

## 12. ADMINISTRATION AND FINANCE

### 12.1. ADMINISTRATION

Physical infrastructure in the Department has been improved. Stress has been laid on automation and on enhancing the capabilities by use of computers.

#### Parliament

The Department Related Parliamentary Standing Committee on Science & Technology and Environment & Forests received a presentation from the Department on 24.3.1999. Annual Report (1998-99) was reviewed. The Demands-for-Grants (1999-2000) were considered. Recommendations made by the Committee have been noted for implementation in its future programmes.

The Parliamentary Consultative Committee met on February 5, 1999. The presentation focused on, "Biotechnology- A Frontier Science for National Development". Detailed discussions were held and the members of the Committee appreciated the progress. The recommendations of the Committee are being followed in various programmes.

For the first time, Parliament Questions and Answers were transmitted to Rajya Sabha and Lok Sabha Secretariats electronically in accordance with the instructions received from the Ministry of Parliamentary Affairs, etc.

#### Establishment

The Category-wise position of posts sanctioned and filled as on 31.12.99 is as under:-

Category	Sanctioned	Posts
		Filled
Group 'A'	42	40
Group 'B'	55	44
Group 'C'	86	71
Group 'D'	48	46
Total :	231	201

#### Representation of SC/ST/OBC/PH

The number of SC/ST/OBC/PH employees in Group 'A', 'B', 'C' & 'D' categories is as under:-

Category	Group 'A'	Group 'B'	Group 'C'	Group 'D'	Total
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Scheduled Caste	2	2	11	23	38
Scheduled Tribe	2	Nil	5	4	11
Physically Handicapped	Nil	Nil	3	Nil	3
OBC	Nil	1	5	Nil	6

### **Miscellaneous Activities**

- Grievance Redressal Machinery has been set up.
- Anti-Terrorism Day was observed on May 21, 1999 in accordance with the instructions received from the Ministry of Home Affairs.
- To foster the spirit of patriotism and national integration, “ Quami Ekta Week” was observed from November 19-25, 1999. As a part of the Week, ‘National Integration’ Pledge was taken by all the officials of the Department on November 19, 1999.
- In accordance with the programme schedule of the National Foundation for Communal Harmony (NFCH), ‘Communal Harmony Campaign and Fund Raising Week’ was observed during November 19-25, 1999, which culminated with the Flag Day on November 26, 1999. The funds raised were remitted to the Foundation.
- Armed Forces Flag Day-1999 was observed on 07-12-99. An amount of Rs. 1261/- raised as Flag Day Donation was remitted to Kendriya Sainik Board, Ministry of Defence.
- Government instructions regarding economy measures issued from time to time were complied with.

### **Progressive Use of Official Language in the Department**

Vigorous efforts were made to implement the Official Language Act and Rules for progressive use of Hindi. A Hindi Fortnight was celebrated from 1-14 September, 1999. During the Hindi fortnight competitions in Hindi Essay writing, typing and debate

were organised and cash awards and certificates given to the winners. The officers and staff of the Department were also encouraged to do more work in Hindi.

The Secretary released the first bi-annual and bilingual Biotech Newsletter of DBT on 1<sup>st</sup> September, 1999 to commemorate the 50<sup>th</sup> anniversary of the adoption of Hindi as the Official Language of the Union. The Newsletter has been widely acclaimed by the scientists within and outside the country.

### **Vigilance Unit**

A Vigilance Cell is functioning in the Department of Biotechnology since January, 1996. During the period January, 1996 to 1999-2000, four complaints were registered. Out of the four complaints, one anonymous complaint has been disposed of as unsustainable. The other three complaints are at various stages of processing.

### **12.2. FINANCE**

The Department of Biotechnology has been allocated an amount of Rs.128.26 crores [Rs.116.87 crores (Plan) and Rs.11.39 crores (Non-Plan)] for the year 1999-2000. The budget allocation for 2000-2001 is Rs.000.00\* crores (Plan) and Rs. 11.08 crores (Non-Plan). The financial statement showing the details of actual expenditure during 1998-99 B.E. and R.E. 1999-2000 and B.E. 2000-2001 in respect of the major programmes/schemes is at Annexure-VII.

The Department of Biotechnology has been providing grants-in-aid to various scientific/professional/educational institutions as well as autonomous bodies etc. for research and development in the frontier areas of Biotechnology. The project proposals in these areas are examined from financial angle in Integrated Finance Division (IFD). IFD acts as the nodal division for organizing the meetings of the Standing Finance Committee (SFC) and the Expenditure Finance Committee (EFC) as well as for liaison with the Ministry of Finance. It also monitors the settlement of audit objections, inspection reports, draft audit paras etc. During the year EFC and SFC were approved.

**\*The B.E. for the year 2000-2001 (Plan) is yet to be finalised.**