

### Internal Work Study Unit(IWSU) of DGE&T

32.1 The IWSU (DGE&T) is responsible for carrying out Work Measurement Studies, Method Studies, Record Management Studies, O & M Inspections of various field offices/ sections under DGE&T to bring about administrative reforms, determining the staffing patterns and designing suitable organisational structure and methods of work. IWSU is the nodal section for supervising the implementation of the provisions of Manual of Office Procedure (MOP) issued by Department of Administrative Reforms and Public Grievances (AR&PG), Ministry of Personnel, Public Grievances & Pension. For conducting various studies, such as Work Measurement Studies, Norms Studies concerning staffing pattern, IWSU is guided by the instructions issued by the Staff Inspection Unit (SIU), Department of Expenditure, M/o of Finance. It also oversees the implementation of the Public Records Act, 1993 keeping in view the instructions issued from time to time by the National Archives of India. The IWSU (DGE&T) functions under the guidance of Financial Advisor (L&E) and works through the Controller of Accounts, Senior Analyst and one Junior Analyst.

32.2 In order to plan the programme of IWSU to give effect to the aforesaid objectives, Annual Action Plan of IWSU (DGE&T) for the financial year 2008-09 was drawn after inviting comments/ suggestions from all Divisional Heads of DGE&T(Hqrs). In accordance with the plan, one Work Measurement Study of Apex-Hi-Tech Institute, Bangalore and 17 O & M inspections of field offices were to be undertaken during the year. In the financial year 2007-08, Work Measurement Study of Advanced Training Institute

for Electronics and Process Instrumentation (ATI-EPI), Dehradun was undertaken, report prepared and got implemented by IWSU (DGE&T). Besides, O & M inspections of 6 field offices of the DGE&T were also conducted. In the current financial year i.e. 2008-09, 4 O & M Inspections have been undertaken. During the inspection, special impetus is given towards educating the Officers/ Staff of the field institutes about some important provisions of the MOP and their utility in the changed scenario of the modern automated office. While concluding the inspection, an interactive session is held with concerned officers/ staff of the institute to brush-up the knowledge of O&M matters and Records Management, especially with reference to the Right to Information Act, 2005. The shortcomings/lapses, noticed during the O & M inspection, are brought to the knowledge of the Head of the Institute and the concerned Divisional Head at the DGE&T(Hqrs) through a detailed report with a view to improve the functioning, efficiency & output of the Institute. In addition to the above, Annual O & M inspections of Sections/Units in DGE&T(Hqrs) are also being taken up, through designated officers, to ascertain as to what extent, the provisions of the MOP and instructions issued there under are being followed.

32.3 **Review of the Record Retention Schedule (RRS)** in respect of the field institutes of the DGE&T have already been taken up and comments called for from all concerned offices. Requisite information has already been received in respect of Coaching cum Guidance Centres(CGC) for SC/ST from its field institutes which has been compiled/tabulated and forwarded to the administrative section of CGC for comments. Revised RRS of the substantive

functions of various sections/units of the DGE&T(Hqrs) have already been got vetted by the National Archives of India. This, alongwith RRS in respect of functions common to all departments, prepared and issued by D/o AR&PG, have been uploaded on the web site of the Ministry, under the head Internal Work Study Unit, for information of all concerned.

**32.4 The revised Organisation Brochure of DGE&T** has been prepared, published and uploaded on to the website of the Ministry, under the head Internal Work Study Unit, for information of all concerned. This will be a handy booklet for referral purpose regarding the work being allocated to different sections/units, concerned officers(post-wise), their contact numbers etc.

**32.5 During the year 2007-08, 4 O&M meetings of DGE&T (Hqrs) were convened under the chairmanship of DG/JS on 23.5.2007, 08.8.2007, 10.12.2007 and 12.3.2008. In the financial year 2008-09, 3 such meetings have been held on 23.5.2008, 28.8.2008 and 22.12.2008.** In the above meetings, disposal of various important work of DGE&T (Hqrs) such as pending cases for over 3 months, VIP references, Parliament Matters, Record Management, Audit paras, Court Cases etc were discussed and suitable suggestions/directions were issued by the Chairman for their early disposal. As a result of the regular O&M meetings, sharp decline has been noticed in pendency of cases over 3 months, VIP References, Parliament Assurances, Court Cases and Audit Paras.

### PROGRESSIVE USE OF HINDI

**32.6** 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/ Pragya under the Hindi Teaching Scheme. Besides, English stenographers & typists/LDCs were also nominated for Hindi stenography & typing classes. Employees were also given training to work on computers in Hindi to keep pace with rapid technological changes taking place during the year under report.

**32.7** This year so far three meetings of Official Language Implementation Committee have been held 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, Rule 1976. 42 such subordinate offices have so far been notified.

**32.8** Hindi Unit in the DGE&T looks after implementation work under the Official Language Act/ Rules and also attends to the translation needs of the Directorate General. The entire work of Hindi Unit is executed on computers and bilingual software has also been installed in the computers provided to various sections and officers' at DGE&T (Hqr). At present, there are 120 officers and 139 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 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**

Particulars	Gazetted	Non-Gazetted (excluding Group-D)
Total Number of Employees/Officers	120	139
Having Working Knowledge of Hindi	119	138
Under training	*-	01
Proficient in Hindi	100	119
Trained in workshops during the year	10	10

**Position of Hindi Stenographers/Typists:**

Particulars	Stenographers	Typists/LDCs
Total No. of Stenographers/Typists/LDCs	13	6
Hindi Stenography/Typing knowing stenographers/ typists/LDCs	11	6
Remained for training	2*	-

\* Remaining one stenographer and one LDC will be nominated for training in the next session.

32.9 To inculcate interest and efficiency for working in Hindi among the employees, workshops are being regularly organized by the Directorate General. During this year 20 officers/officials have been imparted training in Hindi noting and drafting through the Hindi workshop. In addition to this, refresher courses for the stenographers/typists, who have already taken in-service Hindi Stenography/Typing training from Central Hindi Training Institute (CHTI) are being

organized in the Directorate General. In the two sessions, organized so far, seven stenographers have made use of this refresher course.

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 in Hindi only. The position regarding correspondence in Hindi is given as under:-

Use of Hindi in Total Correspondence:		
1	Total No. of letters received in Hindi	5824
2	Replied in English	Nil
3	Total No. of letters received in English	9851
4	No. of letters replied in Hindi	2196
1	Total Number of letters issued	43389
2	Issued in Hindi/Bilingual	32616
3	Issued in English only	9783
4	% age of Hindi correspondence	75%

[Information compiled upto 31st March, 2009]

32.10 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 subordinate offices and sections of the DGE&T *inter alia* collection of data through various periodical returns, for the effective implementation of the Official Language Act. During this year, the following Subordinate offices and Sections of Directorate General were inspected:-

S.No.	Name of the Subordinate offices inspected
1	Advance Training Institute, Ludhiana
2	Vocational Rehabilitation Centre, Ludhiana
3	Coaching cum Guidance Centre for SC/ST, Jalandhar
4	National Vocational Institute, Noida
5	Regional Directorates of Apprenticeship Training. Faridabad
6.	Model Industrial Training, Haldwani
<b>Sections of the DGET(HQ) inspected</b>	
1	IWSU
2	Stats(E)
3	TU
4	PC(E)
5	EMI
6	VG/SEPC

32.11 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 1<sup>st</sup> September to 30<sup>th</sup> September 2008. During this period most of the Officers and Employees executed their

maximum work in Hindi. Hindi day was celebrated with pomp and show 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 during the month:

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 Prashanotri.
8. Creative Technical writing competition for Technical officers.
9. Applied Hindi competition.
10. Translation competition.
11. Hindi noting and drafting competition.
12. Competition for original Hindi Noting & Drafting work done during Hindi Month.

32.12 The response to the competitions was very enthusiastic. Officers/ Officials 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 the Directorate General of Employment and Training spread all over India. Various offices/ institutes have responded to by celebrating Hindi Divas/ Hindi fortnight/ Hindi Month.