

# V. ADMINISTRATION & FINANCE

## 1. ADMINISTRATION

The Department of Scientific & Industrial Research was created in January 1985. The Administrative/Establishment 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 (Group 'A'), deputations of officers abroad, vigilance, pension and other retirement benefits etc. It also looks after work related to General Administration such as office accommodation, provision of general services like medical reimbursement, CGHS facilities, staff welfare etc.

### 1.1 Staff Strength

The staff in position in different groups, the representation of SCs, STs & OBCs and representation of persons with disabilities, in DSIR (other than CSIR/CDC and PSUs) as on 31<sup>st</sup> March, 2009 is given at **Annexure 10**.

### 1.2 Vigilance

Department of Scientific & Industrial Research, a constituent of Ministry of Science & Technology, came into existence on January 5, 1985. The total sanctioned strength of the Department as on 01.01.2009 is 122. The jurisdiction of Central Vigilance Commission extended to it and offices under its administrative control. The offices under the control of Department of Scientific & Industrial Research are Central Electronics Limited and National Research Development Corporation, which are its Public Sector Undertakings. It also has two

autonomous bodies, namely, Council of Scientific and Industrial Research and Consultancy Development Centre.

Attempts have been made to familiarize the staff members about the existence of the vigilance set up in the Department which is headed by a part time Chief Vigilance Officer, of the level of Joint Secretary, impressing upon them to come forward fearlessly with their suggestions and complaints. Guidelines/instructions issued on vigilance from time to time by the Department of Personnel & Training and the Central Vigilance Commission are being followed. There is a full time Chief Vigilance Officer in the Council of Scientific and Industrial Research. There is a part time Chief Vigilance Officer each in the two PSUs and the other autonomous body, as these are small organizations. 03 Complaints and 01 disciplinary case were dealt with by the Department during the year under report.

Vigilance Awareness Week was observed jointly with the Department of Science & Technology during 3-7 November, 2008 to create awareness amongst the officers and staff in the Department. A talk on the topic "Handling of Whistle Blowers" was delivered by an Officer of the Central Vigilance Commission, which was highly informative and generated lot of interest and awareness about vigilance in the staff and officers.

### 1.3 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 subordinate offices under its administrative control. Hindi Section of the Deptt. 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 being held regularly under the chairmanship of 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 meetings.
- 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 the training. During the year, out of 4 PA/PS, who were under training in Hindi Stenography, 3 have been declared successful. At present, one stenographer has been nominated for training in Hindi Stenography.
- During the year, 4 sections and 3 offices were inspected and suggestions were given to solve the practical problems being faced by the employees of the sections and offices while working in Hindi.
- 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.
- A two days Hindi workshop was organized during the year for scientists/ officers/ employees of the Department.

- 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 shall 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 14<sup>th</sup> to 29<sup>th</sup> September, 2008 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. 9 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. A number of DSIR officers/staff members participated and won prizes. At the prize distribution function, among the 2 Scientists who delivered the lectures on scientific topics in Hindi, one belonged to this department. All the winners of first, second and third positions in these competitions were awarded cash prize of Rs.1500/-, Rs.1200/- and Rs.1000/- respectively, along with certificates and two cash prizes of Rs.500/- each as consolation. Out of total 58 winners, 13 were from DSIR.
- In addition to this, under the cash award scheme for noting & drafting in Hindi of the Deptt. Of Official Language, one employee has been awarded a cash prize of Rs.1000/- on attaining the first position and a prize of Rs.600/- to another as second prize.

## 2. FINANCE

The financial summary giving the AE 2007-2008, BE 2008-2009, RE 2008-2009 and BE 2009-2010 of various Plan and Non-Plan schemes of DSIR is given in **Table I**.

## 3. CAG's REPORT

The extracts from CAG's report are given at **Annexure 11**.