

# वार्षिक रिपोर्ट

## Annual Report

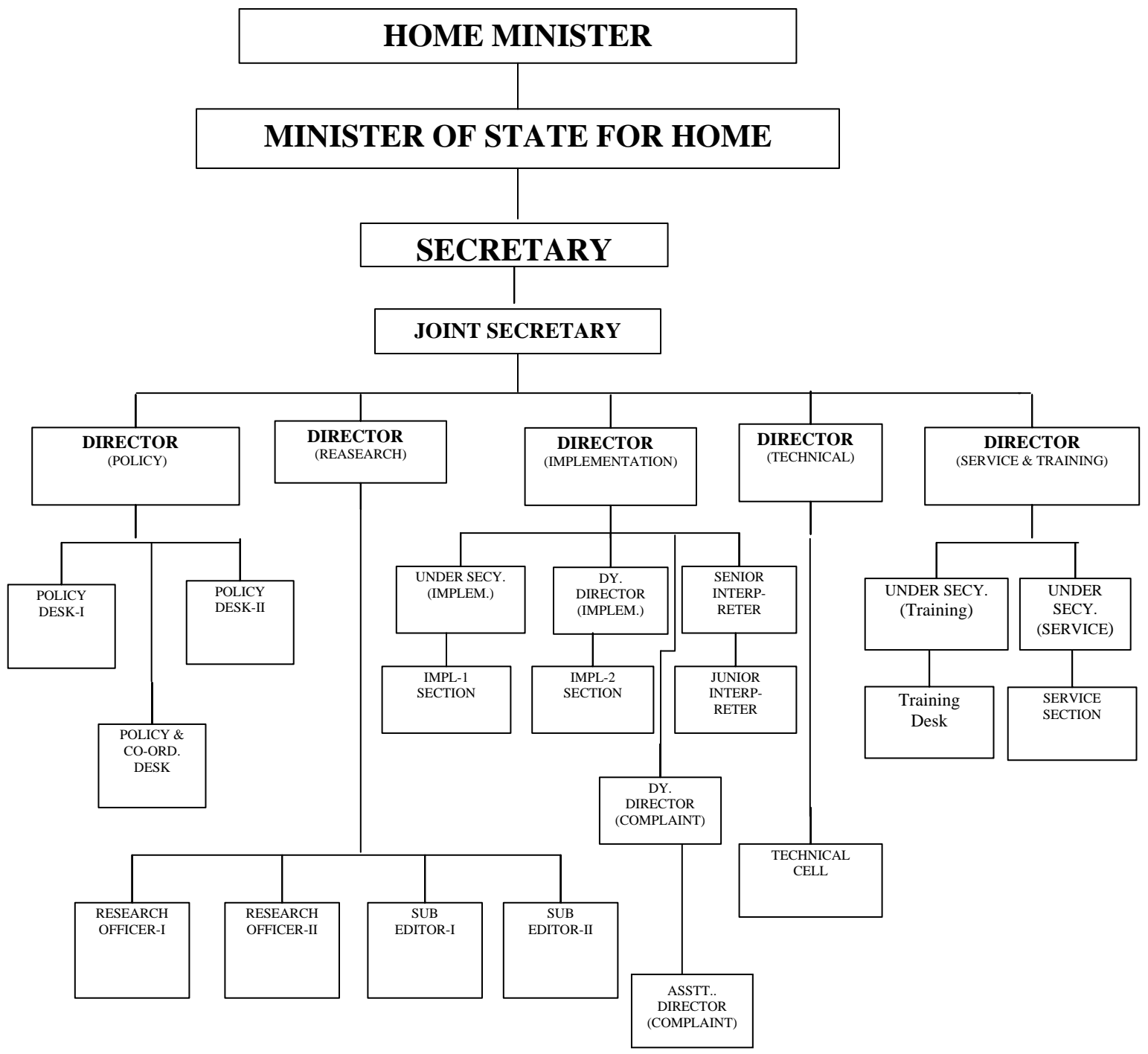
### 2008-2009

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

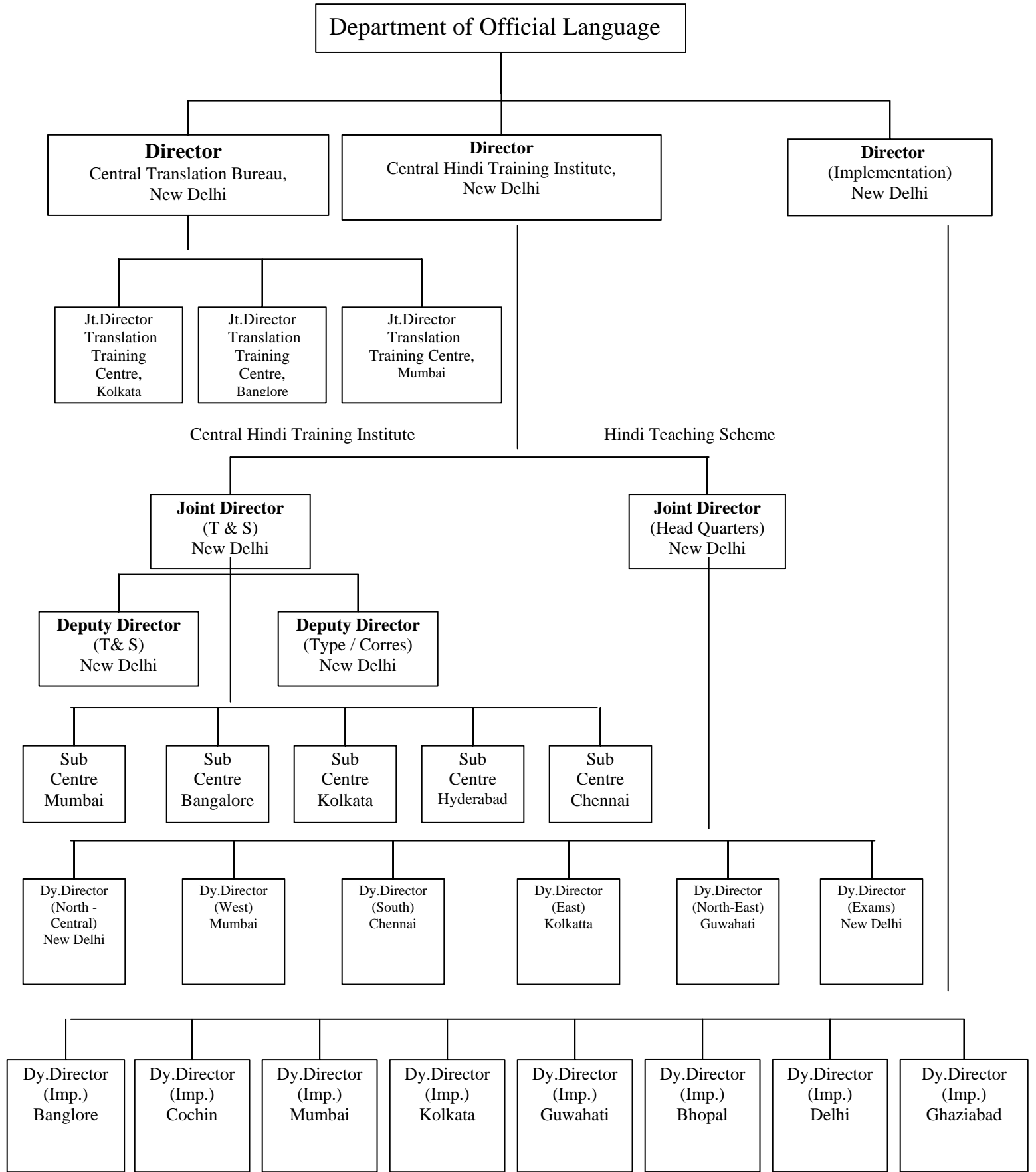
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## Organisational Structure of the Department of Official Language



# Subordinate Offices of the Department of Official Language



## **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.





## CHAPTER - 2

### IMPORTANT ACTIVITIES DURING THE YEAR 2008-09

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

Leela software has been developed for online learning of Hindi free of cost through Assamese, Bangla, Manipuri, Marathi, Oriya, Nepali, Punjabi, Kashmiri, Gujarati, Tamil, Telgu, Kannada, Malayalam and English. The software is based on the Prabodh, Praveen and Pragya syllabus of the Hindi Teaching Scheme. During the year 2008-09, another language namely, Bodo was added to the list of languages for learning Hindi through Leela and Leela version of Tamil, Telgu, Kannada, Malayalam were prepared according to the revised syllabus of Prabodh. **Mantra Software** has been developed for translating English documents into Hindi with the help of Computer. The **Mantra Software** developed for translating of documents used in the domains of Administration, Finance, Agriculture, Small Scale Industries, Health Care and Information Technology was further extended in the year 2008-09 to cover the Education and Banking domains documents. A bilingual-bidirectional dictionary along with pronunciation **E-MahashabdKosh** (for administrative usage) was launched by Her Excellency, the President of India on 14<sup>th</sup> September, 2008, on the occasion of Hindi Diwas. All the above mentioned softwares are available free of cost on the portal of 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 four issues of the magazine were brought out. This year "Prashikshan Visheshank" of Rajbhasha Bharati was launched by Her Excellency, The President of India on 14<sup>th</sup> September, 2008, on the occasion of Hindi Diwas.

#### 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**. In addition to this, Rajbhasha wall calendar, 2009 and Rajbhasha Diary, 2009 have also been brought out and distributed.

#### 2.4 Release of the Annual Programme

Annual Programme, prescribing the annual targets for the year 2008-09 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 has been constituted under the Chairmanship of the Hon'ble Prime Minister. It is the 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 15.12.2004. The term of this samiti has been extended upto 30.06.2009.

## **2.6 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 a total of 40 meetings of Hindi Salahakar Samitis have been held.

## **2.7 Central Official Language Implementation Committee**

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, there exists a Central Official Language Implementation Committee in the Department of Official Language under the chairmanship of Secretary, Deptt. Of Official Language. Officers in-charge (Joint Secretary Level) entrusted with the work of Official Language Hindi in Ministries/ Departments are members of this Committee. The 33<sup>rd</sup> meeting of this committee was organised on 22 Sept., 2008.

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

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. 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. New Town Official Language Implementation Committees have been set up at Kalimpong, Thiruvalla, Badgara, Ranchi (for PSUs only), Ranchi (for Banks only), Kayamkullam and Thanjavur during the year. The total number of these committees has now risen to 267.

## **2.9 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. During the year 225 meeting of these committees were held in various Ministries/ Departments.

## **2.10 Hindi Day/ Hindi Fortnight-2008**

On Sept. 14<sup>th</sup>, 1949, the Constituent Assembly passed the constitutional provision regarding Official Languages. In view of this, Hindi Day is observed on 14<sup>th</sup> Sept. every year in the Central Govt. offices. This year also instructions were issued by the Deptt. of Official Language on 08.08.2008 to organise Hindi Day/ Hindi Fortnight in the Central Govt. Offices. All the Departmental Heads of the Offices were also requested to prepare and implement such programmes. On this occasion, the message of the Hon'ble Home Minister was circulated among the Central Govt. offices.

## **2.11 Indira Gandhi Rajbhasha Awards**

'Indira Gandhi Rajbhasha Award Scheme' was introduced by the Department of Official Language in the year 1986-87 to confer awards on various Ministries, Departments, Banks and Financial Institutions, Public Sector Undertakings, Town Official Language Implementation Committees and individuals for their outstanding achievements in promoting the Official Language Policy of the Government. These National Awards are given away in the special function organised by the Deptt. Under this scheme, there is a provision to present the following awards every year:-

|                   |  |
|-------------------|--|
| First Prize       | Rs. 40,000/- , a Certificate and a momento |
| Second Prize      | Rs. 30,000/- , a Certificate and a momento |
| Third Prize       | Rs. 20,000/- , a Certificate and a momento |
| Consolation Prize | Rs. 10,000/- , a Certificate and a momento |

The awards for the year 2006-2007 were given away on 14<sup>th</sup> Sept., 2008 on the occasion of Hindi Day by Her Excellency, The President of India.

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

During the year, approximately 25811, 3048 and 533 employees of the Central Government were imparted training in Hindi language, Hindi Typing and Hindi Stenography respectively, under the Hindi Teaching Scheme.

## **2.13 Translation & Translation Training Courses**

Approximately 38,086 standard pages received from Central Govt. Offices were translated during the year. 179 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 489 employees were imparted training in these courses.

## **2.14 Computer Training in Hindi.**

To impart proper training for working in Hindi on Computer, 89 training programmes have been conducted during 2008-09. These programmes sponsored by the Department of Official Languages are free of cost for the officers/ employees of the Central Govt. Ministries/ Departments, Undertakings and Banks etc.

## **2.15 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 could 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 2008 a list of approx. 4000 books was prepared and circulated. The list is also available on the portal of the Department.

## **2.16 Regional Official Language Conference**

These conferences provide platform for deliberations regarding the progress of Official Language and give encouragement to the use of Hindi in the Official business. During the year Regional Official Language Conferences were held on 15-16 Oct, 2008 at Ooty (Arwankadu) and on 28<sup>th</sup> Feb 2009 at Vadodra.

## **2.17 Exhibition of Standard Magazines & Journals.**

Exhibitions of Standard Magazines & Journals published in Hindi by the Department of Official Language and different Ministries/Departments/Undertakings of the Government of India, Nationalised Banks, Town Official Language Implementation Committees were held on the occasion of Regional O.L Conferences on 15-16 Oct, 2008 at Ooty (Arwankadu) and on 28<sup>th</sup> Feb 2009 at Vadodra. The exhibitions were viewed by renowned scholars, litterateurs, research scholars and also members of the public and were appreciated. These exhibitions not only provide a glimpse of the progress in the field of Official Language to the employees related with the Official Language work and public in general, but also inspire them to work more in Hindi. These magazines also present a glimpse of the composite culture of the country.

## **2.18 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 winner. |

The awards for the year 2006-2007 were given away on 14<sup>th</sup> Sept., 2008 on the occasion of Hindi Day by Her Excellency, the President of India.

## **2.19 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

## **2.20 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 2007-2008 were given away on 14<sup>th</sup> Sept., 2008 on the occasion of Hindi Day by Her Excellency, the President of India.

## 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, 2008 the Annual Programme for the year 2008-09 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.

Presently, under the Indira Gandhi Rajbhasha Awards the following six categories are given awards.

- (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, 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. 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 reviewed by the Departments or Ministries concerned.

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

Hindi posts under the control of Deptt. of O.L have been created in different Ministries/ Departments with a view to provide 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 these posts, compulsory Hindi posts have also been created in different 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.

### **3.5 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 to be issued under Section 3(3) were issued bilingually.

### **3.6 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 under review, 1413 inspections were carried out by the officers of the Deptt. of Official Language.

### **3.7 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 32,125 Central Government Offices have been notified under this rule, till 31.03.2009.

### **3.8 Correspondence in Hindi**

Out of a total number of 2,88,791 letters received in Hindi from April, 2008 to March, 2009 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 10,89,775. 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.

### **3.9 Redressal of grievances**

A grievances cell is functioning in the Department, which is manned by one Deputy Director (Complaints) and one Assistant Director (Complaints) under the Director (Implementation). Whenever any complaint/ suggestion etc. is received from any quarter it is promptly taken up with the concerned authorities for redressal. During the year 2008-09, a total of 305 complaints were received in the cell.

### **3.10 Right to Information Act - 2005**

In addition to this, under the “**Right to Information Act - 2005**” complaints regarding Official Language with reference to Implementation of Official Language, the coordination work is being carried out by the Complaint Cell.

## **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 translated by the Bureau every year under its regular establishment. Apart from this in order to expedite 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 translated every year. 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 in the Ministries, Departments, Public Sector Undertakings and Autonomous Bodies of the Government of India are imparted training in translation and practice of translation is done regularly. Various training courses are being conducted by Bureau for the purpose.

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

As many as 15,20,702 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> March, 2009.

**4.2.1** Like in the past, Bureau had an annual target of translating 46,000 standard pages for the year 2008-09. Out of this 38,086 standard pages were translated.

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

Bureau translates 46,000 standard pages every year. However, it receives an equal number of pages or even more for translation, so much so, that there always remains a fair amount of backlog of translation material. In order to dispose of the pending work at an early date 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, a target of translation of 30,000 standard pages per year has been fixed. During the year 2008-09 a total of 19,068 standard pages have been translated. Hence, since the inception of this scheme and up to 31<sup>st</sup> March 2009 a total of 5,76,252 standard pages have been translated under this scheme.

#### **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 Details of training for the year 2008-09 are as under:**

|                   | <u>Annual Target</u> | <u>Target Achieved</u> |
|-------------------|----------------------|------------------------|
| <b>Programmes</b> | 16                   | 16                     |
| <b>Trainees</b>   | 360                  | 179                    |

It may be mentioned here that with the introduction of the Three Month Translation Training Course efficiency, proficiency and quality of translators has shown improvement and 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 Short-term Translation Training Programme**

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.

#### **4.5.1 Five day Short-Term Translation Training Programme:**

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.

#### **4.5.2 Details of training for the year 2008-09 are as under:-**

|            | <u>Annual Target</u> | <u>Target Achieved</u> |
|------------|----------------------|------------------------|
| Programmes | 16                   | 15                     |
| Trainees   | 400                  | 435                    |

#### **4.6 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.

#### **4.6.1 Details of training for the year 2008-09 are as under:-**

|            | <u>Annual Target</u> | <u>Target Achieved</u> |
|------------|----------------------|------------------------|
| Programmes | 2                    | 2                      |
| Trainees   | 30                   | 54                     |

#### **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.
- (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 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 training for the year 2008-09 are as under:-**

|             | <u>Annual Target</u> | <u>Target achieved</u> |
|-------------|----------------------|------------------------|
| Programmes: | 06                   | 06                     |
| Trainees:   | 90                   | 141                    |

**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 Details of training for the year 2008-09 are as under:-**

|                             | <u>Annual Target</u> | <u>Target achieved</u> |
|-----------------------------|----------------------|------------------------|
| Programmes conducted:       | 04                   | 02                     |
| Officers/Employees trained: | 40                   | 41                     |

## CHAPTER - 5

### 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 except those belonging to 'D' categories specified therein has been made compulsory and Hindi Typing and Hindi Stenography Training is also compulsory for those Typists and Stenographers who don't know Hindi typing and Hindi Stenography. With this object in view, the Department of Official Language has been running a Hindi Teaching Scheme. Regular attendance in classes and appearing the prescribed examination is obligatory for all employees. 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 including 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 teaching and examinations.
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. Candidates are allowed to appear at examinations privately.
7. Officers/ employees attending the training and examinations are treated as on duty.
8. Separate classes for Gazetted Officers are held 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 Pragya, on passing the Pragya examination.

2. To employees for whom the Praveen or Prabodh examinations are the final examinations, on passing the Praveen or Prabodh examination 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 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 / Pragma</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>Pragma</b> |
|----------------|----------------|---------------|
| Rs. 1000       | Rs. 1000       | Rs. 1200      |

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

### **5.3 Facilities and Incentives for learning Hindi Typewriting/ 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)**

| <b>Amount</b> | <b>Hindi Typing</b> | <b>Hindi Stenography</b> |
|---------------|---------------------|--------------------------|
| 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 Teaching Centres are being run throughout the country under Hindi Teaching Scheme. Teachers have been appointed under the scheme to run Training Centres and the responsibility of supervising their 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 offices at Mumbai, Kolkata, Guwahati, Chennai and New Delhi. The Deputy Director is the Officer-in-charge for each region who looks after the scheme's teaching, administrative and organisational work throughout the region. At present 132 centres are functioning throughout the country out of which 118 are full time and 14 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 43 Hindi typing and Hindi stenography centres of which 22 are full time and 21 are part time centres.

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

Details of targets and achievement under Hindi Teaching Scheme during the year 2008-09 are as under: -

| S.No.                    | Name of the courses                                       | Target               | Achievement          |
|--------------------------|---|----------------------|----------------------|
| <b>A. Hindi Language</b> |   |                      |                      |
| 1.                       | Hindi Teaching Scheme<br>(Prabodh, Praveen and Pragya)    | 29,960               | 21,468               |
| 2.                       | Intensive Hindi Training<br>(Prabodh, Praveen and Pragya) | 5,130                | 1,745                |
| 3.                       | Lang. Corresponce Course<br>(Prabodh, Praveen and Pragya) | 4,000                | 2,598                |
|                          | <b>Total:-</b>  | <b><u>39,090</u></b> | <b><u>25,811</u></b> |
| <b>B. Hindi Typing</b>   |   |                      |                      |
| 1.                       | Hindi Teaching Scheme                                     | 2,980                | 1,821                |
| 2.                       | Intensive Typing  | 750                  | 353                  |
| 3.                       | Typing Correspondence Course                              | 1,000                | 874                  |
|                          | <b>Total:-</b>  | <b><u>4,730</u></b>  | <b><u>3,048</u></b>  |

|                             |                     |  |                   |
|-----------------------------|---------------------|--|-------------------|
| <b>C. Hindi Stenography</b> |                     |  |                   |
| 1. Hindi Teaching Scheme    | 1,490               |  | 467               |
| 2. Intensive Typing         | <u>210</u>          |  | <u>66</u>         |
| <b>Total:-</b>              | <b><u>1,700</u></b> |  | <b><u>533</u></b> |

## 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 2008-09 are as under:-

| Sl.No. | Name of the Course   | Number of Participants |
|--------|--|------------------------|
| 1.     | 25 full working days intensive Prabodh Course                        | 329                    |
| 2.     | 20 full working days intensive Praveen Course                        | 431                    |
| 3.     | 15 full working days intensive Pragya Course                         | 985                    |
| 4.     | 40 full working days intensive typing training for Typists/Clerks    | 353                    |
| 5.     | 80 full working days intensive training in Stenography               | 66                     |
| 6.     | 5 full working days intensive Hindi workshops for employees/officers | 398                    |
| 7.     | Other Short Term Training Courses                                    | 191                    |

### **5.8.3 Some important achievements of Hindi Teaching Scheme/Central Hindi Training Institute during the year 2008-09:**

1. Training Programme for Trainees for the Assistant director (Language/Typing/ Shorthand) and Hindi Pradhyapak.
2. A Two day meeting of the Regional deputy directors, HTS was organized in the conference hall of Deputy Director(North-Central) Office, Hindi Teaching scheme, New Delhi from 5-6 May 2008 . It was chaired by Director, Central Hindi Training Institute. The closing session of the meeting was addressed by Joint Secretary (Official Language) who expressed her views on the modernization of training.
3. A meeting of the Liaison Officers of central Govt. Officers/Banks/Undertakings was organised on 21 May, 2008 by Deputy Director(North-East) Office, Hindi Teaching scheme, Guwahati in the chairmanship of the Director, Central Hindi Training Institute, New Delhi.
4. A Three day workshop “ Technology for Indian Language” on the CD Hindi Software/tools issued stepwise was organised at 2-A. Prithviraj Road, New Delhi premises of Central Hindi Training Institute from 14-05-2008 to 16-05-2008 . The Assistant Director (Typing/Shorthand) of all the regional officer located all over the country participated in the said workshop.
5. Basic training on computer was given by N.P.T.I., Faridabad from 19-05-2008 to 23-05-2008 for the Assistant Directors and Hindi Pradhyapaks of Eastern and North-Eastern Regional office of Hindi Teaching Scheme.
6. A Training programme on computers was organised by C-Dac from 26.05.2008 to 30-05-2008 at New Delhi for the employees who do not possess working knowledge of computers. The nominated employees of Central Hindi Training Institute/Hindi Teaching Scheme participated in the training programme.
7. Director (CHTI) was on an inspection visit on Bangalore Center from 26 June to 30 June. 2008 and participated in a meeting of Senior Officers of the city with Hon able State Home Minister on 29 June, 2008.
8. A workshop of two half working day was orgained on 10-11 June, 2008 for the Joint secretary, Director , Deputy Secretary level officers of various Ministries, which was attended by 62 Officers at India International Center, New Delhi.
9. A five full working day computer training programme for the Hindi Pradhyapaks of western region was organised in the Office of Deputy Director (West), Hindi Teaching Scheme. Mumbai from 02-06-2008 to 06-06-2008.
10. Two Computer training programme of 05 days each was organised by Hindi Teaching Scheme (East), Kolkata for the Assistant Directors and Hindi Pradhyapaks.
11. Assistant Director and Hindi Pradhyapaks of Hindi Teaching Scheme and Central Hindi Training Institute, Navi Mumbai and Western Region Participated in an “Advanced Training Programme on computer” organised by C-Dac, Pune in the office of Deputy Director (West), Hindi Teaching Scheme. Mumbai from 04-08-2008 to 08-08-2008.
12. Office of Deputy Director (South), Hindi Teaching Scheme, Chennai was inspected by Secretary (Official Language) on 12.08.2008.

## **CHAPTER - 6**

### **EFFORTS TO INCREASE THE USE OF OFFICIAL LANGUAGE ON COMPUTER**

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 2008-09, 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, 89 training programmes have been conducted during 2008-09. These training programmes are being conducted by National Informatics Centre New Delhi, C-DAC, Noida, and National Power Training Institute, Faridabad in New Delhi, Chandigarh, Chennai, Jaipur, Bangalore, Bhopal, Guwahati, Lucknow, Patna, Raipur, Vindhyachal, Sidhi(M.P), Nagpur, Kolkatta, Mumbai, Parbati(H.P), Pune, Chamba (H.P), Kishtwad(J&K) and Durgapur. These programmes sponsored by the Department of Official Language are free of cost for the officers/ employees of the Central Govt. Ministries/ Departments, Undertaking and Banks.

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

On the occasion of Regional Official Language Conferences, computer symposiums and exhibitions were organised on 15-16 Oct, 2008 at Ooty (Arwankadu) and on 28<sup>th</sup> Feb 2009 at Vadodra. Exhibition of bilingual computers was also held on the occasion. Around 500 participants were benefited from each symposiums/ exhibitions regarding facilities/ resources available to work in Hindi on computers.

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

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

Department of Official Language with the help of C-DAC, Pune has developed a software namely “Computer Assisted English to Hindi Translation Software – “Mantra-Rajbhasha”. To provide translation of documents from English to Hindi to be used in the domain of Education & Banking the development of Mantra Software was done during the year 2008-09.

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

Under this project Prabodh, Praveen and Pragya courses run by Hindi Teaching Scheme have been made available on the Department of Official Language Portal. Anybody can learn Hindi free of cost according to the above courses from the portal 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. During the year 2008-09, apart from including Bodo language in this series, self learning online package through the medium of Kannada, Malayalam, Tamil and Telgu languages has been prepared again according to the revised course of Praveen and Pragya.

**(C) E-Mahashabdakosh**

E-Mahashabdakosh is an online bilingual-bidirectional Hindi-English pronunciation dictionary. This dictionary include 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. For usage in Administrative domain, **E-Mahashabdakosh** was released by Her Excellency, the President of India on 14<sup>th</sup> September, 2008 on the occasion of Hindi Diwas.

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

By developing on-line examination system for Hindi Probodh, Pravin and Pragya objective type question paper has been prepared.

**(E) Training of Trainers (TOTs)**

Under the Training of Trainers (TOTs) programme, eight training programmes were organized for the teachers of Central Hindi Training Institute.

**6.4 Department of Official Language Portal**

Department of Official Language 'website' has been converted into 'Portal'. In addition to the information relating to the Department, information such as Constitutional Provisions, Presidential Orders, Official Languages Act, Official Languages Rules, Hindi Computer Training Programmes calendar, Central Hindi Training Institute and Central Translation Bureau training calendar, Central Secretariat Official Language Service seniority list, Annual programme of the Department of Official Language, compilation of orders and list of standard Hindi books etc. are available on the Portal. Annual Programme of the Department of Official Language has also been made available on the Portal. To learn Hindi through the portal of Department of Official Language Leela-Probodh, Praveen, Pragya and for English to Hindi translation Mantra-Rajbhasha and bilingual-bidirectional **E-Mahashabdakosh** (Administrative Domain) have been made available on the portal. The address of the portal is: <http://www.rajbhasha.gov.in>

## **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 122 issues of this magazine have been brought out till March 2009. 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. In this series, "Prashikshan Visheshank" of Rajbhasha Bharti was launched on 14<sup>th</sup> September, 2008, on the occasion of Hindi Diwas.

#### **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 4000 books has been prepared and circulated. Thus lists containing approx 30,000 books have been prepared and circulated from the year 1990 and till the end of 2008. 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 2008-09 was circulated in March, 2008. 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 2006-07 was placed on the Table of Lok Sabha on 18.03.2008 and Rajya Sabha on 19.03.2008 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 encourage 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 14,000 Rajbhasha Calendars and 6600 Diaries for the year 2009 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 Complimentary 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 2007-08 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 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 14.09.2008. The exhibition was viewed by Her Excellency, President of India. In addition to this, exhibitions of standard magazines and journals were displayed at the Two Regional Official Language Conferences organised at on 15-16 Oct, 2008 at Ooty (Arwankadu) and on 28<sup>th</sup> Feb 2009 at Vadodra. These exhibitions were also viewed by a number of renowned scholars, litterateurs, research scholars and the members of the public and was appreciated by them.

### **7.9 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., 2008 was recorded and telecast/ broadcast by the Delhi Doordarshan/ Akashwani Kendras.

### **7.10 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 2007-2008 were given away on 14<sup>th</sup> Sept., 2008 on the occasion of Hindi Day by Her Excellency, the President of India.

## 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:-

| <b>S. No</b> | <b>Designation</b>           | <b>Pay-Scale<br/>( in Rs.)</b> | <b>Pay Band</b> | <b>Grade Pay<br/>( in Rs.)</b> | <b>No. of present posts</b> |
|--------------|------------------------------|--------------------------------|-----------------|--------------------------------|-----------------------------|
| <b>1</b>     | <b>Director [O.L]</b>        | <b>14300-18300</b>             | <b>PB-4</b>     | <b>8700/-</b>                  | <b>18</b>                   |
| <b>2</b>     | <b>Joint Director [O.L]</b>  | <b>12000-16500</b>             | <b>PB-3</b>     | <b>7600/-</b>                  | <b>20</b>                   |
| <b>3</b>     | <b>Deputy Director [O.L]</b> | <b>10000-15200</b>             | <b>PB-3</b>     | <b>6600/-</b>                  | <b>30</b>                   |
| <b>4</b>     | <b>Asstt. Director [O.L]</b> | <b>8000-13500</b>              | <b>PB-3</b>     | <b>5400/-</b>                  | <b>153</b>                  |
| <b>5</b>     | <b>Senior Translator</b>     | <b>7450-11500</b>              | <b>PB-2</b>     | <b>4600/-</b>                  | <b>194</b>                  |
| <b>6</b>     | <b>Junior Translator</b>     | <b>6500-10500</b>              | <b>PB-2</b>     | <b>4200/-</b>                  | <b>426</b>                  |
| <b>Total</b> |                              |                                |                 |                                | <b>841</b>                  |

**8.2.** The cadre of the CSOL Service consists of 841 posts in the above grades. The posts are in various Ministries/ Departments/ Attached Offices of the Govt. of India located in Delhi except 72 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 and 1999 & 2004. The present committee has been reconstituted after the constitution of present Lok Sabha on 13.08.2004.

**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 Devanagiri 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. Resolution 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 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. 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. It was placed on the table of Lok Sabha on 15<sup>th</sup> May, 2007 and on the table of Rajya Sabha on 16<sup>th</sup> May, 2007. The Presidential Orders on the recommendations contained in this Report have been issued on 02.07.2008.

## CHAPTER - 10

### STATEMENT SHOWING OUTSTANDING AUDIT PARAS OF DGCR (UPTO 31.03.2009)

|              |  |           |
|--------------|--|-----------|
| 1.           | Department of Official Language (Hqrs.)                  | 10        |
| 2.           | Regional Implementation Office, Bhopal                   | 03        |
| 3.           | Central Hindi Training Institute, New Delhi              | 18        |
| 4.           | Dy. Dir (North-Central) Hindi Teaching Scheme, New Delhi | 01        |
| 5.           | Central Hindi Training Sub Institute, Chennai            | 01        |
| 6.           | Dy. Dir (South ) Hindi Teaching Scheme, Chennai          | 04        |
| 7.           | Central Translation Bureau, New Delhi                    | 08        |
| 8.           | Committee of Parliament on Official Language             | 11        |
| <b>Total</b> |  | <b>56</b> |

The Audit of Accounts of the Department of Official Language is conducted by DGCR on behalf of Comptroller & Auditor General of India. At the end of the year 2007-08, there were 57 audit paras were pending . During the year 2008-09, 08 new audit paras were received and 09 audit paras were finally disposed off. Hence, there are 56 audit paras are pending at the end of year 2008-09.