

COMMITTEE ON THE WELFARE OF SCHEDULED
CASTES AND SCHEDULED TRIBES
(1993-94)

(TENTH LOK SABHA)
THIRTY -SECOND REPORT

MINISTRY OF INDUSTRY
(DEPARTMENT OF HEAVY INDUSTRY)

RESERVATIONS FOR AND EMPLOYMENT OF SCHEDULED
CASTES AND SCHEDULED TRIBES IN CEMENT CORPORATION
OF INDIA LIMITED

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

LOK SABHA SECRETARIAT
NEW DELHI

April, 1994/Vaisakha, 1916(Saka)

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COMMITTEE ON THE WELFARE OF SCHEDULED CASTES
AND SCHEDULED TRIBES
(1993-94)

Shri Parasram Bhardwaj - Chairman

MEMBERS

LOK SABHA

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3. Shrimati Dil Kumari Bhandari
4. Shri Ram Prakash Chaudhary
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- * 30. Shri Ramnarayan Goswami

SECRETARIAT

1. Sh. G. L. Batra - Additional Secretary
2. Sh. S. C. Gupta - Joint Secretary
3. Sh. Babu Ram - Under Secretary

* Elected on 27 August, 1993 vice Sh. Dipen Ghosh who ceased to be Member of the Committee on his retirement from Rajya Sabha with effect from 9 July, 1993.

INTRODUCTION

I, the Chairman, Committee on the Welfare of Scheduled Castes and Scheduled Tribes having been authorised by the Committee to submit the report on their behalf, present this Thirty-Second Report (Tenth Lok Sabha on the Ministry of Industry (Department of Heavy Industry) - Reservations for and employment of Scheduled Castes and Scheduled Tribes in Cement Corporation of India Limited.

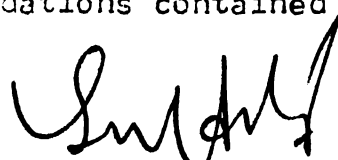
2. The Committee took the evidence of the representatives of the Ministry of Industry (Department of Heavy Industry) and Cement Corporation of India Limited on 9.9.1993. The Committee wish to express their thanks to the officers of the Ministry of Industry (Department of Heavy Industry) and Cement Corporation of India Ltd. for placing before the Committee material and information the Committee wanted in connection with the examination of the subject.

3. The Report was considered and adopted by the Committee on 17 February, 1994.

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

New Delhi

April 1994
Vaisakha 1917(S)


PARAS RAM BHARDWAJ
CHAIRMAN

Committee on the Welfare of
Scheduled Castes and
Scheduled Tribes,

Secretary, Committee on the

Scheduled Castes and Scheduled Tribes
AUTHENTICATED COPY

CHAPTER - I

INTRODUCTORY

1.1 Cement Corporation of India Limited was set up in January, 1965 as a company wholly owned by Government of India with the principal objective of exploration and providing of limestone reserves and setting up of sufficient manufacturing capacity of Cement in Public Sector so as to help to achieve targets of demand as projected from time to time. At present Cement Corporation of India has 11 operating units all over the country with its corporate office at New Delhi.

REPRESENTATION IN BOARD OF DIRECTORS

A. Organisational set up

1.2 Cement Corporation of India is headed by a Chairman-cum-Managing Director who alongwith other Directors has been appointed by Govt. of India. Two part-time/ Non-Functional Directors have been nominated by Financial Institutions. At present, Ministry of Industry (Deptt. ^{of} Heavy Industry) is looking after the working of the Cement Corporation of India.

Board of Directors

1.3 According to the Articles of Association of the Cement Corporation of India, the maximum number of Directors can be 12. However, the present strength of Directors on the Board of Directors is eight only. Besides, the Chairman-cum-Managing Director, there are four functional Directors for Finance, Operations, Marketing and Personnel and three non-functional Directors.

1.4 The Committee were informed that the present

Board of Directors of CCI do not have any member of SC/ST community.

5 On being asked whether at any point of time, any person belonging to SC/ST was appointed or considered for appointment as Director ^{of} the Cement Corporation of India Ltd., the Corporation in a note have stated :

"The Board of CCI so far has not been represented by a Director from SC/ST category. The details regarding consideration of candidature for appointments are not communicated to the Corporation, therefore, facts are not available."

1.6 The Committee desired to know the constraints/difficulties faced in appointing at least one SC/ST person as Director on the Board of CCI. In reply, they were informed as under :-

"The appointment of full-time Directors and the non-functional part-time Directors of Cement Corporation of India is made by the President of India. Besides, them, the two non-functional part-time Directors in the Board are representatives of IDBI and LIC who have extended term loan, therefore, they nominate their representatives to ensure that their interest is safeguarded."

1.7 Replying a query by the Committee, the Secretary, Ministry of Industry (Deptt. of Heavy Industry) clarified in evidence that there is no clear policy for inclusion/non-inclusion of SCs/STs in any Board of Directors. It is for Government to decide whether there should be a member belonging to SC/ST community on the Board of every public undertaking.

1.8 The Committee desired to know the procedure followed for selection and appointment of Directors on the Board. In reply, it was stated that :

"The Chairman-cum-Managing Director and functional Directors are appointed by President of India on the recommendations of Cabinet Committee on Appointment based on the selection finalised by Public Enterprises Selection Board. Out of the non-functional Directors, the Govt. nominee of the Ministry of Heavy Industry is nominated by President of India and the nominee of financial institutions who have extended loans nominate their nominee to function as part-time Director in the Board."

1.9 The Committee find that the present strength of Board of Directors of CCI is 8 as against maximum number of 12 Directors provided under the Articles of Association of the Corporation and there is no representation of SC/ST on the Board of Directors. The Secretary of the Ministry of Heavy Industries stated during evidence that it was for the Government to decide whether there should be a member of SC/ST community on the Board of Directors of public undertakings. The Committee would like to draw attention in this connection to the fact that in pursuance of the recommendation of the Committee in their earlier Reports, Government had appointed in September-October, 1989 one non-official Director belonging to SC/ST in each of twelve nationalised banks. They were further assured that it would be the endeavour of the Government to appoint at least one Director belonging to SC/ST on the remaining banks also as and when the remaining vacancies on their Boards are filled up. The Committee strongly recommend that Government should issue necessary guidelines providing for appointment of at least one SC/ST person as non-official Director on the Board of Directors of public undertakings also so that interests of SC/STs are looked after more effectively.

CHAPTER II - RECRUITMENT

A. STAFF STRENGTH & RESERVATION IN SERVICE

2.1 Staff strength of Cement Corporation of India Ltd. and the number of SC and ST among them as on 1.6.91, 1.6.92 and 1.6.93 has been reported to be as follows :-

| Category of post | Total No. of employees. | No. of employees | | Percentage | | Shortfall | | Percentage of shortfall | | |
|-------------------|-------------------------|------------------|-----|------------|--------|-----------|-----|-------------------------|-------|--|
| | | SCs | STs | SCs | STs | SCs | STs | SCs | STs | |
| <u>1.6.1991</u> | | | | | | | | | | |
| Group-A | 997 | 49 | 5 | 4.91% | 0.50% | 117 | 69 | 11.75% | 7.0% | |
| B | 696 | 52 | 9 | 7.47% | 1.29% | 63 | 43 | 9.19% | 6.21% | |
| C | 3547 | 516 | 224 | 14.55% | 6.34% | 74 | 42 | 2.11% | 1.19% | |
| D | 1347 | 416 | 180 | 30.88% | 13.36% | Nil | Nil | Nil | Nil | |
| DI | 44 | 43 | - | 97.73% | - | Nil | 3 | Nil | 7.5% | |
| <u>(Sweepers)</u> | | | | | | | | | | |
| <u>1.6.1992</u> | | | | | | | | | | |
| Group-A | 993 | 48 | 4 | 4.83% | 0.40% | 117 | 70 | 11.83% | 7.1% | |
| B | 747 | 61 | 11 | 8.17% | 1.47% | 63 | 45 | 8.49% | 6.03% | |
| C | 3524 | 511 | 224 | 14.5% | 6.36% | 76 | 40 | 2.16% | 1.14% | |
| D | 1365 | 400 | 193 | 29.28% | 14.13% | Nil | Nil | Nil | Nil | |
| DI | 45 | 44 | - | 97.78% | - | Nil | Nil | Nil | 7.5% | |
| <u>(Sweepers)</u> | | | | | | | | | | |
| <u>1.6.1993</u> | | | | | | | | | | |
| Group-A | 995 | 47 | 4 | 4.72% | 0.40% | 118 | 70 | 11.94% | 7.1% | |
| B | 716 | 59 | 11 | 8.24% | 1.54% | 60 | 42 | 8.42% | 5.96% | |
| C | 3077 | 501 | 219 | 16.28% | 7.12% | 11 | 11 | 0.36% | 0.38% | |
| D | 1303 | 392 | 185 | 30.08% | 14.20% | Nil | Nil | Nil | Nil | |
| DI | 42 | 42 | - | 100% | - | Nil | 3 | Nil | 7.5% | |
| <u>(Sweepers)</u> | | | | | | | | | | |

2.2 The Committee enquired about the reasons for shortfalls in the employment of SCs and STs particularly in Groups A and B. They have been informed that SC/ST candidates who could meet the prescribed specifications were not available and some times in the event of selection if they do not join the service. Therefore, the reserved vacancies for SCs/STs remain unfilled.

B. RECRUITMENT OF SC/STs

2.3 The Committee have been informed that in C.C.I. recruitment of executives is made on All India basis by Corporate Office and recruitment of workers covered by the Cement Wage Board Award at regional/local level by units of the Corporation. For posts filled by direct recruitment on All India basis otherwise than through examination 16-2/3% are reserved for SC candidates and 7½% for ST candidates.

2.4 The Committee have been informed that reserved posts in Group 'A' and 'B' are advertised in various leading newspapers of the country on All India basis. The reserved posts in Group 'C' and 'D' are notified to the local employment exchanges. In case no SC/ST candidate has been sponsored and a non-availability certificate is issued by the Employment Exchange the reserved posts ^{are} advertised in leading local newspapers. asked

2.5 On being asked whether vacancies reserved for SCs/STs are announced over All India Radio or telecast over Doordarshan, it has been stated that in the case of recruitment made on regional basis, the reserved

vacancies have been advertised over All India Radio in the event of the local Employment Exchange being unable to sponsor suitable SC/ST candidates. In case of recruitment on All India basis by the Corporate office due to large number of vacancies advertised for various units of the Corporation located in different parts of the country, it is not found feasible to advertise the vacancies on various stations of All India Radio.

2.6 However, in a subsequent note furnished to the Committee, Cement Corporation of India has stated as under :-

∟advertised
through AIR
and now

"Vacancies which are filled on regional basis are ∟ will be telecast. The vacancies of Group A&B filled on All India basis through press advertisement will henceforth also be advertised on AIR/Doordarshan."

statement

2.7 The following ∟shows yearwise recruitments made by Cement Corporation of India during the years 1990, 1991 and 1992 :-

....contd.

2.9 The Committee enquired as to why a large number of vacancies for SCs/STs in Groups A, B and C remained unfilled and carried forward to the next year. In reply, CCI have in a note stated :-

"The corporation in the year 1990, launched Special Recruitment Drive for recruitment of SCs/STs. Separate advertisement indicating posts against current points for general and SC/ST candidates were also advertised. The same procedure was adopted in the year 1991 and 1992. But due to non-availability of the required number of SC/ST candidates, the posts reserved for them remain unfilled and in the subsequent year the vacancies were carried forward as backlog vacancy. Thus, due to non-availability of suitable SC/ST candidates, the backlog has increased. The same experience the Corporation has faced in respect of other groups (besides A) although the quantum of backlog vacancy is considerably low."

2.10 In reply to another query, Chairman and Managing Director, CCI stated during evidence :-

This is an on-going process. We keep advertising every year and there will be special drives for recruiting SC and ST candidates. These special drives are done both in the general category as well as in the reserved category. But still I am unable to get the required number of candidates. They mostly go to private sector or good companies and they are unwilling to join public sector. In fact my people are being offered much more salary because as you know the cement industry is expanding like anything with new projects coming in. Rather we are finding it difficult to even retain the present employees."

2.11 The Committee have been informed that during the year 1990 to 1992, one recruitment drive in every calendar year was undertaken to fill the backlog vacancies of SC/ST and the number of candidates recruited ^{is} as under:-

| Group | 1990 | | 1991 | | 1992 | |
|-------|------|----|------|----|------|----|
| | SC | ST | SC | ST | SC | ST |
| A | 3 | 1 | 7 | - | 1 | - |
| B | - | - | 3 | - | 2 | - |

Q.12 When asked what further steps have been taken/ proposed to be taken to wipe out the shortfalls which still remained even after launching the Special Recruitment Drive, the CCI in a note have stated as under :

"The Corporation is conscious of filling up of backlog vacancies, therefore, in the year 1993, it had issued 17 offers of appointment for the post of Management Trainees of SC candidates against which 12 SC candidates joined. However, 2 candidates of ST category who were issued offer of appointment did not join. The Corporation now is undertaking a Special Recruitment Drive for clearing the backlog vacancies."

B. CONCESSIONS/RELAXATIONS GIVEN TO SCs/STs

2.13 The Committee asked about the concessions/relaxations given to SC/ST people in recruitments, the Chairman and Managing Director, COI stated ^{during} evidence that they (SC/ST people) were given relaxation in age, qualification, minimum standards (minimum marks) and experience etc.

2.14 Replying to another query it has been stated in a note that the following concessions/relaxations are given to the Scheduled Castes and Scheduled Tribes at the time of direct recruitment :-

Direct Recruitment

- (i) Upper age limit is relaxed by 5 years.
- (ii) Degree of attainment in the examination is relaxed, for example, 'A first class degree from a recognised university' is relaxed to 'A degree from recognised university'.
- (iii) Scheduled Caste and Scheduled Tribe candidates are exempted from payment of Application fee.
- (iv) Experience: If the prescribed experience is 3 to 5 years, it is relaxed by one year and if the prescribed experience is 6 to 10 years, it is relaxed by maximum of two years and so on in the case of SC/ST candidates. However, no relaxation is given if the prescribed experience is less than three years.
- (v) Travelling Allowance.
 - (1) All SC/ST candidates called for interview for Executive posts in Group 'A' are reimbursed 1st class return rail fare.
 - (2) SC/ST candidates called for interview for Supervisory posts in Group 'B' are reimbursed 1st class return rail fare.

- 12 -
- (3) SC/ST candidates called for the post of trainees are reimbursed IInd class fare for appearing in the written test as well as interview while such reimbursement is made to the general category candidates for attending interviews only.
- (4) SC/ST candidates who apply for group 'C' and 'D' posts in response to advertisements are reimbursed IInd class return rail fare while no such reimbursement is made to general category candidates.

2/15 The Committee have also been informed that in case of promotion the eligible Scheduled Caste and Scheduled Tribe candidates are considered in separate sitting of the Departmental Promotion Committee on relaxed standards irrespective of their seniority/merit position in the select list.

C. PRE-RECRUITMENT TRAINING

2.16 The Committee have been informed that there is no scheme for giving pre-recruitment training to SC/ST candidates in Cement Corporation of India Limited.

2.17 On being asked what are the reasons for not imparting pre-recruitment training to SC/ST candidates in CCI unlike other Public Sector Undertakings, the Corporation has stated as under :-

"Pre-recruitment training to SC/ST candidates is a scheme which can be ~~implemented~~ in big Public Sector Undertakings. Cement Corporation of India has total work force of 6133 employees including all categories and does not have any ongoing project, therefore, in case of CCI it will not be feasible for imparting pre-recruitment training. The Corporation also stated that although CCI could not impart pre-recruitment training but to fill the backlog vacancies it resorted to recruitment of fresh graduates in Engineering disciplines and fresh post-graduates from non-technical disciplines for appointment as Management Trainees."

2.18 The Committee asked whether in-service training was provided to SC/ST employees who are found below the required standard necessary for promotion, it has been stated that the Controlling Executive renders necessary aids to facilitate SC/ST employees to obtain the required standard.

2.19 The Committee regret to note heavy shortfall in employment of Scheduled Castes and Scheduled Tribes in Cement Corporation of India especially in Group A and B posts. The overall representation of Scheduled Castes in Group A posts during the last three years i.e. 1991, 1992 and 1993 has been less than 5% and for Scheduled Tribes it is even less than 1%. Similarly, in the case of Group B posts the percentage of Scheduled Castes and Scheduled Tribes in 1993 was only 8.24% and 1.54% respectively. What is worse is that the backlog of carried forward vacancies in Group A posts which was 50 for SCs and 20 for STs at the beginning of 1990, instead of coming down, has increased to 63 and 27 for SCs and STs respectively at the end of 1992. This has been so in spite of the fact that over the period of 3 years from 1990 to 1992, 113 vacancies in Group A posts have been filled up. The Committee take a serious note of the fact that instead of clearing the backlog, the Corporation has failed to fill up even the current reserved posts. In the case of Group B posts also, the position is quite unsatisfactory. In Group B posts as against 4 SC and 4 ST vacancies, which were carried forward at the beginning of 1990, the backlog has increased to 9 SCs and 14 STs at the end of 1992. The Corporation has failed to wipe out the backlog in Group C posts also and the number of vacancies carried forward at the end of 1992 for SCs and STs were 1 and 19 respectively. The Committee are not at all impressed by the argument of non-availability of suitable SC/ST candidates and the

competition posed by the private sector units in the Cement Industry for this state of affairs. They cannot help concluding that there was lack of serious efforts on the part of the Corporation to recruit adequate number of SC/ST persons to clear the backlog. The Committee, ^{therefore} urge that vigorous efforts should be made by the Corporation to find suitable SC/ST candidates to fill up the reserved posts at an early date.

2.20 The Committee have noted, in this connection, that whereas posts reserved in Group A and B are advertised in various leading newspapers of the country on All India basis, the reserved posts in Groups C and D are notified only to the local Employment Exchanges.

In case no SC/ST candidates are sponsored and a non-availability certificate is issued by the Employment Exchange, the reserved posts in Group C and D are advertised in leading local newspapers. Further, there is no proper system of broadcast/telecast of these posts over All India Radio and Doordarshan. On being persuaded by the Committee, the Corporation has assured them that vacancies which are filled on regional basis as well as those which are filled on All India basis will henceforth be advertised on AIR/Doordarshan also. The Committee desire that the necessary instructions may be issued by the Corporation to elicit better response from suitable SC/ST candidates to the various posts advertised by the Corporation.

2.21 The Committee note that various concessions/ relaxations as mentioned in Para 2.14 of this Report are given by the Corporation to the SC/STs at the time of direct recruitment. They suggest, that in order to clear the backlog of vacancies for SC/STs, the Corporation may examine the question of giving some further relaxations to SC/ST candidates to enable them to qualify for appointment to the posts reserved for them.

2.22 The Committee also found that instructions have been issued to the Ministries/Departments that if requisite number of SC /STs candidates fulfilling even the relaxed standards are not available to fill up the vacancies reserved for them, the authorities should select for appointment the best among the SCs and STs fulfilling the minimum educational qualifications prescribed for the posts and give them in-service training within their own offices. They are unhappy to note that the Corporation has no such scheme of providing training to SC /STs candidates. In view of the backlog of reserved vacancies, the Committee recommend that the arrangements for providing pre-recruitment training to SCs and STs candidates may be made urgently to improve the intake of SC and ST persons in the service of the Corporation.

CHAPTER - III

PROMOTION

3.1 The Committee have been informed that for the posts filled by promotion, 15% are reserved for SC candidates and 7½% for ST candidates.

3.2 As regards the procedure followed for promotion of employees to various categories of posts and the concessions and relaxations given to SC/ST candidates, it has been stated that eligible Executives/Supervisors including SC/ST candidates who complete the minimum prescribed qualifying service on the cut-off dates fixed for the purpose as per provisions of Recruitment, Promotion and Seniority Rules are assessed by the Departmental Promotion Committees. Those found suitable by the Committee are promoted to the next higher posts/grades by upgrading their existing posts. The eligible Scheduled Castes/Scheduled Tribes candidates are considered in separate sitting of the Departmental Promotion Committee on relaxed standards and are promoted against reserved vacancies irrespective of their seniority/merit position in the select list.

3.3 The statement showing promotions during last three years (category-wise) and composition of SC/ST among them is as under:-

STATEMENT SHOWING PROMOTIONS DURING LAST 3 YEARS (CATEGORY-WISE)
AND COMPOSITION OF SC/ST AMONG THEM

| Year | Category/ Designation of post. | Total No. of employees promoted. | Number of | | Percentage of | |
|------|--------------------------------------|--|----------------------|-----|---------------|-------|
| | | | SCs | STs | SCs | STs |
| 1992 | A | 70 | 2 | - | 2.86% | - |
| | B | 35 | 4 | 2 | 11.43% | 5.71% |
| | C | 308 | 50 | 12 | 16.23% | 3.90% |
| | D | 54 | 16 | 2 | 29.63% | 3.70% |
| 1991 | A | - | No promotion in 1991 | | | |
| | B | 29 | 1 | 1 | 3.45% | 3.45% |
| | C | 341 | 46 | 19 | 13.49% | 5.57% |
| | D | 129 | 49 | Nil | 37.98% | Nil |
| 1992 | A | 62 | 2 | Nil | 3.22% | Nil |
| | B | 24 | 2 | 1 | 8.33% | 4.17% |
| | C | 344 | 57 | 21 | 16.57% | 6.11% |
| | D | 397 | 187 | 6 | 47.10% | 1.51% |

3.4 It would be seen from the above statement that no ST candidate was promoted during the last 3 years in category 'A'. As regards the reasons for not promoting even a single ST employee in Group A posts in 1990, 1991 and 1992, the Committee have been informed that in the year 1991, promotion from Supervisory Category to lowest rung of Group A category was not done, therefore, no candidate was promoted. In the year 1990 and 1992 no ST candidate was meeting the eligibility condition to be considered for promotion, therefore, no ST candidate could be promoted.

3.5 On being asked about the reasons for low percentage of promotion of SC/ST candidates during the last 3 years, the Committee have been informed that in C.C.I., promotion of employees in all categories of posts are by upgradation of posts. Therefore, the SC/ST candidates meeting the eligibility conditions for promotion are considered and promoted when due. The element of rejection by virtue of concept of upgradation of post is not there and, therefore, there has been no rejection of SC/ST candidates in all groups of posts for want of vacancies.

3.6 The Committee have been informed that as per the policy of the Corporation, eligible Executives/Supervisors, including SC/ST candidates who complete the minimum prescribed qualifying service fixed for the purpose as per provisions of Recruitment, promotion and seniority Rule are assessed by the Departmental Promotion Committee and the suitable candidates are promoted to the next higher posts/grades by upgrading their existing posts. Further, the eligible Scheduled Caste/Scheduled Tribe candidates are considered in separate sitting of the Departmental Promotion Committee on relaxed standards and are promoted against reserved vacancies irrespective of their seniority/merit position in the select list. The Committee, however, find that during the last 3 years no ST candidate was promoted in Group A posts and the percentage of promotion of SC/ST candidates in other Groups was also low. The shortfall has been attributed to non-availability of candidates meeting the eligibility conditions. The Committee would like to draw attention in this connection to the following recommendation in para 2.23 of their 24th Report (1993-94):

"The Committee regret to note that there is no relaxation in period of qualifying service for Scheduled Castes/Scheduled Tribes and consequently vacancies reserved for Scheduled Castes/Scheduled Tribes remain unfilled. The Committee recommend that Ministry should consider to provide relaxation in the period of qualifying service so that backlog quota can be filled up. The Committee further recommend that the Department of Personnel and Training should give due concessions to Scheduled Castes/Scheduled Tribes at all levels in promotions both for officers and other grades".

The desire that the recommendations of the Committee should be implemented so that the quota reserved for SCs/STs in promotion is filled up.

CHAPTER IV

ORGANISATIONAL MATTER

A. LIAISON OFFICER & SC/ST CELL IN THE MINISTRY

4.1 The matters relating to SC/ST are looked after in the division headed by a Joint Secretary in the Ministry. The division keeps a watch over the matters pertaining to SC/ST in the Department of Heavy Industry and in the Public Sector Undertakings under its administrative control.

B. LIAISON OFFICER AND SC/ST CELL IN CCI

4.2 A Cell headed by a Liaison Officer has been set up in the Cement Corporation of India Ltd. to look into the grievances of SC/ST employees. The Liaison Officer is assisted by the staff of P & A Department. The Committee have also been informed that there are liaison officers in the Head Office and in regional offices of the C.C.I.

On being

4.3 asked whether Liaison Officers do meet at any point of time to discuss matters of common interests, the representative of the Corporation stated that " the Personnel Head of the Units are Liaison Officers of the Units and during their official visits to Corporate Office, they interact with the liaison officer of the Corporation for implementation of Presidential directives and matters of common interest".

4.4 The Committee have been informed that the Liaison Officers have been given training for effective implementation of Reservation Orders. On being asked whether the Liaison Officer/s belong to SC/ST community; the Corporation stated that one Liaison Officer in one of the Units is from SC Community.

4.5 The Committee pointed out that the Liaison Officers meet only whenever they attend corporate meetings and no separate record of their meetings were available. On ^asuggestion of the Committee, that the Liaison Officers should meet separately, on a day other than the day of corporate meetings and there should be a record of their deliberations in the form of minutes, the Chairman and Managing Director of C.C.I. replied " we will do it".

C. ROSTERS

4.6 The Committee have been informed that rosters are being maintained in the Cement Corporation of India Ltd. from May 1979, since the earlier rosters were destroyed in fire.

4.7 When asked how often the rosters were inspected by the Liaison Officer in the Ministry during the last 3 years, the Committee were informed that the annual report of SC/ST duly inspected and signed by Liaison Officers of the Corporation is furnished to the Department of Heavy Industry as well as Department of Public Enterprises.

4.8 In reply to another specific query by the Committee in this regard, the C.C.I. in a note have stated as under:-

"The Annual Return sent to the Ministry during the last 3 years is scrutinised by the officials of the Deptt. of Heavy Industry".

4.9 The Committee note that SC/ST Cells headed by Liaison Officers have been set up in the Ministry of Industry as well as in the Corporation both at Head Office and at different units to look after the problems of Scheduled Castes and Scheduled Tribes. The Liaison Officers of the Units also interact with the liaison officer of the Corporation on matters of common interest whenever they come to attend the Corporate meetings. The Committee recommend that such meetings should be held separately on a day other than the Corporate meetings' day and a record should be maintained of such deliberations in the form of minutes.

4.10 The Committee have been informed that the Corporation has nominated Liaison Officers at HQs as well as at regional offices to look into the grievances of SC/ST employees. At the Ministry level, however, matters pertaining to SC/ST employees of the Public Sector Undertakings under their administrative control are looked after by a division headed by a Joint Secretary. The Committee, however, regret to note that no inspection of the rosters maintained by the Corporation has ever been conducted by the Liaison Officer in the Ministry although as per existing instructions.

Liaison Officer for SC/STs at the Deptt./Ministry level is required to conduct annual inspection of the rosters maintained in the Ministry/Deptt./offices under the control of the Ministry/Department. The Committee take a serious note of this lapse. They expect that in future instructions issued in this regard would be strictly adhered to and the rosters would be inspected periodically by Liaison Officers of the Department of Heavy Industry to ensure proper implementation of the reservation orders.

D. COMPLAINTS/GRIEVANCES

4.11 According to the information furnished to the Committee the Corporation has a Grievance Settlement Procedure and the grievances are settled either through this process or by examining the matter based on representation of the employee. The Committee desired to know the details of the grievance settlement procedure. In reply, the position was explained as under:-

"The Grievance Settlement Scheme of CCI envisages settlement of grievance in 3 stages. Stage 1 is presentation of grievance verbally in person to his immediate Supervisor and in case of non-redressal, the aggrieved employee is to submit his grievance in the prescribed format to his Superior Executive where the grievance is entered in the Register. The Reporting Executive will examine the grievance and will give reply to the aggrieved employee within 10 days.

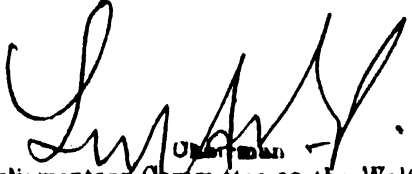
In case the aggrieved employee is still not satisfied with the decision, he submits his grievance in Form No.2 to the Head of the Deptt. alongwith a copy of the reply received against Stage-1. The Head of the Department will examine the case further giving a personal hearing to the aggrieved employees and after that gives a reply to the aggrieved employee.

In case the employee is still not satisfied with the reply received, he is to submit his grievance to the Grievance Committee in writing indicating the reasons why he is not satisfied with the reply. Besides this, the grievance related to the promotions are being taken up directly and the matter after being deliberated by the Committee is decided and communicated to the employee within 30 days of the receipt of the grievance.

4.12 The Committee have also been informed that no Grievance/ Complaint Register is being maintained in C.C.I.

4.13 When the Committee wanted to know the reasons for not maintaining separate Complaint/Grievance Register for SC/ST and how does the corporation ensure fair and expeditious disposal of complaints/grievances of SC/ST employees in the event of non-maintenance of such a register, it has been stated " a separate Complaint/ Grievance Register for SC/ST is not being maintained but the settlement of Grievance is done through the Grievance Committee, the convenor Secretary of which is the Head of the Personnel Department of the Unit who is also the Liaison Officer for SC/ST. He, thus, ensures fair and expeditious disposal of Complaints/Grievances of SC/ST employees".

4.14 The Committee note that CCI has evolved a
Grievance Settlement ^{procedure} and the grievances of
SC/ST employees are settled either through this
process or by examining the matter based on
representation of the employees. However, the
Committee are concerned to note that no records of
grievances of SC/ST employees nor of the remedial
steps taken has been maintained in the CCI.
The Committee, therefore, recommend that, in order to
ensure fair and expeditious disposal of complaints/
grievances of SC/ST employees separate register
should be maintained to keep a proper record of
the representations/grievances of SC/ST employees both
at the Corporate as well as Regional Offices and the
remedial action taken in each case should also be
recorded therein.


Chairman
Parliamentary Committee on the Welfare of
Scheduled Castes and Scheduled Tribes
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