

O.M. No. 13017/1/81-OL(C), dated 13.4.1987

Subject:—Revision of norms pertaining to quantum of work to be done by translators and vetters in the offices of the Government of India.

As the Ministry of Finance etc. are aware, the quantum of work for translation was fixed at 1350 words per translator per day vide O.M. No. 20/3/70-OL dated the 1st January, 1973 and that for vetting at 4700 words per translator per day vide O.M. No. 13017/1/75-OL(C) dated 2nd February, 1976. The revision of these norms was under consideration of this Department for some time past and after having conducted work study in some of the Ministries/Department, it has now been concluded that these norms need to be increased. Increase in work norms has also been necessitated by the increase in the daily working hours.

2. It has now been decided in consultation with the Ministry of Finance (Staff Inspection Unit) that the translation work may be categorised as 'ordinary' and 'technical' and work norms may be fixed as under:—

	ORDINARY	TECHNICAL
Translation	1750 words per day	1350 words per day
Vetting	5800 words per day	4000 words per day

Considering the special nature of work in the Central Translation Bureau, the norms for translators in that Bureau will be 1300 words per translator.

3. The translation material may be categorised as under:—

Ordinary

- (a) Annual administrative reports
- (b) General orders, directives, circulars, etc.
- (c) Parliamentary work- Parliament Question, Assurances, Calling Attention Notices, etc.
- (d) Routine Correspondance
- (e) Reports of various Commissions/Committees, etc.

Technical

- (a) Reports on policy matters, such as Import-Export Policy
- (b) White papers
- (c) Scientific and technical literature of various Ministries
- (d) Scientific and technical reports, such as reports of Planning Commission, Central Water Commission
- (e) Manual codes and other procedural literature.

In case of dispute as to which material falls in ' Ordinary' or 'Technical' category, the decision of the Senior Hindi Officer/Hindi Officer in the Ministry/Department shall be final, but where 25% or more translatable work of a Department is categorised as 'Technical', study by the Internal Work Study Unit shall be necessary.

4. The nature of work in the Official Language wing of the Legislative Department of the Ministry of Law and Justice is different from translation work in other Ministries/Department and therefore, these norms will not apply to the translators and vetters in that Wing.

5. The Ministry of Finance etc. are requested to bring the contents of this O.M. to the notice of all concerned.