

# वार्षिक रिपोर्ट

## Annual Report

### 2010-2011

भारत सरकार  
Government of India  
गृह मंत्रालय  
Ministry Of Home Affairs  
राजभाषा विभाग  
Department of Official Language

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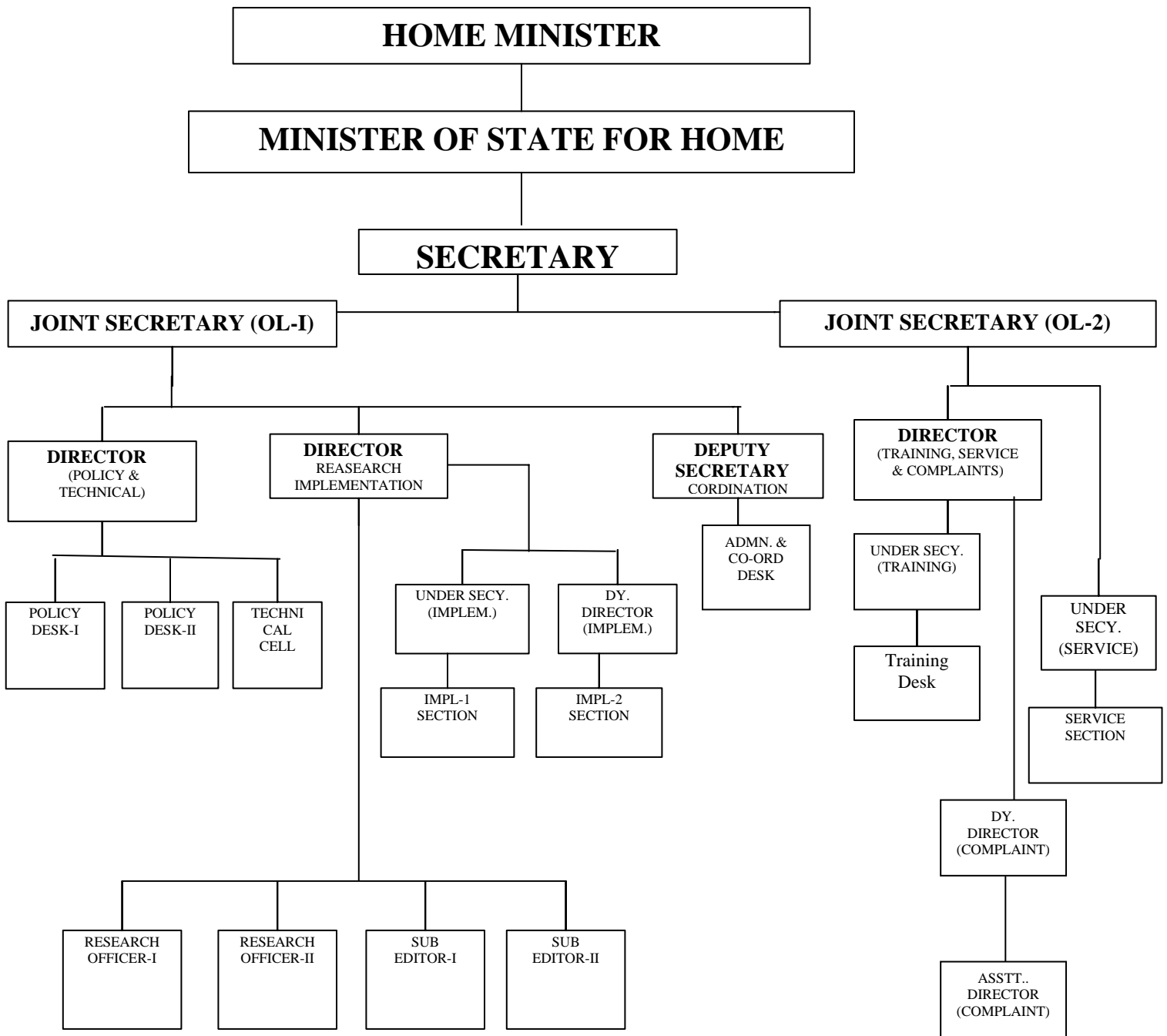
## **CHAPTER - 1**

### **ORGANISATION AND FUNCTIONS OF THE DEPARTMENT OF OFFICIAL LANGUAGE**

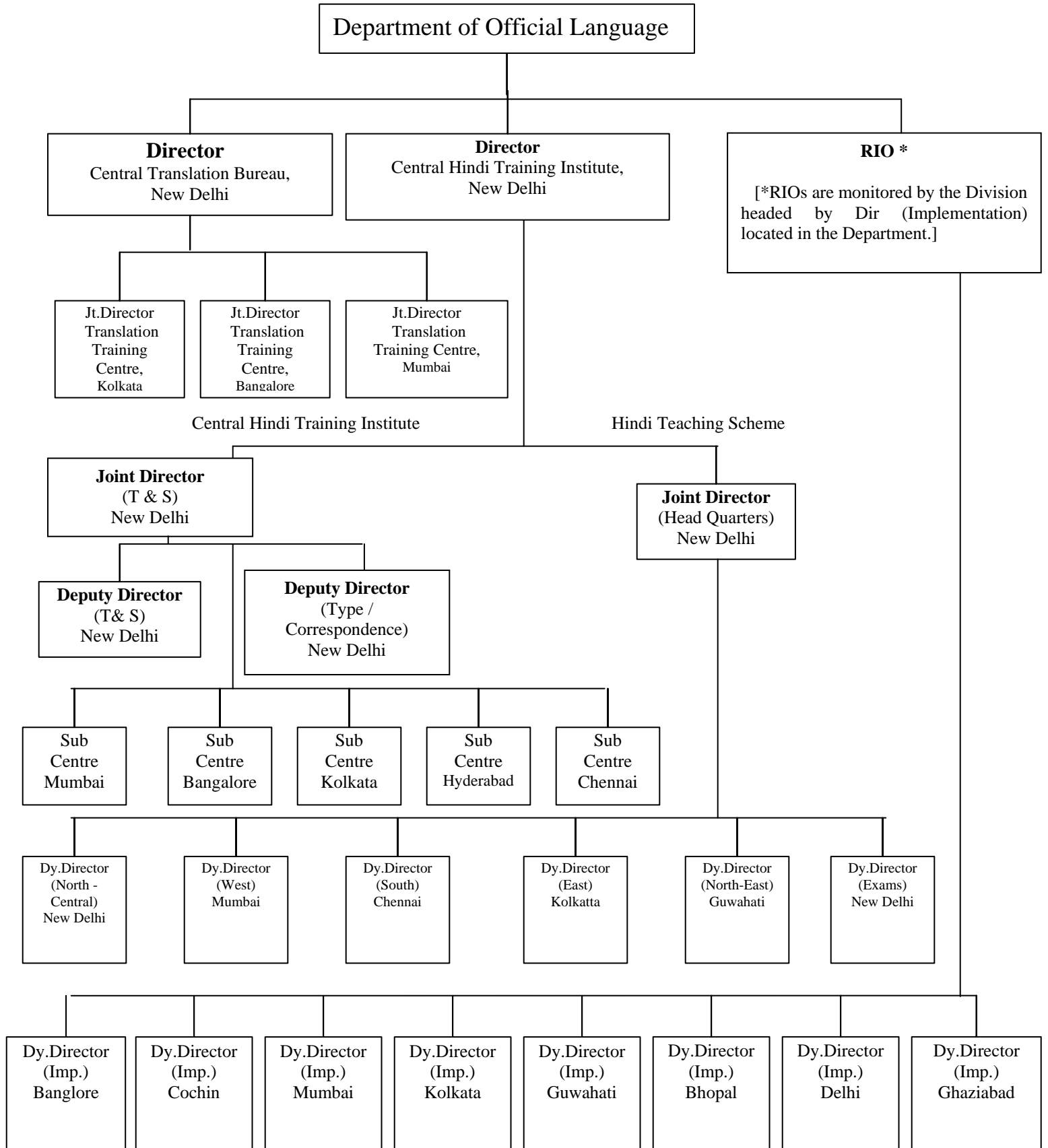
With a view to ensuring compliance of the constitutional and legal provisions regarding official language and to promote the use of Hindi for the official purposes of the Union, the Department of Official Language was set up in June, 1975 as an independent Department of the Ministry of Home Affairs. Since then, this Department has been making efforts for accelerating the progressive use of Hindi for the official purposes of the Union. In accordance with the Government of India (Allocation of Business) Rules, 1961, this Department has been entrusted with the following items of work:-

- (1) Implementing the provisions of the Constitution relating to the Official Language and the provisions of the Official Languages Act, 1963 (19 of 1963) except to the extent such implementation has been assigned to any other Department.
- (2) Prior approval of the President for authorising the limited use of a language, other than English, in the proceedings in the High Court of a State.
- (3) Nodal responsibility for all matters relating to the progressive use of Hindi as the Official Language of the Union including Hindi Teaching Scheme for Central Government Employees and publication of magazines, journals & other literature related thereto.
- (4) Co-ordination in all matters relating to the progressive use of Hindi as the Official Language of the Union, including administrative terminology, syllabi, textbooks, training courses and equipment (with standardised script) required therefor.
- (5) Constitution and cadre-management of the Central Secretariat Official Language Service.
- (6) Matters relating to the Kendriya Hindi Samiti.
- (7) Co-ordination of work relating to the Hindi Salahkar Samities set up by the various Ministries/Departments.
- (8) Matters relating to the Central Translation Bureau.
- (9) Matters relating to the Central Hindi Training Institute including Hindi Teaching Scheme.
- (10) Matters relating to the Regional Implementation Offices.
- (11) Matters relating to the Committee of Parliament on Official Language.

## Organisational Structure of the Department of Official Language



# Subordinate Offices of the Department of Official Language



## CHAPTER – 2

### IMPORTANT ACTIVITIES DURING THE YEAR 2010-11

#### **2.1 Development of the software to learn Prabodh, Praveen and Pragya courses through regional languages.**

LILA software has already been made available for online learning of Hindi Prabodh, Praveen and Pragya courses free of cost by Internet through different languages such as Tamil, Telgu, Kannad, Malyalam, Bangla, Assamese, Manipuri, Marathi, Orriya, Nepali, Punjabi, Kashmiri, Gujarati, Bodo and English. During the year a software has been developed to learn Hindi according to revised courses of Praveen and Pragya. The software made for immediate translation from English to Hindi with the help of computer, it has been improved for translating the documents of general domain from English to Hindi and the quality of translation work being done by it has been improved. During the year 2010-11 while continuing the work relating to development of E-Mahasabadkosh alongwith bilingual-bi-directional pronunciation, it has been developed for vocabulary of three additional domains. All the above mentioned softwares are available free of cost on the website of the Department of Official Language.

#### **2.2 Release of Rajbhasha Bharati**

Rajbhasha Bharati , the quarterly magazine of the Department of Official Language is a very important magazine, dedicated to the propagation of Official Language Hindi in the offices of the Central Government. During the year two issues have been brought out.

#### **2.3 Various Publications**

During this year, a Compilation of Orders issued upto June 2005 on the progressive use of Official Language was distributed. This compilation of orders is also available on the portal of Rajbhasha Vibhag i.e., **rajbhasha.gov.in**. The compilation of orders issued between August,2005 to March,2011 is likely to be brought out by July, 2011.

#### **2.4 Release of the Annual Programme**

Annual Programme, prescribing the annual targets for the year 2010-11 regarding the use of Hindi for the Ministries/ Deptt./ Offices of the Government of India was brought out and distributed.

## **2.5 Kendriya Hindi Samiti**

In pursuance of the resolution No.8/2/67-H.S.S. dated 5<sup>th</sup> September, 1967 of the Ministry of Home Affairs, this committee under the Chairmanship of the Hon'ble Prime Minister, is an apex committee, which lays down important guidelines regarding the Official Language Policy. The tenure of the Committee is ordinarily three years. Besides the Hon'ble Prime Minister, the Committee includes selected Central Ministers, Chief Ministers, Members of Parliament and scholars of Hindi and other Indian Languages as members. Kendriya Hindi Samiti has been reconstituted on 13.11.2009. The next meeting of Kendriya Hindi Samiti is expected to be held shortly.

## **2.6 Revamping of the Website.**

During the year 2010-11 the website of the Department, which had earlier been launched in January 2000, has been substantially enriched to give it the required depth and width. The site has also been made more dynamic, comprehensive, informative and user-friendly. The website provides information on the Official Language Policy of the Government including its enrichment through President's Orders issued on the recommendations made by the Committee of Parliament on Official Language, Guidelines and related Orders besides the organization and activities of the Department of Official Language and developments related to implementation of the Official Language Policy. The website has been enriched by the inclusion of following features:

- (a) Look & feel, design of the website as per guidelines for Indian Government Websites.
- (b) Manan Manthan.
- (c) Thoughts along with Photograph of Dignitaries.
- (d) Detailed coverage of CHTI & CTB, the two major subordinate offices.
- (e) Profile of Regional Implementation Centers & Regional Centers of CHTI and CTB.
- (f) Bio-data with Pictures of the Officers and Officials of D/o Official Language & its subordinate offices.
- (g) Study Material containing presentations, information and best practices and minutes of important meetings and communications of importance impinging policy/ policy implementation.
- (h) What's New.
- (i) E-tools developed by Department of Official Language and Unicode related queries
- (j) Annual Action Plan
- (k) Enrichment of related links, including link with CPGRAM i.e., Centralized Grievances Redressal Mechanism of Department of Administrative Reforms.

## **2.7 Vigorous focus on Publicity**

A strategy has been chalked out for propagation of Official Language Hindi through latest electronic modes in the light of changing scenario. As a short term strategy in the last month of current financial year i.e., March, 2011 the propagation work will be done through 4 bus queue shelters, on Ring Road close to Government residential colonies in Delhi, panels in Metro Rail Coaches, animated display boards on the crossing of ITO, Ashram and Noida T-Section, installing 3 LED Boards in the Department of Official Language.

In the light of enhanced budget demanded in Publicity Head for the financial year 2011-12, a long term strategy has been chalked out. Under this strategy printed materials i.e., brochures, posters etc. and bus queue shelters in Metropolitan and Big cities of the country, TV spots, FM radio, Panels in Metro Rail Coaches etc. are to be made a medium of propagation.

All the above propagation work related to Official Language Hindi will be done under the guidance of the Committee constituted under the Chairmanship of Secretary (OL), and having DAVP officers as members.

## **2.8 Policy-decision taken; Post-participation in World Hindi Day organized by the World Hindi Secretariat**

Secretary (OL) participated in World Hindi Day celebrations and the Conference on 'Hindi on the World Stage' organized by World Hindi Secretariat in Mauritius between 10<sup>th</sup> to 13<sup>th</sup> January, 2011. In the Colloquium on the Status of Hindi held on 11<sup>th</sup> and 12<sup>th</sup> January, 2011, the subject covered during discussion ranged from coordination among the international institutions teaching Hindi, literature produced by overseas Indians in Mauritius, Indian Official Language Policy and building up the vocabulary of Hindi language. The Secretary (OL) made an exhaustive presentation on the Official Language Policy of the country and covered among others, the aspects relating to the historical genesis, the constitutional provisions, the statutory provisions, the details of orders passed by H.E the President of India on the recommendations of the Parliamentary Committee on Official Language, the annual action plan, the infrastructure of the department, the Committees for macro-level guidance and monitoring, the new initiative and the challenges. Secretary (OL) also apprised about various prizes instituted by the Department for original writing in Hindi, DOL's journal 'Raj Bhasha Bharti' published by the Department and the dissemination of information about select books to the libraries of the various Central Government Organizations.

Based on the observations and discussions held at Mauritius, in-principle approval has been accorded to the following actions:

- (i) Work in close association with Ministry of External Affairs to ascertain how the enormous goodwill for our country and for Hindi in Mauritius may be translated into Mauritius' tangible and concrete support for recognition of Hindi as a World Language in the UNO.

- (ii) Positive consideration to the institution of a separate category of prizes for the best original Hindi writings by the Overseas Indians. It will assist not only in keeping the love for Hindi among the present generation alive but also ensure its transmission to the posterity of Indian Diaspora.
- (iii) It is recognized that language is the medium for acquaintance with one's culture, values and practices.
- (iv) The suggestion with regard to having a separate segment for writings of Overseas Indians in the Department's journal 'Rajbhasha Bharti', and dissemination of information about the good works of Hindi by the Indian diaspora in Mauritius and elsewhere for their procurement by the Libraries of Central Government's organizations.
- (v) Associate Department of Official Language with the Governing Council of the World Hindi Secretariat- request M/o External Affairs for the same.
- (vi) Request M/o External Affairs to give adequate Budget for suitable publicity-related works intended to further enhance the usage of Hindi in public places and for teaching of Hindi in Mauritius.

## **2.9 Building greater coordination among Regional offices of the Department of Official Language**

While reviewing the functioning of the field offices of this Department it was felt that the coordination among the field offices under the Department should be strengthened. Some of the instructions issued vide D.O. letter dated 30.11.2010 by Secretary (OL) to all RIOs and Head of office are as follows:

- (i) The Heads of RIOs, CHTI and CTB in given Region will meet on 2<sup>nd</sup> of every month and have a standing agenda to discuss key aspects, these being namely the status of database from various Offices in respect of trainees for Hindi Language, typing and translation.
- (ii) They were also advised to participate regularly in the meeting of TOLICs.
- (iii) Each of the Heads of Regional Offices has been directed to address a D.O. letter to the Secretary (OL) by every month on their achievements, innovations as also on the best practices followed by the Central Government offices in their jurisdiction for propagation of Hindi.

## **2.10 Flagging areas of key concerns in implementation of Official Language policy to all Ministries/Departments.**

Secretary (OL) drew the attention of the Secretaries of all Ministries/ Departments to key areas of concern that emerged during the various courses of review of status of implementation of Official Language Policy:

- (i) Inclusion of review of implementation of Official Language Policy as a permanent item in agenda checklist for the periodical review meeting of the core activities of the Ministries/ Departments under the concerned Secretaries. It was pointed out that it would make an enormous improvement in the situation if a review of the status of the implementation of Official Language Policy is be incorporated in the apex level Review Meeting of Operational matters.
- (ii) Some in-house staff meetings under the Chairmanship of the concerned Secretaries may be conducted for the initial 10-15 minutes in simple and spoken form of Hindi Language to the extent feasible. It will go a long way in creation of a climate conducive to the use of Hindi.
- (iii) Imparting of training in Hindi Language, typing and shorthand as also use of IT tools to the officers and staff on regular basis is necessary.
- (iv) Special attention may be given for creation and maintenance of bilingual websites of the Ministries/ Departments and subsequently for continuous updation.
- (v) Imperative of using Unicode system which makes Hindi typing completely impediment-free.
- (vi) Ensuring that the Hindi-knowing typists and stenos are posted with Hindi-knowing officers so that their services are suitably utilized.
- (vii) For keeping the websites bilingual and updated, there is a range of alternatives available for this purpose, among them being preparation of a panel of retired technical professionals and domain experts for keeping the Hindi websites in vibrant health.
- (viii) Review of the hierarchical structure and filling up of vacancies of Hindi Units.
- (ix) Instructions should be issued to the Heads of the autonomous, attached and subordinate offices to participate in the meetings of TOLICs and contribute their bit for increased use of Hindi in the official work.

- (x) Enhancing the efficacy of the reward-driven approach by linking the monetary recognition with the actual performance by way of use of Hindi in their day to day working.

All Secretaries have been requested to provide more space to the Official Language Hindi than it enjoys at present in keeping with the basic principle of cordial co-existence among various languages.

## **2.11 First coordination meeting with Regional Offices chaired by Secretary, Department of Official Language on 22.2.2011.**

To accelerate the coordination among the field offices of the Department a meeting of all the RIOs was held on 22.2.2011. Some of the main points that emerged during the meeting are as follows:-

- (i) At present the country has 274 TOLICs. The expansion in their number has taken place at a rather marginal pace @ 5-6 per year. There is a huge potential to increase the number of TOLICs in most of the States. Accordingly, based on a realistic assumption of ground situation, specific targets have been assigned to each of the 8 RIOs to submit proposals in a phased manner between March and June for setting up of, on an average 3 to 4 TOLICs in each of the 8 Zones.
- (ii) The officers have been directed to immediately submit proposals for setting up of 2 TOLICs for Central Government Offices in Delhi, One for Central Delhi and the other for South Delhi.
- (iii) The need for rationalizing the jurisdiction of RIOs also emerges. For example, there is a need for enlarging the territorial jurisdiction of the New Delhi Office which, at present, is confined to just NCT of Delhi as compared to the Ghaziabad RIO which covers 6 States and one Union Territory.
- (iv) The deliberation gave a lot of information about some good performing offices in the jurisdiction of all RIOs.
- (v) A number of corrective measures were identified for improving the working of Regional Offices of Central Translation Bureau (CTB).
- (vi) Some of the CHTI Training were identified for sprucing up both in terms of infrastructure and output norms for the staff.

## **2.12 Meetings of Hindi Salahakar Samiti**

With a view to advising the Ministries/Departments of Central Government, regarding the smooth implementation of O.L. Policy, Hindi Salahakar Samitis have been constituted under the Chairmanship of their respective Ministers. During the year from April, 2010 to January, 2011 a total of 17 meetings of Hindi Salahakar Samitis have been held.

## **2.13 Central Official Language Implementation Committee (COLIC)**

With a view to reviewing the progressive use of Hindi in the Ministries/ Departments of the Central Government as per the provisions of the Official Languages Act, 1963 and Official Language Rules, 1976, training of the employees of the Central Govt in Hindi to review the implementation of the instructions issued by the Department of Official Language and to suggest measures for rectifying the shortcomings found in the compliance of these instructions. A Central Official Language Implementation Committee exists in the Department of Official Language under the chairmanship of Secretary, Deptt. Of Official Language, and has the following objectives:-

- i. To review the implementation of orders relating to use of Hindi in Ministries/ Departments and to take action in this regard.
- ii. To discuss about impediments faced by Ministries/ Departments in implementation work and to take steps for solutions by mutual discussions.
- iii. To consider the suggestions received by the Ministries/ Departments on actions relating to implementation.
- iv. To discuss on follow-up action of the orders issued by H.E President on the recommendations of Parliament Committee on Official Language.

**2.13.1** Officers in-charge (Joint Secretary Level) entrusted with the work of Official Language Hindi in Ministries/ Departments are members of this Committee. 35th meeting of this committee was organised on 29-30 December, 2010.

Among the key decisions taken in the COLIC were as follows:-

- (a) All the Ministries/Departments were requested to adopt innovative and Best Practices for propagating Official Language Policy of the Union.
- (b) All the representatives were requested to ensure forwarding time-bound compliance of directions issued by the Department of Official Language.
- (c) Secretary (OL) called for all the representatives to use Uni-code on computers in their Ministries/Departments/Organizations.

- (d) Compliance of orders issued by H.E. President on recommendation of Committee of Parliament on Official Language should be strictly ensured.
- (e) Creation & filling up of Hindi posts and formation of pyramidal Cadres should be ensured by concern Ministries in their subordinate offices.
- (f) Heads of Organisations concerned to participate in COLIC meetings.
- (g) Employees should be nominated/relieved for attending all the training programme conducted by CTB and CHTI.
- (h) Cash incentives/honorarium for Hindi award scheme/training programme should be increased.
- (i) Websites should be invariably bilingual and uptodate.

#### **2.14 Setting up of Town Official Language Implementation Committees**

The Town Official Language Implementation Committees are set up in various major towns of the country for overseeing the implementation of Official Language Hindi in Central Government Offices. With the setting up of Town Official Language Implementation Committees at Farakka (West Bengal) and Dahod (Gujarat) during the year, the total number of these committees has now risen to 274. Meetings of these Committees are required to be held twice a year. Measures for accelerating the use of Hindi in Central Government Offices are considered in these meetings. A total of 315 meetings of Town Official Language Implementation Committee were held during the year up to January, 2011. As stated in paragraph 2.11, it has now been decided to set up TOLIC at an average rate 3-4 per zone in each of the 08 zones of the Department of Official Language.

#### **2.15 Participation in the meetings of the Departmental Official Language Implementation Committees**

Departmental Official Language Implementation Committees have been constituted in all Ministries/Departments and offices. Meetings are held once in a quarter. In these meetings, quarterly progress reports are reviewed and measures are taken for achieving the targets fixed in the Annual Programme. Representatives of the Department of Official Language also attend these meetings to provide information on the Official Language Policy, the measures adopted to implement it and the position about the latest orders issued on the subject. As per the information received in the Department, 160 meeting of these Committees were held in various Ministries/Departments during the year (till 31.12.2010).

#### **2.16 Hindi Day/ Hindi Fortnight-2010**

On Sept. 14<sup>th</sup>, 1949, the Constituent Assembly passed the constitutional provision regarding Official Language. In view of this, Hindi Day is observed on 14<sup>th</sup> Sept. every year in the Central Govt. Offices & Organisations. This year also instructions were issued by the Deptt. of Official Language to organise Hindi Day/ Hindi Fortnight in the Central Govt. Offices/ Organisations. This year Hindi Divas Function was organised

by the Department of Official Language, Ministry of Home Affairs at Vigyan Bhawan under the Chairmanship of Hon'ble Home Minister Shri P. Chidambaram. His Excellency Vice President of India, Shri Hamid Ansari was present in the function as Chief Guest. On this occasion His Excellency Vice President gave away Rajeev Gandhi Gyan-Vigyan Maulik Pustak Lekhan Puraskar for original book writing in Hindi for the year 2008-09; Indira Gandhi Raj Bhasa Puraskar 2008-09 for excellent work done in Hindi in the Offices of the Central Government and Public Sector Undertakings; and Grih Patrika Puraskar for excellent in-house journals published by Ministries/Departments in 2009-10. On this occasion 53 awards were given away in the form of Shield/Certificates/Cash. On this occasion, the message of the Hon'ble Home Minister was circulated among the Central Govt. Offices/ Organisations.

### **2.16.1 Exhibition of Standard Magazines and Journals**

An exhibition of various publications and magazines published in Hindi by the Department of Official Language and Ministries/ Departments/ Undertakings/ Nationalised Banks/ Town Official Language Implementation Committees of the Govt. of India was held in Vigyan Bhawan, New Delhi on 14.09.2010. The exhibition was viewed by His Excellency, Vice President of India. In addition to this, exhibitions of standard magazines and journals were displayed at the two Official Language Zonal Felicitation function and colloquium organised at Vishakhapatnam on 21<sup>st</sup> December, 2010 and at Panji (Goa) on 21<sup>st</sup> January, 2011. These exhibitions were also viewed by a number of renowned scholars, litterateurs, research scholars and the members of the public and were appreciated by them.

### **2.16.2 Indira Gandhi Rajbhasha Awards**

Indira Gandhi Rajbhasha Award Scheme was introduced by the Department of Official Language in the year 1986-87. Under this scheme every year shields are awarded to various Ministries, Departments, Banks and Financial Institutions, Public Sector Undertakings, Boards, Autonomous Bodies, Trusts, Societies etc. and Town Official Language Implementation Committees for their outstanding achievements in promoting the Official Language Policy of the Government and cash awards are given to the individuals for original book writing in Hindi as under :-

First Prize	-Rs.40 thousand, a Certificate and a memento.
Second Prize	-Rs.30 thousand, a Certificate and a memento.
Third Prize	-Rs.20 thousand, a Certificate and a memento.
Consolation	-Rs.10 thousand, a Certificate and a memento.

These National Awards are given away in the special function organised by the Deptt. The awards for the year 2008-09 were given away on 14<sup>th</sup> Sept., 2010 on the occasion of Hindi Day by His Excellency, the Vice President of India.

### **2.16.3 Rajiv Gandhi National Award Scheme for Original Book Writing on Gyan-Vigyan.**

The main objective of the scheme is to encourage original book writing in Hindi language on various branches of modern knowledge including Technical/ Scientific subjects. Under this scheme, the following awards are given every year:-

First Prize (One)	-Rs.2 lakh, a Certificate and a memento.
Second Prize (One)	-Rs1.25 lakh, a Certificate and a memento.
Third Prize (One)	-Rs.75 thousand, a Certificate and a memento.
Consolation Prizes (Ten)	-Rs.10 thousand, a Certificate and a memento to each.

The awards for the year 2008-09 were given away on 14<sup>th</sup> Sept., 2010 on the occasion of Hindi Day by His Excellency, the Vice President of India.

### **2.16.4 Grih Patrika Award Scheme.**

From the year 2005-06, a new award scheme for the in-house journals published by various Ministries/ Departments/ offices of Central Govt. and public sector undertakings was introduced. Under this Scheme, there are First and Second prizes for Ministries/ Departments/ Offices category and again First and Second prizes for the Public Sector Undertakings.

The awards for the year 2008-2009 were given away on 14<sup>th</sup> Sept., 2010 on the occasion of Hindi Day by His Excellency, the Vice President of India.

### **2.17 Training in Hindi, Hindi Stenography & Hindi Typing**

During the year, approximately 20810, 2761 and 256 employees of the Central Government were imparted training in Hindi language, Hindi Typing and Hindi Stenography respectively, under the Hindi Teaching Scheme, under the CHTI scheme.

### **2.18 Translation & Translation Training Courses**

Approximately 11,500 standard pages received from Central Govt. Offices were translated during the year. 159 employees have also been imparted training in three month translation courses. Besides, a number of other short term translation courses were also organised for the Central Govt. employees during the period, and 360 employees were imparted training in these courses.

### **2.19 Computer Training in Hindi.**

54 training programmes have been conducted during 2010-11 to impart proper training for working in Hindi on Computers. These programmes sponsored by the Department of Official Language are free of cost for the officers/ employees of the Central Govt. Ministries/ Departments, Undertakings and Banks etc.

## **2.20 Purchase of Hindi books in the libraries of Central Govt. Offices**

Ministries/ Departments/ Offices etc., of the Govt. of India are encouraged to purchase Hindi books in their libraries, so that they can achieve prescribed targets regarding purchase of Hindi books in the Annual Programme. For this purpose a list of standard Hindi books is prepared and circulated by the Deptt. of Official Language every year. During 2010 a list of approx. 2800 books was prepared and circulated. The list is also available on the portal of the Department.

## **2.21 Official Language Zonal Felicitation Functions and Colloquia.**

The Official Language Zonal Felicitation Functions and Colloquia should provide platform for deliberations regarding the progress of Official Language and give encouragement to the use of Hindi in Official work. In these functions Rajbhasha Shields are also awarded to the regional offices etc. of the government for outstanding achievement in implementation of the Official Language Policy of the Union. The objective of these Zonal Felicitation Functions and Colloquia is to propagate the use of Hindi by various Ministries/ Departments of the Central Government all over the country through strategy of motivation, inspiration, incentivization and camaraderie. These functions provide a platform for a fruitful exchange of ideas, perceptions and experiences. The functions helps to formulate innovative strategies for an effective spread and usage of the Official Language Hindi in twin modes either exclusively or in conjunction with English on a bilingual basis depending on the region of the country. Four such functions are held every year. During the year Regional Official Language Conferences were held on 21<sup>st</sup> December, 2010 at Vishakhapatnam and on 21<sup>st</sup> January 2011 at Panji (Goa). Two more functions are scheduled to be held by March end, 2011.

The three special features of the Zonal Functions this year have been:

- (a) Organization of Colloquia, i.e. Brain-storming sessions on Policy & Status of Implementation of Official Language ;
- (b) Holding these on the campuses of Universities, and/or actively associating faculty and students of Universities to sensities the youth to use of Official Language.
- (c) Presenting Cultural Programme in Hindi and regional languages

### **2.21.1 South and South West Regional Official Language Felicitation Function and Colloquium**

The Official Language Felicitation Function and Colloquium of South and South West Regions of Department of Official Language was organized on 21.12.2010 at Andhra University, Vishakhapatanam. The Hon'ble Minister of State for Home Affairs, Shri Ajay Maken presided over this grand Function. Ms. Veena Upadhyay, Secretary, Department of Official Language delivered welcome address. Many dignitaries participated in this function. The Minister of State for Home Affairs gave away the prizes to the Central Government Organizations, Undertakings, Banks and TOLICs for their outstanding performance in implementation of Official Language, Policy of the Union. Participants actively took part in the Colloquium followed by the Felicitation Session.

The points that emerged from the Addresses of the dignitaries and from the participation by the participants in the Colloquium were as follows:

- (a) Hindi may be taught as a main subject at Matric level.
- (b) It is important to establish Hindi Language on the world forum
- (c) It is important to improve the condition of Hindi teachers and regain the glory of the language
- (d) It would be better that all works relating to Hindi Language are entrusted to the Department of Official Language
- (e) The knowledge of Hindi may be prescribed upto definite level in all recruitments
- (f) It is necessary to give access to people in simple Hindi even in the highest courts e.g., the Supreme Court of India and High Courts by allowing option of use of Hindi or languages recognized for official purposes by the States in the proceedings i.e., filing of applications and arguments by the Counsels.
- (g) All sections of the offices should be inspected for the purpose of use of Hindi in official work.
- (h) There is no cadre of Hindi-related officers and staff in many subordinate offices

The Technical session was organized in the afternoon. The cultural programme was also presented by the students of the Andhra Pradesh University and the artists from the Song and Drama division.

### **2.21.2 Central and Western Regional Official Language Felicitation Function and Colloquium**

The Official Language Felicitation Function and Colloquium of Central and Western Regions of Department of Official Language was organized on 21.01.2011 at Goa. HE the Governor of Goa Dr. S.S. Sidhu graced the occasion as Chief Guest. This Function was presided over by Ms. Veena Upadhyay, Secretary, and Department of Official Language. Many dignitaries participated in this function. HE the Governor of Goa gave away the prizes to the Central Government Organizations, Undertakings, Banks and TOLICs for their outstanding performance in implementation of Official Language Policy of the Union. Participants actively took part in the Colloquium followed by the Felicitation Session. The points that emerged from the Addresses of the dignitaries and from the participants in the Colloquium were as follows:

- (a) Hindi Academy should be established in Goa to accelerate the use of Hindi.
- (b) Use of simple but meaningful/purposeful Hindi would symbolize the solidarity of the nation.
- (c) Workshops on use of Unicode have helped in creating the proper atmosphere for working in Hindi.
- (d) Communication with the customers and selling them the products through Hindi has been helpful to banks.
- (e) The mother tongue of Goa is Konkani and Marathi, which are written in Devnagari, hence people of Goa are well-versed with Hindi as well as in English. Besides Hindi is widely in use and is popular in Goa. Hence Goa should be upgraded to 'B' region instead of 'C'.

- (f) Different criteria are adopted for assigning weightages to research work in English and Hindi in the field of agriculture research. Lower weightage is given to work in Hindi.
- (g) The Chairman of TOLIC should speak in Hindi during meeting.
- (h) Hindi workshops for the Administrative Head should be organized.
- (i) Provision of some penalty should be made on non-implementation of Official Language Policy.
- (j) Education of Hindi at school and college level should be made compulsory.

The Technical session was organized in the afternoon. The cultural programme was also presented by the artists of Doordarshan Kendra, Panaji and TOLIC Solapur.

**2.21.3** Two such functions are to be held at Shimla and Gangtok on 17.03.2011 and 24.03.2011 respectively.

## **2.22 Training in Hindi to the employees.**

The time limit for completion of training in Hindi to the Central Government employees has been extended from December 2008 to December, 2015, vide a Resolution dated 24.04.2008

## **2.23 Classification of Daman, Diu and Dadra & Nagar Haveli to 'B' region from 'C' region.**

For the purpose of Official Language of the Union, the country has been classified into three regions i.e., 'A', 'B' and 'C'. Daman, Diu and Dadra & Nagar Haveli were in region 'C' but in light of widespread use and knowledge of Hindi in these territories, they have now been included in region 'B'.

## **CHAPTER - 3**

### **STEPS TO IMPLEMENT THE OFFICIAL LANGUAGE POLICY**

#### **3.1 Annual Programme for implementation of the Official Language Policy**

The Official Language Resolution, 1968, entrusted the Central Government with the responsibility of preparing and implementing an intensive and comprehensive programme for accelerating the spread and development of Hindi and its progressive use for the various official purposes of the Union. In pursuance of this Resolution, Department of Official Language prepares an Annual Programme. During March, 2010 the Annual Programme for the year 2010-11 was circulated among various Central Government Offices including Public Sector Undertakings with the expectation that they would make all-out efforts to achieve the targets prescribed therein. Annual Programme was also made available on the portal of the Department of Official Language.

#### **3.2 Incentive Schemes for the implementation of the Official Language Policy**

Official Language Policy is to be implemented through goodwill, incentives and persuasion. Accordingly, several incentive schemes have been introduced for accelerating the use of Hindi, in the official work. Indira Gandhi Rajbhasha Awards Scheme for Ministries /Departments of the Government of India, Banks/Financial Institutions and Public Sector Undertakings was introduced in 1986-87 to encourage outstanding achievement in the implementation of Official Language policy of the Union.

At present Indira Gandhi Rajbhasha Awards are given for the following six categories:-

- (a) Indira Gandhi Rajbhasha Shield for Ministries/Departments of the Government of India.
- (b) Indira Gandhi Rajbhasha Shield for Nationalised Banks and other Financial Institutions.
- (c) Indira Gandhi Rajbhasha Shield for Public Sector Undertakings of the Govt of India.
- (d) Indira Gandhi Rajbhasha Shield for Town Official Language Implementation Committees.
- (e) Indira Gandhi Rajbhasha Shield for Government of India Boards, Autonomous Bodies, Trusts, and Societies collectively.
- (f) Indira Gandhi Rajbhasha Cash Award for original book writing in Hindi.

### **3.3 Quarterly Progress Report regarding the use of Hindi**

With a view to keeping a watch on the progress of implementation of Government Orders relating to the Official Language, the provisions of the Official Languages Act, the Official Language Rules Quarterly Progress Reports are obtained from all Ministries/Departments and their attached/subordinate offices etc.. These reports are reviewed and shortcomings are brought to the notice of the Ministries/Departments concerned. The Quarterly Progress Reports of the attached and subordinate offices are also reviewed by the Departments or Ministries concerned.

### **3.4 Review of Quarterly Progress Report & Yearly Progress Report**

In view of changing scenario, the Proforma of Quarterly Progress Report and Yearly Progress Report (YPR) have been amended to include new columns regarding the innovative and best practices adopted by the Ministries/Departments and their subordinate offices to accelerate the use of Hindi as Official Language. Other additions seek information on Training Roster and its proposed compliance in phases by 2015, and follow-up action taken in meetings of Hindi Salahakar Samitees and Official Language Implementation Committees (OLICs). The amended proforma of Quarterly Progress Report and Yearly Progress Report have already been circulated to all Ministries/Departments.

### **3.5 Creation of Hindi posts for implementation of Official Language Policy**

Hindi posts under the control of Department of O.L have been created in different Ministries/ Departments with a view to providing help in the implementation of Official Language Policy of the Union. The Central Secretariat Official Language Service was constituted in the year 1981 in pursuance to the decision of the Kendriya Hindi Samiti in 1976. Apart from this mandatory post Hindi posts have also been created by different Ministries/ Departments for their subordinate offices / undertakings/ institutions etc., as per norms issued by the Department of Official Language to provide help in the proper implementation of the Official Language Policy.

### **3.6 Issue of prescribed documents in bilingual form**

Section 3(3) of the Official Language Act, 1963 envisages that both Hindi and English shall be used for the prescribed official purposes of the Union. Government is giving special attention to the compliance of this statutory requirement. As per Quarterly Progress Reports received from Ministries/Departments, all documents are to be issued under Section 3(3) were issued bilingually with a few exceptions.

### **3.7 Progress relating to inspections**

Being the nodal Department, the responsibility for monitoring use of Hindi in Central Government offices is entrusted to the Department of Official Language. This responsibility is discharged through inspections carried out by the officers of the Department and its regional implementation offices. During the year, 1307 inspections were carried out by the officers of the Department of Official Language.

### **3.8 Progress made under Rule 10(4) of the Official Languages Rules, 1976**

In accordance with Rule 10(4) of the Official Languages (use for official purposes of the Union) Rules, 1976 framed under the Official Languages Act, 1963, Central Government offices where 80% or more employees have acquired working knowledge of Hindi, are to be notified in the Official Gazette. Action regarding notifying offices under this provision is being taken speedily. In all 32,500 Central Government Offices have been notified under this rule, till 31.12.2010.

### **3.9 Rule 8(4) of The Official Languages Rules, 1976**

Sections of the Ministries/ Departments/ Offices/ Banks/ Undertakings have to be specified where entire work is to be done in Hindi under rule 8(4) of The Official Languages Rules, 1976. Targets were prescribed for this purpose as 30%, 25% and 20% for Regions A, B and C respectively. Where the concept of sections does not exist 25% in Region A, 15% in Region B and 10% in Region C of the work area should be specified for entire work in Hindi. Ministries/Departments /Offices/Banks/Undertakings are making efforts to achieve these targets. As per the reports received from the Ministries/ Departments, out of total 2574 sections 681 sections have been notified under Rule 8(4) of The Official Languages Rules, 1976 so far.

### **3.10 Correspondence in Hindi**

Out of a total number of 1,95,566 letters received in Hindi from April, 2010 to December, 2010 in different Ministries/Departments, all the letters were replied to in Hindi with a few exceptions. During the same period number of letters issued in Hindi by various Ministries / Departments was 5, 90,205. Whenever it was noticed from the quarterly reports sent by the Ministries/Departments that targets for Hindi correspondence have not been achieved the fact was brought to the notice of the Ministry/Department concerned for improvement.

### **3.11 Redressal of Grievances**

In pursuance of Ministry of Personnel, Public grievances and Pension (Department of Administrative Reforms and Public Grievances) a complaint cell has been set up in Department of Official Language, Ministry of Home Affairs.

The complaints regarding the violation and non implementation of Official Language Act and Policy of the Union in Central Ministries/ Departments, Banks, Undertakings, Corporations, Public Sector Bodies owned or controlled thereof, received from official and non-official persons and organisations are dealt with, for their redressal by forwarding them to concerned section/ desk of D/o Official Language and departments or organisations for ensuring suitable action. The number of such complaints, representations/ suggestions received during the period from January 2010 to January 2011 is 305 (Three Hundred & Five).

### **3.12 Right to Information Act- 2005.**

In addition to the above, the number of R.T.I references regarding non implementation of Official Language Act and Policy received during the said period and disposed off are 29 (Twenty Nine).

## CHAPTER - 4

### CENTRAL TRANSLATION BUREAU

#### **4.1 Translation of Non-statutory Procedural Literature and Training in Translation.**

Central Translation Bureau was set up on 1<sup>st</sup> March, 1971 under the Ministry of Home Affairs for translation of different types of Non-statutory literature, Manuals, Codes and forms etc., in respect of various Ministries, Departments, offices of the Central Government, Undertakings, Banks etc. Since then, this work is regularly being done by Bureau. Apart from this, Central Translation Bureau has also been entrusted with the responsibility of translating reports of various Commissions, such as Sarkaria Commission, National Commission for Minorities, National Commission for Scheduled Castes and Scheduled Tribes, Fifth Pay Commission, Jain Commission etc. constituted by the Central Government. As per the requirements of the Committee of Parliament on Official Language, various Training Institutes have to prepare their training material in both the languages, i.e. Hindi and English, therefore the training material of various Training Institutes is being received by Bureau for translation. 46,000 standard pages are being translated by the Bureau every year under its regular establishment, but due to 12 posts of Senior Translators lying vacant, the annual target for this financial year has been set to 38,200 standard pages. In order to expedite backlog of translation work, Bureau introduced a scheme for expansion of translation capacity from April, 1989 under which translation is done by translators from outside the Bureau on payment basis. Under this scheme 30,000 standard pages are being translated every year but due to non-attractive rate of payment the annual target for this financial year has been set to 12000 standard pages. Besides, with a view to ensuring translation in a simple, lucid and easily intelligible language, to improve the quality of translation, to bring uniformity and accuracy of terminology as envisaged in the Official Language Policy and also to apprise the translators with the old and new concepts in the field of translation, spellings, script, grammar, thesaurus and linguistics. Hindi officers, Hindi translators and Officers/employees dealing with the work of translation and implementation of Official Language Policy are imparted training in these subjects during theory and practical classes. Various training courses are being conducted by Bureau for the purpose.

#### **4.2 Translation work by regular establishment**

As many as 15,87,276 standard pages have been translated by the Central Translation Bureau from the date of its inception i.e. from 1<sup>st</sup> March, 1971 to 31<sup>st</sup> January, 2011.

**4.2.1** Bureau has an annual target of translating 38, 200 standard pages for the year 2010-2011 too. Out of this, 26,996 standard pages could be translated up to 31<sup>st</sup> January, 2011 and in all 31000 standard pages are likely to be translated by 31<sup>st</sup> March, 2011. At present, 12 posts of Senior Translators are lying vacant, out of which requisition letter has already been sent to SSC for filling up of eight posts. Further, One Senior Translator is working on Deputation.

Proposed steps for removing the shortfalls are:-

- (1) Action is being taken to fill the vacant posts on priority basis.
- (2) Advertisement has been issued inviting application from outside the Central Translation Bureau, which include retired translators/translation officers and experienced Government/non-Government individuals, equipped to take up translation work or translation training. Preparation of panels of experienced experts is under way to clear the backlog of translation work in CTB.
- (3) The rate of remuneration has been increased from Rs 100/- per thousand words to Rs 250/- per thousand words so that the best expertise is available for the work.
- (4) Output norms for translation and vetting work for both Sr. Hindi Translators and Assistant Directors, including the earlier cadre Training-cum-Translation Officers are being revised.
- (5) The ADs are also proposed to be given the translation work in addition to their routine work of imparting the training.

### **4.3 Expansion of Translation Capacity Scheme**

Scheme for expansion of translation capacity scheme was started in 1989. From the time of its inception to January, 2011 about 5, 96,156 standard pages have been translated so far under this scheme. An annual target of translating 12,000 standard pages was fixed for financial year 2010-2011. But only 11,500 standard pages are likely to be translated by 31<sup>st</sup> March 2011 because of the lower rate i.e., Rs.100/- per thousand words fixed for translation of purely scientific and technical nature of material. With the revision of rates to Rs.250/- per thousand words now, the output is certain to look up. Thus the total number of standard pages likely to be translated under the scheme by 31<sup>st</sup> March, 2011 will be 6, 00,035 since its inception in April, 1989.

### **4.4 Translation Training Courses**

#### **4.4.1 Three Month Translation Training Course**

In order to ensure translation in a simple, lucid and intelligible language, to bring accuracy and uniformity of terminology in translation and to have felicity of expression and also in pursuance of the Official Language Policy of the Government, Central Translation Bureau was entrusted with the job of imparting training to the translators at its training centre opened in the New Delhi office in the year 1973.

**4.4.2** Initially, the arrangements for training were made in New Delhi where in-service training was imparted to translators and employees associated with translation work of the Central Government Offices, Undertakings, Corporations and Banks etc. located in and outside Delhi. Since, the offices of the Central Government are spread all over the country and the number of translators working therein is quite large, it was considered imperative to impart training in translation at zonal level also. Accordingly, full time

training centres were set-up at Mumbai, Bangalore and Kolkata in January 1985, October 1985 and October 1987 respectively.

**4.4.3 Training Programme conducted during the financial year 2010-11 is as under:**

	<u>Annual Target</u>	<u>Target Achieved</u>
<b>Programmes</b>	16	16
<b>Trainees</b>	250	159

The main reason of shortfall is not relieving the employees nominated for training programme by their Departments concerned. Besides, greater focus needs to be on short term and medium term translation training courses under the Outreach mode. These are being stepped up now.

It may be mentioned here that with the introduction of the Three Month Translation Training Course not only efficiency, proficiency and quality of translators has shown a marked improvement but an appreciable increase in the progressive use of Hindi has also been noticed in the respective offices of the employees who received training.

**4.5 21 working day Translation Training Course**

The duration of this course is 21 working days and 15 trainees from Banks/Undertakings etc. are trained in a batch. In this programme techniques and various other aspects of translation are covered.

**4.5.1 Training Programme conducted during the financial year 2010-11 are as under:-**

	<u>Annual Target</u>	<u>Achievements (up to Jan, 2011)</u>
Programmes	2	2
Trainees	30	23

**4.6 Short-term Translation Training Course**

Keeping in view the utility, necessity and the imperative need for training in translation in official work as well as the ever increasing quantum of translation work as compared to the earlier years, it was felt that by the time the employees get an opportunity to have a 'three-months' full time training, they may be imparted training in fundamental principles and techniques of translation through a short-term translation training course. Hence, a scheme of short-term translation training course has been introduced for this purpose and under this scheme 5 days' and 21 days' translation training courses are conducted by the Bureau.

#### **4.6.1 Five day Short-Term Translation Training Programmes:**

The duration of this course is five working days, and 25 trainees are trained in a batch. Various aspects of translation are covered under this programme.

#### **4.6.2 Short Term Training Programmes conducted during the financial year 2010-11 are as under:-**

<u>2011)</u>	<u>Annual Target</u>	<u>Achievements (up to Jan,</u>
Programmes	16	13
Trainees	400	360

#### **4.7 Advanced/Refresher Translation Training Course (Duration- Five Working days)**

- (a) In the first part of its Report the Committee of Parliament on Official Language stressed the need to impart training in translation to Hindi Officers engaged in translation work and its vetting. Accordingly, a scheme of advanced training in translation course has been introduced. Under this scheme trainees are apprised with the principles and methods of translation and vetting. Requisition for the post of Deputy Directors was sent in connection with this training course but for the time being the training course is being conducted in cooperation with the visiting Lecturers.
- (b) The Committee of Parliament on Official Language had recommended to conduct Refresher Translation Training Course for such translators who have already received training in Three months Translation Training Course conducted by Central Translation Bureau. Accordingly the Refresher Translation Training Course is being conducted for the translating personnels already trained. Both the above courses are being conducted at Headquarters in New Delhi from November, 1997 on regular basis.

#### **4.7.1 Details of both the above programmes during the financial year 2010-11 are as under:-**

<u>2011)</u>	<u>Annual Target</u>	<u>Achievements (up to Jan,</u>
Programmes:	06	05
Trainees:	90	88

#### **4.8 Training programmes under National Training Policy:**

Training Programmes under National Training Policy are conducted for officers/employees of the Bureau.

**4.8.1 The details of fixed targets and achievements during the financial year 2010-11 are as under:-**

	<u>Annual Target</u>	<u>Target achieved</u>
Programmes:	04	02
Trainees :	40	24

**Remedial Measures:**

All the officers who are in charge of training in CTB have been instructed to disseminate the information regarding training schedules through participants in the meetings of TOLIC with a view to inviting more and more nominations from various offices.

## CHAPTER - 5

### HINDI TEACHING SCHEME AND KENDRIYA HINDI PRASHIKSHAN SANSTHAN

#### 5.1 Hindi Teaching Scheme

According to the Presidential Order of 27<sup>th</sup> April, 1960 training in Hindi of all Central Government employees, who do not have working knowledge of Hindi, except those belonging to 'D' category specified therein has been made compulsory and Hindi Typing and Hindi Stenography Training is also compulsory for those LDC's, Typists and Stenographers who don't know Hindi typing and Hindi Stenography. To fulfil this objective in view, the Department of Official Language has been running a Hindi Teaching Scheme. Regular attendance in classes and appearing in the prescribed examination is obligatory for all trainees, who do not have working knowledge of Hindi. Training in Hindi has also been made compulsory for the employees of Companies, Corporations etc. owned or controlled by the Central Government.

#### 5.2 Facilities and incentives for learning Hindi

Several incentives and cash prizes are given to the Central Government employees for undergoing training in Hindi, details of which are as under: -

##### **FACILITIES:**

1. No fee is charged for training and examinations from Govt. Officers and employees.
2. Text-books are given free of cost.
3. Classes are held during office hours.
4. Conveyance charges are reimbursed for attending the classes.
5. Conveyance charges/actual charges are given to the employees for appearing in examination as per rules.
6. Exemption for appearing in examination as private candidate.
7. Training and examinations will be considered as a part of duty.
8. Separate classes for Gazetted Officers are conducted for teaching them Hindi.
9. On passing the prescribed examinations, entries are made in the service books.
10. No Income Tax is charged on cash and lump-sum awards.

##### **INCENTIVES:**

- a) **Personal pay (equivalent to one increment for 12 months)**
  1. To all officers/employees for whom the final examination is Pragma, on passing the Pragma examination.

2. To employees for whom the Praveen or Prabodh examinations are the final examinations, on passing the Praveen or Prabodh examination (as the case may be) with 55% or more marks.
3. To gazetted officers for whom the final examination is Praveen, on passing the Praveen examination with 60% or more marks.
4. To the employees who have no access to the Training Centre of the Hindi Teaching Scheme, on passing the Matric or any other recognised higher examination in Hindi conducted by voluntary Hindi organisation.

**b) Cash awards (on passing the examinations with distinction)**

<b>Prabodh</b>	<b>Praveen / Pragya</b>	<b>Eligibility for cash awards</b>
Rs. 800	Rs. 1200	70% or more marks
Rs. 400	Rs. 800	60% or more marks
Rs. 200	Rs. 400	55% or more marks

**c) Lump-sum awards (on passing the examinations by personal efforts)**

1. For operational employees and employees posted at places where there are no centres of Hindi Teaching Scheme:

<b>Prabodh</b>	<b>Praveen</b>	<b>Pragya</b>
Rs. 1000	Rs. 1000	Rs. 1200

2. Rs. 1200 for those employees who have no access to the Training centres of Hindi Teaching Scheme, on passing Matric or any other recognised higher examination conducted by a Voluntary Hindi organisation recognized by the government.

### **5.3 Facilities and Incentives for learning Hindi Typing/ Stenography**

**Facilities:**

1. No fee is charged for training and examinations from Govt. Officers/ Employees.
2. Text-books are given free of cost.
3. Classes are held during office hours.
4. Conveyance charges are reimbursed for attending classes.
5. Conveyance charges/actual charges are given to the employees for appearing in examinations as per rules.
6. Exemption for appearing at examinations as private candidates.

7. Officers/ employees attending the Training and examinations are treated as on duty.
8. Permission is given to attend classes at the recognised Typing/Stenography centres during office hours.
9. On passing the prescribed examinations, entries are made in the Service Books.
10. No income tax is charged on cash and lump-sum awards.

**Incentives:**

**(a) Personal Pay (equivalent to one increment for twelve months)**

1. To non-gazetted employees on passing the Hindi typing/stenography Examinations.
2. To gazetted stenographers also on passing the Hindi stenography Examination with 90% marks or more.

**Note :** On passing the Hindi Stenography examinations personal pay is given to those stenographers whose mother tongue is not Hindi, for the first twelve months equivalent to two increments and for the next twelve months equivalent to one increment.

**(b) Cash awards (on passing the examinations with distinction)**

Amount	Hindi Typing	Hindi Stenography
Rs. 1200	97% or more marks	95% or more marks
Rs. 800	95% or more marks	92% or more marks
Rs. 400	90% or more marks	88% or more marks

**(c) Lump-sum Award (passing the examinations by personal efforts)**

To the employees who are posted at places having no Hindi typing/stenography training centres:

Hindi Stenography	Rs. 1500
Hindi Typing	Rs. 800

**5.4 Courses in Hindi Teaching Scheme**

The following courses are being run under the scheme. The duration of Prabodh, Praveen and Pragya course is five months.

**PRABODH:** This is an elementary course, its standard is equivalent to the knowledge of Hindi of the primary school level.

**PRAVEEN:** This is an intermediate course, its standard is equivalent to the middle school level.

**PRAGYA :** This is the final course under the scheme and equivalent to the High School level of Hindi.

**HINDI TYPING:** With the speed of 25 w.p.m. The duration of this Course is six months.

**HINDI STENOGRAPHY:** With the speed of 80 and 100 w.p.m. The duration of this course is one year.

## 5.5 Provision of Hindi Training Centres

In view of the number of Central Government Employees who do not know Hindi, whole time and part-time Training Centres are being run throughout the country under Hindi Teaching Scheme. Teachers have been appointed under the scheme to run these Centres and the responsibility of supervising their efficient functioning has been entrusted to locally available senior Central Govt. Officers. In order to keep contact with these officers and for the smooth functioning of the scheme, five regional offices have been set up under the scheme with the Regional offices at Mumbai, Kolkata, Guwahati, Chennai and New Delhi. The Deputy Director is the Officer-in-charge of each region who looks after the scheme's teaching, administrative and organisational work throughout the region. At present 114 centres of Hindi Language are functioning throughout the country out of which 109 are full time and 05 are part time centres.

## 5.6 Training Centres for Hindi Typewriting/Stenography

Arrangements have also been made under the Hindi Teaching Scheme to impart training in Hindi typing/stenography to promote the use of Hindi in the working of the Central Government. At present there are 33 Hindi typing and Hindi stenography centres of which 20 are full time and 13 are part time centres.

## 5.7 Training programme organised under Hindi Teaching Scheme and its targets:

Details of enrolment of trainees, targets and achievement under Hindi Teaching Scheme during the year 2010-11 are as under: -

S.No.	Name of the courses	Target (01.04.2010 to 31.03.2011)	Achievement (As on 31.01.2011)
<b>A.</b>	<b>Hindi Language</b>		
1.	Hindi Teaching Scheme (Prabodh, Praveen and Pragya)	27,040	17,356
2.	Intensive Hindi Training (Prabodh, Praveen and Pragya)	3,510	789
3.	Lang. Correspondence Course (Prabodh, Praveen and Pragya)	4,000	2,665
	<b>Total:-</b>	<b><u>34,550</u></b>	<b><u>20,810</u></b>

<b>B.</b>	<b>Hindi Typing</b>		
1.	Hindi Teaching Scheme	2,740	1,853
2.	Intensive Typing	750	201
3.	Typing Correspondence Course	1,000	707
	<b>Total:-</b>	<u>4,490</u>	<u>2,761</u>

<b>C.</b>	<b>Hindi Stenography</b>		
1.	Hindi Teaching Scheme	1,230	222
2.	Intensive Stenography	<u>210</u>	<u>34</u>
	<b>Total:-</b>	<u>1,440</u>	<u>256</u>

- (a) Due to the policy regarding fresh recruitment there is overall shortage of staff in the Central Government offices which in turn adversely affects the nominations for Hindi Training in Language, Hindi typing/shorthand.
- (b) Insufficient infrastructural facilities etc. restrict the number of trainees

Nevertheless, incessant efforts are being made to overcome these constraints by way of persuasion, inspiration and co-operation.

## 5.8 Kendriya Hindi Prashikshan Sansthan

The Kendriya Hindi Prashikshan Sansthan was set up on 21<sup>st</sup> August, 1985 under the Department of Official Language to achieve the following objectives :-

- (1) Arranging full time intensive training courses in Hindi for newly appointed Non-Hindi speaking Officers/Employees in the central govt. offices, PSU's PSE's Corporations & Banks etc. not knowing Hindi and to provide Hindi Typing and Hindi Stenography training to the English Typists and Stenographers.
- (2) Refresher courses for Instructors of Training Institutes in order to apprise them of the latest techniques of teaching Hindi.
- (3) Officers/Employees of the Union Government who possess the knowledge of Hindi but they feel difficulty to work in Hindi, for such Officers/Employees the five days workshops are organised.

### 5.8.1 Up-Sansthans of the Kendriya Hindi Prashikshan Sansthan

In order to set up the activities and to expand the training capacity of the Sansthan, 5 Up-Sansthans under the Sansthan have been set up at Mumbai, Kolkatta, Bangalore, Hyderabad and Chennai.

### 5.8.2 Statement of achievements

The details of participants in various courses conducted during 2010-11 (as on 31.01.2011) are as under:-

Sl.No.	Name of the Course	Number of Participants
1.	25 full working days intensive Prabodh Course	282
2.	20 full working days intensive Praveen Course	274
3.	15 full working days intensive Pragya Course	343
4.	40 full working days intensive typing training for Typists/Clerks	290
5.	80 full working days intensive training in Stenography	46
6.	5 full working days intensive Hindi workshops for employees/officers	514
7.	Other Short Term Training Courses	106

## CHAPTER - 6

### EFFORTS TO INCREASE THE USE OF OFFICIAL LANGUAGE ON ELECTRONIC EQUIPMENTS

For implementation of the Official Language Policy, facility of mechanical / electronic equipment in Devanagari Script is necessary. To achieve this objective, a Technical cell has been in operation in the Department of Official Language. During 2010-11, the Technical Cell undertook the following activities:

#### **6.1 Training for working in Hindi on computers**

To impart proper training for working in Hindi on computers, 54 training programmes have been conducted during 2010-11. These training programmes are being conducted by National Informatics Centre New Delhi, C-DAC, Noida, and National Power Training Institute, Faridabad in New Delhi, NOIDA, Jaipur, Mujaffarpur, Gangtok, Kolkata, Goa, Bengluru, Bhopal, Patna, Faridabad, Vindhyachal Sidhi (Madhya Pradesh), Nagpur, Bokaro, Khairi(H.P), Tanakpur and Durgapur. In addition to Officers/ Employees of the Central Govt. Ministries/ Departments, Undertaking and Banks participated in these programmes sponsored by the Department of Official Language.

#### **6.2 Computer Symposia and exhibitions**

Technical sessions were held to provide information regarding facilities available on computer to work in Hindi/ Devnagri during Official Language Zonal Felicitation function and colloquium organized at Vishakhapatnam on 21<sup>st</sup> December, 2010 and at Goa on 21<sup>st</sup> January, 2011. Around 350 participants were benefited in every session from available facility/ resources to do work in Hindi on computer.

#### **6.3 Development of Softwares helpful in the use of Hindi**

##### **(A) Computer Assisted English to Hindi Translation– “Mantra-Rajbhasha”**

The Department of Official Language with the help of C-DAC, Pune has executed the work related to qualitative improvement in the translation being done by “Mantra-Rajbhasha Software” developed for translation from English to Hindi on computer for documents of various domains of Official work. Translators working in Central Translation Bureau have shared their knowledge and experience with C-DAC, Pune giving their active cooperation.

##### **(B) Hindi Prabodh, Praveen and Pragya Courses on Internet- “LILA Rajbhasha”.**

Under this project Prabodh, Praveen and Pragya courses run by Hindi Teaching Scheme have been made available on the Department of Official Language Website for learning Hindi online. Anybody can learn Hindi free of cost according to the above courses from the website of Department of Official Language through the medium of Tamil, Telgu, Kannada, Malayalam, English, Bangla, Assemese, Manipuri, Marathi,

Orriya, Punjabi, Nepali, Kashmeri, Gujarati and Bodo. In the year 2010-11 the work relating to “Praveen” and “Pragya” modules according to their revised course have been completed by making available on website.

**(C) E-Mahashabdakosh**

E-Mahashabdakosh is an online bilingual-bidirectional Hindi-English pronunciation dictionary. This dictionary includes basic meaning, synonymous, word usage and usage of words in special domain. E-Mahashabdakosh has the facility of search of Hindi and English words. The purpose of this dictionary is to provide a complete, correct, compact meaning and definition of a word. During the year 2010-11, the work for the development of **E-Mahashabdkosh** for 8 work areas such as Administration, Finance, Agriculture, Health, IT, Banking, Education and Small Scale Industries have been completed.

**(D) On-line Examination System**

By developing on-line examination system for Hindi Prabodh, Praveen and Pragya, a technique for conducting online examinations for Prabodh, Praveen and Pragya have been developed and online examinations were conducted.

**(E) Establishment of Hindi Language Laboratory**

For the purpose of establishing Language Laboratory, one prototype laboratory has been developed by C-DAC Pune.

## **6.4 Department of Official Language Portal**

In addition to various informations relating to the department on the portal of Department of Official Language informations for E-Mahasabdkosh, Calendar for Hindi computer training programme on Mantra-Rajbhasha for English-Hindi translation, information of activities of Kendriya Hindi Prashikshan Sansthan and Central Translation Bureau, Annual Programme of Department of Official Language including learning Hindi on LILA Prabodh, Praveen, Pragya; bilingual–bi-directional Hindi-English pronunciation etc. have been made available on the portal. Quarterly and Annual Progress reports of the Ministries/ Department of the Government of India, Questionnaire of the Parliamentary Committee on Official Language etc. have also been made available on the portal of the Department. The address of the portal is [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in) .

In the year 2010-11 the presentation of the portal have been made attractive and more useful by comprehensive enhancement in the information given on the portal/ website of the Department of Official Language.

## **CHAPTER - 7**

### **PUBLICITY, PUBLICATION AND DISTRIBUTION OF LITERATURE**

The Department of Official Language brings out a number of publications with a view to propagating the Official Language Hindi and to provide information on rules, regulations and orders issued in this regard from time to time. Moreover other activities like exhibitions and distribution of posters etc. are also undertaken. The publications are distributed free of cost to all Ministries/Departments, Offices, Undertakings, Banks, Institutes etc.

#### **7.1 Rajbhasha Bharati - the quarterly magazine**

A quarterly magazine titled 'Rajbhasha Bharati' is being brought out since 1978. In all 130 issues of this magazine have been brought out till March 2011. Good and educative articles in simple Hindi on Official Language literature and Gyan-Vigyan are given place in the magazine. It also gives prominent coverage to the activities pertaining to the propagation of Hindi in the offices of the Central Govt. To encourage writing on different technical/ scientific subjects in Hindi, such articles are also given preference. Orders/ Instructions issued by the Department from time to time are published in this magazine. Special issues are published time to time.

A Committee has been constituted in the Department to give suggestion for further improvement and innovation in 'Rajbhasha Bharti'. The first meeting of this Committee was held on 28.02.2011 under the Chairmanship of Secretary (OL). Members of the Committee suggested including regular column like Youth, Women, Information Technology, Literature, Indian Diasporas writings, Environment & Ecology and systematic coverage of stellar achievement relating to the implementation of the Official Language policy of the Union.

#### **7.2 Preparation of list of Standard Hindi books**

Purchase of Hindi books by the Ministries/Departments in their Libraries is encouraged. For this purpose a list of standard Hindi books is prepared every year and circulated by the Department of Official Language. This year also lists of about 2713 books has been prepared and circulated. Thus lists containing approx 34,931 books have been prepared and circulated from the year 1990 and till the end of 2010. This list is also available on the portal of the Department.

#### **7.3 Annual Programme**

In accordance with the provisions of the Official Language Resolution, 1968 passed by both the Houses of Parliament, an Annual Programme fixing targets in regard to transaction of work in Hindi in Ministries/ Departments/ Offices/ Undertakings/ Banks etc. of the Government of India is prepared and circulated. The programme for the year 2010-11 was circulated in March, 2010. This programme was also made available on the Department of Official Language portal.

#### **7.4 Annual Assessment Report**

As required by O.L Resolution, 1968 mentioned in the foregoing para, an Annual Assessment Report is prepared, showing progress made in various Ministries/Departments etc., vis-à-vis targets fixed in the Annual Programme in regard to the various items of official language and is laid on the tables of both the Houses of Parliament. The shortfall in meeting the targets are brought to the notice of the concerned Ministry/Department for taking remedial measures. The assessment report for the year 2008-09 was placed on the Table of Lok Sabha on 03.08.2010 and Rajya Sabha on 04.08.2010 respectively. Copies of the report have also been sent to all the Ministries/Departments and State/ U.T. Governments.

#### **7.5 Distribution of publicity material**

With the view to encouraging the publicity of Hindi in the Central Government Offices, the Research Division of the Department of Official Language distributed posters this year. During the last four years about 60,000 posters and during the year around 13,000 Rajbhasha Calendars and 6000 Diaries for the year 2010 have been distributed among different offices. Manual regarding the use of Hindi, Book lists, Annual Programme, Annual Assessment Report, Annual Report and Raj Bhasha Bharti were distributed among the Central Govt. Offices scattered all over the country.

#### **7.6 Messages**

A number of requests from the Central Govt. Offices, Banks, Undertakings, Town Official Language Implementation Committees, various Academies and voluntary institutions for messages from the Hon'ble Home Minister, Secretary, Department of Official Language and Joint Secretary (OL) are received in the Department. Request regarding opinion about various magazines/ publications/ books are also received. Keeping the fact in mind that these messages are very useful in encouraging the progressive use of Hindi, almost all the requests are suitably replied to and messages/ of the Home Minister, Minister of State for Home Affairs, Secretary and Joint Secretary, Department of Official Language etc. are despatched.

#### **7.7 Annual Report**

The Annual Report pertaining to the year 2009-10 was prepared and submitted to the Parliament and some copies were made available to the Standing Committee. Copies of the report were also sent to all the Ministries/ Departments.

#### **7.8 Broadcast/ telecast of the message of the Home Minister**

The message of the Home Minister, on the occasion of Hindi Diwas on 14<sup>th</sup> Sept., 2010 was recorded and telecast/ broadcast by the Delhi Doordarshan/ Akashwani Kendras.

## CHAPTER - 8

### CENTRAL SECRETARIAT OFFICIAL LANGUAGE SERVICE

**8.1** The Central Secretariat Official Language Service (CSOL) was constituted in 1981, consequent upon the decision of the Kendriya Hindi Samiti in 1976, with a view to bring all the Hindi posts created in different Ministries/ Departments and their attached offices in an integrated cadre and to provide uniform service conditions, pay scales and promotional avenues to the incumbents. The Department of Official Language is its Cadre Controlling Authority. This Service includes all Hindi Posts of Ministries/ Departments of the Government of India and their attached Offices excepting a few scientific and technical departments viz. Department of Information Technology and Space and Atomic Energy etc. Consequent to the recommendations of the Sixth Central Pay Commission & the decision of the Government the Central Secretariat Official Language Services has been re-structured as under:-

<u>S. No</u>	<u>Designation</u>	<u>Pay-Scale</u> ( in Rs.)	<u>Pay Band</u>	<u>Grade Pay</u> ( in Rs.)	<u>No. of present posts</u>
1	Director [O.L]	37400-67000	PB-4	8700/-	18
2	Joint Director [O.L]	15600-39100	PB-3	7600/-	20
3	Deputy Director [O.L]	15600-39100	PB-3	6600/-	33
4	Asstt. Director [O.L]	15600-39100	PB-3	5400/-	156
5	Senior Translator	9300-34800	PB-2	4600/-	194
6	Junior Translator	9300-34800	PB-2	4200/-	444
<b>Total</b>					<b>865</b>

**8.2.** The cadre of the CSOL Service consists of 865 posts in the above grades. The posts are in various Ministries/ Departments/ Attached Offices of the Govt. of India located in Delhi except 85 posts outside Delhi.

**8.3.** Consequent upon constitution of the cadre, promotional opportunities have improved for the persons working in various Ministries/ Departments and their attached offices against Hindi Posts.

**8.4** To provide better promotional avenues to Hindi Officials working in the Subordinate Offices/ PSUs and other organizations under the various Ministries/ Departments emphasis is being given for constituting separate cadres for each such subordinate offices/ PSU's and other organisations.

## CHAPTER – 9

### WORK RELATING TO THE COMMITTEE OF PARLIAMENT ON OFFICIAL LANGUAGE

**9.1** It has been provided under Section 4(1) of the Official Languages Act, 1963 that after the expiration of 10 years from the date on which Section 3 of the Act comes into force (26th January, 1965), there shall be constituted a Committee on Official Language, on a resolution to that effect being moved in either House of Parliament with the previous sanction of the President and passed by both the Houses, to review the progress made in the use of Hindi for the Official purposes of the Union. The Committee consists of 30 members (20 from the Lok Sabha and 10 from the Rajya Sabha), who are elected respectively by the Members of Lok Sabha and Rajya Sabha in accordance with the system of proportional representation by means of single transferable vote. Accordingly, the Committee of Parliament on Official Language was constituted in January, 1976. Subsequently, the Committee of Parliament on Official Language was reconstituted after the Lok Sabha elections held in 1977, 1980, 1984, 1989, 1991, 1996, 1998, 1999, 2004 and 2009. The present committee has been reconstituted after the constitution of present Lok Sabha on 26.08.2009.

**9.2** In terms of the Section 4(3) of the Official Languages Act, 1963, the Committee is mandated to review the progress made in the use of Hindi for Official purposes of the Union and to submit its report to the President making recommendations thereon and the President shall cause the report to be laid before each House of Parliament and sent to all the State Governments. Taking into consideration the views of the State Governments, orders of the President on these recommendations are issued.

**9.3** The Committee had decided to submit its report to the President in parts. 8 parts of the report have been presented so far and the Presidential orders have been issued on these Reports.

**9.4** The Committee presented first part of its report to the Hon'ble President on 20.1.1987. In this part the Committee has given recommendations pertaining to translation arrangements, training facilities regarding translation, availability of reference and help literature in Hindi and development of terminology etc. in the Central Government offices. This part was laid on the table of both the Houses of Parliament on 8.5.1987. It was circulated to the States and Union Territories to ascertain their views and various Departments/Ministries were also consulted in this regard. Government accepted most of the recommendations made in this part and Presidential orders were issued in December, 1988.

**9.5** The second part of the Committee's report was submitted to Hon'ble President on 31.7.1987. In this part, recommendations were made regarding necessity and utility of mechanical aids for the official work and facilitating use of Devanagri script therein; availability and training of the personnel deployed thereon and to make arrangements for manufacturing and supply of such equipment etc. It was laid on the table of Lok Sabha and Rajya Sabha on 29.3.1988 and 30.3.1988 respectively. Under provisions of Section 4(3) of the Official Languages Act, 1963; copies of the said report

were sent to Union Ministries/Departments as well as to the State governments to elicit their views. Keeping in view the comments received, most of the recommendations were accepted either in full or with some modifications. Presidential orders in this regard were issued by the Department of Official Language vide Resolution dated 29.3.1990.

**9.6** The third part of the Report on teaching of Hindi and training through Hindi medium to the employees of Central Government and other issues related thereto was submitted to the President in February, 1989. Its copies were laid in the Lok Sabha on 13.10.1989 and in Rajya Sabha on 27.12.1989. After receiving the views of the States/Union Territories and different Ministries/Departments, most of the recommendations were accepted by the Government in full and some of the recommendations were accepted with modifications and accordingly Presidential orders were issued vide Resolution dated 4.11.1991.

**9.7** The fourth part of the report was submitted to the President in November, 1989. This part related to the position of the use of Official Language Hindi in the Government offices and undertaking etc. located in various parts of the country. This part was laid before both the houses of Parliament in August, 1990 and its copies were sent to various States, Union Territories and Ministries/Departments to elicit their views. On the basis of the comments received from them, most of the recommendations were accepted either in full or with some modifications and Presidential orders were issued vide Resolution dated 28.1.1992.

**9.8** The fifth part of the Report was submitted to the President in March, 1992. It related to the language of legislation and the language to be used in various courts of justice and Tribunals etc. This part was laid on the table of Lok Sabha on 9.3.1994 and on the table of Rajya Sabha on 17.3.1994. Its copies were sent to the States/Union Territories and Ministries/Departments to elicit their views. After taking into consideration their views and the views received from the Supreme Court of India, most of the recommendations were accepted either in full or with some modifications and Presidential orders in this regard were issued vide Resolution dated 24.11.1998.

**9.9** The sixth part of the Report was submitted to the President on 27.11.1997. This part of the Report relates to use of Hindi in the Offices of the Union Government and the use of Official Languages of the respective states/Union Territories in correspondence respectively between the Union and State Govts. and the Union and Union Territories. In addition to this, the position regarding the use of Hindi in the Central Government Offices located abroad has also been reviewed in it. This part was laid on the Table of Lok Sabha on 13.03.2001 and on the table of Rajya Sabha on 18.04.2001. Its copies were sent to the State/Union Territories and Ministries/Departments to elicit their views on the recommendations of the Committee. On the basis of the comments received from them, most of the recommendations have been accepted either in full or with some modifications by the Government. Resolutions regarding Presidential orders on this volume were issued on 17.09.2004.

**9.10** The Seventh part of the report was submitted to the President on 3.5.2002. This part of the report relates to the position of use of Hindi in the Central Government Offices, working of different Committees, transacting official work originally in Hindi, position of Official Language Hindi in the matters relating to law, propagation of use of Hindi, position of Official Language Hindi in States, globalisation, computerization etc. This part was laid on the table of Lok Sabha on 3.12.2002 and on the table of Rajya Sabha on 11.12.2002 and copies was circulated to the State/Union Territory Governments

and Ministries/ Departments to elicit their views. On the basis of comments received from them, most of the recommendations have been accepted either in full or with some modifications by the Government. Resolution regarding Presidential orders on this volume was issued on 13.7.2005.

**9.11** The Eighth volume of the report was submitted to the President on 16.08.2005. This part of the report relates to Ministry-wise/region-wise assessment of the use of Hindi, on the basis of review of the compliance of the section 3(3) of the Official Languages Act, 1963 and rule 5 of the Official Languages Rules, 1976 relating to correspondence in Hindi, publications, code-manual and training etc. in Hindi, purchase of Hindi books in Central Government offices, computerization and Hindi, compulsory provision of Hindi knowledge in recruitment rules, availability of Hindi medium in academic and training institutions, expenditure on Hindi advertisements and use of Hindi for commercial activities etc. It was placed on the table of Lok Sabha on 15.05.2007 and on the table of Rajya Sabha on 16.05.2007 and copies were circulated to the State/Union Territory Governments and Ministries/ Departments to elicit their views. On the basis of comments received from them, most of the recommendations have been accepted either in full or with some modifications by the Government. The Presidential Orders on the recommendations contained in this Report have been issued on 02.07.2008.

**9.12** The Ninth volume of the report is at an advanced stage of preparation. The preparation of the report is a participatory and consultative process, and is based on interactions and discussions with stakeholders.

## CHAPTER - 10

### STATEMENT SHOWING OUTSTANDING AUDIT PARAS OF DGCR (UPTO 31.12.2010)

1.	Department of Official Language (Hqrs.)	09
2.	Hindi Teaching Scheme (East), Kolkota	04
3.	Central Hindi Training Institute, New Delhi	09
4.	Dy. Dir (North-Central) Hindi Teaching Scheme, New Delhi	01
5.	Dy. Dir (South ) Hindi Teaching Scheme, Chennai	01
6.	Central Translation Bureau, New Delhi	09
7.	Committee of Parliament on Official Language	10

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<b>Total</b>	<b>43</b>
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The Audit of Accounts of the Department of Official Language is conducted by DGCR on behalf of Comptroller & Auditor General of India.