

**COMMITTEE ON THE WELFARE OF  
SCHEDULED CASTES AND  
SCHEDULED TRIBES  
(1991-92)**

(TENTH LOK SABHA)

**EIGHTH REPORT**

**ON  
MINISTRY OF COMMERCE  
(DEPARTMENT OF COMMERCE)**

**Reservations for and Employment of Scheduled Castes and  
Scheduled Tribes in Minerals and Metals Trading Corporation  
of India Limited**



*Presented to Lok Sabha on 24 April, 1992  
Laid in Rajya Sabha on 27 April, 1992*

**LOK SABHA SECRETARIAT  
NEW DELHI**

*April, 1992 / Chaitra, 1914 (Saka)*

*Price: Rs. 15.00*

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# C O N T E N T S

	PAGE
COMPOSITION OF THE COMMITTEE: .....	(iii)
INTRODUCTION .....	(v)
CHAPTER I <i>INTRODUCTORY</i>	
A. Organisational set up .....	1
B. Board of Directors .....	2
CHAPTER II <i>ORGANISATIONAL MATTERS</i>	
A. SC/ST Cell in the Ministry of Commerce	6
B. Liaison Officer in the Ministry of Commerce.	6
C. Special Cell for SC/ST and Liaison Officer in MMTC	7
D. Complaints/Grievances	8
CHAPTER III <i>RESERVATION IN SERVICES.</i>	
A. Recruitment	10
B. Staff strength and shortfall	12
C. Shortfall in direct Recruitment	14
D. Special Recruitment Drive	16
E. Shortfall in Promotion	17
F. Time Bound Promotion Policy	18
CHAPTER IV <i>MEASURE TO IMPROVE RESERVATION IN SERVICES</i>	
A. In-service Training	21
B. Training Abroad	22
C. Posting Abroad	23
D. Appointment of Casual Labourers	24
E. Perspective man-power Planning	25
F. Note on SC/ST in Annual Report	25
APPENDIX:          Summary of Conclusions/Recommendations	27

**COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND  
SCHEDULED TRIBES  
(1991-92)**

Shri K. Pradhani — *Chairman*

**CORRIGENDA**

to the  
Eighth Report of the Committee on the Welfare of  
SCs/STs (1991-92) on "Reservations for and employment  
of SCs/STs in Minerals & Metals Trading Corporation  
of India Ltd.

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1. Shri C.L. Patra — *Additional Secretary*
2. Shri S.C. Gupta — *Joint Secretary*
3. Shri R.K. Chatterjee — *Deputy Secretary*
4. Shri Babu Ram — *Under Secretary*

\* Ceased to be a member of the Committee on his retirement from Rajya Sabha with effect from 2nd April, 1992.

COMMITTEE ON THE WELFARE OF SCHEDULED CASTES AND  
SCHEDULED TRIBES  
(1991-92)

Shri K. Pradhani — *Chairman*

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1. Shri G.L. Batra — *Additional Secretary*
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## INTRODUCTION

1, the Chairman, Committee on the Welfare of Scheduled Castes and Scheduled Tribes, have been authorised by the Committee to submit the Report on their behalf, present this Eighth Report (Tenth Lok Sabha) on the Ministry of Commerce (Department of Commerce) — Reservations for and employment of Scheduled Castes and Scheduled Tribes in Minerals and Metals Trading Corporation of India Limited.

2. The Committee took the evidence of the representatives of the Ministry of Commerce (Department of Commerce) and Minerals and Metals Trading Corporation of India Ltd. on 30.11.1991. The Committee also took the evidence of the Representatives of Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) on 30.11.1991 on the question of appointment of Scheduled Castes and Scheduled Tribes person on the Board of Director of Central Public Sector Undertakings. The Committee wish to express their thanks to the officers of the Ministry of Commerce (Department of Commerce) Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) and Minerals and Metals Trading Corporation of India Ltd. for placing before the Committee material and information the Committee wanted in connection with the examination of the subject.

3. The Report was considered and adopted by the Committee on 23 April, 1992.

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

NEW DELHI;  
24 April, 1992

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4 Vaisakha, 1914 (S)

K. PRADHANI,  
*Chairman,  
Committee on the Welfare of  
Scheduled Castes and  
Scheduled Tribes.*

# CHAPTER I

## INTRODUCTORY

### A. Organisational Set-up

1.1 The Minerals and Metals Trading Corporation a Central Public Sector Undertakings was set up on 1 October, 1963 under the Companies Act, 1956. MMTC is under the administrative control of the Ministry of Commerce. Initially it was set up for export of minerals and import of critical raw materials for the domestic industry. Subsequently, it was also given the responsibility of meeting the demands of the agricultural sector for chemical, fertilizers and fertilizer raw materials:

1.2 Over the years, with the expansion and diversification of its trade portfolio, MMTC has grown India's premier company in the field of international trade. Its numerous activities encompass international marketing, trade, finance, distribution and infrastructure development. Its interest covers every part of the national economy related to India's foreign trade.

1.3 The organisation of MMTC is divided into six functional areas i.e.:

- (i) Personnel, Administration and Estates;
- (ii) Finance, Accounts, Audit, Law, Insurance and Management Services;
- (iii) Metal Group;
- (iv) Minerals Group;
- (v) Fertilizers Group; and
- (vi) Export Trade Group consisting of two parts viz. (i) Agro-Marine Products and (ii) General Exports

1.4 MMTC has got 9 Regional Offices located at Delhi, Bombay, Calcutta, Madras, Cuttack, Barbil, Bellary, Goa and Vizag. The regional offices are the operational areas of MMTC's business activities. Each of these Regional Offices has got a number of sub-Regional/Field Offices under their control.

1.5 MMTC has four foreign offices located at Tokyo, Bucharest, Seoul and Amman, headed by Resident Managers. MMTC presently has also a wholly-owned subsidiary company, Mjca Trading Corporation.

### **B. Board of Directors**

1.6 Article 87(1) of the Articles of Association of the Minerals and Metals Trading Corporation of India Limited provides that the President of India shall from time to time, determine in writing the number of Directors of the Company which shall not be more than fifteen and less than four. Article 87(2) of the Articles of Association of the Corporation provides that the Directors shall be appointed by the President in consultation with the Chairman. The appointment of the Directors shall be in such number and for such period as the President may determine from time to time. As on 30.6.1991, the Board of Directors, MMTC consists of a full-time Chairman-cum-Managing Director, 5 full time Executive Directors and 4 part-time Directors. None of the Directors belongs either to Scheduled Castes or Scheduled Tribes.

1.7 The action for appointment of Directors as well as Chairman is initiated by the Ministry of Commerce. As soon as any vacancy arises or any new post is to be filled up, the same is advised to the Public Enterprises Selection Board. The PESB makes its own selections and recommends the names of the selected candidates to the Commerce Ministry. These recommendations are then processed by the Ministry of Commerce for getting approval of the Appointment Committee of the Cabinet. The appointment orders are issued by the Commerce Ministry after getting approval of the Appointment Committee of the Cabinet.

1.8 During the course of evidence the Committee asked whether Ministry of Commerce had ever recommended the name of Scheduled Caste and Scheduled Tribe Candidates to PESB for inclusion in the Board of Directors. The witness stated:

“Yes, we have recommended the name of one Scheduled Caste candidate both in the case of selection of STC as well as for MMTC. We have recommended it to PESB. In the case of MMTC, PESB did not empanel his name.

1.9 When asked whether any reason for rejection was given by the PESB, the witness replied “PESB did not give any specific reason for this”.

1.10 In this connection, the Committee sought the clarification from the representative of the Department of Personnel and Training as to why PESB did not empanel the name of Scheduled Caste person recommended by the Ministry of Personnel and Training. The witness stated:

“PESB selects the best candidate among the candidates who are short-listed and called for the interview. The relative merits of the people who are called for the interview will be ultimately decided who should be the person for the final empanelment and that will be sent for recommendation to the Government for

consideration. Since there is no procedure for reservation here, they do not do so. If it is there, then, if there is a candidate from the Scheduled Caste and Scheduled Tribe, who has fulfilled the minimum qualification, he will be included in the panel. But, since these are all top-management posts, merit is the only consideration which they keep in mind while making the recommendations."

1.11 Elaborating the procedure of selection by PSEB, the witness added:

"The PESB is not part of the Government as in the same way as and other Departments. Its functioning is autonomous. It has been set up by a Resolution of the Cabinet and its status is more or less like the UPSC. The only difference is that the UPSC is a Constitutional body, while the PESB is set up by a Resolution, the Government have laid down a policy. The policy of the Government is to appoint through a fair and objective selection procedure, outstanding professional managers to Level-I and Level-II posts and posts at any other level as may be decided by the Government from time to time. Government have also recognised the need to develop a cadre of professional managers within the public sector."

1.12 When asked whether there was any difficulty in amending the Articles of Association with a view to include one Scheduled Caste and Scheduled Tribe person on the Board of Directors, the Secretary Ministry of Commerce stated that:

"I submit to you that it is for this august Committee to make general policy recommendations to the Government. Now, if this august Committee were to come to the conclusion that there should be a Director from SC or ST in the public enterprises of the Government of India, then certainly this august Committee should make such a recommendation to the Government and the Government would obviously give the utmost consideration to your recommendation. In the matters of public policy, we are guided by the recommendations made by Committees like this one."

1.13 In reply to a query whether it will be feasible to appoint some non-officials as part-time Directors on the Board of MMTC, the Secretary Ministry of Commerce submitted that:

"It is open to the Government to appoint a non-official part-time Director in MMTC. It is not prohibited by the Articles of Associations."

1.14 The Committee on the Welfare of Scheduled Castes and Scheduled Tribes in their various Reports have been recommending that at least one



member from the SCs/STs should be included in the Board of Directors of all Public Sector Undertakings to watch the interests of SCs/STs. The Committee have also urged upon the undertakings to suggest the name of at least one eligible SC/ST candidate to Public Enterprises Selection Board for selection as Director on their Board.

1.15 Asked whether these recommendations of the Committee for inclusion of at least one SC or ST person on the Board of Directors, of the respective Public Sector Enterprises were ever brought to the notice of PESB, and PESB ever considered the name of any SC/ST for the purposes, the witness stated:

“PESB while selecting the incumbent for the post of Directors in the Public Sector Enterprises keeps in mind the recommendation of the Committee for appointing a Scheduled Caste and Scheduled Tribe person on the Board of Directors, keeping in view the relative merits and fulfilment of prescribed qualifications. PESB has considered several Scheduled Caste and Scheduled Tribe persons for recommendation in different Public Sector Enterprises.”

1.16 In a post evidence reply furnished to the Committee, the Deptt. of Personnel and Training have stated that ‘The PESB have no system of maintaining SC/ST category-wise data’. As regards the Public Sector Undertakings where SC/ST persons are appointed on the Board of Directors, the following information has been furnished:

a) *Board level Executives including CMDs belonging to SCs*

1. Executive Director (Engg.), FCI
2. CMD, NTC (MP) Ltd.
3. Director (Opn.), Cochin Shipyard Ltd.

b) *Board level Executives including CMDs belonging to STs*

1. MD, FCI
2. MD, North Eastern Handicraft Handloom Development Corporation
3. Director, NTC (WBAB&O) Ltd.

1.17 Asked whether the Board of Directors make periodical review of the implementation of the reservation policy relating to Scheduled Castes and Scheduled Tribes in MMTC, the witness stated:

“The Board of Directors have not reviewed it but the Personnel Division of the MMTC is closely monitoring the question of MMTC regarding Scheduled Caste and Scheduled Tribes candidates. Now we have decided that the Board will also review it. We have taken decision and this will be done.”

1.18 The Committee note that Board of Directors of MMTC consists of a full-time Chairman-cum-Managing Director, five full time Directors, and four part time Directors but none of these Directors belongs to SCs/STs.

They were informed that selection for appointment of Directors on the Board of Directors and Public Sector Undertakings is made by the Public Enterprises Selection Board. Directors on the Board of Directors is considered to be top management posts and merit is the only consideration which the PESB keep in mind while selecting and making recommendations for these posts. Although the Ministry of Commerce had recommended the name of one SC Candidate for MMTC, the PESB did not empanel his name. During evidence the Secretary, Ministry of Personnel and Training stated that if reservation is provided in these posts, it would be possible for PESB to empanel SC/ST candidates who fulfil minimum qualifications for these posts.

1.19 The Committee were also informed that the PESB keeps in mind the repeated recommendations of this Committee for appointment of at least one Scheduled Caste and Scheduled Tribe Director on the Board of Directors of Public Sector Undertakings and for this purpose they considered a number of Scheduled Caste and Scheduled Tribe Candidates in the past. However, no record of Scheduled Caste and Scheduled Tribe Candidates considered in the past is maintained.

In order to remove any suspicion from the minds of the Scheduled Castes and Scheduled Tribes, the Committee recommend that such records should be maintained in future.

1.20 The Committee would also like the Government to consider the feasibility of making provision for one Scheduled Caste and Scheduled Tribe Director on the Board of Directors of Public Sector Undertakings by making suitable amendments to the Articles of Association of these public undertakings.

1.21 The Committee find that there is a provision for appointment of part time non-official director on the Board of Directors of MMTC. During evidence the Secretary Ministry of Commerce submitted that it was open to the Government to appoint a non-official part time director in MMTC. The Committee, therefore, stress that Government should take steps to appoint atleast one non-official director belonging to SC/ST on the Board of Directors of MMTC.

1.22 The Committee regret to note that Board of Directors of MMTC does not review the implementation of reservation policy relating to SCs and STs in any of their Board meetings. It is the responsibility of the Board of Directors to ensure implementation of Reservation Policy in the undertaking. As such unless these matters are periodically discussed in the Board meetings, it would not be possible to ensure the faithful implementation of the Reservation Policy. They recommend that the Board of MMTC should undertake review of Reservation Policy in their meetings periodically and ensure their implementation as per Government directives.

## **CHAPTER II**

### **ORGANISATIONAL MATTERS**

#### **A. SC/ST Cell in the Ministry of Commerce**

2.1 There are eight public undertakings under the administrative control of the Ministry of Commerce and there are about 1497 SC/ST employees working in these undertakings. However, the Ministry had not set up a separate cell to look after the interests of SC/ST Employees and ensure implementation of reservation orders. The Committee on the Welfare of SCs/STs recommended in their 48th Report (8th Lok Sabha) on State Trading Corporation that the Ministry of Commerce should set up a separate cell to monitor the implementation of the reservation policy in the public undertakings under its control. In their action taken reply dated 4 October, 1989, the Ministry had stated that the Internal Work Study Units of the Ministry had included this aspect in its annual work programme for the year 1990-91.

2.2 When asked about the outcome of the Internal Work Study Unit, the Committee were informed during evidence that the Unit had recommended a Cell consisting of one dealing hand and other officers on a part-time basis.

2.3 In reply to a further query the Committee were informed that even though there was no cell, the Foreign State Trading Section in the Ministry of Commerce in addition to their other functions had been dealing with the matters relating to monitoring and implementation of reservation orders. There is one Director, One Under Secretary and One Section Officer who look after the affairs of Scheduled Castes and Scheduled Tribes on part-time basis. A dealing hand who belongs to SC category has since been posted to the Section w.e.f. 30.12.1991.

#### **B. Liaison Officer in the Ministry of Commerce**

2.4 The Ministry of Commerce have appointed a Liaison Officer in the rank of Director for ensuring the implementation of the policy on reservation and employment of SCs and STs in the services in MMTC. The liaison officer monitors implementation of the policy.

2.5 When asked whether the liaison officer in the Ministry regularly visits the head office and zonal offices of MMTC to inspect the rosters and other documents, the Committee were informed during evidence that 17 branches of Eight Public Sector Undertakings under the control of the Ministry were inspected by the Liaison Officer from January 1990 till October, 1991 including four offices of MMTC located at Calcutta, New Delhi, Madras and Bombay.

2.6 The procedural deficiencies by and large detected by the Liaison Officer in the maintaining of rosters of MMTC are as under:

- i) Non-attestation of entries.
- ii) Non-inspection of rosters annually.
- iii) Non-adherence to the instructions of making entries immediately after the appointment.
- iv) Non-closures of rosters annually.
- v) Non-preparation of extracts at the end of recruitment year.

2.7 Asked whether the liaison officer has been appointed exclusively to look after the interests of SC/ST or he has been entrusted with some other job also, the witness stated:

"It is a part-time job" and added:

"The other job is administrative aspects pertaining to all the public sector undertakings, plus export and minerals and ores and also the counter trade."

2.8 On a point of clarification the witness submitted:

"I assure the Committee that this work of monitoring which is our Constitutional obligation to the SCs and STs recruitment and promotion will be carried out diligently." And

"This work will be done quite efficiently and will not be neglected."

#### **C. Special Cell for SC/ST and Liaison Officer in MMTC**

2.9 The Committee have been informed that a separate cell has been set up in MMTC to look after the works relating to implementation of reservation orders and redressal of grievances of SC/ST employees. The staff strength of the Cell at corporate office of MMTC as on 30.6.91 was stated to be as under:

1. One Senior Manager
2. One Office Manager
3. One Junior Assistant

2.10 The Liaison Officers have been appointed at Corporate Office as well as Regional Offices of MMTC in the rank of Senior Manager for monitoring the implementation of reservation policy and employment of SCs/STs in MMTC. There has been no formal meetings of the liaison officers. However doubts regarding implementation of the reservation directives are being clarified by the SC/ST Cell at Corporate Office.

2.11 While giving the reasons for not holding the meetings of liaison officers in a fixed interval, it has been stated that "the total strength of employees in the Corporation is less than 4,000 and the position of backlog has also improved considerably. Further fresh recruitment (other than required for backlog) is insignificant. Therefore, problems relating to compliance with the reservation provisions are only few. Hence the necessity of having frequent meetings has not been felt."

#### **D. Complaints/Grievances**

2.12 According to the preliminary material, the SC/ST Cell at the Corporate Office level deals with the redressal of the grievances of SC/ST employees. In regard to the maintenance of complaints register by the cell, it has been stated that there is a separate file where all correspondence regarding grievances of SC/ST employees are being kept. To a suggestion that maintenance of a grievance register for SC/ST employees and periodical checking of the register by liaison officer will help better in monitoring their complaints/grievances, it was stated:

"The suggestion of the Hon'ble Committee has been noted and necessary action has been initiated.

2.13 As regards the number of complaints received from the SC/ST Employees in Corporate Office of MMTC, it has been stated that since 1987, they had received only 25 complaints relating to transfers, promotions, supersessions etc.

2.14 When asked whether the meeting between the management and SC/ST Employees Welfare Association are held regularly at a fixed interval to hear their grievances and minutes of such discussion are being kept to take action on the decision arrived at in such meetings, the Committee were informed:

"As and when required meetings are held with the Federation Office bearers to discuss their grievances for redressal. Since the Federation is not recognised, question of recording minutes does not arise."

2.15 The Committee note that there are 1497 persons belonging to SCs/STs in the eight Public Sector Undertakings under the administrative control of the Ministry of Commerce. However, no separate SC/ST Cell has been set up in the Ministry to look after the interests of these SC/ST employees. The Committee take a serious view of the fact that such a cell has not been set up even after the recommendation of the Internal Work, Study Unit of the Ministry in pursuance of the recommendation made by the Committee in their 48th Report (8th Lok Sabha). The Committee recommend that Government should set up a separate cell immediately as recommended by the Internal Works Study Unit appointed for the purpose.

2.16 The Committee note that an officer in the rank of Director has been appointed as Liaison Officer in the Ministry of Commerce to ensure the implementation of reservation orders in all the eight Public Sector

Undertakings under the administrative control of the Ministry. Besides looking after the interests of SC/ST, he has been entrusted with some other jobs as well. The Liaison Officer has been able to visit only 17 branches of these 8 Public Sector Undertakings till October, 1991 including four offices of MMTC. The Committee are of the view that unless the Liaison Officer makes periodical visits to the various offices of the undertakings at regular intervals, it may not be possible to implement the reservation orders effectively. This is evident from the fact that the Liaison Officer during his visit to the offices of undertakings pointed out a number of deficiencies in the maintenance of rosters. They would like the Government to ensure proper implementation of reservation orders in employment and promotion by regular inspection of rosters of these undertakings.

2.17 The Committee note that no separate complaint/grievance register is maintained by MMTC for recording complaints/representations received from its SC/ST employees. The management only maintains a separate file where individual grievances including those of SC/ST employees are dealt with. With a view to ensure implementation of reservation orders and imparting justice to SC/ST employees, the Committee recommend that as assured during evidence, a separate grievances/complaint register be maintained both at the corporate as well as the regional offices of MMTC and all complaints received therein should be disposed of within a given time schedule.

2.18 The Committee further note that the minutes of discussion held with the office bearers of the SC/ST employees federation are not recorded on the ground that federation is not recognised. In the opinion of the Committee unless records of discussion held with SC/ST employees federation are kept properly it will be difficult for the management to take follow up action. The Committee, therefore, recommend that records of discussion held with the SC/ST employees federation should be maintained by the MMTC, pending recognition of the federation by the management of MMTC, to avoid any misunderstanding at a later stage.

**CHAPTER III**  
**RESERVATION IN SERVICES**

**A. Recruitment**

3.1 The percentages of reservations provided in the services of MMTC in favour of SCs/STs are as under:—

**A. By Direct Recruitment**

	<i>Scheduled Castes</i>	<i>Scheduled Tribes</i>
(i) Direct recruitment on All-India basis by means of open competitive test	15%	7½%
(ii) Direct recruitment on All-India basis otherwise than at (i) above	16.75%	7½%

3.2 Reservations percentage in Group C and D categories of posts: in the Regional Office of MMTC is as follows:

<i>Regional Offices</i>	<i>Percentage</i>	
	SC	ST
Vizag (AP)	15	6
Bellary (Karnataka)	15	5
Bombay (Maharashtra)	7	9
Cuttack/Barbil (Orissa)	15	23
Madras (Tamil Nadu)	19	1
Calcutta (West Bengal)	22	6
Delhi	15	7½
Goa	2	1

**B. By Promotion**

(i) Posts filled by promotion through Limited Departmental Competitive Examinations within or to Groups B, C & D in which the element of Direct Recruitment, if any, does not exceed 66.75%	15%	7.5%
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1	2	3
(ii) Posts filled by promotion made by selection from Group B (Class-II) to the lowest rung or category in Group 'A' (class-I) and in Group 'B' C & D posts in grades or services in which the element of Direct Recruitment if any, does not exceed 66.75%	15	7.5%
(iii) Posts filled by promotion on the basis of seniority subject to fitness in Group A, B, C & D posts, in grades or services in which the element of Direct Recruitment if any, does not exceed 66.75%	15%	7.5%

3.3 As regards the procedure for recruitment of employees in MMTC, the Committee have been informed:

"Post whose maximum scale does not exceed Rs. 1,250/- per month are generally filled up from the candidates sponsored by/registered with Employment Exchange. Posts whose maximum of the scale is above Rs. 1,250/- are normally filled up through advertisements. Campus recruitment from well known Management Institutes is also made to managerial cadre at the induction level.

For managerial positions, the recruitment is done through interviews by a Selection Committee.

For non-managerial positions in the staff cadre, selection is made through written test conducted by an External Agency or through interview by a Selection Committee constituted as per the staff Recruitment Rules."

3.4 The concession/relaxation given to Scheduled Castes and Scheduled Tribes in the matter of direct recruitment is as under:

- (i) Age is relaxed by 5 years in direct recruitments.
- (ii) Relaxation of 5% in qualifying marks where recruitment is done through written test.
- (iii) Speed is relaxed by 10 w.p.m. in case of recruitment to positions where typing test is required.



- (iv) Relaxation is also given in regard to qualifications in the case of Dy. Managers which is the induction level for managerial positions.”

### B. Staff Strength and Shortfall

3.5 The Committee have been informed that MMTC was formed in October, 1963 whereas the first Presidential Directive in regard to reservation was issued in January, 1970 which were subsequently modified in April, 1971.

At the time of receipt of modified Directives, the Corporation had 2418 employees on its rolls including 67 belonging to SC/ST category and their percentage was 3 approx. The total staff strength of MMTC as on 30.6.1991 and the number of SCs/STs among them is as under:—

Category of posts	No. of Employees	Number		Percentage	
		SCs	STs	SCs	STs
Group A	584	60	10	10.3	1.7
Group B	1410	61	22	4.3	1.5
Group C	1248	220	80	17.6	6.4
Group D	569	116	26	20.3	4.6

3.6 The shortfall of vacancies reserved for SCs/Sts as on 30.6.91 and the percentage of shortfall is indicated below:

Group of Post	Shortfall		Percentage of Shortfall	
	SCs	STs	SCs	STs
Group A	28	34	4.73	5.79
Group B	151	4	10.67	5.94
Group C	—	14	—	1.01
Group D	—	16	—	2.90

3.7 During evidence the Committee enquired about the reasons for shortfall in Group 'A', the representatives of the MMTC submitted:

“In Group 'A' in higher posts, as I mentioned, posts are mostly filled by promotions, Direct Recruitment is very little. Persons who were there from 1.5.1971 were promoted. Therefore, persons promoted other than SCs have been slightly come down. In course of time, it will come up if Scheduled Castes and Scheduled Tribes candidates will be available and there is a minimum service to be completed also.”

When pointed out the shortfall in Group B, he stated:

“Sir mostly these posts are promotion posts. People are promoted to these posts. They are not fresh appointees. We make recruitment either in Grade 'D' or in Grade 'C'. Very few persons are direct recruits in Grade 'B'.

3.8 On being suggested that the MMTC should adopt a dual policy of recruitment and promotion to make good the huge backlog in Grade 'B' the witness stated:

"Whatever is the backlog we are filling it up as per the roster. The percentage will increase in course of time when the persons whom we are recruiting now get promoted. Immediately that is not possible."

3.9 When the Committee desired to know the reasons for the low percentage of SC/ST employees even after a lapse of 20 years, the witness stated:

"Though the Policy had been there for the last twenty years, the real efforts to make up the backlog have been made only during the last three years."

3.11 From the Statement of year-wise recruitment, it has been noted that 59 vacancies occurred and were filled in 1991, the number of SC candidates appointed were 19 against 20 vacancies reserved for Scheduled Castes and 14 STs against the vacancies of 47 reserved for Scheduled Tribes during the year. However, no SC/ST Officer was appointed in Group 'A' against the vacancies of 2 for Scheduled Caste and one for Scheduled Tribe. In Group 'C' 9 vacancies for Scheduled Castes and 26 vacancies for Scheduled Tribes were reserved but the post filled in this category was 7 and 10 respectively. In all six vacancies for Scheduled Castes and 33 vacancies for Scheduled Tribes have been carried forward due to non-availability of suitable Scheduled Caste and Scheduled Tribe candidates.

3.12 Asked to indicate the latest backlog vacancies categorywise as on 31.12.1991, the Committee were informed as under:—

<i>Category of Posts</i>	<i>SC</i>	<i>ST</i>
A	3	1
B	6	8
C	13	18
D	3	4
Total:	<u>27</u>	<u>31</u>

3.13 During evidence, the Chairman-cum Managing Director MMTC submitted that they were hopeful to make-up the shortfall of Scheduled Caste vacancies in couple of months by resorting to Special Recruitment Drive.

3.14 When asked about the special arrangements made to fill up the vacancies of Scheduled Tribes, the witness explained as follows:

"Now what we have done is that we have introduced a scheme for scholarship of candidates belonging to Scheduled Tribes category

**C. Shortfall in Direct Recruitment**  
**3.10 Statement showing direct recruitment made in Group A, B, C and D categories of posts during the period, 1989 to 30.06.1991 is given on next page.**

Year	Category of post	No. of vacancies reserved for SCs				No. of vacancies reserved for STs			No. of candidates appointed		No. of vacancies carried forward		
		Total vacancies occurred	No. of vacancies actually filled in	Carried forward from previous year	Reserved during the year	Total	Carried forward from previous year	Reserved during the year	Total	SC	ST	SC	ST
1989	Group A	1	1	3	Nil	3	2	Nil	2	1	Nil	2	2
	Group B	18	18	8	3	11	8	1	9	8	1	3	7
	Group C	52	52	31	10	41	41	6	47	23	11	21	36
	Group D	20	20	4	2	6	6	3	9	4	3	2	7
	Total	91	91	46	15	61	57	10	67	36	15	28	52
1990	Group A	4	4	2	1	3	2	Nil	2	1	1	2	1
	Group B	13	13	3	1	4	7	2	9	3	1	1	8
	Group C	64	64	21	11	32	36	3	39	25	14	7	25
	Group D	13	13	2	3	5	7	5	12	6	4	—	8
	Total	94	94	28	16	44	52	10	62	35*	20	10	42
*One taken in excess 1991													
(upto 30.6.91)	Group A	1	1	2	Nil	2	1	Nil	1	Nil	Nil	2	1
	Group B	12	12	1	2	3	8	1	9	1	3	2	6
	Group C	19	19	7	2	9	25	1	26	7	10	2	16
	Group D	27	27	Nil	6	6	8	3	11	11*	1	Nil	10
	Total	59	59	10	10	20	42	5	47	19	14	6	33

\* 5 SC candidates taken over and above Roster Points

right at the stage of 10 standard itself. Therefore, they can continue further education we will also arrange special training for them in typing and in other areas so that after completion of the training and the initial, period of scholarship, they will be able to join MMTC. This is how we hope to make up the shortfall of ST candidates."

3.15 In reply to a query the witness stated that in addition to free training in typing and stenography, scholarship of Rs. 300 per month is also given to them for further studies.

3.16 The other measures taken to wipe out the shortfall of Scheduled Tribes are that they have written to the Welfare Department of State Governments to sponsor Scheduled Tribe candidates from their Departments.

#### D. Special Recruitment Drive

3.17 Steps were stated to have been taken to fill up the following identified as vacancies for Scheduled Castes and Scheduled Tribes through special recruitment drive from 1989 to 1990:—

Month of Advertisement	Category of Post	Numer of Vacancies		Application Received	Recruitment Made	
		SC	ST		SC	ST
January, 89	C	1	1	24	—	—
July, 89	A	3		33	2	—
	B	8		25	4	—
	C	1		122	1	—
September, 89	A	9		18	4	1
	B	8	2	28	3	1
	C	1	1	33	1	1
November, 89	B	3	2	68	—	—
July, 90	B	4	7	217	3	4
November, 90	B	—	3	22	—	—

3.18 From the above statement it has been observed that MMTC got good response from the Scheduled Castes and Scheduled Tribes for various categories of posts advertised by them from January, 1989 to November, 1990. In all 580 SC/ST candidates had applied for 53 posts on different occasions and only 18 posts of Scheduled Castes and 7 posts of Scheduled Tribes could be filled up and rest of the candidates were not found suitable for some reasons or the other. During evidence the Committee enquired about the criterion on which the suitability of the candidate was assessed the witness stated:

"We have a Selection Committee which examine candidates as to whether a candidate is suitable for the job or not. If a candidate does not fulfil the minimum qualification then we mention 'Not found suitable.'"

3.19 Asked whether any SC/ST person was in the Selection Board at the time of interview of the candidates, the witness replied:

“I will have to check up.”

3.20 In a written note furnished to the Committee it was informed that normally a person belonging to SC/ST community was nominated as a member of the Selection Committee/Departmental Promotion Committee to posts where reservation was applicable. In the case of promotions to levels where there is no reservation, member belonging to SC/ST was not included in the Departmental Promotion Committee.

#### E. Shortfall in Promotion

3.21 The following statement have been furnished to the Committee showing the number of persons promoted during the last three years and number and percentage of Scheduled Castes/Scheduled Tribes among them:

Year	Category of Posts	Total No. of Persons Promoted	No. of Persons Promoted Under SC Category	Percentage	No. of persons Promoted Under ST Category	Percentage
<b>1989</b>						
Group	A	86	4	4.65	—	—
Group	B	395	35	8.86	13	3.29
Group	C	80	16	20.00	2	2.5
Group	D	73	11	15.07	6	8.2
<b>1990</b>						
Group	A	71	7	9.9	1	1.4
Group	B	343	32	9.3	6	1.74
Group	C	150	23	15.3	9	6
Group	D	28	7	25	—	—
<b>1991</b>						
(Upto 30.6.91)						
Group	A	21	8	38	—	—
Group	B	140	18	12.9	3	2.1
Group	C	218	21	9.6	6	2.8
Group	D	68	7	10.3	1	1.5

3.22 When asked about the reasons for shortfall in promotion of Scheduled Castes and Scheduled Tribes in Minerals and Metals Trading Corporation the Committee were informed that in MMTC the Time Bound Promotion Policy is in operation for the unionised staff and vacancy Based Promotion Policy for Officers. In the Corporation SC/ST reservations are applicable to promotion from the top rung of Group 'B' to the lowest rung of Group 'A' only.

3.23 The Committee draw the attention of the witness during evidence to the decreasing trend in the number of Scheduled Castes and Scheduled Tribes in promotion especially in Category 'B' and asked the reasons

therefor. The witness stated that there were two level within Group 'B' itself. So it was quite possible that the officers are promoted from one level to another within the Group.

3.24 When suggested that MMTC should resort to direct recruitment to fill the backlog vacancies if internal candidates are not available for promotion, the witness submitted:

"It is true that certain posts have to be filled by promotion. If a SC or ST is not available for promotion, at that particular point of time it is better to leave that vacancy for the SC or ST Officer who is already working in the Organisation to get the necessary eligibility and necessary experience to get himself promoted to that post."

#### F. Time Bound Promotion Policy

3.25 Prior to 1985 MMTC had a vacancy based promotion policy. In January, 1985 Time Bound Promotion Scheme for promotion in staff cadre was introduced in MMTC. This promotion policy has been revised with effect from 1.10.90. Under this scheme, officers are promoted to next higher cadre on completion of a prescribed qualifying period of service after their suitability is judged by DPC.

3.26 The qualifying periods for promotion under time bound promotion policy are as under:—

Gr. D to Gr. C	— No promotion on time bound basis but governed by time scale basis.
Gr. C to Gr. B	— 16 years
Gr. B to Gr. A	— 8 years in case of All India cadre. 11 years in case of local cadre.

3.27 Qualifying period for each promotion for SC/ST employees is one year less as compared to general candidates.

3.28 The Committee were informed that the time bound promotion policy was introduced in the Corporation to remove stagnation and accelerate the promotion of employees including SC/ST.

"Under the policy, the promotion to employees were automatic. subject to completion of qualifying period irrespective of availability of vacancies.

3.29 During evidence when asked the reasons for introduction of vacancy based promotion for officers with effect from 1.4.89, the representative of MMTC stated—

"We have reviewed this position. We wanted to stop it because it was creating some problems in a particular cadre. Normally we have found that even after bringing this time bound promotion policy, people were getting promotion without that. Now we have

come to vacancy bound promotion policy which is more effective in the sense that positions are earmarked."

3.30 When pointed out that with the introduction of time bound promotion in 1985, and without maintaining the Rosters how the MMTC could safeguard the promotion prospects of SC/ST candidates, the Committee were informed:—

"Under the policy, the promotion to employees were automatic subject to completion of qualifying period irrespective of availability of vacancies. Hence the Time Bound Promotion Policy has not affected the promotion prospects of SC/ST candidates and on the contrary all employees including SC/ST have been benefited through liberalised promotion opportunities."

3.31 The Committee note that as on 30.6.91 the staff strength of Scheduled Castes and Scheduled Tribes in the services of MMTC was 10.3% and 1.7% in Group 'A', 4.3% and 1.5% in Group 'B', 17.6% and 6.4% in Group 'C' and 20.3% and 4.6% in Group 'D' posts respectively. This shows that there are shortfalls in promotion of STs in all the four categories and SCs in category 'A' and 'B'.

3.32 During the evidence, the Committee were informed that through the reservation policy has been there for the last 20 years, the real efforts have been made by MMTC only during the last three years to make up the shortfall. The Committee are constrained to observe that had timely action been taken by MMTC to fill up the reserved vacancies instead of waiting for directives from the Government to undertake a special recruitment drive to clear the backlog vacancies, the shortfall would not have occurred. They desire that in future timely action should be taken up the MMTC to fill up the reserved vacancies as and when they take place.

3.33 The Committee further note that representation of SCs/STs in Group 'B' post is very low. They were informed during evidence that there were only a few direct recruits in Group 'B' posts and most of these were promotional posts. Considering the fact that there is a provision for direct recruitment in Group B and there is a huge shortfall of SCs/STs in this group, the Committee are of the view that MMTC should follow the policy of filling up of these vacancies, partly by promotion, and partly by resorting to direct recruitment.

3.34 The Committee also find that there are large number of SCs/STs available in Group 'C' and the possibility of promoting some of these SC/ST employees to Group 'B' by relaxing their promotional criteria may be considered. They would like the management to review the position in consultation with the Ministry of Commerce and Deptt. of Personnel with a view to improve percentage of SCs/STs in Group 'B'.

3.35 The Committee find that there is large backlog of vacancies in respect of STs in all the categories. During evidence the Committee were

informed that the management has taken a number of steps to fill up the backlog vacancies of STs, such as introduction of scholarships for ST students, free training in typing and stenography and stipends to ST students @ Rs. 300 per month for pursuing such studies which would make them eligible to join the MMTC service. While the Committee consider these steps in the right direction, they would like the MMTC to give suitable publicity regarding availability of such facilities for STs in MMTC in tribal areas and also enhance the stipend amount of Rs. 300 per month which is considered to be inadequate. The Committee would like to be apprised of the steps taken in this regard.

3.36 The Committee find that since January 1989 a number of special recruitment drives were undertaken by MMTC to clear the backlog of vacancies of SCs and STs in various categories of posts. Responses received from SC and ST candidates were quite good but many ST candidates could not be selected because they were not found suitable for some reason or the other. Keeping in view the fact that ST people are generally very backward and living in places far away from towns and cities, special efforts may be made to select ST candidates by sending the recruitment teams to those areas. Requisite training may also be provided to ST candidates after their preliminary selection with a view to make them suitable for various posts.

3.37 The Committee regret to note that the MMTC authorities have not been to maintain the reservation quota of 15 percent for Scheduled Castes and 7½ percent for Scheduled Tribes in Promotion. They also note that the reservation in promotion is applicable only from the top rung of Group 'B' to the lowest rung of Group 'A' and the officers are promoted as per the Time Bound Promotion Policy by giving one year relaxation to the SC/ST employees. The Committee were informed that reservation in promotion was introduced in MMTC in 1973 and followed till 1985 when time bound promotion was introduced. Again from 1.4.89 the vacancy based promotion for officers was introduced and the time bound promotion scheme was revised with effect from 1.10.90. The Committee were informed in a written reply that the time bound promotion policy, has not affected the promotion prospects of SC/ST candidates and on the contrary all employees including SC/ST have been benefitted by this liberalised promotion policy. During the evidence the Committee were also informed that vacancy based promotion for officers was re-introduced because the existing policy of time bound promotion was creating problems in a particular cadre.

3.38 In the opinion of the Committee frequent change in promotion policy will affect the career growth of all employees especially those of SCs and STs who get promotion on roster basis. They desire the MMTC to frame a well conceived promotion policy in consultation with the Ministry of Commerce for all the employees of MMTC giving due relaxation in promotion to SCs and STs and once the promotion policy is adopted the management should follow it in letter and spirit.



## CHAPTER IV

### MEASURES TO IMPROVE RESERVATION IN SERVICES

#### A. In-service Training

4.1 As regards arrangement for giving in-service training to the SC/ST employees in MMTC, it has been stated:

“The Corporation conducts in-company training programmes as well as nominates its employees including SC/ST employees for training programmes conducted by various professional organisations.

Besides, the Corporation is nominating SC/ST employees for programmes specially designed to meet their developmental needs being conducted by Third-World Develop. Centre and Delhi School of Productivity and Performance.”

4.2 When asked about the number of employees who got such training vis-a-vis the number of SC and ST employees among them during the last three years, the following statement was furnished to the Committee:

Nature of training	1989-90			1990-91			1991-92					
	Total No. of employees	No. of SC/ST employees		Total No. of employees	No. of SC/ST employees		Total No. of employees	No. of SC/ST employees				
		SC	ST	Total	SC	ST	Total	SC	ST	Total		
In-House	1265	41	13	54	686	61	24	85	1225	43	12	55
External	310	54	6	60	398	49	4	53	341	48	2	50
	1575			114	1084			138	1566			105

4.3 In addition to the above the following SC/ST employees have also benefited by training conducted by Third World Development Centre and Delhi School of Productivity & Performance:

	1980-90	1990-91	1991-92
DSPP	6	15	15
TWDC	21	3	14
	27	18	29

4.4 The Committee note that the Corporation has been conducting in-service training programmes as well as nominating its employees including Scheduled Caste and Scheduled Tribe Employees to the Training

**Programmes organised by various professional organisations. During 1989-90, 1990-91, and 1991-92 out of total 1265, 686 and 1225 employees who were given in-service training, the number of Scheduled Castes and Scheduled Tribes were 54, 85 and 55 i.e. 4.26, 12.39 and 4.48 percent respectively. Similarly during 1989-90, 1990-91 and 1991-92 out of 310,398 and 341 persons nominated to the training programmes conducted by various professional organisations, the number of Scheduled Caste and Scheduled Tribe Employees was 60, 53 and 50 respectively. Besides, during the year 1989-90, 1990-91 and 1991-92, 27, 18 and 29 Scheduled Caste and Scheduled Tribe Employees respectively were nominated for attending to training programmes conducted by Delhi School of productivity & Performance and Third World Development Centre.**

**4.5 The Committee hope that imparting of training in various fields to Scheduled Caste and Scheduled Tribe Employees will go as long way in improving their efficiency. They recommend that the sponsoring of the Scheduled Caste and Scheduled Tribe Candidates for such training courses should be progressively increased so that they acquire the requisite proficiency and give a good account of themselves.**

#### **B. Training Abroad**

4.6 As regards the officers sent for training abroad it has been stated that Minerals & Metals Trading Corporation has been regularly recommending officers including Scheduled Caste and Scheduled Tribe Candidates for the various overseas Training Programmes organised by Govt. or by other Govt. Agencies. The final selection, however, for these training programmes is done by the Govt. Agencies imparting such training. So far Minerals & Metals Trading Corporation has recommended 28 persons including 8 Scheduled Caste and Scheduled Tribe candidates for training abroad but no Scheduled Caste and Scheduled Tribe candidates got selected till now for these programmes.

4.7 During the last three year, 17 officials have undergone training abroad as detailed below:

Year	No. of Officials
1987	5
1988	4
1989	7
1990	1

4.8 During evidence the Committee desired to know the reasons for non-selection of the Scheduled Caste and Scheduled Tribe candidates for training abroad. In reply the witness stated:

"So far as training abroad is concerned Minerals & Metals Trading Corporation by itself is not sending people much. If a requisition received from other Deptts. that there is a foreign training available. Minerals & Metals Training Corporation recommends people to that organisation for final selection."

4.9 Elaborating the procedure regarding selection of candidates for training abroad, the witness stated:

"These training programmes are mostly conducted by Deptt. of Economic Affairs under UNDP or Colombo Plan. xxxx. The final selection is done by the Deptt. of Economic Affairs. They have not taken any of the candidates recommended by us."

4.10 The Committee are surprised to note that out of 17 officers of Minerals & Metals Trading Corporation sent for training abroad since 1988, none of them belonged to Scheduled Castes and Scheduled Tribes. They learn that these training programmes are mostly conducted by Deptt. of Economic Affairs under UNDP and Colombo Plan. The Minerals & Metals Trading Corporation only recommends the names of candidates including those of Scheduled Castes and Scheduled Tribes and final selection of candidates is done by that Deptt.

4.11 The Committee desire that Govt. may issue suitable instructions to Deptt. of Economic Affairs urging upon them to select at least a few Scheduled Caste and Scheduled Tribe candidates for training abroad which would not only improve their knowledge but also raise the moral of Scheduled Caste and Scheduled Tribe employees, besides giving them a sense of participation in the National Training Programme.

#### C. Posting Abroad

4.12 The Committee have been informed that MMTC have got four offices located outside the country, as per the details given below:—

Country/City	Year of commencement	No. of Post sanctioned As on 1.8.90			
		R.M.	MNG	STENO	ASSTT.
Japan/Tokyo	1966	1	1	1	1
Romania/Bucharest	1983	1	—	1	—
Jordan/Aman	1987	1	—	1	—
South Korea/Seoul	1987	1	—	1	—

4.13 The Committee were further informed that five officers in Group

'A' had been posted abroad during the years 1987-88, 1988-89 and 1989-90 and none belonged to SC/ST category. However, one Assistant belonging to SC category has been posted to MMTC office at Tokyo (Japan) w.e.f. 21.12.89.

4.14 To a query whether knowledge of a foreign language was one of the conditions for posting abroad, it has been stated "it is not a condition".

4.15 It has further been stated that while selecting the candidates for foreign postings, SC/ST candidates are adjudged with relaxed standards.

4.16 The Committee regret to note that out of the five officers given foreign posting during the years 1987-88, 1988-89 and 1989-90 not a single officer was from the SC or ST category. The Committee desire that MMTC should make sincere efforts to appoint at least one officer belonging to SC/ST category in their foreign projects. This will not only broaden their outlook but will also enable them to acquaint themselves with the work culture of the countries of their postings.

#### D. Appointment of Casual Labourers

4.17 The Committee have been informed that casual labourers are employed for limited period on need basis and the recruitment are made accordingly. In case the requirements are of longer duration and if the need for regularisation arises, reservation policy is kept in view. The total number of casual labourers working in MMTC as on 31.12.1991 and the number of Scheduled Castes and Scheduled Tribes among them were stated to be as under:-

Total	—	55
SC	—	11
ST	—	Nil

4.18 During the last three years out of 41 Casual Employees regularised 11 belonged to Scheduled Castes and none of them was Scheduled Tribe.

4.19 On being suggested that in-service training and pre-recruitment training should be imparted to the eligible Casual Labourers so that they could be absorbed in Group 'C' & 'D' categories the witness submitted:-

"We have already introduced such a scheme. We are giving them scholarship and training so that they become eligible for that. We have commenced that scheme. This is mainly for category 'C'.

"Very year we recruit about 8 to 10 people. We follow the reservation policy and according to the roster, we take the Scheduled Tribe candidates. And we are making up for the backlog also. We are making all out efforts to make it up."

4.20 The Committee note that out of 55 casual labourers on roll of Minerals & Metals Trading Corporation on 31.12.1991, 11 belonged to Scheduled Castes and none to Scheduled Tribe. During the last three years

out of 41 casual workers regularised, 11 belonged to Scheduled Castes and none to Scheduled Tribes. The Committee are constrained to observe that by not taking any Scheduled Tribe candidate at the time of absorbing 41 casual workers, the Management of Minerals & Metals Trading Corporation has failed to put into effect the instructions of the Government of India on reservations in letter and spirit and recommend that whenever any casual workers are regularised due representation should be given to Scheduled Castes and Scheduled Tribes as per the instructions issued by the Deptt. of Personnel for the purpose.

#### **D. Perspective Man-Power Planning**

4.21. The Committee desired to know whether Minerals & Metals Trading Corporation had prepared any long term man-power planning (say for the next five years) to assess the requirement of Scheduled Castes and Scheduled Tribes in various categories. In reply it has been stated that the management of Minerals & Metals Trading Corporation was in the process of finalising its medium term plan for its activities in the light of changes in the Trade Policy of the Government. Presently Corporation's recruitment is confined to Stenos/Typists and campus recruitment from the Management Institutes. The reservation quota is fully observed while making such recruitments.

4.22 The Committee find that Minerals & Metals Trading Corporation has been carrying forward a long list of backlog vacancies especially of STs in various categories for a number of years. Obviously this was due to the non-availability of suitable ST candidates. The Committee recommend that Minerals & Metals Trading Corporation should prepare its man-power plan for the next five years and take timely measures to recruit and train the requisite number of Scheduled Castes and Scheduled Tribes in various categories.

#### **F. Note on SC/ST in the Annual Report**

4.23 There are Govt. instructions that a note should be included in the Annual Report of the Ministry/Deptt. about the matters relating to representation of SCs and STs including the functioning of SC/ST Cell in the establishments and services under the control of the Ministry/Deptt. The statistics relating to representation of SCs and STs indicating the break-up of SCs and STs, their categories, recruitment made, backlog vacancies etc. should also be incorporated in the annual reports of the Ministries/Depts. Similar information in respect of Statutory Semi-Govt. Bodies and in Public Sector Undertakings under the control of Ministry/Deptt. may also be usefully included in the Annual Reports. But the Annual Reports of MMTC for the years 1989-90 and 1990-91 do not contain the required information in respect of SCs/STs.

4.24 There are Government instructions that a note should be incorporated in the Annual Report of all Ministries/Depts. as well as Public Sector Undertakings under the control of concerned Ministry/Deptt.

about the matters relating to representation of SCs/STs indicating the functioning of SC/ST Cell in the establishments.

4.25 The Committee regret to observe that Annual Report of MMTC does not contain any information regarding welfare measures — taken by the Management for upliftment or advancement of SC/ST employees of MMTC. They recommend that the requisite information should invariably be furnished in the Annual Reports of MMTC in future.

NEW DELHI;  
24 April, 1992

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4 Vaisakha, 1914 (Saka)

K. PRADHANI,  
Chairman,  
Committee on the Welfare of  
Scheduled Castes and  
Scheduled Tribes.

## APPENDIX

(Vide Para 4 of Introduction)

### *Summary of Conclusion/Recommendations Contained in the Report*

Sl. Reference No. to Para No. in the Report	Summary of Conclusions/Recommendations	
1	2	3
1. 1.18	<p>The Committee note that Board of Directors of MMTC consists of a full time Chairman-cum-Managing Director, five full time Directors, and four part time Directors but none of these Directors belongs to SCs/ STs. They were informed that selection for appointment of Directors on the Board of Directors and Public Sector Undertakings is made by the Public Enterprises Selection Board. Directors on the Board of Directors is considered to be top management posts and merit is the only consideration which the PESB keep in mind while selecting and making recommendations for these posts. Although the Ministry of Commerce had recommended the name of one SC candidate for MMTC, the PESB did not empanel his name. During evidence the Secretary, Ministry of Personnel and Training stated that if reservation is provided in these posts, it would be possible for PESB to empanel SC/ST candidates who fulfil minimum qualifications for these posts.</p>	
2. 1.19	<p>The Committee were also informed that the PESB keeps in mind the repeated recommendations of this Committee for appointment of at least one Scheduled Caste and Scheduled Tribe Director on the Board of Directors of Public Sector Undertakings and for this purpose they considered a number of Scheduled Caste and Scheduled Tribe Candidates in the past. However, no record of Scheduled Caste and Scheduled Tribe Candidates considered in the past is maintained. In order to remove any suspicion from the minds of the Scheduled Castes and Scheduled Tribes, the Committee recommend that such records should be maintained in future.</p>	

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- | 1 | 2 | 3 |
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3. 1.20            The Committee would also like the Government to consider the feasibility of making provision for one Scheduled Caste and Scheduled Tribe Director on the Board of Directors of Public Sector Undertakings by making suitable amendments to the Articles of Association of these public undertakings.
4. 1.21            The Committee find that there is a provision for appointment of part time non-official director on the Board of Directors of MMTC. During evidence the Secretary Ministry of Commerce submitted that it was open to the Government to appoint a non-official part time director in MMTC. The Committee, therefore, stress that Government should take steps to appoint at least one non-official Director belonging to SC/ST on Board of Directors of MMTC.
5. 1.22            The Committee regret to note that Board of Directors of MMTC does not review the implementation of reservation policy relating to SCs and STs in any of their Board meetings. It is the responsibility of the Board of Directors to ensure implementation of Reservation Policy in the undertaking. As such unless these matters are periodically discussed in the Board meetings, it would not be possible to ensure the faithful implementation of the Reservation Policy. They recommend that the Board of MMTC should undertake review of Reservation Policy in their meetings periodically and ensure their implementation as per Government directives.
6. 2.15            The Committee note that there are 1497 persons belonging to SCs/STs in the eight Public Sector Undertakings under the administrative control of the Ministry of Commerce. However, no separate SC/ST Cell has been set up in the Ministry to look after the interests of these SC/ST employees. The Committee take a serious view of the fact that such a Cell has not been set up even after the recommendation of the internal work, Study Unit of the Ministry in pursuance of the
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recommendation made by the Committee in their 48th Report (8th Lok Sabha). The Committee recommend that Government should set up a separate cell immediately as recommended by the Internal Work Study Unit appointed for the purpose.

7. 2.16

The Committee note that an officer in the rank of Director has been appointed as Liaison Officer in the Ministry of Commerce to ensure the implementation of reservation orders in all the eight Public Sector Undertakings under the administrative control of the Ministry. Besides looking after the interests of SC/ST, he has been entrusted with some other jobs as well. The Liaison Officer has been able to visit only 17 branches of these 8 Public Sector Undertakings till October, 1991 including four offices of MMTC. The Committee are of the view that unless the Liaison Officer makes periodical visits to the various offices of the undertakings at regular intervals, it may not be possible to implement the reservation orders effectively. This is evident from the fact that the Liaison Officer during his visit to the offices of undertakings pointed out a number of deficiencies in the maintenance of rosters. They would like the Government to ensure proper implementation of reservation orders in employment and promotion by regular inspection of rosters of these undertakings.

8. 2.17

The Committee note that no separate complaint/grievances register is maintained by MMTC for recording complaints/representations received from its SC/ST employees. The management only maintains a separate file where individual grievances including those of SC/ST employees are dealt with. With a view to ensure implementation of reservation orders and imparting justice to SC/ST employees, the Committee recommend that as assured during evidence, a separate grievances/complaint register be maintained both at the corporate as well as the regional offices of MMTC and all complaints received therein should be disposed of within a given time schedule.

9. 2.18

The Committee further note that the minutes of discussion held with the office bearers of the SC/ST employees federation are not recorded on the ground

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		<p>that federation is not recognised. In the opinion of the Committee unless records of discussion held with SC/ST employees federation are kept properly it will be difficult for the management to take follow up action. The Committee, therefore, recommend that records of discussion held with the SC/ST employees federation should be maintained by the MMTC, pending recognition of the federation by the management of MMTC, to avoid any mis-understanding at a later stage.</p>
10	3.31 and 3.32	<p>The Committee note that as on 30.6.91 the staff strength of Scheduled Castes and Scheduled Tribes in the services of MMTC was 10.3% and 1.7% in Group 'A', 4.3% and 1.5% in Group 'B', 17.6% and 6.4% in Group 'C' and 20.3% and 4.6% in Group 'D' posts respectively. This shows that there are shortfalls in promotion of STs in all the four categories and SCs in category 'A' and 'B'.</p> <p>During the evidence, the Committee were informed that though the reservation policy has been there for the last 20 years, the real efforts have been made by MMTC only during the last three years to make up the shortfall. The Committee are constrained to observe that had timely action been taken by MMTC to fill up the reserved vacancies instead of waiting for directives from the Government to undertake a special recruitment drive to clear the backlog vacancies, the shortfall would not have occurred. They desire that in future timely action should be taken by the MMTC to fill up the reserved vacancies as and when they take place.</p>
11.	3.33	<p>The Committee further note that representation of SCs/STs in Group 'B' post is very low. They were informed during evidence that there were only a few direct recruits in Group 'B' posts and most of these were promotional posts. Considering the fact that there is a provision for direct recruitment in Group B and there is a huge shortfall of SCs/STs in this group, the Committee are of the view that MMTC should follow the policy of filling up of these vacancies, partly by promotion, and partly by resorting to direct recruitment.</p>
12.	3.34	<p>The Committee also find that there are large number of SCs/STs available in Group 'C' and possibility of promoting some of these SC/ST employees to Group 'B'</p>

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by relaxing their promotional criteria may be considered. They would like the management to review the position in consultation with the Ministry of Commerce and Deptt. of Personnel with a view to improve percentage of SCs/STs in Group 'B'.

13 3.35

The Committee find that there is large backlog of vacancies in respect of STs in all the categories. During the evidence the Committee were informed that the management has taken a number of steps to fill up the backlog vacancies of STs, such as introduction of scholarships for ST students, free training in typing and stenography and stipends to ST student @ Rs. 300 per month for pursuing such studies which would make them eligible to join the MMTC service. While the Committee consider these steps in the right direction, they would like the MMTC to give suitable publicity regarding availability of such facilities for STs in MMTC in tribal areas and also enhance the stipend amount of Rs. 300 per month which is considered to be inadequate. The Committee would like to be apprised of the steps taken in this regard.

14 3.36

The Committee find that since January 1989 a number of special recruitment drives were undertaken by MMTC to clear the backlog of vacancies of SCs and STs in various categories of posts. Responses received from SC and ST candidates were quite good but many ST candidates could not be selected because they were not found suitable for some reason or the other. Keeping in view the fact that ST people are generally very backward and living in places far away from towns and cities, special efforts may be made to select ST candidates by sending the recruitment teams to those areas. Requisite training may also be provided to ST candidates after their preliminary selection with a view to make them suitable for various posts.

15 3.37

The Committee regret to note that the MMTC authorities have not been able to maintain the reservation quota of 15 per cent for Scheduled Castes and 7½ per cent for Scheduled Tribes in Promotion. They also note that the reservation in promotion is applicable only from the top rung of Group 'B' to the lowest rung of Group

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16 3.38	<p>'A' and the officers are promoted as per the Time Bound Promotion Policy by giving one year relaxation to the SC/ST employees. The Committee were informed that reservation in promotion was introduced in MMTC in 1973 and followed till 1985 when time bound promotion was introduced. Again from 1.4.89 the vacancy based promotion for officers was introduced and the time bound promotion scheme was revised with effect from 1.10.90. The Committee were informed in a written reply that the time bound promotion policy has not affected the promotion prospects of SC/ST candidates and on the contrary all employees including SC/ST have been benefitted by this liberalised promotion policy. During the evidence the Committee were also informed that vacancy based promotion for officers was re-introduced because the existing policy of time bound promotion was creating problems in a particular cadre.</p>	
17 4.4 and 4.5	<p>In the opinion of the Committee frequent change in promotion policy will affect the career growth of all employees especially those of SCs and STs who get promotion on roster basis. They desire the MMTC to frame a well conceived promotion policy in consultation with the Ministry of Commerce for all the employees of MMTC giving due relaxation in promotion to SCs and STs and once the promotion policy is adopted the management should follow it in letter and spirit.</p>	<p>The Committee note that the Corporation has been conducting in-service training programmes as well as nominating its employees including Scheduled Caste and Scheduled Tribe Employees to the Training Programmes organised by various professional organisations. During 1989-90, 1990-91 and 1991-92 out of total 1265, 686 and 1225 employees who were given in-service training, the number of Scheduled Castes and Scheduled Tribes were 54, 85 and 55 i.e. 4.26, 12.39 and 4.48 per cent respectively. Similarly during 1989-90, 1990-91 and 1991-92 out of 310, 393 and 341 persons nominated to the training programmes conducted by various professional organisations, the number of Scheduled Caste and Scheduled Tribe Employees was 60, 53, and 50 respectively. Besides, during the year 1989-90 1990-91 and 1991-92, 27, 18 and 29 Scheduled Caste and Scheduled Tribe Employees respectively were nominated for attending to training programmes conducted by Delhi</p>

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School of Productivity & Performance and Third World Development Centre.

The Committee hope that imparting of training in various fields to Scheduled Caste and Scheduled Tribe Employees will go a long way in improving their efficiency. They recommend that the sponsoring of the Scheduled Caste and Scheduled Tribe Candidates for such training courses should be progressively increased so that they acquire the requisite proficiency and give a good account of themselves.

18 4.10 and  
4.11

The Committee are surprised to note that out of 17 officers of Minerals & Metals Trading Corporation sent for training abroad since 1988, none of them belonged to Scheduled Castes and Scheduled Tribes. They learn that these training programmes are mostly conducted by Deptt. of Economic Affairs under UNDP and Colombo Plan. The Minerals & Metals Trading Corporation only recommends the names of candidates including those of Scheduled Castes and Scheduled Tribes and final selection of candidates is done by that Deptt.

The Committee desire that Govt. may issue suitable instructions to Deptt. of Economic Affairs urging upon them to select at least a few Scheduled Caste and Scheduled Tribe candidates for training abroad which would not only improve their knowledge but also raise the moral of Scheduled Caste and Scheduled Tribe employees, besides giving them a sense of participation in the National Training Programme

19 4.16

The Committee regret to note that out of the five officers given foreign posting during the years 1987-88, 1988-89 and 1989-90 not a single officer was from the SC or ST category. The Committee desire that MMTC should make sincere efforts to appoint at least one officer belonging to SC/ST category in their foreign projects. This will not only broaden their outlook but will also enable them to acquaint themselves with the work culture of the countries of their postings.

20 4.20

The Committee note that out of 55 casual labourers on roll of Minerals & Metals Trading Corporation on 31.12.1991, 11 belonged to Scheduled Castes and none to Scheduled Tribe. During the last three years out of 41 casual workers regularised, 11 belonged to Scheduled

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Castes and none to Scheduled Tribe. The Committee are constrained to observe that by not taking any Scheduled Tribe candidate at the time of absorbing 41 casual workers, the Management of Minerals & Metals Trading Corporation has failed to put into effect the instructions of the Government of India on reservations in letter and spirit and recommend that whenever any casual workers are regularised due, representation should be given to Scheduled Castes and Scheduled Tribes as per the instructions issued by the Deptt. of Personnel for the propose.

21 4.22

The Committee find that Minerals & Metals Trading Corporation has been carrying forward a long list of backlog vacancies especially of STs in various categories for a number of years. Obviously this was due to the non-availability of suitable ST candidates. The Committee recommend that Minerals & Metals Trading Corporation should prepare its man-power plan for the next five years and take timely measures to recruit and train the requisite number of Scheduled Castes and Scheduled Tribes in various categories.

22 4.24 and  
4.25

There are Government instructions that a note should be incorporated in the Annual Report of all Ministries/ Deptts. as well as Public Sector Undertakings under the control of concerned Ministry/Deptt. about the matters relating to representation of SCs/STs indicating the functioning of SC/ST Cell in the establishments.

The Committee regret to observe that Annual Report of MMTC does not contain any information regarding welfare measures taken by the Management for upliftment or advancement of SC/ST employees of MMTC. They recommend that the requisite information should invariably be furnished in the Annual Reports of MMTC in future.

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