

## V. 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 and 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, 50 meetings of OLIC were held till December 2003. 50<sup>th</sup> Meeting was held on December 11, 2003 under the chairmanship of Joint Secretary. 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.
- ☞ A two day Hindi Workshop was organized during August 5-6, 2003 and 20 officers/employees participated. Hindi Pakhwara was observed during September 8-22, 2003 jointly with the Department of Science and Technology at Technology Bhawan. On this occasion, to encourage the employees to increase progressively the use of Hindi, the message of Secretary, DSIR was circulated. During Hindi Pakhwara, Essay writing, Hindi typing, Noting

and Drafting, Debate, Dictation and Quiz competitions were held. Besides this, in an encouraging activity, exclusively for Scientists, 4 Scientists of the department gave their presentations 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. 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 1.1.2004 is given below:

	No. of Employees				
	Gen	SC	ST	OBC	Total
<b>Group 'A' (Gazetted)</b>	31	5	1	-	37
<b>Group 'B' (Gazetted)</b>	6	-	-	-	6
<b>Group 'B' (Non-Gazetted)</b>	9	4	-	2	15
<b>Group 'C' (Non-Gazetted)</b>	9	8	2	2	22
<b>Group 'D' (Non-Gazetted)</b>	6	5	-	-	11

### 2. FINANCE

The financial summary giving the Actual 2002-2003, RE 2003-2004 and BE 2004-2005 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.

