ADMINISTRATION
AND FINANCE

IX. 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 and Vigilance Unit, looks after activities related to personnel, implementation of the Flexible Complementary Scheme (FCS) promotion mechanism meant for the Scientists (Group 'A'), foreign deputations of officers, vigilance matters, administrative reforms mechanism, work relating to CGHS facilities, staff welfare, coordination etc.

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

1.1 Staff Strength

The staff in position in different groups in the Department other than that of autonomous bodies viz. Council of Scientific and Industrial Research (CSIR) and Public Sector Undertakings viz. National Research Development Corporation (NRDC)/ Central Electronics Limited (CEL) as on 1st January 2016 is given below. Representation of SCs, STs, OBCs and person with disabilities as on 1st January 2016 are given at **Annexure 13**.

1.2 ISO 9001:2008 Certification for DSIR.

Department of Scientific & Industrial Research (DSIR) started implementation process of ISO 9001:2008 since the year 2011, in compliance with

	General	SC	ST	OBC	Total
Group 'A' (Gazetted)	32*	04	03	02	41
Group 'B' (Gazetted)	05	01	01	01	08
Group 'B' (Non-Gazetted)	16	04	01	02	23
Group 'C'	03	08	01	03	15
Total	**56**	**17**	**06**	**08**	**87**

* *Excluding one post of JS (Admn.) which is on notional basis.*

guidelines issued by the Performance Management Division, Cabinet Secretariat. After satisfactory audits of the functions and services of the Department, the Competent Certification Body has certified DSIR as "ISO 9001:2008 Department" on the 14th August 2015

1.3 Promotion of Rajbhasha

Instructions issued by the Department of Official Language for implementation of the Official Language Policies in the Department and the Autonomous Bodies and Public Sector Undertakings under its administrative purview are implemented in right earnest.

The Department has taken the following steps for progressive use of Rajbhasha in the Department :

- In pursuance of Section3(3) of Official Language Act, Department's Annual Report, Budget Materials, Parliament Questions, Cabinet notes, Advertisements, General orders and Notifications etc were issued in Hindi and English.

- Three Quarterly meetings of Official Language Implementation Committee held in regular interval and timely follow up action taken.

- The Quarterly Progress Report and Annual Assessment Reports regarding use of Rajbhasha in the Department forwarded to the Department of Official Language.

- Rajbhasha inspections carried out in the Attached Offices and PSUs of the Department. i.e Council of Scientific and Industrial Research, Consultancy Development Centre, Central Electronics Limited & National Research Development Corporation.

- Unicode has been installed in all computers to enable officers/staff to use Rajbhasha Hindi in the electronic mode.

- During the year, 02 workshops were organized in the Department in which various issues of Rajbhasha were discussed.

- The process of purchasing of books for Hindi library in the department on various subjects is being carried out.

- Hindi Pakhwada observed from 14-28 September, 2015 in collaboration with Department of Science and Technology. On this occasion, various competitions, viz Hindi Poetry, Essay writing, Hindi typing and shorthand, noting and drafting, translation, quiz and Hindi dictation (for MTS employees only) were conducted.

2. Finance

The financial summary giving the AE 2014-15, BE 2015-16, RE 2015-16, AE 2015-16 (up to December 2015) and BE 2016-17 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 14**.