



वार्षिक रिपोर्ट
Annual Report
2015-2016

भारत सरकार
Government of India
गृह मंत्रालय
Ministry Of Home Affairs

राजभाषा विभाग
Department of Official Language

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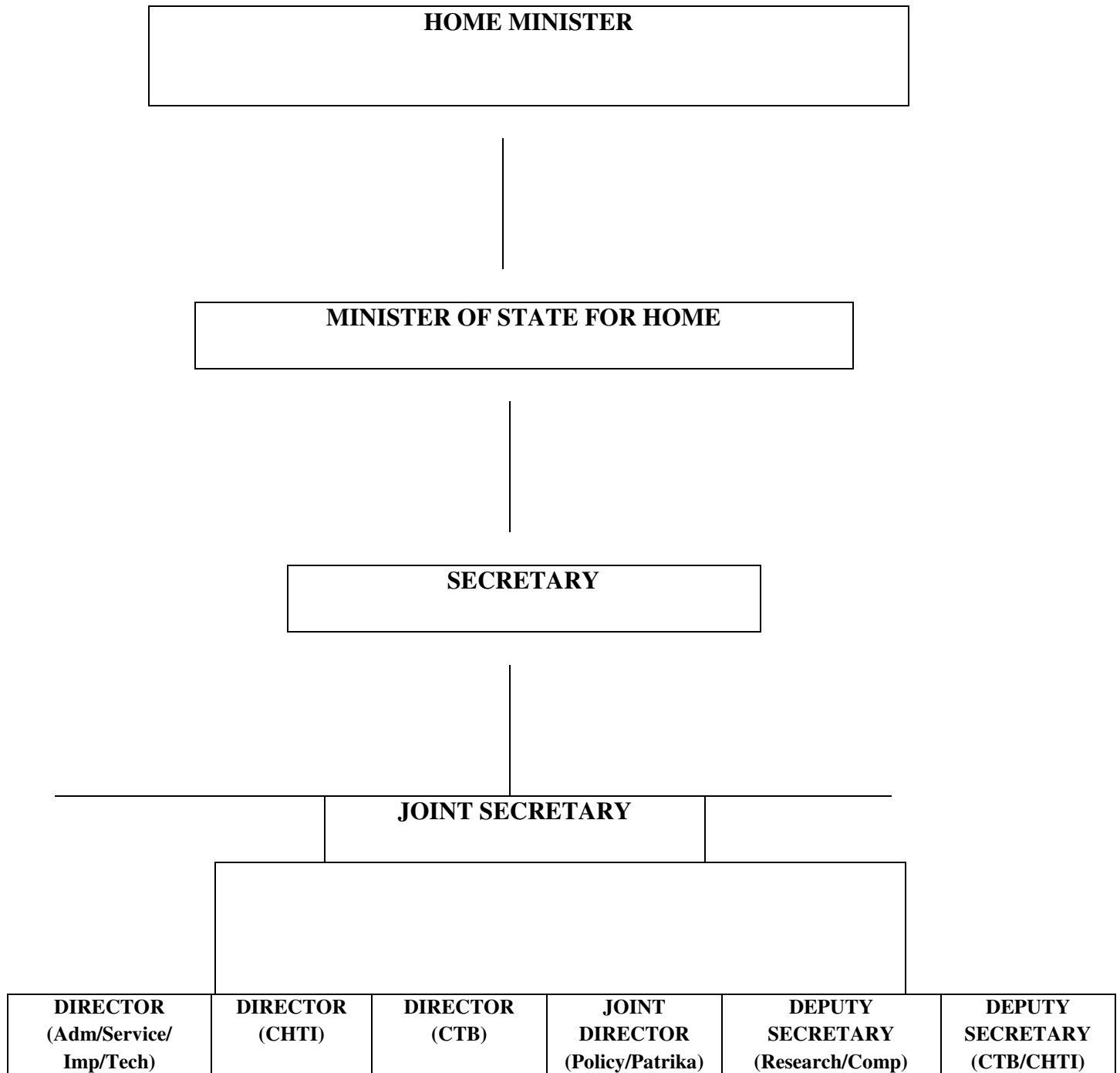
CHAPTER- 1

ORGANISATION AND FUNCTIONS OF THE DEPARTMENT OF OFFICIAL LANGUAGE

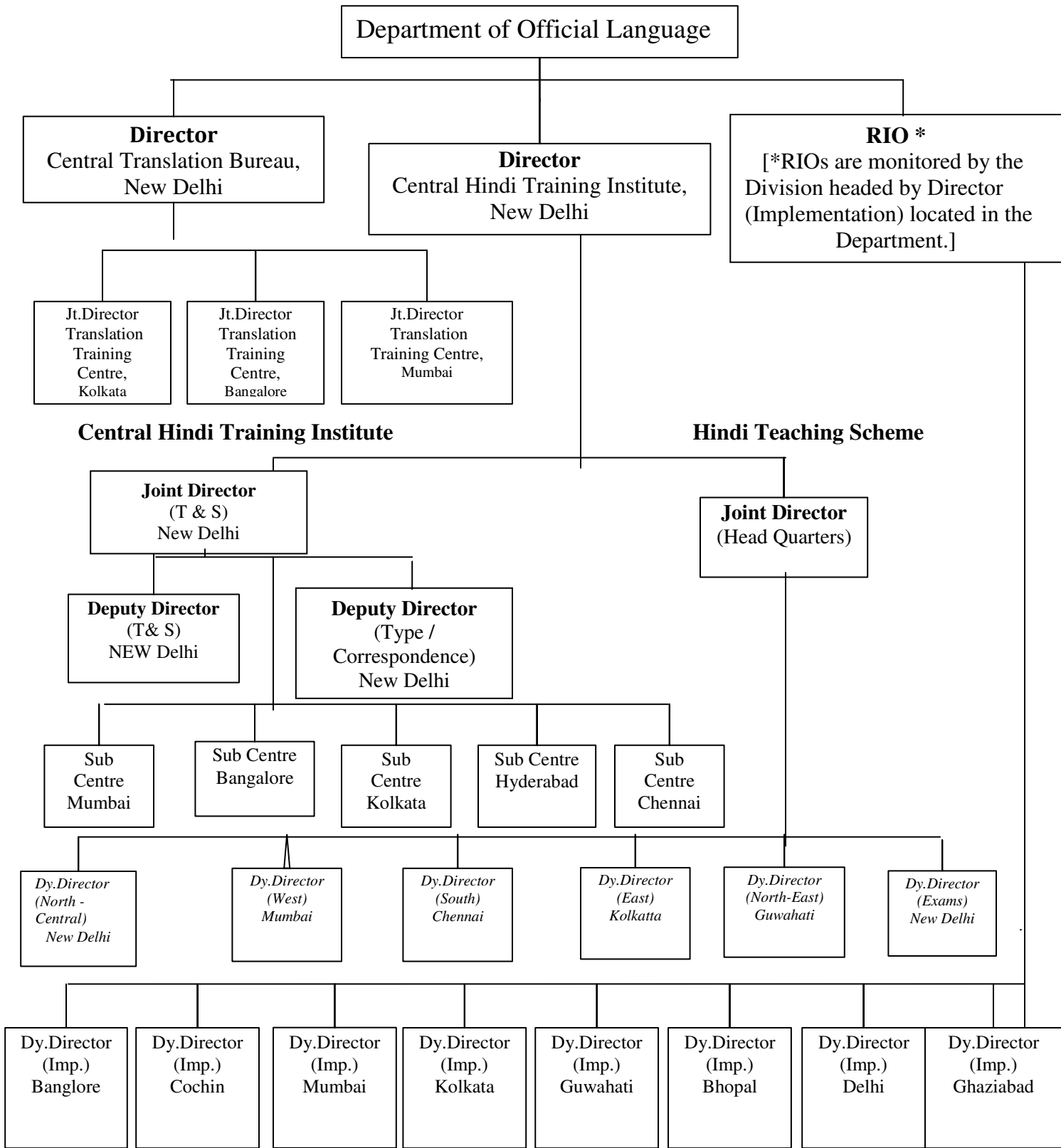
To ensure compliance of the constitutional and legal provisions pertaining to the Official Language of Republic of India and to promote the use of our Official Language-Hindi for the official purposes of the Union, the Department of Official Language was set up in June, 1975 as an Independent Department under the Ministry of Home Affairs. Since then, this Department has been incessantly making assiduous 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



Subordinate Offices of the Department of Official Language



CHAPTER -2

IMPORTANT ACTIVITIES DURING THE YEAR 2015-16

2.1 Literary fervour with interactive tools of Hindi Quiz and Hindi Puzzle

To promote interest of populace and public servants in Hindi Literature, eighty short stories authored by renowned Hindi Literateurs have been made available on the portal of Department of Official Language. In conformity with the basic principles of Official Language Policy of the Union, “Online Hindi Puzzle” and ‘Online Hindi Quiz” have also been introduced as interactive tools. The purpose is to enrich Hindi vocabulary of readers and inspire them to develop keen interest in most widely spoken language of the land which is link language of our motherland for all purposes. Audios of selected and popular stories have also been provided on the official website of Department of Official Language.

2.2 Release of the Annual Programme

Annual Programme, prescribing the Annual Targets for the year 2015-16 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 2015-16 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 2013-14 was prepared and laid on Table of both the Houses of Parliament. The Report was circulated in the Ministries/Departments of Govt. of India and it was uploaded on the portal of Department of Official Language.

2.4 Rajbhasha Diary and Calendar

Limited stock of Rajbhasha wall calendar and Rajbhasha Diary for the year 2016 has also been brought out and distributed in Deptt. of Official Language, its Subordinate Offices and in the Ministries/Departments/Undertakings etc. of the Government of India.

2.5 Meetings of Hindi Advisory Committee

In order to advise Ministries/Departments of Central Government, regarding the smooth implementation of Official Language Policy, Hindi Advisory Committees have been constituted in all Ministries/Departments of Central Government under the Chairmanship of the respective Ministers. During the year (upto 31 December, 2015) 20 meetings of Hindi Advisory Committee were organised.

2.6 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 in different Ministries/Departments/Offices/Under-taking etc. Remaining copies of magazine are distributed at local level. Up to December, 2015, 145 issues of Rajbhasha Bharti have been published.

Scholarly articles written in comprehensive simple Hindi on Rajbhasha/Literature/Informative science are published in this magazine. Activities pertaining to promotion of Official Language in various offices of Central Government are given priority 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.

2.7 Grih Patrika Award Scheme

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

The total of six awards for the year 2015-2016 were given away by Hon'ble President of India on 14th September, 2015 on the occasion of Hindi Day. E- Book of Department of Official Language was prepared in CD and was launched on 18th February, 2015.

2.8 Rewards for excellent writing in Hindi Published in various paper journals

For the purpose of promoting Rajbhasha Hindi, a new award scheme has been introduced for the excellent writing, published in various paper journals by officers/employees of Central Government from the year 2012-13. 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, 2015 for articles published in 2014-15 under the Scheme.

2.9 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. During the year 2015 a list of 45,600 books was prepared and circulated. This list is also available on the portal www.rajbhasha.gov.in of the Department.

2.10 Exhibition of Standard magazine and journals

An exhibition of various publications and magazines published in Hindi by the Department of Official Language and Ministries/Departments/Undertakings/Nationalized Banks/Town Official Language Implementation Committees of the Govt. of India are being held. The exhibition were also displayed in five Zonal Official Language Conferences held on 30th January, 2015 in Bhopal, on 18th February, 2015 in Kolkata, on 27th March 2015 in Mangluru, on 14th September, 2015 in Vigyan Bhawan, New Delhi and on 16th October, 2015 in Amritsar. These exhibitions are visited, appreciated and praised by Senior Bureaucrates of Govt. of India as well as prestigious scholars, literary persons and researchers of the country.

2.11 Messages

A number of requests 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, MoS (Home), Secretary, Department of Official Language and Joint Secretary (OL) are received regularly in the Department. 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.

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.

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. During the year, 45 New Town Official Language Implementation Committees have been set up. Thus total number of these committees has now risen to 433. Meetings of these committees are required to be held twice a year. Measures for accelerating the use of Hindi in Central Government Offices are considered in these meetings. Performance of TOLICs during the year 2015-16 was reviewed and new guidelines were issued to render them more effectiveness. The Department of Official Language has introduced a New Online System for receiving the Reports from TOLICs.

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 Reports are reviewed and measures 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 about the Official Language Policy, the measures adopted to implement it and the clarification about the latest orders issued

on the subject. As per the information received in the Department, 156 meetings of these committees were held in various Ministries/Departments during the year (01.01.2015 to 31.12.2015).

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 each winner is given the following Awards:

First Prize (One)	Rs. 2,00,000/-, Certificate and a memento.
Second Prize (One)	Rs. 1,25,000/-, Certificate and a memento.
Third Prize (One)	Rs. 75,000/-, Certificate and a memento.
Consolation Prizes (Ten)	Rs. 10,000/-, Certificate and a memento.

(B) Rajbhasha Gaurav Award for Original book writing in Hindi to Central Government Employees (including the Retired employees)

The Scheme comprises of the following Awards to each winner:

First Prize-	Rs. 1,00,000/- Certificate and a memento.
Second Prize-	Rs. 75,000/- Certificate and a memento.
Third Prize-	Rs. 60,000/- Certificate and a memento.
Consolation Prize-	Rs. 30,000/- 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-	Rs. 20,000/-	Rs.25,000/-
Second-	Rs.18,000/-	Rs.22,000/-
Third-	Rs.15,000/-	Rs.20,000/-

2.17 Regional Official Language Conference

These Conferences provide formal platform for carrying out deliberations on the progress made in use of Official Language and for encouraging the use of Hindi for 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 in Amritsar on 16th October 2015, second in Ranchi on 21st January, 2016, third in Goa on 09th February 2016 and fourth in Kochi on 19th February, 2016.

2.18 Hindi Divas 2015

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

- (A) 'Indira Gandhi Maulik Pustak Lekhan Puraskar' for original book writing in Hindi for the year 2013.
- (B) Rajiv Gandhi Rashtriya Gyan-Vigyan Maulik Pustak Lekhan Puraskar for original book writing in Hindi for the year 2013.
- (C) 'Rajbhasha Gaurav Puraskar' for the year 2014 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.

- (D) Rajbhasha Kirti Puraskar 2014-15' 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.
- (E) 'Grih Patrika Kirti Puraskar' for excellent in-house journals published by Ministries/Departments and PSUs in 2014-15.

On this occasion, total 95 awards were given away in the form of Shields/ Certificates Cash.

2.19 Training in Hindi Language, Hindi Stenography & Hindi Typing

During the period (1st January, 2015 to 31 December, 2015), approximately 27632, 3661 and 327 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 24,820 standard pages received from Central Govt. Offices were translated by Central Translation Bureau during the year 2015 (1st January, 2015 to 31 December, 2015), Other than this, 67 training courses were organised for Rajbhasha Officers and officials of Central Govt during the period and 1122 employees were imparted training in these courses.

2.21 Computer Training in Hindi

93 training programmes have been conducted during the year 2015 (1st January, 2015 to 31 December, 2015) 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 Govt. Ministries/ Departments, Undertakings and Banks etc.

2.22 Training in Hindi to employees

The time limit for completion of training in Hindi to the Central Government employees has been extended from December 2008 to December, 2015, and further up to the year 2025 vide a Resolution dated 24th April, 2008.

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 2014-15 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 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 year 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 Govt of India.
- (d) Rajbhasha Kirti Shield for Town Official Language Implementation Committees.
- (e) Rajbhasha Kirti Shield for Government of India Boards, Autonomous Bodies, Trusts, 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, 1227 inspections were carried out by the officers of the Deptt. 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 33,647 Central Government Offices have been notified under this Rule, till 31.12.2015.

3.7 Rule 8(4) of the Official Language Rules, 1976

Sections of the Ministries/Departments/Offices/Banks/Undertakings have to be specified where entire work is to be done in Hindi under Rule 8(4) of the Official Language Rules, 1976. Targets are prescribed for this purpose as 40%, 30% and 20% for Language Regions A, B and C respectively. Where the concept of sections does not exist 40% in Language Region A, 25% in Language Region B and 20% in Language Region C of the work area is to be specified for entire work in Hindi. Ministries/Departments/Offices/Banks/Undertakings are making the efforts to achieve these targets.

3.8 Correspondence in Hindi

Out of a total number of 2,41,495 letters received in Hindi from 1st January, 2015 to 31 December, 2015 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 7,99,477. 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.

3.9 Redressal of Grievances

In pursuance of directions 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 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 officials and non-officials 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 2015 to December 2015 is 1232 (One thousand two hundred thirty two).

3.10 Right to Information Act, 2005

The details of applications seeking information under R.T.I. Act, 2005 received and disposed off during the year, are in the following table-

Details about the requests and appeals						
Head	Opening balance as on 01.01.2015	No. of applications received as transfer from other CPIO u/s 6(3)	Received during the year (including cases transferred to other CPIO u/s 6(3))	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	26	86	00	00	65
1 st Appeal	00	00	12	00	00	14

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 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 Bureau. From 1st March 1971 to December 2015, 17,64,759 standard pages have been translated under Regular Establishment scheme.

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, thesaurus 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. Various training courses are being conducted by Bureau for this purpose.

4.2 Translation work by Regular Establishment

4.2.1 Under its Regular Establishment, 17,64,759 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, 2015.

4.2.2 Bureau had an annual target of translating 41,600 standard pages for the year 2015-2016. Out of this, 32,834 standard pages have been translated in the year 2015.

4.3 Scheme for Expansion of Translation Capacity

Bureau has limited capacity of translation 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. From the date of inception of this scheme i.e. April 1989 to July, 2014 6,77,332 standard pages were translated under this scheme. As per File No.13011/48/2014-O.L (C.T.B) Order Dated 28.07.2014 Scheme for Expansion of Translation capacity has been stopped.

Thus Central Translation Bureau has translated a total number of 24,42,091 standard pages uptill 31 December 2015 under both the Schemes i.e. Regular Establishment and Expansion of Translation Capacity Scheme.

4.4 Training Programmes

Central Translation Bureau is an apex body of Govt.of India, Department of Official Language in the field of Translation and Translation Training. Prior to 01.07.2014, various Translation Training Programmes were being conducted in pursuance of the recommendation of Parliamentary committee on Official language from time to time, for the Translators/Hindi Assistants, Hindi Officers and the officers/employees engaged in translation or other work related to the implementation of Official Language Policy in the Ministries, Departments, Offices of the Central Government, Public Sector Undertakings and Nationalized Banks. Details of the Training Programmes conducted prior to 01.07.2014 by Bureau are given below:-

4.4.1. Three Months compulsory Translation Training Programme.

On the recommendation of Parliamentary committee on Official language, Three Months Compulsory Training in Translation was started for the staff connected with translation work and implementation of Official Language Policy since 1973. Initially this training was imparted only at Delhi. But in view of the training requirements of the various Government Offices located in different regions, this training was imparted at Bombay (1985), Bangaluru (1985) and Kolkata (1987) also. At each Centre four sessions

of three months duration each in a year were held in the above Centres. A total number of 10,537 trainees have been trained under this programme.

[O.M. No. 13017/12/75 dated 05.05.1975]

4.4.2 21 days Translation Training Programme

Special course in Translation Training on the request of Banks and Undertakings had been designed for 21 working days. Provision had been made to train staff/employees engaged in or connected with translation work and implementation of Official Language Policy in Banks and Undertakings. This training programme was started from 18.01.1988 and 956 number of trainees have been trained under this programme.

4.4.3 Short-term Course of Training in Translation

Keeping in view the utility, necessity and compulsion of training in translation on one hand and the increasing number of employees doing work related to Hindi, in different Ministries/Departments of Government of India and Public Sector Undertaking/Corporations/Nationalized Banks etc. , sufficient time was likely to elapse to train all employees. It was felt necessary to impart short term training to them, till they get chance to receive the three months compulsory training in translation. With this objective, the condensed short term training Course had been evolved. The programme was of 5 working days. It was started with effect from 21.08.1985 and 12,982 number of trainees have been trained under this programme.

4.4.4 Advanced Translation Training Programme.

The Committee of Parliament on Official Language also stressed the need for providing training in translation to Hindi Officers and other Officers of equivalent or higher ranks associated with translation work and vetting. Accordingly, an Advanced Course in Translation was planned for them. It was started with effect from 04.02.1991 and 1,097 number of trainees were trained under this programme.

4.4.5. Refresher Translation Training Programme.

In pursuance of recommendation of the Committee of Parliament on Official Language, a refresher course of training was planned for those employees, who have already received the three months training in translation. During this training, the trainees were made aware of the latest developments, trends and techniques in the sphere of translation. It was started with effect from 01.12.1997 and 1,108 number of trainees have been trained under this programme.

4.5 Redesigned Translation Training Programmes (started from 01.01.2015)

The above Translation Training Programme have been redesigned vide their OM. No.13011/52/2014-O.L. (C.T.B), dated 03.09.2014 by the Department of Official Language and Three Level (Level-1 to Level-3) Translation Training Programmes for five days each have been introduced w.e.f. 01.01.2015. These training programme are conducted in Headquarter New Delhi as well as its Centres located in Mumbai, Bangalore and Kolkata. The redesigned training programmes are as follows.

(a) Level-1, Five day Translation Training Programme.

This Programme is meant for the Translators/Hindi Assistants, Hindi Officers and the officers/employees engaged in translation or other works related to the implementation of Official Language Policy in the Ministries, Departments, Offices of the Central Government, Public Sector Undertakings and Nationalized Banks.

(b) Level-2, Five day Translation Training Programme.

This Programme is meant for those Translators/Hindi Assistants, Hindi Officers and the officers/employees engaged in translation or other works related to the implementation of official language policy in the Ministries, Departments, Offices of the Central Government, Public Sector Undertakings and Nationalized Banks, who have undergone Level-1 Translation Training Programme.

(c) Level-3, Five day Translation Training Programme.

This Programme is meant for those Translators/Hindi Assistants, Hindi Officers and the officers/employees engaged in translation or other works related to the implementation of Official Language Policy in the Ministries, Departments, Offices of the Central Government, Public Sector Undertakings and Nationalized Banks, who have undergone Level-1 and Level-2 Translation Training programme. There is a provision of Exam after completion of third level training course.

The above training programmes are being conducted in Central Translation Bureau Headquarter, New Delhi and at its Centres located in Mumbai, Bangalore and Kolkata. The target for each (Level-1, Level-2 and Level-3) training Programme is minimum 15 and maximum 25 Trainees.

Details for these Translation training Programmes during the year 2015 (01.01.2015 to 31.12.2015) conducted in Bureau Headquarter along with its centres are given in the table below:-

Sl. No.	Name of the Centre	Level-I/Trainees	Level-II/Trainees	Level-III/Trainees	Total
1.	New Delhi	252/13	133/8	87/5	472/26
2.	Mumbai	251/12	126/9	37/3	414/24
3.	Bangaluru	258/14	127/7	80/5	465/26
4.	Kolkata	72/6	32/3	29/4	133/13
	Total	833/45	418/27	233/17	1484/89

The participants of the above redesigned Training courses have mentioned in their feedback that the duration of above mentioned three Level Translation Training Programmes is not sufficient and not catering the need of their job requirement. Keeping in view the above, the new redesigned courses are being reviewed.

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 appearance in 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 employees.
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.
4. To the employees who have no access to the training center of the Hindi Teaching Scheme, on passing the matric or any other recognized higher examination in Hindi Conducted by voluntary Hindi organization.

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

Prabodh	Praveen	Pragya	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 fee is charged for Hindi Training and examinations from Govt. Officers and employees.
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 centres 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 month.
6	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 119 Training Centers of Hindi Language are functioning throughout the country out of which 116 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 37 Hindi Typing and Hindi Stenography training centers out of which 24 are full time and 13 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 Speaking 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

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

At present 10 training centre of Hindi language and 07 training centres of Hindi Typing /Stenography, total 17 training centres are operating under Central Hindi Training Institute and its Sub-institutes.

Thus $119+10=129$ of Hindi language and $37+7=44$ 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 $129+44 = 173$.

5.7 Training Programmes, achievement and its targets under Central Hindi Training Institute & Hindi Teaching Scheme:-

During the year 2015-16 details of enrolment of trainees, target and achievement under Hindi Teaching Scheme are as under:-

S.No.	Name of the Courses	Annual Target (01-04-2015 to 31-03-2016)	Achievement (As on 31.12.2015)
A. <u>HINDI LANGUAGE</u>			
1.	Hindi Teaching Scheme (Prabodh, Praveen, Pragya and Parangat)	36480	21969
2.	Intensive Hindi Training (Prabodh, Praveen and Pragya)	2700	1002
3.	Language Correspondence Course (Prabodh, Praveen and Pragya)	4000	4124
Total		43180	27095
S.No. Name of the Courses Annual Target (01-04-2015 to 31-03-2016) Achievement (As on 31.12.2015)			
B. <u>HINDI TYPING</u>			
1.	Hindi Teaching Scheme	2790	2033
2.	Intensive Typing	570	258
3.	Typing Correspondence Course	1000	1412
Total		4360	3703
C. <u>HINDI STENOGRAPHY</u>			
1.	Hindi Teaching Scheme	1260	294
2.	Intensive Stenography	150	28
Total		1410	322

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 the year 2015 (position as on 31-12-2015) are as under:-

Sl.No.	Name of the Course	Number of Participants (01.01.2015 to 31.12.2015)
1.	25 full working days intensive Prabodh Course	189
2.	20 full working days intensive Praveen Course	405
3.	15 full working days intensive Pragya Course	408
4.	40 full working day intensive Typing training for Typists/Clerks	258
5.	80 full working days intensive training in stenography	28
6.	05 full working days intensive Hindi workshops for Employees/Officers	397
7.	Other Short term Courses	140

CHAPTER- 6

EFFORTS TO INCREASE THE USE OF OFFICIAL LANGUAGE ON 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 2015-16, 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, 100 training programmes have been conducted during the year 2015-16. These training programmes have been conducted by Central Hindi Teaching Institutes in New Delhi, Kolkata, Bengluru, Guwahati, Chennai, Mumbai, Chandigarh, Kochi, Bhubnewshwar, Pune, Vishakhapatnam, Kanpur, Vadodara, Jabalpur, Hyderabad, Secunderabad, Coimbatore and Mysore. In addition to officers/employees of the Central Govt. Ministries/ Departments, Govt.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.

(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.

(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-Mahashabdkosh** is available for dictionary of 12 domains.

(D) On-line Examination System

By developing 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 of 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 7000 offices send their reports through this software.

6.3 Short Stories, Hindi Quiz and Hindi Puzzle

‘Online Hindi Puzzle’, ‘Online Hindi Quiz’ and 80 short stories of great litterateurs 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 with the Official Language Policy of motivation and encouragement of Central Government, the Hindi vocabulary of personnel of Central Government shall be enriched through these online Hindi competitions and they shall be attracted regularly 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 Technical Sessions

Four technical sessions were held in Amritsar, Ranchi, Goa and Kochi during Regional Official Language Conferences. During these sessions, participants were imparted working knowledge of Hindi on computers. Other than the above, using google voice typing were also demonstrated during these sessions.

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

Website of all the Ministries/Departments were examined. Shortcomings found during the examination of Hindi website were communicated by letter at Secretary level to defaulting Ministries/Departments.

6.6 Website of Department of Official Language.

In addition to various informations 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, short stories, Hindi quiz and word puzzle 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. In all 145 issues of this magazine have been brought out till December, 2015. Good and educative articles in simple Hindi on Official Language/ literature /Informative Science are given space in the magazine. It also gives prominent coverage to the activities pertaining to the propagation of Hindi in the offices of the Central Govt. 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.

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, 2015, a list of 45,600 books have been prepared and circulated. This list is also made available on the portal 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, a more 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 2015-16 was prepared and circulated in all Ministries/ Departments. This programme was also made available on the website www.rajbhasha.gov.in of Department of Official Language portal.

7.4 Annual Assessment Report

As required by 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 2013-14 was prepared and was laid on table of both house of parliament and it was uploaded on the portal of Department of Official Language.

7.5 Distribution of publicity material

A list of selected excellent books prepared by Deptt. 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 among 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 mind that these messages are very useful in 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.

7.7 Annual Report

The Annual Report pertaining to the year 2014-15 was prepared and uploaded on the portal of Department of Official Language. The Report was submitted in the office of Lok Sabha and Rajya Sabha. 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 Year 1981, consequent upon the decision of 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 to 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 to the recommendations of the Sixth Central Pay Commission, and cadre review of CSOLS and after inclusion of some of the Rajbhasha posts created in other Ministries/Departments to this cadre, the re-structured posts of CSOLS are as under:-

S.No	Designation	Pay-Scale (in Rs.)	Pay Band	Grade Pay (in Rs.)	No. of present posts
1	Director (O.L)	37400-67000	PB-4	8700/-	18
2	Joint Director (O.L)	15600-39100	PB-3	7600/-	36
3	Deputy Director (O.L)	15600-39100	PB-3	6600/-	86
4	Asstt. Director (O.L)	15600-39100	PB-3	5400/-	204
5	Senior Translator	9300-34800	PB-2	4600/-	321
6	Junior Translator	9300-34800	PB-2	4200/-	346
Total					1011

8.2 The cadre of the CSOL Service consists of 1011 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 outside Delhi.

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

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

CHAPTER- 9

WORK RELATING TO THE COMMITTEE OF PARLIAMENT OF 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 Yr.1977, Yr.1980, Yr 1984, Yr 1989, Yr 1991, Yr 1996, Yr 1998, Yr 1999, Yr 2004, Yr 2009 and Yr 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. 9 parts of the report have been presented so far and the Presidential orders have been issued on Eight 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 08.05.1987. It was circulated to the States and Union Territories to

Obtain their views 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 Devanagiri 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

09.03.1994 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 was submitted to the President on 01.06.2011. This part of the report relates to Problems faced by Town Official Language Implementation Committees and suggestions for their better implementation, availability of new technologies of computers and its role in the usage, learning and training etc. of Official Language and translation, position of Hindi in the fields of education and technology, the necessity of knowledge of Hindi for the Central Government Employees before joining the service, usage of Hindi language in the advertisements released by the Central Government, objectives of purchase of Books and publishing magazines, review of information received during Oral evidence programmes conducted by the Committee. The work related to issuing Presidential Orders on the recommendations of the Committee on this part is in progress.

CHAPTER - 10

STATEMENT SHOWING OUTSTANDING AUDIT PARAS OF DGCR (upto 31.12.2015)

Sr.No.	Department	Audit Objections
1.	Department of Official Language (Hqrs.)	07
2.	Hindi Teaching Scheme (East), Kolkata	03
3.	Central Hindi Training Institute, New Delhi	09
4.	Dy. Dir (North-Central) Hindi Teaching Scheme, New Delhi	00
5.	Dy. Dir (South) Hindi Teaching Scheme, Chennai	01
6.	Hindi Teaching Scheme (North- East), Guwahati	00
7.	Central Translation Bureau, New Delhi	09
8.	Translation Training Centre, Bangaluru	04
9.	Committee of Parliament on Official Language	03
10.	Regional Implementation Office	09
	Total	45