

13034/15/2020-OL(Adm)
Ministry of Home Affairs
Department of Official Language

Date: 29.07.2021

Channel of Submission of Department of Official Language

Policy Section

S. No	Class of Cases	Channel of submission	Level of final disposal
1	Constitutional Matter	AD/Director/JS/Secretary	Minister
2	Matter of implementation of Constitutional amendment and Legal Proposal	AD/Director/JS/Secretary	Minister
3	Action on grievances received through CPGRAM Portal	AD	Director
4	Matter related to creation of Hindi Posts in Central Government Offices	AD/Director/JS	Secretary
5	Language of the Union	AD/Director/JS/Secretary	Minister
6	Explanation and clarification of OL Policy	AD/Director/JS	Secretary
7	Regional languages and Languages of the States	AD/Director/JS/Secretary	Minister
8	Use of Hindi in Indian Judiciary	AD/Director/JS/Secretary	Minister
9	Kendriya Hindi Samiti	AD/Director/JS/Secretary	Minister
10	Committee of Parliament on Official Language	AD/Director/JS	Secretary
11	Hindi Salahkar Samiti	AD/Director/JS/Secretary	Minister

SERVICE SECTION

S.No.	Class of Cases	Channel of Submission	Level of Final Disposal
1.	Recruitment of Officials of Central Secretariat Official Language Service Cadre	SO/US/Director/JS	Secretary
2.	Confirmation of Junior Translation Officers of CSOLS Cadre	US/Director/JS	Secretary

3.	Promotion of Senior Translation Officers of CSOLS Cadre	US/Director/JS	Secretary
4.	Promotion of AD/DD/DJ/Directors of CSOLS Cadre	US/Director/JS / Secretary	Minister
5.	Posting/Transfer of official of CSOLS to various participating Offices:- (i) JTO/STO (ii) AD/DD/JD/Director	US/Director US/Director	JS/Secretary
6.	Encadre/Decadre the Official Language Posts of Central Government Offices in CSOLS Cadre and fixation of seniority of incumbents of posts inducted initial constitution	US/Director/JS	Secretary
7.	Review of officials of CSOLS Cadre under FR 56(j) at the age of 50/55 years	US/Director/JS	Secretary
8.	Fixation of seniority	US/Director/JS	Secretary
9.	Maintenance of C.R. Dossiers of members of Central Secretariat Official Language Service and submission of same for DPC and MACP cases	SO/US/Director	JS
10.	Matters relating to deputation of officers of Central Secretariat Official Language Service to ex-cadre posts including forwarding of applications	US/Director/JS	Secretary
11.	Matters relating to amendment of Recruitment Rules of Central Secretariat Official Language Service(Group 'A' and Group 'B'	US/Director/JS / Secretary	Minister
12.	Consolidation/Updation of input on E-samiksha, LIMBS etc.	SO/US	Director
13.	Preparation of various reports/ returns etc.	SO/US	Director
14.	Voluntary retirement cases of officials of CSOLS (i) JTO/STO (ii) AD/DD/JD/Director	US/Director/ JS US/Director/JS / Secretary	Secretary Minister

15.	Court Cases	US/Director/JS	Secretary
16.	Updation of data on the Web-site of Rajbhasha Vibhag	US/Director	JS
17.	Preparation of norms for the creation of minimum number of Hindi Posts for compliance/ Implementation of the Official Language Policy	Director/JS	Secretary
18.	Clarification sought from Central Govt. Offices regarding Official Language Posts	SO/US/Director	JS

Implementation-1 Section

S. No.	Class of cases	Channel of submission	Level of Final Disposal
1.	Appointment/promotion/deputation Group 'A' & 'B'	DIR/JS/SECY	Minister
2.	Framing/ Amendment of R.R. Group A&B	DIR/JS/SECY	Minister
3.	Deputation period extension beyond 6 th year	DIR/JS/SECY	Minister
4.	Financial matters/IFD reg. Rent etc. for RIOs offices	DIR/JS	Secy
5.	Transfer/posting Gazetted Group A& B	US/DIR/JS	Secy
6.	Deputation period for extension 4 to 6 year	US/DIR/JS	Secy
7.	MACP matters for Group A&B	US/DIR/JS	Secy
8.	Representation/P.G - Gazetted	US/DIR/JS	Secy
9.	Review of performance of the Govt. service under 56(J)- Gazetted	US/DIR/JS	Secy
10.	Representation/P.G for Non Gazetted	SO/US/DIR	JS
11.	Transfer/posting Non Gazetted	SO/US/DIR	JS
12.	RE/BE and other budget matter	SO/US/DIR	JS
13.	Vigilance Clearance for All staff of RIOs	SO/US/DIR	JS
14.	Review of performance of the Govt. service under 56(J) Non Gazetted	SO/US/DIR	JS

15.	Issue of NOC for passport/visit to abroad	SO/US/DIR	JS
16.	Other administrative matters related to RIOs incl. Court case	SO/US/DIR	JS
17.	Framing/ Amendment of RR of Group 'C'	US/DIR	JS
18.	Issue of ID Card officers/staff of RIOs	SO/US/DIR	JS
19.	Audit /Pension matters	SO/US/DIR	JS
20.	MACP matters for Group 'C'	SO/US/DIR	JS
21.	Tour programme	SO/US	DIR
22.	Report/return	SO/US	DIR
23.	Financial matters related to RIOs	SO/US	DIR

(Implementation-II Section)

Sr. No.	Work Allocation	Channel of Submission	Level of final Disposal
1.	To organize National Level Function on the Hindi Divas on 14 th September every year.	RO/DD/ Director/JS	Secretary/ Minister
2.	Matters relating to Town Official Language Implementation Committees.	RO/DD/ Director/JS	Secretary
3.	Implementation of Official Language Policy in Ministries/Departments. Collection of quarterly progress reports and correspondences thereon.	RO/DD/ Director/JS	Secretary
4.	Notifying Offices and subjects under Section 10(4) and 8(4) of Official Languages Act & Rules.	RO/DD/ Director/JS	Secretary
5.	Matters relating to holding of Official Language Conferences, Exhibitions., workshops.	RO/DD/ Director/JS	Secretary/ Minister
6.	Assessment for Regional Rajbhasha Awards and distribution thereof in functions.	RO/DD/ Director/JS	Secretary

7.	Inspection of Ministries/Departments regarding implementation of Official Language Policy.	RO/DD/ Director/JS	Secretary
8.	Assessment for the Rajbhasha Kirti Awards at national Level and distribution thereof.	RO/DD/Director/JS	Secretary
9.	Rajbhasha Gaurav Awards for original Book writing in Hindi and distribution thereof in a function.	RO/DD/ Director/JS	Secretary/ Minister
10.	Holding of Central Official Language Implementation Committees meetings for Central Govt. , PSUs and Public Sector Banks etc.	RO/DD/ Director/JS	Secretary
11.	Miscellaneous issues relating to the above subjects.	RO/DD/ Director/JS	Secretary
12.	Furnishing inputs to Administration Section (DOL) for Coordination related matters.	RO/DD	Director

(Patrika Section)

S. No.	Items of Work	Channels of Submission	Level of final disposal
1.	Printing of Rajbhasha Bharati	AD/Dir/JS	Secy
2.	Distribution of Rajbhasha Bharati	AD	Dir
3.	Honorarium to Writers of Rajbhasha Bharati	AD/Dir/JS	Secy
4.	Hindi Pustakon ki Soochi	AD/Dir	JS
5.	Sandesh of HM/MOS/ Secretary/Joint Secretary	AD/Dir/JS/Secy/ MOS/HM	Signing authority concerned
6.	Rajbhasha Gaurav Puraskar	AD/Dir/JS	Secy
7.	Rajbhasha Kirti Puraskar	AD/Dir/JS	Secy
8.	All Coordination matters received from various Ministries/Departments and Ministry of Home Affairs	AD/Dir	JS

(Research Section)

S. No.	Items of work	Channels of submission	Level of final Disposal
1.	Annual Programme (FOR TRANSACTING THE OFFICIAL WORK OF THE UNION IN HINDI)	A.D./Director/JS/Secretary	Minister
2.	Annual Report of Department of Official Language	A.D./Director/JS	Secy
3.	Annual Assessment Report (Regarding Programme for accelerating the spread and development of Hindi and its progressive use for various official purposes of the Union and its implementation)	A.D./Director/JS	Secy
4.	Publicity Items such as Posters/Pamphlets/Short Documentaries etc.	A.D./Director/JS	Secy

Complaint Cell

S. No.	Class of cases	Channel of submission	Level of final Disposal
1.	Action on Complaints received through Daak, PG Prtal and E-mail, etc	AD	Director
2.	PG Portal	AD/Dir	JS
3.	CIC matters	AD/Dir	JS

Technical Cell

S. No.	Class of cases	Channel of submission	Level of final Disposal
1.	Advising Government Ministries/Banks/Public Sector Undertakings regarding use of modern electronic bilingual facilities available in the country	DD/DS/JS	Secretary

	for implementing the Official Language Policy.		
2.	To organize Seminars and computer exhibitions of bilingual facilities to promote use of Official Language in Central Government Departments, Banks/Public Sector Undertakings.	DD/DS/JS	Secretary
3.	Arranging computer training programmes in Hindi through various Government Organizations for the employees of Central Government Ministries/Banks/Public Sector Undertakings.	DD/DS	JS
4.	Development of IT Tools for Rajbhasha.	DD/DS/JS	Secy
5.	Advising Central Government Ministries/Banks/Public Sector Undertakings in development bi-lingual websites.	DD/DS	JS
6.	NLTM (National Language Translation Mission)	DD/DS/JS	Secy
7.	Coordination in implementation of e-office in DOL.	DD/DS	JS
8.	Miscellaneous issues relating to the above subjects.	DD/DS	JS
9.	SGOS (Sectoral Group of Secretaries)	DS/JS	Secy

(Budget Section)

S. No.	Work / File description	Channel of Submission	Level of Final Disposal
1	Budget Matters	US/Dir	JS
2	Surrender / Savings /RE /BE etc informations	US/Dir/JS	Secy
3.	Parliamentary Standing Committee issues	US/Dir/JS	Secy
4.	Audit Matters	US/Dir	JS
5.	Preparation of Bills	DDO	SO

Training Section (CTB & CHTI)

S.No.	Class of cases	Channel of submission	Level of disposal
1.	Appointment /promotion/deputation Group A officers	DIR/JS/SECY	MINISTER
2.	Framing/ Amendment of Recruitment Rules. (RR).	DIR/JS/SECY	MINISTER
3.	Deputation period extension beyond 6 years	DIR/JS/SECY	MINISTER
4.	Accepting the VRS/resignation of Group A officers	DIR/JS/SECY	MINISTER
5.	Ad-hoc promotion of Group A officers	DIR/JS/SECY	MINISTER
6.	Confirmation Group A post	DIR/JS/SECY	MINISTER
7.	Deputation period for extension 4 to 6 years	US/DIR/JS	SECY
8.	Vigilance Clearance Group A officers	US/DIR/JS	SECY
9.	Transfer/posting Gazetted Group A officers	US/DIR/JS	SECY
10.	MACP matters for Group A officers	US/DIR/JS	SECY
11.	Review of performance of the Govt. Service under 56(J)-Gazetted	US/DIR/JS	SECY
12.	Financial matters/IFD.	US/DIR/JS	SECY
13.	Court case/ICC	US/DIR/JS	SECY
14.	Issue of NOC for visit to abroad	SO/US/DIR	JS
15.	Representation/Complaints/Grievances	SO/US/DIR	JS
16.	Other Administrative matters related to Group A officers	SO/US/DIR	JS
17.	Report/Return	SO/US	DIR
18.			

Administration Section

S. No.	Class of cases	Channel of submission	Level of final Disposal
1.	Internal transfer / posting of officials of DOL Group 'A' Group 'B' & 'C'	US/Director/JS SO/US/Director	Secretary JS
2.	Furnishing of Monthly Achievements of DOL to Cabinet Secretariat/Home Minister/MINISTER each month.	US/Director/JS	Secretary
3.	Coordination matters in DOL and preparation of consolidated reply.	US/Director	JS
4.	Consolidation / updation of inputs on, E-samiksha, portal.	US/Director/JS	Secretary

Cases Common to All

S. No.	Class of cases	Channel of submission	Level of final Disposal
1.	RTI Applications	CPIO	CPIO
2.	RTI Appeals	FAA	FAA
3.	Parliament Questions	US/Director/JS/Secy	Minister

Saroj
29.7.21
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