

O.M. No. 12024/2/97/OL (Imp-2), dated February, 1997

Subject:— Standard noting regarding constitution, activities and procedure etc. of Town Official Language Implementation Committees.

Town Official Language Implementation Committees have been constituted in various towns throughout the country for ensuring progress of implementation of the Official language. At present, 165 Town Official Language Implementation Committees are working in the country. Department of Official Language has issued directives from time to time regarding responsibilities of the Chairpersons/Member-Secretaries in order to speed up the activities of these committees.

2. A standard noting is enclosed for the update information and convenience of the Chairpersons/Member-Secretaries of Town Official Language Implementation Committees. This will prove to be useful in the management of the activities of the committee.

3. Detailed guidelines regarding Town Official Language Committees are given on pages 15—17 of the Manual for use of Official Language Hindi (Second edition).

Kindly acknowledge the receipt of this circular.

Activities, procedures and basic objectives of Town Official Language Implementation Committees

Constitution: According to Department of Official Language O.M. No. 1/14011/12/76 O.L. (d&1), dated 22.11.1976,

Town Official Language Implementation Committees can be constituted in all such towns of the country where the number of the Central Govt. offices is 10 or more. The committees are constituted with the sanction of Secretary (OL), Govt. of India on the basis of proposals received from the Regional Implementation Offices of the Department of Official Language.

Chairman: The committees are presided over by one of the senior most officers of the offices of the central government/undertakings/banks etc. located in that town. Before being nominated, the willingness of the proposed Chairperson is obtained in writing regarding the chairmanship of the Committee.

Membership: Offices of the Central Government/Undertakings/Banks etc. located in the town are members of the committee. The senior most officers (administrative heads) of these offices are required to regularly attend the meetings of the committee.

Member-Secretary : The Chairman of the committee nominates a Hindi expert with his consent, to the post of Member-Secretary for the management of the secretariat of the committee. This Member-Secretary can be from his own office or from any other member-office. The Member-Secretary conducts the activities of the committee with the permission of the Chairman.

Meetings: Two meetings of these committees are held every year. The Department of Official Language keeps a calendar for the months in which these meetings are to be conducted. The information regarding conducting these meetings is intimated at the time of the constitution of the committee and the committee is expected to hold its meetings in the prescribed months.

Representation: The administrative heads of the Central Government Offices/Undertakings/Banks etc. take part in the meetings of these committees. The officers of the Department of Official Language (Headquarters) and its Regional Implementation Offices also represent the Department of Official Language at these meetings. A representative of one of the branches of the Central Secretariat Hindi Council located in the town and an officer of the Hindi Teaching Scheme are also invited to this meeting.

Objective: The need for a joint forum was felt to overcome the difficulties faced in promoting the progressive use of Hindi and implementation of the Official Language Policy in Central Government Offices/Undertakings/Banks etc. spread all over the country, so that all Offices/Undertakings/Banks etc. could sit together to discuss the problems. Consequently,

the decision to constitute Town Official Language Implementation Committees was made. The main objective of constituting these committees is to review the implementation of the Official Language Policy in the Central Governments Offices/Undertakings/Banks etc., and to promote its use so that the problems arising in its implementation could be solved.

Activities: As per Department of Official Language O.M. No. 12027/2/79-OL ([k&1]), dated 3.9.1979, the primary responsibilities of these committees are as follows:—

- (i) Reviewing the position regarding Official Language Act/Rules and orders issued by the Govt. of India relating to progressive use of Hindi in official work and the implementation of Annual Programme.;
- (ii) To consider the steps to be taken to increase the use of Hindi in Central Government Offices etc. in the town.
- (iii) To review the availability of reference literature in Hindi, Hindi typewriters, stenographers, typists etc; and
- (iv) To consider problems relating to training in Hindi language, Hindi typing and Hindi stenography.

Besides performing these primary functions, Town Official Language Implementation Committees run several incentive schemes, such as conducting Hindi related competitions, celebrating Hindi Day/week, conducting seminars etc. on Hindi, giving away prizes/letters of commendation to the offices doing outstanding work for progress of Hindi. Directions regarding the items to be included for discussion in the agenda of the committee meetings have been given in the Department of Official language O.M. No. 12027/39/88-OL ([k-2]), dated 22.9.88

Classification and reimbursement amount for the meeting: Committees having more than 100 offices as members

are regarded as large committees, whereas those with less than 100 member are regarded as small committees. The Department of Official Language provides a reimbursement amount of Rs. 3000 per meeting to large committees and Rs. 1500 to small committees. Committees specially constituted for banks and undertakings are not provided with any reimbursement amount. An expenditure certificate (as per the proforma prescribed by the Deptt. of Official Language), regarding the expenditure incurred on the meeting of the committee, signed by the chairman of the committee should be sent to the concerned Regional Implementation Office of the Department of Official Language within 15 days from the date of holding the meeting.

Award for the committee doing outstanding work: According to Department of Official Language O.M. No. 12024/1/91-OL ([k&2]), dated 22nd April, 1991, the Town Official Language Implementation Committees doing outstanding work in promoting the progressive use of Hindi are honoured with shields in Regional Official Language Conferences and Indira Gandhi *Shield* distribution functions and a letter of commendation is also awarded to the Member-Secretary of the committee.