

# **Administration & Finance**

**1. Administration**

**2. Finance**

**3. Audit Observations by CAG**





# Administration and Finance

## 1. ADMINISTRATION

The Department of Scientific & Industrial Research (DSIR) was created in January 1985. The Administrative Division of the Department, comprising Establishment Section, General Section and Vigilance Unit, looks after activities related to personnel, implementation of the Flexible Complementary Scheme (FCS) promotion mechanism meant for the Scientists (Group 'A'), foreign deputations of officers, vigilance matters, administrative reforms mechanism, work relating to CGHS facilities, staff welfare, coordination etc.

Since both DST & DSIR are situated in same premises, all the celebrations such as Annual

	General	SC	ST	OBC	Total
Group 'A' (Gazetted)	27*	04	01	04	36
Group 'B' (Gazetted)	05	01	00	00	06
Group 'B' (Non-Gazetted)	12	05	01	03	21
Group 'C'	03	07	01	03	14
Total	47*	17	3	10	77*

\*Excluding one post of JS (Admn.) which is on notional basis

Sports Events, Hindi Pakhwada, Vigilance Week, Yoga Day etc. are celebrated as a common event with active cooperation of both Departments.

### 1.1 Staff Strength

The staff in position in different groups in the Department other than that of autonomous

bodies viz. Council of Scientific and Industrial Research (CSIR)/ Consultancy Development Centre (CDC) and Public Sector Undertakings viz. National Research Development Corporation (NRDC)/ Central Electronics Limited (CEL) as on 1st December, 2017 is given below and in Annexure 12:

### 1.3 Promotion of Rajbhasha

Instructions issued by the Department of Official Language for implementation of Official Language Policies in the Department, Autonomous Bodies and Public Sector Undertakings under its administrative purview are implemented in right earnest.

The Department has taken the following steps for progressive use of Rajbhasha in the Department :

- In pursuance of Section 3(3) of Official Language Act, Department's Annual Report, Budget Materials, Parliament Questions, Cabinet notes, Advertisements, General orders and Notifications etc were issued in Hindi and English.
- Three (03) Quarterly meetings of Official Language Implementation Committee held in regular interval and timely follow up action taken.
- The Quarterly Progress Reports and Annual Assessment Report regarding progressive use of Rajbhasha in the Department forwarded to the Department of Official Language.
- Rajbhasha inspections carried out in the Attached Offices and PSUs of the Department, i.e. Five Laboratories of CSIR (NCL





Pune, CLRI Chennai, IHBT Palampur, IIP, Dehradun, AMPRI Bhopal), Consultancy Development Centre (CDC) & National Research Development Corporation (NRDC) during the year.

- During the year, 3 workshops were organized in the Department in which detailed information regarding “Unicode aur Manak vertani”, “Vigyan aur Prodhogiki ke Kshetra mai hindi ka Prayog”, & “Computer per hindi ka prayog” has been given to Officers & Staf of DSIR.
- At present Hindi Library of Department has 248 books on various subjects & Hindi newspaper/ magazines are being supplied regularly.
- Hindi Pakhwada observed from 11-22 September, 2017 in collaboration with

Department of Science and Technology. On this occasion, various competitions, viz Hindi noting & drafting, Hindi translation, Hindi Essay, Hindi typing, Hindi stenography, Hindi dictation (for MTS employees only) quiz on Official Language policy, rules & regulations, Hindi debate were conducted.

## 2. FINANCE

The financial summary giving the AE 2016-17, BE 2017-18, RE 2017-18 (proposed), AE 2017-18 (up to 31st December 2017) and BE 2018-19 (proposed) for DSIR is given in Table -1.

## 3. EXTRACTS FROM CAG'S REPORT

The extracts from CAG's report are given at **Annexure 13**.

