replies of Government have not been accepted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

4. An Analysis of the action taken by Government on the recommendations contained in the 21st Report of the Committee is given in Annexure XI. It would be observed therefrom that out of 23 recommendations made in the Report, 17 recommendations *i.e.* 73.91 per cent have been accepted by the Government; the Committee do not desire to pursue 1 recommendation *i.e.* 4.35 per cent of their recommendations in view of the Government's reply; 2 recommendations *i.e.* 8.70 per cent, in respect of which replies of Government have not been accepted by the Committee, require reiteration and for 3 recommendations *i.e.* 13.04 per cent, final replies of Government have not been received.

NEW DELHI;

September 3, 1987

12 Bhadra, 1909(Saka)


x RAM RATAN RAM,
Chairman,
Committee on the Welfare of
Scheduled Castes and Scheduled
Tribes

CHAPTER I

REPORT

This Report of the Committee deals with the Action Taken by Government on the recommendations contained in the Twenty-first Report (Eighth Lok Sabha) on the Ministry of Finance (Department of Economic Affairs—Insurance Division)—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in Life Insurance Corporation of India Limited.

1.2 In para 3.61 of their Twenty-first Report, the Committee had recommended that “the adverse remarks made in the Annual Confidential Reports of all SC|ST employees of the LIC should invariably be communicated to them so that they may come to know about their deficiencies and then try to take improvements in the fields in which they are lacking.”

1.3 In their reply dated 19th July, 1987, the Ministry of Finance (Department of Economic Affairs—Insurance Division) have stated that “LIC have not been following the practice of communicating adverse remarks made in the Annual Confidential Report to their employees as in the Government Departments. However, occasionally, the practice of counselling has been followed by the Reporting Officers to enable their employees to overcome their deficiencies noted and brought out in the Annual Confidential Reports. In the proposed system of Human Resources Development to be introduced by the LIC, it is contemplated to bring about the practice of counselling the employee as a regular feature and on a formal basis. This would go a long way in helping the employees understand their deficiencies, if any, in correct perspective and enable them to take steps to improve their performance through proper guidance and counselling.”

1.4 The making of the practice of counselling the employees as a regular feature and on formal basis as contemplated in the proposed system of Human Resources Development to be introduced by LIC is not in conformity with the spirit of the Committee's recommendation that ‘the adverse remarks made in the Annual Confidential Reports of all SC|ST employees of the LIC should invariably be communicated to them so that they may come to know about their deficiencies and then try to make improvement in the field in which they are lacking.’ The Committee are of the opinion that if the adverse remarks are not communicated in writing to the concerned persons with a specified time, such remarks should not bar future promotions of the concerned Officers. The Committee, therefore, reiterate their earlier recommendation.

1.5 In para 4.20 of the Report, the Committee had recommended that "as promised by the Secretary, Ministry of Finance during the evidence, LIC should immediately arrange to impart pre-recruitment training to SC|ST candidates so that they could be better equipped and qualify in the examination and interview held for various categories of posts."

1.6 In their reply dated 19th July, 1987, the Ministry of Finance (Department of Economic Affairs—Insurance Division) have stated that "LIC do not have any arrangements at present for conducting pre-recruitment training for Scheduled Castes|Scheduled Tribes. As clarified by the Finance Secretary in his oral evidence, the problem was to find suitable persons who could provide this pre-recruitment training. Moreover, those who joined them could not do the job and leave quickly."

1.7 The Committee are not convinced by the reply of the Government that LIC do not have any arrangements at present for conducting pre-recruitment training for Scheduled Castes|Scheduled Tribes because of the problem of finding suitable persons who could provide pre-recruitment training and that those who joined them can not do the job and leave quickly. The Committee, therefore, reiterate their earlier recommendation that as promised by the Secretary, Ministry of Finance during the evidence, the LIC should immediately arrange to impart pre-recruitment training to SC|ST candidates so that they could be better equipped and qualify in the examinations and interviews held for various categories of posts.

CHAPTER II

RECOMMENDATIONS|OBSERVATIONS WHICH HAVE BEEN ACCEPTED BY THE GOVERNMENT

Recommendation Sl. No. 4 (Para No. 2.38)

The Committee are surprised to note that during the last 3 years the Liaison Officers of the Central Office, Bombay and those of the five Zonal Offices of the LIC had not held even a single meeting to discuss the matters of common interest on reservations like interpretation of reservation rules and the problems concerning implementation of the reservation order. Even no formal meeting of the Liaison Officers has ever been convened by the Central Office of the Corporation to discuss the problems relating to Scheduled Castes and Scheduled Tribes.

The Committee, therefore, recommend that the Liaison Officers of the various offices of the LIC should hold meetings frequently and at least once in six months to discuss the matters of common interest relating to the implementation of the policy of reservation.

Reply of Government

As desired by the Committee, the Liaison Officers of all the 5 Zones of the Corporation have started having quarterly meetings to discuss matters of common interest relating to the implementation of policy of reservation. First such meeting of Liaison Officers was held in Bombay on 26th December, 1986. It was followed by two quarterly meetings held on 18th March and 27th June, 1987 (Annexure II and III). The Corporation have decided to keep up this schedule of quarterly meetings of Liaison Officers.

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Recommendation Sl. No. 5 (Para No. 2.39)

The Committee note that in the Insurance Division of the Ministry of Finance, Department of Economic Affairs, there is a separate section which is responsible *inter-alia* for watching the implementation of Government of India orders regarding reservations for, and employment of, Scheduled Castes and Scheduled Tribes in the LIC.

In reply to the question why no separate Cell had been set up in the Ministry of Finance when there were clear instructions of the Government in this regard, the Secretary, Ministry of Finance conceded during official evidence that "there is no separate section. We plead guilty." He further stated that in this regard he will have to consult the Cabinet, as no post can be created unless the proposal therefor is cleared by the Cabinet. He assured the Committee to send the proposal for creation of the posts to set up a separate cell to the Cabinet on the following day. The Committee hope that the Ministry of Finance must have got cleared the proposal for creation of posts for the cell from the Cabinet now. The Committee earnestly feel that the interests of SC|ST employees of the Corporation can better be safeguarded only when a separate cell is set up in the Ministry.

The Committee, therefore, recommend that a separate cell under the charge of a Deputy Secretary preferably belonging to SC|ST should be set up in the Ministry of Finance (Department of Economic Affairs—Insurance Division) as early as possible to ensure due compliance of the orders of reservation for SC|ST issued from time to time and to look into the grievances of SC|ST in the Life Insurance Corporation of India. The aforesaid cell may be carved out from among the existing staff without putting it off on the plea of creating new posts.

Reply of Government

In terms of this Ministry Order No. A-14011|3|87-Ad.II dated 22nd May, 1987, it has been decided to set up a separate cell in the Insurance Division to look after the welfare of SC|ST employees of the LIC|GIC etc. This cell will comprise of 2 Assistants, one LDC and One Daftry and will be under the charge of a Deputy Secretary who will also function as Liaison Officer.

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Comments of the Committee

The Committee will like to know the names of persons appointed in the cell.

Recommendation Sl. No. 6 (Para 3.29)

The Committee note that the appointing authorities in Life Insurance Corporation of India do not indicate the precise reasons for the rejection of SC|ST candidates to the Employment Exchanges which could facilitate the latter in sponsoring in future the right type of candidates belonging to these communities. During evidence, the Chairman, LIC expressed certain difficulties in giving the reasons for the rejection

of SC|ST candidates to the Employment Exchanges. However, the Committee have been informed subsequently that the LIC have now issued instructions to their recruiting offices to undertake analysis of the reasons for the rejection of SC|ST candidates pinpointing the deficiencies noted in them and to keep the sponsoring Employment Exchanges apprised in this regard so as to enable them to sponsor the right type of candidates for the vacancies which are to be filled in future.

The Committee hope that in future the recruiting offices in the Life Insurance Corporation of India will strictly adhere to the instructions issued by Central office of the Corporation and the appointing authorities will invariably convey to Employment Exchanges the precise reasons for the rejection of Scheduled Caste|Scheduled Tribe candidates so as to enable them to sponsor for future vacancies right type of candidates from these communities.

Reply of Government

LIC have issued a circular No. ZD|630|ASP|86 dated 3rd December, 1986, (Annexure—IV), (*vide* Item No. 3 thereof), in which they have instructed all their recruiting offices to undertake an analysis of the reasons for the rejection of SC|ST candidates pinpointing the deficiencies noticed in them and keep the sponsoring Employment Exchanges apprised in this regard so as to enable them to sponsor candidates of the right type from these communities for future vacancies.

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Recommendation Sl. No. 7 (Para No. 3.30)

The Secretary, Ministry of Finance assured the Committee during evidence that the Ministry of Finance will issue instructions to all the Public Undertakings under its control that whenever the appointing authorities reject the SC|ST candidates they should convey reasons for rejection of these candidates to the Employment Exchanges so that the latter may sponsor for future vacancies the right type of SC|ST candidates.

The Committee, recommend that as promised by the Secretary, during evidence, the Ministry of Finance should issue, if not already done the aforesaid instructions immediately to all the public undertakings under its control and furnish a copy thereof to the Committee.

Reply of Government

This Ministry have issued instructions to all the public sector undertakings under its control that whenever the appointing authorities reject SC|ST candidates, they should explain the reasons for rejection of

these candidates to the Employment Exchanges so that the latter may be enabled to sponsor for future vacancies candidates of the right type vide circular No. 11|24|86-Ins. V. dated 1-7-1987 (Annexure-V).

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)|86-Ins. V. Dated 19-7-1987].

Recommendation Sl. No. 8 (Para No. 3.31)

The Committee are unhappy to note that in Life Insurance Corporation of India the appointment|interview letters issued to the candidates were not sent by registered post due to which receipt of letters in time by all the candidates could not be ensured. There was also possibility of some of the letters being lost in transit resulting in the loss of opportunity to many deserving SC|ST candidates to get the employment for no fault on their part. The Ministry of Finance (Department of Economic Affairs—Insurance Division) have informed the Committee in a subsequent note that all the recruiting offices of the Corporation have since been directed to send letters of appointment|interview for all posts by registered mail to all the candidates including the Scheduled Caste|Scheduled Tribe candidates. The Committee hope that in future all the recruiting offices of the Corporation will strictly adhere to the instructions issued to them in this regard and all appointment|interview letters would be sent to the Scheduled Caste|Scheduled Tribe candidates only by registered post.

Reply of Government

LIC have issued a Circular No. ZD|630|ASP|86 dated December, 3, 1986 (Annexure IV—Item No. 4), directing all of their recruiting offices to send letters of interview|appointment for all posts by registered mail to all the candidates including SC|ST candidates.

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Recommendation Sl. No. 9 (Para No. 3.32)

Secretary, Ministry of Finance (Department of Economic Affairs—Insurance Division) assured the Committee during evidence that in future in LIC, SC|ST candidates will be interviewed on separate dates and in separate blocks, i.e. on a day other than the day on which general candidates are interviewed. The Committee have also been informed that by way of implementation of the aforesaid assurance given to the Committee the LIC have already issued orders that interviews of SC|ST candidates, both in the matter of recruitment as well as promotion must be held on separate days (and not mere by separate sittings) i.e. on days other than those during which general candidates are interviewed for recruitment|promotion.

The Committee trust that as per the assurance given to the Committee the SC|ST candidates in the Life Insurance Corporation of India will invariably be interviewed on separate dates and in separate blocks i.e. on a day other than the day on which general candidates are interviewed so that interviewing body is prominently aware of the need for judging the SC|ST candidates by relaxed standards.

Reply of Government

LIC have issued a circular No. ZD|630|ASP|86 dated 3rd December, 1986 (Annexure IV—Item No. 1), directing all of their Zonal Managers|Divisional Managers that interviews for SC|ST candidates both in the matter of recruitment as well as promotions must be held on separate days (and not sittings), i.e., on days other than those during which general candidates are interviewed for recruitment|promotion.

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Recommendation Sl. No. 10 (Para No. 3.38)

The Committee note that in Life Insurance Corporation of India one person belonging to Scheduled Caste|Scheduled Tribe is invariably included in all Recruitment Boards|Departmental Promotion Committees. The Chairman, LIC of India informed the Committee during evidence that earlier such SC|ST member was included only at the time of interviewing the candidates belonging to the reserved communities but from February, 1986 onward the Corporation has started having one SC|ST member in the interview Board even when only the general category candidates are interviewed.

The Committee need hardly emphasise that the LIC should strictly adhere to the directive issued by the Ministry of Finance and ensure that at least one person belonging to Scheduled Caste|Scheduled Tribe is always included in all Recruitment Board|Departmental Promotion Committees in their Central|Zonal and Divisional Offices, irrespective of the fact whether they are interviewing SC|ST candidates or general candidates so as to ensure that SC|ST candidates are judged by relaxed standards and not by the standards by which the general candidates are judged.

Reply of Government

LIC had, *vide* its Circular No. ZD|605|ASP|86 dated 20-2-1986 (Annexure VI), issued instructions to its offices to ensure compliance of Government instructions regarding inclusion of an officer belonging to

SCs|STs on the Selection|Promotion Committees. LIC has again been advised by the Insurance Division of ministry vide O.M. No. 11(15)|86-Ins. V dated the 27th May, 1986 (Annexure VII) that all Government instructions relating to reservation policy as well as pertaining to inclusion of SC|ST Members in Departmental Promotion Committees|Selection Boards should be implemented in letter and spirit. LIC have issued fresh instructions to all of their offices on 22nd June, 1987 (Annexure VIII—Item No. iv).

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Recommendation Sl. No. 11 (Para No. 3.42)

The Committee note that in Life Insurance Corporation of India Scheduled Caste|Scheduled Tribe candidates are given certain concessions|relaxations both in case of direct recruitment and promotions. The concessions|relaxations include relaxation in age and qualification, assessment with relaxed standards and payment of second Class railway return fare whenever they come for written test|interview. The Committee have no doubt that if these concessions|relaxations are implemented by the LIC both in letter and spirit a good number of Scheduled Caste and Scheduled Tribe Candidates would be available for the reserved vacancies.

Reply of Government

The Corporation has provided certain concessions|relaxations to SC|ST candidates and its SC|ST employees both in the matter of recruitment and promotions. For instance, at the time of recruitment, SC|ST candidates are allowed age relaxation in upper age limit by 5 years, no application fees are charged from them and relaxation of 10 per cent marks is given on each of the three counts of eligibility, viz., educational qualifications, pre-recruitment test and interview. For recruitment of AAO's cadre in LIC, a mere pass in graduation|Post-graduation is sufficient for SC|ST candidates to be eligible to apply, whereas, for general category candidates, minimum 50 per cent marks in the aggregate is required.

All eligible SC|ST candidates are called for Test|Interview irrespective of number of vacancies to be filled. All SC|ST candidates called for interview are paid second class railway fare for to and fro journeys wherever the place of interview falls outside the candidate's headquarters.

Even in the matter of promotions, all eligible SC|ST employees as per relaxed standard are called for interview. 10 per cent relaxation in minimum pass marks in the Departmental Promotion Tests is granted to the eligible SC|ST employees. Separate Select List is prepared of SC|ST candidates who have secured not less than 47 marks on the four

counts of qualifications, work-record, seniority and Interview or not less than the aggregate marks gained by the last candidate in the General Select List, if his marks are less than 47. Pre-promotional coaching classes are also held exclusively for eligible SC|ST employees to enable them to improve their prospects.

On every Interview Committee constituted for Recruitment|Promotions in LIC, a SC|ST Officer is invariably included. The interviews of SC|ST candidates are held exclusively on a separate day so as to avoid comparison with general candidates.

The Corporation is hopeful that these of concessions|relaxations for SCs|STs will improve the intake of SC|ST persons into its services and better the career prospects of its SC|ST employees.

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Recommendation Sl. No. 12 (Para No. 3.52)

The Committee are happy to note that suggestion made by Study Group II of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes to announce the vacancies reserved for Scheduled Castes|Scheduled Tribes over the All India Radio and Television has since been accepted and the decision has been communicated to all offices of the Corporation on 10-9-1986 vide Circular No. PER|A. No. 3705|ASP|86. The Committee further note that all the Recruiting Offices of the Corporation have also been asked to endorse copies of the advertisement to the Director of Doordarshan and to the authorities of All India Radio to give publicity to the recruitment of Scheduled Caste|Scheduled Tribe candidates. The Chairman, LIC informed the Committee during evidence that earlier copies of advertisements were not sent to local MPs|MLAs but very recently the Corporation has taken a decision that copies of advertisements should also be sent to them.

The Committee recommend that with a view to give wide publicity of vacancies reserved for Scheduled Castes|Scheduled Tribes, the LIC should also send copies of advertisements to Members of the Parliamentary Committee on the Welfare of Scheduled Castes|Scheduled Tribes besides the local Scheduled Caste|Scheduled Tribe MPs, MLAs as already decided. The Committee do hope that after such wide publicity of reserved vacancies and their announcement over AIR and Television SC|ST candidates living in remote areas of the country would also respond to these advertisements in good number.

Reply of Government

A copy of instructions issued by the LIC on 22nd June, 1987, in this regard is enclosed (Annexure VIII—Item No. I).

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)86-Ins. V Dated 19-7-1987].

Recommendation Sl. No. 13. (Para 3.60)

The Committee are constrained to note that there is a big shortfall in the matter of promotion of SC|ST employees in different categories of posts in the LIC of India. The number and percentage of SC|ST employees promoted during the last 3 years i.e. 1983-84, 1984-85 and 1985-86 is not satisfactory. In 1983-84 in class 5 posts out of a total number of 745 employees who were promoted the number of Scheduled Caste and Scheduled Tribe candidates was only 44 and 2 respectively. The percentage of promotion of these candidates to the total promotions made in this category was only 5.9 and 0.3 respectively. In the same year in Class III, the number of SC|ST candidates who were promoted was also negligible. In this category out of 2536 employees promoted only 194 were Scheduled Caste and 139 Scheduled Tribe employees and their percentage was only 7.6 and 5.5 respectively. During 1984-85 also the number of SC|ST employees who were given promotion is much below the required percentage. In Class I, out of 353 candidates only 35 Scheduled Castes and 5 Scheduled Tribes were promoted, their respective percentages being 1.7 and 1.4 only. During the same year in Class III, out of 1548 employees only 178 Scheduled Castes and 56 Scheduled Tribes were promoted and their percentage was 11.5 and 3.6 respectively. Similarly during 1985-86, out of 616 total employees promoted, 46 were Scheduled Castes and 7 Scheduled Tribes which comes to only 7.5 per cent and 1.1 per cent only. Similarly, in Class III, out of 2405 employees who were given promotion only 172 Scheduled Castes and 46 Scheduled Tribes were promoted and their respective percentage was 7.2 and 1.9. The Committee are surprised to note that even in Class IV categories (excluding sweepers), out of 77 employees who were given promotion, only 13 Scheduled Castes and 3 Scheduled Tribes were promoted with a percentage of 16.9 and 3.9 respectively.

The Committee recommend that the LIC should ensure that the orders of reservation in promotions 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 SC|ST employees at the time of promotion so that all the vacancies reserved for them are actually filled by the SC|ST employees and the shortfalls are obliterated at the earliest.

Reply of Government

LIC have been scrupulously following the orders on reservations in promotions issued by the Department of Personnel and Administrative Reforms and the BPE from time to time. They have also granted liberal concessions/relaxations to the SC|ST employees at the time of promotions, such as :—

- 10 per cent relaxations in the marks in departmental tests ;
- relaxed standards for judging the suitability of candidates at the time of interview ;
- conducting pre-promotional coaching classes exclusively for SCs|STs ; and
- inclusion of SC|ST officers in the Interviewing Committees etc.

It is hoped that these steps, especially the pre-promotional coaching classes for SC|ST employees, will be of great help in not only reducing the shortfall but also effect improvement in the matter of promotion of these employees.

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Recommendation Sl. No. 15 (Para No. 3.74)

The Committee note that rosters are being maintained in the Life Insurance Corporation of India both for direct recruitment and promotions. As regards the inspection of rosters by the Liaison Officers, the Committee have been informed that the rosters are inspected by the Liaison Officer, either after each recruitment/promotion is completed or annually, depending on the number of recruitments/promotions conducted by the Corporation. The Liaison Officer signs the rosters after going through the summary statement at the end. The Ministry of Finance (Department of Economic Affairs—Insurance Division) have informed the Committee that Insurance Division proposed to make an on the spot sample checking of rosters maintained by the Zonal/Divisional Offices of the LIC to verify physically that the Government of India instructions on reservations for Scheduled Castes/Scheduled Tribes are followed by them strictly and in suggest corrective measures wherever necessary. The Insurance Division of the Ministry of Finance has already drawn up a programme for the next 6 months for the inspection of rosters at different offices of the LIC.

The Committee hope that by now the Insurance Division of the Ministry of Finance might have started on the spot sample checking of rosters maintained by the Zonal|Divisional offices of the LIC to verify physically that the Government of India instructions on reservations for Scheduled Castes|Scheduled Tribes are followed by them strictly and the corrective measures suggested in their maintenance wherever necessary have already been taken by the concerned offices of the Corporation. The Committee desire that they should be apprised of the latest position regarding the on the spot sample checking of rosters by the Insurance Division of the Ministry of Finance and the outcome thereof within next three months.

Reply of Government

In fulfilment of the assurance given by the Finance Secretary to the Parliamentary Committee on Welfare of SCs|STs on November 24 and 25, 1986, the Insurance Division had drawn up a programme to make an on-the-spot sample checking of rosters maintained by certain Divisional Offices of the LIC to verify physically that the Government of India instructions on reservations for SCs|STs were followed by them strictly and to suggest corrective measures, wherever necessary. So far, the following 5 Divisional Offices have been inspected—

Jalpaiguri	in January, 1987
Guwahati	in February, 1987
Hyderabad	in February, 1987
Cuttack	in April, 1987
Madurai	in May, 1987

Out of the programme so drawn up, only Bombay Divisional Office is left out and this is being inspected very shortly.

2. It was noted during these inspections that the rosters have been maintained by these Divisional Offices as per the requirements laid down in the brochure for the welfare of SCs|STs and the recruitments and promotions have, by and large, been made not only to fill the existing vacancies but also to clear the backlog of previous years. The corrective measures, wherever found necessary, were suggested to the Divisional Heads of these offices.

3. This Department has already drawn up a programme for inspecting some more Divisional Offices of the Corporation during the current financial year ending 31st March, 1988. This is, again, in fulfilment of the assurance given by the officers of this Department while giving oral evidence before the Committee *vide* page 35 of the Twenty First Report.

[Ministry of Finance (Department of Economic Affairs—Insurance Division)
O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Recommendation Sl. No. 16 (Para No. 3.75)

The Committee note that generally discrepancies/shortcomings, found in the maintenance of rosters in the Corporation, pertained to the non-maintenance of rosters for temporary appointments for a period of 45 days or more and non-inclusion of appointments of dependents of the deceased employees in the rosters. Besides, entries in the rosters were not signed by the Liaison Officer immediately at the end thereof.

The Committee need hardly stress that rosters are the only mechanism through which a watch is kept on the proper placement of Scheduled Castes/Scheduled Tribes in services against the vacancies reserved for them. In fact they are the kingpins on which the whole system of implementation of reservation orders rests and their proper maintenance keeps authorities concerned informed of the representation of Scheduled Castes and Scheduled Tribes at the various points in different posts and the shortfalls, if any, can be detected immediately. The Committee, therefore, stress that rosters should be maintained strictly in accordance with the instructions on the subject by the Life Insurance Corporation of India and checked regularly by the competent authority and duly signed in token of such checking. Discrepancies, if any, noticed during the inspection of rosters should be rectified immediately and also brought to the notice of the Head of the Department.

Reply of Government

As indicated in the reply to Recommendation No. 15 (Para 3.74 of the 21st Report), Officers of the Ministry of Finance are making on-the-spot sample checking of rosters maintained by the Zonal/Divisional Offices of the LIC to verify physically that the Government of India instructions on reservations for SCs/STs are followed by them strictly and to suggest corrective measures wherever necessary. Senior Officers of Ministry of Finance have already inspected five Divisional Offices under this programme and a schedule for inspection of rosters at five more Divisional Offices during the current year has been drawn up.

The Corporation has in the past issued instructions to its offices to maintain separate rosters within each category of posts for (a) permanent appointments and temporary appointments likely to become permanent or continue indefinitely and (b) purely temporary appointments. However, in view of the recommendation of the Parliamentary Committee, they have again specifically instructed all their offices that a separate roster should be maintained of purely temporary appointments of 45 days or more but

which have no chance whatever of becoming permanent or continuing indefinitely. The Corporation had earlier issued instructions to its Offices that the Appointing|Promoting Authorities must conduct inspection of rosters in the respective Offices under their control and a record of the inspections made and of the Inspection Reports prepared should be properly kept. Earlier, it was felt that since the recruitment|promotion in the Corporation is mainly effected on a Divisional basis, it would not be a practical proposition to request the Liaison Officers at the Central|Zonal Offices to sign the entries in the rosters and carry out physically the inspection of the rosters. As such, the appointing|promoting authorities at the Divisional|Zonal Offices had been advised to carry out necessary inspections as on 31st March of every year and submit their Reports to Central Office in the prescribed proforma. The suggestion regarding entries in the rosters being signed by the Liaison Officers immediately at the end thereof has also been noted by the Corporation and accordingly revised instructions have been issued to all the recruiting offices (Annexure VIII-A). [Ministry of Finance (Department of Economic Affairs—Insurance Division) O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Recommendation Sl. No. 17 (Para No. 3.76)

The Committee are happy to note the suggestions made by the Ministry of Finance (Deptt. of Economic Affairs—Insurance Division) for overcoming the shortcomings noticed in the maintenance of rosters viz. that the Higher Grade Assistants maintaining the rosters in the Divisional|Zonal Offices of the Corporation should be given a training regarding the maintenance of rosters by the Zonal Liaison Officers once in a year. The Committee, however, feel that merely the maintenance of rosters and their periodical inspection by the concerned Liaison Officers is not sufficient. It is more important that the rosters are maintained by the LIC in a proper manner. For this purpose some training should also be given to the officers and staff entrusted with the work relating to the maintenance of rosters. The Committee, therefore recommend that the training courses should be arranged for the Officers and staff who are responsible for the upkeep and maintenance of rosters in LIC. An yearly conference of senior officers responsible for maintaining the rosters should be held at which the procedures may be discussed and any difficulties felt in interpretation of any instructions may be clarified for guidance of all the participants.

Reply of Government

Although no internal training courses had so far been arranged by the LIC for its officers and staff responsible for the upkeep and maintenance of the rosters of SCs|STs, it is pertinent to mention here that the Corporation have been deputing their officers and staff to attend the training

courses conducted on reservation policies for SCs|STs by outside organisations such as Hindustan Petroleum Corporation and Indian Telephone Industries etc. etc. In view of the specific recommendation made by the Parliamentary Committee now, Zonal Offices|Zonal Liaison Officers have specifically been instructed (Annexure VIII—Item No. ii) to conduct training courses for officers and staff dealing with the maintenance of rosters. An opportunity will also be taken to elaborately explain the maintenance of rosters in the quarterly Liaison Officers' meetings as mentioned in Recommendation No. 4.

[Ministry of Finance (Department of Economic Affairs—Insurance Division) O.M. No. 11(24)|86-Ins. V Dated 19-7-1987.]

Recommendation Sl. No. 18 (Para No. 3.85)

The Committee note that in Life Insurance Corporation of India a large number of posts have been dereserved during 1983-84, 1984-85 and 1985-86 in various categories of posts. When the Committee wanted to know the reason why the number of posts which were dereserved had been increasing year after year, the Chairman of LIC informed the Committee during evidence that the dereservation has been done mostly in the promotional cadres as the number of eligible SC|ST persons for these posts was small. The Committee are not satisfied with this reply. They are surprised to note that the Corporation could not find suitable SC|ST candidates even for filling up the Class III and Class IV posts. The Committee feel that earnest efforts have not been made by LIC authorities to induct SC|ST candidates particularly in Class III and IV categories which are feeder cadres.

The Committee are basically opposed to the principle of de-reservation and desire that the vacancies reserved for Scheduled Castes and Scheduled Tribes should not, as far as possible, be de-reserved. The Committee, therefore, recommend that sincere efforts should be made to induct as many Scheduled Caste|Scheduled Tribe candidates as possible in the feeder cadres at the time of recruitment.

Reply of Government

The Life Insurance Corporation have been making serious efforts to fill the reservation quotas for SCs|STs during each round of recruitment. Circular No. ZD|630|ASP|86 dated 3rd December, 1986 (Annexure IV—Item No. 2), issued in this respect specifically advises their officers to send copies of advertisements for recruitment to SCs|STs' local associations, local MPs, MLAs, Directors of Doordarshan and All India Radio (Annexure IX—Item No. V etc. in order to give wide publicity in regard to the posts to be filled in by the SC|ST candidates and to improve their

response in the feeder cadres. Moreover, as stated in our reply to recommendation No. 11, liberal concessions|relaxations are now being given to SC|ST candidates both at the time of recruitment as well as at the time of promotion.

[Ministry of Finance (Department of Economic Affairs—Insurance Division) O.M, No. 11(24)|86-Ins. V Dated 19-7-1987.]

Recommendation Sl. No. 20 (Para No. 4.19)

The Committee note that the pre-promotion coaching scheme in LIC which had been shelved for about seven years has since been reviewed and all the Divisional offices of LIC have now been instructed to give this coaching during office hours to get encouraging response from such candidates. The Committee appreciate the gesture of treating the trainees attending the coaching classes as on duty during the training period and also of paying them TA|DA as per the rules. The Committee have no doubt that the coaching classes will improve the promotional prospects of the SC|ST candidates to a great extent and will benefit them immensely. The Committee do hope that the coaching classes will be started by the Divisional Offices of LIC without any delay so as to achieve the desired result. The Committee should be informed of the details of progress made and achievements therefrom.

Reply of Government

LIC have already drawn up a programme for starting Pre-promotion Coaching Classes for SC|ST employees in their offices and instructions have been issued to the Divisional Offices (Annexure X). It is hoped that these coaching classes will be of considerable help to their SC|ST employees to achieve the desired results.

Since the programme has been re-introduced only recently, it is too early to give any detailed account of the progress made and the achievements therefrom. The Corporation would review the progress after a year of close monitoring and evaluate the results for bettering the performance progressively.

Comments of the Committee

The Committee may be appraised of the results achieved after the introduction of the pre-promotion coaching scheme.

Recommendation Sl. No. 22 (Para No. 5.7)

The Committee note that in Life Insurance Corporation of India no separate register was being maintained to register the grievances of SC|ST employees of the Corporation. However, the LIC has now started to

maintain a separate grievances register to register the grievances of SC|ST employees of the Corporation. Central Office of the Corporation have also issued instructions to all offices to maintain a separate grievances Register to note the grievances of SC|ST employees with a view to creating confidence among the SC|ST employees of the Corporation and to instil a feeling among them that their interests are well looked after, their grievances/representations should be processed and disposed of judiciously/sympathetically and promptly by all the offices of LIC in India. The Committee also recommend that a quarterly report indicating the grievances received from SC|ST employees of the Corporation and their disposal may be submitted to the highest executive in the office to which the grievances register pertains. The Central Office of LIC should also devise a mechanism to inspect grievances registers of all its offices at least once in six months and issue necessary instructions from time to time in regard to removal of deficiencies noticed during inspection of such Grievances Registers.

Reply of Government

LIC have issued Circular No. 3705|ASP|86, dated 10-9-1986—Annexure IX—Item Nos. (i), (ii) and (iii) instructing all of their officers to maintain a separate Grievances Register to note the grievances of SC|ST employees of the Corporation. Further, fresh instructions have been issued—Annexure VIII—Item No. (iii) to all the concerned officers to submit quarterly reports regarding grievances received from SC|ST employees to their Chief Executives to enable them to take remedial action.

[Ministry of Finance (Department of Economic Affairs—Insurance Division). O.M. No. 11(24)|86-Ins. V Dated 19-7-1987].

Comments of the Committee

The Committee will like the Central Office of LIC to devise a suitable mechanism to ensure inspection of the grievance registers of all its offices at least once in six months. The Committee will await the reaction of the LIC in this regard.

Recommendation Sl. No. 23 (Para No. 5.11)

The Committee note that 10 per cent of the staff quarters falling vacant in every financial year are allotted to SC|ST employees in LIC. The Committee feel that the percentage of allotment of quarters to Scheduled Caste and Scheduled Tribe employees should be augmented as generally they do not own houses and also find it very difficult to get rented residential accommodation.

Reply of Government

It is only from the year 1977 onwards that the LIC had introduced reservation in the allotment of staff quarters for SC|ST employees in Class III and IV categories. Under this arrangement, 10 per cent of the staff

quarters falling vacant in a year i.e. every tenth flat which falls vacant, is to be allotted to a SC/ST employee. Experience has shown that this arrangement has worked out well and has adequately protected the interests of SC/ST employees in the matter of allotment of staff quarters. The statistics given below indicate that LIC has already exceeded this 10 per cent limit of Staff quarters/leased accommodation reserved for SC/ST employees.

Yearwise number of quarters/leased accommodation falling vacant and the number allotted to SCs/STs

Year	Number of staff quarters/leased accommodation falling vacant	Number of staff quarters/leased accommodation allotted to SC/ST employees	Percentage of 3 to 2
1980-81		105	40 38
1981-82		136	40 29
1982-83		353	42 12
1983-84		493	73 15
1984-85		341	50 15
1985-86		274	43 16

[Ministry of Finance (Department of Economic Affairs—Insurance Division) O.M. No. 11(24)86-Ins. V Dated 19-7-1987.]

CHAPTER III

RECOMMENDATIONS|OBSERVATIONS WHICH THE COMMITTEE DO NOT DESIRE TO PURSUE IN VIEW OF THE GOVERNMENT REPLIES

Recommendation Sl. No. 2 (Para No. 2.16)

The Committee note that the LIC received the Presidential Directives regarding implementation of reservation orders in March, 1971 but these orders were made applicable w.e.f. 2 September, 1972. The Committee wanted to know who was responsible for not calculating the backlog from March, 1971 to September, 1972 and in not clearing the same. To this, the Secretary, Ministry of Finance stated during evidence, "We will ask the LIC to go into that and fix responsibility and take action" The Committee feel that the delay of nearly 1½ years in implementing the reservation orders by the Life Insurance Corporation of India after the receipt of the Presidential Directives has deprive many SC|ST employees of their due opportunity of getting service|promotion in the Corporation. The Committee recommend that as per the assurance given by the Secretary, Ministry of Finance during evidence, responsibility should be fixed on the defaulting officers and action taken against those who were responsible for delaying the implementation of reservation orders both for recruitment and promotion in LIC.

Reply of Government

The directive regarding implementation of reservation orders for SCs|STs was sent by this Ministry on 9th March, 1971, and received by the LIC on 17th March, 1971. Since the directive was not clear as regards the application of the rosters to Divisions crossing boundaries of more than one State, the LIC had sought certain clarifications from the Ministry of Finance and the Bureau of Public Enterprises. The problem was peculiar to LIC because recruitment to Class III and Class IV is done at the Divisional level and many Divisions in LIC cut across more than one State. As such, the roster application in the Divisions posed problems which needed clarifications and guidelines. Due to protracted correspondence between the LIC on the one hand and the BPE and the Ministry of Finance on the other, the issue of instructions as per the directive of the BPE was delayed. Incidentally, it may be mentioned here that

Shri A. W. Dharwarkar, Assistant Secretary (P), and Shri P. S. Bhonsle, Deputy Secretary (P), respectively, were responsible for implementation of the Government instructions in the LIC during the period March, 1971, to September, 1972. While Shri Dharwarkar has retired from the services of the Corporation, Shri Bhonsle expired some time back. Shri K. R. Puri, the then Chairman of the LIC also unfortunately expired in May, 1987. As such, it is not possible for the Corporation to take any action against the officers who could have been held responsible, directly or indirectly, for the delayed implementation of the directive during the period cited above.

[Ministry of Finance (Department of Economic Affairs—Insurance Division) O.M. No. 11(24)86-Ins. V Dated 19-7-1987.]

Comments of the Committee

The fixing up of responsibility for non-implementation of reservation orders is a positive step. The Committee would like the Ministry of Finance (Department of Economic Affairs—Insurance Division) to issue a Circular in this regard.

CHAPTER IV

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

Recommendation Sl. No. 14 (Para No. 3.61)

The Committee are surprised to note that the LIC has so far not been following the practice of communicating adverse remarks made in the Annual Confidential Reports of its employees. The Committee fail to understand as to how the SC|ST employees in the LIC will come to know about their deficiencies unless the same are communicated to them. The practice of communicating adverse remarks made in the Annual Confidential Reports of the employees is well established everywhere and is invariably followed by all the Ministries|Departments of the Government of India.

The Committee recommend that the adverse remarks made in the Annual Confidential Reports of all SC|ST employees of the LIC should invariably be communicated to them so that they may come to know about their deficiencies and then try to make improvements in the fields in which they are lacking.

The Committee feel that this will help in increasing the chances of promotion of SC|ST employees, particularly in those cases where promotion is made on the basis of seniority subject to fitness and where the Annual Confidential Reports earned by the employees are of great importance.

Reply of Government

LIC have not been following the practice of communicating adverse remarks made in the Annual Confidential Report to their employees as in the Government Departments. However, occasionally, the practice of counselling has been followed by the Reporting Officers to enable their employees to overcome their deficiencies noted and brought out in the Annual Confidential Reports. In the proposed system of Human Resource Development to be introduced by the LIC, it is contemplated to bring about the practice of counselling the employees as a regular feature and on a formal basis. This would go a long way in helping the employees understand their deficiencies, if any, in correct perspective and enable them

to take steps to improve their performance through proper guidance and counselling.

[Ministry of Finance (Department of Economic Affairs—Insurance Division) O.M. No. 11(24)|86-Ins. V Dated 19-7-1987.]

Comments of the Committee

Please see Chapter 1, Para 1.4

Recommendation Sl. No. 21 (Para No. 4.20)

The Committee desire that as promised by the Secretary, Ministry of Finance during the evidence LIC should immediately arrange to impart pre-recruitment training to SC|ST candidates so that SC|ST candidates could be better equipped and qualify in the examination and interview held for various categories of posts.

Reply of Government

LIC do not have any arrangements at present for conducting pre-recruitment training for SCs|STs. As clarified by the Finance Secretary in his oral evidence, the problem is to find suitable persons who can provide this pre-recruitment training. Moreover, those who join them cannot do the job and leave quickly. It is understood that some State Governments and Universities have pre-recruitment training programmes for SC|ST candidates for the Central Government services like IAS, IPS etc. However, the Central Office of the Corporation have issued instructions to all their Divisional Offices to give feedback to the Employment Exchanges pinpointing the deficiencies noted wherever the SC|ST candidates sponsored by them for recruitment are not selected (Annexure IV—Item 3) so as to enable them to provide the necessary training with the help of existing State Government Training Institutes and the governmental training machinery. By this measure, the Corporation expect to better the chances of the SC|ST candidates for gaining entry into their services.

[Ministry of Finance (Department of Economic Affairs—Insurance Division) O.M. No. 11(24)|86-Ins. V Dated 19-7-1987.]

Comments of the Committee

Please see Chapter I, Para 1.7

CHAPTER V

RECOMMENDATIONS|OBSERVATIONS ON WHICH FINAL REPLY OF GOVERNMENT HAVE NOT BEEN RECEIVED

Recommendation Sl. No. 1 (Para 1.12)

The Committee note that the Life Insurance Corporation Act of 1956 provides for not exceeding 16 Members on the Board of Directors of the Corporation. At present there are 8 Members on the Board of Directors but none of them belongs to SC|ST. The Committee have been informed that in 1984 the Department of Economic Affairs of the Ministry of Finance had considered names of certain SC|ST persons for appointment on the Board of Directors but these names were not approved by the Government finally. The Committee were also informed that the Government were considering some names for inclusion in the Board of Directors of the Corporation. During evidence, the Secretary, Ministry of Finance also agreed to the suggestion of the Committee that one SC|ST member should be appointed in the Board of Directors of the Life Insurance Corporation.

The Committee recommend that as a matter of policy at least one person belonging to SC|ST must be appointed on the Board of Directors of Life Insurance Corporation of India with a view to safeguard the interests of SC|ST employees. The Committee are surprised to note that in 1984 names of certain SC|ST persons were considered by the Ministry of Finance for appointment on the Board of Directors but finally no one was appointed by the Government. The Committee firmly believe that with sincere and concerted efforts it should not be difficult to find a suitable nominee from amongst Scheduled Castes|Scheduled Tribes for appointment on the Board of Directors.

The Committee, would, therefore, like the Government to ensure that at least one Director from amongst the Scheduled Castes|Scheduled Tribes is appointed on the Board of Directors of LIC at the earliest opportunity.

Reply of Government

The matter regarding the filling up of vacant posts of non-official members on the Board of LIC is under active consideration of the Government. A panel of names including candidates belonging to SCs|STs has been received from LIC. In order that choice may be appropriate

and broadbased, the Commission for SCs and STs were requested to send a pannel of names belonging to this category. The same is awaited. As soon as that panel is received, a suitable selection of at least one person belonging to SCs|STs will be ensured.

[Ministry of Finance (Department of Economic Affairs—Insurance Division) O.M. No. 11(24)|86-Ins. V Dated 19-7-1987.]

Comments of the Committee

The Committee would be too happy to know at the earliest the name of the SC|ST Director appointed on the Board of Directors of LIC.

Recommendation Sl. No. 3, (Para No. 2.17)

The Committee note that the Secretary, Ministry of Finance gave an assurance during evidence that they will calculate the number of SC|ST vacancies which were lost during the period from March, 1971 to September, 1972 during which period Presidential Directives regarding reservation orders were not implemented and will give that number of vacancies to Scheduled Castes|Scheduled Tribes as one time measure. The Committee have been informed in a subsequent note furnished by the Ministry of Finance (Department of Economic Affairs—Insurance Division) that the number of the aforesaid SC|ST vacancies to be filled have already been calculated on the basis of 15 per cent reservation for Scheduled Castes and 7-1/2 per cent for Scheduled Tribes to the total recruitment made during that period. It has also been stated that the net shortfall of SC|ST vacancies for the period 1971-72 and 1972-73 after deducting the number of SC|ST persons recruited during this period is as under :—

Class of post	Total SC	shortfall ST
I	7	4
II	111	57
III	524	366
IV	Nil	57

The Committee have further been informed that the LIC has now apporioned this Shortfall to all its Zonal Offices and each Zonal Office has been instructed to hold special recruitment to fill up the shortfall of SCs|STs in each category of posts in their respective Zones.

The Committee recommend that the Corporation should take immediate measures to ensure that its Zonal Offices fill up these vacancies immediately by making special recruitment. The outcome of the measures taken to fill up these vacancies including special recruitment by each Zonal Office of the Corporation may be intimated to the Committee.

Reply of Government

The LIC were directed to arrive at the shortfall in the intake of SCs|STs personnel during the recruitment years 1971-72 and 1972-73, i.e. the period during which the directive regarding reservations was not strictly followed by them by applying the 15 per cent|7-1|2 per cent formula. Accordingly, SCs|STs backing to be filled up by the LIC worked out as follows :—

Class of Post	Total SC	Shortfall ST
I	7	4
II	111	57
III	524	366
IV	—	57

The LIC have now instructed their Zonal Offices to initiate special recruitment of SCs|STs to fill up the backlog of SC|ST personnel apportioned to them as a one-time exercise (Annexure I). Followup and monitoring is being carried out by them periodically and closely

[Ministry of Finance (Department of Economic Affairs—Insurance Division) O.M. No. 11(24)|86-Ins. V Dated 19-7-1987.]

Comments of the Committee

The Committee may be intimated about the net result of special recruitments initiated by Zonal Offices of LIC to fill up the backlog of Scheduled Castes|Scheduled Tribes in recruitments due to delayed implementation of reservation orders.

Recommendation Sl. No. 19, (Para No. 4.10)

The Committee regret to note from the figures furnished to them that the representation of Scheduled Castes and Scheduled Tribes in Class I, II and Class III (as on 1-1-1986) is negligible. Out of 42136 permanent employees in Class III posts, the number of Scheduled Caste employees is 3193 and that of the Scheduled Tribe employees is 1017 only. The percentage of SC|ST employees in the category of posts comes to 7.58 and 2.41 respectively. Similarly, in Class IV category (excluding Sweepers), out of 499 temporary employees the number of Scheduled Caste employees is 30 and that of Scheduled Tribe employees only one. Thus, percentage of SC|ST employees in this category is only 6.01 and 0.20 respectively. While giving reasons for such meagre representation of Scheduled Castes and Scheduled Tribes and also the action proposed to be taken to augment the intake of SC|ST employees in the Corporation, the Ministry of Finance (Department of Economic Affairs—Insurance Division) have informed the Committee that since 1972, LIC has introduced a number of concessions and relaxations in their recruitment and promotion policies which has resulted in increase

of combined percentage of these two categories to 8.1 per cent as on 31-3-1983. The Committee have also been informed that upto 31-3-1986 the total number of employees of LIC had gone up to 66,476 and the number of SC|ST employees to 7,339. There has also been an increase of 5,621 SC|ST employees as against a total increase in staff strength of 12,213 since the base-year 1971-72 which represents 46.4 per cent of the total additional vacancies filled by LIC. The Ministry have claimed that since 1972, LIC has substantially made up the backlog of SC|ST candidates over the previous years.

It has been stated that apart from giving concessions to the SC|ST employees such as relaxation in age limit, relaxation in experience and qualification etc. the Corporation has drawn up a scheme for pre-promotion Coaching Class for SC|ST employees. It has also been stated that in addition, the Corporation has been undertaking special recruitments to recruit SC|ST candidates only. As such, the need to take further special steps to augment the recruitment of Scheduled Castes and Scheduled Tribes in LIC of India is not considered necessary.

The Committee do not agree with the contention of the Ministry of Finance that there is no need to take any further special steps to augment the intake of SC|ST candidates in the Corporation. The Committee find that the statement showing the year-wise recruitment made by the LIC during 1983-84, 1984-85 and 1985-86 indicates considerable shortfall in the representation of Scheduled Castes and Scheduled Tribes in Class I, II and III posts. While in 1983-84, 59 posts were reserved for Scheduled Tribes in Class II only 44 Scheduled Tribes were appointed against these posts and thus 15 posts reserved for them remained unfilled. Similarly, in Class III posts also, as many as 55 posts for Scheduled Tribes remained unfilled during the year. In 1984-85 as many as 26 posts in Class II reserved for Scheduled Tribes remained unfilled. In the same year in Class III, 24 posts reserved for Scheduled Caste candidates remained unfilled. The Committee are constrained to note that the position regarding the number of SC|ST candidates appointed against the posts reserved for them is also not satisfactory. During the same period in Class II, 36 Scheduled Caste posts and 34 Scheduled Tribe posts remained unfilled. Besides, the recruitment of Scheduled Tribes in Class III posts in the year 1985-86 is also below the prescribed percentage, and 23 posts reserved for Scheduled Tribe candidates remained unfilled during this period.

Considering the heavy shortfall in all category of posts in the LIC, the Committee are led to believe that the LIC authorities are not implementing the reservation orders/instructions properly and adequate attention is not given to improve the intake of SC|ST candidates in the Corporation.

The Additional Secretary, Ministry of Finance, assured the Committee during evidence that they would calculate the backlog of SC|ST candidates in each category of post in the Corporation from the year 1972 to 1986 and would try to fill up this backlog by making special recruitments. He also assured that the LIC would make an endeavour to clear the backlog within one year and by resorting to special recruitments throughout the year (1987).

The Committee trust that as per the assurance given to them the backlog of SC|ST candidates in each category of post in the LIC from the year 1972 to 1986 would be calculated without any further delay and wiped out by the Corporation within one year i.e. during 1987. The backlog so calculated in each category of post, details of special recruitment made for its eradication and the results achieved may be intimated to the Committee.

Reply of Government

Two senior officers from the Central Office of the Life Insurance Corporation of India and a Senior Officer of the Ministry of Finance had discussed the modalities to be adopted by the Corporation to calculate the SC|ST backlog of the recruitment years 1971-72 and 1972-73 (that is the period during which the directive regarding reservations could not be strictly implemented by the Corporation with the then Chief Legislative Committee Officer of the Parliamentary Committee on the Welfare of SCs|STs in the Lok Sabha Secretariat on 18th December, 1986. As a result of these discussions, the following conclusions have emerged :—

- (1) The shortfall for the recruitment years 1971-72 and 1972-73 would be arrived at by applying the percentage reservation of 15 per cent and 7-1/2 per cent respectively for SCs|STs to the total recruitment undertaken in these two years. From the figures so obtained, the actual number of SC|ST candidates recruited would be deducted and the residual figures would constitute the shortfall for which a special recruitment would be resorted to. This would constitute a *one-time exercise*.
- (2) As regards the current shortfall, it is the normal shortfall arrived at from the year 1973-74 onwards which is carried forward for three subsequent recruitment years and in case of non-availability of reserved candidates thereafter, interchanged between SC and ST categories. Only thereafter, if suitable reserved candidates are not available, vacancies

are allowed to lapse. To fill up the shortfalls, special recruitments have been made and continue to be made by LIC from time to time.

Based on these conclusions, the Corporation have re-calculated the SC/ST shortfall and the figures so arrived at were as follows :—

Class of Post	Total Shortfall	
	SC	ST
I	7	4
II	111	57
III	524	366
IV	..	57

Accordingly, this shortfall has been apportioned amongst five Zones of the Corporation which in turn have distributed the same to the Divisional Offices in their areas. Special recruitment drives have been initiated by all the Offices of the Corporation to fill up the backlog allotted to their areas. (In this connection, Action Taken Reply to Recommendation No. 3—Para No. 2.17 at pages 14-15 of the 21st Report of the Committee may please be referred to.)

[Ministry of Finance (Department of Economic) Affairs—Insurance Division) O.M. No. 11(24):86-Ins. V Dated 19-7-1987.]

Comments of the Committee

The Committee may be intimated about the net result of special recruitments initiated by Zonal Offices of LIC to fill the backlog of SCs/STs in recruitments due to delayed implementation of reservation orders.

NEW DELHI:

September, 3, 1987

12. Bhadra, 1989 (Saka)


 RAM RATAN RAM,
 Chairman,

Committee on the Welfare of
 Scheduled Castes and Scheduled Tribes.

ANNEXURE I

LIFE INSURANCE CORPORATION OF INDIA C. O. BOMBAY.

T. S. Subramaniam Executive Director (P).

Dated 9th February, 1987

Dear Shri,

Re : Oral evidence before the Parliamentary Committee for the welfare of SC|ST on 26th and 27th November, 1986 by representatives of Ministry of Finance and LIC of India— Assurances given by the Corporation during the oral evidence.

Arising out of the oral evidence tendered before the Parliamentary Committee for the welfare of SCs|STs, it was decided that the SCs|STs backlog for the years 1971-72 and 1972-73 should be arrived at by applying the percentage reservations of 15 per cent and 7½ per cent respectively for SCs|STs to the total recruitment undertaken during these 2 years. From the figures so obtained, the actual number of SCs|STs recruited during the said years should be deducted and the residue would constitute the shortfall in the intake of SCs|STs, for which special recruitment exercise will have to be resorted to. However, this would constitute only one time exercise. Accordingly, the shortfall and the figures so arrived at are as follows :—

Class of Posts	Total Shortfall of	
	SCS.	STS.
Class I	7	4
Class II	111	57
Class III	524	366
Class IV	Nil	57

On the basis of the above calculation, the shortfall allocated to your Zone is as follows :

Zone	(Class III)		(Class IV)	
	SC	ST	SC	ST

The divisionwise distribution of the shortfall allocate to your zone may be decided at your end in consultation with all Divisional Managers.

Since the whole exercise has to be completed during the financial year 1986-87, you are requested to initiate the process of special recruitment to fill up the shortfall in to intake of SCs|STs allocated to your zone.

With regards,

Yours sincerely,
Sd/-
(T. S. Subramaniam)

ANNEXURE II

1st Meeting of the Liaison Officers appointed for the welfare of the SC|ST employees of the Life Insurance Corporation of India held at Bombay on 26th December, 1986

The first meeting of the Liaison Officers appointed for the Welfare of the SC|ST Employees of the Life Insurance Corporation of India was held at Bombay on 26th December, 1986 at 11.00 a.m. The following members were present :—

- (1) Shri T. S. Subramanian,
Executive Director (P), Central Office.
- (2) Shri S. C. Joshi,
Secretary (P) and Liaison Officer for SC|ST.
- (3) Shri J. P. Talwar,
Secretary, Zonal Office, New Delhi.
- (4) Shri D. K. Mallick,
Regional Manager, Eastern Zone.
- (5) Shri K. Chandrahasan,
Regional Manager, Southern Zone.
- (6) Shri K. T. Kharshikar,
Regional Manager, Western Zone.
- (7) Mrs. Lilian Sharma,
Deputy Secretary, Per|B, Central Office.
- (8) Shri S. K. Kaluskar,
Deputy Secretary, Per|A, Central Office.
- (9) Mrs. S. Ramkrishnan,
Assistant Secretary, Per|A, Central Office.
- (10) Shri N. R. Rao,
Assistant Secretary, Per|A, Central Office.
- (11) Shri A. L. Shende,
A.O., Development Department, Central Office.
- (12) Shri M. Ratnakar,
A.O. R & T Department, Central Office.
- (13) Shri G. Thirumalai,
A.A.O., Per|A, Central Office.

- (14) Miss S. S. Dikhale,
A.A.O., Per|A, Central Office, SC|ST Cell.
- (15) Shri S. B. Kashelkar,
H.G.A., SC|ST Cell, Per|A, Central Office.

The meeting was presided over by Shri T. S. Subramaniam, Executive Director (Personnel).

Shri S. C. Joshi, Secretary (Personnel) and the Liaison Officer for SC|ST employees of the Corporation, warmly welcomed the four Zonal Liaison Officers who attended the meeting. Before the Agenda was taken up for discussions Mr. Joshi explained to the Liaison Officers the constitutional provisions and safeguards available to the persons belonging to SC|ST community in India. He quoted a few relevant articles of the constitution such as, Articles 330, 332, 341 and 342. While explaining the policy of the Corporation to the Liaison Officers in respect of its SC|ST employees, he pointed out that in the year 1965, the Corporation received advisory instructions from the Government to give preferential treatment to SC|ST persons to improve their representation in the service of the Corporation. Accordingly, since then, L.I.C. was maintaining reservation of 12½ per cent and 5 per cent for SCs and STs respectively wherever SC|ST candidates were available. However, in 1971, the Ministry of Finance issued a draft directive to L.I.C. of India, the contents of which have been since then scrupulously followed by the Corporation. As some clarifications were sought by the LIC on some of the issues contained in the draft directives, from the Ministry of Finance, detailed clearcut instructions in respect of reservations and other matters could be issued by the Central Office only by October, 1972.

Shri T. S. Subramaniam, Executive Director (Personnel) took over from the Secretary (Personnel). He explained to the members present the significance of proper implementation of the reservation policy for SC|ST as laid down by the Constitution. He informed the members of the visit of the Parliamentary Committee for SC|ST to Central Office, Bombay in June, 1986 and ensuing follow up made by the Committee. Further, on 24th and 25th November, 1986, Chairman, LIC alongwith Director (Personnel) and Finance Secretary, Additional and Joint Secretary and other representatives from the Finance Ministry had given oral evidence before the Parliamentary Committee. Director (Personnel) briefly apprised the members present of all that had transpired at the oral evidence. He said that the various statements submitted on reservation for SC|ST do not give the correct information as regards factual position. He impressed upon the members the need to give accurate statistics to the Central Office which

would rightly reflect sincere efforts and progress made by the LIC to improve the intake of SC|ST persons into its services. Smt. L. Sharma, Deputy Secretary, Personnel|B, Central Office intervened at this juncture and explained the reason why the recruitment statistics as reflected in the Annual Reports and those visible in the Rosters do not seem to tally. This was due to the "spill over effect" of recruitment, which was initiated in one year and gets completed in the next year or even the subsequent year. Besides the notified vacancies pertain to a financial year but the various groups of the batch of direct recruits join in different financial years. It would be proper to mention the number of notified vacancies to the extent to which they actually get filled by the trainees in that year itself. Total recruitment should be shown as the "number actually filled" and not in relation to the total vacancies notified.

Then the Agenda was taken up for discussion by Director (Personnel).

(1) *Duties of Liaison Officers :*

Mrs. S. Ramkrishnan, Assistant Secretary (Personnel) read out the duties of the Liaison Officers from the Brochure for SC|ST.

(2) *40 points and 100 points Rosters :*

Mrs. S. Ramkrishnan, Assistant Secretary (Personnel) explained to the members present that the Rosters have been prescribed by the Government to give effect to the reservation orders in proportion to the percentage prescribed for SCs and STs. The percentage of reservation that have been prescribed for different modes of recruitment and for promotion and corresponding reserved points of the Rosters were also read out.

(3) *Reservation and relaxations :*

Mrs. S. Ramkrishnan, Assistant Secretary (Personnel) read out the various relaxations and concessions given to the SC|ST employees of the Corporation from the material submitted to the Parliamentary Committee regarding SC|ST.

(4) *Procedure for calling applications for recruitment from the SCs and STs :*

Shri S. S. Keluskar, Dy. Secretary (Personnel) informed the members that in addition to the other provisions, a copy of the notification|advertisement of vacancies must be sent to the local M.Ps. and M.L.As., AIR, T.V. Authorities and local unit of the SC|ST Welfare Association.

(5) *Interview :*

In every Interview Committee, a SC|ST Officer must be invariably included. Interviews of the SC|ST candidates must be held on the separate day, other than the day on which general candidates are interviewed.

(6) *Formation of SC|ST Cell :*

Director (Personnel) advised the Zonal Liaison Officers to ensure that in every Zonal SC|ST Cell, one HGA|AAO must be exclusively earmarked for attending SC|ST work and he should belong to either SC or ST community. Director (Personnel) urged the Zonal Liaison Officers to take their role as Liaison Officer for SC|ST more seriously and to ensure that every SC|ST matter attended to by the Zonal SC|ST Cell is routed through them so that, they are fully responsible for and well informed about the SC|ST matters in their Zones.

(7) *Grievance Registers :*

Director (Personnel) advised the Zonal Liaison Officers to ensure that separate grievance registers are being maintained for SC|ST as recently instructed by the Central Office and grievance are resolved expeditiously.

(8) *Reservations in respect of promotion and dereservation .*

Miss S. S. Dikhale, A.A.O. (Personnel) explained that all eligible SC|ST employees as per relaxed standards are called for promotion interviews irrespective of number of vacancies. In case of general category candidates, only five times the number of vacancies are called for interview. The minimum marks prescribed for a pass in the Departmental Test in respect of SC|ST candidate is 40 marks in a Section|Paper as against the 50 marks for general category candidates. All SC|ST candidates are interviewed on a separate day either at the beginning or at the end of the programme for interview for the cadre to avoid comparison with general candidates. For the purpose of selection of eligible SC|ST candidates, a separate panel of eligible SC|ST candidates is prepared on the basis of marks obtained for qualifications, seniority and work record. Thereafter, candidates in this panel are interviewed separately. On the basis of the marks obtained by the SC|ST candidates for qualification, seniority, work record and interview, the Promotion Committee prepares a select list of those of the SC|ST

candidates who have secured an aggregate of not less than the aggregate marks gained by the last candidate selected in the general category if his marks are less than 47, without insisting on any minimum marks under any head of selection including interview. However, it was emphasised that the candidate's work record must not be below average'.

(9) *Special recruitment :*

Director (Personnel) informed members present that the special recruitment drives are to be undertaken to fill in the vacancies reserved for SC|ST in the event of unsatisfactory response at the time of general recruitment.

(10) *Quarterly meeting of the Liaison Officers :*

Director (Personnel) informed the members present that in future the meeting of all the Liaison Officers for SC|ST would be held once in every quarter.

(11) *Dereservation, interchange and lapsation :*

The procedure followed for the dereservation, interchange and lapsation of SC|ST vacancies was read out by Miss S. S. Dikhale, AAO(Personnel|A), SC|ST Cell, Central Office from the material submitted to the Parliamentary Committee on the welfare of the SC|ST. Some practical exercises were conducted to explain the various points to be noted while filling up the Rosters, such as, Dereservation and carried forward. The exercise evoked good response from the members and there was full participation from all present.

(12) *Inspection of rosters :*

Director (Personnel) emphasised that all Zonal Liaison Officers should inspect rosters maintained by the Divisional Offices in their Zone from time to time. A report must be prepared on inspection conducted for the information of the Zonal Manager.

(13) *Pre-Promotion coaching classes :*

Director (Personnel) advised the Zonal Liaison Officers to ensure that the pre-promotional coaching classes for SC|ST are conducted as instructed by Central Office. Director (Personnel) clarified that for the eligible SC|ST candidates who have to appear for the promotion test, a 2-week training course must be held. However, the non test category of eligible SC|ST

candidates i.e. those exempted from the test, need join the training course on the concluding 2 days of the 2 week training course.

- (14) *Analysis of reasons for rejection of SC|ST candidates and informing them to the Employment Exchanges* :

Director (Personnel) informed the Zonal Liaison Officers that henceforth every recruiting office must give feed-back to the Employment Exchange in the form of an analysis of deficiencies observed in the unsuccessful SC|ST candidates sponsored by the Employment Exchanges. Such information will also be furnished to the local pre-recruitment training institute of the State Government, wherever such an institute has been set up.

- (15) *Sending appointment/interview letters by the registered post* :

Director (Personnel) informed the members present that henceforth all interview/call letters and appointment letters must be sent by the registered post to general as well as SC|ST candidates.

- (16) *Functions of SC|ST Cell* :

Director (Personnel) emphasised that every Zonal SC|ST Cell has to attend to grievances pertaining to the SC|ST employees in the Zone, such as, non-promotion, transfers etc.

- (17) *Filling up of the shortfall in SC|ST representation during the year for Class I, II, III, IV cadres* :

Director (Personnel) informed the members present that the Corporation had given an assurance to the Parliamentary Committee to fill up the shortfall in the intake of SC|ST arising out of delayed implementation of the 1971 directive. This shortfall will be filled up by undertaking special recruitment drives exclusively for SC|ST persons by every recruiting office to fill up the shortfall in the intake of SC|ST during the years 1971-72 and 1972-73. Detailed instructions in this regard will be issued to all the Offices shortly.

- (18) *Inclusion of SC|ST Officer on Interview Committee even when SC|ST candidates are not to be interviewed and only general candidates are to be interviewed* :

The Director (Personnel) reiterated to the Zonal Liaison Officers that in every Interview Committee a SC|ST Officer must be invariably included. It may so happen that Officer of the requisite rank may not be available, within the headquarter.

but a SC/ST Officer of a higher than the requisite rank may be available in the headquarter, in such cases, Director (Personnel) emphasised an Officer if he gives his consent to be included in the Interview Committee should be included as a full fledged member i.e. one of the three members of the Committee and not as an additional members.

(19) *Fix up the date for next meeting of Liaison Officers :*

It has been decided to hold next Liaison Officers Meeting on the 6th March, 1987 at Bombay.

ANNEXURE III

Minutes of the 2nd Meeting of the Liaison Officers appointed for the Welfare of SC/ST employees of the Life Insurance Corporation of India held at Bombay on 12-3-1987.

The second meeting of the Liaison Officers appointed for the Welfare of SC/ST employees of the LIC of India was held at Bombay on 18th March, 1987, at 11.00 A.M. The following members were present :—

- (1) Shri T. S. Subramaniam, Executive Director (P), Central Office, Bombay.
- (2) Shri S. C. Joshi, Secretary (P), and Liaison Officer for SC/ST, Central Office, Bombay.
- (3) Shri J. P. Talwar, Secretary, Zonal Office, New Delhi.
- (4) Shri K. Chandrahasan, Regional Manager, Southern Zone, Madras.
- (5) Shri Brijjit Singh, Regional Manager, Zonal Office, Kanpur.
- (6) Shri M. R. Sundaram, Regional Manager (MS), Central Zone, Kanpur.
- (7) Shri S. K. Mallick, Asstt. Secy., Eastern Zone (on behalf of Liaison Officer Shri B. K. Mallick, Eastern Zone).
- (8) Shri Paul Diamond, Secy., (Marketg.), Central Office, Bombay.
- (9) Shri K. T. Kharshikar, Regional Manager, Western Zone, Bombay.
- (10) Mrs. Lilian Sharma, Deputy Secy. (Per/B), Central Office, Bombay.
- (11) Shri S. S. Keluskar, Deputy Secretary, (Per/A), Central Office, Bombay.
- (12) Smt. S. Ramakrishnan, Asstt. Secy. (Per/A), Central Office, Bombay.

- (13) Miss. S. S. Dikhale, A. A. O. (Per|A), SC|ST Cell,
Central Office, Bombay.
- (14) Shri S. B. Kashelkar, H. G. A., SC|ST Cell,
(Per|A), Dept., Central Office, Bombay.

The meeting was presided over by Shri T. S. Subramaniam, Executive Director (Personnel).

- (1) *Shri T. S. Subramaniam read out to the Members the Minutes of the first meeting of the Liaison Officers for SC|ST held on 26th December, 1986. The Minutes were then taken as confirmed.*
- (2) *Action taken regarding filling up of short-fall of 1971-72 and 1972-73 as per assurances given to the Ministry during oral evidence :—*

All the five Zonal Liaison Officers said that their offices have initiated action regarding special recruitment drive to fill up the short-fall in the intake of SC|ST pertaining to the recruitment years 1971-72 and 1972-73 as per the assurance given to the parliamentary Committee during the oral evidence tendered by the then Chairman of the Corporation in November, 1986.

- (3) *Report on checking of rosters by the Liaison Officers :—*

Some of the Zonal Liaison Officers mentioned that the 100-point Statewise rosters based on 1971 census had been revised and the new rosters were formulated on the basis of the 1981 census. However, Central Office had not yet circulated the revised rosters to all the Offices of the Corporation. Director (Personnel) instructed the Department to issue a Circular enclosing the revised 100-point roster for recruitment, based on the 1981 census. Director (Personnel) then asked the Zonal Liaison Officers to give a report on the activities undertaken and functions performed by them during the last 3 months in the capacity of Liaison Officers for SC|ST employees. All the five Zonal Liaison Officers said that they inspected the rosters for recruitment and promotion, maintained by all the Divisional Offices under their jurisdiction during the three months. Besides, they held discussions with the representatives of the local Units of the SC|ST Association to discuss the grievances of SC|ST employees and expedited redressal of the same, wherever possible.

- (4) *SC|ST Manual :—*

Cyclostyled copies of the draft SC|ST Manual were circulated to all the members present. Director (P) advised the Zonal Liaison Officers to offer their comments and suggestions on the same within a month so

us to print final copy of the Manual. In the meantime, however, the copies would be circulated to the SC|ST Cells and Zonal Offices by Central Office.

(5) *Clarification issued by Shri Waryam Singh on various points regarding maintenance of rosters etc. :—*

Shri S. C. Joshi, Secretary (P) read out a list of points on which clarifications were sought from Shri Waryam Singh, Assistant Director, Office of the Commissioner for SCs. and STs. and the replies received thereof. Arising out of the discussions, Members present, raised certain issues on which they had doubts. Regarding item No. 8 of Shri Waryam Singh's letter (copy enclosed), it was decided that in the matter of recruitment of Officers, entry in the rosters should be made on their reporting for training.

(6) *Liaison Officer for Ex-Servicemen :—*

Shri S. C. Joshi, Secretary (Personnel) gave a synopsis of the procedure followed in the case of ex-servicemen regarding their recruitment, salary fixation, promotion, etc. He then informed the members present that the Corporation has been instructed by the Ministry of Finance to appoint Liaison Officers for Ex-Servicemen and that it has been decided to place this additional responsibility on the Liaison Officers appointed for SC|ST employees.

(7) *Visit of Ministry Officials to various Divisional Offices :—*

Shri S. C. Joshi, Secretary (Personnel) informed the Members present that officials from the Ministry had visited two of our Divisional Offices, viz., Jalpaiguri and Hyderabad for inspecting the rosters maintained by them. It was heartening to note that the rating given by the Ministry officials was excellent. Other Divisional Offices would also be visited by the representatives from the Ministry for inspection of the rosters. It is, therefore, necessary to ensure that all the Divisional Offices keep the rosters up-to-date.

(8) *Transfer problems of SC|ST :—*

Shri S. C. Joshi, Secretary (Personnel) said to the Members present that the SC|ST Association had time and again requested the management to take a policy decision for giving preferential treatment to SC|ST employees in the matter of transfers and posting on promotions. However, it was the opinion of the Department that such a decision was not warranted and it would suffice if the Divisional Managers judge each case on individual merits. Secretary (P) advised the Liaison Officers to take personal interest in the grievances of SC|ST employees in the matter of transfers, etc. and to show humane consideration in deserving cases.

(9) *Housing allotment to SC|ST* :—

Secretary (Personnel) informed the Members that the SC|ST Association have been requesting the management to allot a plot of land to SC|ST employees for forming a Cooperative Society. However, this is not possible under the present circumstances.

(10) *SC|ST discrimination—Poona, Agra and Delhi* :—

Secretary (Personnel) drew the attention of the Members present to some of the grievances of the SC|ST employees in Pune, Agra and Delhi Divisions. He advised the Zonal Liaison Officers to personally look into these grievances and initiate immediate remedial action.

The Meeting came to an end at 4.30 P.M.

ANNEXURE IV
LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE

Ref. : Personnel/A
Cir. No. : ZD/630/ASP/86

"Yogakshema"
Jeevan Bima Marg,
Bombay-400021.
December 3, 1986.

TO ALL ZONAL AND DIVISIONAL OFFICES

Re : Oral evidence tendered on 24th and 25th November, 1986 by the officials of the Ministry of Finance, Government of India and of LIC of India before the Parliamentary Committee, on the welfare of SC/ST in LIC of India.

By way of implementation of the assurances given to the Parliamentary Committee referred to above, the following instructions are being issued to be strictly complied with by all concerned Offices.

- (1) Interviews for SC/ST candidates, both in the matter of recruitment as well as promotion must be held on separate days (and not sittings) i.e. on days other than those during which general candidates are interviewed for recruitment/promotion.
- (2) Copies of advertisements in respect of recruitment to various posts should also be sent to the local MPs/MLAs for their information.
- (3) Our recruiting Offices should undertake an analysis of the reasons for the rejection of SC/ST candidates pinpointing the deficiencies noted in them and keep the sponsoring employment exchanges apprised in this regard, so as to enable them to sponsor the right type of candidates for vacancies to be filled in later.
- (4) Henceforth, all our recruiting Offices should send letters of interview/appointment for all posts by registered post to all candidates including SC/ST candidates.
- (5) A meeting of Liaison Officers appointed for the welfare of SC/ST would henceforth be held once in a quarter to review the progress made in the implementation of the directives.

instructions issued in the matter of recruitment;promotion of SC|ST candidates;employees and also in respect of redressal of grievances of SC|ST employees;Associations in all matters connected with SC|ST employees in our institution.

All our Offices are hereby instructed to implement the above instructions strictly without any deviation whatsoever.

Sd/-

P. Executive Director (P).

ANNEXURE V

No. 11(24)86-Ins. V.

Government of India
MINISTRY OF FINANCE
(Department of Economic Affairs)
Insurance Division

Nirvachan Sadan, Ashok Road,
New Delhi, the 1st July, 1987

CIRCULAR

Subject : Reservations for and employment of SCs|STs—Evidence before the Parliamentary Committee on the Welfare of SCs|STs.

During the course of oral evidence by the Finance Secretary before the Parliamentary Committee on the welfare of SCs|STs regarding the reservations for and employment of SCs|STs in the LIC on November 24th and 25th, 1986, the Committee had noted that the appointing authorities of the LIC did not indicate the precise reason for the rejection of SC|ST candidates to the Employment Exchanges, which would facilitate the latter in sponsoring in future the right type of candidates belonging to these communities. The Finance Secretary had assured the Committee during his evidence that the Ministry of Finance would issue instructions to all the public sector undertakings under its control that whenever the appointing authorities reject the SC|ST candidates they should convey reasons for rejection of these candidates so that the latter could sponsor the right type of SC|ST candidates.

2. In their 21st Report presented to the Parliament (8th Lok Sabha) on 20th April, 1987, the Committee have recommended that as promised by the Finance Secretary during the evidence, the Ministry of Finance should issue instructions immediately to all the public sector undertakings under its control and furnish a copy thereof to the Committee. As desired by the Committee, the Chairmen of all the public sector undertakings under the control of your Department may please be requested to follow the assurance given by the Finance Secretary as indicated in para 1 above.

(N. R. RANGANATHAN)
Addl. Secretary to the Government of India

1. Secretary, Deptt. of Expenditure, Ministry of Finance.
2. Secretary, Deptt. of Revenue, Ministry of Finance.
3. Secretary, Deptt. of Banking, Ministry of Finance.

Copy also to Joint Secretary (Administration), Deptt. of Economic Affairs, with the request that he may issue suitable instructions to all the organisations under the control of this Department.

(N. R. RANGANATHAN)

Addl. Secretary to the Government of India

ANNEXURE VI
LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE

Ref. : Personnel|A

Cir. No. : ZD|605|ASP|86

"Yogakshema"
Jeevan Bima Marg,
Bombay-400021.
February 20, 1986

TO ALL ZONAL AND DIVISIONAL MANAGERS :

Re : Inclusion of SC|ST Officer on the Selection Promotion Committee in the Corporation.

In our earlier Circular No. ZD|566|ASP|84 dated 17-2-1984 on the above subject we have advised all our Zonal and Divisional Offices that wherever the SC|ST Candidates are required to be interview for the purpose of recruitment|promotion, the Recruiting|Promoting Office shall ensure that where a suitable SC|ST Officer with requisite rank and seniority is available he|she shall be nominated as an *additional member* to the Promotion|Selection Committee of the Division for interviewing the SC|ST Candidates. It has also been stated in the aforesaid circular that in case the services of a suitable SC|ST Officer with requisite rank and seniority is not available in a Division that Division should make reference to the concerned Zonal Office sufficiently in advance to enable them to requisition the services of the SC|ST Officer from other Divisional Offices of the Corporation where available. Subsequently vide our Circular No. ZD|575|ASP|84 dated May 22, 1984, we have advised our Offices that in case SC|ST Officer from our institution is not available in spite of the efforts made by a Zonal Office, they may advise the concerned Divisional Office to utilise a SC|ST Officer of the equivalent rank only from any of the Offices of the (i) State Bank of India, (ii) Nationalised Bank; (iii) State|Central Government; (iv) Other Public Sector Undertakings. Vide our Circular No. ZD|581|ASP|84 dated 26-12-1984, we have further issued instructions that in the matter of nominating SC|ST Officers of the other Institutions referred to above, also on our Interview|Promotion Committee, this should be resorted to only after referring the matter to the Offices in which they are employed and obtaining their advices in this regard.

We have re-examined the entire issue of including SC|ST Officer on the Selection|Promotion Committee in the Corporation in the light of the representations|requests received in this regard. The following are the fresh instructions issued in this regard in partial modification of our earlier instructions on the same subject :

- (i) When a suitable SC|ST Officer of the requisite rank and calibre available in the headquarters of the Office where the Committee is to be formed, that Officer should be nominated as a full-fledged member of the regular three-member Interview Committee which will interview general as well as SC|ST Candidates;
- (ii) It is only when (i) is not possible recourse is to be taken to inducting a SC|ST Officer of a lower rank from within the Corporation or a SC|ST Officer of the requisite rank from outside institutions, mentioned earlier, to be associated as a fourth (additional) member to interview only SC|ST candidates.

Sd/-

P. Executive Director (P)

ANNEXURE VII

MOST IMMEDIATE

F. No. 11(15)86-INS. V.

Government of India

MINISTRY OF FINANCE

**(Department of Economic Affairs)
Insurance Division**

New Delhi the 27th May, 1986

OFFICE MEMORANDUM

**SUBJECT : *Inclusion of SC|ST members in DPC|Selection Board —
Issue of guidelines.***

It has been brought to the notice of the Commissioner for SCs & STs that the Government instructions regarding association of an Officer belonging to SCs|STs on Selection Boards|DPCs of insurance companies are not being followed in letter and spirit. Instances have come to the notice of the Government where the Insurance companies had not associated members belonging to SC|ST communities with their promotion|selection committees or if associated, were utilized only to interview SC|ST candidates.

2. According to the "Brochure on Reservation for Scheduled Castes and Scheduled Tribes" brought out by Bureau of Public Enterprises, Departmental Promotion Committees, Selection Boards or recruiting authorities, are generally constituted with the departmental officers of appropriate status and background, keeping in view the nature of the post(s) for which recruitment|promotion is to be made. The Public Enterprises should include invariably SC|ST officer while constituting Departmental Promotion Committees, Selection Boards, etc., for the recruitment promotion to posts|services under them.

3. In this connection, attention is also drawn to a recent Supreme Court Judgement dated 30th April, 1985 (copy enclosed for ready reference) wherein the Court observed and directed that SC|ST members associated with the Selection Boards|DPCs shall continue to serve on those Boards|Committees etc. for the purpose of interviewing all candidates or in other words till the last candidate is interviewed by the Board|Committee.

4. The Judgement of the Supreme Court referred to above has been considered by the Government and it has been decided that a Member belonging to SC|ST community shall invariably be included in the Selection Committees|Departmental Promotion Committees constituted by the LIC|GIC and all its subsidiary companies. The SC|ST member nominated on the DPCs|Selection Boards shall participate in the proceedings of the DPC|Selection Board till the completion of the interview of all the candidates. He shall attend the meeting of the DPC|Selection Board even if no SC|ST candidate is to be interviewed.

5. LIC|GIC and its subsidiary companies are requested to ensure that all Government instructions relating to the reservation policy for SCs|STs are implemented in letter and spirit. Action taken in this regard may please be intimated to the undersigned.

Receipt of this O. M. may please be acknowledged.

Sd/-

(S. K. Das)

Deputy Secretary to the Government of India.

ANNEXURE VIII
LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE

Dept : Personnel|A
Cir. No. : ZD|647|ASP|87

"Yogakshema"
Jeevan Bima Marg,
Bombay-400021.
22nd June, 1987.

TO ALL ZONAL & DIVISIONAL MANAGERS :

Re : Action taken on the recommendations contained in the Twenty-First Report of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes (8th Lok Sabha) on the Ministry of Finance (Deptt. of Economic Affairs—Insurance Division)—Reservations for and employment of SCs|STs.

Arising out of the oral evidence tendered before the Parliamentary Committee on the Welfare of SCs|STs by the Finance Secretary and the Chairman of the Life Insurance Corporation of India, the 21st Report of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes (8th Lok Sabha) has been compiled and sent to the Life Insurance Corporation for taking action on the recommendations contained therein. Certain assurances were also made to the Parliamentary Committee in the matter of implementation of the reservation policy for SCs|STs and to fulfil these assurances and recommendations made by the Parliamentary Committee, all the Offices of the Corporation are instructed as follows :—

- (i) With a view to give wide publicity of recruitment vacancies reserved for SCs and STs, our Recruiting Offices should also send copies of Advertisements to Members of the Parliamentary Committee on the Welfare of SCs|STs besides the local SC|ST MPs., MLAs., All India Radio, Doordarshan as advised vide our Circular Ref. No. 3705|ASP|86 dated 10-9-86.
- (ii) Training Courses must be arranged at Zonal Offices for the Officers and Staff who are responsible for the upkeep and maintenance of rosters in the Zonal|Divisional Offices. Annual

- conferences of Senior Officers responsible for maintaining the rosters should be held at the Zonal Offices wherein procedure may be discussed and any difficulties experienced in the interpretation of the instructions may be clarified for guidance of the participants. The Zonal Liaison Officers are instructed to arrange such training courses. Quarterly meetings of the Liaison Officers for SCs|STs will be held at Central Office.
- (iii) Vide our Circular dated 10th September, 1986, we had advised all our Branch|Divisional|Zonal Offices to maintain separate Grievance Register for recording the complaints|grievances|representations received from the SC|ST employees or office bearers of the SC|ST Association. It is hereby instructed that all the Offices are required to submit a quarterly report regarding the grievances|complaints received from the SC|ST employees|Office bearers to the Divisional Managers in-charge of the Controlling Divisions and the Divisional Managers in-charge, in turn; should examine the same in addition to grievances register at Divisional Office and take remedial action wherever necessary. Thereafter, the consolidated report for Branch and Divil. Office should be sent to Zonal Manager|Zonal Liaison Officer for his necessary action.
- (iv) Vide our Circular Ref. No. ZD|605|ASP|86 dated 20-2-86, we had instructed all our offices to include SC|ST Officer on Interview Committees constituted both for recruitments and promotions. We hereby again emphasise that one Officer belonging to SC|ST must always be included in all recruitment|promotion Committees even when no SC|ST candidate is to be interviewed i.e. SC|ST Officer should invariably be included in every Interview Committee constituted for recruitment|promotion to posts to which reservations apply.

Kindly acknowledge receipt.

Sd|
CHIEF (PERSONNEL)

ANNEXURE VIII-A

**LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE**

Ref : Personnel/A
Circular No. ZD|649|ASP|87

**"Yogakshema"
Jeevan Bima Marg,
Bombay-400021.
July 16, 1987.**

TO ALL ZONAL & DIVISIONAL MANAGERS :

Re : Action taken on the recommendations constituted in the Twenty-First Reports of the Committee on the Welfare of Scheduled Castes and Scheduled Tribes (8th Lok Sabha) on the Ministry of Finance (Dept. of Economic Affairs Insurance Division)—Reservation for and employment of SCs|STs.

Attention is invited to our earlier Circular No. ZD|647|ASP|87 dated 22nd June, 1987, on the above subject. In addition to the instructions contained therein, all offices of the Corporation are required to strictly adhere to the following instructions :—

(1) At present, a separate roster is being maintained for appointments made on temporary basis for 45 days and above. However, it has been pointed out that some of our Offices are not strictly following these instructions. It is, therefore, once again emphasised that a separate roster must be maintained for purely temporary appointments of 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely.

(2) It has been brought to our notice that some of our Offices are not entering the appointments of dependants of deceased employees on compassionate grounds in the rosters. All the Offices are hereby instructed to strictly ensure that all appointments on compassionate grounds are entered in the roster. Clarifications regarding adjustment of reserved points in the roster filled by general candidates on compassionate grounds are available on page 73 of the "Brochure on Reservation for Scheduled Castes and Scheduled Tribes in Services—Sixth Edition" published by the Ministry of Home Affairs, New Delhi.

(3) We had advised the appointing/promoting authorities for Divisional Zonal Offices to inspect the rosters as at 31st March every year and submit their Reports in the prescribed proforma to the Central Office, vide our Circular No. ZD/400/ASP/76 dated 6-2-1976. However, in view of the recommendations made by the Parliamentary Committee on the Welfare of SCs/STs, Zonal Liaison Officers appointed for SCs/STs are also hereby instructed to inspect the rosters maintained at the various Offices in the area under their jurisdiction and to submit a Report in the prescribed proforma to Central Office every year immediately after close of the financial year. After inspection, the Liaison Officers must sign the rosters and get the discrepancies rectified. Entries in the rosters must also be signed by the Liaison Officers for SC/ST.

Kindly acknowledge receipt of this Circular.

Sd/-
Secretary (P)

ANNEXURE IX

LIFE INSURANCE CORPORATION OF INDIA CENTRAL OFFICE

Ref : Personnel|A
Cir. No. : 3705|ASP|86.

“Yogakshema”
Jeevan Bima Marg,
Bombay-400021.
10th September, 86.

TO ALL OFFICES OF THE CORPORATION :

Re : Reservation for Scheduled Castes|Scheduled Tribes in the services of the Corporation—Points arising out of the discussions with the Study Group II of the Parliamentary Committee with the Chairman and other Officers of the LIC on 28th June, 1986, at Bombay.

Study Group II of the Parliamentary Committee on the welfare of Scheduled Castes|Scheduled Tribes held discussions with the Chairman and other officers of the Corporation at Bombay on 28-6-86. During the discussions, the Study Group raised certain queries in respect of provisions regarding reservations|concessions|relaxations to SC|ST candidates in the service of the Corporation. The points raised in the discussions were examined and it has been decided to issue the following instructions :

- (i) A separate Grievance Register (as per enclosed proforma) must be maintained by every Branch|Divisional|Zonal Office to keep a record of the complaints|grievances representations received from the SC|ST employees|office bearers of SC|ST Association. This register should also be maintained by the SC|ST Cell of Central Office.
- (ii) Two separate Registers must be maintained by the Office of every Appointing|Promoting Authority to keep a record of dereservations of reserved vacancies effected in Recruitment and Promotions respectively in the various categories of posts during each financial year. These Registers must be examined at the end of every financial year by the Appointing|Promoting Authority.

- (iii) A Register (as per enclosed proforma) must be maintained to keep a record of the Recruitment round conducted exclusively for SC|ST during every recruitment year, for filling up the in-filled reserved vacancies in various categories of posts.
- (iv) Instructions have already been issued vide Central Office Circular dated 20th February 1986 regarding inclusion of SC|ST Officer invariably in every Interview Committee. However, a clarification may be issued in this regard that if a SC|ST Officer of the requisite rank is not available within the jurisdiction of a Zone, then a SC|ST Officer of a lower rank may be inducted into the Interview Committee as an additional (fourth) member to interview SC|ST candidates only. However, it may be emphasised that (a) before resorting to the induction of a SC|ST Officer of a lower rank as an additional member to interview SC|ST candidates, and (b) before availing of the services of a SC|ST Officer from outside the Corporation as an additional member to interview SC|ST candidates, all efforts must be made by the Recruiting|Promoting authority to induct a SC|ST Officer of the requisite rank from within the Zone as a full-fledged member of the Interview Committee.
- (v) As per earlier instructions during every recruitment exercise, the Appointing Authority must notify the reserved vacancies to the Local|Regional Employment Exchange. If sufficient number of SCs|STs candidates are not available, through the Employment Exchange to fill the vacancies reserved for them the vacancies should be advertised by the Appointing Authorities. Copies of the advertisement should be endorsed to the Regional|Local Employment Exchange. It has now been decided, in addition to the above, our Recruiting Offices should also endorse copies of the recruitment advertisement to the Director of Doordarshan and to the Authorities of All India Radio to give publicity to the recruitment of SC|ST candidates and to the All India and local SC|ST & NB L.I.C. Employees Welfare Association.

Sd|-

P. Executive Director (P).

ANNEXURE X

**LIFE INSURANCE CORPORATION OF INDIA
CENTRAL OFFICE**

Dept : Personnel|A
Cir. No. 3709|ASP|86

"Yogakshema"
Jeevan Bima Marg,
Bombay-400 021.
Dt : 24th November, 86

TO ALL OFFICES OF THE CORPORATION

Re : Pre-promotion Coaching Classes for Scheduled Castes and Scheduled Tribes employees in the Corporation.

Your attention is invited to our Circular Ref. Per|A|G|143(iii) dated 28th August, 1979 on the subject matter of special coaching classes for SC|ST employees in the Corporation to equip them with the necessary know-how of the various subjects to perform their duties effectively and also benefit them in the long run. As a further step for betterment of these employees, it has now been decided to conduct pre-promotion coaching classes for the eligible Scheduled Caste|Scheduled Tribes employees of the LIC by every Divisional Office to improve their promotional prospects and benefit them in the long run.

The details of the Coaching Classes are as follows :

- (1) Duration of the Course : The Course will not exceed 2 weeks.
- (2) Hours of Training : The classes will be held on all working days during office hours prior to every Promotion Test.
- (3) Classes will be conducted at D. O. Headquarters, Examination| Test will be conducted at the end of Coaching Classes.
- (4) Syllabus : The same as prescribed under the Promotion Rules from time to time.

As the Promotional Tests include a number of specialised fields, it is necessary that the Officers who are well conversant with the subjects and who have the aptitude to impart training alone will have to be selected to conduct these classes. The Divisional Manager may decide the panel of tutors for this purpose.

The classes must be conducted for the eligible SC|ST candidates even if their number is very small. The eligible candidates will be treated on duty and paid TA|DA as per rules. Guest House accommodation, if available, may be provided and charges may be levied as per rules.

All the Divisional Offices are requested to proceed with the preparatory work such as constitution of panel of tutors and displaying on the Notice Board of the proposal to conduct classes etc. etc.

The matter may be accorded top priority and developments in this regard may be communicated to us after every round of promotion in the enclosed proforma.

Sd| -
Executive Director (P)

ANNEXURE XI***Analysis of the Action Taken by the Government on the Recommendations Contained in the Twenty-first Report of the Committee***

<i>(Vide Para 4 of the Introduction)</i>		PAGE
I.	Total number of Recommendations	23
II.	Recommendations which have been accepted by the Government (Vide Recommendations Sl. Nos. 4 to 13, 15 to 18, 20, 22 & 23)	
	Number	17
	Percentage to the total	73.91
III.	Recommendations which the Committee do not desire to pursue in view of Government's replies (vide Recommendation at Sl. No. 2)	
	Number	1
	Percentage to the total	4.35
IV.	Recommendations in respect of which reply of Government has not been accepted and which require reiteration (vide Recommendations Sl. Nos. 14 & 21).	
	Number	2
	Percentage to the total	8.70
V.	Recommendations in respect of which final replies of Government have not been received (vide Recommendations at Sl. Nos. 1, 3 & 19)	
	Number	3
	Percentage to the total	13.04