

No. 13011/1/2009- O.L. (P&C)

Government of India

Ministry of Home Affairs

Department of Official Language

Loknayak Bhawan, Khan Market

New Delhi, dated 11 November 2011

16 NOV 2011

Office Memorandum

Subject : Remuneration/ honorarium for translation work from English to Hindi and vice-versa – regarding.

This order issues in supersession of Department of Official Language O.M. No. 13017/2/96- O.L. (P&C) dated 25.02.2005 and O.M. No. 13017/1/2010-O.L. (P&C) dated 21/26 July, 2010 regarding honorarium for translation work from English to Hindi and vice-versa. In accordance with the provisions made in the Official Languages Act, 1963 and Official Language Rules, 1976 and orders issued thereunder from time to time, the use of Hindi and English both is obligatory for certain items of work and certain items of work are required to be done in Hindi alone. In certain offices, these orders are not being duly implemented because of the problem of translation. After considering that in the Central Government Offices, where there is no post of Hindi Translator or the offices where a large amount of work of translation is pending which cannot be got done from their translators, the translation work can be got done by paying remuneration and the rate of remuneration be made attractive. The new rates for the remuneration/ honorarium for all types of translation work including technical material like codes, manuals, etc have been fixed Rs 250/- per thousand words.

2. The following points will be kept in view while sanctioning the remuneration/ honorarium :

- (a) The work of translation can be got done from the retired persons or the officers/ employees of the other government offices. For this purpose, it is advisable for every office to keep a panel of persons capable of doing such work.

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- (b) The work of translation should be assigned on the consideration that it is not detrimental to the efficient discharge of normal official duties and responsibilities of the person concerned.
- (c) The work of translation should not be got done from the person holding Hindi posts on remuneration basis.
- (d) The Head of the Department should certify that the translation was absolutely necessary and that the number of words for which remuneration is being sanctioned were actually translated.
- (e) The expenditure on the remuneration / honorarium will be met from the sanctioned budget of the concerned office.
- (f) Such persons who have already know Hindi or have acquired the working knowledge of Hindi by passing Hindi examinations should not normally require translation from Hindi to English. Attempt should be made to see that the letters required to be issued in Hindi are drafted originally in Hindi by the Hindi knowing staff and officers. It would be necessary to take the help of translation if only there is difficulty in drafting originally in Hindi or when some letter, circular etc. is required to be issued both in English and Hindi.
- (g) The maximum limit of honorarium is Rs. 5000/- per annum as per Department of Personnel & Training O.M. No. 17011/3/97-Estt. (Allowances) dated 17.07.1998.

3. The Central Translation Bureau, where the translation work of various non-statutory procedural literature of manuals, codes and forms etc. of different Ministries/ Departments/ Bodies and offices of the Central Government is done, can get the work of translation done by the translators from outside the Central Translation Bureau which included working and retired Translators/ Translation Officers/ Hindi Officers and experienced government and non-government individuals associated with translation work or translation training. If required, Ministry/ Department/ Office may keep a panel of capable persons retired from government service/ outsiders and may get their translation work done from them by paying the remuneration at the above mentioned rates.

4. If the work of translation is got done from the retired capable persons, the amount payable to them will be treated as remuneration and not as honorarium. Thus, the maximum limit of honorarium mentioned in the Department of Personnel & Training Office Memorandum dated 17.07.1998 will not be applicable to the amount payable to the retired capable persons for the work of translation.

BKID.

5. These orders will be effective from the date of issue of this Office Memorandum.

6. This issues with the approval of Internal Finance Division of Ministry of Home Affairs vide their I.D. Note No. 36597/ Finance II / 11 dated 24.10.2011.



(S.K. Malhotra)
Director (Policy)
Government of India.

To

1. All Ministries / Departments of the Government of India.
2. President's Secretariat, New Delhi.
3. Vice-President's Secretariat, New Delhi.
4. Prime Minister's Office, New Delhi.
5. Union Public Service Commission, New Delhi.
6. Election Commission of India, New Delhi.
7. Office of the Comptroller and Auditor General of India, Deen Dyal Upadhyaya Marg, I.P. Estate, New Delhi.
8. Banking Division, Department of Economic Affairs, Jeevan Deep Building, Parliament Street, New Delhi.
9. Department of Public Enterprises, CGO complex, New Delhi.
10. All Officers/ Desks/ Sections/ Units of the Department of Official Language.
11. Director (Research and Implementation), Department of Official Language (5 copies). It is requested that copies of this O.M. may be sent to all Regional Implementation Offices & this O.M. may be got published in the Rajbhasha Bharti.
12. Central Translation Bureau, CGO Complex, New Delhi.
13. Central Hindi Training Institute, CGO Complex, New Delhi.
14. Secretariat of the Committee of Parliament on Official Language, 11, Teen Murti Road, New Delhi (5 copies).
15. Kendriya Sachivalaya Hindi Parishad, XY-68, Saojini Nagar, New Delhi.
16. Department of Personnel & Training, North Block, New Delhi.