

CHAPTER XI

HINDI PROMOTION AND OTHER ACTIVITIES

11.1 It has ever been the endeavour of the Ministry to ensure progressive use of Hindi in official work. Hindi Section is responsible for monitoring and overseeing the implementation of various statutory provisions and policies as laid down in The Official Language Act 1963 and The Official Language Rules, 1976. There is a well-equipped independent Hindi Section with Deputy Director and two Asstt. Directors of Central Secretariat Official Language Service Cadre and their associate staff who work actively for use of Hindi and implementation of the Official Language Policy in the Ministry. As on 31-3-2004, out of 582 employees, 568 were either proficient in Hindi or having working knowledge of Hindi and out of 68 stenographers and 30 LDCs, 50 stenographers and 19 LDCs respectively have been trained in Hindi stenography and typing.

Departmental Official Language Implementation Committee

11.2 An Official Language Implementation Committee is functioning in the Ministry under the Chairmanship of the DG and CEO, NSSO. The Committee undertakes quarterly review of the progress made in the use of Hindi in official work of the Ministry and its attached/subordinate offices. It also reviews the compliances of the statutory requirements of the Official Language Act, 1963, Official Language Rules, 1976 and achievement of the targets laid down in Annual Programme and other instructions issued by the Department of Official Language. The Committee consists of 35 members, out of which 30 percent are those whose mother tongue is not Hindi. The Committee is rendering useful service in suggesting measures in achieving the targets fixed in the Annual Programme of the Department of Official Language. To ensure a compliance of the section 3(3) of the Official Language Policy resolutions, general orders, rules, notifications, agreements, administrative and other reports and Press communiques and other documents for laying on the table of both of the houses of the Parliament are issued bilingually (Hindi and English).

Inspection of attached and subordinate offices

11.3 As per the targets fixed in the guidelines/annual programme of the Department of Official Language, the officers of the Hindi Section of the ministry conduct inspections of the attached/subordinate offices to observe the position of the progressive use of Hindi there, and give necessary instructions on the lapses found.

Hindi Books

11.4 The Ministry concentrates on the purchase of Hindi books on various important subjects for the Library and attempts to spend the best possible amount on it as prescribed by the Deptt. of Official Language in its annual programme.



Shri P.B. Dhyani, Assistant Director, (IMD) receiving the 'Rajbhasha Chal Vaijyanthi' award.

Awards and Incentives

11.5 The **incentive scheme** for original noting/drafting in Hindi continued during the year and two employees were given cash awards of Rs. 1000/- each (first prize), three employees were given cash awards of Rs. 600/- each (second prize) and one employee was given cash award of Rs. 300/- (third prize) during 2002-2003. A “**Hindi Pakhwara**” is observed every year in the Ministry and also in its attached/subordinate offices during September. During this year, **eleven events** were organized in which officers/employees of the Ministry participated in enthusiastically. Winners were given away four prizes in each competition category worth Rs. 1000/-, Rs. 500/-, Rs.400/- and Rs. 300/-. In addition cash prizes of Rs. 1000/- (one), Rs. 500/- (two), Rs. 400/- (two) and Rs. 300/- (two) were awarded to the employees, who were found to have done well in Hindi. For encouraging use of Hindi in the official work and ensuring compliance of the provisions of the Official Language Act and Rules, a “**Rajbhasha Chal Vajjayanti**” is awarded to winner Section/Division/Unit at the quarterly meetings of the Departmental Official Language Implementation Committee. For promoting the implementation of the Official Language Policy in the attached and subordinate offices of the Ministry, a Kshetriya Rajbhasha Shield was awarded to the office doing most of its work in Hindi. Computer Centre was awarded **Kshetriya Rajbhasha Shield** for the year 2002-03

Hindi Training and Workshops

11.6 During the period under review, 4 employees were sponsored for training in Hindi, 10 for Hindi stenography and 6 for Hindi typing under the Hindi Teaching Scheme of the Department of Official Language. Two workshops were organised for officers/employees of the Ministry to impart knowledge of official language policy and practice of Hindi noting/drafting.

Hindi Promotion in NSSO

11.7 The Field Operations Division (FOD) of the NSSO continues its efforts to ensure progressive use of Hindi in the official work in the Headquarter and its field offices. The Official Language Implementation Committees are effectively functioning and monitoring on the regular basis. The promotional programmes were given a renewed thrust through organizing Hindi Workshops, Hindi Diwas/Pakhwaras, sponsoring officials for Hindi Training, continuing annual incentive scheme and making available newspapers and magazines in Hindi. During 2003 Hindi Diwas and Hindi Pakhwara were organized in FOD Hqrs. and following competitions were held. Hindi Essay writing, Hindi Noting and Drafting, Translation of words and sentences from English to Hindi and from Hindi to English. Besides this an oral question answer competition was also held. More and more Hindi workshops will also be organized in Regional Offices.

11.8 A Hindi Section consisting of one Hindi Officer, three Hindi Translators and two Hindi Typists is functioning for DPD (HQ) and SDRD of the NSSO. The Hindi Section, besides doing usual translation works, helps the organization in implementing various statutory provisions, policies etc. as laid down in the Official Language Act

1963 and Official Language Rules, 1976. An Official Language Implementation Committee is functioning in DPD and SDRD under the Chairmanship of Deputy Director General, DPD. The committee reviews the progress made in the use of Hindi in official work in SDRD and DPD (HQ) and its centres at Ahmedabad, Bangalore, Delhi, Giridih and Nagpur every quarter. Hindi Day and Hindi Pakhwara had been observed and a number of competitions organized for both the Hindi Speaking and non-Hindi Speaking officials separately.

Departmental Council

11.9 The Departmental Council of the Ministry is being reconstituted after grant of recognition to eligible staff associations under the Central Civil Services (Recognition of Service Association) Rule, 1993. Nominations on the staff side of the Departmental Council have been invited from various Staff Associations. An Office Council is also functioning in FOD to resolve their problems relating to local / regional matters. Meetings of the Office Council of FOD have been regularly held in the month of June 2003 at Hyderabad, in Nov. 2003 at Chennai and in March 2004 at Lucknow and various issues concerning service matters raised by various Staff Associations were amicably resolved.

Internal Work Study Unit

11.10 During 2003-2004, the Internal Work Study Unit of the Ministry continued to provide its services in the areas of Organisation and Methods. Regular exercises to review, record and weed out old records in the Ministry and its attached/subordinate offices were carried out. Internal Work Study Unit also performed coordination and liaison work with Staff Inspection Unit in connection with work measurement study of various attached/subordinate offices of the Ministry. Staff Inspection Unit of Ministry of Finance has completed the work measurement study in respect of Computer Centre, Survey Design and Research Division (SDRD) and Central Statistical Organisation (CSO) and submitted its reports. In respect of Computer Centre and SDRD, the recommendations have been accepted, whereas in respect of CSO, Ministry's views have been communicated to SIU. Monthly O & M meetings of Senior Officers of the Ministry are being held under the Chairmanship of Secretary, Ministry of Statistics and Programme Implementation to review all types of administrative cases in order to keep watch on delays and take remedial measures. In pursuance of Deptt. of Personnel and Training instructions 2/8/2001-PIC, dated 16th May, 2001, for optimization of direct recruitment to Civilian Posts during 2002-2003., all direct recruitment requirements in Group A, B, C & D of the Ministry including the attached/subordinate offices were scrutinized and 179 direct recruitment posts were recommended for abolition and 88 posts were recommended for filling up. For the recruitment year 2003-04, 33 posts in Group A, B, C, and D posts have been recommended for filling up and 67 posts recommended for abolition.

Vigilance

11.11 Due importance has been given to preventive Vigilance in the Ministry. Procedures for procurement of Computer Hardware & Software & Office equipments

were reviewed & detailed guidelines were issued. Instructions were issued for review of the Annual returns filled by Group A & B Gazetted Officers by the respective Administrative Wing. The prescribed monthly returns on disciplinary cases and fortnightly returns on complaints received through Prime Minister's Office regarding allegation of corruptions are being sent to Deptt.of Personnel & Training and Prime Minister's Office respectively. Annual Vigilance Inspection of attached/subordinate offices is being carried out regularly. During 2002-2003 six offices and during 2003-2004, seven offices have been inspected. A Vigilance Awareness Week was observed in the Ministry and its attached/subordinate offices from 3rd to 8th November, 2003. A Workshop on Vigilance matters and disciplinary cases was organized in the Ministry for the Officers of the Ministry during January, 2004.

Redressal of Public Grievances

11.12 The Grievances Redressal Machinery is functioning in the Ministry and all its Attached/ Subordinate offices as per guidelines of the Department of Administrative Reforms and Public Grievances. An officer of the rank of Deputy Secretary has been designated as the Director of Grievances and Redressal in the Ministry. The attached/subordinate offices of the Ministry have also appointed Grievances Redressal Officers. The Ministry has a limited public interface. However, the representations from staff and officers (both serving and retired) and from member of the public, received during the year, were appropriately attended to.

Information and Facilitation Counter

11.13 The Ministry of Statistics and Programme Implementation has an Information and Facilitation Counter (IFC). The information relating to the functions of the Ministry is available at this counter, besides the Statistical data for use by the Research Scholars, Economics, Financial Institutions, Educational Institutions, Universities etc.

General Administration

11.14 The Ministry is responsible for proper maintenance of Sardar Patel Bhavan by keeping regular liaison with the CPWD for civil/electrical works. The building accommodates a number of other Departments besides this Ministry. The Department of Administrative Reforms and Public Grievances, the National Security Council Secretariat, the National Human Rights Commission, Public Grievances Wing of Cabinet Secretariat and National Authority of India, Chemical Weapons Convention of Cabinet Secretariat are also accommodated in this building. The Offices of the Ministry are also located in buildings Sardar Patel Bhawan, R..K. Puram, Jam Nagar Hutment and Jeevan Prakash Building. Keeping in view the need of the National Security Council Secretariat for an exclusive floor, the Ministry vacated its Offices on the third floor and handed over the same to NSCS. In lieu of this, office space in Jeevan Prakash Building has been taken over for Training Division and Library of the Ministry . In Jeevan Prakash Building two Training Halls have been renovated with the state of art modular furniture and equipment's viz. LCD Projector fitted on a motorized lift/motorized screen etc. and all the rooms of Officers/Section have been provided with internet facilities. Similarly, in the R.K. Purum office, where some senior officers and

their staff have been shifted to optimise the utilisation of office space available there, all amenities have been provided for smooth functioning of the office. The rooms of Officers/Sections have been provided with internet facilities.

11.15 After handing over of the Ministry's Committee Room located on 3rd floor of S.P. Bhavan to NSCS, A new Committee Room has been set up on 2nd floor with modular conference table/chairs and new conference system. On 4th and 2nd floor of S.P. Bhavan many rooms of the officers have been renovated. The whole 4th floor corridor has been provided with ceramic tiles. All the rooms of Officers/Sections have been provided with internet facilities through R.F. linking. There is also a proposal to modernize the remaining sections on 4th floor under the Plan Scheme "Addition/Alterations to and Modernization of Office Buildings". The modern storage facilities of compactors have been provided to SSS and ISS Sections to keep the documents, files and ACRs on 5th & 4th floor respectively.

Subordinate Statistical Service

11.16 The Fifth Central Pay Commission recommended for the constitution of a Subordinate Statistical Service (SSS) by including Group B & C Statistical function posts, which are isolated and presently scattered in different Ministries/Departments/Organizations with a view to improving the career prospects of the incumbents holding such posts. The exercise of initial constitution of SSS is in progress. The Government has constituted a Selection Committee to examine the suitability of the departmental candidates for absorption and appointment in the various grades of SSS. Based on the recommendation of the Committee, the Government issued order regarding the absorption and appointment of the suitable departmental candidates in the appropriate grades of SSS. The exercise is still in progress.

Development of North Eastern Region

11.17 As per the guidelines of the Government of India, the Ministry is required to spend 10% of the Gross Budget Support out of the Central Plan for the benefit of N.E. Region and Sikkim. Any shortfall in this regard gets transferred to the Non-lapsable Central Pool of Resources. The details of outlay and expenditure for the benefit of N.E. Region, including Sikkim are given in **Annex-V**.

Annex-V

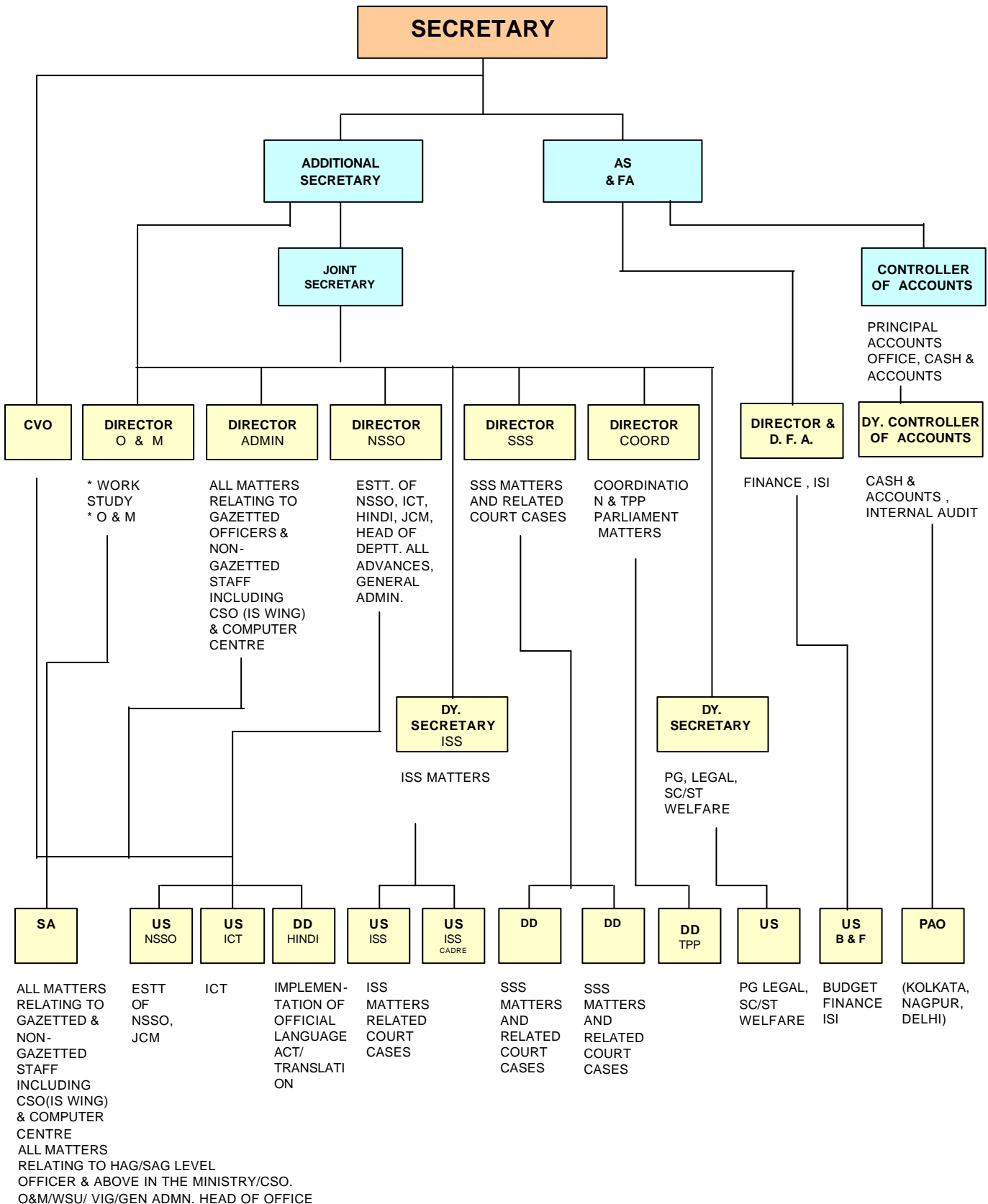
**Total Plan Gross Budgetary Support (GBS) for 2002-03 (BE and RE) for
North-Eastern Region.**

(Rs. In lakh)

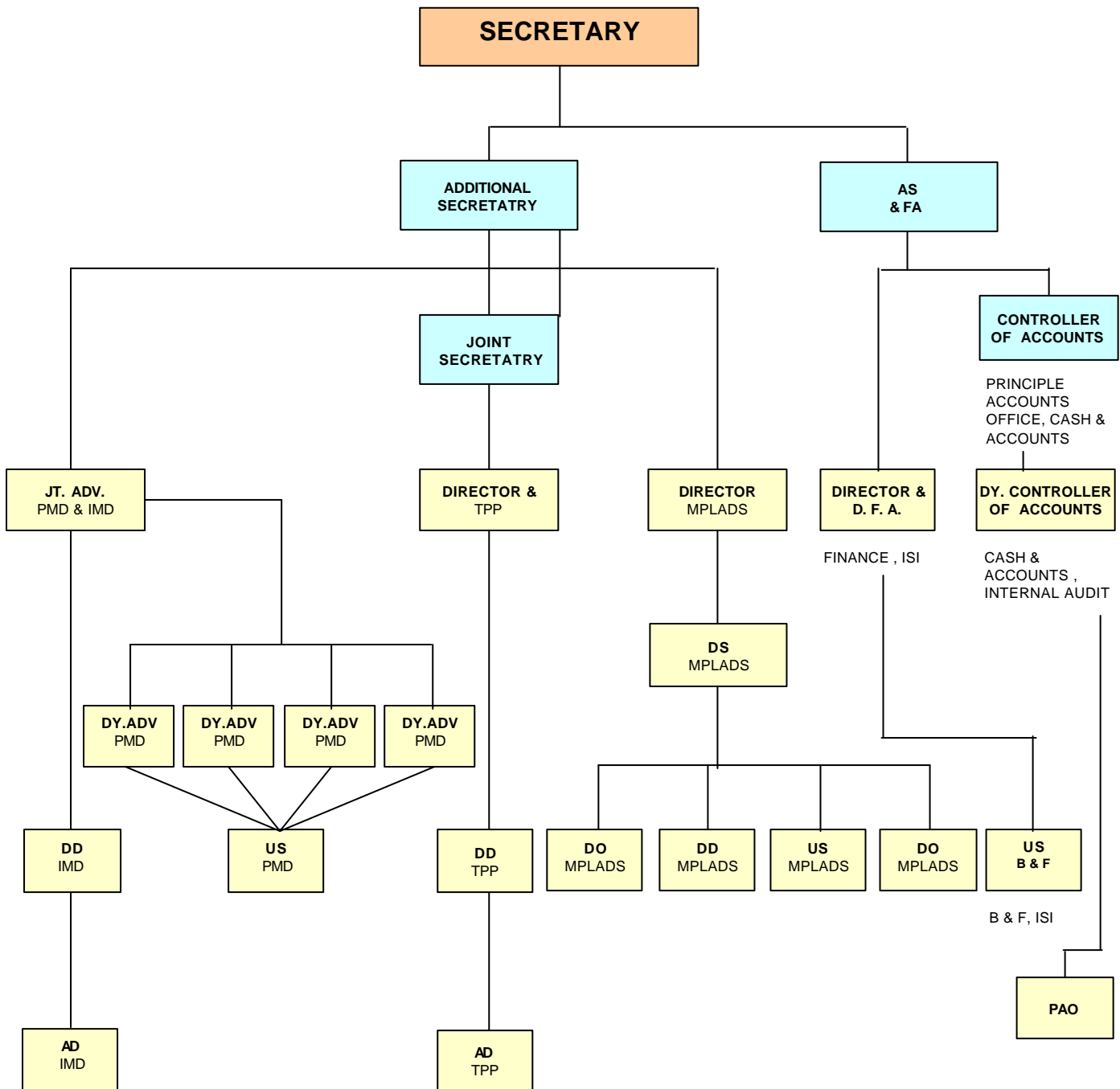
Name of Plan Scheme	Provision for NE during 2002-03			NE States	Remarks
	B.E.	R.E.	Actual Expenditure		
1	2	3	4	5	6
1. Modernisation of Statistical System in India	484.00	0.00	0.00	NIL	This scheme is under consideration
2. Institutional Development and Capacity Building	37.00	2.00	0.00	NIL	
3. Development of Social, Environment & Price Statistics	0.00	6.00	5.96	Meghalaya	
4. Improvement of Informal Sector Statistics & Publications	18.00	13.50	13.50		
			7.21	Assam	
			1.10	Manipur and Nagaland	
			0.40	Sikkim	
			4.79	Tripura and Meghalaya	
5. Strengthening of Field Survey Capability of NSSO	108.00	43.00	43.00		
			37.42	Assam	
			2.72	Meghalaya and Tripura	
			2.15	Nagaland and Manipur	
			0.71	Sikkim	
6. Strengthening of Data Processing Capabilities of NSSO	12.00	0.00	0.00	NIL	
7. Grant-in-aid to the states for (I) carrying out central NSS sample work in NER	230.00	286.28	286.28		
			66.00	Arunachal Pradesh	
			70.00	Manipur	
			46.00	Mizoram	
			56.28	Sikkim	
			48.00	Tripura	
8. Institutional Development & Capacity Building (P.I. Wing)	15.00	7.25	5.00*		
9. Grant-in-aid to ISI, Kolkata	176.00	80.00	80.00*		
GRAND TOTAL	1080.00	438.03	433.74		
* State-wise details not received.					

MINISTRY OF STATISTICS AND PROGRAMME IMPLEMENTATION

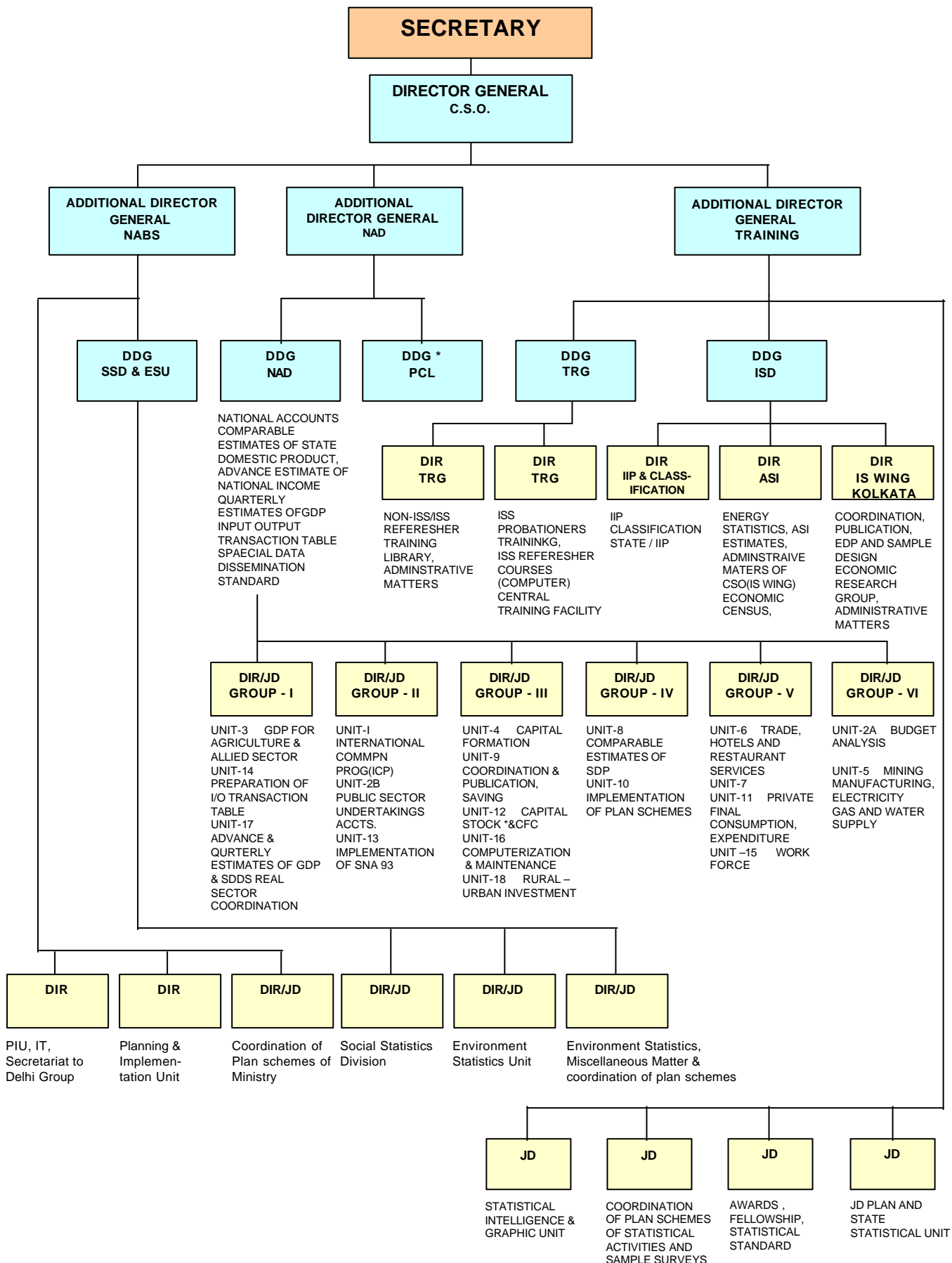
ADMINISTRATION



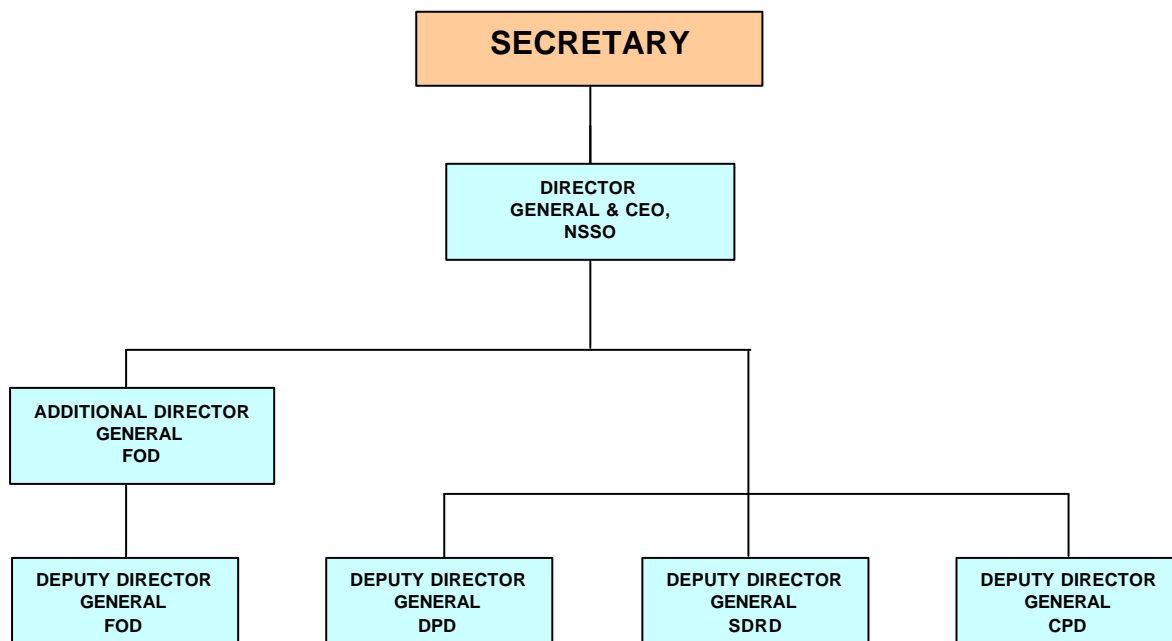
PROGRAMME IMPLEMENTATION WING



CENTRAL STATISTICAL ORGANISATION



NATIONAL SAMPLE SURVEY ORGANISATION



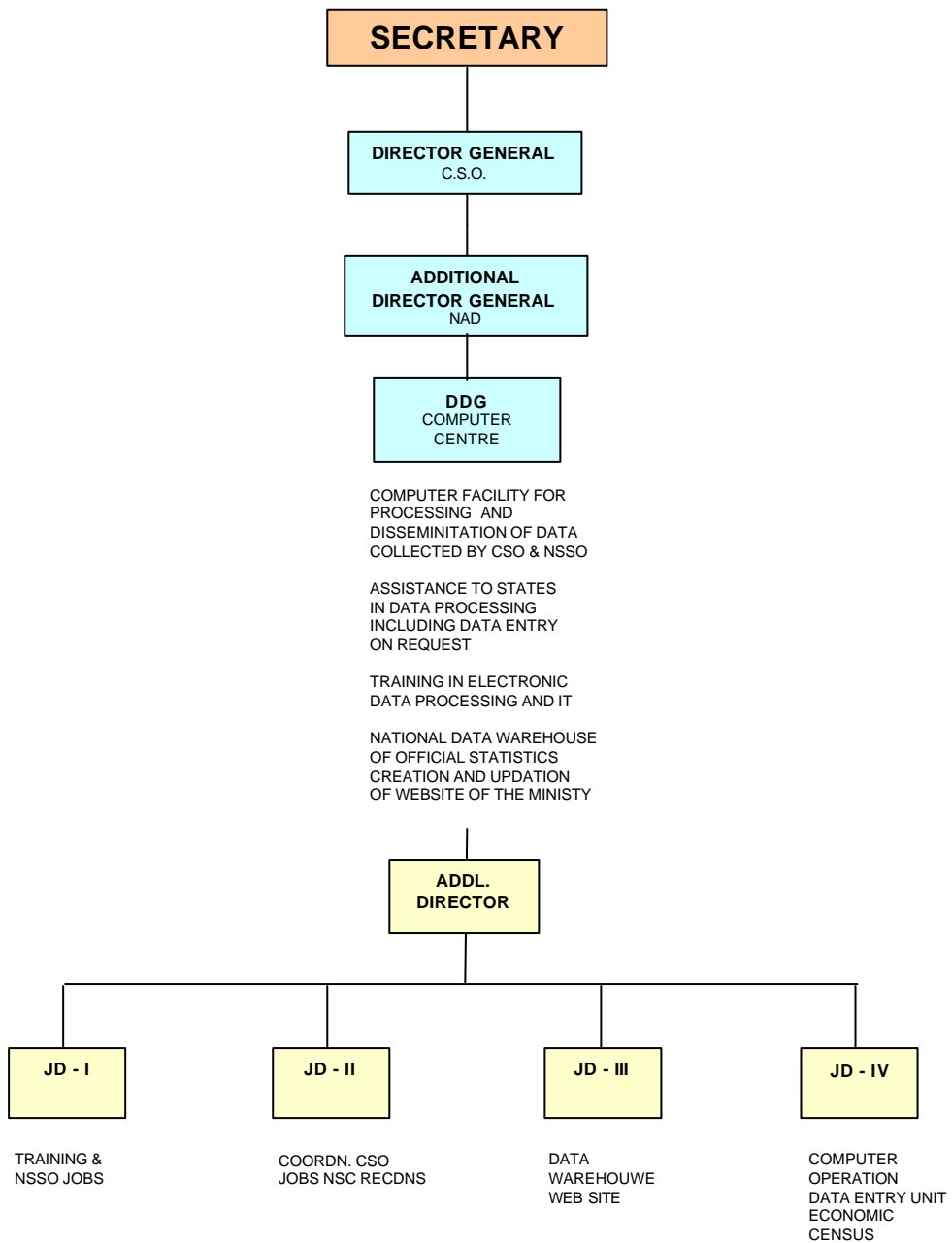
*SOCIO ECONOMIC SURVEYS
 *ANNUAL SURVEY OF INDUSTRIES UNDER COLLECTION OF STATISTICS ACT, 1953
 *AGRICULTURAL SURVEYS UNDER IMPROVEMENT OF CROP STATISTICS SCHEME THROUGH SAMPLE CHECK ON AREA ENUMERATION, AREA AGGREGATION AND CROP CUTTING EXPERIMENTS CONDUCTED BY STATE AGENCIES INCLUDING TECHNICAL GUIDENCE AND TRAINING TO STATE OFFICIALS
 *FOLLOW UP SURVEYS OF ECONOMIC CENSUS COVERING NON-AGRICULTURAL ENTERPRISES AND AD-HOC SURVEYS
 *COLLECTION OF RETIAL PRICE DATA
 *URBAN FRAME SURVEY FOR UPDATION OF SAMPLING FRAME IN URBAN AREAS
 *HUMAN RESOURCE DEVELOPMENT THROUGH ORGANISATION IN SERVICE TRAINING FOR STAFF.

*SELECTION OF SAMPLE FOR THE SOCIO ECONOMIC SURVEY,
 *DEVELOPMENT OF APPLICATION SOFTWARE,
 *DATA ENTRY AND VALIDATION OF SURVEY DATA,
 *TABULATION OF RESULTS AND DATA PRESERVATION,
 *IT TRAINING TO OFFICIALS FROM DPD, FOD AND STATES STATISTICAL BUREAUS,
 *PROCESSING OF RURAL RETAIL PRICES AND WAGES AND THEIR PUBLICATION

*PLANNING AND DESIGNING OF SOCIO ECONOMIC SURVEYS,
 *TECHNICAL GUIDELINES FOR FIELD WORK AND DATA PROCESSING COUPLED WITH PROVIDING VALIDATION CHECK TO FOD AS WELL AS TO DPD
 *PREPARATION AND RELEASE OF REPORTS,
 *TECHNICAL ASSISTENCE TO STATE GOVT. AND OTHER ORGANISATIONS,
 *EXTENSIVE TRAINING FOR FIELD SURVEY,
 *DISTRIBUTION AND SALE OF NSS REPORTS,

*SECRETARIATE OF THE GOVERNING COUNCIL OF NSSO,
 *COORDINATION AND MONITORING OF ALL SURVEY OPERATIONS,
 *PUBLICATION OF SARVEKSHANA, NSSO BULLETIN, RELEASE OF NSS REPORTS
 *SUPPLY OF DATA/REPORTS TO USERS
 *ORGANISATION OF NATIONAL SEMINARS ON SURVEY RESULTS.

COMPUTER CENTRE



ABBREVIATIONS – USED

C S O	CENTRAL STATISTICAL ORGANISATION
DY.C.A.	DEPUTY CONTROLLER OF ACCOUNTS
DY.F.A.	DEPUTY FINANCIAL ADVISER
DY.ADV	DEPUTY ADVISER
DIR	DIRECTOR
DS	DEPUTY SECRETARY
DO	DESK OFFICER
DPD	DATA PROCESSING DIVISION
DG& CEO	DIRECTOR GENERAL & CHIEF EXECUTIVE OFFICER
ESU	ENVIRONMENT STATISTIC UNIT
FOD	FIELD OPERATION DIVISION
ISD	INDUSTRIAL STATISTICAL DIVISION
ICT	INTERNATIONAL COORDINATION & TRAINING
ISS	INDIAN STATISTICAL SERVICE
IIP	INDEX OF INDUSTRIAL PRODUCTION
ISI	INDIAN STATISTICAL INSTITUTE
IS WING	INDIAN STATISTICAL WING
IMD	INFRASTRUCTURE MONITORING DIVISION
JD	JOINT DIRECTOR
J ADV	JOINT ADVISER
JCM	JOINT CONSULTATIVE MACHINERY
MPLAD	MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME
NAD	NATIONAL ACCOUNTS DIVISION
NABS	NATIONAL ADVISORY BOARD ON STATISTICS
NSSO	NATIONAL SAMPLE SURVEY ORGANISATION
O & M	OPERATION & MAINTENANCE
OL	OFFICIAL LANGUAGE
PCL	PRICE & COST OF LIVING
PG	PUBLIC GRIEVANCES
PMD	PROJECT MONITORING DIVISION
SDRD	SURVEY DESIGN AND RESEARCH DIVISION
SC/ST	SCHEDULED CASTE/TRIBE
SSD	SOCIAL STATISTICAL DIVISION
TRG	TRAINING DIVISION
TPP	TWENTY POINT PROGRAMME
US	UNDER SECRETARY

Allocation of Business to the Ministry of Statistics and Programme Implementation

I. STATISTICS WING

1. Act as the nodal agency for planning integrated development of the statistical system in the country.
2. Coordination of statistical work with a view to identifying gaps in data availability or duplication of statistical work in respect of Departments of the Government of India and the State Statistical Bureaux (SSBs) and to suggest necessary remedial measures.
3. Laying down and maintenance of norms and standards in the field of statistics, evolving concepts, definitions and methodology of data collection, processing of data and dissemination of results.
4. Advising the Departments of the Government of India on statistical methodology and on statistical analysis of data.
5. Preparation of National Accounts as well as publication of annual estimates of national income, gross/net domestic product, Government and private final consumption expenditure, capital formation, savings, capital stock and consumption fixed capital, quarterly estimates of Gross Domestic Product, preparation of National Input-Output Transactions Table, State level estimates of domestic product and fixed capital formation of supra-regional sectors, preparation of comparable estimates of State Domestic Product (SDP) at current prices.
6. Compilation and release of the Index of Industrial Production (IIP) every month in the form of Quick Estimates, conducting Annual Survey of Industries (ASI) and providing statistical information, to assess and evaluate the changes in the growth, composition and structure of the organised manufacturing (factories) sector.
7. Development of Environment Statistics, development of methodology, concepts and preparation of National Resource Accounts for India.
8. Organisation and conduct of periodic all India economic census and follow-up sample surveys.
9. Conducting nation-wide sample surveys on various socio-economic aspects, such as, employment, consumer expenditure, housing conditions, debt and investment, land and livestock holdings, literacy, education, health, family welfare, un-organised manufacturing and services etc, to provide the database needed for development, research, policy formulation and economic planning.

10. Conducting quality checks and auditing of statistical surveys and data sets through technical scrutiny and sample checks and generate correction factors and alternative estimates, if required.
11. Undertaking the processing of survey data collected through various socio-economic surveys and follow up surveys of Economic Census and Annual Survey of Industries by the National Sample Survey Organisation and the Central Statistical Organisation.
12. Dissemination of statistical information through a number of regular or adhoc publications to Government, semi-Government or private data users/agencies, and dissemination of data, on request, to United Nations Agencies like United Nations Statistics Division, Economic and Social Commission for Asia and the Pacific, International Labour Organisation and other relevant international agencies.
13. Giving grants-in-aid to registered non-governmental organisations and research institutions of repute for undertaking special studies or surveys, printing of statistical reports and finance seminars, workshops or conferences relating to different subject areas of official statistics.
14. Functioning as the Cadre Controlling Authority and dealing with all aspects of managing the Indian Statistical Service including all matters pertaining to training, career planning and manpower planning.
15. The Indian Statistical Institute and ensuring its functioning in accordance with the provisions of the Indian Statistical Institute Act, 1959 (57 of 1959).
16. Compilation and release of monthly Consumer Price Index Numbers for Urban Non-Manual Employees.
17. Undertaking methodological studies and pilot surveys for evolving better sampling techniques and estimation procedures including small area estimates.

II. PROGRAMME IMPLEMENTATION WING

18. Monitoring of 20-point programme.
19. Monitoring of projects of Rs. 20 crores and above.
20. Monitoring of the performance of Infrastructure Sectors.
21. Member of Parliament Local Area Development Scheme (MPLADS)

Annex -VII

List of Publications brought out/reports released by Ministry of Statistics and Programme Implementation during the year, 2003-2004.

Sl. No.	Publication	Periodicity
1.	National Accounts Statistics, 2003	Annual
2.	Monthly Abstract of Statistics- January to December, 2003	Monthly
3	Statistical Pocket Book- 2002	Yearly
4	Statistical Abstract- 2002	Yearly
5.	Statistical News Letter- Oct.-Dec. 2002; Jan.-Mar. 2003; April-June 2003. July – Sept. 2003.	Quarterly
6	Sarvekshana	Half Yearly
7.	NSSO Bulletin	Quarterly
8	Report No.481:Household Consumer Expenditure and Employment –Unemployment Situation in India, 2001-02.	
9.	Report No.482: Unorganised Service sector of India, 2001-02: Salient Features.	
10	Report No.483: Unorganised Service sector of India, 2001-02: Characteristics of Enterprises.	
11.	Report No.484 :Household Consumer Expenditure and Employment –Unemployment Situation in India, July-December, 2002.	
12.	Report No.485: Disabled Persons in India, July-December, 2002.	
13.	Report No.486: Condition of Urban Slums, July-December, 2002.	
14.	Report No.487: Village facilities, July-December, 2002.	
15.	Annual Survey of Industries 2000-01 (Vol. I & II)	Annual
16	Energy Statistics 2002-03	Annual
17	Sankhya: Volume 65, Part I,II,III	
18.	India in Figures, 2003	Yearly
19.	Compendium of Environment Statistics-2001	Annual
20	Women and Men in India- 2002	Annual
21	Selected Socio-economic Statistics: India-2001	Annual

Annex-VIII**Statement on total number of Government servants, Scheduled Castes and Scheduled Tribes (2003-2004).**

S.No.	Group	Total	SC	%	ST	%
1.	Group-A	204	29	14.2	8	3.9
2.	Group-B	1823	277	15.19	143	7.8
3.	Group-C	2832	465	16.41	176	6.2
4.	Group-D	654	194	29.66	68	10.39