

Chapter 33

ADMINISTRATIVE MATTERS OF DGE&T

Internal Work Study Unit (IWSU) of DGE&T

33.1 With a view to bring about administrative reforms, determining the staffing patterns and designing suitable organizational structure and methods of work, the IWSU of DGE&T conducts various Work Measurement Studies and O & M Inspections of various offices under DGE&T. As per the Action Plan for the year 2005-06, 18 field offices of the DGE&T have been identified for O&M inspection of which 5 inspections have already been carried out. Annual O & M inspections of Sections / Units in DGE&T(Hqrs) are also being taken up on priority to see as to what extent the provisions of the Manual of Office Procedure and instructions issued there under from time to time, are being followed. Besides this, there are 3 Work Measurement Studies of the offices of the DGE&T scheduled for the 2005-2006. Out of this, two studies have already been completed.

33.2 With a view to supervise and monitor various important work of DGE&T(Hqrs) such as Pending cases for over 3 months, VIP References, Parliament Matters, Court Cases etc, Quarterly O & M meetings are being held regularly, under the Chairmanship of Director General/Joint Secretary and appropriate suggestions/directions given in the meeting itself for their disposal at the earliest. The O & M meeting has become more important now, particularly, in the context of the Right to Information Act, 2005 which has become effective from 12.10.2005.

33.3. A scheme for grant of cash awards to section for showing high performance in O & M activities has been introduced in the DGE&T(Hqrs). As per the scheme, the best organised Section/Unit is given Minister's Running Trophy along with cash awards and Commendation Certificates. The first and second runners- up sections are also given cash awards and commendation certificates. The cash awards are given to each one of the dealing Assistant, UDC, LDC/Typist and Group 'D' employees working in these sections. In addition, the Under Secretary/Deputy Director of the concerned Section is also given Certificates of Commendation. Adm-II Section has been declared Best Section for Minister's Running Trophy for the year 2003-2004. IWSU of DGE&T was adjudged the First Runner- up and Hindi Unit & S.S. Division were declared joint Second Runners-up.

33.4. There is another scheme of awarding Commendation Certificates & Cash Awards by organizing a Competition on the "**Awareness of the Provisions of the Manual of Office Procedure**" envisaged by Department of Administrative Reforms & Public Grievances, M/o of Personnel & Public Grievances. This scheme was launched in the Ministry in the year 1999. A competition was organised on 18.2.2005 in Shram Shakti Bhawan to decide prizes under the scheme for the year 2004-05. The competition was held jointly for Main Sectt. CLC(C) and DGE&T(Hqrs). The competition was a grand success and 9 officials of the DGE&T(Hqrs) got prizes. There were three prizes under each category of Assistant, UDC and LDC. No official was eligible for Third prize under UDC

category whereas under LDC category there were two second prize holders as there was a tie.

PROGRESSIVE USE OF HINDI

33.5 Efforts were made for the progressive use of Hindi in the Directorate General of Employment & Training at its Headquarters and subordinate offices. Implementation of provisions contained in the Official Language Act/rules, as also the various orders/ instructions issued by the Department of Official Language, from time to time, continued to be monitored at the highest level through quarterly and annual progress reports and by organizing meetings of the Official Language Implementation Committee on regular intervals. In order to acquaint non-Hindi speaking employees with Hindi Language, officials were nominated for various classes. i.e. Prabodh. Praveen and Pragya under the Hindi Teaching Scheme. Besides, English stenographers/typists were also nominated for Hindi stenography/typing classes. To keep pace with rapid technological changes taking place, employees were also given training to work on computers in Hindi, during the year under report.

33.6 This year so far (09.03.2005, 11.05.2005 & 11.08.2005) three meetings

of Official Language Implementation Committee have been conducted under the Chairmanship of Director General/Joint Secretary to review the progressive use of Hindi as per the directives of the Department of Official language, Ministry of Home Affairs. Those subordinate offices, where 80% employees have working knowledge of Hindi, have been notified under Rule 10(4) of Official Language,1976.

33.7 Hindi Unit in the DGE&T looks after the implementation work under the Official Language Act/Rules and also attends to the translation needs of the Directorate General. The entire work of the Hindi Unit is executed on computers and bilingual software has also been provided for the computers installed in various Sections and in Officers rooms at DGE&T (Hqr). At present, there are 118 officers and 162 officials in the Directorate General (HQ). In the series of teaching facilities/training schemes by the Ministry of Home Affairs, Department of Officials Language; all officers/officials except one employee under training have been imparted working knowledge/proficiency in Hindi. The number of employees, those having working knowledge in Hindi, proficiency in Hindi and those trained in the workshops during the year is given as under:-

Particulars	Gazetted	Non-Gazetted (excluding Group-D)
Number	118	162
Having Working Knowledge in Hindi	08	09
Proficient in Hindi	110	153
Trained in workshops during the year	15	15

33.8 To inculcate interest and efficiency for working in Hindi among the employees, workshops are being regularly organized by the Directorate General. During this year 30 officers/officials have been imparted training in Hindi noting and drafting through the Hindi workshops. All

documents prescribed under Section 3(3) of the Official Language Act. 1993, were issued bilingual, i.e. Hindi and English, and all letters received in Hindi were replied to only in Hindi. The position regarding correspondence in Hindi is given as under:-

Use of Hindi in Total Correspondence:	
Total No of letters received	4091
Replied in English	Nil
Total Number of letters issued	40765
Issued in Hindi/Bilingual	30921
Issued in English only	9844
% age of Hindi correspondence	76%

33.9 Hindi unit of Directorate General of Employment and Training. Carries out the work relating to implementation of Official Language in the Directorate General and translation work of Parliament Questions, Assurances, Annual Report, Private Member Bills, Agenda/Minutes of various Committees of Directorate General. In addition to this, Hindi Unit also carries out inspections of its 75 Subordinate offices interalia collection of data through various periodical returns, for the effective implementation of the official Language Act. During this year, the following offices were inspected:-

- Vocational Rehabilitation Centre for Physically handicapped, Ahmdabad.
- Vocational Rehabilitation Centre for Physically handicapped, Vadodra.
- Regional Vocational Training Institute for Women, Vadodra.
- Vocational Rehabilitation Centre for Physically handicapped., Delhi
- Vocational Rehabilitation Centre for Physically handicapped,. Ludhiana
- National Vocational Training Institute for Women , Noida .
- Coaching Cum Guidance Centre for SC/ST, Delhi.
- Advanced Training Institute, Ludhiana.
- Coaching Cum Guidance Centre for SC/ST, Jalandhar.
- Regional Vocational Training Institute for Women, Vadodara.

33.10 As per the guidelines and annual programme issued by Official Language Department under Ministry of Home Affairs, Hindi month was celebrated in the Directorate General of Employment and Training from

1st September to 30th September 2005. During this period most of the officers and employees executed their maximum work in Hindi. Hindi day was celebrated with pomp and show on 14th September in which Director General / Joint Secretary called for all the officers and employees to do their maximum work in Hindi so that an atmosphere could be created for working in Hindi. Following 11 Hindi competitions were organized:

1. Essay writing competition for Hindi speaking persons.
2. Essay writing competition for Non-Hindi speaking persons.
3. Hindi Typing competition on computer.
4. Dictation competition for Group 'D' employees.
5. Creative Writing competition.
6. On the spot essay writing competition.
7. Rajbhasha prashannotri.
8. Technical creative writing competition for Technical officers.
9. Applied Hindi competition.
10. Translation competition.
11. Hindi noting and drafting competition.

23.11. The response to the competitions was very enthusiastic. Several employees from all categories of the Directorate General took part in these competitions. Similar instructions to celebrate Hindi day/ Hindi fortnight/Hindi month were circulated among the Subordinate offices of Directorate General of Employment and Training spread all over India. Various offices/institutes have responded to by celebrating Hindi Divas/Hindi fortnight/Hindi Month for which information has been received.

SERVICE REPRESENTATION FOR SC/ST

33.12 The Directorate General of Employment and Training and its subordinate offices have on their roll 2527 employees. The Liaison Officer continues to exercise a check on the Reservation Rosters to ensure proper representation of Scheduled Castes and Scheduled Tribes in

services. The representation for SCs/STs is given in the **Table 33.1**

Category of Employees	Staff in Position	Due as Reservation		In Position		Surplus (+) Shortfall (-)	
		SC	ST	SC	ST	SC	ST
Group 'A'	241	36	18	52	14	+(16)	(-) 4
Group 'B'	397	60	30	82	26	+(22)	(-) 4
Group 'C'	1259	188	94	332	79	+(144)	(-) 15
Group 'D'	630	94	47	306	66	+(212)	(+) 19
Total						+(442)	(-) 4

Table 33.1