

## 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 works related to General Administration such as office accommodation, provision of general services like medical reimbursement, CGHS facilities, staff welfare etc.

#### 1.1 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 sub-ordinate offices under its administrative control. 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 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.
- 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 trainings under the Hindi Teaching Scheme.
- Hindi Week was observed from 14<sup>th</sup> to 21st September, 2007 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. Hindi Week also witnessed widespread and closely contested competitions, at the level of both officers and staff, and in the areas of Poem recitation, Essay writing, Hindi typing and shorthand, noting and drafting competition, Translation competition, Quiz, lecture on scientific topics and Hindi dictation for class IV employees. A number of DSIR officers/staff members participated and won prizes.
- With a view to accelerate the use of Hindi in official work in the Department, a cash award scheme for noting & drafting in Hindi was introduced. Under the Scheme, three 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, 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.

## 1.2 Staff Strength

The staff in position in different groups in the Department of Scientific & Industrial Research (other than CSIR/CDC and PSUs) as on 1<sup>st</sup> December, 2007 is given in table below:

	No. of Employees				
	Gen	SC	ST	OBC	Total
Group 'A' (Gazetted)	34	5	1	-	40
Group 'B' (Gazetted)	6	1	-	2	9
Group 'B' (Non-Gazetted)	13	4	-	1	18
Group 'C' (Non-Gazetted)	13	6	1	2	22
Group 'D' (Non-Gazetted)	5	6	-	-	11
<b>Total</b>					<b>100</b>

## 2. FINANCE

The financial summary giving the AE 2006-2007, BE 2007-2008 and RE 2007-2008 of 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**.