

VIII. 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	6	-	-	35
Group'B' (Gazetted)	7	1	-	2	10
Group'B' (Non-Gazetted)	16	6	-	1	23
Group'C' (Non-Gazetted)	8	1	1	2	12
Group'D' (Non-Gazetted)	2	6	-	-	08
Total	62	24	1	5	88

1.2 Promotion of Hindi

- The Official Language Division of the Department, manned by an officer of the level of Assistant 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 Bodies and Public Sector Undertakings under its administrative purview. Hindi Section of the Department carries out translation work under Section 3(3) of Official Language Act. DSIR has made the following efforts for progressive use of Rajbhasha in the official work, as also 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, three 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 Rajbhasha in the Department are sent to the Department of Official Language regularly.
- During the year, 3 offices 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 instructions to make use of the services of stenographers, PAs, PSs trained in Hindi stenography for doing the work in Hindi. The stenographers not knowing Hindi Stenography are being nominated for such training.
- 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 member.
- During the year, some work relating to General Administration has been specified to be done in Hindi.
- Effective Check Points have been prepared for compliance of the implementation of the Official Language Policy
- Hindi Pakhwara was observed from 14th-28th September, 2011 in 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 circulated. Various competitions with active participation of officers and employees such as Hindi Poetry, Essay writing, Hindi typing and shorthand, noting and drafting competition, Translation competition, Quiz and Hindi dictation (for class IV employees) were organised. A competition meant for the children of the employees was also organized. Monetary prizes of 2000/- , 1500/- and 1000/- for first, second and third winners respectively were given away with certificates. Consolation prizes of 500/- were also given away.
- Hindi Division of this Department is having a small Library containing Hindi Books, novels, newspapers, magazines for use by the officers/staff as a promotional activity.
- In an effort to fulfill the provisions of the official Language Policy in the electronic mode, the Department has hosted its official website in English and Hindi. Unicode has been installed in all computers to enable officers/staff to correspond to use of Rajbhasha in the electronic mode of e-mail. Employees are being imparted Hindi/computer training.

2. FINANCE

The financial summary giving the AE 2010-11, BE 2011-12, RE-2011-12 and BE 2012-13 of various Plan and Non-Plan schemes of DSIR is given in **Table 1**.

3. EXTRACTS FROM CAG'S REPORT

The extracts from CAG's report are given at **Annexure 12**.