

Manual 2

Powers and duties of officers [Section 4(1)(b)(ii)]

Sl. No.	Responsible officer	Services	Duties
1.	Secretary	All matters related to the Department	Being Head of the Department, he administers and supervises all matters related to the Department
2.	Joint Secretary (OL)	All matters related to the Department	Being Head of the Office, he administers and supervises all matters related to the Department
3.	Dr. Shri Prakash Shukla, Joint Director (Policy/Patrika/ CTB/Patrika) Tele: 23438250 E mail: shukla.sp@nic.in	Policy related matters : i) The Official Languages Act, 1963 ii) The Official Languages Rules, 1976 iii) Official Language Policy	Relevant provisions of the Act/ policy in vogue, in consultation with the concerned authorities, if necessary.
4.	(A) Shri Sandeep Arya, Director (Tech/ Impl/ Admn) Telefax: 23438129 Email: dir-tech@nic.in (B) Sh. Kewal Krishan, Sr. Technical Director (NIC) Tele: 23438178 E mail: kewal.krishan@nic.in	Matters relating to Technical Cell : i) I.T. Tools ii) Computer Training iii) Conversion of non- Unicode to Unicode iv) DOLs website v) C-DAC, DIT and NIC-related matters	Examining the requests with reference to relevant provisions in consultation with the concerned authorities, if necessary.
5.	Sh. B.L. Meena, Deputy Secretary (Budget/Services) Ph: 23438002 Email: bl.meena81@nic.in	Budget related matters of DOL / Subordinate offices	--do--
6.	Smt Manjula Saxena, Deputy Secretary (Complaint/Research) Ph. 23438155 Email: manjula.saxena@nic.in	Request for nomination to the Kendriya Hindi Samiti (KHS) and matters relating to nominations to Hindi Salahkar Samities (HSS) of various Ministries.	Examining the requests based on Qualifications, Experience and the guidelines on the subject.

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7.	Sh. B.L. Meena, Deputy Secretary (Budget/Services) Ph: 23438002 Email: bl.meena81@nic.in	Cadre Management of CSOLS: a) Cadre <i>Structure</i> . b) Service matters relating to individual employees such as posting transfer etc. c) Representations relating to seniority / promotion.	Examining the requests in consultation with concerned organization such as DOPT, M/o Law, M/o Finance, UPSC etc. as may be necessary
8.	Dr. Shri Prakash Shukla, Joint Director (Policy/Patrika/ CTB/Patrika) Tele: 23438250 E mail: shukla.sp@nic.in	Matters relating to Central Hindi Training Institute (CHTI), New Delhi raised/submitted by an officer/officials of CHTI, referred to DOL .	Examining the request w.r.t. relevant rules and in consultation with the concerned organization such as CHTI, DOPT, and UPSC etc.
9.	Dr. Shri Prakash Shukla, Joint Director (Policy/Patrika/ CTB/Patrika) Tele: 23438250 E mail: shukla.sp@nic.in	Matters relating to Central Translation Bureau,(CTB), New Delhi raised/submitted by an officer/officials of CTB, referred to DOL.	Examining the request w.r.t. relevant rules and in consultation with the concerned organisation such as CTB, DOPT, UPSC etc.
10.	Shri Sandeep Arya, Director (Tech/ Impl/ Admn) Telefax: 23438129 Email: dir-tech@nic.in	Matters relating to Regional Implementation Offices (RIOs) Situated at Mumbai, Kolkata, Bengaluru, Guwahati, Ghaziabad, Bhopal, Kochi and Delhi raised / submitted by an officer / officials of (RIOs).	Examining the request w.r.t. relevant rules and in consultation with the concerned organisation.
11.	Smt Manjula Saxena, Deputy Secretary (Complaint/Research) Ph. 23438155 Email: manjula.saxena@nic.in	General complaints for violation of the Official Language Policy	Examining the complaints w.r.t. relevant rules and advising the concerned organisation to take remedial measures.
12.	Shri Sandeep Arya, Director (Tech/ Impl/ Admn) Telefax: 23438129 Email: dir-tech@nic.in	Matters relating to : a) Implementation of Official Language Policy. b) Rajbhasha Gaurav Puraskar Yojna (for books). c) Regional Felicitation Functions and Colloquia d) Hindi Divas e) Central Official	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.

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		Language Implementation Committees(COLIC) f) Town Official Language Implementation Committees (TOLIC)	
13.	Smt Manjula Saxena, Deputy Secretary (Complaint/Research) Ph. 23438155 Email: manjula.saxena@nic.in	Matters relating to Annual Programme, Annual Report and Annual Assessment Report.	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.
14.	Dr. Shri Prakash Shukla, Joint Director (Policy/Patrika/ CTB/Patrika) Tele: 23438250 E mail: shukla.sp@nic.in	Matters relating to publicity of Official Language Policy	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.
15.	Dr. Shri Prakash Shukla, Joint Director (Policy/Patrika/ CTB/Patrika) Tele: 23438250 E mail: shukla.sp@nic.in	Matters relating to : a) Publication of quarterly magazine Rajbhasha Bharti. b) List of Standard books. c) Rajbahsha Kirti Puraskar Yojna (for grih patrika). d) Rajbhasha Gaurav Puraskar Yojna (for utkrisht lekh)	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.
16.	Shri Sandeep Arya, Director (Tech/ Impl/ Admn) Telefax: 23438129 Email: dir-tech@nic.in	Matters relating to : a) Coordination and Administration of DOL b) General Maintenance within DOL.	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.
17.	Dr. J. P. Kardam, Director, Central Hindi Training Institute, Paryavaran Bhavan, 7 th Floor, CGO Complex, Lodhi Road, New Delhi. Telefax: 24361852 Email: dirchti-dol@nic.in	Matters relating to Central Hindi Training Institute, (CHTI), Organising: a) Various training programmes for Hindi Language, typing, Stenography. b) Matters relating to Hindi Teaching Scheme in different regions. c) Matters relating to Central Hindi Training Institute, (CHTI), New Delhi raised / submitted by an	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.

Sl. No.	Responsible officer	Services	Duties
		<p>officer/officials of CHTI.</p> <p>d) Complaints against the officials working in the said organisation.</p> <p>e) Complaint of goods and services suppliers.</p> <p>f) Examination / result related matters.</p>	
18.	<p>Dr. S.N. Singh, Director, Central Translation Bureau Ph: 24362025 Paryavaran Bhavan, 8th Floor, CGO Complex, Lodhi Road, New Delhi. Email: dirctb-dol@nic.in</p>	<p>Matters relating to Central Translation Bureau, 8th Floor, Paryavaran Bhavan, CGO Complex, New Delhi:-</p> <p>a) Translation work and translation training programmes.</p> <p>b) Matters relating to Central Translation Bureau,(CTB),New Delhi raised/submitted by an officer/officials of CTB.</p> <p>c) Complaints against working of CTB offices and its field offices.</p> <p>d) Examination and result related matters.</p> <p>e) Complaints of goods and services by suppliers.</p>	<p>Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.</p>
19.	<p>Shri S.S. Rana, Secretary, 11, Teen Murti Marg, New Delhi Telefax:- 2301-4187 E-mail: secy-cpol@nic.in</p>	<p>Matters relating to Secretariat of Committee of Parliament on Official Language</p>	<p>Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.</p>