

## Citizens/Clients Charter

Ministry of Home Affairs  
Department of Official Language  
NDCC-II Building, Jai Singh Road,  
New Delhi-110001

Our Commitments to you

No.	Our Services and Transactions	How we measure our performances in this area	Our service standard
1.	General complaints regarding violation of the Official Language Act 1963, the Official Languages Rules, 1976 and other instructions etc.	Examination of the complaints with reference to relevant Rules and referring complaints to Ministry/Department concerned for taking remedial measures	30 Days
2.	Matters/clarifications relating to Official Language Act 1963, the Official Languages Rules, 1976 and Official Language Policy	Average time taken from the date of receipt for furnishing Clarifications.	30 Days
3.	Matters/clarifications/assurances required by different offices/members of public relating to Technical Cell: i) IT tools ii) Computer Training iii) Conversion from Non-Unicode to Unicode iv) DOL's Website	Average time taken from the date of receipt for furnishing Clarifications.	15 Days
4.	Approval for constitution of the Hindi Salahkar Samities of various Ministries/Departments.	Average time taken for furnishing Clarifications, if any	21 Days
5.	Matters/clarifications/complaints relating to: Central Hindi Training Institute (CHTI), Central Translation Bureau (CTB), Secretariat of Committee of Parliament on Official Language and Regional Implementation Offices.	i) Matters for which information is available in DOL. ii) Matters requiring consultation with the concerned subordinate offices.	30 Days 45 Days
6.	Matters relating to: a) Implementation of Official Language Policy by concerned Central Govt. Offices. b) Various Rajbhasha Awards. c) Regional felicitation functions and Colloquia d) Hindi Diwas	i) Matters for which information is available in DOL. ii) Matters requiring consultation with the concerned organizations.	30 Days 60 Days

	e) Central Official Language Implementation Committee (COLIC) f) Town Official Language Implementation Committee (TOLIC)		
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For more details on the procedure, documents required and contact person, please visit our website at: [rajbhasha.gov.in](http://rajbhasha.gov.in)

- a. Inform our Public Grievance Officer Shri Ramakant Singh, Deputy Secretary, Phone No. 23438155
- b. Register your grievance on the following portal: <http://pgportal.gov.in>
- c. Send an email to Performance Management Division, Cabinet Secretariat: [ccc-grievance@nic.in](mailto:ccc-grievance@nic.in)



Citizens'/Clients' Charter  
of  
The Department of Official Language

Ministry of Home Affairs

NDCC-II Building, 'B' Wing, 4<sup>th</sup> Floor,

Jai Singh Road, New Delhi-110001

[www.rajbhasha.gov.in](http://www.rajbhasha.gov.in)

13 October, 2023

## **Preface**

The Department of Official Language (DOL) was set up in June, 1975 as an independent Department of Ministry of Home Affairs, with the objective of monitoring and reviewing compliance of the Constitutional and statutory provisions regarding Official Language and of promoting the use of Hindi for the official purposes of the Union. The Department endeavours to achieve the progressive use of Hindi for the official purposes of the Union through various mechanisms such as (i) imparting training to Central Government Officers/employees in Hindi Language, Hindi typing, Hindi Stenography, computer training, and English- Hindi Translation skills (ii) constitution of Hindi Salahkar Samitis (iii) constitution of Town Official Language Implementation Committees (TOLIC) and ensuring their regular meetings (iv) administering incentive schemes to encourage work in Hindi. (v) fixing targets for working in Hindi.

2. It may be observed that this Department does not deal directly with the citizens. The major part of the activities and the services rendered by this Department are for Government agencies or/for government employees. The activities/services of this Department are meant to promote use of Hindi by various Government agencies. Use of Hindi by various Government agencies in imparting their services will increase transparency and ultimately benefit the citizens. Accordingly, the Charter prepared by this Department has been named as “Citizens’/Clients’ Charter” (CCC).

3. We endeavour to look into the complaints, and welcome suggestions for improvement in the implementation of the Official Language Policy. Looking into the complaints regarding violation of the policy and taking remedial measure is part of our mandate. Accordingly, the Charter contains mechanism for sending the suggestions and making complaints. Complaints can also be made on-line through the Centralised Public Grievance Redressal and Monitoring System (CPGRAMS) of the Department of Administrative Reforms and Public Grievances for which a link under “Public Grievances” has been provided in the website as well as in the Citizens’ Charter. Timelines have been prescribed for consideration of suggestions and disposal of the complaints.

## **Our Vision**

To create an enabling environment for the progressive use of Hindi for official purposes of the Union in accordance with constitutional and statutory provisions regarding Official Language, so that it may serve as a medium of expression for all the elements of the composite culture of the country.

## **Our Mission**

1. To promote the progressive use of Hindi in the Central Government offices through persuasion, incentives and motivation.
2. To provide directions and guidance to all the Central Government offices for use of Hindi.
3. To create awareness and to develop sensitization through dissemination of information about Official Language Policy, Programmes and Activities.
4. To undertake capacity building of the personnel at various levels of seniority in different areas of expertise.
5. To meet its share of statutory obligation of bilingual functioning in the Central Government offices.
6. To build synergy with Ministries/Departments/Organizations which share Department of Official Language's mandate to a certain extent.
7. To maximize public satisfaction primarily with regard to the functioning of DOL and its sub-ordinate offices viz. Central Hindi Training Institute, Central Translation Bureau, Regional Implementation Offices, Committee of Parliament on Official Language.
8. To develop dynamic framework of personnel management of Central Secretariat Official Language Service, officers and staff of Central Hindi Training Institute, Central Translation Bureau, Regional Implementation Offices.
9. To monitor and review the extent of compliance of Official Language Policy.

10. To promote culture of transparency, accountability and zero tolerance of corruption.
11. To have continuous interface with stake-holders.
12. To create a healthy and eco -friendly environment, duly sensitized with the values of energy conservation and aesthetics.

## **Our Users: -**

1. Ministries, Departments and Subordinate / Attached offices, Autonomous entities of Central Government.
2. Offices of Public Sector Corporations/Companies.
3. Banks, Financial Institutions.
4. General Public.
5. Officers and Officials of Central Secretariat Official Language Service (CSOLS), Central Hindi Training Institute (CHTI), Central Translation Bureau (CTB), and Regional Implementation Offices (RIOs).
6. Authors of Hindi.
7. Trainees of various Hindi training programmes.
8. Suppliers of goods and services.

## **Services rendered by Department of Official Language**

1. To impart training to Central Government officers/employees in Hindi language, Hindi typing, Hindi stenography and English-Hindi translation, and computer / I.T. tools.
2. To obtain Presidential Orders on the Reports of Committee of Parliament on Official Language and issue instructions to Central Government offices for their implementation.
3. To constitute and convene meeting of Kendriya Hindi Samiti (KHS).
4. To convene meeting of Kendriya Rajbhasha Karyavayan Samiti (KRKS).
5. To constitute Hindi Salahkar Samitis (HSS) of various Ministries.
6. To fix annual targets for working of Official Language Hindi in Central Govt. Offices.
7. To prepare annual assessment report based on actual achievements viz.- a-viz. targets fixed and to lay it in Parliament.
8. To collect information regarding implementation of official language policy in Central Government offices through quarterly progress reports and inspections of offices.
9. Cadre Management of Central Secretariat Official Language Service.
10. Control and supervision of the functioning of the Departments' subordinate offices namely CHTI, CTB, RIOs and Secretariat of Committee of Parliament on Official Language.
11. To prepare and distribute official language publications including quarterly magazine "Rajbhasha Bharti".
12. To Monitor and review compliance of the instructions to make Unicode supported computers, key boards, printers & software etc. available.
13. To translate non-statutory manuals, codes and other procedural literature and forms connected therewith relating to Central Government offices.
14. To issue instructions/directions on the policy related suggestions / proposals about constitutional provisions on official language, The Official Languages Acts 1963, The Official Languages Rules, 1976.
15. To administer incentive schemes to encourage the Central Govt. Employees to work in Hindi.
16. To organise Regional Felicitation Functions and Colloquia.



## Citizens' /Clients' Charter DOL

### Service Standards

Sl. No.	Services	Service/ performance Standards	Contact details of responsible officer	Processes	Documents required
1.	Request for nomination to the Kendriya Hindi Samiti (KHS).  <b>Policy related matters :</b> i) The Official Languages Act, 1963 ii) The Official Languages Rules, 1976 iii) Official Language Policy	1-3 Months	Sh. Rajesh Srivastava Deputy Director (Policy) Tele: E mail: <a href="mailto:rajesh.srivastva@nic.in">rajesh.srivastva@nic.in</a>	Examining the requests based on Qualifications, Experience and the guidelines on the subject.  Request for clarifications/ suggestions will be considered with reference to the relevant provisions of the Act/ policy in vogue, in consultation with the concerned authorities, if necessary.	Requests can be made on a plain paper with Specific details on which clarification is required, and suggestions may be made with copies of all relevant documents, if any.
2.	<b>Matters relating to Technical Cell :</b> i) I.T. Tools ii) Computer Training iii) Conversion of non- Unicode to Unicode  iv) DOLs website v) DIT and NIC-related matters	1-2 Months 1-2 Months 1 Month  1 Month 1-2 Months	Sh. Anil Kumar, Deputy Secretary (Technical) Tele: 23438129, 23438002 Email: <a href="mailto:anilkumar-cti@gov.in">anilkumar-cti@gov.in</a>	Examining the requests with reference to relevant provisions in consultation with the concerned authorities, if necessary.	Requests can be made on a plain paper with detailed information and copies of all relevant documents, if any.
3.	Budget related matters of DOL / Subordinate offices	1-2 Months	Sh. Anil Kumar, Deputy Secretary (Budget) Tele: 23438129, 23438002 Email: <a href="mailto:anilkumar-cti@gov.in">anilkumar-cti@gov.in</a>	--do--	--do--
4.	<b>Cadre Management of CSOLS:</b> a) Cadre Structure. b) Service matters relating to individual employees such as posting transfer etc. c) Representations relating to seniority/ promotion.	1-3 Months	Sh Ramakant Singh, Deputy Secretary (Service) Tele: 23438155 Email: <a href="mailto:rk.singh92@nic.in">rk.singh92@nic.in</a>	Examining the requests in consultation with concerned organization such as DOPT, M/o Law, M/o Finance, UPSC etc. as may be necessary	Request can be made on a plain paper with specific details and copies of all relevant documents

Sl. No.	Services	Service/ performance Standards	Contact details of responsible officer	Processes	Documents required
5.	Matters relating to Central Hindi Training Institute (CHTI), New Delhi and Central Translation Bureau,(CTB), New Delhi raised/submitted by an officer/officials of CHTI/CTB, referred to DOL.	2 Months	Sh. Prem Narain Deputy Secretary (Training) Tele: 23438250 E mail: <a href="mailto:prem.narain68@nic.in">prem.narain68@nic.in</a>	Examining the request w.r.t. relevant rules and in consultation with the concerned organization such as CHTI, DOPT, and UPSC etc.	Request can be made on a plain paper with specific details and copies of relevant documents.
6.	Matters relating to Regional Implementation Offices (RIOs) Situated at Mumbai, Kolkata, Bengaluru, Guwahati, Ghaziabad, Bhopal, Kochi and Delhi raised / submitted by an officers / officials of (RIOs).	2 Months	Sh. Anil Kumar, Deputy Secretary (Implementation) Tele: 23438129, 23438002 Email: <a href="mailto:anilkumar-hti@gov.in">anilkumar-hti@gov.in</a>	Examining the request w.r.t. relevant rules and in consultation with the concerned organisation.	Request can be made on a plain paper with specific details and copies of relevant documents.
7.	General complaints for violation of the Official Language Policy	2-3 Months	Sh Ramakant Singh, Deputy Secretary (Complaint) Tele: 23438155 Email: <a href="mailto:rk.singh92@nic.in">rk.singh92@nic.in</a>	Examining the complaints w.r.t. relevant rules and advising the concerned organisation to take remedial measures.	Request can be made on a plain paper with verifiable facts, copies of all relevant documents in support of the allegations.
8.	<b>Matters relating to :</b> a) Implementation of Official Language Policy. b) Rajbhasha Gaurav Puraskar Yojna (for books). c) Regional Felicitation Functions and Colloquia d) Hindi Divas e) Central Official Language Implementation Committees(COLIC) f) Town Official Language	1-2 Month 1-2 Month 1-2 Month 1-2 Month 1-2 Month 2-3 Months	Sh. Anil Kumar, Deputy Secretary (Implementation) Tele: 23438129, 23438002 Email: <a href="mailto:anilkumar-hti@gov.in">anilkumar-hti@gov.in</a>	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.	Request can be made on a plain paper with specific details and copies of all relevant documents.

Sl. No.	Services	Service/ performance Standards	Contact details of responsible officer	Processes	Documents required
	Implementation Committees (TOLIC)				
9.	<b>Matters relating to:</b> a) Annual Programme b) Annual Report c) Annual Assessment Report. d) Nominations to Hindi Salahkar Samities (HSS) of various Ministries.	1-2 Month	Sh. Prem Narain Deputy Secretary (Research) Tele: 23438250 E mail: <a href="mailto:prem.narain68@nic.in">prem.narain68@nic.in</a>	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.	Request can be made on a plain paper with specific details and copies of all relevant documents.
10.	Matters relating to publicity of Official Language Policy	1-2 Months	Sh. Rajesh Srivastava Deputy Director (Policy) Tele: 23438250 E mail: <a href="mailto:rajesh.srivastva@nic.in">rajesh.srivastva@nic.in</a>	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.	Request can be made on a plain paper with specific details and copies of all relevant documents.
11.	<b>Matters relating to :</b> a) Publication of quarterly magazine Rajbhasha Bharti. b) List of Standard books. c) Rajbahsha Kirti Puraskar Yojna (for grih patrika). d) Rajbhasha Gaurav Puraskar Yojna (for utkrisht lekh)	1-2 Months 1-2 Months 1-2 Months 1-2 Months	Sh. Prem Narain Deputy Secretary (Patrika) Tele: 23438250 E mail: <a href="mailto:prem.narain68@nic.in">prem.narain68@nic.in</a>	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.	Request can be made on a plain paper with specific details and copies of all relevant documents.
12.	<b>Matters relating to :</b> a) Administration and Coordination of DOL	1 Month	Sh. Anil Kumar, Deputy Secretary (Administration) Tele: 23438129, 23438002 Email: <a href="mailto:anilkumar-cti@gov.in">anilkumar-cti@gov.in</a>	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.	Request can be made on a plain paper with specific details and copies of all relevant documents.
13.	<b>Matters relating to Central Hindi Training Institute, (CHTI), Organising:</b> a) Various training programmes for Hindi Language, typing, Stenography. b) Matters relating to Hindi Teaching	1-2 Months	Lt. Col. Ramnaresh Sharma Director, Central Hindi Training Institute, Pandit Deen Dayal Antyoday Bhawan, 7 <sup>th</sup> Floor, CGO Complex, Lodhi Road, New Delhi. Telefax: 24361852	Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.	i) Requests for clarification / suggestions for Improvement / service matters can be made on plain paper with specific details and all other relevant documents. ii) Complaints can be made on a plain paper with specific

Sl. No.	Services	Service/ performance Standards	Contact details of responsible officer	Processes	Documents required
	<p>Scheme in different regions.</p> <p>c) Matters relating to Central Hindi Training Institute, (CHTI), New Delhi raised / submitted by an officer/officials of CHTI.</p> <p>d) Complaints against the officials working in the said organisation.</p> <p>e) Complaint of goods and services suppliers.</p> <p>f) Examination / result related matters.</p>		<p>Email: <a href="mailto:dirchti-dol@nic.in">dirchti-dol@nic.in</a></p>		<p>verifiable details with documentary evidence, if any, in the possession of the complainant.</p>
14.	<p><b>Matters relating to Central Translation Bureau (CTB), Organising :-</b></p> <p>a) Translation work and translation training programmes.</p> <p>b) Matters relating to Central Translation Bureau,(CTB),New Delhi raised/submitted by an officer/officials of CTB.</p> <p>c) Complaints against working of CTB offices and its field offices.</p> <p>d) Examination and result related matters.</p> <p>e) Complaints of goods and services by suppliers.</p>	1-2 Months	<p>Lt. Col. Ramnaresh Sharma Director, Central Translation Bureau, Pandit Deen Dayal Antyoday Bhawan, 8<sup>th</sup> Floor, CGO Complex, Lodhi Road, New Delhi. Email: <a href="mailto:dirctb-dol@nic.in">dirctb-dol@nic.in</a> Ph: 24362025</p>	<p>Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.</p>	<p>i) Requests for clarification / suggestions for Improvement / service matters can be made on plain paper with specific details and all other relevant documents.</p> <p>ii) Complaints can be made on a plain paper with specific verifiable details with documentary evidence, if any, in the possession of the complainant.</p>
15.	<p>Matters relating to Secretariat of Committee of Parliament on Official Language</p>	1-2 Months	<p>Sh. Daramraj Khichi, Secretary, Committee of Parliament on Official Language, 11, Teen Murti Marg, New Delhi Telefax:- 23014187 E-mail: <a href="mailto:secy-cpol@nic.in">secy-cpol@nic.in</a></p>	<p>Examining the requests w.r.t. rules and in consultation with organisations, wherever necessary.</p>	<p>i) Requests for clarification / suggestions for Improvement / service matters can be made on plain paper with specific details and all other relevant documents.</p> <p>ii) Complaints can be made on a plain paper with specific verifiable details with documentary evidence, if any, in the possession of the</p>

Sl. No.	Services	Service/ performance Standards	Contact details of responsible officer	Processes	Documents required
					complainant.

**\*Range of timelines is given in view of the fact that nature of request/ suggestions/Complaints may vary in complexity and dimensions.**

**\*\*Requests requiring amendment of the Act/Policy/Rules and those requiring consultation with other Departments may require more time.**

## SUBORDINATE OFFICES OF DEPARTMENT OF OFFICIAL LANGUAGE

### A. Central Hindi Training Institute/Hindi Teaching Scheme

S. No.	Responsibility's Centres	Name of Officer	Address	States Covered
1.	Examination	Smt Pratibha Malik, Deputy Director (Addl. Charge) Email: <a href="mailto:ddhts-exam-dol@nic.in">ddhts-exam-dol@nic.in</a> Ph: 011-26175176 Fax No.011-26162093	Level-6, East Block-7, Sector-1, R.K. Puram, New Delhi-110066.	All
2.	Central-North	Smt. Pratibha Malik, Deputy Director E mail : <a href="mailto:ddhts-nc-dol@nic.in">ddhts-nc-dol@nic.in</a> Ph: 26175246 Fax No.011-26191572	Level-6, East Block-7, Sector-1, R.K. Puram, New Delhi-110066.	Delhi, Punjab, Haryana, Himachal Pradesh, Rajasthan, J & K, Madhya Pradesh, Uttar Pradesh, Uttarakhand, Chhattisgarh and Chandigarh.
3.	Southern	Sh. M.P. Damodaran, Deputy Director, Ph: 044-24919096 Fax No.044-24915466 Email: <a href="mailto:ddhts-south-dol@nic.in">ddhts-south-dol@nic.in</a>	E- Wing, C-Block, Rajaji Bhawan, 2 <sup>nd</sup> Floor, Besent Nagar, Chennai-600090.	Tamil Nadu, Kerala, Andhra Pradesh, Lakhshdeep and Pondicherry
4.	East	Shri Sunil Kumar Loka, Deputy Director, (East) Ph: 033-2287 0793 Fax No-044-22874053 Email: <a href="mailto:ddhts-east-dol@nic.in">ddhts-east-dol@nic.in</a>	234/4, Nizam Palace Complex, 18 <sup>th</sup> Floor, Acharya J.C.Bose Road, Kolkata- 700020.	West Bengal, Orissa, Bihar, Jharkhand and Andaman & Nicobar.



5.	Western	Sh. Rakesh Kumar Parashar, Deputy Director, Ph: 9522-27565416 Fax No.9522-27565417 E mail: <a href="mailto:ddhts-west-dol@nic.in">ddhts-west-dol@nic.in</a>	Kendriya Sadan, 'C' Wing, 6 <sup>th</sup> Floor, Sector-10, CBD, Belapur, Navi Mumbai-400614.	Maharashtra, Gujarat, Karnataka, Goa, Dadra and Nagar Haveli, Daman & Diu
6.	North-Eastern	Sh. Nipin Kumar Bardolai, Assistant Director (Language) Ph. 0361-2675661 Fax. 0361-2676879 Email: <a href="mailto:ddhts-ne-dol@nic.in">ddhts-ne-dol@nic.in</a>	N.F. Railway Headquarters, Maligaon, Guwahati-781011.	Assam, Meghalaya, Mizoram, Tripura, Manipur, Sikkim, Nagaland and Arunachal Pradesh.

### **B. Regional Implementation Offices of DOL**

S. No.	Responsibility's Centers	Name of Officer	Address	States Covered
1.	Eastern	Sh. Nirmal Dubey Assistant Director (Impl.) Ph: 033- 22800356 E mail: <a href="mailto:ddriokol-dol@nic.in">ddriokol-dol@nic.in</a>	Regional Implementation Office (East), 18 <sup>th</sup> Floor, Nizam Palace complex, 234/4, Acharya J.C. Bose Road, Kolkatta-700030	West Bengal, Bihar, Orissa and Jharkhand
2.	North-Eastern	Sh. Nirmal Dubey Assistant Director (Impl.) – Addl Charge Ph. 0361-24643622 E mail : <a href="mailto:ddrioguw-dol@nic.in">ddrioguw-dol@nic.in</a>	Regional Implementation Office (North East), Rajgarh Road, Y Lane-1, Post Shilpukhari, Guwahati-781003	Assam, Mizoram, Tripura, Manipur, Sikkim, Nagaland Arunachal Pradesh and Meghalaya
3.	South	Sh. Narendra Singh Mehra Assistant Director (Impl.) E mail : <a href="mailto:ddriobng-dol@nic.in">ddriobng-dol@nic.in</a> Ph : 080-25536232	Regional Implementation Office (South), D-Wing, 5 <sup>th</sup> Floor, Kendriya Sadan Kormangla, Bengaluru-560034	Karnataka and Andhra Pradesh, Telangana
4.	North Zone -1	Sh. K.P. Sharma Deputy Director (Impl.) E mail : <a href="mailto:ddriodel-dd@nic.in">ddriodel-dd@nic.in</a> Ph : 011-26102445,46	Regional Implementation Office, 3rd Floor, Trikoot-II, Bhikaji Cama Palace, R.K. Puram, New Delhi-110066.	Delhi, Himachal Pradesh, Punjab, J&K, Ladakh and Haryana.
5.	North Zone-2	Sh. Chabila Kumar Mehar Assistant Director (Impl.) E mail : <a href="mailto:ddriogzb-dol@nic.in">ddriogzb-dol@nic.in</a> Ph. 0120-2719356	Regional Imlementation Office(North), Room No. 302, 3 <sup>rd</sup> Floor, CGO Bhavan Kamla Nehru Nagar, Ghaziabad-201001(U.P.)	Uttar Pradesh and Uttrakhand
6.	Western	Dr. Susmita Bhattacharya Deputy Director (Impl.)	Regional Implementation Office (West), Kendriya Sadan, Room	Maharashtra, Gujarat, Goa, Daman and Diu.

		Email : <a href="mailto:ddimpol-mum@nic.in">ddimpol-mum@nic.in</a> Ph.022-27560225	No. 601-A, Sector-10, 6 <sup>th</sup> Floor, CBD, Belapur , Navi Mumbai- 400614	
7.	South Western	Sh. Harish Singh Chauhan (Assistant Director) E mail : <a href="mailto:dd.riokoc-dol@nicl.in">dd.riokoc-dol@nicl.in</a> Ph : 0484-2427792	Regional Implementation Office (South Western), Kendriya Bhavan, Block-C, 7 <sup>th</sup> Floor, Ses P.O. Kochi-682037	Kerala, Tamil Nadu, Puduchery and Lakshdweep
8.	Central	Sh. Harish Singh Chauhan (Assistant Director) E mail : <a href="mailto:ddimpolbho-mp@nic.in">ddimpolbho-mp@nic.in</a> Ph : 0755-2553149	Regional Implementation Office (Central), Nirman Sadan, Room No. 208, CGO complex, 52-A, Arera Hills, Bhopal – 462011	Madhya Pradesh, Rajasthan, Chhattisgarh

### **C. Responsibility Centres of CTB.**

<b>S. No.</b>	<b>Responsibility's Centers</b>	<b>Name of Officer</b>	<b>Address</b>	<b>States Covered</b>
1.	Southern	Sh. M.M. Bhandekar, Assistant Director, E mail : <a href="mailto:jdctb@gmail.com">jdctb@gmail.com</a> Telefax: 080-25531946.	Translation Training Centre, 5 <sup>th</sup> Floor, Kendriya Sadan, D-Wing, Kormangla, Bengaluru-560034	Karnataka, Tamil Nadu, Kerala, Andhra Pradesh, Puducherry, Lakshdweep
2.	Eastern	E mail : Telfax: 033-22876044.	Translation Training Centre, Central Translation Bureau, 67-B, Bali Ganj Park Tower, B-Block, 10 <sup>th</sup> Floor, Circular Road, Kolkatta-700019.	West Bengal, Bihar, Orissa, Jharkhand, Sikkim, Assam, Arunachal Pradesh, Meghalaya, Tripura, Manipur, Nagaland, Mizoram, Andaman and Nicobar Islands
3.	Western	E mail : <a href="mailto:ctbmumbai@gmail.com">ctbmumbai@gmail.com</a> Telfax.022-22611823.	Translation Training Centre, Central Translation Bureau, Kendriya Sadan,6th Floor, Sector-10A, CBD, Belapur, Navi Mumbai - 400614	Maharashtra, Goa, Madhya Pradesh, Chhattisgarh, Gujarat, Daman & Diu

## **D. Committee of Parliament on Official Language**

Secretariat of the Committee of Parliament on Official Language	Sh. Dharamraj Khichi, Secretary, Committee of Parliament on Official Language Telefax:- 23014187 E-mail: <a href="mailto:secy-cpol@nic.in">secy-cpol@nic.in</a>	11, Teen Murti Marg, New Delhi-110011
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### **Redressal of Grievances:**

In case of non-compliance of the service standards, the service recipients/stakeholders can contact the following Public Grievance Officers for redressal of their grievances: -

**Shri Ramakant,**  
**Deputy Secretary**  
**Department of Official Language,**  
**NDCC-II Building, 'B' wing,**  
**4th Floor, Jai Singh Road, New Delhi-110001**  
**Tele: 23438155**  
**Email: [rk.singh92@nic.in](mailto:rk.singh92@nic.in)**

3. The Grievances can also be lodged on-line on the following link of the Department of Administrative Reforms & Public Grievances <http://pgportal.gov.in> for which a link is also given on the web-site of the Department of Official Language viz. [www.rajbhasha.nic.in](http://www.rajbhasha.nic.in) under the heading "Public Grievances".

### **Escalation of Grievance**

In case the grievance is not redressed finally, the same can be taken up at highest level with the following authority:

**Dr. (Smt.) Meenakshi Jolly,**  
**Joint Secretary,**  
**Department of Official Language,**  
**NDCC-II Building, 'A' wing, 3rd Floor, Jai Singh Road,**  
**New Delhi-110001**  
**Tele: 23438130**  
**E mail: [jsol@nic.in](mailto:jsol@nic.in)**



Indicative expectations from Service Seekers /Stakeholders:

1. Requests for clarifications/suggestions are to be submitted in the manner mentioned herein.
2. Complaints may be submitted with detailed verifiable facts with documentary evidence, if any, with all relevant documents.
3. Service Seekers/Stakeholders should give their complete address, Contact Nos., e-mail addresses and fax Nos.
4. Grievances in respect of service(s) included in the Citizens'/Clients' Charter can also be lodged at : <http://pgportal.gov.in>
5. Central Public Grievance Redress and Monitoring System (CPGRAMS) of Deptt. of Administrative Reforms and Public Grievances on-line at the following address at internet: <http://pgportal.gov.in>