

Chapter-33

ADMINISTRATIVE MATTERS OF DGE&T

PROGRESSIVE USE OF HINDI

33.1 Efforts were made for the progressive use of Hindi in the Directorate General of Employment & Training at its Headquarters and subordinate offices. Implementation of the 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. for Prabodh, Praveen and Pragya under the Hindi Teaching Scheme. Besides, English stenographers/typists were also nominated for Hindi stenography/typing classes. During the year under report, to keep pace with rapid technological changes taking place, employees were also given training to work on computers in Hindi.

33.2 This year so far (21.04.2004, 03.08.2004 & 10.11.2004) 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 in Rule 10(4) of Official Language, 1976.

33.3 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 been provided for the computers installed in various Sections and in Officers rooms at DGE&T (Hqr). At present, there are 119 officers and 172 officials in the Directorate General (HQ). In the series of teaching facilities/training schemes under Hindi Teaching Scheme initiated by the Ministry of Home Affairs, Department of Official 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, the number of having proficiency in Hindi and those trained in the workshop during the year is given as under: -

Particulars	Gazetted	Non-Gazetted (excluding Group 'D')
Number	119	172
Having working knowledge in Hindi	05	04
Proficient in Hindi	114	168
Trained in workshops during the year	15	30

33.4 To inculcate interest and efficiency for working in Hindi among the employees, workshops are being regularly organized by the Directorate General. During this year 45 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: -

Total No. of letters received	2498
Replied in English	Nil
Use of Hindi in Total Correspondence:	
Total Number of letters issued	36017
Issued in Hindi/Bilingual	26735
Issued in English only	9282
%age of Hindi correspondence	74.23%

33.5 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: -

1. Regional Directorate of Apprenticeship Training, Faridabad
2. Model Industrial Training Institute, Jodhpur.
3. Vocational Rehabilitation Centre, Jaipur.
4. Regional Vocational Training Institute, Jaipur.
5. Coaching-cum-Guidance Centre for SC/ST, Jaipur.

33.6 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 2004. During this period most of the officers and employees executed their maximum work in Hindi. Hindi Divas was celebrated with pomp and show on 14th September in this Directorate General 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 12 Hindi competitions were organized:

- Essay writing competition for Hindi speaking persons.
- Essay writing competition for Non-Hindi speaking persons.
- Hindi Typing competition on computer.
- Dictation competition for Group 'D' employees.
- Creative writing competition.
- On the spot essay writing competition.
- Rajbhasha prashannotri.
- Technical creative writing competition for officers.
- Applied Hindi competition.
- Translation competition.
- Hindi noting and drafting competition.

33.7 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 of Employment and Training spread all over India. Various officers/institutes have responded to by celebrating Hindi Divas/Hindi fortnight/ Hindi Month for which information has been received

Internal Work Study Unit

33.8 With a view to bringing 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. During the year 2004-05, 18 field offices of the DGE&T have been identified for O&M inspection. One work measurement study of Advance Training Institute, Chennai has also proposed to be conducted. Quarterly O&M Meetings are held under the Chairpersonship of Director General/Joint Secretary. The scheme for grant of cash awards to sections for showing high performance in O&M activities has been introduced in the

Directorate General. Annual O&M inspection of Sections/Units in DGE&T (Hqrs) are also being taken up on priority to see as to what extent the provision of the Manual of Office Procedure and instruction their under from time to time are being followed. The winners of the Annual Competition on MOP for 2003-2004 were given certificates and cash prizes by Secretary (Labour & Employment).

AWARDS / REWARDS

33.9 A scheme for grant of cash awards to sections for showing high performance in O&M activities has been introduced in the Directorate General. As per scheme, the best-organized Section/Desk/Unit/Cell are given Minister’s running trophy along with cash awards and commendation certificates. The first and second runners up sections are given cash awards and commendation certificates. The cash awards are given to each dealing Assistant, Clerk/Typist and Group ‘D’ employee working in these sections. In addition, the Under Secretary/Deputy Director of the concerned Section is also given

certificates of commendation. A team of senior officers conducted inspection of various sections and on the basis of their observation Adm-II Section was declared as the Best Section for Minister’s Running Trophy for 2002-03. Hindi Unit of DGE&T was first Runner up. Adm-I Section and S&S Division were joint Second Runners-up. Hon’ble Labour and Employment Minister distributed awards on 17.8.2004. An Awards – Rewards Scheme has been formulated for the best DGE&T institutes in the field of advanced training, SC/ST Coaching- cum -guidance and Vocational Training and Rehabilitation. A Scheme has also been formulated for the best ITIs in the country.

SERVICE REPRESENTATION FOR SC/ST

33.10 The Directorate General of Employment and Training and its subordinate offices have on their roll 2604 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 as under: -

Category of Employees	Staff in Position	Due as Reservation		In Position		Surplus (+) Shortfall (-)	
		SC	ST	SC	ST	SC	ST
Group ‘A’	317	47	23	61	15	+(14)	(-) 8
Group ‘B’	360	54	27	88	26	+(34)	(-) 1
Group ‘C’	1306	196	98	336	82	+(140)	(-) 16
Group ‘D’	621	93	47	321	52	+(228)	(-) 5
Total	2604	390	195	806	175	+(416)	(-) 30
