

V. ADMINISTRATION AND FINANCE

1. ADMINISTRATION

The Department of Scientific & Industrial Research (DSIR) was created in January 1985. The Administrative Division of the Department, comprising Establishment Section, General Section, Budget & Account Section and Vigilance Unit, looks after activities related to personnel, implementation of the Flexible Complementary Scheme (FCS)- a fast track promotion mechanism meant for the Scientists (Group'A'), foreign deputations of officers , vigilance matters, administrative reforms mechanism, budget, release of budgetary support for the Department proper and the Autonomous Organisations/Public Sector Undertakings under its administrative control. The work related to Housekeeping, Cash, Drawing and Disbursement is being looked after by the sister Department- Department of Science and

Technology who own the Technology Bhawan estate for administrative convenience.

Since both DST & DSIR are situated in same premises, all the celebrations such as S&T Foundation Day, Technology Day, Retirement Meetings, Sadbhavna Divas, Sports, Staff Welfare get-togethers, Hindi Pakhwada, Vigilance Week etc are celebrated as a common event with active cooperation of both Departments.

The Administration Division also looks after work related to CGHS facilities, staff welfare, coordination etc.

1.1 Staff Strength

The staff in position in different groups in the Department (other than CSIR/CDC and PSUs) as on 1st December, 2010 is given below:

	No. of Employees				
	Gen	SC	ST	OBC	Total
Group'A' (Gazetted)	29	7	1	-	37
Group'B' (Gazetted)	7	2	-	2	11
Group'B' (Non-Gazetted)	15	6	-	1	22
Group'C' (Non-Gazetted)	11	2	1	2	16
Group'D' (Non-Gazetted)	2	7	-	-	09
Total	64	24	2	5	95

1.2 PROMOTION OF HINDI

- ◆ The Official Language Division of the Department, manned by an officer of the level of Asst. Director (OL), has made relentless efforts towards implementation of the instructions issued by the Department of Official Language for implementation of the official language policy in the Department and the autonomous and public sector undertaking offices under its administrative control. Hindi Section of the Department carries out translation work under Section 3(3) of Official Language Act. DSIR made the following efforts for use and promotion of Hindi in the official work and implementation of official language policy of the Government.
- ◆ Quarterly meetings of Official Language Implementation Committee are held regularly under the chairmanship of the Joint Secretary of the Department, who is the nodal officer for implementation of the official language policy in the Department. During the year, four meetings were organized and follow up action has been taken in compliance with the decisions taken in these meeting.
- ◆ Quarterly progress reports, regarding use of Hindi in the Department are sent to the Department of Official Language regularly.
- ◆ Officers/employees/Typists/Stenographers not knowing Hindi/Hindi Typing/Stenography are regularly nominated for training.
- ◆ During the year, 2 office were inspected and suggestions were given to solve the practical problems being faced by the employees of the offices while working in Hindi.
- ◆ Officers have been issued instruction to make use of the services of stenographers, PAs, PS trained in Hindi stenography for doing the work in Hindi also.
- ◆ A booklet containing a set of technical terms in Hindi useful to the Department and a set of standard drafts, dictionaries, scientific glossary and reference literature useful for official purposes, have been distributed to officers/staff members.
- ◆ During the year, under Rule 10(4) of the Official Language Rule 1976, by an order some items of work have been specified in which Hindi alone should be used.
- ◆ To ensure the compliance of the provisions of the Act and Rules and the directions, effective Check Points have been prepared.
- ◆ Hindi Pakhwara was observed from 14th-28th September, 2010 by the Department in collaboration with the Department of Science and Technology. On the occasion, the message of Secretary, DSIR regarding progressive use of Hindi was conveyed. Various competitions were organized. Many officers and employees took part in these competitions enthusiastically. These include, Hindi Poetry, Essay writing, Hindi typing and shorthand, noting and drafting competition, Translation competition, Quiz, Hindi Debate and Hindi dictation for class IV employees. One competition meant for the children of the employees was also organized. DSIR officers/staff members and the children participated and many won prizes. At the prize distribution function all the winners of first, second and third positions in these competitions were awarded cash prizes of ₹ 2000/- , ₹ 1500/- and ₹ 1000/-, respectively along with certificates. Consolation prizes of ₹ 500/-each were also distributed.
- ◆ To popularize Hindi among the officers and staff of the deptt, circulation of newspapers and magazines was continued as a regular feature.
- ◆ In order to comply with the decision of the Official Language Implementation Committee Meeting of the deptt., an endeavour to establish a small Hindi library, is under process and will take a shape very soon.
- ◆ The department represented in the meeting of Kendriya Hindi Raj Bhasha Samiti organised by Deptt. of Official Language under the chairperson of Secretary, Deptt. of Official Language on 30 December, 2010 and noted valuable points for use and promotion of Hindi in the official work and implementation of official Language policy of the Govt.

- ◆ Parliamentary Committee on Official Language conducted inspection of implementation of official Language in two offices of DSIR i.e. NRDC (public Sector Enterprise) on 1st November, 2010 and CSIR (an autonomous body) on 31 January, 2011. The Hindi Division of Deptt. Co-ordinated both the inspections.

2. FINANCE

The financial summary giving the AE 2009-10, BE 2010-11, RE-2010-11 and BE 2011-12 of various Plan and Non-Plan schemes of DSIR is given in Table 1.