

वार्षिक रिपोर्ट
Annual Report
2017-2018

भारत सरकार
Government of India
गृह मंत्रालय
Ministry Of Home Affairs

राजभाषा विभाग
Department of Official Language

FOREWORD

Indian culture, civilization, art, literature, way of life and its values, spiritual and, religious beliefs, markets, trade, employment and multifaceted traditions of society have long been attracting the whole world in the background of all the above attributes. Hindi language is an important medium to understand the multi-coloured-multilingual- multifaceted India as a country. Hindi has the paramount place in our multilingual country as a link language. Hindi language had served to unite the entire nation into one even before independence. All over the country - from east to west and from north to south, our national heroes have displayed deep respect for Hindi language and this is the reason why Hindi has been given status of Official Language in the Constitution of India.

Hindi being the Official Language of the union, it is not only the constitutional duty of all to do maximum official work in Hindi but also encourage others to work in Hindi.

The Department of Official Language was established in 1975 for the implementation and propagation of the Official Language. For more than four decades, the Department of Official Language has been successfully imparting training in translation at four levels of Hindi training i.e. Pragya, Prabodh, Praveen and Parangat to all the personnel of the Central Government Offices, subordinate offices, nationalized banks, autonomous bodies etc. through the nationwide network of its subordinate offices – Central Translation Bureau and Central Hindi Training Institute respectively.

The Policy of the Department of Official Language has always been that of inspiration and encouragement. In the year 2017-18, the Department of Official Language has accomplished many significant works under the efficient guidance and inspiring leadership of Hon'ble Home Minister Shri Rajnath Singh and Hon'ble Minister of State for Home Shri Kiren Rijiju which have been included in the Annual Report 2017-18 prepared by the Department. The Department of Official Language believes that the work done by the Department will not only inspire other institutions but also motivate them to move forward with resolute determination in the propagation of Hindi in future.

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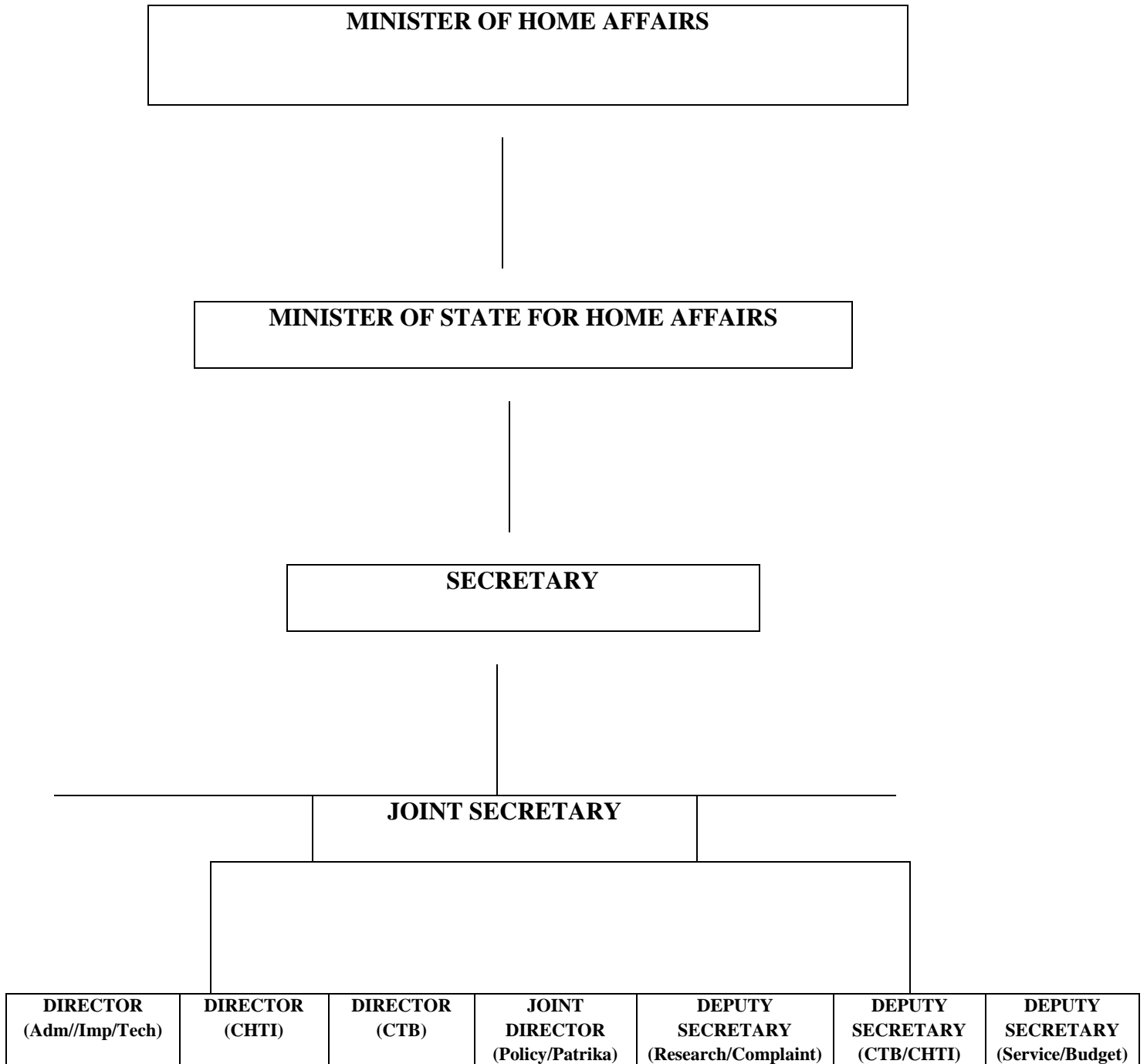
CHAPTER- 1

ORGANISATION AND FUNCTIONS OF THE DEPARTMENT OF OFFICIAL LANGUAGE

With a view to ensuring compliance of the constitutional and legal provisions regarding Official Language of the Union 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 under the Ministry of Home Affairs. Since then, this Department has been making continuous efforts for accelerating the progressive use of Hindi in transaction of the official business of the Union. In accordance with the Government of India (Allocation of Business) Rules, 1961, this Department has been entrusted with the following responsibilities:-

1. Implementation of 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 therefore.
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.

Organizational Structure of the Department of Official Language



CHAPTER -2

IMPORTANT ACTIVITIES DURING THE YEAR 2017-18

2.1 Literary encouragement through interaction and dialogue, quiz and riddles

Hindi being the most popular link language of the motherland, has been accorded the status of Official Language of the independent India by the founders of the constitution. Undoubtedly, in order to enhance the interest of common public and public servants in Hindi their vision was to connect our multilingual country into an emotional bond through Hindi. Accordingly, 100 short stories of famous Hindi literature and scholars are available on the website of the Department of Official Language. All these classical short stories are available in text as well as in audio formats. Reading and reciting of these stories shall improve language efficiency of the ordinary citizens and government personnel, especially Non-Hindi speakers, and also help assist to develop their literary interest.

2.2 Release of the Annual Programme

Annual Programme, prescribing the Annual Targets for the year 2017-18 regarding the use of Hindi for the Ministries/ Departments/ Offices of the Government of India was brought out and distributed. Annual Programme for the year 2017-18 has been uploaded on website www.rajbhasha.gov.in of the Department.

2.3 Release of the Annual Assessment Report

As required by Official Language Resolution, 1968, an Annual Assessment Report is prepared, showing the progress made in various Ministries/Departments etc., vis-à-vis targets fixed in the Annual Programme with 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 Annual Assessment Report for the year 2015-16 and 2016-17 were prepared and laid on the Table of both the Houses of Parliament. The Report was circulated in the Ministries/Departments of Government of India and it was uploaded on the portal of Department of Official Language.

2.4 Organizing Technical Seminars

For progressive use of Hindi in official business it is necessary to link it with the information technology. The Department has decided to organise four technical seminars in each financial year at various places of the country under the aegis of the Department of Official Language. Organizing Technical Seminars is a new initiative of the Department. These technical seminars not only have a comprehensive discussion on all issues related to Hindi but also disseminate detailed and up-to-date information on all topics related to Hindi such as Hindi fonts, use of Unicode, Voice to Text Typing, Information Management System etc. through practical demos. One-day technical seminars were organized during 17-18 in Puducherry, Jodhpur, Indore, Guwahati to impart technical knowledge to work in Hindi on computer. In these technical seminars, the participants from various offices also gave presentation on the work being done on computers in Hindi in their offices.

2.5 Rajbhasha Diary and Calendar

Rajbhasha calendar and Rajbhasha Diary for the year 2017 was brought out and distributed to Hon'ble Governors/Lt. Governors, Hon'ble Chief Ministers of States/UTs, Hon'ble Judges of Supreme Court of India, Hon'ble Judges of Delhi High Court along with Central Government Ministries/Departments, Public Sector Banks/ Undertakings etc. and Department of Official Language and its Subordinate Offices.

2.6 Meetings of Hindi Advisory Committee

In order to advise Ministries/Departments of Central Government, regarding the smooth implementation of Official Language Policy, 54 Hindi Advisory Committees have been constituted in Ministries/Departments of Central Government under the Chairmanship of the respective Ministers. During the year, 05 Hindi Advisory Committees were constituted and 39 meetings of Hindi Advisory Committee were organised up to 31 December, 2017.

2.7 Release of Rajbhasha Bharti

Rajbhasha Bharti, 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. This is being published since year 1978 and five thousand copies are printed for each issue. More than four thousand copies are distributed by post in different Ministries/Departments/Offices/Under-taking etc. Remaining copies of magazine are distributed at local level. 153 issues of Rajbhasha Bharti have been published up to December, 2017.

Scholarly articles written in comprehensive simple Hindi on Rajbhasha/Literature/Informative science are published in this magazine. Orders/instructions issued from time to time by Department of Official Language are also published in the magazine. Special issues are also brought out from time to time.

2.8 Grih Patrika Award Scheme

A new award scheme for the In-house Journals published by various Ministries/Departments/Offices of Central Govt. and Public Sector Undertakings was introduced since the year 2005-06,. Under this scheme, First and Second prizes are given to Ministries/Departments/Offices/Undertakings and Banks of A, B & C regions.

On the occasion of Hindi Day, on 14th September, 2017, Hon'ble President of India gave away the First and Second Grih Patrika Award to 'Ikshu' published by Indian Institute of Sugar Research, Lucknow and 'Rajbhasha Jyoti' published by N.H.P.C., Faridabad respectively for 'A' Region. For 'B' region, these awards were given to 'Prayas' published by State Bank of India Corporate Office, Mumbai and 'Vikas Prabha' published by IDBI Bank Ltd., Mumbai, while in 'C' region, Hon'ble President of India gave away the Grih Patrika Award to 'Jagruti' published by Syndicate Bank, Manipal, Karnataka and 'Vani' published by Indian Overseas Bank, Chennai.

2.9 Awards for outstanding writing in Hindi published in various paper journals

For the purpose of promoting Rajbhasha Hindi, an award scheme has been introduced for the outstanding writing, published in various paper journals by officers/employees of Central Government. In this scheme First prize of Rs.20,000/-, Second Prize of Rs.18,000/- and Third Prize of Rs.15,000/- were given to Hindi speaking participants and First Prize of Rs.25,000/-, Second Prize of Rs.22,000/- and Third Prize of Rs.20,000/- were given for Non-Hindi Speaking participants.

Under the Scheme, working and retired personnel of Central Govt. can participate. Hon'ble President of India gave away three awards each to Hindi and Non-Hindi speaking writers on 14 September, 2017 for articles published in 2016-17 under the Scheme.

2.10 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 set in the Annual Programme regarding purchase of Hindi books. For this purpose a list of standard Hindi books are prepared and circulated by the Department of Official Language every year. This list is also available on the portal www.rajbhasha.gov.in of the Department.

2.11 Messages

A number of requests are received regularly in the Department from the Central Govt. Offices, Banks, Undertaking, Town Official Language Implementation Committees, various academies and voluntary institutions for obtaining messages from the Hon'ble Home Minister, Minister of State for Home Affairs, Secretary and Joint Secretary, Department of Official Language. Requests seeking comments on appraisal of their various magazines/publications/books are also received. Keeping in mind the fact that these messages convey enthusiasm and inspiration for 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 dispatched. The messages are sent to the various Institutions by the Department of Official Language during the year 2017.

2.12 Central Official Language Implementation Committee

For 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, review of implementation of the instructions issued by the Department of Official Language and to suggest measures for rectifying the shortcomings found in compliance of these instructions, there exists a Central Official Language Implementation Committee in the Department of Official Language under the chairmanship of Secretary, Department 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 39th meeting of Central Official Language Implementation Committee was organised in four parts i.e on 28 June, 2017, 23 August 2017, 25 August 2017 and on 30 August 2017.

2.13 Setting up of Town Official Language Implementation Committees

Town Official Language Implementation Committees (TOLICs) are set up in various major towns of the country for overseeing the implementation of Official Language Hindi in Central Government Offices. 28 new Town Official Language Implementation Committees have been constituted during the year. The total number of these committees have now risen to 472. Meetings of these committees are to be held twice a year. Measures for accelerating the use of Hindi in Central Government Offices are considered in these meetings.

2.14 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 report are reviewed and measure 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 of Official Language, 271 meetings of these committees were held in various Ministries/Departments during the year.

2.15 Rajbhasha Kirti Awards

Rajbhasha Kirti Award Scheme has been Implemented from the year 2015-16 by the Department of Official Language. Under this award scheme every year shields are awarded to various Ministries, Departments, Boards/Institutions, Autonomous Bodies etc. Banks and Financial Institutions, Public Sector Undertakings, Town Official Language Implementation Committees and in house Journals for their outstanding achievements in promoting the Official Language Policy of the Government.

2.16 Rajbhasha Gaurav Awards Scheme

The Aim of Scheme is to promote original writing in Hindi language. The scheme comprises the following awards:-

- (A) **Rajbhasha Gaurav Award for ‘Gyan-Vigyan’ original book writing in Hindi to Citizens of India.** Under this Scheme the following Awards were given for the books published during the year 2017 :-

First Prize (One)	2,00,000/-, a Certificate and a memento.
Second Prize (One)	1,25,000/-, a Certificate and a memento.
Third Prize (One)	75,000/-, a Certificate and a memento.

- (B) **Rajbhasha Gaurav Award for Original book writing in Hindi to Central Government Employees(Including the Retired employees)** Under this Scheme the following Awards were given for the books published during the year 2017 :-

First Prize	1,00,000/-, a Certificate and a memento.
Second Prize	75,000/-, a Certificate and a memento.
Third Prize	60,000/-, a Certificate and a memento.

- (C) **Rajbhasha Gaurav Award for Excellent Articles in Hindi to Central Government Employees (Including the Retired employees):** The following 6 Awards are given under this Schemes :-

	Hindi Speaking	Non Hindi speaking
First-	20,000/-	25,000/-
Second-	18,000/-	22,000 /-
Third-	15,000/-	20,000/-

2.17 Hindi Divas 2017

On September 14th, 1949, the Constituent Assembly passed the constitutional provision regarding Official Language. In view of this, Hindi Day, is observed on 14th September every year in the Central Government Offices and Organisations. This year Hindi Divas Function was organised by the Department of Official Language, Ministry of Home Affairs at Vigyan Bhavan, New Delhi under the Chairmanship of Hon'ble Home Minister Sh. Rajnath Singh. The President of India was present in the function as Chief Guest. On this occasion the Hon'ble President gave away the following awards:-

- (A) 'Rajbhasha Gaurav puraskar' for the year 2016 comprising the following awards:-
- (I) Award for original book writing in hindi to central government employees
 - (II) Award for Gyan-Vigyan original book writing in hindi to citizens of India.
 - (III) Awards for excellent articles in Hindi.
- (B) Rajbhasha Kirti Puraskar 2016-17' for excellent work done in Hindi in the Offices/Departments of the Central Government, Boards/Autonomous Institutions, Public Sector Undertakings, Nationalised Banks and Town official language implementation committees.
- (C) 'Grih Patrika Kirti Puraskar' for excellent in-house journals published by Ministries/Departments and PSUs in 2016-17.

On this occasion total 67 awards were given away in the form of Shields/Certificates/Cash.

2.18 Regional Official Language Conference

These conferences provide formal platform for deliberations on the progress made in use of Official Language and for giving encouragement to the use of Hindi for the Official purposes. In these conferences, Rajbhasha Shields are also awarded to the attached/subordinate offices of central government for their outstanding achievement in the implementation of the Official Language Policy of the Union. Four such conferences are held every year. During the year first Regional Official Language Conference was held at Vishakhapatnam on 08th December 2017, second conference at Mumbai on 12th January, 2018, third at Varanasi on 09th February 2018 and fourth at Patna on 10th March, 2018.

2.19 Training in Hindi Language, Hindi Stenography & Hindi Typing

During the period (1st April, 2017 to 31 December, 2018), approximately 24418, 3641 and 156 employees of the Central Government were imparted training in Hindi language, Hindi Typing and Hindi Stenography respectively under the Central Hindi Training Institute and Hindi Teaching Scheme.

2.20 Translation & Translation Training Courses

Approximately 32207 standard pages received from Central Govt. Offices were translated by Central Translation Bureau during the year 2016 (1st January, 2017 to 31 December, 2017). Apart from this, 41 training courses were organised for Rajbhasha Officers and officials of Central Govt during the period and 827 officers/employees were imparted training in these courses.

2.21 Computer Training in Hindi

A total of 100 training programmes have been conducted during the year 2017-18 to impart proper training for working in Hindi on Computers. These programmes are sponsored by the Department of Official Language and are free of cost for the officers/employees of the Central Government Ministries/ Departments, Undertakings and Banks etc.

2.22 Hindi Training to employees

The time limit for completion of Hindi training to the Central Government employees has been extended from December 2008 to year 2025 vide a Resolution dated 24th April, 2008.

2.23 Achievements related to Rajbhasha Niti

The proposal regarding constitution of Kendriya Hindi Samiti under the Chairmanship of Hon'ble Prime Minister was prepared, which looks after the work of propagation and gives directions regarding the progressive use of Official Language Hindi. Official and Non-Official members were nominated and a resolution was issued vide 20017/02/2016-OL(Policy) dated 23.06.2016. An agenda of items was prepared after receiving inputs from all the Ministries/Departments and members of Kendriya Hindi Samiti for the 31st meeting of the Kendriya Hindi Samiti and the same was sent to Hon'ble Prime Minister for approval after getting it approved from Hon'ble Home Minister.

A resolution no.20012/01/2017-OL(Policy) dated 31.3.2017 was issued regarding the order of Hon'ble President on the 9th report of the Committee of Parliament on Official Language. A committee was constituted to review the unaccepted recommendations/approved recommendations after amendment on the first eight reports of the Committee of Parliament on Official Language and a revised Presidential order bearing resolution no.20012/02/2017/OL/Policy/Part.1 dated 06.12.2017 was issued after the assessment in view of the present position.

Clarification was issued to various Ministries/Departments regarding the no. of advertisement given in Hindi at par with English and regional languages regarding the Official Language policy.

2.24 Meeting with Public Sector Banks/PSUs

Banks/Undertakings have made an important contribution to the wide spread propagation and accelerating the development of Official Language Hindi as well as smooth implementation of the Annual Programme prepared for its progressive use in various purposes of the Union. In this regard, a meeting of the high level officers of public sector banks was held on 05.04.2017 under the Chairmanship of Secretary (Official Language) to discuss in detail about the difficulties faced in the implementation of the progressive use of Hindi and redressal of the same. Another two meetings with the PSUs held on 12.06.2017 under the Chairmanship of Secretary (Official Language) and on 18.09.2017 under the Chairmanship of Hon'ble Minister (Home) respectively.

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. Annual Programme for the year 2017-18 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 2017-18 was also made available on the portal of the Department of Official Language www.rajbhasha.gov.in

3.2 Award 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. Rajbhasha Kirti Awards Scheme for Ministries /Departments of the Government of India, Banks/Financial Institutions and Public Sector Undertakings and **Rajbhasha Gaurav Awards** Scheme for individuals have been introduced in 2015-16 to encourage outstanding achievement in the implementation of Official Language policy of the Union and to promote original book writing in Hindi respectively.

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

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

Under Rajbhasha Gaurav Awards Scheme, Awards are given away for the following 3 categories:-

1. Rajbhasha Gaurav Award for Original book writing in Hindi for Central Government Employees(Including the Retired employees)
2. Rajbhasha Gaurav Award for 'Gyan-Vigyan' original book writing in Hindi for Citizens of India.
3. Rajbhasha Gaurav Award for Excellent Articles in Hindi for Central Government Employees (Including the Retired employees).

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 online 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 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 with a few exceptions.

3.5 Progress relating to inspections

As 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 1612 inspections were carried by the officers of the Department of Official Language.

3.6 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 33924 Central Government Offices have been notified under this rule, till now.

3.7 Correspondence in Hindi

Out of a total number of 4,89,770 letters received in Hindi from April, 2017 to December, 2017 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 15,80,260. 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.

3.8 Redressal of Grievances

In pursuance of Ministry of Personnel, Public Grievances and Pension (Department of Administrative Reforms and Public Grievances) a complaint section 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/Offices/ Public Sector Undertakings/ Corporations/Banks etc, received from official and non-officials persons and organizations are dealt with, for their redressal by forwarding them to concerned division/section of Department of Official Language or concerned Ministry/Department for ensuring suitable actions. The number of such complaints/representations/suggestions received during the period from January 2017 to December 2017 is 1275 (Twelve Hundred Seventy Five).

Right to Information Act 2005

The number of applications for information under **Right To Information Act, 2005** received and disposed off during the year are shown in the following table:-

RTI (Details about the requests and appeals)						
Head	Opening balance as on beginning of the year 01.04.2017	No. of applications received as transfer from other CPIO u/s 6(3)	Applications received during the year	Number of cases transferred to other CPIO u/s 6(3)	Decisions where requests/ appeals rejected	Decisions where requests/ appeals accepted
1	2	3	4	5	6	7
Requests	00	185	292	70	09	398
1 st Appeal	00	01	42	01	00	42

CHAPTER 4

CENTRAL TRANSLATION BUREAU

4.1 Translation of Non-Statutory Procedural Literature and Training in Translation

Central Translation Bureau was set up on 1st 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 the 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 recommendation 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 also translated by the Bureau. From March 1, 1971 to December 2017, 18,29,388 number of standard pages have been translated under Regular Establishment scheme.

In order to expedite backlog of translation work, a scheme for **Expansion of Translation Capacity** was introduced from April, 1989 under which translation was done by outside translators on payment basis. Under this Scheme, 6,77,332 standard pages were translated up to July 2014. **The scheme was stopped by the Department of official language vide their letter No.13011/48/2014 O.L (C.T.B), Dated 28.07.2014.**

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 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 by Central Translation Bureau. 05 Various training courses are being conducted by the Bureau for this purpose.

4.2 Translation work by Regular Establishment

Under its Regular Establishment, 18,29,388 standard pages have been translated by the Central Translation Bureau from the date of its inception i.e. from 1st March,1971 to 31th December, 2017 .

Like in the past, Bureau has, proportionate to the number of translators, an annual target of translating 35,000 standard pages for the year 2017-2018. Out of this, 23,948 standard pages have been translated from 1st March,2017 to 31th December, 2017 .

4.3. Scheme for Expansion of Translation Capacity

Bureau has limited capacity of translating material received from various offices of Central Government. However, it continuously receives material for translation every year. As a result there always remains a fair amount of backlog of translation material. In order to dispose of the pending work as early as possible, a Scheme for **Expansion of Translation Capacity** from April, 1989 was introduced under which translation was done by translators outside the Bureau, on payment basis. As such from the date of inception of this scheme i.e. April 1989 to July 2014 6,77,332 standard pages have been translated under this scheme. As per File No.13011/48/2014 O.L (C.T.B) Order, Dated 28.07.2014, the Scheme for Expansion of Translation capacity has been stopped.

Thus, Central Translation Bureau has translated a total number of 25,06,720 standard pages until 31 December, 2017 Under both i.e. Regular Establishment and Expansion of Translation Capacity Scheme.

4.4 Training

4.4.1 Central Translation Bureau is an apex body of Government of India, Department of Official Language in the field of Translation and Translation Training. In order to enhance skill in translation, Translation Training imparted by the Central Translation Bureau for the Translators and Officers/employees engaged in translation work in the Ministries, Departments, Offices of the Central Government, Undertakings, Nationalized banks and Corporations etc. Details of various Translation Training Programme organized by the Bureau (with three centres) from April 2017 to 31 December 2017 are as follows:

(A) Induction Translation Training (compulsory) (30 working days)

Under Induction Training Programme (30 working days), Translation training is imparted to Translators, Hindi Assistants and other employees engaged in works related to the implementation of Official Language Policy in Ministries, Departments, Offices of the Central Government, Banks, Undertakings, Corporations, Autonomous Bodies. Duration of this programme is 30 working days. During the financial year, target has been set to conduct total 16 programmes for The Headquarter and Translation Training Centres situated in Mumbai, Bengaluru and Kolkata. (4 programmes for each centre). In the last week of the training programme an Exam is conducted and on the successful completion of the training Certificate and Medal is given. Under this training programme 11 training programme have been conducted upto 31st December 2017 in which 185 tranees have been trained.

(B) Advanced Translation Training Programme for Officers (5 working Days)

Under Advanced Translation Training Programme, training is imparted to the officers engaged in works related to the implementation of Official Language Policy in Ministries, Departments, Offices of the Central Government, Undertakings and Nationalised Banks. This training is delivered through expert guest lecturers. This programme is conducted only at the Headquarter, New Delhi. Every year three such five days training programmes are conducted. **Under this Advanced Translation Training Programme total 2 programmes were conducted till 31.12.2017 in which total 39 number of Officers have been trained.**

(C) Refresher Translation Training Programme (5 working Days)

Under Refresher Translation Training Programme, training is imparted to Hindi translators and all those other employees (irrespective of their designation) engaged in work related to the implementation of Official Language Policy in Ministries, Departments, Offices of the Central Government, Undertakings etc., who have undergone in 3 months Translation/ Ongoing 30 working days induction training programme. During the financial year target for conducting 8 training programmes has been set up for CTB, Headquarter and its training centres (two programmes for each Centre). These training programmes are organised with the help of expert guest faculties. Total 4 programmes have been conducted till 31 December 2017 in which 58 personnel have been trained.

(D) Short Term Translation Training Programme (outreach) (5 working days)

Short Term Translation Training is imparted to personnel engaged in works related to the implementation of Official Language Hindi in Offices/Organizations of the Government of India., Undertakings etc. This programme is an outreach programme. This is organised anywhere in India on the demand of any office, organisation, and TOLIC. During the current financial year, target has been set to organise 16 programmes i.e. 10 programmes at CTB Headquarter and 6 programmes in each centre (two at each centre). On successful completion of the training, certificates are given to the participants. Under this Short Term Translation Training Programme, total 13 programmes have been conducted till 31 December 2017 in which 345 personnel have been trained.

(E) Special Technical Translation Training Programme (5 working days)

This Programme is meant for Hindi officers/ Senior officers /Technical Officers. 'Special Technical Translation Training Programmes are organised with the help of experts and guest faculties. These programmes are meant for specific Organisation, in

which lectures are given by in house experts and guest faculties. Bureau Officials only co-ordinate these programmes. One programme (total 4 programmes) is conducted during the each quarter of the financial year. This programme is organised in the Bureau Headquarter, New Delhi or anywhere in India on the demand of any office, organisation, and TOLIC. On successful completion of the programme certificates are given to the participants. Under this Special Technical Translation Training Programme 2 programme have been conducted till 31 December 2017 in which 52 personnel have been trained.

A total number of 679 Personnel/officers have been trained in all the above mentioned 32 programmes of translation training till now.

CHAPTER-5

HINDI TEACHING SCHEME AND CENTRAL TRAINING HINDI INSTITUTE

5.1 Hindi Teaching Scheme

According to the Presidential Order of 27th 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 LDC's, Typists and Stenographers who don't know Hindi typing and Hindi Stenography. To achieve this objective, the Hindi Teaching Scheme has been established. 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 undertakings, Banks etc. owned or controlled by the Central Government.

5.2 Facilities and incentives for learning Hindi

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

FACILITIES :

1. No fees is charged for Hindi Training and examinations from Govt. Officers and employee.
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. Permitted for appearing in examination as private candidate also.
7. Training and examinations will be considered as a part of duty.
8. Separate classes for Gazetted Officers are also 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. On passing the Pragya Examination to the officers/employees for whom the final examination is Pragya.
2. On passing the Praveen or Prabodh examination (as the case may be) with 55% or more marks to employees for whom the Praveen or Prabodh Examination are the final examinations.
3. To gazetted Officers for whom the final examination is Praveen, on passing the Praveen examination with 60% or more marks.

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

Prabodh (In rupees)	Praveen (in rupees)	Pragya (in rupees)	Eligibility for cash awards
Rs. 1600/-	Rs. 1800/-	Rs. 2400/-	70% or more marks
Rs. 800/-	Rs. 1200/-	Rs. 1600/-	60% or more marks
Rs. 400/-	Rs. 600/-	Rs. 800/-	55% or more marks

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

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

Prabodh	Praveen	Pragya
Rs. 1,600/-	Rs. 1,500/-	Rs. 2,400/-

5.3 Facilities and incentives for learning Hindi Typing/Stenography

FACILITIES :

1. No fees is charged for Hindi Training and examinations from Govt. Officers and employee.
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. Permitted for appearing in examination as private candidate also.
7. Training and examinations will be considered as a part of duty.
8. Permission is given to attend classes at the recognised Typing/Stenography centers. 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 12 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 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 12 months equivalent to one increment.

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

Amount	Hindi Typing	Hindi Stenography
Rs. 2400/	97% or more marks	95% or more marks
Rs. 1600/-	95% or more but less than 97% marks	92% or more but less than 95% marks
Rs. 800/-	90% or more but less than 95% marks	88% or more but less than 92% marks

(c) Lump-sum awards on passing the examination through own efforts

To the employees who are posted at places having no Hindi Typing/Stenography Training Centres:-

Hindi Typing	Rs. 1,600/-
Hindi Stenography	Rs. 3,000/-

5.4 Courses in Hindi Teaching Scheme

The following three courses Prabodh, Praveen and Pragya are being run under this scheme. The duration of each courses is five months.

- 1. PRABODH** : Its standard is equivalent to the knowledge of Hindi of the Primary School level.
- 2. PRAVEEN** : Its standard is equivalent to the knowledge of Hindi of the Middle School level.
- 3. PRAGYA** : Its standard is equivalent to the knowledge of Hindi of the High School level .
- 4. PARANGAT** : Its standard is equivalent to the knowledge of Hindi of the Degree level.
- 5. HINDI TYPING** : The speed is 25 w.p.m . The duration of this course is six months.
- HINDI STENOGRAPHY** : The speed is 80 and 100 w.p.m . The duration of this course is 12 months.

5.5 Provision of Hindi Training Centres

(A) Hindi Language training centres

In view of the number of central Govt. Employees who do not know Hindi, whole-time and Part time Teaching Centers are being run throughout the country under Hindi Teaching Scheme. Teachers have been appointed under the scheme to run these centers 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 Regions 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 organizational work throughout the region. At present 361 training centers of Hindi Language are functioning throughout the country out of which 358 are full time and 03 are part time centers.

(B) 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 Govt. At present there are 30 Hindi Typing and Hindi Stenography training centers out of which 23 are full time and 07 are part time centers.

5.6. Kendriya Hindi Prashikshan Sansthan

The Kendriya Hindi Prashikshan Sansthan was set up on 31st August, 1985 under the Department of Official Language to achieve the following object:-

- (1) Arranging full time intensive training Courses in Hindi for newly appointed non-Hindi Officers/Employees of Central govt., Undertakings, Enterprises and Banks etc. 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) Five full working days workshops are organized for such Officers/Employees of the Union Government who possess the knowledge of Hindi but they feel difficulty to work in Hindi.

5.6.1 Kendriya Hindi Prashikshan Sansthan and Up-Sansthans

06 Up-Sansthans's (Sub-Institute) have been established at New Delhi, Mumbai, (Vadodra-sub center) Kolkata, Bangalore, Hyderabad and Chennai to speed up and expand the training capacity of the Sansthan.

At present 09 training centre of Hindi language and 07 training centre of Hindi Typing /Stenography total 16 training centres are operating under Central Hindi Training Institute and its Sub-institutes.

Thus $361+09=370$ of Hindi language and $30+7=37$ of Hindi Typing/Stenography training centres are being operated in the country under Hindi Teaching Scheme and Central Hindi Training Institute and total number of operated training centres are $370+37 = 407$.

5.7 The details of the Training programmes achievement and its targets under Central Hindi Training Institute & Hindi Teaching Scheme:-

During the year 2017-18 details of enrolment of trainees, target and achievement under Hindi Teaching Scheme are as under:-

<i>S.No.</i>	<i>Name of the Courses</i>	<i>Annual Target (01-04-2017 to 31-03-2018)</i>	<i>Achievement (As on 31.12.2017)</i>
A. <u>HINDI LANGUAGE</u>			
1.	Hindi Teaching Scheme (Prabodh, Praveen, Pragya and Parangat)	28880	20709
2.	Intensive Hindi Training (Prabodh, Praveen and Pragya)	2700	826
3.	Language Correspondence Course (Prabodh, Praveen and Pragya)	4000	2883
Total		35580	24418

<i>S.No.</i>	<i>Name of the Courses</i>	<i>Annual Target (01-04-2017 to 31-03-2018)</i>	<i>Achievement (As on 31.12.2017)</i>
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B. HINDI TYPING

1.	Hindi Teaching Scheme	3180	2332
2.	Intensive Typing	630	211
3.	Typing Correspondence Course	1000	1098
Total		4180	3641

C. HINDI STENOGRAPHY

1.	Hindi Teaching Scheme	660	113
2.	Intensive Stenography	210	43
Total		870	156

5.7.1 Statement of trainees participated in intensive training programme conducted by Central Hindi Training Institute and its Sub institutes.

The details of trainees participated in various courses conducted during 2017-18 (position as on 31-12-2017) are as under:-

Sl.No.	Name of the Course	Number of Participants (01.04.2017 to 31.12.2017)
1.	25 full working days intensive Prabodh Course	91
2.	20 full working days intensive Praveen Course	178
3.	15 full working days intensive Pragya Course	212
4.	20 full working days intensive Prangat Course	345
5.	40 full working day intensive Typing training for Typists/Clerks	211
6.	80 full working days intensive training in stenography	43
7.	05 full working days intensive Hindi workshops for employees/officers	388
8.	Other Short term Courses	100

CHAPTER- 6

EFFORTS TO INCREASE THE USE OF OFFICIAL LANGUAGE THROUGH ELECTRONIC EQUIPMENTS

For implementation of the Official Language Policy, facility of working in Devanagari Script is necessary. To achieve this objective, a Technical cell has been in operation in the Department of Official Language. During the year 2017-18, the technical cell had the following main activities/achievements:-

6.1 Training for working in Hindi on computers

To impart proper training for working in Hindi on computers, a target of 100 training programmes have been fixed during the year 2017-18. These training programmes have been conducted by Central Hindi Teaching Institutes in New Delhi, Kolkata, Bengluru, Guwahati, Chennai, Navi Mumbai, Kochi, Bhubnewshwar, Goa, Pune, Vishakhapatnam, Vadodara, Ahmedabad, Secunderabad, Coimbatore and Jaipur. 100 training programmes have been conducted during 2017-18. In addition to officers/employees of the Central Government Ministries/ Departments, Government Undertaking and Banks also participated in these programmes sponsored by the Department of Official Language.

6.2 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 which is available on the website of the Department.

(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 website of Department of Official Language. 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, Oriya, Punjabi, Nepali, Kashmiri, Gujarati and Bodo. Mobile version of LILA Rajbhasha has been developed during 2017-18. It is available on all browsers and website of Department of Official Language.

(C) E-Mahashabdakosh

E-Mahashabdakosh is an online bilingual-bidirectional Hindi-English pronunciation dictionary. This dictionary includes basic meanings, synonyms, 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. Till date E-Mahashabdakosh is available for dictionary of 12 domains.

(D) On-line Examination System

By developing an on-line examination system for Hindi Proboadh, Praveen and Pragma, a technique for conducting online examinations for Prabodh, Praveen and Pragma have been developed and online examinations at 8 centres in different locations were conducted.

(E) Development of M.I.S. for sending Quarterly Progress Report and Annual Assessment Report online.

Department of Official Language calls for Quarterly Progress Report and Annual Assessment Report from all Ministries/Departments/Undertakings/Banks etc. for implementation of Hindi. For submitting this report online, the Department of Official Language has developed the M.I.S software. All Ministries/Departments/ Undertakings/ Banks etc. can submit Quarterly Progress Report and Annual Assessment Report online to Department of Official Language with the help of this software. Approximately 7766 offices send their reports through this software.

6.3 Short Stories, Hindi Quiz and Hindi Puzzle

‘Online Hindi Puzzle,’ ‘Online Hindi Quiz’ and 100 short stories of great literature are available on the portal of Department of Official Language. In the present era of Information Technology, to increase inclination of people towards Hindi through internet, Department of Official Language has initiated these competitions. In compliance of the Official Language Policy through motivation and encouragement of Central Government officials, the Hindi vocabulary of personnel of Central Government shall be enriched through these online Hindi competitions and they shall be attracted towards website of Department of Official Language, which shall enhance their interest and proximity towards Hindi. Best stories shall be made available in the form of text and audio to common citizen and Hindi lovers as well, which shall enhance their literacy zest and improve their linguistic proficiency.

6.4 Organisation of Technical Seminars

To impart technology for working on computers in Hindi, one day technical seminars have been organized at Puducherry, Jodhpur, Indore and Guwahati. In these technical seminars, Rajbhasha technical tools and the participants of various offices have demonstrated the work being done in Hindi on computers in their offices.

6.5 Examination of bilingual (Hindi-English) website of Central Government Ministries/Departments.

Website of all Central Government Ministries/Departments were examined bilingual (Hindi-English). Shortcomings found during the examination of Hindi website were shown to officials during the meeting of Central Official Language Implementation Committee.

6.6 Website of Department of Official Language

In addition to various information relating to the Department of Official Language, information for learning Hindi on LILA Prabodh, Praveen, Pragya; bilingual and bi-directional E-Mahasabdkosh, 'Mantra-Rajbhasha for translation from English to Hindi, calendar for Hindi computer training programme, information of activities of Central Hindi Training Institute and Central Translation Bureau, Annual Programme of Department of Official Language and Hindi quiz etc. have been made available on the website. Quarterly and Annual Progress reports of the Ministries/Departments 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 website is www.rajbhasha.gov.in

The presentation of website of Department of Official Language have been made attractive and more useful by making comprehensive addition in the information put up on the website of 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. The publications are distributed free of cost to all Ministries/Departments, Offices, Undertakings, Banks, Institutes etc.

7.1 Rajbhasha Bharti -the quarterly magazine

A quarterly magazine titled 'Rajbhasha Bharti' is being brought out since year 1978. Total 153 issues of this magazine have been brought out till December, 2017. Good and educative articles in simple Hindi on Official Language/ literature /Informative Science are given space in the magazine. To encourage writing on various technical/scientific subjects in Hindi, such articles are given preference. Orders/Instructions issued by the Department from time to time are published in this magazine. Special issues are published from time to time.

In order to enthuse the readers of Raj Bhasha Bharti, an attempt was made to incorporate ideas of Hon'ble Ministers / Scholars in the magazine. Under this, a column of interview has been introduced from the 148th issue of Raj Bhasha Bharti and by December 2017, The 150th issue of Rajbhasha Bharti has been published as a special issue.

Continuous propagation activities of the Official Language are undertaken by the Department of Official Language. A fresh effort has been initiated for information on such activities to the readers and a column named "From the desk of Joint Secretary" is introduced in the Magazine Raj Bhasha Bharti. An analytical report of work performed by Department of Official Language in preceding three-months is presented in this column.

7.2 Preparation of list of standard Hindi books

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 set in the Annual Programme regarding purchase of Hindi books. For this purpose a list of

standard Hindi books are prepared and circulated by the Department of Official Language every year. Till December, 2017, lists of 47,299 books have been prepared and circulated. These lists are also made available on the website www.rajbhasha.gov.in 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 intensive and comprehensive Annual Programme is prepared, fixing the targets with regard to transaction of work in Hindi in Ministries/ Departments/ Offices/ Undertakings/ Banks etc. of the Government of India and circulated every year. The programme for the year 2017-18 was prepared and circulated in all Ministries/ Departments. This programme was also uploaded on the website www.rajbhasha.gov.in of Department of Official Language.

7.4 Annual Assessment Report

In compliance of provisions of Official Language Resolution, 1968, an Annual Assessment Report is prepared, showing progress made in various Ministries/Departments etc., vis-à-vis targets fixed in the Annual Programme with 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 Annual Assessment Report for the year 2015-16 and 2016-17 were prepared and laid on the table of both the houses of parliament and was uploaded on the portal of Department of Official Language.

7.5 Distribution of publicity material

A list of selected excellent books prepared by Department of Official Language was uploaded on its website for purchase by Ministries, Departments, Undertaking and banks etc. Besides Annual Programme, Annual Report, Annual Assessment Report and Rajbhasha Bharti were distributed amongst the Central Govt. Offices scattered all over the country.

7.6 Messages

A number of requests from the Central Govt. Offices, Banks, Undertaking, Town Official Language Implementation Committees, various Academies and voluntary institutions for messages from the Hon'ble Home Minister, MoS (Home), Secretary, Department of Official Language and Joint Secretary (OL) are received in the Department. Request seeking opinion about various Magazines/Publications/ books are also received. Keeping in view that these messages are very useful in encouraging the progressive use of Hindi, almost all the requests are suitably replied and messages of the Hon'ble Home Minister, Honble Minister of State for Home Affairs, Secretary and Joint Secretary, Department of Official Language etc. are dispatched.

7.7 Annual Report

The Annual Report pertaining to the year 2016-17 was prepared and uploaded on the portal of Department of Official Language. The Report was laid on the publication counters of Lok Sabha and Rajya Sabha and in the Parliament Library. Copies of the Annual Report were distributed to all the Ministries/Departments.

CHAPTER-8

CENTRAL SECRETARIAT OFFICIAL LANGUAGE SERVICE

8.1 The Central Secretariat Official Language Service (CSOLS) was constituted in the year 1981, consequent upon the decision taken by the Kendriya Hindi Samiti in year 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 of the incumbents. The Department of Official Language is its Cadre Controlling Authority. This Service includes all Hindi posts pertaining to implementation of Rajbhasha in various Ministries/ Departments of the Government of India and their Attached Offices excepting a few scientific and technical Departments, viz., Departments of Information Technology and Department of Space and Atomic Energy etc. In 2011, cadre of CSOLS was reviewed. Consequent upon the implementation of recommendations of the Seventh Central Pay Commission, and after inclusion of some of the Rajbhasha posts created in other Ministries/Departments to this CSOLS cadre and winding up of some department, the re-structured posts of CSOLS are as under:-

S.No	Designation	Level in Pay matrix (in Rs.)	No. of present posts
1	Director (O.L)	Level 13 (123100-215900)	18
2	Joint Director (O.L)	Level 12 (78800-209200)	36
3	Deputy Director (O.L)	Level 11 (67700-208700)	85
4	Assistant Director (O.L)	Level 10 (56100-177500)	203
5	Senior Translator	Level 7 (44900-142400)	318
6	Junior Translator	Level 6 (35400-112400)	349
		Total	1009

8.2 The cadre of the CSOL Service consists of 1009 posts in the above grades. These posts are in various Ministries/ Departments/ Attached Offices of the Govt. of India located in Delhi except 57 posts, being outside Delhi.

8.3 Consequent upon the cadre review, promotional opportunities have been improved for the personnel working in various Ministries/ Departments and their Attached Offices against posts of Rajbhasha.

One Joint Director has been promoted to the post of Director, 31 Ad-hoc Joint Director/ Deputy Directors have been promoted to the post of regular Joint Director and 81 Ad-hoc

Senior Hindi Translators have been promoted to the post of regular Senior Translator. 53 probationary Junior Translators, who had joined service between the year 2011 and 2012 have been confirmed.

8.4 To provide better promotional avenues to Rajbhasha officials working in the Subordinate Offices/ Public Sector Undertakings and other organizations under various Ministries/ Departments, emphasis is being given for constituting separate cadres for each such Subordinate Offices/ Public Sector Undertakings and other organizations.

8.5 To bring transparency and accountability in the works of Government, as per official record, Service section has disposed off 108 requests and 10 appeals between 01.01.2017 to 31.12.2017 under Right to Information Act, 2005.

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 Language 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 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, 2009 and 2014. The present committee has been reconstituted after the constitution of present Lok Sabha on 08.09.2014.

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. Nine parts of the report have been presented so far and the Presidential orders have been issued on all Nine parts of the 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 view 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 view. 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/Department 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 was 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, globalization, 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 part 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 Government 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 Part of the report of the Committee was presented to the President on 02.06.2011. This part pertains to various issues such as- the hindrances impacting the significance of the Town Official Language Implementation Committees and suggestions given for their effective implementation, availability and role of the new technology of computers in use of Official Language Hindi, training and translation etc., status of Hindi in the areas of technology and education, need for compulsory knowledge of Hindi for the Central Government employees, impact of the use of Hindi language in advertisements given by the Central Government, the purchase of Hindi books and the purpose of publication of Hindi in-house magazines, review of the information received during the oral evidence conducted by the committee. It was placed on the table in the Lok Sabha on 30.08.2011 and on the table of Rajya Sabha on 07.09.2011. After obtaining the views from the various Ministries and Departments on the recommendations, most of the recommendations have been accepted in original and some recommendations have been accepted with necessary modifications. The President's order on the ninth part of the report of the Committee has been issued on 31st March, 2017.

9.13 Apart from this, as per the orders of the Hon'ble President on recommendation No. (2) of the Ninth Part of the Report of the Committee of Parliament on Official Language, the Department of Official Language vide their Resolution dated 05.09.2017 has issued revised Presidential orders on the recommendations included in previous Eight Parts of the Report which were not accepted or accepted with modifications.

9.14 The Draft of the 10th Part of the Report of the Committee is under preparation.

CHAPTER - 10

STATEMENT SHOWING OUTSTANDING AUDIT PARAS OF DGCR (up to 31.12.2017)

Sr.No.	Department	Pending Audit para
1.	Department of Official Language (Hqrs.)	12
2.	Hindi Teaching Scheme (East), Kolkata	01
3.	Central Hindi Training Institute, New Delhi	07
4.	Dy. Dir (North-Central) Hindi Teaching Scheme, New Delhi	03
5.	Dy. Director (Exam), New Delhi	08
6.	Dy. Dir (South) Hindi Teaching Scheme, Chennai	00
7.	Hindi Teaching Scheme (North- East), Guwahati	03
8.	Central Translation Bureau, New Delhi	07
9.	Translation Training Centre, Bengaluru	04
10.	Committee of Parliament on Official Language	00
11	Regional Implementation Office	16
	Total	61
