

**COMMITTEE ON THE WELFARE
OF SCHEDULED CASTES AND
SCHEDULED TRIBES
(1985-86)**

(EIGHTH LOK SABHA)

**FOURTH REPORT
MINISTRY OF INDUSTRY**

(DEPARTMENT OF PUBLIC ENTERPRISES)

**Reservations for, and Employment of, Scheduled
Castes And Scheduled Tribes in Bharat
Heavy Electricals Ltd. (Hyderabad
and Hardwar Units)**

*Presented to Lok Sabha on
Laid in Rajya Sabha on*



**LOK SABHA SECRETARIAT
NEW DELHI**

October, 1985/Asvina, 1907 (S)

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Corrigenda
to the

Fourth Report (1985-86) of the Committee on the
Welfare of Scheduled Castes and Scheduled Tribes
(Seventh Lok Sabha).

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**COMMITTEE ON THE WELFARE OF
SCHEDULED CASTES AND
SCHEDULED TRIBES
(1985-86)**

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INTRODUCTION

1, the Chairman, Committee on the Welfare of Scheduled Castes and Scheduled Tribes, having been authorised by the Committee to submit the Report on their behalf, present this Fourth Report (Eighth Lok Sabha) on the Ministry of Industry (Department of Public Enterprises)—Reservations for, and employment of, Scheduled Castes and Scheduled Tribes in Bharat Heavy Electricals Limited (Hyderabad & Hardwar Units).

2. The Committee on the Welfare of Scheduled Castes and Scheduled Tribes (1984-85) took evidence of the representatives of the erstwhile Ministry of Industry and Company Affairs (Department of Heavy Industry) on the 29th, 30th and 31st October, 1984. The present Committee (1985-86) place on record their appreciation of the commendable work done by the previous Committee in taking evidence and obtaining useful information for the Report. The Committee also wish to express their thanks to the officers of the erstwhile Ministry of Industry and Company Affairs (Department of Heavy Industry) and representatives of Bharat Heavy Electricals Limited for placing before the Committee (1984-85) 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 14th October, 1985.

4. A Summary of conclusions/recommendations contained in the Report is appended. (Appendix—XIII).

NEW DELHI;

KRISHAN DATT SULTANPURI,

October 16, 1985

Chairman,

Asvina 24, 1907 (S)

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

CHAPTER I

INTRODUCTORY

A. Organisation

1.1 Established in 1956, Bharat Heavy Electricals Limited is today the largest engineering and manufacturing organisation of its kind in Public Sector in India. It is an autonomous body registered under Companies Act, 1956. The Company provides products, systems and services in the field of Energy, Industry & Transportation and ranks among the top 12 organisations in the world engaged in the manufacture of power equipment. With a view to make the organisation more sensitive to the needs of the Company's customers, the organisation has been restructured into two distinct sectors—Power and Industry. These two sectors are supported by fourteen manufacturing and twelve service Divisions. (Appendix I).

1.2 BHEL is governed by a Board of Directors comprising of five full time Directors, five part time Directors and two Directors from the Ministry of Industry, Government of India. The Chairman & Managing Director is Chief Executive of the Company. In managing the affairs of the Company the Chairman is assisted by the Management Committee which consists of all Functional Directors, Executive Directors and Group General Managers.

1.3 The major Corporate functions such as Personnel, Finance, Technical are headed by the Functional Directors. The Director (P) is Incharge of the Personnel function. In addition, Management Development Institute, Productivity Group and Publicity & Public Relations Department are also controlled by Director (Personnel).

1.4 The Hyderabad Unit of BHEL is headed by a Group General Manager. The Departments/functions in the Unit are organised on a functional basis and various product/operation divisions and service divisions are formed. Each division is headed by a General Manager/ Additional General Manager and in case of two departments, they are headed by Deputy General Managers independently reporting to Group General Managers.

1.5 BHEL, Hardwar comprises of two manufacturing divisions namely—Heavy Electrical Equipment Plant (HEEP) and Central

Foundry Forge Plant (CFPP). Both the Units of BHEL, Hardwar are headed by Group General Manager.

1.6 The matters pertaining to reservation of Scheduled Caste/Scheduled Tribe are looked after by the Personnel Department in the two Units.

1.7 During the course of evidence the representative of the Undertaking stated that the two plants at Hardwar were totally independent. Heavy Electricals Equipment Plant was set up in 1967 while the Central Foundry Forge Plant went into production in 1974. The collaboration for the Central Foundry Forge Plant was with the French people and that of the HEEP was with the Soviet Union. Budget-wise, the two plants were separate since they had started at different points of time and their rates of bonus were different. Both the plants were, however, under one Chief Executive. He further stated that recruitment for Group 'A' posts was centrally controlled while recruitment for other categories was being done unit-wise at Hardwar.

B. Board of Directors

1.8 It has been stated that BHEL Board of Directors comprise of five full-time functional Directors including the Chairman & Managing Director, five part time Directors and two ex-officio Directors from Ministry of Industry, Government of India.

1.9 There is no member belonging to Scheduled Caste/Scheduled Tribe in the Board.

1.10 Regarding the criteria for selection of Members on the Board of Directors it has been stated that the persons concerned should be able to contribute to the deliberations of the Board of Directors of BHEL for giving suitable directions towards efficient functioning of the Company within the overall policy of the Government of India.

1.11 No proposal is under consideration at present to have a member belonging to Scheduled Caste/Scheduled Tribe in the Board of Directors of BHEL.

1.12 With regard to the representation of Scheduled Castes and Scheduled Tribes in the Board of Directors, the representative of the Ministry stated during evidence that the Board of Directors was a managing body whose objective was to run the company properly

and implement the Government directives. With this end in view only experienced persons were appointed to the Board of Directors.

1.13 In reply to a question he further stated that the Appointments Committee of Cabinet consisting of Prime Minister, Minister of Home Affairs and the Minister of the concerned Ministry was the final authority for selection of members of the Board. However, the Public Enterprises Selection Board first interviewed people and suggested names of persons found suitable for the job in order of merit.

1.14 When asked whether the company was prepared to take a policy decision that one person belonging to Scheduled Caste/Scheduled Tribe should be on the Board of Directors, the representative of the Ministry stated that it was for the Government to decide. The witness added that at the Board level merit and competence should be the only criteria.

1.5 The Committee note that the Board of Directors of Bharat Heavy Electricals Limited consists of five full-time functional Directors including the Chairman and Managing Director, five part time Directors and two Directors from the Ministry of Industry, Government of India. None of the Directors belongs to Scheduled Castes or Scheduled Tribes. The Committee further note that the Appointments Committee of the Cabinet is the final authority for selection of functional Directors from a panel of names suggested by Public Enterprises Selection Board. The Committee recommend that as a matter of policy, on the lines of nationalised banks, at least one person belonging to Scheduled Castes Scheduled Tribes should be appointed on the Board of Directors of BHEL with a view to safeguard the interests of Scheduled Caste Scheduled Tribe employees. The Committee firmly believe that with sincere and concerted efforts it should not be difficult to find a person of 'merit and competence' from amongst Scheduled Castes/Scheduled Tribes for appointment on the Board of Directors.

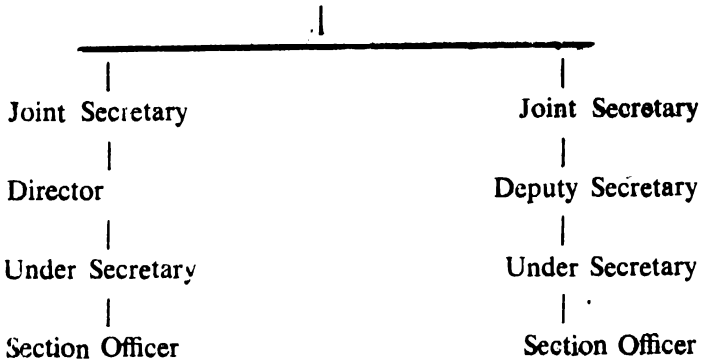
The Committee would, therefore, like the Government to ensure that at least one Director is appointed on the Board from the Scheduled Castes/Scheduled Tribes at the earliest opportunity.

C. Role of Department of Heavy Industry

1.16 The Committee have been informed that the organisational set up of the Ministry of Industry (Department of Heavy Industry) in regard to the implementation of orders regarding reservation for and

employment of, Scheduled Castes and Scheduled Tribes in Bharat Heavy Electricals Limited is as under:

Secretary (Heavy Industry)



1.17 The representative of the Ministry explained during the course of evidence that there were four Joint Secretaries and each had got certain types of industries allotted to him. He also looked after administration of some of the Public Sector Undertakings. Work relating to Scheduled Castes and Scheduled Tribes being an important subject was under the administrative control of one Joint Secretary.

1.18 The work regarding reservation for and employment of Scheduled Castes and Scheduled Tribes is being dealt with along with other work in Coordination Section of Department of Heavy Industry. The instructions of the Government and President's directive in the matter are forwarded to BHEL for strict compliance. Necessary information is collected from BHEL to see that they are implementing Government's policy, as also to consider their problems, if any, in this regard.

1.19 It has been stated that an Officer of the rank of Director in the Department of Heavy Industry has been appointed as 'Liaison Officer.'

1.20 The duties of the Liaison Officer are to coordinate the work relating to representation of Scheduled Caste/Scheduled Tribe in public sector undertakings under the Department of Heavy Industry.

1.21 Coordination Section where coordination of this work in addition to other work, is being handled, is under the charge of the Liaison Officer, who is also assisted by an Under Secretary who belongs to Scheduled Caste.

1.22 The strength of the Coordination Section is indicated below:

Section Officer—One
 Assistants—Three
 L.D.Cs.—Two
 Daftry—One

1.23 One Assistant in Coordination Section is looking after the work regarding reservation of Scheduled Caste|Scheduled Tribe in addition to other items of work. Section Officer in the Coordination Section belongs to Scheduled Tribe.

1.24 When asked why there was no Scheduled Caste|Scheduled Tribe among Assistants or Clerks, the representative of the Ministry stated during evidence that Assistants or L.D.Cs. did not decide cases. However, when the Chairman pointed out that psychology of the officers had to be changed, the representative of the Ministry promised to look into it and give it a practical shape.

1.25 When asked why a separate Cell for reservation work had not been created in the Department of Heavy Industry as per the directives, the representative of the Department of Heavy Industry stated as under:

"A Cell can be of one person and also of one hundred persons. The size will depend upon the total work-load. Since the work-load during the last two years was not too much, we have made it a part of coordination section and within the coordination section an Assistant has been made exclusively in charge of this work which is being supervised by an Officer of the rank of Director."

1.26 When the Committee enquired how it was possible for one Assistant to look after the work of 22 Undertakings, the representative of the Ministry stated that it was a question of total work-load. During the last two years they had not got even one complaint from any of the employees in any public sector organisation.

1.27 In reply to a question the representative of the Ministry said that they did not feel it justified to establish a separate Cell.

1.28 When it was pointed out that it was a violation of the Government directive, he stated as under:

"Government have not said that you must create a Cell of ten or five persons."

1.29 The Committee note that an officer of the rank of Director in the Department of Heavy Industry has been appointed as 'Liaison Officer' for coordinating the work relating to representation of Scheduled Castes/Scheduled Tribes in public sector undertakings under the Department. There is no separate Scheduled Caste|Scheduled Tribe Cell in the Department to assist the Liaison Officer to discharge his

duties effectively insofar as implementation of reservation policy is concerned. Instead, one assistant in Coordination section is looking after the work regarding reservation of Scheduled Castes/Scheduled Tribes in addition to other items of work assigned to him.

1.30 The Committee fail to understand how one person can do full justice to the work relating to proper representation of Scheduled Castes/Scheduled Tribes in services in the Department of Heavy Industry as well as in the 22 public sector undertakings under that Department.

1.31 The Committee cannot accept the explanation given by the representative of the Ministry of Industry during the course of evidence that "Cell can be of one person and also of one hundred persons. The size will depend upon the total work load".

1.32 The Committee need hardly stress that Government instructions in relation to the reservation policy have to be followed by all Ministries without any exception.

1.33 The Committee would like to point out that in their O.M. No. 27/2/68-Estt.(ST) dated 19th April, 1969 the Ministry of Home Affairs had requested all Ministries/Departments to set up a Cell to ensure due compliance of the orders of reservation issued from time to time in favour of Scheduled Castes/Scheduled Tribes, ensuring prompt disposal of the grievances of the employees of these classes and to scrutinise and consolidate the statistical data in respect of all Departments under their control in the prescribed forms. The Committee recommend that in compliance with these instructions, a separate cell with adequate staff should be set up immediately in the Department of Heavy Industry which should function under the direct control of the Liaison Officer. The Committee further recommend that the creation of the Cell and the duties assigned to it should be brought to the notice of the employees in the Department of Heavy Industry as well as in the Public Undertakings under its administrative control through a circular. The circular should also be put on the Notice Boards.

CHAPTER II

RESERVATIONS

A. Implementation of Reservation Orders

2.1 It has been stated that reservation for Scheduled Castes|Scheduled Tribes in the matter of direct recruitment and promotion in Bharat Heavy Electrical Limited are made in terms of the Presidential Directives communicated by the Ministry of Industry. First Presidential Directive on the subject was received by BHEL *vide* the then Ministry of Industrial Development O.M. No. Pr.C 14(13)|69 dated 28th July, 1970. This was followed by Supplementary Directives received *vide* Ministry of Heavy Industry O.M. dated 29th September, 1974.

2.2 Asked whether orders issued by the Department of Personnel and Administrative Reforms regarding reservations were communicated by the Ministry of Industry (Department of Heavy Industry) to the Public Undertakings under its administrative control simultaneously, the Committee have been informed that the orders of the Department of Personnel and Administrative Reforms are circulated by the Department of Heavy Industry to the Public Undertakings as soon as these are received in the Department. Unless the orders are such that action is required to be taken by Bureau of Public Enterprises first, the Department of Heavy Industry do not wait for Bureau of Public Enterprise's advice. Government's orders take effect from the date of issue unless otherwise specified and the Public Undertakings should follow the Government's practice in the matter.

2.3 The Committee have been informed that percentages of reservation in favour of Scheduled Castes and Scheduled Tribes and the dates of their enforcement are as under:

Hyderabad Unit

(i) Posts filled by direct recruitment:

(a) Direct recruitment on all India basis by means of open competitive test:

Reserved for SC	15%
Reserved for ST	7½%

- (b) Direct recruitment to Group 'C' and 'D' posts normally attracting candidates from the region:
- | | |
|-----------------|-----|
| Reserved for SC | 13% |
| Reserved for ST | 5% |
- (ii) Posts filled by promotion:
- | | |
|-----------------|-----|
| Reserved for SC | 15% |
| Reserved for ST | 7½% |

Date of enforcement

Posts filled by direct recruitment:

The reservation orders have been implemented from 28-7-1970 and the orders issued thereafter from time to time have been adopted.

Posts filled by promotion:

The reservations have been brought into effect from 4-11-1974.

Hardwar Unit

(i) Posts filled by direct recruitment:

- (a) Direct recruitment on All India basis by means of open competitive test:

Reserved for SC—15%, for ST—7½%

- (b) Direct recruitment to Group C and D posts normally attracting candidates from the region:

Reserved for SC—21%, for ST—5%

(ii) Posts filled by promotion:

Reserved for SC—15%, for ST—7½%

Reservations for Scheduled Caste/Scheduled Tribe have been made in HEEP from 28th July, 1970 and in CFFP from 1974 that is from the date of inception.

2.4 In Ministry of Home Affairs O.M.No.51/63-SCT(1) dated 4-3-1964, Ministries were requested to issue suitable instructions to the public sector undertakings under their control to make reservations for Scheduled Castes and Scheduled Tribes on the lines of the reservations in Central Government services. First directive in this regard

was forwarded by the Bureau of Public Enterprises to the administrative Ministries for issue to the Public Undertakings *vide* O.M. No. 2(115)/68 BPE(GM) dated 18-9-1969 while reservations in BHEL were enforced from 28-7-1970. Giving reasons for delay in extending reservation orders to Bharat Heavy Electricals Limited, the representative of the Ministry explained during evidence that in the original Memorandum and Articles of Association of Bharat Heavy Electricals Limited drafted at the time of its inception, there was no clause which empowered the Government to issue any directive to Bharat Heavy Electricals Limited. No need had arisen for that. When the need arose for issuing Presidential directive for implementing reservation for Scheduled Castes/Scheduled Tribes, the legal omission was noticed and it was felt that Articles of Association of Bharat Heavy Electricals Limited would have to be amended first. All this delay was on account of that and it was not due to any negligence.

2.5 Relevant article, namely, article 116 of the Articles of Association of BHEL as it stood at the time of inception and as amended is given at Appendix—II.

2.6 When asked whether it was necessary to amend the Memorandum and Articles of Association for implementing Government instructions, the representative of the Ministry has stated during evidence as under:—

“If it is an Act passed by Parliament, then automatically it applies. But this was a directive issued by the Government. It was not a legislative measure.”

2.7 In reply to a question whether after amendment of Articles of Association, the directive could not be implemented with retrospective effect, the representative of the Ministry stated that the recruitment which had been made earlier could not be changed. He further stated that they were making efforts to fill up the shortfall on the basis of total strength of the Company and that meant that the Directive regarding reservation would be implemented from the date the Company was formed. The Directive was received by the Company from the Bureau of Public Enterprises in September, 1969. Hyderabad Unit was set up in 1962, the construction was started in 1963 and it was commissioned in 1965.

2.8 It was pointed out that reservations in promotions in Bharat Heavy Electricals Limited were effected w.d.f. 4-11-1974. Asked to state reasons for delay of more than 4 years for enforcing reservations

in promotions, the representative of the Undertaking replied as under:

“When the directive was first received in 1970, there was no reservation for Scheduled Caste/Scheduled Tribe for appointments made by promotion on the basis of seniority subject to fitness. But, later on, in November, 1974 a directive was received by which reservation was made to the extent of 15% for Scheduled Castes and 7½% for Scheduled Tribes.”

2.9 The representative of the Ministry of Industry further explained that in 1970 directive, it was made clear that reservation will not apply to promotion by seniority subject to fitness. In 1974 this embargo was lifted.

2.10 The Committee pointed out that reservations in promotion on the basis of seniority subject to fitness were made applicable to Ministries/Departments in 1972 but Bureau of Public Enterprises took years to circulate it to the Public Undertakings.

2.11 The Committee note that the orders issued by the Department of Personnel and Administrative Reforms regarding reservations in services are circulated simultaneously by the Department of Heavy Industry to the Public Undertakings under their administrative control for necessary action. Unless the orders are such that action is required to be taken by the Bureau of Public Enterprises, the Department of Heavy Industry do not wait for the advice of the Bureau.

2.12 The Committee further note that the reservations in direct resettlement have been enforced in BHEL w.e.f. 28-7-1970 while the first directive by the Bureau of Public Enterprises was issued to the administrative Ministries on 18-9-1969. The Committee have been informed during evidence that delay in extending reservation orders to BHEL occurred as there was no clause in Articles of Association of the Company, as originally drafted, which could enable the Government to issue Directive to BHEL on reservation. The Articles of Association had consequently to be amended.

2.13 The Committee regret to note that it took almost a year to amend the Articles of Association of the Company and as a result the Scheduled Caste/Scheduled Tribe candidates were denied the benefit of reservation during that period. The Committee are of the firm opinion that the reservation orders should have been made applicable from the date of issue of the orders by the Bureau of Public Enterprises and not from any future date.

The Committee are not convinced with the plea of the Ministry that the Government Directive could not be enforced in the absence of any enabling provision in the Articles of Association of the Company. They would like to stress that the Government Directive regarding reservations would superimpose on any Article of Association of the Company. The Committee also note that Article 116 of the Articles of Association of the Company clearly provided that the Directors shall give immediate effect to the Directive issued by the Government.

2.14 The Committee trust that the assurance given by the representative of the Department of Heavy Industry that efforts were being made to fill up the shortfall in reserved posts on the basis of total strength of the Company which would tantamount to the directive on reservation becoming applicable from the date of formation of the Company would be fulfilled in better and spirit.

2.15 Reservations in promotion have been effected in BHEL, w.e.f. 4-11-1974. The Committee have been informed during evidence that in the directive received in 1970, there was no provision for reservation in promotions made on the basis of seniority subject to fitness. This provision was made in the subsequent directive issued by the Bureau of Public Enterprises in November, 1974.

2.16 The Committee note that reservations in promotions on the basis of seniority subject to fitness were made applicable to Ministries/Departments in November, 1972 vide Department of Personnel O.M. No. 2712/71-Estt.(SCT) dated 27th November 1972. On receipt of these orders the Department of Heavy Industry should have circulated them to BHEL and other public enterprises under their administrative control for necessary action, without delay and without waiting for any directive from the Bureau of Public Enterprise. The Committee feel strongly that as a result of delay of two years in enforcement of these orders, the Scheduled Caste/Scheduled Tribe employees have been deprived of the opportunity for two years to get promotional quota under these orders without any fault on their part. The Committee recommend that the Department of Heavy Industry should fix responsibility for the serious lapse in applying these orders to BHEL in 1972 itself. The Committee would like to be informed of the investigations made and action taken in the matter. The Committee would also like the Government to consider as to how the persons who have suffered on account of this delay should be compensated.

2.17 The Committee fail to understand that while the Government directive on reservation in promotion on the basis of seniority subject

to fitness was made applicable to Ministries/Departments in 1972, why the Bureau of Public Enterprises took two years to circulate it to the Public Undertakings. The Committee would like to know the precise reasons for this inordinate delay on the part of the Bureau of Public Enterprises.

The Committee, however, recommend that the orders/instructions issued to the Ministries/Departments by the Department of Personnel relating to reservations in services should be made applicable simultaneously to the public enterprises under their administrative control and no time should be lost in the observance of procedural formalities.

B. Liaison Officer Cell

2.18 It has been stated in a note furnished to the Committee that Liaison Officers have been nominated in all units of BHEL to watch the implementation of reservation orders. Liaison Officer presently nominated in Hyderabad Unit is a Deputy Manager (Pers) in the pay scale of Rs. 1800—2480.

2.19 The duties of Liaison Officer are:

- (1) Ensuring compliance by the concerned authorities and watching the implementation of the reservation directives in favour of Scheduled Caste/Scheduled Tribe candidates.
- (2) Scrutiny and inspection of the rosters being maintained.
- (3) Ensuring submission of periodical returns to the Corporate Office for submission to the concerned authorities, as required.
- (4) Extending necessary guidance to the concerned sections on various instructions/directives in the matter of reservations for Scheduled Caste/Scheduled Tribe communities.
- (5) Assisting the visiting teams from the Commissioner's Office and Study Group/Parliamentary Committees' during their examination of the matters pertaining to reservations for Scheduled Caste/Scheduled Tribe communities.

2.20 There is a Cell consisting of one Supervisor and Assistant under the direct control of the Liaison Officer.

2.21 In Hardwar unit of BHEL the Cell consists of a Liaison Officer of the rank of Manager (Personnel) assisted by an Assistant Gr. I belonging to Scheduled Caste community.

2.22 The duties of the Liaison Officer are as under:

- (1) To ensure compliance of the orders and instructions of Government pertaining to reservation of vacancies for Scheduled Caste/Scheduled Tribe candidates.
- (2) Collecting and consolidating and despatching of Annual Returns relating to representations of Scheduled Caste/Scheduled Tribe.
- (3) To attend to grievances of Scheduled Caste/Scheduled Tribe employees.
- (4) To conduct inspection of rosters.

2.23 The representative of the Ministry stated during evidence that both at Hyderabad and Hardwar, there were Liaison Officers for Scheduled Caste/Scheduled Tribe work and there were sign boards to indicate the same.

2.24 When it was pointed out that the workers in Hyderabad unit did not know about the Liaison Officer, the representative of the undertaking said that a notice to that effect would be put up on the board for the information of the employees.

2.25 In reply to a question whether the Liaison Officer could be appointed to do exclusively the work relating to Scheduled Caste/Scheduled Tribe, the representative of the Ministry stated during evidence that it depended upon the work load. There was no rule that Liaison Officer should be appointed exclusively for Scheduled Caste/Scheduled Tribe work.

2.26 The Liaison Officer at Hardwar unit mainly looked after the work relating to Scheduled Castes and Scheduled Tribes.

2.27 The Committee note that Liaison Officers for looking after the work relating to representation of Scheduled Castes and Scheduled Tribes have been nominated both at Hyderabad and Hardwar Units of BHEL. Scheduled Caste/Scheduled Tribe Cells have also been created to assist the Liaison Officers to discharge their duties.

2.28 The Committee recommend that the appointment of Liaison Officers, the duties assigned to them and the creation of Scheduled Caste/Scheduled Tribes Cells should be widely made known to the employees by means of a circular. The Committee also recommend that the Department of Heavy Industry should issue necessary instructions in this regard to all the Public Enterprises under their control.

2.29 During the course of their study tours, the Committee have observed that the Liaison Officers are not always fully conversant with the various instructions issued regarding reservations for Scheduled Castes/Scheduled Tribes. On account of lack of information and knowledge, they are not able to ensure due compliance of reservation orders by the appointing authority. The Committee, therefore, recommend that suitable training courses should be arranged for the Liaison Officers in various units of BHEL so as to enable them to get fully acquainted with the rules/instructions relating to reservation in services issued from time to time and their correct interpretation.

2.30 The Committee also suggest that Department of Heavy Industry should arrange similar training courses for the benefit of Liaison Officers in the various public enterprises under their control.

C. Redressal of Grievances

2.31 It has been stated that there is a well established grievance procedure in vogue in Hyderabad Unit, for redressal of grievances. Besides this, employees are free to take up their grievances either with the Departmental Heads in general or with the Liaison Officer in case of Scheduled Caste/Scheduled Tribe candidates, so that grievances submitted by them are reviewed and attend to promptly. Details of the Grievance Procedure are given in Appendix III.

2.32 The Committee have been informed that a centralised grievance register common to all non-executive employees is maintained to process the grievances, under the Company's grievance procedure. There is, however, no separate grievance register, for Scheduled Caste/Scheduled Tribe employees. However, arrangements are being made to do so.

2.33 At Hardwar Unit a register is kept for entering complaints received from Scheduled Caste/Scheduled Tribe candidates and action taken thereon is indicated against the entries. The number of complaints received during 1982 and 1983 were 29 and 10 respectively.

2.34 The complaint register is checked by the Liaison Officer periodically to ensure that complaints are disposed of promptly.

2.35 During evidence, the representative of the undertaking stated that complaints, regarding matters other than promotion had to be submitted to the manager. If it was not disposed of at that level

to the satisfaction of the complainant, it was be sent to Grievances Committee. The Liaison Officer at Hardwar had received 29 such complaints during 1982 out of which 14 had been disposed of and for the remaining 15 they could not give any help. Similarly, in 1983 out of 10 complaints, they had not been able to help in 3 cases. He further stated that 5 complaints pertained to training abroad, 3 related to federations 1 was about termination of service, 1 related to promotion and 1 about providing material for constructing a jhuggi.

2.36 In regard to recognition of Scheduled Caste/Scheduled Tribe associations and entertainment of their representations, the representative of the Ministry had stated during evidence as under:

"I do not think that in the Policy of the Government there is any system with respect to recognition of their association. Word 'Recognition' is used generally in regard to the Trade Unions.

Representations must be entertained and looked into....".

2.37 When enquired whether there was any union of Scheduled Caste employees at Hardwar, the representative of the undertaking has stated that there were many federations. Only trade Unions were recognised but they held discussions with the Associations on their complaints.

2.38 The representative of the Undertaking stated that there were two registered Scheduled Caste/Scheduled Tribe associations in Hyderabad Unit. They discussed matters with the management. Their letters were acknowledged. These associations were, however, not recognised.

2.39 The Committee note that grievance register common to all non-executive employees is maintained at Hyderabad Unit. The Committee recommend that a separate grievance register should be maintained for Scheduled Caste/Scheduled Tribe employees in the Unit and the action taken on each grievance should be indicated against the respective grievances in the register. This register should be an open document and available for inspection by an employee, if he so desires.

2.40 The Committee have been informed that there is a mutually agreed grievance procedure at Hyderabad under which an aggrieved employee has to submit his evidence to the Foreman/shop manager/Chief Personnel Manager/General Manager etc. under various stages

mentioned in the procedure. In the opinion of the Committee this appears to be a cumbersome procedure. The Committee desire that the Procedure should be appropriately amended to make it clear that Scheduled Caste/Scheduled Tribe employees are free to make their complaints direct to the Liaison Officers.

CHAPTER III

RECRUITMENT & PROMOTIONS

A. Recruitment Procedure

3.1 It has been stated in a note furnished to the Committee that broad categories of the posts included under Groups A, B, C and D for the purpose of reservation orders in BHEL are as under:—

Group-A—All Executives (Pay scale of Rs. 1100—1940 and above).

Group B—Jr. Executives/Asstt. Foreman to Foreman level (Pay Scale of Rs. 875-1575/880-1492 to Rs. 965-1665).

Group C—Artisan Gr. IV/Clerk to Chargeman level (Pay scale of Rs. 610—904/Rs. 610—938 to Rs. 800—1345).

Group D—All Class IV Posts (Pay Scale of Rs. 550—715 to 595—810).

3.2 The posts to which direct recruitment is made on all-India basis by the Corporate Office are as follows:

- (i) Engineer Trainees
- (ii) Executive Trainees (Finance & Accounts)
- (iii) Medical Officers
- (iv) Junior Executives (Personnel)
- (v) Accountant Trainees

3.3 Recruitment to these posts is made on all India basis through open advertisements. The selection process consists of written Test and/or Interview. The selection board comprises of a Scheduled Caste/Scheduled Tribe member also whenever the Scheduled Caste/Scheduled Tribe candidates are interviewed.

3.4 Recruitment to the following categories of posts is made by the concerned Unit but normally these are advertised on All India basis depending upon the requirements:

- (1) Jr. Executive
- (2) Accountant Trainee

- (3) Supervisor Gr. III (Canteen/Guest House)
- (4) Medical Techn. Gr. III (Radiography)
- (5) Physiotherapist Gr. III
- (6) Medical Techn. Gr. III (Dietician)
- (7) Medical Techn. Gr. III (Optometrist)
- (8) Medical Techn. Gr. III (Speech Therapy)
- (9) Medical Techn. Gr. III (Occupation Therapy)

3.5 Recruitment to these posts is made through Selection Committees constituted for the the purpose and approved by the Competent Authority. A representative of Scheduled Caste/Scheduled Tribe communities is invariably included in the Selection Committees.

3.6 In a further note furnished to the Committee, it has been explained that the recruitment to the post of Junior Executive (Personnel) is always done by the Corporate Office. The recruitment to the post of Junior Executive (Engg.) was earlier done either by the Corporate Office or the Units concerned depending on the requirements of units. When recruitment was done by a Unit, it was done to meet the requirement of one or more Units. Presently the requirement to this post has been reduced as the Engineer Trainee selection is the main channel of induction of Engineering Graduates. The recruitment to the post of Accountant Trainee was earlier done by the Unit and presently, it is centralised by Corporate Office.

Recruitment of Graduate Engineers

3.7 It has been stated that about 300 Graduate Engineers are recruited in BHEL every year as Engineer Trainees on All India basis through open competitive tests and interview. The advertisement clearly provides the number of posts reserved for Scheduled Caste/Scheduled Tribe and relaxation in age. Copies of the advertisements are sent to the Scheduled Caste/Scheduled Tribe Associations as notified by the Government. Relaxation in upper age limit by 5 years is given to Scheduled Caste/Scheduled Tribe candidates. The written test is conducted all over the country. The Scheduled Caste candidates are given relaxation in the written test qualifying marks for the purpose of qualifying for interview. Till 1982, all Scheduled Caste and Scheduled Tribe candidates who appeared in the written test were called for interview irrespective of their written

test score. By this the Company was able to wipe off the back log in Scheduled Caste category. In case of Scheduled Tribe category, the practice is still continued and all those who appear for written test irrespective of their score in the test are called for interview.

3.8 The interviews are conducted at four centres i.e. Bombay, Delhi, Calcutta and Madras. The candidates are paid IInd Class return fare by train for attending the interview. All the Scheduled Caste and Scheduled Tribe candidates are called for interview separately and a Scheduled Caste/Scheduled Tribe Officer from Government is included in the Selection Board. The Selection Board assesses these candidates by relaxed standards. Separate panels are prepared for Scheduled Caste/Scheduled Tribe and operated accordingly. The selected candidates are put on one year training on successful completion of which they are absorbed as Engineers.

3.9 According to the figures regarding last recruitment of Engineer Trainees made in 1983, total number of trainees recruited was 304. Number of posts reserved was 45 for Scheduled Caste and 84 for Scheduled Tribe (including backlog of 60 posts in Scheduled Tribe category). 1018 Scheduled Caste and 166 Scheduled Tribe candidates had applied and 620 Scheduled Caste and 87 Scheduled Tribe appeared for written test. 186 Scheduled Caste and all Scheduled Tribe candidates were called for interview. 74 Scheduled Caste and 27 Scheduled Tribe were selected for appointment out of 135 Scheduled Caste and 52 Scheduled Tribe candidates who appeared for interview. 47 Scheduled Caste and 20 Scheduled Tribe candidates joined. 17 Scheduled Caste and 4 Scheduled Tribe candidates who were offered appointments did not join.

Recruitment on regional basis

3.10 It has been stated that in Hyderabad Unit, the categories of posts to which direct recruitment is made on regional basis, by notifying the requirement to the Local Employment Exchange are as follows:

- (1) Unskilled Worker (Attendant, Sanitary Worker, Cook etc).
- (2) Artisans (Fitter, Turner, Machinist etc.)
- (3) Stenographer
- (4) Clerk

- (5) Store Keeper Gr. IV
- (6) Receptionist
- (7) Nurse Gr. II
- (8) Jr. Medical Techn. Gr. III
- (9) Draughtsman Gr. IV
- (10) Driver Gr. IV
- (11) Lab. Asst. Gr. IV
- (12) Dark Room Asst. Gr. IV
- (13) Mech. Gr. IV
- (14) E. D. P. Operator Gr. III (Key Punch)
- (15) Asstt. Fireman
- (16) Security Guard

3.11 Candidates sponsored by the Local Employment Exchanges in response to the requisitions are called for necessary test(s) and after passing the test(s) etc., they are interviewed by the duly constituted Selection Committee and Selection proceedings are finalised.

3.12 Percentage of reservations for Scheduled Castes/Scheduled Tribes in Hyderabad Unit for recruitment through local employment exchanges is as under:—

Reservation for S.C.	13%
Reservation for S.T.	5%

3.13 In Hardwar Unit all the induction level posts from unskilled level to diploma holders, the maximum of pay scale of which is upto Rs. 1250/-, are recruited through local Employment Exchanges. These posts are advertised in the leading newspapers only, when suitable candidates are not available, through local Employment Exchange and neighbouring employment exchanges.

3.14 Vacancies are notified to the local Employment Exchange giving the number of posts reserved for Scheduled Caste/Scheduled Tribe, age relaxation and concession in experience admissible to them and in case the response is not adequate, the vacancies are notified to the neighbouring employment exchanges by the local Employment

Exchange. The notifications are subject to the provision of Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.

3.15 Percentage of reservation for Scheduled Caste|Scheduled Tribe in Hardwar Unit for recruitment through local Employment Exchange is as under:—

Reservation for SC	21%
Reservation for ST	5%

3.16 It has further been stated that while notifying the vacancies to the Employment Exchanges, the number of vacancies reserved for Scheduled Caste and Scheduled Tribe communities out of the total vacancies are clearly indicated so that against these vacancies the employment exchange would forward sufficient number of candidates belonging to these communities. Unless the Employment Exchanges sponsor adequate number of suitable candidates, there would be inordinate delay in filling-up of reserved vacancies for Scheduled Caste/Scheduled Tribe candidates. In the process of issuing the 'Non Availability Certificate', the Employment Exchanges initiate steps including advertising exclusively for Scheduled Caste and Scheduled Tribe candidates and this is causing delay. If it is left to the employers to advertise vacancies in case the local Employment Exchange cannot readily sponsor adequate number of Scheduled Caste|Scheduled Tribe candidates, the delays can be minimised.

3.17 Simultaneously the vacancies are brought to the notice of the recognised, Associations/Organisations, at local, State and National level representing the Scheduled Caste|Scheduled Tribes so that they may advise the Scheduled Caste|Scheduled Tribe candidates about the proposed recruitment. Copies of not only advertisements but also notifications to Employment Exchange are brought to the notice of local M.L.As, Commissioner for Scheduled Caste|Scheduled Tribes and other authorities.

3.18 As regards delay in advertising the posts after the Employment Exchange failed to sponsor suitable Scheduled Caste|Scheduled Tribe candidates, the representative of the undertaking stated as under during evidence:—

"After we receive a non-availability certificate from the Employment Exchange we advertise the posts. The difficulty is that the Employment Exchange takes 10' to 12 weeks. But it is not in all the places. The question was related

to Hyderabad and there they have been contacting the Commissioner for Scheduled Castes/Scheduled Tribes and we feel that the action that has already been taken should by and large solve the problem."

3.19 When it was suggested that Scheduled Caste/Scheduled Tribe organisations should also be contacted to suggest Scheduled Caste/Scheduled Tribe candidates, the representative of the Ministry stated under the rules they first give notice to the Employment Exchange. If no candidates are available there, they write to other Employment Exchanges. They advertise for the posts only after obtaining non-availability certificates from the Employment Exchange. As regards Scheduled Caste and Scheduled Tribe organisations the representative of the Ministry suggested that it would be better if a consolidated list of such organisations was circulated to the Undertakings. They had no objection to write to these organisations and also to publicise through All India Radio in regional language.

3.20 On being enquired whether the sweepers who were employed as contract labour at Hardwar unit of Bharat Heavy Electricals Limited would be made permanent the representative of the Undertaking stated during evidence that the work of cleanliness and other items of work were given on contract basis under the Regulations framed for the purpose. It was the contractor's responsibility to employ the labour for getting the job done. Some people had taken this matter to the court. The case was still pending and the matter as such was sub-judice.

3.21 He further stated that whatever vacancies existed in the Undertaking these were filled up according to a set procedure. Only those employees were taken into consideration for the purpose of calculating percentage of reserved posts. They did not take into account the persons employed by the contractor. The contractor's employees were not the employees of Bharat Heavy Electricals Ltd. The work on contract basis was got done by Bharat Heavy Electricals Ltd. at many places in India as well as out of India.

3.22 When asked whether only the sweepers were engaged on contract basis or people of other categories were also engaged on contract basis, the representative of the Undertaking stated that several types of work which were of temporary nature were got done on contract basis.

3.23 In reply to a question whether they did not feel it necessary to abolish the contract system and absorb them as their staff, the representative of the Undertaking replied as under:—

“We will examine it . . . and wherever it is possible to abolish the contract system it will be done and we will give them full time job.”

3.24 The Committee note that recruitment of Engineer Trainees is made on all India basis by the Corporate office through a Written test and Interview.

3.25 The Committee further note that for recruitment of Engineer Trainees in BHEL, till 1982 all Scheduled Caste & Scheduled Tribe candidates who appeared in the written test were called for interview irrespective of their marks in the written test. By this method the Company was able to clear the backlog in the category of Scheduled Castes. The Committee feel that this method should not have been discontinued as it is helpful for filling the current reserved quota and also for clearing the previous backlog. The Committee therefore recommend that the practice of calling all Scheduled Caste/Scheduled Tribe candidates who have appeared in the written test for interview should be continued till the backlog is wiped out completely.

3.26 It has been stated that candidates selected on the basis of written test and interview are put on one year training on successful completion of which they are absorbed as Engineers. The Committee recommend that Scheduled Caste/Scheduled Tribe candidates who are not successful at the end of one year training period should not be rejected outright. They should be put on training for a further period of one year so that they get a second chance to make up the deficiency and may be ultimately absorbed in the organisation as far as possible.

3.27 The Committee also recommend that an officer belonging to Scheduled Caste/Scheduled Tribe community should be included in all Selection Boards irrespective of the fact whether the selection is for general candidates or for Scheduled Caste/Scheduled Tribes candidates or for both.

3.28 The Committee note that one of the reasons for delay in filling up reserved vacancies in Hyderabad Unit is that the Employment Exchange takes 10—12 weeks before issuing non-availability certificate. In the absence of non-availability certificate, the Company is unable to issue advertisement for the reserved vacancies. The representative of the Undertaking has stated during evidence that they have been contacting the Commissioner for Scheduled Castes and Schedul-

Tribes in this regard and the action taken would by and large solve the problem. The Committee feel that Employment Exchanges should not take more than 2 weeks for issuing non-availability certificate in case they are unable to sponsor candidates to fill the posts reserved for Scheduled Castes and Scheduled Tribes. The Committee, therefore, recommend that the Ministry of Industry (Deptt. of Heavy Industry) should take up this matter with the Ministry of Labour (Directorate General of Employment & Training) for issue of necessary instruction to Employment Exchanges in this regard.

3.29 The Committee further note that copies of advertisements and notifications are brought to the notice of local MLAs, Commissioner for Scheduled Castes and Scheduled Tribes and other authorities. The vacancies are also brought to the notice of recognised Associations/Organisations at local, State and National level. During evidence the representative of the Ministry, stated that it would be better if a consolidated list of such organisations was circulated to the Undertakings. In this connection the Committee would like to point out that a list of associations recognised as representative of Scheduled Castes and Scheduled Tribes to whom the reserved vacancies should be notified is given in Appendix II of the Brochure on Reservation for Scheduled Castes and Scheduled Tribes in services (6th Edition) brought out by the Deptt. of Personnel & Administrative Reforms, Ministry of Home Affairs. The Committee recommend that the Ministry of Industry (Deptt. of Heavy Industry) should supply a copy of this brochure to all Public Undertakings under their administrative control who should be instructed to send employment notices to these associations regularly.

3.30 The Committee further recommend that copies of advertisements and notifications for reserved vacancies should also be sent to the Members of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes.

3.31 The Committee note that several types of jobs in BHEL such as cleanliness etc, are got done through contract labour. This is done under Regulations framed by the Undertaking for this purpose. The contractor's employees are not the employees of the Undertaking and as such they do not get the benefit of permanent employment in BHEL against the reserved posts. The representative of the Undertaking stated during evidence that the question of contract labour would be examined and wherever it was possible to abolish the contract system it would be done and the employees would be given full time job.

3.32 The Committee feel surprised that a big organisation like BHEL are unable to employ Sweepers on a regular basis and they are still encouraging the system of contract labour. The Committee recommend that BHEL should employ Sweeper on a regular basis and the practice of employing them through contractors should be stopped forthwith.

B. Relaxations/Concessions

3.33 It has been stated in a note furnished to the Committee that the following relaxations/concessions are allowed to Scheduled Caste/Scheduled Tribe candidates at the time of recruitment:

- (i) Relaxation in upper age limit by 5 years.
- (ii) Minimum experience prescribed is relaxed by a maximum of one year if originally prescribed experience is 3 to 5 years, by a maximum of 2 years if the originally prescribed experience is 6 to 10 years and so on.
- (iii) Relaxation in a written test qualifying marks in the case of recruitment of ETs/JE(Per)/Accountant Trainee posts.
- (iv) Assessment of Scheduled Caste/Scheduled Tribe candidates by the Selection Boards is done by relaxed standards.
- (v) Scheduled Caste/Scheduled Tribe candidates are considered for appointment to the post of Engineer Trainees is even if they have not passed the final Engineering Degree examination in first attempt, whereas this condition is strictly applied in the case of general candidates.

3.34 It has further been stated that in Hyderabad Unit, for recruitment to Group 'B', 'C' and 'D' posts, Scheduled Caste/Scheduled Tribe candidates are declared selected even if they secure 55 per cent marks in the Interview whereas the qualifying marks are 60 per cent for others. Scheduled Caste/Scheduled Tribe candidates are also interviewed separately and not clubbed with general candidates for adjudging their suitability under relaxed standards.

3.35 Relaxations given to Scheduled Caste/Scheduled Tribe employees who come within the zone of consideration for promotion are as under:—

- (i) 5 marks are added to the aggregate marks obtained by them, the qualifying marks being 60 per cent for Career Growth and 75 per cent for merit promotion. Those

Scheduled Caste/Scheduled Tribe employees who get the minimum qualifying marks by this concession are included in promotion list.

- (2) Scheduled Caste/Scheduled Tribe employees are separately adjudged by the Departmental Promotion Committees while assessing their suitability for promotion.

3.36 At Hardwar Unit all the eligible Scheduled Caste/Scheduled Tribe employees in the Zone of Consideration for promotion are promoted unless they are unfit on the ground of misconduct or poor work performance. While assessing the Scheduled Caste/Scheduled Tribe candidates by the DPC, ACRs of the Scheduled Caste/Scheduled Tribe employees are upgraded. For merit rating promotion, though the promotions are only to reward for the outstanding performance, Scheduled Caste/Scheduled Tribe employees are given 5 per cent extra marks over the general candidates.

3.37 The Committee note that relaxation in written tests qualifying marks is given to Scheduled Caste/Scheduled Tribe candidates in the case of recruitment of Engineer Trainee posts. The Committee recommend that the maximum number of marks given to Scheduled Caste/Scheduled Tribe candidates as relaxation in written test should be specifically stated in the Recruitment Rules. It should also be precisely mentioned in the advertisement for recruitment by a written test.

3.38 It has been stated that at Hardwar Unit all the eligible Scheduled Caste/Scheduled Tribe employees in the zone of consideration for promotion are promoted unless they are unfit on the ground of misconduct or poor work performance while in regard to the Hyderabad Unit it has been stated that 5 marks are added to the aggregate marks obtained by Scheduled Caste/Scheduled Tribe employees. The Committee are surprised to note that relaxations/Concessions given to Scheduled Caste/Scheduled Tribe candidates are different in the two Units of BHEL. The Committee recommend that there relaxation should be a uniform pattern for giving concessions to Scheduled Caste/Scheduled Tribe employees in promotion in the various units of the Undertaking.

C. Promotion

3.39 It has been stated that percentage of reservations in promotion in Hyderabad and Hardwar Units of BHEL are 15 per cent for Scheduled Castes and 74% for Scheduled Tribes. The reservations have been brought into effect from 4-11-1974.

3.40 It has further been stated that in BHEL there is a 'career-growth-oriented' as well as 'merit-recognition-oriented' promotion policy.

(i) *Career-growth-oriented promotion policy:*

If an employee completes a minimum period of service in a particular grade in the same post, he becomes eligible for consideration for promotion on 'career growth' basis. These promotions are based on average performance of the employee without any adverse record like 'irregular attendance', 'poor performance' etc. The promotions are also subject to suitability of the candidates as well as organisational requirements.

(ii) *Merit recognition-oriented promotions:*

It is with the philosophy that in any working group there would be a very few outstanding members who would be contributing to the performance of any task in an effective manner by their own innovative approaches, with more and more progressive thinking for the accomplishment of the task. In order to motivate such people, as it stands today, the Company has a policy to identify them and reward them with a promotion much faster compared to the others in the Group. Such promotions are limited to a maximum 10 per cent.

3.41 All efforts are made to maintain the number of promotions to the extent of the percentages prescribed under the reservation orders. Officers belonging to Scheduled Caste/Scheduled Tribe communities are included while constituting the Departmental Promotion Committees.

3.42. The following relaxed standards are applied to Scheduled Caste/Scheduled Tribe employees who come within the zone of consideration for promotion.

(1) 5 marks are added to the aggregate marks obtained by them, the qualifying marks being 60% for Career Growth and 75% for merit promotion. Those Scheduled Caste/Scheduled Tribe employees who get the minimum qualifying mark by this concession are included in promotion list.

(2) Scheduled Caste/Scheduled Tribe employees are separately adjudged by the Departmental Promotion Committees while assessing their suitability for promotion.

3.43 According to information received in respect of Hardwar Unit, under career growth oriented promotion policy, there is a fixed eligibility period for consideration for promotion from one pay scale/post to the other.

3.44 There is no limitation of post concept in promotion. In other words the total number of promotees is decided on the basis of total number of eligible candidates as per the prescribed eligibility period. If 200 employees have completed eligibility period for consideration of a particular promotion, all 200 will get promoted unless one is adjudged unfit for promotion by the duly constituted Promotion Committee.

3.45 The system of promotion is through a duly constituted Promotion Committee. The proceedings of this Committee are further scrutinised by Dy. G. M. Review Committee, and then further reviewed and approved by Chief Executives.

3.46 Since there is no concept of vacancy oriented promotion in BHEL, no reservation is called for. In fact, in their case reservation concept is not relevant as much as all the employees completing the eligibility period are promoted to the next higher scale and to that extent promotions in Bharat Heavy Electricals Limited are 100% barring the unfits.

3.47 Detailed Pomotion Policy of Bharat Heavy Electricals Limited is given in Appendix—IV.

3.48 Minimum eligibility periods of service for promotions from one grade to the next higher grade under career growth policy as furnished to the Committee are given in Appendix—V.

3.49. In reply to a question as to how the reserved quota in promotion is filled by Scheduled Caste/Scheduled Tribe candidates if there are not sufficient number of Scheduled Castes/Scheduled Tribes in the feeder cadre, the Committee have been informed as under:—

“BHEL Promotion Policy is career growth and not vacancy oriented. Under the Policy, all those Scheduled Caste/Scheduled Tribe employees who fulfil the eligibility period in terms of length of service in a grade (Government orders also prescribed minimum service in a grade as one of the criteria for eligibility for promotions) are included in the consideration zone, unlike 4 or 5 times

the number of posts likely to be filled under the Government Scheme. If the number of Scheduled Caste/Scheduled Tribe employees eligible for consideration for promotion is less than the number required to meet the prescribed percentage, in such cases additional numbers cannot be added for consideration as the important criteria of eligibility is the length of service in the grade and all those who fulfil the criteria are already considered. Even under the Government directives only such of those Scheduled Caste/Scheduled Tribe candidates who fulfil the criteria of minimum eligibility period in terms of length of service are considered and there are no directives to relax the minimum eligibility period for promotion."

3.50 As regards the procedure followed by the Promotion Committee for promotion of staff, it has been stated that in the normal promotion (time oriented) the Departmental Promotion Committees formed for various cadres consider all aspects including qualifications, performance in the interview wherever held, ACRs, attendance and general service record. Various aspects are given weightage and based on the total score the employees are assessed regarding their suitability for promotion or otherwise. The recommendations of the Committee are submitted to the Head of the Division for approval and thereafter the promotion orders are issued irrespective of the availability of the vacancies.

3.51 As regards the reservation quota for Scheduled Caste/Scheduled Tribe those who are in the consideration zone have even 100% chances of promotion if they are otherwise not found unfit on account of indiscipline and poor performance of work. The Departmental Promotion Committees while assessing the Scheduled Caste/Scheduled Tribe employees give due weightage and consideration and relax the standard of assessment in their case. The Departmental Promotion Committee includes a representative from Scheduled Caste/Scheduled Tribe community. Where the percentage of the Scheduled Caste/Scheduled Tribe promotion is below the prescribed percentage it is mainly due to non-availability of eligible Scheduled Caste/Scheduled Tribe employees in terms of the criteria as prescribed.

3.52 In regard to the merit oriented promotions, the candidates with outstanding performance are interviewed by the Departmental Promotion Committee and the criteria of assessment is basically the identification of employees who have made significant contribution in the relevant/allied field of activities. The number of such promotions is very limited and equal opportunity and due consideration is given

to the candidates belonging to Scheduled Caste/Scheduled Tribe communities also. The Departmental Promotion Committees include a member belonging to Scheduled Caste/Scheduled Tribe community.

3.53. Data regarding posts filled by promotions in Hyderabad and Hardwar Units of BHEL during 1982, 1983 and 1984 is as under:—

HYDERABAD UNIT

Year	Total considered	SC/ST considered	Total promoted	SC/ST promoted	No. of SC/ST not promoted
1984	1127	223	386	167	56
1983	1070	185	394	124	61
1982	1616	292	1220	223	69

HARDWAR UNIT (HEEP)

1984	1709	277	1464	232	45
1983	1973	274	1676	266	42
1982	1542	216	1325	184	32

HARDWAR UNIT (CFEP)

1984	270	43	218	38	5
1983	250	34	222	31	3
1982	240	30	213	27	3

3.54. The representative of the Undertaking stated during evidence that under the merit-oriented scheme, they were giving accelerated promotion with a view to encourage outstanding employees. In such cases the period of eligibility was reduced by one year. Only brilliant people were selected under this scheme. 5 per cent differential was given in the selection in Hyderabad Unit. The accelerated promotion was given in a very limited way. He further stated that in normal promotions, among Scheduled Castes only those were not promoted against whom there were cases of indiscipline or misconduct or were unsuitable for the post. Absenteeism was the main factor for not giving promotion to Scheduled Caste employees.

3.55 In reply to a question whether they found it difficult to maintain the requisite percentage of Scheduled Castes in promotion, the representative of the Undertaking stated that in 1984, out of 223 Scheduled Caste/Scheduled Tribe* candidates who were eligible for promotion, 167 were promoted. 47 were not promoted on account of misconduct and absenteeism. 5 were found unsuitable and 4 were promoted in other categories. They were given special training to enable them to get promoted.

3.56 When asked about the criteria for judging the capability of the employee, he replied that a Committee was constituted for the purpose.

3.57 On being pointed out that Scheduled Caste/Scheduled Tribe employees were often declared unsuitable inspite of their good record of work, the representative of the Undertaking stated during evidence that there was fool proof system to guard against this. In 1984, in HEEP Plant of Bharat Heavy Electricals Limited 1464 persons were promoted out of which 277 were Scheduled Caste and 45 people were dropped. Only one out of them was dropped on the basis of performance and others because of indiscipline or absenteeism.

3.58. When asked how they ensured reservation in promotion upto the prescribed percentage under career-oriented scheme, the representative of the Undertaking stated as under:—

“The concept of vacancies and reservation is related to the eligible people and only that number can be promoted against the number of vacancies available. In Bharat Heavy Electricals Limited the policy is that eligible Scheduled Caste and Scheduled Tribe people, if possible, be promoted 100%. If somebody is not promoted, it could be so because of disciplinary action against him or he is not suitable due to some other reasons. This policy is for more generous. The basic thing is when we induct, there should be sufficient number of Scheduled Castes and Scheduled Tribes. That is the main purpose. On time basis more and more people will be getting promotion.”

3.59 The Committee note that in BHEL there is Career growth promotion policy unlike in Central Government offices which have vacancy oriented system of promotion. Under Career Growth policy,

*In Hyderabad Unit of BHEL.

promotion does not depend upon availability of vacancies and the employees including those belonging to Scheduled Caste/Scheduled Tribe who have completed a prescribed period of service in the lower grade are upgraded subject to their satisfactory performance. There is reservation in promotion to the extent of 15 per cent for Scheduled Castes and 7.½ per cent for Scheduled Tribes which is effective from 4-11-1974. Scheduled Caste/Scheduled Tribe employees who come within the zone of consideration are given 5 marks concession and are adjudged separately by the Departmental Promotion Committee which assess their suitability.

3.60 The Committee feel that in Central Government offices, in promotions made on the basis of seniority subject to fitness there is no possibility of Scheduled Caste/Scheduled Tribe employees being dropped from promotion if the vacancies are available and are also reserved in accordance with the points in the roster, unless they are found unfit for promotion.

3.61 The Committee are of the view that in the absence of any roster system of promotion for Scheduled Castes/Scheduled Tribes in BHEL, the Scheduled Caste/Scheduled Tribe employees have not been placed in any advantageous position by the extension of the scheme of reservation in promotion to that undertaking since 1974. The Committee would like the Department of Personnel and Bureau of Public Enterprises to examine to what extent the element of reservation in promotion is beneficial to Scheduled Caste/Scheduled Tribe employees in the undertaking which have career growth policy of promotion. The Committee desire that some procedure should be devised to ensure that the prescribed percentages under the Reservation Orders go to employees belonging to Scheduled Caste/Scheduled Tribe under this scheme.

3.62 The Committee have been informed during evidence by the representative of the Undertaking that among Scheduled Castes and Scheduled Tribes only those were not promoted against whom there were cases of indiscipline or misconduct or were unsuitable for the post. The Committee, however, find that a large number of eligible Scheduled Caste/Scheduled Tribe employees were not promoted at Hyderabad Unit and HEEP of Hardwar Unit during the years 1982, 1983 and 1984. These constitute 25 per cent to 30 per cent of total number of eligible Scheduled Caste/Scheduled Tribe employees at Hyderabad unit and 15 per cent to 20 per cent at HEEP of Hardwar Unit. The Committee recommend that cases of Scheduled Caste/Scheduled Tribe employees who were not promoted at the two units during 1984 should be reviewed at the highest level and the Committee be apprised of the result of the review.

3.63 With a view to allay the feeling of injustice or discrimination amongst Scheduled Caste/Scheduled Tribe employees the Committee also recommend that in future, all cases of SC/ST employees who are dropped out at the time of promotion should be placed for approval of Chief Executive of the unit before the results are announced.

3.64 According to the promotion policy, an attempt is always made by the Divisional Head to explain to an employees the reasons for his non-selection so that the employee has an opportunity to make up his deficiency in the relevant areas. There is also provision in the policy for an employee to submit a representation against his non-selection. The Committee note that there is no fixed or regular procedure in the Company to intimate to employees about the reasons for non-selection for promotion. The Committee recommend that reasons for the non-selection for promotion should be intimated to the employees to enable them to make representations in an effective manner or make efforts to improve their performance.

D. Recruitment Board/Departmental Promotion Committee

3.65 It has been stated that composition of Selection Boards/Committees is normally as follows:—

Chairman: A Senior executive/Specialist of the Company pertaining to the field/discipline/trade related to the post.

Member: Officer of Personnel Department.

Member: Officer of Training & Development Deptt. (for selections of skilled categories).

Member: Officer from SC/ST Community.

Member: Representative of State Government (Normally from Industries Department).

3.66 A member belonging to Scheduled Caste/Scheduled Tribe communities is included in all Selection Committees. The SC/ST officer is associated as a regular member of the Committee, even when general candidates are being interviewed.

3.67 In respect of Hardwar Unit, it has been stated that besides one officer of concerned department and one officer of Personnel Department, one Scheduled Caste/Scheduled Tribe officer and one belonging to minority communities are associated with the Selection Committees.

3.68 It is ensured that at least one person belonging to Scheduled Caste/Scheduled Tribe is included in all such Selection Boards/Committees even when candidates to be interviewed belong to general categories.

3.69 It has further been stated that Departmental Promotion Committee constituted for recommending candidates for promotion in various categories of posts normally consists of the concerned Departmental Head and representatives from Engineering Department, Technology Department, Engineering Department, Personnel Department and an Officer of Scheduled Caste/Scheduled Tribe.

3.70 In reply to a question whether a Scheduled Caste/Scheduled Tribe member was invariably associated with selection board even when there was no Scheduled Caste/Scheduled Tribe candidate, the representative of the Undertaking stated during evidence as under:—

“I am told we are already doing it but if it is not being done, I give a commitment that it will be done.”

He also stated that Scheduled Castes were interviewed separately only in case of special recruitment, otherwise they were interviewed alongwith others.

3.71 The Committee note that a member belonging to Scheduled Caste/Scheduled Tribe is invariably associated with Selection Boards/Departmental Promotion Committees as per Government directive.

3.72 The Committee have been informed during evidence that Scheduled Caste candidates are interviewed separately only in case of special recruitment, otherwise they are interviewed alongwith others. In this connection the Committee would like to draw attention to the Ministry of Home Affairs O.M. No. 1/770-Est. (SCT), dated 31-7-70 according to which interview of Scheduled Castes and Scheduled Tribe candidates should be held on a day or sitting of the Selection Committee other than the day or sitting on which general candidates are to be interviewed so that Scheduled Caste and Scheduled Tribe candidates are not judged in comparison with general candidates and the interviewing authority/Board is/are prominently aware of the need for judging the Scheduled Caste/Scheduled Tribe candidates by relaxed standards. The Committee recommend that this directive should be

followed scrupulously by BHEL. Suitable instructions in this regard should also be circulated to all the units of BHEL.

E. Rosters

3.73 It has been stated that rosters are being maintained in BHEL for each category of posts and inspected periodically as per reservation orders. As the two plants at Hardwar Unit had separate recruitment Cells, separate rosters were being maintained for the two plants.

3.74 In reply to a question, the representative of the Undertaking stated during evidence that the rosters were open documents. He assured that the rosters were being inspected by the Liaison Officer.

3.75 Asked to state where the rosters were being maintained, the representative of the Undertaking stated that rosters were being maintained at the corporate office only for engineer trainees. For other categories of employees the rosters were maintained wherever they were deputed.

3.76 When it was suggested by the Committee that when recruitment was done on all India basis, it should be kept in the corporate office, the representative of the Ministry stated:

“That is a good suggestion, we will examine it.”

3.77 The Committee attach great importance to the proper maintenance of rosters, as in their view, rosters are the only mechanism through which the representation of Scheduled Castes and Scheduled Tribes in services can be ensured.

3.78 The Committee note that rosters are being maintained in BHEL for each category of posts. The Committee recommend that separate rosters should also be maintained for posts filled by direct recruitment and by promotion.

3.79 The Committee further recommend that rosters in respect of all posts to which recruitment is made on all India basis should be kept in the corporate office provided there is common seniority and persons can be transferred from one unit to the other.

3.80 During evidence the representative of the Undertaking had stated that a circular would be issued to the employees that rosters were open for inspection by them. The Committee desire that a copy of the circular should be sent to the Committee for their information.

F. De-reservation

3.81 The Committee have been informed that the following number of reserved vacancies were de-reserved in Hyderabad Unit during each of the last 3 years:

(a)	Year	Group	No. of posts	
			SC.	ST
1981		Group 'A' .		3
		Group 'B' .	11	8
		Group 'C' .	3	7
		Group 'D' .		
		Sweepers		1
		Total: .	14	19
1982		Group 'A' .		1
		Group 'B' .		
		Group 'C' .	5	6
		Group 'D' .	2	2
		Sweepers		
		Total: .	7	9
1983		Group 'A' .		
		Group 'B' .		1
		Group 'C' .	6	17
		Group 'D' .	1	2
		Sweepers		
		Total: .	7	20

3.82 In regard to the procedure followed for de-reservation, it has been stated that concerted efforts are made to obtain Scheduled Caste| Scheduled Tribe candidates from the Employment Exchange and exclusive advertisements are also resorted to. In cases where suitable and sufficient number of Scheduled Caste| Scheduled Tribe candidates could not be obtained, de-reservation of the posts is made and the unfilled reservations are carried forward.

3.83 In a subsequent note sent to the Committee, they have been informed as under:—

“Unfilled reservations for Scheduled Caste/Scheduled Tribe during the last three years have not yet been de-reserved. Efforts are being made to fill the same during the subsequent years. In this connection exclusive advertisements have also been given for filling up certain posts in Group ‘C’ and ‘D’. In case of Engineer Trainee posts in Group ‘A’, although Scheduled Caste candidates are available on relaxed standards of selection, adequate number of Scheduled Tribe candidates are not available in spite of considering them with liberal relaxations. As the unfilled reservations are carried forward, approval for de-reservation has not yet been obtained.

For de-reserving any post, approval of the competent authority viz., Chairman and Managing Director in respect of Group ‘C’ & ‘D’ posts and Board of Directors in respect of Groups ‘A’ and ‘B’ posts is taken.”

3.84 Following is the position regarding exchange of posts between Scheduled Caste and Scheduled Tribe and number of posts lapsed after carrying forward the reserved vacancies de-reserved prior to 1981:

Year	Group	No. exchanged		No. of vacancies lapsed	
		SC	ST	SC	ST
1981	Group A		1		1
	Group B		1		..
	Group C		4	1	1
	Group D (including Sweepers)	
1982	Group A		1
	Group B		1
	Group C		4	5	6
	Group D (including Sweepers)		3
1983	Group A		..	1	..
	Group B	
	Group C		6	6	1
	Group D (including Sweepers)	

Group 'C' posts lapsed during the above 3 years include those of stenographers, Draftsman, Telephone operator and Accountant Trainee.

3.85 In respect of Hardwar Unit, it has been stated that they have de-reserved/lapsed the posts for Scheduled Caste/Scheduled Tribe upto 1977 and carried forward upto 1980 with the approval of the competent authority. No. of posts lapsed/de-reserved during 1980 is as under:—

BHEL (HELP), HARDWAR

Classification of posts	No. Lapsed		Remarks
	SC	ST	
Group 'A'	21	11	As per approval of Corporate Office.
Group 'B'	55	12	
Group 'C'	205	111	
Group 'D'	10	7	
(Excluding Sanitary Workers) Sanitary Workers			
Total	291	141	

BHEL (CFEP), HARDWAR

Group 'A'	18	3	
Group 'B'	15	4	As per approval of Corporate Office.
Group 'C'	79	32	
Group 'D'		13	
(Excluding Sanitary Workers) Sanitary Workers		1	
Total	112	58	

3.86 The representative of the Undertaking stated during evidence that the present position was that in 1981 the total number of reserved posts filled in Hyderabad Unit was 58 Scheduled Castes and 28 Scheduled Tribes, the number which could not be filled was 14 Scheduled Castes and 19 Scheduled Tribes, out of which 2 posts of Scheduled

Castes and 4 of Scheduled Tribes were filled in subsequent years and the number of posts carried forward was 12 Scheduled Castes and 15 Scheduled Tribes. In 1982 the reserved posts which could not be filled up and were carried forward were 7 Scheduled Castes and 9 Scheduled Tribes.

3.87 In reply to a question the representative of the Undertaking stated that they had not gone to the Board for dereservation and had themselves carried them forward.

3.88 The representative of the Undertaking further stated that total number of reserved posts which lapsed during the years 1981 to 1983 was not much as compared to the total number of Scheduled Castes/Scheduled Tribes recruited during these years.

3.89 He gave the following figures of Scheduled Castes and Scheduled Tribes recruited and number of posts lapsed:—

1981		1982		1983	
Recruited	Lapsed	Recruited	Lapsed	Recruited	Lapsed
58	1	106	5	87	7
28	2	22	11	24	1

3.90 The Committee are concerned to note that 28 Scheduled Caste and 48 Scheduled Tribe reserved vacancies in Hyderabad Unit could not be filled up during the years 1981, 1982 and 1983 and were carried forward. The number of posts which lapsed during these years is 13 Scheduled Castes and 14 Scheduled Tribes.

3.91 The Committee feel unhappy that even in Group 'C' a large number of posts including those of stenographer, draftsmen telephone operator and Accountant Trainee have lapsed. The Committee are of the view that if serious efforts had been made it should not have been difficult to fill up these posts by reserved category candidates during the 3 year period of carry forward.

3.92 The Committee are surprised to note that in Hardwar Unit (HEEP), as many as 291 Scheduled Caste and 141 Scheduled Tribe reserved posts upto 1980 were dereserved/lapsed. These include 55 Scheduled Caste and 12 Scheduled Tribe posts in Group 'B' and 205 Scheduled Caste and 111 Scheduled Tribe posts in Group 'C'. The Committee feel that dereservation or lapsing of a large number of vacan-

cies is indicative of the fact that sincere efforts have not been made to recruit Scheduled Caste/Scheduled Tribe candidates before the expiry of carry forward period of 3 years. The Committee are, as a principle, opposed to dereservation or lapsing of reserved vacancies. The Committee recommend that dereservation should be resorted to only when it is absolutely necessary and all efforts including special recruitment for Scheduled Caste/Scheduled Tribe candidates have failed.

CHAPTER IV

A. Staff strength & Shortfall

4.1 Staff strength of entire Bharat Heavy Electricals Ltd., as on 28-7-70 when reservation orders were made applicable in that undertaking is as under:—

	Total	SC	ST
Group A	1955	17	1
Group B	1885	22	1
Group C	21036	1002	156
Group D	9141	2101	44
TOTAL	34017	3142	209
		(9.12% of total)	(26% of total)

4.2 The strength of the undertaking as on 1-1-84 is stated to be as under:—

Category of Posts	Total No. of employees	No. of SCs	No. of STs	Percentage to total		Shortfall %		Remarks
				SC	ST	SC	ST	
Group 'A'	9602	554	70	5.76	0.72	0.24	6.78	
Group 'B'	7595	351	67	4.62	0.88	10.38	6.62	
Group 'C'	41603	4906	680	11.79	1.63	3.21	5.87	
Group 'D'	11007	3004	273	27.29	2.48	..	5.02	
Sanitary Workers	1031	906	8	87.87	0.77		7.73	
Total	70838	9731	1089	13.72	1.55	1.28	5.95	

4.3 Staff strength of various categories in Hyderabad unit and HEEP/CFFP of Hardwar Unit on the dates when the reservation orders were made applicable are given below:—

Staff strength of Hyderabad Unit as on 28-7-70

Category of Posts	Total No. of employees	No. of		Percentage	
		SCs	STs	SCs	STs
Group 'A'	311	5		1.68	
Group 'B'	573	8		2.14	
Group 'C'	3318	235	21	7.08	0.63
Group 'D'	1231	301	11	24.45	0.89
Sanitary Workers	95	51	5	53.68	5.26
Total	5328	600	37	11.26	0.69

Staff Strength of HEEP in 1970

Category	Total No. of employees	No. of SCs	No. of STs
'A'	507	1	
'B'	19		
'C'	5457	233	2
'D'	1370	457	
(excluding Sanitary Workers)			
Sanitary Workers	120	120	
TOTAL	7473	811	2

Staff Strength in the CFFP as on 31-12-1974

Category	Total No. of employees	No. of SCs	No. of STs
Group-A	51
Group-B	26
Group-C	64	2	..
Group-D	99	1	..
TOTAL	150	3	..

4.4 Statements showing staff strength of Hyderabad unit in 1983 and HEEP/CFFP of Hardwar Unit as on 1-1-1984 are given in Appendices VI, VII & VIII.

4.5 Giving reasons for the shortfall in the representation of Scheduled Castes/Scheduled Tribes in services of BHEL it has *inter-alia* been stated that the shortage is mainly in case of Scheduled Tribes whereas in case of Scheduled Castes, the percentage is higher than the prescribed percentage in case of Group 'D' posts. The reasons for shortfall in other categories are as under: ..

- (1) Non-availability of suitable and sufficient number of candidates belonging to Scheduled Caste/Scheduled Tribe communities in spite of giving various concessions and relaxation in the selection process.
- (2) Major part of the recruitment was over before 28-7-1970, *ie.*, the date on which the Directives on Reservations were issued to BHEL.
- (3) BHEL, being a sophisticated engineering organisation, the manpower requirement in some areas is highly skilled and specialised in nature. Generally Scheduled Caste/Scheduled Tribe candidates conforming to the specifications are not available in these areas. This is evident from the lack of response from the candidates sponsored by the Employment Exchanges against vacancies notified.
- (4) BHEL Units are situated in non-tribal areas and hence, normally Scheduled Tribe candidates are not available locally and there is also unwillingness on their part to leave their areas for jobs at far away places. The following steps are taken to reduce/wipe out the backlog:
 - (i) Exclusive advertisements/requisitions to Employment Exchanges are issued and selections organised.
 - (ii) The standards of selection are relaxed for Scheduled Caste/Scheduled Tribe candidates.
 - (iii) Special Recruitment Teams are sent to Tribal areas by some of the units for selecting ST candidates.

4.6 Specific categories of posts where the shortfalls exist are stated to be as under:—

Group	Post	Short fall	
		SC	ST
Group 'A'	Executives	1	1
	Engr. Trainees		6
Group 'B'	Jr. Executives	17	9
Group 'C'	Art. Gr. IV/Mech. Gr. IV	11	28
	D'man Gr. IV	3	1
	Driver Gr. IV	1	1
	Store Keeper Gr. IV	2	2
	Lib. Asst. Gr. IV		
	Dark Room Asst. Gr. IV		
	Asst. Inspector Gr. IV		
	Technician Gr. III	12	7
	Scientific Asst. Gr. III		
	Clerk	3	2
	Telephone Operator		
	E.D.P. Operator Gr. III		
	Pharmacist	1	1
Jr. Med. Techn. Gr. III			
Accountant Trainee	3	3	
Supervisor Gr. III			
(Canteen/Guest House)			
Physiotherapist			
Medical Techn. Gr. III			
Stenographer	3	1	
Group 'D'	Semiskilled Worker	1	1
	Catering Attndt. Gr. II	—	2
	Daftry	1	—
	Record Keeper	1	—
	Mal. Gr. II	—	2
	Attendant Gr. II	1	—
Sweepers	—	2	

4.7 As regards steps taken to wipe out the shortfall, the Committee have been informed that in Hyderabad Unit, during 1981 & 1982, exclusive advertisements for recruiting Scheduled Caste &

Scheduled Tribe candidates have been issued for the following categories on All India Basis:

- (1) Arti. Gr. IV (Mechanist)
- (2) Arti. Gr. IV (Fitter)
- (3) Arti. Gr. IV (Turner)
- (4) Arti. Gr. IV (Electrician)
- (5) Arti. Gr. IV (Moulder)
- (6) Arti. Gr. IV (Painter)
- (7) D'Man Gr. IV (Mech.)
- (8) Telephone Operator
- (9) Nurse Gr. II
- (10) Jr. Med. Techn. Gr. III (Hospital Lab.)
- (11) Stenographer
- (12) Clerk
- (13) Store Keeper Gr. IV

Copies of the notifications were also sent to the Employment Exchanges including the special Employment Exchange meant for Scheduled Caste/Scheduled Tribe candidates.

4.8 Recruitment to the posts in Group 'A' is mainly through selection of Engr. Trainees of all India basis through written test and interview. The carried forward reservations upto 1981 have been wiped out through intensive selection of large number of Scheduled Caste/Scheduled Tribe candidates during the years 1982 & 1983. Upto 1982 all the Scheduled Caste candidates who appeared for the tests were called for interview, irrespective of the marks obtained by them in the written test, which mainly helped in wiping out the backlog in Scheduled Caste category. In the case of Scheduled Tribe category, this practice is still being followed in order to attract more candidates and for possible selection of all the Scheduled Tribe candidates under very relaxed standards.

4.9 In Hardwar an exclusive advertisement for Scheduled Caste/Scheduled Tribe was issued in 1975 and backlog was reduced to some extent.

4.10 In reply to a question about the progress in the intake of Scheduled Castes/Scheduled Tribes, the representative of the Undertaking stated during evidence that they were making continuous

efforts in that direction. Scheduled Castes had been recruited upto the required percentage. They were, however, feeling difficulty in getting Scheduled Tribe candidates. They had sent recruitment team to the tribal areas in Patna, Shillong and Mirzapur as a result of which two persons were selected. However, one did not join and another was found medically unfit. He further said that before sending the team they had written to the Commissioner's office as well as to the Employment Exchange. They were also writing to the M.L.A.s In future they would also write to the Members of Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes. He also stated that a special scheme to tackle the problem of shortfall in Scheduled Tribes was not yet finalised.

4.11 The Committee pointed out that according to the information supplied, the staff strength in Group 'A' in Hyderabad Unit was 1256 in 1983 and the shortfall was 6.6 per cent. in respect of Scheduled Castes and 6.5 per cent in respect of Scheduled Tribes while the actual shortfall as indicated in reply to another question was one Scheduled Caste and 7 Scheduled Tribes. Asked to reconcile these figures, the representative of the Undertaking stated that the percentage shortfall was the overall percentage on the total strength. The roster was started in 1970 and the shortfall related to that. He further stated that they would improve the representation of Scheduled Caste/Scheduled Tribe keeping the overall picture in view.

4.12 In reply to a question relating to Sweepers category, the representative of the Undertaking stated that while 32.6 per cent were Scheduled Castes and 4.3 per cent Scheduled Tribes, the rest (63 per cent) were from other castes. They were getting general candidates for sweeper posts. Besides cleaning the toilet, the sweepers were employed on road-building and removing the dust from the factory and cleaning the floors. 64 sweepers were employed on road-building. Out of them 10 were Scheduled Castes and 5 Scheduled Tribes and 40 non-Scheduled Castes. Non-Scheduled Castes were also doing the work of toilet cleaning.

4.13 In reply to a question regarding special advertisements issued by Hyderabad Unit during 1981 & 1982, the representative of the Undertaking explained during evidence that out of 1421 applications for clerks, 995 were selected for test after scrutiny. Only 359 persons appeared for the test after which 189 were called for interview. 183 appeared for the interview, out of which 23 were selected. Thus, while the number of applications was quite large, the number of persons who ultimately joined was quite low.

4.14 The representative of the Ministry also pointed out that in the category of fitters, while the number of vacancies was only 50, they had recruited 40 Scheduled Castes and 14 Scheduled Tribes. Thus, there were 4 extra appointments. In the category of electricians they had selected 15 but only 10 had joined. He further stated that the persons to be selected had to be adjudged from all angles and they could not give relaxation beyond a certain limit.

4.15 In regard to a question regarding shortfall of Scheduled Tribes in category 'C' in the Hardwar Unit the representative of the Undertaking stated during evidence that they were making special efforts to complete the quota of reserved posts. They had appointed one Scheduled Caste Officer as Additional General Manager (Personnel & Administration) at Hardwar. They were also issuing exclusive advertisements. They would also broadcast on All India Radio for Scheduled Tribe candidates

*4.16 He further explained that as on 1-1-1984 the backlog in all categories was 75 Scheduled Castes and 45 Scheduled Tribes. There was ban on recruitment upto 31st March, 1985. As soon as the ban was lifted, they would fill up the posts. *As on 1-1-1984, there was an overall shortfall of 4.86 per cent in Scheduled Tribes and 11.46 per cent in Scheduled Castes. . .*

4.17 The representative of the Ministry stated that the shortfall figure was on the basis of cumulative shortfall.

4.18 When asked to give the number of posts that had failed vacant during 1984, the representative of the Undertaking stated that on 1-1-1984 they had 93 vacancies of Scheduled Castes and 53 of Scheduled Tribes at Hardwar. Most of the vacancies were in Group 'C' Because of losses in the Company every year, the vacancy position was changing. Another reason or shortfall was that they selected the people and made offers to them but they did not join. In 1984 they offered posts to 92 candidates at Hardwar but only 61 joined.

4.19 In reply to a question why exclusive advertisement was not issued after 1975 when this process was helpful in reducing the backlog, the representative of the undertaking stated as under:

*According to post-evidence information received from BHEL, backlog in Category 'C' as on 1-1-1984 was 84 Scheduled Castes & 27 Scheduled Tribes.

"In all other units exclusive advertisements have been issued. Here they said they were not getting response. They we got through the Commissioner for Scheduled Castes and Scheduled Tribes actual names of people who are ready to join."

He assured that in the near future, they would have special recruitment for Scheduled Castes and Scheduled Tribes in all categories.

4.20 The Committee note that the total number of Scheduled Caste/Scheduled Tribe employees in BHEL which was 3142 (9.12 per cent) and 202 (6 per cent) respectively in July, 1970 when reservation rules were made applicable, has increased to 9721 Scheduled Castes (13.72 per cent) and 1098 Scheduled Tribes (1.55 per cent) as on 1-1-84. The Committee regret to point out that even the overall percentage of Scheduled Castes/Scheduled Tribes employees of BHEL at present is less than the prescribed percentage for them, namely 15 per cent for Scheduled Caste and 7½ per cent for Scheduled Tribe.

4.21 The Committee are unhappy to note that Group-wise, the percentage of Scheduled Caste/Scheduled Tribe in Group A is 5.76 and 0.72, in Group B 4.62 and 0.88 and in Group C it is 11.79 and 1.63. These percentages are far below the prescribed percentages for Scheduled Caste/Scheduled Tribe employees. Even in Group D, the percentage of Scheduled Tribe is only 2.48 as against the prescribed percentage of 7.5. The Committee recommend that BHEL should make concerted efforts to increase the intake of Scheduled Castes in Groups A, B & C and of Scheduled Tribes in all the four groups by resorting to special recruitment and by relaxing the standards.

4.22 The data relating to staff strength in Hyderabad Unit and two Plants of Hardwar Unit of BHEL in 1983 as given in VI, VII & VIII indicates that apart from shortfalls in Groups 'A' and 'B', there are considerable shortfalls in Groups 'C' and 'D' also. The Committee need hardly stress that earnest and vigorous efforts should be made to wipe out the shortfalls in these two Groups for which high technical qualifications are not necessary. Scheduled Castes/Scheduled Tribes possessing the minimum educational qualification should be selected and given intensive Training in order to equip them for specific jobs. The Committee refuse to believe that Scheduled Caste/Scheduled Tribe candidates are not available for the posts of Clerks, Daftry, Record Keeper, Mali and Attendants for which no technical skills are needed.

4.23 The Committee regret to note that except for Scheduled Castes in Groups D, there is shortfall of Shortfall of Scheduled Castes and Scheduled Tribes in all the Groups in both the Plants of the Hardwar Units. In spite of this shortfall exclusive advertisement for Scheduled Castes and Scheduled Tribes was issued by Hardwar Unit only once in 1975 when backlog was reduced to some extent. The Committee fail to understand the reasons for not issuing exclusive advertisements subsequently. The Committee need hardly emphasise that special recruitment exclusively for Scheduled Castes and Scheduled Tribes is the only way to clear the backlog of reserved vacancies and recommend that special recruitment should be resorted to as often as it is felt necessary/possible.

4.24 The Committee have been told at the time of official evidence that a special scheme to tackle the problem of shortfall in Scheduled Tribe category is not yet finalised. The Committee recommend that the scheme should be finalised without any further delay and implemented in all earnestness to reduce the backlog of Scheduled Tribes in the services of BHEL. The Committee would like to be apprised of the scheme and the results achieved after its implementation. The Committee suggest that special recruitment should be resorted to for this purpose.

B. Training

(i) Hyderabad Unit

4.25 It has been stated that the total number of employees sent for training abroad from Hyderabad Unit and the number of Scheduled Castes and Scheduled Tribes among them is as under:

Year	Total	SC	ST
1981	20	1	..
1982	36	4	
1983	27	4	..
TOTAL	83	9	

4.26 Employees who have already been working in the relevant areas are deputed for further/advanced training at Collaborators' works as necessitated due to functional needs of the Organisation.

4.27 No. of employees from Hyderabad Unit sent abroad for Seminars/Symposia/Conferences/Business trips are as follows:—

Year	Total	SC	ST
1981	23		
1982	16		
1983	27		

Conferences/business trips are attended by Senior Executives/ Heads of Departments.

Mostly Executives are deputed abroad in both the above cases.

4.28 It has been stated that employees are sent for training in specific areas wherever technological gaps are identified from time to time. Selection of candidates for such training is done basically by the concerned heads of the departments keeping in view the competence, experience and job requirements. Scheduled Caste/Scheduled Tribe employees working in all such areas are considered based on the identification of the training needs in specific areas and functional needs. As to the reasons for not sending any Scheduled Tribe employee for training abroad, the Committee was informed that Scheduled Tribe employees could not be sent during the period as they were not available in those specific areas. Before this, however, one Scheduled Tribe employee was also deputed for training abroad.

4.29 It has further been stated that with the job requirements and technical competence being same, due consideration is given to Scheduled Caste/Scheduled Tribe employees also who are working in the areas of specialisation from which employees are selected for training abroad.

4.30 In reply to a question as to the reasons for not sending any Scheduled Caste/Scheduled Tribe employee from Hyderabad Unit for attending Seminars/Symposia held abroad, it has been stated that the information furnished to the Committee pertains mostly to business tours attended by Senior Executives and Heads of Departments. Those who have been deputed for attending Seminars/Symposia are from senior management level and their number is very small.

To Seminars/Symposia etc. held within the Country, several Scheduled Caste/Scheduled Tribe officers were deputed alongwith other officers working in various areas.

(ii). *Hardwar Unit*

4.31 Information furnished to the Committee in respect of Hardwar Unit regarding training abroad and attendance at Seminars etc. is as under:—

Executives Trained Abroad during the last three years (HEEP CFFP)

Year	Total No. trained	Number of SC/ST	Duration		Remarks
			SC/ST	Others	
1981-82	19				Varying from 14 days to 180 days.
1982-83	36	1	28 days		
1983-84	25	1	42 days		
	Total	80	2		

4.32 Following statement indicates the number of Executives/Supervisors/Workers who were sponsored for training in India in respect of the Hardwar Unit during the years 1981—84:

External Programme/Seminars Conducted by our training and development dept. (in India)

Year	No. of Executives attended the programme	No. of Supervisors attended the programme	No. of Workers attended the programme
	190	16	07
1981-82	(SC/ST 7 Nos.)	(SC/ST 2 Nos.)	(SC/ST 1 Nos.)
1982-83	181 (SC/ST 5 Nos.)	18 (SC/ST Nil)	09 (SC/ST-Nil)
1983-84	126 (SC/ST 12 Nos.)	02 (SC/ST-Nil)	09 (SC/ST-Nil)

4.33 In reply to a question as to why no Scheduled Caste/Scheduled Tribe employees were sent for training abroad during 1981-82 from Hardwar Unit and why only one Scheduled Caste/Scheduled Tribe was sent abroad during 1982-83 and 1983-84, it

has been clarified that for training abroad, normally Engineers who are working in the specialised field for which training is required and have sufficient experience on the job are sent. The number of such Engineers belonging to Scheduled Caste/Scheduled Tribe working in the fields requiring training and with requisite experience was very small. More Scheduled Caste/Scheduled Tribe engineers are coming up and it would now be possible to send them for training abroad.

4.34 On being asked about special training to Scheduled Caste/Scheduled Tribe employees to bring them up to the level of other employees, the representative of the Undertaking stated during evidence as under:—

“Instructions have been issued to the Units to organise special training for Scheduled Caste/Scheduled Tribe engineering trainees who have been selected with relaxed standards to improve their efficiency and provide technical knowledge and a general communication ability knowledge. This can also be made up progressively in their career by deputing them in the special engineering knowledge programme and language communication skill programme.”

4.35 He further stated that these principles applied to various other categories of employees also. Copy of circular letter to the various units regarding special training for Scheduled Caste/Scheduled Tribe Engineering graduates is at appendix IX.

4.36 Regarding the Scheduled Caste/Scheduled Tribe employees being sent abroad for training/attending seminars, conferences etc. the representative of the Undertaking stated during evidence that in 1982-83, 9 Scheduled Caste employees from Hyderabad Unit were sent abroad for attending seminars while in 1984 two Scheduled Tribe were sent. Whenever Scheduled Caste/Scheduled Tribe employees were available in the area of specialisation, they were sent abroad. In Hardwar only one Scheduled Caste employee was sent abroad. He explained that the number of Scheduled Caste/Scheduled Tribe employees increased only after 1970 and as these employees gained experience, their number was expected to increase. Information regarding the availability of suitable Scheduled Caste/Scheduled Tribe employees was now being submitted while putting up any training proposal to the Chairman and Managing Director for approval.

4.37 The Committee note that during the years 1981 to 1983, 91 employees from Hyderabad Unit were sent abroad for training, out of which 9 employees belonged to Scheduled Castes and none to Scheduled Tribe. From Hardwar Unit, out of 80 Executives trained abroad, only two were Scheduled Castes/Scheduled Tribes during the same period. The Committee have been informed during evidence that information regarding availability of suitable Scheduled Caste/Scheduled Tribe employees is now being furnished while putting up any training proposal to the Chairman & Managing Director for approval. The Committee recommend that preference should be given to Scheduled Caste/Scheduled Tribe officers for various training programmes held in India and abroad so as to familiarise them with the modern methods of management & technology & thereby equip them to occupy higher executive posts in Bharat Heavy Electricals Limited.

4.38. The Committee have also been informed during evidence that instructions have been issued to the various Units of Bharat Heavy Electricals Ltd. to organise special training or Scheduled Caste/Scheduled Tribe engineering trainees selected with relaxed standards to improve their efficiency and provide technical knowledge. The Committee recommend that the training programme should not be confined to the category of Engineers only but other categories of employees belonging to Scheduled Caste/Scheduled Tribe who are recruited with relaxed standards should also be given extra training to enable them to come up to the standard of other employees. The Committee further recommend that details of extra training to be given to Scheduled Caste/Scheduled Tribe employees in various categories of posts should be drawn up by the Corporate office for the sake of uniformity and instructions should be issued to all the units. The Committee desire that a copy of the instructions issued in this regard should be furnished to them for information.

C. Apprenticeship Training

4.39 It has been stated that percentage of reservations provided for Scheduled Caste/Scheduled Tribe candidates for apprenticeship training at Hyderabad Unit is as under:

for Scheduled Caste candidates	13 per cent
for Scheduled Tribes candidates	5 per cent

4.40 Total number of Technical/Trade Apprentices selected for training during the last three years is as under:

Year	SC	ST	Others	Total
1981	43	6	179	228
1982	57	12	370	439
1983	13	1	335	349

4.41 Particulars of the trained apprentices (SC/ST) considered for absorption during the past three years are as follows:—

No. Sl.	Trade	1981		1982		1983	
		SC	ST	SC	ST	SC	ST
<i>Trade Apprentices</i>							
1	Art. Gr. IV (Machinist)			7	3		
2	Art. Gr. IV (Electrician)			3	2		
3	Art. Gr. IV (Painter)	1					
4	D'man Gr. IV (Mech.)						
5	Art. Gr. IV (Fitter)	4	3	14	1	1	..
6	Art. Gr. IV (Welder)						..
7	Art. Gr. IV (Turner)	7	2				..
8	Art. Gr. IV (Moulder)						
9	Art. Gr. IV (Carpenter)						
10	Mech. Gr. IV (A.C. & Refn)
		12	5	24	6	1	..
<i>Technician Apprentices</i>							
1	Design Asst. Gr. III					2	
2	Chargeman	4				6	
3	Technician Gr. III	3	5	
		7	13	

4.42 In regard to the policy of absorption of trained Apprentices in Bharat Heavy Electricals Ltd., it has been stated that whenever the Apprentices complete their apprenticeship period, they are relieved with an advice to register their names in the local Employment Exchange. As and when vacancies arise, the local Employment Exchange Heavy Electricals Ltd. The nominated candidates by the Bharat Heavy Electricals Ltd. The nominated candidates by the local Employment Exchange are interviewed by a duly constituted Committee wherein representative of Scheduled Caste/Scheduled Tribe is invariably included. Normally the Scheduled Caste/Scheduled Tribe representative is drawn from their line Managers.

4.43 It has been stated that at Hardwar Unit percentage of reservation for Scheduled Caste/Scheduled Tribe in the appointment of apprentices is as per the Apprentices Act.

4.44 Statements showing the number of apprentices appointed and absorbed during the last three years are given in Appendices X & XI.

4.45 It has further been stated that in Bharat Heavy Electricals Limited, Hardwar the trade Apprentices (I.T.I. Holders) who secure first position in each trade and batch are absorbed immediately on receipt of result from Regional Director, Kanpur.

4.46 The Apprentices who secure Silver Medal in the Regional Competition are appointed to grade-IV post and the Apprentices who secure Gold Medal are appointed in Gr. III post irrespective of vacancies. The remaining Apprentices are considered for employment/absorption according to batch-wise seniority on availability of vacancies. The recruitment policy envisages recruitment from amongst the passed out Act Apprentices only while filling the vacancies in Artisan category. The Scheduled Caste/Scheduled Tribe candidates are given overriding preference in case sufficient candidates are not available in the relevant batch.

4.47 In reply to a question, it has been stated that apprentices who have completed training are given preference over other candidates in appointment Scheduled Caste/Scheduled Tribe apprentices after completion of training at the Hardwar Unit are informed whenever the vacancies are announced to enable them to apply for the same. .

4.48 When any vacancy in the artisan category arises where they have got trained apprentices, they consider exclusively the apprentices who have completed apprenticeship from their Training School for appointment. It has further been stated that 50 per cent of direct recruitment vacancies in Bharat Heavy Electricals Limited are being filled by trained apprentices as per Government instructions.

4.49 On being pointed out during evidence regarding the complaint from a person that he had received apprenticeship training but had not been provided service, the representative of the undertaking stated as under:—

“We have got a number of people who have been trained for years and they are scattered all over the places. We select the people from those who respond to our advertisement. We will inquire whether this gentleman applied for the post or not. . . .”

He further stated that under the Apprentices Act, it was not their responsibility to give service to the apprentices. They could apply whenever there were vacancies in their undertaking.

4.50 When it was pointed out by the Committee during evidence that according to information supplied to them, out of 108 Scheduled Caste apprentices given training in 1981, only 30 were absorbed. In 1982, only 31 had been absorbed out of 117 given training while no Scheduled Tribe had been recruited for apprenticeship, the representative of the undertaking stated no Scheduled Tribe candidate was available in 1981, 1982 and 1983 for apprenticeship training.

4.51 When the Committee pointed out that most of the candidates for apprenticeship or recruitment in the Company were the children of the existing employees, the representative of the undertaking stated that there may be children of the employees in any category but there was no special quota for children of the employees in the undertaking. He further explained that according to the procedure of the company, those apprentices were given preference in recruitment who were trained earlier. At the time of recruitment, suitability of the person had to be seen.

4.52 According to the information supplied to the Committee the apprentices who secured gold medals were given appointment irrespective of vacancies. The representative of the Undertaking stated during evidence that looking to the shortfall they had taken a decision that apart from one gold medalist boys they would also absorb the top boy of the Scheduled Castes and Scheduled Tribes irrespective of his position.

4.53. The Committee regret to note that no apprentice belonging to Scheduled Tribe was recruited for training in Hardwar Unit (HEEP) of Bharat Heavy Electricals Ltd. during the years 1981 to 1983. The Committee recommend that with a view to attracting more and more candidates belonging to Scheduled Castes/Scheduled Tribes, the Company should advertise their training programmes in leading newspaper in regional languages and also through broadcasts over All India Radio.

4.54. According to the information furnished to the Committee, it is seen that total number of trained apprentices absorbed in Hardwar Unit (HEEP) was 203 in 1981, 182 in 1982 and 72 in 1983 out of which those belonging to Scheduled Castes numbered 30 in 1981, 21 in 1982 and 7 in 1983 while none belonged to Scheduled Tribes. According to instructions issued by the Ministry of Labour vide their

O.M. No. DEGT:2(6) dated 28-5-1980' 50 per cent of the direct recruitment vacancies should be filled up by trained apprentices. The Committee recommend that in order to make up backlog in reserved vacancies, all trained apprentices belonging to Scheduled Caste/Scheduled Tribe should be absorbed in services of Bharat Heavy Electricals Ltd.

4.55. In regard to their policy of absorbing trained apprentices, the Committee have been informed that after completion of their training, apprentices are relieved with advice to get their names registered with Local Employment Exchange. As and when vacancies arise, Bharat Heavy Electricals Ltd. contacted the local Employment Exchange to nominate the apprentices trained at Bharat Heavy Electricals Ltd. The representative of Bharat Heavy Electricals Ltd. also stated during evidence that under Apprentices Act, it was not their responsibility to give service to apprentices.

4.56. The Committee feel that the entire burden of nominating the trained apprentices should not be placed on the Employment Exchange. Even though the names are required to be sponsored by the Employment Exchange, Bharat Heavy Electricals Ltd. should also keep a close watch that their trained apprentices particularly those belonging to Scheduled Caste and Scheduled Tribe communities are nominated by the Employment Exchange.

CHAPTER V

A. Housing Facilities

(i) Hardwar Unit

5.1 The Committee have been informed that housing facilities are provided to the employees in Hardwar Unit of BHEL. Total number of employees who have been provided housing accommodation and the number of Scheduled Caste/Scheduled Tribe among them are as under:—

Employees provided housing accommodation	4,770
No. of SC ST employees	229

5.2 It has further been stated that reservation of 10 per cent of the available houses in type 'A' quarters (Types I & II) is being followed.

(ii) Hyderabad Unit

5.3 Hyderabad Unit provides residential quarters to the employees in the Company's Township to the extent quarters are available.

5.4 Total number of employees who have been provided accommodation and the number of Scheduled Caste/Scheduled Tribe among them in Hyderabad Unit is as under:—

Type of Quarters	Total no. of quarters	Quarters allotted to General Category of employees*	Quarters allotted to SC/ST
Type-(I&II) .	2842	2531	311
Type-B . . .	970	933	37
Type-C . . .	480	467	13
Type-D	38	38	..
Total	4330	3969	361

*This includes employees of non-BHEL organisations like Schools, Bank, P&T, Civil Supplies, Police etc.

5.5 There is reservation for allotment of residential quarters to Scheduled Caste/Scheduled Tribe employees to the extent of 10 per cent in respect of type-A quarters (Type-1 & 2).

5.6 In reply to a question it has been stated that in respect of categories 'B' & 'C', 5 per cent reservation in allotment has now been extended.

5.7. The Committee note that there is reservation for allotment of residential quarters to Scheduled Caste/Scheduled Tribe employees of BHEL to the extent of 10 per cent in respect of type A quarters and 5 per cent in allotment of type B and C quarters.

5.8. The Committee note that in Hardwar Unit, out of a total of 4770 employees who have been provided housing accommodation 229 belong to Scheduled Caste/Scheduled Tribe Communities. Break-up of these figures according to the type of quarters has not been given. The Committee desire that the Undertaking must ensure that accommodation of types A, B & C is allotted to Scheduled Caste/Scheduled Tribe employees at least to the extent of reservation to which they are entitled.

5.9 The Committee regret to point out that in Hyderabad Unit the number of quarters allotted to Scheduled Caste/Scheduled Tribe in types B and C is less than 5 per cent. The Committee recommend that 5 per cent reservation in Types B and C quarters must be followed strictly and in future allotments this shortfall should be made up.

B. Welfare Schemes

5.10 In a note furnished to the Committee, it has been stated that the welfare measures/schemes operating in Bharat Heavy Electricals Ltd., Hyderabad for the benefit of the employees and their families are under three heads viz. Statutory welfare measures, Non-statutory welfare measures and Township welfare facilities. The details of the schemes are as under:—

Statutory Welfare Measures:

1. Provident Fund Scheme:
2. Family Pension Scheme under the provisions of the Provident Fund Act.
3. Gratuity Scheme under the Payment of Gratuity Act.
4. Leave with payment of wages.

5. **Factory Medical Centre for provision of medical facilities within the Factory premises.**
6. **Payment of Workmen's Compensation to the employees in all applicable cases due to accident, disabilities caused etc.**
7. **Maternity benefit providing leave with wages for female employees.**
8. **Industrial safety provisions and appliances.**
9. **Industrial Canteens and Catering services for the employees.**
10. **Creche facility for children of women employees.**
11. **Provision of welfare Officer/Supervisors for administering all the welfare activities.**

Non Statutory Welfare Measures:

1. **Subsidised Transport and Canteen facilities.**
2. **Payment of allowances such as Late Night Snack allowance, Hazard Allowance etc., to certain categories of employees.**
3. **Supply of milk to certain workmen in specific areas.**
4. **Leave Encashment and Leave Travel Concession facilities to the employees. LTC benefit is extended to the members of the families also.**
5. **Sanction of loans/advances to the employees towards:**
 - Purchase of Cycles/Scooters/Cars.
 - Construction/acquiring of own houses.
6. **Payment of conveyance reimbursement expenditure to the employees.**
7. **Facilities for higher studies and incentives for acquiring higher/additional qualifications.**
8. **Safety education and supply of safety shoes, protective clothing and safety appliances.**
9. **Presentation of Annual gifts and diaries to all the employees and award of decennial mementoes (Wrist Watch) to all the employees completing 10 years service.**

10. Provision of residential quarters in the Company Township at subsidised rents.
11. Provision of free medical facilities to the employees and their families in the Company's General Hospital.
12. Family Planning: Grant of special increment to the employees/spouses undergoing sterilisation; facilities for operation and other measures and incentives for promoting small family norms.
13. Staff Benefit Fund Scheme enrolling members on voluntary payment of Rs. 0.25 p.m. for extending financial assistance towards medical needs, prolong treatment, educational needs like payment of fees, purchase of books etc. and for relief in distress, to the deserving employee members.
14. Death Relief Fund Scheme: A Voluntary Scheme covering almost all the employees with payment of Re. 1/- in case of the death of a member. The financial assistance given in case of a death of a member to his family is over Rs. 10,000/-.
15. Group Insurance Scheme: As a social security measure, the Company has insured the lives of all employees under LIC Scheme with provision of the following range of payments in case of death of an employee.

Workmen categories	Rs. 10,000
Supervisory Categories	Rs. 20,000
Middle Management	Rs. 35,000
Senior Management	Rs. 50,000

Township Welfare Activities:

1. The Company's Township is an urban suburb consisting of all essential facilities with over 4,300 quarters and the following facilities.
2. Schools: Five High Schools (2 Central Pattern, 2 State Pattern and one Zilla Parishad High School in the local medium) and one KG School.
3. A full fledged 110 bed General Hospital for providing medical facilities to the employees and their families.

4. **Community Centre in the midst of the township with Auditorium and other recreational facilities. Facilities for conducting various cultural programmes and Sports and Tournaments.**
5. **Provision of Parks and neat roads.**
6. **Provision of shopping centres at various locations for the supply of all daily necessities.**
7. **Ladies Welfare Centre for the benefit of the township women and giving employment opportunities for the needy women and family members of the deceased employees;**
8. **Special care school for the handicapped and mentally retarded children.**
9. **Provision of Bank, Post Office and Co-op. Credit Society for the benefit of the employees.**
10. **Places of worship for the township residents; Temple, Mosque, Church and Gurudwara.**

5.11 In addition to the residential quarters and the above facilities in the township, a LIG housing colony with 1000 houses has also come up for the Low Income Group employees. The employees have formed into a Cooperative Housing Society and are aided by Bharat Heavy Electricals Ltd. by provision of land and financial assistance through the State Government.

5.12 Besides the above, the Company has schemes and plans for socio-economic development of weaker sections including Scheduled Castes and Scheduled Tribes. The Company has taken up these activities under 20-point programme and in the process of implementation of this programme, the neighbouring villages were identified for socio-economic development of the villagers. Some of the activities being carried out by Bharat Heavy Electricals Ltd. in this regard are outlined hereunder:

1. *Establishment of a fodder farm*

5.13 A fodder farm has been set up for the benefit of the people of weaker sections of the neighbouring village Tellapuram for feeding their cattle. A group of 70 people belonging to Scheduled Caste/Scheduled Tribe communities of the village has been provided with buffaloes under a scheme of providing milch animals to the people

The scheme is jointly financed by DRDA, State Bank of Hyderabad & Department of Animal Husbandry of the State Government.

5.14 There is a plan for developing a second fodder farm similar to the one at Tellapuram.

2. Gram Samkshem Kendra (Community Centre)

5.15 A building has been provided in the village as a Community Centre. The building has four rooms, one each for the purpose of conducting tailoring classes for women, Reading room, for conducting adult education classes and for medical care centre.

3. Improvement of School facilities

5.16 The existing school at Tellapuram has been provided with additional facilities of two more class rooms, as kitchen for midday meals scheme, an outdoor platform and a handpump for drinking water facilities.

5.17 Besides the above, a farming planning camp was planned at the General Hospital of the Company for the benefit of neighbouring villagers. Under afforestation programme 3000 sapling are proposed to be planted out of which 1000 sapling have already been planted. A survey has been done in village Lambada Tanda for providing Street lighting and household cooking facilities by utilising solar energy. Community Centre building and a school building are also proposed to be constructed. A few work centres to provide employment opportunities for widows and handicapped people are also proposed to be started.

5.18 Hardwar Unit Management also provides comprehensive welfare measure for its employees for all round improvement in the quality of life. These welfare measures can be broadly classified as under:

1. **Education:** In BHEL Township there are 19 schools/ educational institutions with about 17,000 students. Reservation is made for Scheduled Caste/Scheduled Tribes as per Government of Uttar Pradesh instructions.
2. **Medical:** Free medical facilities to all employees and their family and dependants. There are 170 beds in BHEL (Hardwar) Main Hospital and 8 peripheral dispensaries spread out in the BHEL Township.

3. *Housing*: There are 4,770 houses of type A, B & C and hostel accommodation. Reservation is made for Scheduled Caste/Scheduled Tribe as indicated in para 30(c).
4. *Canteen*: Canteen services for lunch, dinner and tea/snacks at subsidised rates are available to all employees.
5. *Transport*: Subsidised transport facility is available to a limited extent wherever it is not possible, transport allowance is paid to the employees.
6. *Advances*: Different kinds of advances such as House Building, Purchase of Vehicle, Cycle, Scooter, Car, Festival Advance, etc. are admissible to the employees.
7. *Leave Travel Concession*: Every employee is eligible for LTC once in a block of two years for visiting home town or any other place upto 1500 Kms each way. LTC once a year upto 750 Kms is also admissible.
8. *Provident Fund*: As per Company's rules.
9. *Gratuity*: As per the Payment of Gratuity Act.
10. *Group Insurance*: All the employees are covered under Group Insurance Scheme of the Company without any contribution towards the premium payable.

5.19 In addition, the Company has extended their welfare activities to some villages where predominantly population belongs to Scheduled Caste/Scheduled Tribe. The details of the village adoption scheme are given in Appendix XII.

5.20. The Committee note that both the Hyderabad and Hardwar Units of Bharat Heavy Electricals Ltd. are operating a number of Welfare Schemes for the benefit of their employees and their families. The Committee further note that for socio-economic development of weaker sections including Scheduled Caste/Scheduled Tribes, Hyderabad Unit has started certain activities like establishment of fodder farms, opening of Community Centre etc., in a neighbouring village while Hardwar Unit has adopted two neighbouring villages for welfare activities. The Committee recommend that instead of piece-meal activities here and there, the Bharat Heavy Electricals Ltd. units should make a survey of the villages in peripheral areas and adopt villages with concentration of Scheduled Caste/Scheduled Tribes for their all-round development.

5.21. The Committee also recommend that a scheme should be devised for giving scholarships to the children of poor Scheduled Castes and Scheduled Tribes living in peripheral villages so that more and more Scheduled Caste/Scheduled Tribe children are able to get education.

5.22. The Committee further recommend that village Development Programmes should be implemented in coordination with other Developmental agencies of the State Government to avoid duplication. Wide publicity should be given to the various Welfare Schemes so that maximum number of Scheduled Caste/Scheduled Tribe persons can take advantage of the Welfare schemes.

NEW DELHI;
October 16, 1985
 Asvina 24, 1907(S)

KRISHAN DATT SULTANPURI,
Chairman,
Committee on the Welfare of Scheduled
Castes and Scheduled Tribes.

APPENDIX I

(Vide para 1.1 of the Report)

Bharat Heavy Electricals Limited

Manufacturing Divisions

1. Heavy Electricals Plants, Bhopal.
2. Central Foundry Forge Plant, Hardwar.
3. Heavy Electrical Equipment Plant, Hardwar.
4. Heavy Power Equipment Plant, Hyderabad.
5. Transformer Factory, Jhansi.
6. High Pressure Boiler Plant, Tiruchy.
7. Seamless Steel Tube Plant, Tiruchy.
8. Boiler Auxiliaries Plant, Ranipet.
9. Control Equipment Division, Bangalore.
10. Electro Porcelain Division, Bangalore.
11. Industrial Valve Plant, Goindwal.
12. Component Fabrication Plant, Rudrapur.
13. Heavy Equipment Repair Plant, Varanasi.
14. Insulator Plant, Jagdishpur.

Service Divisions

1. Registered Office and Corporate Office, New Delhi.
2. Management Development Institute, New Delhi.
3. *Power Group*
 - (i) Project Management & Construction Management, New Delhi.

Construction Management

- (a) Northern Region at New Delhi
- (b) Southern Region at Madras
- (c) Eastern Region at Calcutta
- (d) Western Region at Baroda

- (ii) **Technical Services & Commissioning Headquarter, New Delhi.**
 - (a) **Northern Region at New Delhi**
 - (b) **Southern Region at Madras**
 - (c) **Eastern Region at Calcutta**
 - (d) **Western Region at Baroda**
- 4. **Power Group (Services after sales), New Delhi.**
- 5. **Project Engg. Division, New Delhi.**
- 6. **Power Group (Commercial), New Delhi.**
- 7. **Regional Operations Division (HQ), New Delhi.**
- 8. **Industry Sector, New Delhi.**
- 9. **Exports Division, New Delhi.**
- 10. **ISG Bangalore.**
- 11. **Research & Development, Hyderabad.**
- 12. **MHD Research Project, Tiruchy.**

APPENDIX II

(Vide Para 2.5 of the Report)

Article 116 of the Articles of Association as appeared before amendment in June, 70.

116. Notwithstanding anything contained in any of these Articles the President may, from time to time, issue such directive as he may consider necessary in regard to the conduct of the business of the Company or Directors thereof and in like manner may vary and annual any such directive. The Directors shall give immediate effect to directives so issued.

Article 116 of the Articles of Association as appeared after amendment

116 Notwithstanding anything contained in any of these Articles, the President may, from time to time, issue such directives as he may consider necessary in regard to the Conduct of business and affairs of the Company or Directors thereof and in like manner may vary and annual any such directive. The Directors shall give immediate effect to directives so issued.

APPENDIX III

(Vide Para 2.31 of the Report)

Bharat Heavy Electricals Limited (A Government of India Undertaking) Unit: Heavy Power Equipment Plant, Ramachandrapuram;

Hyderabad

Grievance Procedure

With the object of providing employees an easy and readily accessible machinery for the ventilation and prompt redressal of their day-to-day grievances, a mutually agreed grievance procedure is hereby adopted. This grievance procedure may be availed by workmen/employees of all the departments. This will not cover trainees or apprentices.

Scope

Complaints effecting one or more individual employees in respect of their wage payments, overtime, leave, transfer, promotion seniority, work assignment, working conditions, interpretation and implementation of services agreements, welfare amenities etc. constitute grievances. Where the points at dispute are of general applicability of considerable magnitude and where policy matters are involved, they will fall outside the scope of this procedure. In case of any grievance arising out of discharge or dismissal of workman/employee, this grievance procedure shall not apply. Instead, discharged or dismissed workman shall have the right to appeal to the dismissing authority or to the appellate authority.

Various Stages of the Grievance Procedure

Stage-1

The aggrieved employee/workman shall first present his grievance in person to the Foreman concerned within one week from the date of occurrence of the grievance. All such grievances shall be entered in a grievance register maintained, in the prescribed form, by the said officer, who will give reply to the employee/workman within SEVEN days of the date of receipt of the grievance.

Stage-II

If the employee is not satisfied with the decision of the Officer or fails to receive an answer within the stipulated period, he shall either in person or accompanied by his departmental representatives of the recognised Union present his grievance in writing to the Shop Manager/Senior Engineer. For this purpose, fixed hours shall be specified during which on any working day, an aggrieved employee/workman could meet the said officer for presentation of his grievance. The said officer shall give his answer in writing within SEVEN days of the presentation of grievance. If action cannot be taken within that period reasons for the delay should be recorded.

Stage-III

If the decision of the Shop Manager/Sr. Engineer is not satisfactory the aggrieved employee/workman may request the Shop Manager/Sr. Engineer for forwarding his grievance to the Chief Personnel Manager, who has to communicate the reply within SEVEN days from the date of receipt of his grievance.

Stage-IV

If the reply of the Chief Personnel Manager is not satisfactory, then the aggrieved employee/workman may request for forwarding his grievance to the Grievance Committee which shall make its recommendations to the General Manager within TEN days of the employee's request. If the recommendations cannot be made within this time limit, the reasons for delay should be recorded. Unanimous recommendations of the Grievance Committee shall be implemented by the Management. In the event of difference of opinion among the members of the Grievance Committee, the views of the members along with the relevant papers shall be placed before the General Manager for final decision. In either case, the final decision of the Management shall be communicated to the employee concerned by the Chief Personnel Manager within FIVE days from the receipt of Grievance Committee's recommendations.

The Grievance Committee shall consist of two representatives of the Management and two representatives of the recognised Union. D.G.M. (Production) or his nominee and Chief Personnel Manager will be the Management representatives of Grievances Committee. Two representatives of the recognised Union shall be nominated by the recognised Union.

Stage-V

When the aggrieved workman/employees is not satisfied with the final decision of the Management he shall have the right of appeal to the General Manager for a revision. In making this appeal, the employee, if he so desires, shall have the right to take a Union Official along with him to facilitate discussions with the General Manager. The General Manager or the Person designated by him shall communicate the decision within a week of the employee's revision petition.

If no agreement could be reached the Union and the Management shall refer the grievance to voluntary arbitration.

Where a workman/employee has taken up a Grievance for redressal, under this procedure, the formal conciliation machinery shall not intervene till all steps in the procedure are exhausted. A grievance shall be presumed to assume the form of a dispute only after the final decision of the General Manager in respect of a grievance is intimated to the workman/employee.

If a grievance arises out of an order given by Management, the said order shall first be complied with before the workman/employee concerned invokes the procedure laid down for redressal or grievance. If, however, there is a time lag between the issue of order and its compliance, the grievance procedure may immediately be invoked but the order nevertheless must be complied with on the due date even if all the steps in the grievance procedure have not been exhausted.

The Union representatives on the Grievance Committee shall have the right of access to any document relevant to the enquiry and reference to which may be necessary to understand the merit or otherwise of the worker's/employee's grievance. The Management's representatives shall have the right, however, to refuse to show any document or give any information which they consider to be of a confidential nature. Such confidential documents however be used against the employee in the course of the grievance proceedings.

There shall be a time-limit within which an appeal may be preferred from one stage to the other. For this purpose, the aggrieved workman/employee shall, within 72 hours of the receipt of the decision at each stage (or if no decision is received on the expiry of the stipulated period), file his appeal with the authority at the next higher stage, should he feel inclined to appeal.

In calculating the various time intervals under the above classes, holidays shall not be reckoned.

If it is necessary for any workman/employee to leave the department during working hours on a call from the P.O. (Welfare) Industrial Relations Officer or any other Officer connected with the grievance Machinery, previous permission of his superior shall necessarily be obtained. Subject to this condition, the employee shall not suffer any loss in wages for the work time lost in this manner.

If, however, there be any complaint against any individual member of the staff, who is nominated by the Management to handle grievances at the lowest level, the employee may take up his grievance at the next higher stage i.e., at the level of Shop Manager/Head of Office.

M. N. RAO

Chief Personnel Manager

True Copy

Sd/-

R. V. REDDY

Manager (Pers.)

B.H.E.L. Hyderabad.

APPENDIX IV

(Vide para 3.47 of the Report)

PROMOTION POLICY AND RULES

1. Objectives:

- (a) To provide all employees with broad equality of opportunity in growth and career prospects.
- (b) To ensure fairness, equitability, consistency and uniformity in the matters of promotion of employees in all the Units/Divisions of the Company.
- (c) To recognise and reward employees for their contribution to the growth of the organisation.
- (d) To sustain the high morale of the employees by informing them of the promotion opportunities existing in the organisation and the manner in which such promotions will be effected.

2. Classification of Groups/Cadres:

2.1 For purposes of promotion and career growth all employees are included in one of the following groups/cadres:

(a) Sr. Executive Cadre	Salary grades E ₅ and above (Rs. 1875-2475 & above).
(b) Executive Cadre	Salary grades WE ₁ to E ₄ (775-1875 to Rs. 1575-2175).
(c) Supervisory Cadre	Salary grades SA/SB I to SA/SBV (Rs. 950-947 to Rs. 1075-1675) Junior executives (Rs. 650-1105).
(d) Skilled/Ministerial group	Salary grades A II/B IV to A IX/B IX (Rs. 395-507/595-679 to Rs. 750-1213).
(e) Semi-skilled group	Salary grades A II/B II and B III (Rs. 350-424/345-428 and Rs. 380-524).
(f) Unskilled group	Salary grades A I/B I (Rs. 335-455).

The above scales are pre-revised.

3. Sr. Executive Cadre (E₅ and above) is treated as all Company Cadre. Promotion to and within this cadre will be regulated on a

Companywide basis and carried out by the Corporate Office on the recommendations of the special EDs Committee. Promotions in Salary grade upto and including E4 will be regulated by Unit Management as per the principles and guidelines laid down herein.

4. Guidelines and Principles

4.1 Promotion from one Group|Cadre to another Group|Cadre

Promotion from one group|cadre to another group|cadre is on the basis of merit as assessed through a selection process which may include an appraisal of performance and test|interview designed to determine the employees' skill, aptitude and abilities for effective functioning in the higher group|cadre. Employees are eligible for consideration for promotion to the higher group|cadre on completion of a specified number of years of service (to be referred to hereinafter as "eligibility period", in the highest grade in the lower group|cadre, subject to organisation needs. This eligibility period will be notified by the management from time to time keeping in view the requirements of the organisation.

4.2 Promotion within a group|cadre

Employees are eligible for consideration for promotion from a lower grade to the next higher grade within the same group|cadre on completion of the number of years of service prescribed in the lower grade (to be referred to hereinafter as the "qualifying period") and attainment of satisfactory standards in conduct and performance. The "qualifying period" for promotion within a group will be notified by the Management from time to time keeping in view the requirements of the organisation.

4.3 "Fast Track" Promotions

With a view to rewarding employees for sustained outstanding performance, and in order to provide motivation to them for further improvement, accelerated promotions are considered for eligible employees on completion of a specified period of service as may be prescribed for this purpose for each grade. The number of employees promoted under this clause, however, is generally limited to 10 per cent of the total number of employees eligible for such promotions as the basic idea is to spot the best performers on work.

4.4 It may not be possible to ensure advancement|career prospects beyond a certain point for employees who either do not possess the requisite qualifications|skill needed for the higher post or are held up for want of requirements in the higher group|cadre. Such cases

are reviewed and employees are considered for the higher grade on completion of 10 years good and effective service provided their conduct and performance are otherwise satisfactory. This is normally not applicable to the position of E5 i.e. the Senior Manager's grade and above.

4.5 There may be a certain percentage of employees who do not qualify for promotion under any of the clauses provided above. These are so due to their consistently "Poor performance and/or other reasons. Such employees treated under the category "Drop-outs" are not eligible for promotion until there is recorded improvement in their overall performance and conduct.

5. Channels of Promotion

Promotion of an employee means his movement from a post in a lower grade to a post in the next higher grade along with respective promotion channels specified for the purpose.

6. Rules and Procedures

Promotions will be considered by Departmental Promotion Committee to be constituted at the unit level for various grades falling under the purview of the Unit Management. The criteria adopted by the DPC for considering promotions will broadly include factors such as qualification, performance, general suitability and potential for higher responsibility.

7. Preference for SC|ST

The Government of India orders issued from time to time relating to reservations for Scheduled Caste|Scheduled Tribe candidates will be observed with reference to vacancies filled by promotion.

8. Seniority

Seniority as between personnel selected in the same selection shall be determined in accordance with the order of merit drawn up by the Selection|Promotion Committee and approved by the competent authority.

9. Representations from Employees Regarding Non-selection or Supersession:

An attempt is always made by the Divisional Head to explain to an employee the reasons for his non-selection so that the employee

has an opportunity to make up his deficiencies in the relevant area. If the employee still has a grievance he may submit a representation to the competent authority, through proper channel. The Head of Department will examine the case and submit to the General Manager|Executive Director with his remarks|recommendations for orders. Representations must be submitted within one month of the date of release of promotion order|list. Representations in impolite and unbecoming language will not only be rejected but will be taken up suitably with the employees concerned. Also join appeals or representations will not be entertained.

10. Debarring

Employees undergoing punishment for a specified period shall not be considered for promotion during that period. Employees under suspension or whose conduct is under investigation shall, however, be considered by the Departmental Promotion Committee which shall, if they are found fit, give them a notional place on the panel. Their promotion orders shall however be released only if they are unconditionally absolved from the charges levelled against them.

11. Keeping in view the changes in internal conditions and external environment, the Company may at any time and at its discretion, make any changes in the promotion policy and the rules as stated herein if it is satisfied that such changes are necessary in the overall interest of the organisation.

APPENDIX V

(Fish Para 3.48 of the Report)

Minimum Eligibility period of Service for Promotions under career growth policy

CATEGORY	Eligibility period	Category	Eligibility Period		
From	To	Career growth From	To career Growth		
1	2	3	4	5	6
NON-SUPERVISORY					
USW (530-715)	SSW (565-823)	6-8 years	Attendant-II (550-715)	Attendant-I (560-781)	6-8 years
SSW (565-823)	Art. Gr. IV (610-904)	6 "	Clerk (610-938)	Asstt-II (635-1065)	5 years
Art. Gr. IV (610-904)	Art. Gr. III (630-976)	5 "	Asstt. Gr. II (625-1065)	Asstt. I (760-1290)	7 years
Art. Gr. III (630-976)	Art. Gr. II (675-1083)	5 "	Stenographer (635-1065)	Sr. Stenographer (735-1191)	7 yrs.
Art. Gr. II (675-1083)	Art. Gr. I (735-1191)	6 "	Asstt. Gr. I (760-1290)	Sr. Asstt. Gr. III (800-1245)	7 yrs.
Art. Gr. I (735-1191)	Sr. Art. III (800-1245)	6 "	Sr. Asstt. IIIII (800-1245)	Sr. Asstt. II (800-1245)	5 yrs.

1	2	3	4	5	6
Sr. Art. III (800-1945);	Sr. Art. Gr. II (880-1492);	5 Years	Sr. Asstt. II (880-1492)	Sr. Asstt. I (880-1665)	5 Yrs.
Sr. Art. Gr. II (880-1492);	Sr. Art. Gr. I (965-1665)	5"			
SUPERVISORY					
Chargeman (800-1945);	Asstt. P/Man (880-1492);	5"	Asstt. O.S. (800-1945);	Office Supdt. (880-1492);	5 Yrs.
Asstt. P/Man (880-1492);	Foreman (965-1665)	5"	Office Supdt. (880-1492);	Sr. O.S. (965-1665);	5 Yrs.
Foreman (965-1665);	G/F/Man/Engr. (E-I) 1100-1940	5"	Sr. O.S. (965-1665);	Chief Supervisor (1100-1940)	5 Yrs.
Jr. Exec. (875-1575);	Engineer (E-I) (1100-1940)	3"	Jr. Executive] (875-1575);	Officer (E-I) (1100-1940)	3 Yrs.

Designation of posts given above are representative and the eligibility period would apply uniformly for other categories also in the same grade.

APPENDIX-VI

(Vide para 4.4 of the Report)

Statement showing Staff Strength in Hyderabad Unit in 1983

Category of posts	Total No. of employees	No. of employees		Percentage		Shortfall (No. of carried forward reservations)		Percentage Short fall on overall representation	
		SC	ST	SC	ST	SC	ST	SC	ST
1	2	3	4	5	6	7	8	9	10
Group 'A'	1256	106	12	8.4	1.0	1	7	6.6	6.5
Group 'B'	1664	120	8	7.2	0.4	17	9	7.8	7.0
Group 'C'	5981	950	80	15.8	1.3	39	46	..	3.7
Group 'D'	1531	398	64	26.0	4.2	4	5	..	0.8
Sweepers	198	45	6	22.6	4.3	..	2	..	0.7
TOTAL	10,370	1619	170	15.3	1.6	61	69

APPENDIX-VII
(Vide Para 4.4 of the Report)

Statement showing the staff Strength in HEEP, Hardwar as on 1-1-84

Category of Posts	Total No. of Employees		%age		Shortfall		%age of Shortfall	
	SC	ST	SC	ST	SC	ST	SC	ST
Group 'A'	1169	57	4.88	0.94	118	77	10.12	6.56
R.T.	70	27	38.57	10.00	+17	+2	+23.57	+2.50
Group 'B'	875	28	3.2	0.11	118	64	13.46	7.39
Group 'C'	7269	693	9.53	0.14	893	353	11.46	4.86
Group 'D' (Excluding Sweepers)	1187	532	44.82	0.42	+283	54	+23.82	4.58
Sweeper	172	172	100.00

APPENDIX-VIII

(Vide Para 4.4 of the Report)

Statement showing the staff strength in CFFP as on 1-1-1984

Category of posts	Tot No. of emp- loyees	Number of employees		Percent ge		Short fall		% of shortfall	
		SC	ST	SC	ST	BC	ST	SC	ST
1	2	3	4	5	6	7	8	9	10
Group 'A'	135	2	1	1.48%	0.74%	18	9	13.33%	6.76%
Group 'B'	196	5	..	3.68%	..	18	10	18.89%	7.90%
Group 'C'	1035	121	2	11.70%	0.19%	96	49	9.30%	4.81%
Group 'D' (Including Sweepers)	159	104	1	65.41%	0.63%	+70	7	+44.41%	4.37%
Group 'D' (Sweeper)	7	7	..	100%
Engineer Trainees*	3

*Engineer/Trainees SC/ST Roster is being maintained centrally at Corporate Office.

APPENDIX IX

(Vide Para 4.35 of the Report)

BHARAT HEAVY ELECTRICALS LTD.

No. AA:PER:R: 12|1792

Dated: 16|10|82|1792

Dear

Please refer my D.O. letter No. AA:PER:SC:P dated 23-6-82 emphasising the importance of filling up the backlog of reserved posts of Scheduled Caste|Scheduled Tribe.

In the Engineer Trainees there was a backlog of 142 reserved posts for Scheduled Caste|Scheduled Tribe. This necessitated special efforts to be made to recruit Engg. Graduates belonging to Scheduled Caste|Scheduled Tribe category with a view to minimise this backlog. Accordingly, all Scheduled Caste|Scheduled Tribe candidates who appeared in the written test were called for interview and as per the Government instructions they were assessed with the relaxed standards by the Selection Board. Further, allocation made to the units, are on the basis 50-50 i.e. 50 per cent from Scheduled Caste|Scheduled Tribe panel and other 50 per cent from the general panel.

Since the candidates belonging to Scheduled Caste|Scheduled Tribe have been recruited on relaxed standards, it may be necessary to make up their deficiency to the extent possible, by organising special training for such candidates. I would request your personal attention in taking necessary steps in this direction. Kindly keep us informed of the action taken.

With regards,

Yours sincerely,
Sd/-
(G. D. DATTA)

All Heads of Divisions.

APPENDIX X

(Vide Para 2.44 of the Report)

B.H.E.L. (HEEP) RANIPUR (HARDWAR)

Statement showing the No. of Apprentices Appointed during the last three years and SC/ST amongst them

Trade	Recruited in 1981			Recruited in 1982			Recruited in 1983			Remarks
	Total	SC	ST	Total	SC	ST	Total	SC	ST	
	Recrd Genl	Recrd Genl	Recrd Genl	Recrd Genl	Recrd Genl	Recrd Genl	Recrd Genl	Recrd Genl	Recrd Genl	
Plum	102	72	30	138	106	32	100	78	22	
Electrician	81	47	14	72	58	14	87	66	21	
Turner	67	52	15	55	42	14	64	50	14	
Mechanist	62	53	9	41	32	9	48	36	12	
Moulder	21	15	6	
Welder	80	61	19	64	49	15	68	53	15	
Dyeer	20	15	5	20	16	4	37	30	7	
Blacksmith	1	1	..	12	9	3	
Carpenter	16	10	6	9	6	3	
Book Binding and Sure binding	34	32	2	29	21	8	
Clark General	43	34	9	34	29	5	
Mech. Motor Vehicle	6	6	..	4	3	1	
Technician Apprentice (Di- ploma Holder)	40	30	10	68	59	9	59	54	5	
Total	449	341	108	575	458	117	537	486	111	

APPENDIX XI]

(Vide para 4.44 of the Report)

B.H.E.L. (HEEP) (HARDWAR)

Statement showing the no. of apprentices absorbed during the last three years and SC/ST amongst them

Trade	Absorbed during 1981			Absorbed during 1982			Absorbed during 1983			Remarks
	Total	SC	ST	Total	SC	ST	Total	SC	ST	
Fitter	44	8	..	9	3	
Electrician	4	3	2	
Turner	4	41	4	..	1	
Machinist	72	13	..	67	11	..	7	1	..	
Moulder	1	1	1	
Welder	25	5	..	2	1	
D/turn	9	2	1	
Blasmith	1	1	6	1	..	
Carpenter	1	
Book keeping and Store keeping	1	4	1	..	
Clerk General	3	1	1	2	
Mech. Motor Vehicle	1	
Technician Apprentice Diploma Holder	98	3	..	55	6	..	45	4	..	
TOTAL	203	30	..	182	31	..	72	7	..	

APPENDIX XII

(File para 5.19 of the Report)

Village Adoption Schemes (Hardwar Unit)

1. Adopted Villages	Roshnabad, Hetampur
2. Percentage of population in adopted Villages	1. Roshnabad - 90% SC 2. Hetampur 100% SC
3. Facilities provided	1. Tubewell and water Tank 2. Panchayat Ghar cum Community Centre. 3. Link Road between Roshnabad and Hetampur 4. Drainage improvement 5. Rooms for Primary School 6. Adult Education Classes 7. Two Television sets for community benefit 8. 2 sewing machines 9. Weekly Medical Camp at Hetampur on every Friday for both the villages.
4. Drinking water	Villages have been provided drinking water facility
5. Drains/lanes improvement in the villages	Roshnabad/Hetampur where in 66% beneficiaries are SC
6. Community Centre and Recreational facility	Library & Reading Room started in Panchayat Ghar (Hetampur) for villagers.
7. Employment generation	100 employees, all belonging to SC category have been employed at Brick Kila started by BHEL, Hardwar.
8. Afforestation	5-5 L.ck up till now
9. Fishery Pond	5,000 fish are in pond at Roshnabad.

APPENDIX XIII

(Vide para 4 of Introduction)

Summary of Conclusions/Recommendations contained in the Report

Sl. No.	Para No. in Report	Summary of Conclusions/Recommendations
1	2	3
1.	1.15	<p>The Committee note that the Board of Directors of Bharat Heavy Electricals Limited consists of five full-time functional Directors including the Chairman and Managing Director and two Directors from the Ministry of Industry, Government of India. None of the Directors belongs to Scheduled Castes or Scheduled Tribes. The Committee further note that the Appointments Committee of the Cabinet is the final authority for selection of functional Directors from a panel of names suggested by Public Enterprises Selection Board. The Committee recommend that as a matter of policy, on the lines of nationalised banks, at least one person belonging to Scheduled Castes/Scheduled Tribes should be appointed on the Board of Directors of BHEL with a view to safeguard the interests of Scheduled Caste/Scheduled Tribe employees. The Committee firmly believe that with sincere and concerted efforts it should not be difficult to find a person of 'merit and competence' from amongst Scheduled Castes/Scheduled Tribes for appointment on the Board of Directors. The Committee would, therefore, like the Government to ensure that atleast one Director is appointed on the Board from the Scheduled Castes/Scheduled Tribes at the earliest opportunity.</p>

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2. 1.29 The Committee note that an officer of the rank of director in the Department of Heavy Industry has been appointed as 'Liaison Officer' for coordinating the work relating to representation of Scheduled Castes/Scheduled Tribes in public sector undertakings under the Department. There is no separate Scheduled Caste/Scheduled Tribe Cell in the Department to assist the Liaison Officer to discharge his duties effectively insofar as implementation of reservation policy is concerned. Instead, one assistant in Coordination section is looking after the work regarding reservation of Scheduled Castes/Scheduled Tribes in addition to other items of work assigned to him.
3. 1.30 The Committee fail to understand how one person can do full justice to the work relating to proper representation of Scheduled Castes/Scheduled Tribes in services in the Department of Heavy Industry as well as in the 22 public sector undertakings under that Department.
4. 1.31 The Committee cannot accept the explanation given by the representative of the Ministry of Industry during the course of evidence that "Cell can be of one person and also of one hundred persons. The size will depend upon the total work load."
5. 1.32 The Committee need hardly stress that Government instructions in relation to the reservation policy have to be followed by all Ministries without any exception.
6. 1.33 The Committee would like to point out that in their O.M. No. 27/22/68-Estt. (SCT) dated 19th April, 1969 the Ministry of Home Affairs had requested all Ministries/Departments to set up a Cell to ensure due compliance of the orders of reservation issued from time to time in favour

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of Scheduled Castes/Scheduled Tribes, ensuring prompt disposal of the grievances of the employees of these classes and to scrutinise and consolidate the statistical data in respect of all Departments under their control in the prescribed forms. The Committee recommend that in compliance with these instructions, a separate cell with adequate staff should be set up immediately in the Department of Heavy Industry which should function under the direct control of the Liaison Officer. The Committee further recommend that the creation of the Cell and the duties assigned to it should be brought to the notice of the employees in the Department of Heavy Industry as well as in the Public Undertakings under its administrative control through a circular. The circular should also be put on the Notice Boards.

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2.11

The Committee note that the orders issued by the Department of Personnel and Administrative Reforms regarding reservations in services are circulated simultaneously by the Department of Heavy Industry to the Public Undertakings under their administrative control for necessary action. Unless the orders are such that action is required to be taken by the Bureau of Public Enterprises, the Department of Heavy Industry do not wait for the advice of the Bureau.

8.

2.12

The Committee further note that the reservations in direct recruitment have been enforced in BHEL w.e.f. 28-7-1970 while the first directive by the Bureau of Public Enterprises was issued to the administrative Ministries on 18-9-1969. The Committee have been informed during evidence that delay in extending reservation orders to BHEL occurred as there was no clause in Articles of Association of the Company, as

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originally drafted, which could enable the Government to issue Directive to BHEL on reservation. The Articles of Association had consequently to be amended.

9. 2.13

The Committee regret to note that it took almost a year to amend the Articles of Association of the Company and as a result the Scheduled Caste/Scheduled Tribe candidates were denied the benefit of reservation during that period. The Committee are of the firm opinion that the reservation orders should have been made applicable from the date of issue of the orders by the Bureau of Public Enterprises and not from any future date.

The Committee are not convinced with the plea of the Ministry that the Government Directive could not be enforced in the absence of any enabling provision in the Articles of Association of the Company. They would like to stress that the Government Directive regarding reservations would superimpose on any Article of Association of the Company. The Committee also note that Article 116 of the Articles of Association of the Company clearly provided that the Directors shall give immediate effect to the Directive issued by the Government.

10. 2.14

The Committee trust that the assurance given by the representative of the Department of Heavy Industry that efforts were being made to fill up the shortfall in reserved posts on the basis of total strength of the Company which would tantamount to the directive on reservation becoming applicable from the date of formation of the Company would be fulfilled in better and spirit.

11. 2.15

Reservations in promotion have been effected in BHEL w.e.f. 4-11-1974. The Committee have

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been informed during evidence that in the directive received in 1970, there was no provision for reservation in promotions made on the basis of seniority subject to fitness. The provision was made in the subsequent directive issued by the Bureau of Public Enterprises in November, 1974.

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2.16

The Committee note that reservations in promotions on the basis of seniority subject to fitness were made applicable to Ministries/Departments in November, 1972 *vide* Department of Personnel O.M. No. 27|2|71-Esstt. (SCT) dated 27th November, 1972. On receipt of these orders the Department of Heavy Industry should have circulated them to BHEL and other public enterprises under their administrative control for necessary action, without delay and without waiting for any directive from the Bureau of Public Enterprise. The Committee feel strongly that as a result of delay of two years in enforcement of these orders, the Scheduled Caste/Scheduled Tribe employees have been deprived of the opportunity for two years to get promotional quota under these orders without any fault on their part. The Committee recommend that the Department of Heavy Industry should fix responsibility for the serious lapse in applying these orders to BHEL in 1972 itself. The Committee would like to be informed of the investigations made and action taken in the matter. The Committee would also like the Government to consider as to how the persons who have suffered on account of this delay should be compensated.

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2.17

The Committee fail to understand that while the Government directive on reservation in promotion on the basis of seniority subject to fitness was made applicable to Ministries/Departments in 1972, why the Bureau of Public Enter-

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|----|------|---|
| | | prises took two years to circulate it to the Public Undertakings. The Committee would like to know the precise reasons for this inordinate delay on the part of the Bureau of Public Enterprises. The Committee, however, recommend that the orders/instructions issued to the Ministries/Departments by the Department of Personnel relating to reservations in services should be made applicable simultaneously to the public enterprises under their administrative control and no time should be lost in the observance of procedural formalities. |
| 14 | 2.27 | The Committee note that Liaison Officers for looking after the work relating to representation of Scheduled Castes and Scheduled Tribes have been nominated both at Hyderabad and Hardwar Units of BHEL. Scheduled Caste/Scheduled Tribe Cells have also been created to assist the Liaison Officers to discharge their duties. |
| 15 | 2.28 | The Committee recommend that the appointment of Liaison Officers, the duties assigned to them and the creation of Scheduled Caste/Scheduled Tribe Cells should be widely made known to the employees by means of a circular. The Committee also recommend that the Department of Heavy Industry should issue necessary instructions in this regard to all the Public Enterprises under their control. |
| 16 | 2.29 | During the course of their study tours, the Committee have observed that the Liaison Officers are not always fully conversant with the various instructions issued regarding reservations for Scheduled Castes/Scheduled Tribes. On account of lack of information and knowledge, they are not able to ensure due compliance of reservation orders by the appointing authority. The Committee, therefore, recommend that suit- |

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		able training courses should be arranged for the Liaison Officers in various units of BHEL so as to enable them to get fully acquainted with the rules/instructions relating to reservation in services issued from time to time and their correct interpretation.
17	2.30	The Committee also suggest that Department of Heavy Industry should arrange similar training courses for the benefit of Liaison Officers in the various public enterprises under their control.
18	2.39	The Committee note that grievance register common to all non-executive employees is maintained at Hyderabad Unit. The Committee recommend that a separate grievance register should be maintained for Scheduled Caste/Scheduled Tribe employees in the Unit and the action taken on each grievance should be indicated against the respective grievances in the register. This register should be an open document and available for inspection by an employee, if he so desires.
19	2.40	The Committee have been informed that there is a mutually agreed grievance procedure at Hyderabad under which an aggrieved employee has to submit his grievance to the Foreman/shop manager/chief Personnel Manager/General Manager etc. under various stages mentioned in the procedure. In the opinion of the Committee this appears to be a cumbersome procedure. The Committee desire that the Procedure should be appropriately amended to make it clear that Scheduled Caste/Scheduled Tribe employees are free to make their complaints direct to the Liaison Officers.
20	3.24	The Committee note that recruitment of Engineer Trainees is made on all India basis by

1	2	3
21	3.25	<p>the Corporate office through a written test and interview.</p> <p>The Committee further note that for recruitment of Engineer Trainees in BHEL, till 1982 all Scheduled Caste and Scheduled Tribe candidates who appeared in the written test were called for interview irrespective of their marks in the written test. By this method the Company was able to clear the backlog in the category of Scheduled Castes. The Committee feel that this method should not have been discontinued as it is helpful for filling the current reserved quota and also for clearing the previous backlog. The Committee, therefore, recommend that the practice of calling all Scheduled Caste/Scheduled Tribe candidates who have appeared in the written test for interview should be continued till the backlog is wiped out completely.</p>
22	3.26	<p>It has been stated that candidates selected on the basis of written test and interview are put on one year training on successful completion of which they are absorbed as Engineers. The Committee recommend that Scheduled Caste/Scheduled Tribe candidates who are not successful at the end of one year training period should not be rejected outright. They should be put on training for a further period of one year so that they get a second chance to make up the deficiency and may be ultimately absorbed in the organisation as far as possible.</p>
23	3.27	<p>The Committee also recommend that an officer belonging to Scheduled Caste/Scheduled Tribe community should be included in all Selection Boards irrespective of the fact whether the selection is for general candidates or for Scheduled Caste/Scheduled Tribe candidates or for both.</p>

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3.28

The Committee note that one of the reasons for delay in filling up reserved vacancies in Hyderabad Unit is that the Employment Exchanges takes 10--12 weeks before issuing non-availability certificate. In the absence of non-availability certificate, the Company is unable to issue advertisement for the reserved vacancies. The representative of the Undertaking has stated during evidence that they have been contacting the Commissioner for Scheduled Castes and Scheduled Tribes in this regard and the action taken would by and large solve the problem. The Committee feel that Employment Exchanges should not take more than 2 weeks for issuing non-availability certificate in case they are unable to sponsor candidates to fill the posts reserved for Scheduled Caste and Scheduled Tribe. The Committee, therefore, recommend that the Ministry of Industry (Deptt. of Heavy Industry) should take up this matter with the Ministry of Labour (Directorate General of Employment & Training) for issue of necessary instructions to Employment Exchanges in this regard.

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3.29

The Committee further note that copies of advertisements and notifications are brought to the notice of local MLAs, Commissioner for Scheduled Castes and Scheduled Tribes and other authorities. The vacancies are also brought to the notice of recognised Associations/Organisations at local, State and National level. During evidence the representative of the Ministry stated that it would be better if a consolidated list of such organisations was circulated to the Undertakings. In this connection the Committee would like to point out that a list of associations recognised as representative of Scheduled Castes and Scheduled Tribes to whom the reserved vacancies should be notified is given in Appendix II of the Brochure on Reservation for Scheduled

1	2	3
		Castes and Scheduled Tribes in services (6th Edition) brought out by the Deptt. of Personnel & Administrative Reforms, Ministry of Home Affairs. The Committee recommend that the Ministry of Industry (Deptt. of Heavy Industry) should supply a copy of this Brochure to all Public Undertakings under their administrative control who should be instructed to send employment notices to these associations regularly.
26	3.30	The Committee further recommend that copies of advertisements and notifications for reserved vacancies should also be sent to the Members of the Parliamentary Committee on the Welfare of Scheduled Castes and Scheduled Tribes.
27	3.31	The Committee note that several types of jobs in BHEL such as cleanliness etc. are got done through contract labour. This is done under Regulations framed by the Undertaking for this purpose. The contractor's employees are not the employees of the Undertaking and as such they do not get the benefit of permanent employment in BHEL against the reserved posts. The representative of the Undertaking stated during evidence that the question of contract labour would be examined and wherever it was possible to abolish the contract system it would be done and the employees would be given full time job.
28	3.32	The Committee feel surprised that a big organisation like BHEL are unable to employ Sweepers on a regular basis and they are still encouraging the system of contract labour. The Committee recommend that BHEL should employ Sweepers on a regular basis and the practice of employing them through contractors should be stopped forthwith.
29	3.37	The Committee note that relaxation in written test qualifying marks is given to Scheduled

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30	3.38	<p>Caste/Scheduled Tribe candidates in the case of recruitment of Engineer Trainee posts. The Committee recommend that the maximum number of marks given to Scheduled Caste/Scheduled Tribe candidates as relaxation in written test should be specifically stated in the Recruitment Rules. It should also be precisely mentioned in the advertisement for recruitment by a written test.</p>
31	3.59	<p>It has been stated that at Hardwar Unit all the eligible Scheduled Caste/Scheduled Tribe employees in the zone of consideration for promotion are promoted unless they are unfit on the ground of misconduct or poor work performance while in regard to the Hyderabad Unit it has been stated that 5 marks are added to the aggregate marks obtained by Scheduled Caste/Scheduled Tribe employees. The Committee are surprised to note that relaxations/concessions given to Scheduled Caste/Scheduled Tribe candidates are different in the two Units of BHEL. The Committee recommend that there should be a uniform pattern for giving relaxations/concessions to Scheduled Caste/Scheduled Tribe employees in promotion in the various units of the Undertaking.</p> <p>The Committee note that in BHEL there is Career growth promotion policy unlike in Central Government offices which have vacancy oriented system of promotion. Under Career Growth policy, promotion does not depend upon availability of vacancies and the employees including those belonging to Scheduled Caste/Scheduled Tribe who have completed a prescribed period of service in the lower grade are upgraded subject to their satisfactory performance. There is reservation in promotion to the extent of 15 per cent for Scheduled Caste and 7½ per</p>

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cent for Scheduled Tribes which is effective from 4-11-1974. Scheduled Caste/Scheduled Tribe employees who come within the zone of consideration are given 5 marks concession and are adjudged separately by the Departmental Promotion Committee which assess their suitability.

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3.60

The Committee feel that in Central Government officers, in promotions made on the basis of seniority subject to fitness there is no possibility of Scheduled Caste/Scheduled Tribe employees being dropped from promotion if the vacancies are available and are also reserved in accordance with the points in the roster, unless they are found unfit for promotion.

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3.61

The Committee are of the view that in the absence of any roster system of promotion for Scheduled Castes/Scheduled Tribes in BHEL, the Scheduled Caste/Scheduled Tribe employees have not been placed in any advantageous position by the extension of the scheme of reservation in promotion to that undertaking since 1974. The Committee would like the Department of Personnel and the Bureau of Public Enterprises to examine to what extent the element of reservation in promotion is beneficial to Scheduled Caste/Scheduled Tribe employees in the undertaking which have career growth policy of promotion. The Committee desire that some procedure should be devised to ensure that the prescribed percentages under the Reservation Orders go to employees belonging to Scheduled Caste/Scheduled Tribe under this scheme.

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3.62

The Committee have been informed during evidence by the representative of the Undertaking that among Scheduled Castes and Scheduled Tribes only those were not promoted against

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whom there were cases of indiscipline or misconduct or were unsuitable for the post. The Committee, however, find that a large number of eligible Scheduled Caste/Scheduled Tribe employees were not promoted at Hyderabad Unit and HEEP of Hardwar Unit during the years 1982, 1983 and 1984. These constitute 25 per cent to 30 per cent of total number of eligible Scheduled Caste/Scheduled Tribe employees at Hyderabad unit and 15 per cent to 20 per cent at HEEP of Hardwar Unit. The Committee recommend that cases of Scheduled Caste/Scheduled Tribe employees who were not promoted at the two units during 1984 should be reviewed at the highest level and the Committee be apprised of the result of the review.

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3.63

With a view to allay the feeling of injustice or discrimination amongst Scheduled Caste/Scheduled Tribe employees the Committee also recommend that in future, all cases of SC/ST employees who are dropped out at the time of promotion should be placed for approval of Chief Executive of the unit before the results are announced

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3.64

According to the promotion policy, an attempt is always made by the Divisional Head to explain to an employee the reasons for his non-selection so that the employee has an opportunity to make up his deficiency in the relevant areas. There is also provision in the policy for an employee to submit a representation against his non-selection. The Committee note that there is no fixed or regular procedure in the Company to intimate to employees about the reasons for non-selection for promotion. The Committee recommend that reasons for non-selection for promotion should be intimated to the employees to enable them to make represen-

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tations in an effective manner or make efforts to improve their performance.

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3.71

The Committee note that a member belonging to Scheduled Caste/Scheduled Tribe is invariably associated with Selection Boards/Departmental Promotion Committees as per Government directive.

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3.72

The Committee have been informed during evidence that Scheduled Caste candidates are interviewed separately only in case of special recruitment, otherwise they are interviewed along with others. In this connection the Committee would like to draw attention to the Ministry of Home Affairs O.M. No. 1/1/70-Est.(SCT) dated 31-7-70 according to which interview of Scheduled Castes and Scheduled Tribes candidates should be held on a day or sitting of the Selection Committee other than the day or sitting on which general candidates are to be interviewed so that Scheduled Caste and Scheduled Tribe candidates are not judged in comparison with general candidates and the interviewing authority/Board is/are prominently aware of the need for judging the Scheduled Caste/Scheduled Tribe candidates by relaxed standards. The Committee recommend that this directive should be followed scrupulously by BHEL. Suitable instructions in this regard should also be circulated to all the Units of BHEL.

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3.77

The Committee attach great importance to the proper maintenance of rosters, as in their view, rosters are the only mechanism through which the representation of Scheduled Castes and Scheduled Tribes in services can be ensured.

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3.78.

The Committee note that rosters are being maintained in BHEL for each category of posts. The Committee recommend that separate rosters

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| | | should be maintained for posts filled by direct recruitment and by promotion. |
| 41. | 3.79. | The Committee further recommend that rosters in respect of all posts to which recruitment is made on all India basis should be kept in the corporate office provided there is common seniority and persons can be transferred from one unit to the other. |
| 42. | 3.80. | During evidence the representative of the Undertaking had stated that a circular would be issued to the employees that rosters were open for inspection by them. The Committee desire that a copy of the circular should be sent to the Committee for their information. |
| 43. | 3.90. | The Committee are concerned to note that 28 Scheduled Caste and 48 Scheduled Tribe reserved vacancies in Hyderabad Unit could not be filled up during the years 1981, 1982 and 1983 and were carried forward. The number of posts which lapsed during these years is 13 Scheduled Castes and 14 Scheduled Tribes. |
| 44. | 3.91. | The Committee feel unhappy that even in Group 'C' a large number of posts including those of stenographer, draftsmen telephone operator and Accountant Trainee have lapsed. The Committee are of the view that if serious efforts had been made it should not have been difficult to fill up these posts by reserved category candidates during the 3 year period of carry forward. |
| 45. | 3.92. | The Committee are surprised to note that in Hardwar Unit (HEEP), as many as 291 Scheduled Caste and 141 Scheduled Tribe reserved posts upto 1980 were dereserved/lapsed. These include 55 Scheduled Caste and 12 Scheduled Tribe posts in Group 'B' and 205 Scheduled Caste and 111 Scheduled Tribe posts in Group 'C'. The Committee feel that dereservation or lapsing of a large number of vacancies is indicative of the fact that sincere efforts have not been made to recruit |

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| | | <p>Scheduled Caste/Scheduled Tribe candidates before the expiry of carry forward period of 3 years. The Committee are, as a principle, opposed to dereservation, or lapsing of reserved vacancies. The Committee recommend that dereservation should be resorted to only when it is absolutely necessary and all efforts including special recruitment for Scheduled Caste/Scheduled Tribe candidates have failed.</p> |
| 46. | 4.20. | <p>The Committee note that the total number of Scheduled Caste/Scheduled Tribe employees in BHEL which was 3142 (9.12 per cent) and 202 (6 per cent) respectively in July, 1970 when reservation rules were made applicable, has increased to 9721 Scheduled Castes (13.72 per cent) and 1098 Scheduled Tribes (1.55 per cent) as on 1-1-84. The Committee regret to point out that even the overall percentage of Scheduled Castes/Scheduled Tribes employees of BHEL at present is less than the prescribed percentage for them, namely 15 per cent for Scheduled Caste and 7-1/2 per cent for Scheduled Tribe.</p> |
| 47. | 4.21. | <p>The Committee are unhappy to note that Groupwise, the percentage of Scheduled Caste/Scheduled Tribe in Group A is 5.76 and 0.72, in Group B 4.62 and 0.88 and in Group C it is 11.79 and 1.63. These percentages are far below the prescribed percentages for Scheduled Caste/Scheduled Tribe employees. Even in Group D, the percentage of Scheduled Tribe is only 2.48 as against the prescribed percentage of 7.5. The Committee recommend that BHEL should make concerted efforts to increase the intake of Scheduled Castes in Groups A, B & C and of Scheduled Tribes in all the four Groups by resorting to special recruitment and by relaxing the standards.</p> |
| 48. | 4.22. | <p>The data relating to staff strength in Hyderabad Unit and two Plants of Hardwar Unit of BHEL in 1983 as given in Appendices VI, VII</p> |

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& VIII indicates that apart from shortfalls in Groups 'A' and 'B', there are considerable shortfalls in Groups 'C' and 'D' also. The Committee need hardly stress that earnest and vigorous efforts should be made to wipe out the shortfalls in these two Groups for which high technical qualifications are not necessary. Scheduled Castes/Scheduled Tribes possessing the minimum educational qualification should be selected and given intensive Training in order to equip them for specific jobs. The committee refuse to believe the Scheduled Caste/Scheduled Tribe candidates are not available for the posts of clerks, Daftry, Record Keeper, Mali and Attendants for which no technical skills are needed.

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4.23.

The Committee regret to note that except for Scheduled Castes in Groups D, there is shortfall of Scheduled Castes and Scheduled Tribes in all the Groups in both the Plants of the Hardwar Units. In spite of this shortfall exclusive advertisement for Scheduled Castes and Scheduled Tribes was issued by Hardwar Unit only once in 1975 when backlog was reduced to some extent. The Committee fail to understand the reasons for not issuing exclusive advertisements subsequently. The Committee need hardly emphasise that special recruitment exclusively for Scheduled Castes and Scheduled Tribes is the only way to clear the backlog of reserved vacancies and recommend that special recruitment should be resorted to as often as it is felt necessary/possible.

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4.24.

The Committee have been told at the time of official evidence that a special scheme to tackle the problem of shortfall in Scheduled Tribe category is not yet finalised. The Committee recommend that the scheme should be finalised without any further delay and implemented in all earnestness to reduce the backlog of Scheduled Tribes in the services of BHEL. The Com-

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mittee would like to be apprised of the scheme and the results achieved after its implementation. The Committee suggest that special recruitment should be resorted to for this purpose.

51.

4.37.

The Committee note that during the years 1981 to 1983, 91 employees from Hyderabad Unit were sent abroad for training, out of which 9 employees belonged to Scheduled Castes and none to Scheduled Tribe. From Hardwar Unit, out of 80 Executives trained abroad, only two were Scheduled Caste/Scheduled Tribes during the same period. The Committee have been informed during evidence that information regarding availability of suitable Scheduled Caste/Scheduled Tribe employees is now being furnished while putting up any training proposal to the Chairman & Managing Director for approval. The Committee recommend that preference should be given to Scheduled Caste/Scheduled Tribe officers for various training programmes held in India and abroad so as to familiarise them with the modern methods of management & technology & thereby equip them to occupy higher executive posts in Bharat Heavy Electricals Limited.

52.

4.38.

The Committee have also been informed during evidence that instructions have been issued to the various Units of Bharat Heavy Electricals Ltd. to organise special training for Scheduled Caste/Scheduled Tribe engineering trainees selected with relaxed standards to improve their efficiency and provide technical knowledge. The Committee recommend that the training programme should not be confined to the category of Engineers only but other categories of employees belonging to Scheduled Caste/Scheduled Tribe who are recruited with relaxed standards should also be given extra training to enable them to come up to the standard of other employees. The Committee further recommend that details of

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extra training to be given to Scheduled Caste| Scheduled Tribe employees in various categories of posts should be drawn up by the Corporate office for the sake of uniformity and instructions should be issued to all the units. The Committee desire that a copy of the instructions issued in this regard should be furnished to them for information.

53. 4.53 The Committee regret to note that no apprentice belonging to Schedule Tribe was recruited for training in Hardwar Unit (HEEP) of Bharat Heavy Electricals Ltd. during the years 1981 to 1983. The Committee recommend that with a view to attracting more and more candidates belonging to Scheduled Castes|Scheduled Tribes, the Company should advertise their training programmes in leading newspapers in regional languages and also through broadcasts over All India Radio.
54. 4.54 According to the information furnished to the Committee, it is seen that total number of trained apprentices absorbed in Hardwar Unit (HEEP) was 203 in 1981, 182 in 1982 and 72 in 1983 out of which those belonging to Scheduled Castes numbered 30 in 1981, 21 in 1982 and 7 in 1983 while none belonged to Scheduled Tribe. According to instructions issued by the Ministry of Labour vide their O.M. No. DEGT: 2(6) dated 28-5-1980 50 per cent of the direct recruitment vacancies should be filled up by trained apprentices. The Committee recommend that in order to make up the backlog in reserved vacancies, all trained apprentices belonging to Scheduled Caste| Scheduled Tribe should be absorbed in services of Bharat Heavy Electricals Ltd.
55. 4.55 In regard to their policy of absorbing trained apprentices, the Committee have been informed

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that after completion of their training, apprentices are relieved with advice to get their names registered with Local Employment Exchange. As and when vacancies arise, Bharat Heavy Electricals Ltd. contacted the local Employment Exchange to nominate the apprentices trained at Bharat Heavy Electricals Ltd. The representative of Bharat Heavy Electricals Ltd., also stated during evidence that under Apprentices Act, it was not their responsibility to give service to apprentices.

56. 4.56

The Committee feel that the entire burden of nominating the trained apprentices should not be placed on the Employment Exchange. Even though the names are required to be sponsored by the Employment Exchange, Bharat Heavy Electricals Ltd. should also keep a close watch that their trained apprentices, particularly those belonging to Scheduled Caste and Scheduled Tribe communities are nominated by the Employment Exchange.

57. 5.7

The Committee note that there is reservation for allotment of residential quarters to Scheduled Castes/Scheduled Tribe employees of BHEL to the extent of 10 per cent in respect of type A quarters and 5 per cent in allotment of type B and C quarters.

58. 5.8

The Committee note that in Hardwar Unit, out of a total of 4770 employees who have been provided housing accommodation 229 belong to Scheduled Caste/Scheduled Tribe Communities. Break-up of these figures according to the type of quarters has not been given. The Committee desire that the Undertaking must ensure that accommodation of types A, B & C is allotted to Scheduled Caste/Scheduled Tribe employees at least to the extent of reservation to which they are entitled.

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59.	5.9	<p>The Committee regret to point out that in Hyderabad Unit the number of quarters allotted to Scheduled Caste/Scheduled Tribe in types B and C is less than 5 per cent. The Committee recommend that 5 per cent reservation in Types B and C quarters must be followed strictly and in future allotments this shortfall should be made up.</p>
60.	5.20	<p>The Committee note that both the Hyderabad and Hardwar Units of Bharat Heavy Electricals Ltd. are operating a number of Welfare Schemes for the benefit of their employees and their families. The Committee further note that for socio-economic development of weaker sections including Scheduled Castes/Scheduled Tribes, Hyderabad Unit has started certain activities like establishment of fodder farms, opening of Community Centre etc., in a neighbouring village while Hardwar Unit has adopted two neighbouring villages for welfare activities. The Committee recommend that instead of piecemeal activities here and there, the Bharat Heavy Electricals Ltd. units should make a survey of the villages in peripheral areas and adopt villages with concentration of Scheduled Castes/Scheduled Tribes for their all-round development.</p>
61.	5.21	<p>The Committee also recommend that a scheme should be devised for giving scholarships to the children of poor Scheduled Castes and Scheduled Tribes living in peripheral villages so that more and more Scheduled Caste/Scheduled Tribe children are able to get education.</p>
62.	5.22	<p>The Committee further recommend that village Development programmes should be implemented in coordination with other Developmental agencies of the State Government to avoid duplication. Wide publicity should be given to the various Welfare Schemes so that maximum number of Scheduled Caste/Scheduled Tribe persons can take advantage of the Welfare schemes.</p>