

VI. ADMINISTRATION AND FINANCE

1. ADMINISTRATION

The Department of Scientific & Industrial Research was created through a Presidential Notification of January 1985. The Administrative functions of recruitment of personnel, provision of general facilities, redressal of grievances of employees, parliament work and use of Hindi and house keeping jobs except related to cash section are being performed by the Department of Scientific & Industrial Research. The Department also looks after Activities related to promotions of scientific officers (under the flexible-complementing scheme).

1.1 Promotion of Hindi

DSIR made the following efforts for the use and promotion of Hindi in the official work and implementation of official language policy of the Government:

- During the year, with a view to review the progressive use of Hindi, to implement the instructions issued by the Department of Official Language in the Department and its subordinate offices, and to suggest measures for rectifying the shortcomings found in the compliance, 54 meetings of OLIC were held till December 2004. These quarterly meetings are being held regularly.
- The Quarterly Progress Report regarding use of Hindi in the Department was sent to the Department of Official Language regularly in time.
- One stenographer of the department is undergoing training in Hindi stenography under Hindi Teaching Scheme. Other steno/typists are also being nominate for training under Hindi Teaching Scheme.
- Raj Bhasha Sangosthi was organized on 22nd June, 2004. Hindi Pakhawara was observed from 14th-28th September, 2004 jointly with the Department of Science & Technology. During the Hindi Pakhawara, essay writing, Hindi typing, noting & drafting, debate, dictation & quiz

competition were held and a number of DSIR employees win prizes. Besides this, an encouraging activity exclusive for Scientists, 5 Scientists of DSIR gave their presentation in Hindi.

- For accelerating the use of Hindi and to encourage the employees, a cash award scheme of Noting and Drafting in Hindi has been introduced. Under this scheme, 2 employees has been awarded cash prizes of Rs. 1000/- and Rs. 600/- each. This scheme continue during the year. Ensuring the use of Hindi, certain items of work has been specified. A set of Technical Terms in Hindi pertaining to the Department and a set of standard drafts have been circulated.

1.2 Staff Strength

The staff strength in the different groups in the Department of Scientific & Industrial Research (other than CSIR & PSUs) as on 01.01.2005 is given below:

| | No. of Employees | | | | |
|------------------------------------|------------------|----|----|-----|-------|
| | Gen | SC | ST | OBC | Total |
| Group 'A' (Gazetted) | 29 | 5 | 1 | - | 35 |
| Group 'B' (Gazetted) | 7 | - | - | - | 7 |
| Group 'B' (Non-Gazetted) | 8 | 4 | - | 2 | 14 |
| Group 'C' (Non-Gazetted) | 10 | 8 | 2 | 2 | 22 |
| Group 'D' (Non-Gazetted) | 6 | 5 | - | - | 11 |

2. FINANCE

The financial summary giving the Actual 2003-2004, RE 2004-2005 and BE 2005-2006 of plan and non-plan schemes of DSIR (excluding CSIR) is given in Table I.

3. CAG's REPORT

The excerpts from CAG's report is given at Annexure 9.