

## V ADMINISTRATION AND FINANCE

### 1. ADMINISTRATION

The DSIR was created in January 1985. The Administrative Division of the Department looks after establishment matters related to creation of posts, promotion, implementation of the Flexible Complementary Scheme (FCS), a fast track promotion mechanism meant for the Scientists above Group 'A', deputations of Officers abroad, vigilance, pension and other retirement benefits etc. It also looks after works related to General Administration such as office accommodation, provision of general services like medical reimbursements, CGHS facilities, staff welfare.

#### 1.1 Promotion of Hindi

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

- The official language Division of the Department is manned by an officer of the level of the 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 sub-ordinate offices under its administrative control.
- Quarterly meetings are being held regularly under the Chairmanship the Joint Secretary of the Department who is the nodal officer for implementation of the official language policy in the Department.
- Quarterly progress reports regarding use of Hindi in the Department are sent to the Department of Official Language regularly.
- The officers and the staff members requiring minimum knowledge of Hindi

are nominated for different training under the Hindi Teaching Scheme.

- Hindi Week was observed from 14<sup>th</sup> to 20<sup>th</sup> September 2005 by the Department in collaboration with Department of Science and Technology. On the occasion, the message of Secretary, DSIR towards progressive use of Hindi in both the Departments was conveyed. Hindi Week also witnessed widespread and closely contested competitions, at the level of both officers and staff in essay writing, typing noting and drafting, dictation and debate. A number of DSIR officers/staff members participated and won prizes.
- With a view to accelerating the use of Hindi in official work in the Department, a cash award scheme for noting drafting in Hindi was introduced. Under the Scheme two employees have been awarded cash prizes.
- A booklet containing a set of technical terms in Hindi useful to the Department and a set of standard drafts has been distributed to officers/staff members.
- During the year, twelve audio visual documentary films on DSIR were produced in Hindi as well as in English. The Hindi version was telecast on Doordarshan National Channel on consecutive Saturdays during 1930 - 2030 hrs from 30<sup>th</sup> April 2005 to 18<sup>th</sup> June 2005.
- Dr. Prem Sagar, Scientist "G", DSIR presented papers in Hindi on Technology Promotion, Development and Utilization Programmes on DSIR – Overview & Relevance to the Region in a workshop jointly organized by DSIR and Rajkot Chambers of Commerce & Industry, Rajkot, Gujarat on 20<sup>th</sup> January 2006 at Rajkot.

## 1.2 Staff Strength

The staff strength in different groups in the Department (other than CSIR and PSUs) as on 1.1.2006 is given below:

	No. of Employees				
	Gen	SC	ST	OBC	Total
Group 'A' (Gazetted)	34	4	1	-	39
Group 'B' (Gazetted)	6	1	-	2	9
Group 'B' (Non-Gazetted)	8	5	-	3	16
Group 'C' (Non-Gazetted)	11	5	2	2	20
Group 'D' (Non-Gazetted)	7	5	-	-	12

## 2. FINANCE

The financial summary giving the Actual 2004-2005, RE 2005-2006 and BE 2006-2007 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 are given at **Annexure 9**.