

# Administrative Division and Hindi Unit

This division looks after all administrative, accounts and housing keeping jobs of the Directorate. The activities include all service related issues, preparation/ revision of recruitment rules, pay fixation, calculation of pensions and other benefits of the retiring staff, maintenance of leave accounts, the matters relating to expenditure and budgetary provisions, preparation of all types of bills, all purchases and maintenance of office store, etc. Earlier these activities were handled by Establishment – I, Establishment – II and Establishment – III branches. However, after restructuring, the activities remain distributed in the same manner but these are now renamed as Establishment, Accounts, and Purchase & Store respectively.

Prior to restructuring, the Directorate has only one stream as far as recruitment, promotion and service matter of staff was concerned and the initial recruitment was made as LDC. They were then promoted as UDC, DEO, Sr. Investigator and Superintendent. The staff has to do both types of works – secretarial/ministerial jobs as well as technical jobs as per their postings in various sections/branches. However, after restructuring, all the staff were put into two streams – Ministerial and Technical (non-Ministerial). The Ministerial channel has LDC, UDC, Assistant and Superintendent as its designations for the staff and in Non-Ministerial/Technical stream, Data Processing assistant (DPA), Sr. Investigator (SI), Statistical Officer Grade II and Statistical Officer Grade I (which is yet to be approved by the Competent Authority and pending approval from the Government) are the designations of the staff. However, till the time approval for Statistical Officer Grade I comes, the Statistical Officer Grade II is termed as Statistical Officer (SO).

### *Groupwise Staff Strength as on 31.10.2013*

Group	Sanctioned strength	In position
Group – A	31 (ISS – 19, IES – 9, Ex-Cadre – 1, others – 2)	24 (ISS – 17, IES – 6, Ex-Cadre – 1)
Group – B	Non-Gazetted – 59	Non-Gazetted – 59
Group – C	339	287
<b>Total</b>	<b>429</b>	<b>370</b>

### **Details of posts in different pay scales, sanctioned & existing strength as on 31.10.2013**

In pursuance of Ministry of Finance, Deptt. of Expenditure I.D.No: 2(6)/E-III Desk/2010, dated 27.4.2011 and dated 01.06.2011 forwarded by DGFT vide letter No: 01/26/384/A-5(1)/01/DGCI&S(Vol.V)/29 & 46 dated 03.05.2011 and 03/06.06.2011 after cadre restructuring the details of posts in different pay scale under the Establishment are as follows –

Sl. No	Designation	Scale of Pay Rs.	Grade Pay Rs.	Posts sanctioned	Posts in position	Vacancy position
<b>Group – ‘A’</b>		<b>Pay Band – 4</b>				
1	Director General	37400-67000 (SAG)	10000	1	1	
2	Dy. Director General NFSG/Director	37400-67000 (SAG) 37400-67000 NFSG)	10000 8700	11 (ISS – 7, IES – 4)	2 (ISS) 9 (ISS – 5, IES – 3+1*)	
		<b>Pay Band – 3</b>				
3	Deputy Manager (Operation)	15600-39100	7600	1	1	
4	Deputy Director	15600-39100 (STS)	6600	11 (ISS – 6, IES – 5)	6 (ISS – 4, IES – 1+1#)	5 (ISS – 2, IES – 3)
5	Deputy Director (Admn.)	15600-39100 (STS)	6600	1	Vacant	1
6	Assistant Director	15600-39100 (JTS)	5400	5 (ISS)	5 (ISS)	
7	Assistant Director (OL)	15600-39100	5400	1	Vacant	1

<b>Group –‘B’</b>		<b>Pay Band – 2</b>				
Senior P.A.	9300-34800	4600	1	1		
Assistant Librarian & Inf. Offr	9300-34800	4600	1	Vacant	1	
Senior Hindi Translator	9300-34800	4600	1	1		
Stenographer Grade –I	9300-34800	4200	6	6		
Stenographer Grade-II	9300-34800	2400	3	Vacant	3	
Library & Inf. Assistant	9300-34800	4200	3	Vacant	3	
Junior Hindi Translator	9300-34800	4200	4	1+1**	2	
<b>Ministerial Cadre</b>						
Superintendent	9300-34800	4600	4	4		
Assistant	9300-34800	4200	6	6		
<b>Non-Ministerial Cadre</b>						
Statistical Officer	9300-34800	4600	52	52		
Senior Investigator	9300-34800	4200	112	112		
<b>Group –‘C’</b>		<b>Pay Band – 2</b>				
<b>Ministerial Cadre</b>						
Upper Division Clerk	5200-20200	2400	8	8		
Lower Division Clerk	5200-20200	1900	18	9	9	
<b>Non-Ministerial Cadre</b>						
Data Processing Assistant	5200-20200	2400	129	101	118	
<b>Pay Band – 1</b>						
Staff Car Driver	5200-20200	1900	1	1		
Gestetner Operator	5200-20200	1900	1	1		
Canteen Manager	5200-20200	2000	1	Vacant	1	
Canteen Halwai	5200-20200	2000	1	1		
Canteen Coupon Clerk	5200-20200	1900	1	Vacant	1	
Multi Tasking Staff	5200-20200	1800	40	36	4	
Canteen Bearer	5200-20200	1800	2	2		
Canteen Tea-Maker	5200-20200	1800	1	1		
Canteen Wash Boy	5200-20200	1800	1	1		
Canteen Safaiwala	5200-20200	1800	1	1		
<b>Total</b>			<b>429</b>	<b>370</b>		

\* One JAG level IES Officer posted in Chennai Customs

# One JTS level IES Officer posted in Cochin Customs

\*\* One Jr. Hindi Translator on deputation

### Budget Allocation:

During 2011-12, the budget grant for the Directorate was fixed at Rs.23.96 crores. However considering the expenditure in the earlier months the grant was revised to Rs. 31.8 crores. For 2012-13, the Budget estimate is Rs. 32.18 crores.

### Budget allocation of DGCIS, Kolkata

#### NON-PLAN

Rs. in lakhs

Activity classification	Budget Grant 2011-12	R.E. 2011-12	B.E. 2012-13
Administration & Directors	585.00	745.00	751.00
Collection & Dissemination of Commercial Intelligence	421.00	775.46	787.00
Collection, Electronic Data Processing & Publication of Trade Statistics	1334.00	1599.00	1617.47
Commercial Library	56.00	61.00	63.00
<b>Total</b>	<b>2396.00</b>	<b>3180.46</b>	<b>3218.47</b>

## **Hindi unit**

The Official Language (OL) policy of the Indian Union is followed in DGCIS, Kolkata in its true spirit. Efforts are always made by this office to encourage the usage of Hindi as per the various orders and instructions issued by the Department of Official Language including targets fixed in the annual program under Official Language Act, 1963 (as amended in 1967) and Official Language rules, 1976.

### **Progressive use of Hindi**

536 General Orders under section 3(3) of Official Language Act 1963, 28 letters related to RTI and Introductory Notes of Departmental Publications, etc. have been translated in Hindi. Out of a total of 28924 letters issued by the Directorate, 24195 have been issued in Hindi/bilingual which is 84% against the prescribed norms of 55% for correspondence to be made in Hindi for this Region. 267 letters were disposed of in different files of the Unit and 1902 noting have been made by the trained officials of the Directorate during the period.

### **Training**

311 officials out of total of 356 officials of this Directorate have possessed working knowledge in Hindi. 42 LDCs/DPAs out of 103 LDCs/DPAs have been trained in Hindi Typewriting and 6 Stenographers out of 7 have been trained in Hindi stenography.

### **Activities pertaining to Implementation works**

Hindi Pakhwara (Fortnightly Hindi Samaroh) was organized in the Directorate from 14<sup>th</sup> – 28<sup>th</sup> September 2012 in which large number of officials participated in Hindi Essay writing, Hindi extempore speech, Hindi typing speed, Hindi dictation, Hindi poem recitation competitions, etc. Cash prizes were conferred on the winners whereas all other participants were awarded with token prizes.

### **Incentive scheme**

Special Hindi Incentive Scheme is in vogue in the Directorate, whereby a cash prize of Rs. 5000/- each is awarded to a total of 20 participants who do their official work in Hindi. 35 officials have participated in the scheme during the year.

### **Official Language Implementation Committee (OLIC)**

The Official Language Implementation Committee under the Chairmanship of the Director General is active in the Directorate. The Committee held its two meetings on 26.06.12 and 27.12.12. The decisions of the meetings have been implemented in the Directorate.

### **Hindi Workshop**

Four Hindi Workshops of three (3) days each have been organized by the Directorate during the period – 25-27.06.12, 12-14.09.12, 18-20.12.12 and 12-14.3.13 for imparting practical training of Hindi to the employees wherein 24 Officers and 57 staff members were given training.