

V. ADMINISTRATION & FINANCE

1. ADMINISTRATION

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 Staff Strength

The staff in position in different groups in the DSIR (other than CSIR/CDC and PSUs) as on 31st December, 2009 is given in Annexure 10.

1.2 Vigilance

DSIR, a constituent of Ministry of Science & Technology, came into existence on January 5, 1985. The total sanctioned strength of the Department as on 31st December, 2009 is 122 and the man in position is 97. The jurisdiction of Central Vigilance Commission extended to it and offices under its administrative control covering the public sector undertakings CEL, NRDC as well as the autonomous bodies, viz. CSIR and CDC. DSIR has two Public Sector Undertakings, viz. Central Electronics Limited and National Research Development Corporation under its administrative control. It also has under it two autonomous bodies, namely, Council of Scientific and Industrial Research and Consultancy Development Council.

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 and 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 bodies, as these are small organizations. Two complaints and one 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 3rd-7th November, 2009 to create awareness amongst the officers and staff in the two Departments. Banners 'Vigilance Awareness Week' had been prominently put up. The observance of the Vigilance Week commenced with a pledge ceremony on 3rd November, 2009. A talk on the topic 'Preventive Measures' was delivered by an Officer of the Central Vigilance Commission, which was highly informative and generated a lot of interest and awareness about vigilance in the staff and officers. The Offices under the control of DSIR also celebrated the Vigilance Awareness Week.

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 Department 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 the 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 meeting.
- 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 training. One stenographer is already under training in Hindi Stenography and one has been nominated for the session to be started from February, 2010.
- During the period under report, 3 offices were inspected and suggestions were given to solve the practical problems being faced by the employees of the offices while working in Hindi.
- Officers have been issued an order to make use of the services of stenographers, PAs, PS trained in Hindi stenography for doing the work in Hindi also.
- 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-day 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 14th-24th September, 2009 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. 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. One competition meant for the children of the employees was also organized. A number of DSIR officers/staff members and the children participated and won prizes. At the prize distribution function all the winners of first, second and third positions in these competitions were awarded cash prizes of Rs. 1500/- , Rs. 1200/- and Rs. 1000/-, respectively along with certificates, and two cash prizes of Rs. 500/- each as consolation prizes were also distributed. Out of total 72 winners including 10 children, 8 were from DSIR.
- A play titled "The Rising Moon" was also enacted by artists from both the Departments during the Hindi Pakhwara.

Administration & Finance

2. FINANCE

The financial summary giving the AE 2008-2009, BE 2009-2010, RE 2009-2010 and BE 2010-2011 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**.