

26. HINDI SPEAKING UNION

- 26.1 The Hindi Speaking Union (HSU) is a corporate body operating under the *aegis* of the Ministry of Arts and Culture. It envisions to promote the Hindi language in both its spoken and written forms by creating a conducive environment for the pursuit of linguistic, educational and artistic development and integration of the language. It also serves as a podium for effective networking among Hindi-speaking peoples of the world in order to thrash out common barriers and exchange views.
- 26.2 To attain its objectives, the Union provides facilities for exchange programmes, scholarships and social intercourse between itself and other organisations at international level. It further promotes, organises and encourages literary activities, debates, elocution exercises, training, competitions, artistic performances and demonstrations for persons having an interest in the Hindi language, among others.
- 26.3 The Union is administered and managed by an Executive Council with a President at its apex whilst an Administrative Secretary is responsible for the execution of policy and control and management of the day-to-day activities of the Union. The latter is supported in his daily tasks by staff at clerical level and employees of the Workmen's Group.
- 26.4 During consultations, Management advocated for a consolidation of the Union's organisation structure owing to an increase in the level and complexity of activities. Emphasis was laid on the need to create sub-professional levels namely in the field of finance and events management, whereby incumbents would provide direct support to the Administrative Secretary. In this context, request was made for the creation of a grade of Accounts Clerk and Events Officer or to restyle and upgrade the position of Motivator to Motivator/Events Officer. Proposals were also made to provide a promotional avenue to the Administrative Secretary and Clerk/Word Processing Operators.
- 26.5 After examining all the proposals, we are creating a grade of Assistant Financial Operations Officer. Moreover, it should be highlighted that our decisions thereto related were driven by the functional need of the Union.

Assistant Financial Operations Officer (New Grade)

- 26.6 The HSU has averred that in the absence of an officer belonging to the finance field, the Administrative Secretary is currently required to prepare monthly progress reports of the expenditure incurred by the organisation along with other accounting duties. According to the HSU, since much time is spent in the carrying out of accounting duties, incumbent experiences difficulties to attend to his administrative duties. As a palliative measure, the HSU is having recourse to the services of an officer of the Finance Cadre from the parent Ministry on a part-time basis, against payment of an allowance.

- 26.7 After duly examining the proposal, we are strengthening the structure on the finance side with the provision of a grade of Assistant Financial Operations Officer. We are, therefore, recommending to that end.

Recommendation 1

- 26.8 **We recommend the creation of a grade of Assistant Financial Operations Officer. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.**

Schemes of Service

- 26.9 During consultations, the Bureau was apprised that the schemes of service of the grades on the establishment of the Union were yet to be updated and consequently, a proper work allocation could not be made to existing staff, which in turn was hampering the smooth running of activities. In such circumstance, the Bureau advised that the schemes of service should be reviewed promptly and at the same time, duties of certain grades may be enlarged/enriched, where there is need, for an optimal use of resources. We are recommending accordingly.

Recommendation 2

- 26.10 **We recommend that Management considers the advisability to update the scheme of service of all grades at the HSU, with the concurrence of its parent Ministry, in line with what obtains in other Parastatal Bodies, within a time frame of four months as from the date of the publication of this Report.**

26. HINDI SPEAKING UNION SALARY SCHEDULE

HSU 1	:	Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615
		General Worker
HSU 2	:	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290
		Driver/Office Auxiliary <i>formerly Driver/Office Attendant</i>
HSU 3	:	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050
		Motivator

26. HINDI SPEAKING UNION (Contd)

HSU 4 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Clerk/Word Processing Operator
Library Clerk

HSU 5 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000

Assistant Financial Operations Officer (New Grade)

HSU 6 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Administrative Secretary

