

**YEAR-WISE ALLOCATION AND EXPENDITURE STATEMENT
OFFICIAL LANGUAGE DEPARTMENT**

(Rupees in
Lakhs)

Sr. No.	Year	Budget Provision		Revised Estimates		Actual Expenditure	
		Plan	Non-Plan	Plan	Non Plan	Plan	Non Plan
1	2009-10	550.00	2595.00	550.00	2595.00	514.82	2932.19
2	2010-11	550.00	2867.00	550.00	3039.00	524.99	2981.30
3	2011-12	1898.00	3319.00	1898.00	3319.00	663.92	3318.24
4	2012-13	1500.00	4061.00	1500.00	4061.00	408.84	3373.57
5	2013-14	831.00	3867.00	571.00	3883.00	443.69	3755.81
6	2014-15	831.00	4709.00	591.00	4571.25	564.52	4266.31
7	2015-16	500.00	5142.00	670.00	4786.50	573.25	4387.03
8	2016-17	900.00	5611.00	638.00	5250.00	606.31	5150.82
9	2017-18	6548					

Department of Official Language

Ministry of Home Affairs

Outcome Budget of the Department of Official Language 2017-18

1. Introduction

1.1 Department of Official Language is a nodal Department for ensuring compliance of Constitutional provisions, Official Language Act, 1963 and Official Language Rules, 1976, Official Language Resolution, 1968 and the Presidential orders issued from time to time regarding Official Language of the Union Government. It was set up in June, 1975. This department is conducting various activities to promote the progressive use of Hindi in the offices of Central Government. These activities include imparting training of Hindi language, Hindi stenography, Hindi typing and translation, inspection of offices, monitoring the progress through periodical reports, introducing various schemes to promote official language implementation, holding conferences at all India and regional level and co-ordination of work related to meetings of the committees constituted at different levels for implementation. This department also publishes and distributes reference literature for publicity & propagation of official language Hindi. With a view to increase facility to work in Devanagiri Script in various electronic equipments to be used in offices, Department of Official Language is playing an important role to coordinate all these activities regarding development of such equipments and their availability.

1.2 Department of Official Language basically performs the activities related to publicity & propagation and use of Official Language Hindi. This Department promotes the maximum use of Hindi in official working in the offices of Central Govt. Department of Official language fixes the annual targets of training in Hindi language and Hindi Typing/Stenography to govt. employees, translation work of official material, propagation of official language Hindi, prize distribution for incentive and makes efforts to achieve them. The Department tries its best to utilize the allotted amount of Budget.

2. Subordinate Offices of Department of Official Language

2.1 Central Hindi Training Institute (CHTI)

2.1.1 The Central Hindi Training Institute (CHTI) was set up on 31st August, 1985 under the Department of Official Language to achieve the following objectives:-

1. To arrange full time intensive training courses in Hindi for newly recruited officers/employees in the Central Govt. offices, Undertakings, enterprises, corporations and banks etc. Who do not know Hindi and to impart training of Hindi typing and Hindi stenography to the English typists and stenography to the English stenographers.

2. To conduct Refresher Courses for teachers of training institutes in order to apprise them of the latest techniques of teaching Hindi.

3. To organize five days workshops for the officers/employees of the Union Govt. who have knowledge of Hindi but feel difficulty to work in Hindi.

2.1.2 Sub-Centers of Central Hindi Training Institute :

In order to accelerate the activities and to extend the training capacity of the Central Hindi Training Institute, 5 Sub-Institutes have been working at Mumbai, Kolkata, Bangaluru, Hyderabad and Chennai under the Central Hindi Training Institute. In addition to these, five regional offices of 'Hindi Teaching Scheme' have also been set up in Guwahati, Delhi, Mumbai, Chennai and Kolkata. At present 386 full time training centres and 17 part-time training centres have been working to impart training of Hindi Language, Hindi Typing and Hindi Stenography under Central Hindi Training Institute / Hindi Teaching Scheme throughout the country.

Activities related to Hindi Teaching / Training	Year 2014-2015		Year 2015-2016		Year 2016-2017	
	Target Annual (No. of Trainees)	Achievements (No. of Trainees)	Target Annual (No. of Trainees)	Achievements (No. of Trainees)	Target Annual (No. of Trainees)	Achievements (No. of Trainees)
(1) Hindi Language Teaching (Prabodh, Praveen, Pragya&Parangant)						Till 31 st October 2016
(A) Hindi Teaching	31,080	23132	29,780	21,969	29,500	22,950
(B) Intensive Training	2,700	1,549	2,700	1,370	3,510	524
(C) Language Correspondence	4,000	3,966	4,000	4,124	4,000	3,034
Total	37,780	28,647	36,480	27,463	37010	26,508
(2) Hindi Typing Training						
(A) Hindi Teaching Scheme	2,790	1,926	2,790	2,033	3,210	2,068
(B) Intensive Typing	660	437	570	487	630	165
(C) Typing Correspondence	1,000	1,079	1,000	1,411	1,000	1,054
Total	4,450	3,442	4,360	3,931	4,840	3,287
(3) Hindi Stenography						
(A) Hindi Teaching Scheme	1,260	354	1260	294	1260	267
(B) Intensive Training	180	25	150	28	210	27
Total	1,440	379	1,410	322	1470	294
(4) Intensive Hindi Workshops						
(A) Hindi Workshops	15 Prog.	41 Programmes	15 Prog.	14 Prog.	15 Prog.	08 Prog.
(B) Trainees	450 Trainees	861 Trainees	450 Trainees	530 Trainees	450 Trainees	304 Trainees
(5) Other Short term Training Programme						
(A) Programmes	07 Prog.	04 Programmes	07 Prog.	06 Programmes	07 Prog.	03 Prog.
(B) Trainees	Based on Nomination	85 Trainees	Based on Nomination	183 Trainees	Based on Nomination	68 Trainees

2.1.3 Details of activities regarding Hindi teaching/training conducted by Central Hindi Training Institute are as under :-

HindiHindi Training Institute, 5 Sub-Institutes have been working at Mumbai, Kolkata, Bangaluru, Hyderabad and Chennai under the Central Hindi Training Institute. In addition to these, five regional offices of 'Hindi Teaching Scheme' have also been set up in Guwahati, Delhi, Mumbai, Chennai and Kolkata. At present 386 full time training centres and 17 part-time training centres have been

working to impart training of Hindi Language, Hindi Typing and Hindi Stenography under Central Hindi Training Institute / Hindi Teaching Scheme throughout the country.

2.1.3 Details of activities regarding Hindi teaching/training conducted by Central Hindi Training Institute are as under :-

2.2 Central Translation Bureau (Translation work):

Central Translation Bureau (Translation Work) Central Translation Bureau is a subordinate office of Department of Official Language, Ministry of Home Affairs was established on 1st March 1971 to translate the courts manual procedural literatures of ministries, departments, undertakings of government of India. It also organize translations training programs for the officials engaged for translation works in central governments. Bureau headquarter is situated in Delhi. Apart from this there are translation training centre in Bangalore, Mumbai & Kolkata. Hostel facility for trainees is available at Delhi headquarters.

Translation Work: During 2015-16 the total target was fixed 41,600 under which 32,634 standard pages had been translated upto march, 2016. A target of 37,000 standard pages was fixed for the financial year 2016-17 under which 19,887 std. pages have been translated up to October 2016.

Sl NO	Name of Schemes/ Programmes	Objective / Outcome	Outlay 2016-17			Quantifiable Deliverables/ Physical Outputs (Upto 31 october,16)	Projected Outcome	Processes / Timelines	Remarks/ Risks Factors
			4 (i)	4 (ii)	4(iii)				
			Non-Plan Budget (Rs. In thousands)	Plan Budget (Rs. In thousands)	Complementary Extra-Budgetary Resources				
1	Translation	37,000 Standard Pages	154100	400	NIL	19,887 Standard Pages	40600 Standard Pages	1 Year	Translation Work Depend on Daily Presence & engagement for translation work of Sr. Translators
2	Translation Training	96 programs 1440 Trainees (Level1,2, &3)			NIL	09 Programs 190 Trainees	Nil (16 Programs – 320 Trainees)	1 Year	

		1. Induction Translation Training (16 Programs – 320 Trainees)				06 Programs 87 Trainees	03 Programs – 60 Trainees)		
		2. Advance Translation Training (03 Programs – 60 Trainees)				02 Programs 22 Trainees	(08 Programs – 160 Trainees)		
		3. Refresher Translation Training (08 Programs – 160 Trainees)				01 Programs 25 Trainees	(16 Programs – 400 Trainees)		
		4. Short term translation training (16 Programs – 400 Trainees)				08 Programs 248 Trainees	(04 Programs – 80 Trainees)		
		5. Special technical Translation Training (04 Programs – 80 Trainees)				01 Programs 17 Trainees			

3. Technical aspects of Official Language Hindi

3.1 The Technical Cell of the Department of Official Language, in addition to developing software for the use of Hindi and for imparting training, is also liasoning with Ministries/Departments, Undertakings, Banks etc. through technical seminars and try to overcome the difficulties as faced in working in Hindi Software applications being used.

3.2 Technical Cell is organizing computer training programmes for the use of Hindi for Central Government employees through Kendriya Hindi Prashikshan Sansthan, the subordinate office of Department of Official Language. The employees/officers of Ministries/Departments of Central Government, Undertakings, Banks take part in these programmes without paying any fees. During the year 2015-16, a total no. of 100 training programmes were conducted by Kendriya Hindi Prashikshan Sansthan. During the

year 2016-17, 38 training programmes have so far been conducted through the aegis of Central Hindi Training Institute up to October, 2016 against the target of 100 computer training programmes. Efforts are being made to organize the remaining programmes. There is a target of conducting 100 Hindi computer training programmes for 2017-18.

3.3 Four technical Seminar & computer exhibitions are also organized by Technical Cell every year wherein latest information is disseminated about the bilingual (Hindi-English) facilities in computers. Four such sessions were organized during the year 2015-16. There is a target of conducting 04 technical seminars in the current financial year 2016-17. Two Technical Seminars are organized in Amritsar and Bangaluru during the year 2016-17 and 2 more Technical Sessions are proposed in the year 2016 - 17. There is target of conducting 4 seminars in 2017-18.

(4) Activities of Research Unit

For compliance of policies of Deptt of Official Language, a more intensive and comprehensive annual programme is prepared and issued all the offices of central Government with a request to achieve the targets fixed in annual programme to be implemented by offices of Govt. of India for accelerating the spread and development of Hindi and its progressive use for the various purposes of the union. An annual assessment report related to details of official activities performed by Deptt of Official Language is a publication related to activities of Deptt. of Official Language and activities of its subordinate offices. Annual assessment report of department is a compilation of consolidated assessment report prepared on the basis of data received from various ministries/deptt., Undertakings and banks etc. In this report details of measures taken and progress achieved is included. Printing, publishing and distributing of all the three reports are done and follow-up action on annual assessment report is ensured to be taken by all ministries/deptt. After compilation and printing annual assessment report is placed on both the houses of parliament.

Other than the above reports, research section have been given with the responsibility of work related to constitution /reconstitution of Hindi advisory committee, its meetings, preparation of list of Hindi scholars to be nominated as non govt. members in Hindi advisory committees of various Minsitries/Deptts.

Beside the above Rajbhasha diaries, wall calendars and posters of great writers and philosophers are also got printed and distributed in all ministries/Deptt. by research section.

4.1 Publicity and propagation through periodicals and literature on Official Language

4.1.1 For the purpose of presenting strongly the aspect of propagation and development of official language Hindi in Govt. system, Research Division is established in Department of Official Language. Printing, publication & distribution of quarterly magazine '**Rajbhasha Bharti**' is done by 'Magazine unit' of Research Division. In this magazine, articles of various themes and the activities related to Official Language of ministries, departments, undertakings, banks & other institutions are also published. **Till Sep, 2016, 148 editions of this magazine have been published and its 149th edition is under process.**

4.1.2 Annual Report related to details of official activities performed by Department of Official Language is a publication related to activities of Department of Official Language & activities of subordinate offices related to Official Language. Second report i.e. Annual Assessment Report of Department is a compilation of consolidated assessment reports prepared on the basis of quarterly progress reports received from various ministries/ departments, undertakings, banks etc. Printing, publishing & distributing of both the reports is done & follow-up action on annual assessment reports is ensured to be taken by all ministries/departments. Annual assessment report is placed on the table of both the Houses of Parliament.

4.1.3 To improve the standard of the Hindi magazines being published for more & more propagation of Official Language Hindi by ministries/offices of central Govt./undertakings, '**Hindi Patrika Puraskar Yojna**' has been introduced. Under this scheme, 02-02 awards are conferred to Ministries/Departments and Public Sector Undertakings respectively for outstanding magazines in each क, ख ग region.

4.14 **List of standard Hindi books printed till December, 2014 have been issued. Till then total 47299 books have been included.**

5. Implementation and Monitoring aspects of Official Language of Union Government

5.1 Committees

To ensure the implementation of Official Language Policy in the offices of Central Government following committees have been constituted:

5.1.1 Kendriya Hindi Samiti

This Samiti has been constituted under the Chairmanship of the Hon'ble Prime Minister for coordinating all the programs related to propagation and progressive use of Hindi in Ministries/Departments of Govt. of India. It is the apex committee which lays down important guidelines regarding the Official Language Policy. The Samiti constitutes of the Prime Minister (Chairman), Home Minister (Vice-Chairman), Minister of State (Home) - Incharge of Department Official Language, 06 Central Government Ministers, 06 Chief Ministers of States, 04 Parliament Members, 21 Non-Official Hindi Language Intellectuals and Secretary, Department of Official Language (Secretary Member), in total 41 members are there. There have been 30 meetings held by the Samiti. The last meeting (30th) of this Samiti was held on 28.07.2011 under the chairmanship of Prime Minister. Follow-up action is being taken on the decisions taken in this meeting. **The reconstitution and the next meeting of Kendriya Hindi Samiti is under the consideration of Department of Official Language.**

5.1.2 Committee of Parliament on Official Language

This committee was constituted in 1976 under Section 4 of Official Languages Act, 1963. It is provided that the Committee shall consist of 30 members of whom twenty shall be members of the House of People and ten shall be members of the council of States to be elected respectively by the members of the

House of the People and the members of Council of States in accordance with the system of proportional representation of means of the single transferable vote. It shall be the duty of the committee to review the progress made in the use of Hindi for the official purposes of the union and to submit a report to the President making recommendations thereon. Till date, Presidential orders on eight parts of the report submitted by the Committee of Parliament on Official Language have been issued. The 9th volume of the Report of the Committee of Parliament on Official Language was presented on 01.06.2011. It was placed on the table of House in the monsoon session-2011 of the Parliament. The concerned Ministries/Departments/State Governments/UTs are being consulted on the recommendations made in this Report. The action regarding issuance of President's Orders would be taken after examining their comments.

The Committee of Parliament on Official Language have inspected 12,224 Government offices/Undertakings etc. and have taken the evidence of 882 important personalities since its inception to December, 2015 in the direction of effective and smooth implementation of Official Language Hindi.

5.1.3 Hindi Salahkar Samiti

With a view to advising the Ministries/Depts. of Central Government for smooth implementation of Official Language Policy, Hindi Salahkar Samitis have been constituted in 54 Ministries/Depts. under the chairmanship of the ministers of the concerned Ministries/Depts. During the year, minimum two meetings of this Samiti are required to be held.

5.1.4 Central Official Language Implementation Committee

With a view to reviewing the maximum use of Hindi for the Official purposes in the Ministries/Depts of the Central Govt. as per the provisions of Official Language 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, Department Of Official Language, Officers in-charge (Joint Secretary's level) entrusted with the work of official language Hindi in Ministries/Depts. are members of this Committee. Till date, 38 meetings have been held. 38th meeting was held in four phases viz. 8th January, 1st April, 4th May and 31st May 2016 . It is proposed to conduct the committee's meeting in March 2017.

5.1.5 Town Official Language Implementation Committees

The main objective for constitution of Town Official Language Implementation Committees is to review the implementation of Official Language Policy in Central Govt. offices, undertakings, banks etc. spread all over the country to promote it and to remove the difficulties coming in the way of its compliance.

438 Town Official Language Implementation Committees have been constituted in different towns of the country. Out of these, 65 committees have been constituted for banks and undertakings (50 for Nationalized Banks and 15 for Public Sector Undertakings). Meetings of these Committees are required to be held twice a year.

5.1.6 Departmental Official Language Implementation Committees

Official Language Implementation Committees have been constituted in all Ministries/Depts. 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 Program.

6. Implementation of Official Language Policy by Regional Offices

6.1 For effective implementing the official language policy of Govt., eight Regional Implementation offices have been working in different parts of the country who monitor the implementation of official language policy of the Union Govt. at regional level. A target of twelve inspections per month per officer has been fixed for Regional Implementation Offices. For reviewing the implementation of O.L. Policy and the compliance of Official Language Rules in this regard, Regional Implementation offices have inspected 1,582 govt. offices against the target of annual inspection during the year 2015-16. **Till October 2016, 847 inspections have been carried out against the target of 3,024 annual inspections during 2016-2017.**

7. Meetings of Town Official Language Implementation Committees (TOLICs)

7.1 643 meetings of Town Official Language Implementation Committees (TOLICs) were held against the target of 770 meetings of Town official Language Implementation committees during 2015-16. **437 meetings were held till October, 2016 against the target of 634 meetings during the year 2016-17.**

8. Regional Official Language Conferences

8.1 For creating an ideal atmosphere for official Language Hindi, for discussing about the difficulties coming in the way of its implementation and for encouraging the implementation of Official Language Policy in Central Govt. offices at regional level, Regional Official Language Awards are given every year. There was a target of conducting 04 conferences in the year 2015-16 and all conferences have been conducted. First conference was held in Agra on 06.10.2016, Second conference was held on Gangtok on 12.11.2016, Third conference will be held in Hyderabad on 23 December, 2016 and There is a proposal of organising Fourth conference in Udaipur.

9. Awards for Promotion of Rajbhasha

9.1 The Shields were given to various Ministries/Departments, boards, autonomous bodies etc. under control of Govt. of India, public sector undertakings, nationalized banks, Town official language Implementation Committees and Rajbhasha Gaurav Award at national level for original book writings in Hindi were awarded on 14.09.2016 President House Auditorium in New Delhi for the year 2015-16.

10. Central Secretariat Official Language Service – The Central Secretariat Official Language Service (CSOLS) 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, Space and Atomic Energy etc. Consequent to the recommendations of the Sixth Central Pay Commission and after the cadre review, CSOLS has been restructured as under:-

S. No.	Designation	No. of Present Posts
1.	Director	18
2.	Joint Director	36
3.	Deputy Director	86
4.	Assistant Director	204
5.	Senior Translator	320
6.	Junior Translator	349
Total		1013

11. Financial Provision: An amount of Rs. 45.62 crore for Plan Budget and Rs.233.90 crore in Non-Plan Budget has been allotted in the 12th Five Year Plan (2012-13 to 2016-17) to Department of Official Language for the smooth functioning of different schemes of this Department.
