

Information under Section 19(4) of RTI Act, 2005

- (i) The particulars of its organization, functions and duties;
- (ii) The powers and duties of DOL s Officers and employees;
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) The norms set by it for the discharge of its functions;
- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) A statement of the categories of documents that are held by it or under its control;
- (vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) A statement of the board, council, steering committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) A directory of its officers and employees;
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of its activities, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;
- (xiii) Particulars of recipients of concessions or authorisations granted by it;
- (xiv) Details in respect of the information available to or held by it, reduced in an electronic form;
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) The names, designation and other particulars of the Public Informations Officer;
- (xvii) Such other information as may be prescribed and thereafter update these publications every year;

Information under Section (4)(1) of the RTI Act, 2005

The particulars of its organization, functions and duties

The Department deals with the matters relating to the implementation of the provisions of the Constitution relating to Official Language and the provisions of the Official Language Act, 1963.

The detailed list of subjects dealt by it is as under:

- x Implementing the provisions of the Constitution relating to the Official Language and the provisions of Official Languages Act, 1963 (19 of 1963), except to the extent such implementation has been assigned to any other Department.
- x Prior approval of the President for authorising the limited use of a language, other than English, in the proceedings of the High Court of a State.
- x 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.
- x 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 (including standardised script) required therefor.
- x Constitution and cadre-management of Central Secretariat Official Language Service.
- x Matters relating to the Kendriya Hindi Samiti.
- x Co-ordination of work relating to the Hindi Sahakar Samities set up by the various Ministries/Departments.
- x Matters relating to the Central Translation Bureau.
- x Matters relating to the Central Training Institute including Hindi Teaching Scheme.
- x Matters relating to the Regional Implementation Offices.
- x Matters relating to the Committee of Parliament on Official Language

POWERS AND DUTIES OF DOL'S OFFICERS AND EMPLOYEES.

The Department of Official Language is headed by a Secretary.

Central Hindi Training Institute, Central Translation Bureau, Regional Implementation Offices and Committee of Parliament on Official Language's Secretariate are subordinate offices of the Department of Official Language. These are all inter-linked and function under the overall charge of the Secretary (OL), who is assisted by the officers of the level Secretary, Director, Deputy Secretary etc. The work of this department is distributed among subordinate offices, each headed by Deputy Secretary (DS/Director rank) officiating CPOL's Sectt. is designated as Secretary). The names of these subordinate offices, indicating their major areas of responsibility, are given below:-

Central Hindi Training Institute/Hindi Teaching Scheme

To impart training in Hindi language, Hindi typing/stenography, English-Hindi translation to the Central government personnel so as to enable them to work in Hindi in accordance with the Constitutional and legal provisions regarding Official Language .

Central Translation Bureau

Translation of non-statutory manuals, codes, a procedural literature and forms connected therewith relating to Central Government offices . Also impart training in English-Hindi translation to the Central Government personnel so as to enable them to work in Hindi in accordance with the Constitutional and legal provisions regarding Official Language .

Regional Implementation Offices

To collect information regarding implementation of official language policy in Central Government offices through quarterly progress reports and inspection of offices.

Committee of Parliament on Official Language

In accordance with section 4(3) of the Official Language Act, 1963, it is the duty of the Committee to review the progress and use of Hindi for the Official purpose of the Union and to submit a report to the President making recommendations thereon.

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

The cases are, generally, processed at the Section/Desk level and the filed are submitted to Under Secretary/Deputy Secretary/Director/Joint Secretary/Secretary Ministers, as per the requirement of each case.

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Efforts are made to deal with the ~~expeditiously~~ ^{expeditiously} as possible in accordance with the rules, regulations issued from time to time.

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

The Department discharges its functions in accordance with the rules, regulations, instructions, manuals etc. issued by the Govt of India from time to time.

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY DOL OR UNDER ITS CONTROL

The documents held by DOL include relevant files on subjects dealt with in the Department and service documents of officials also officers belonging to Central Secretariat Official Language Service (CSOLS).

**THE PARTICULARS OF ANY
ARRANGEMENT THAT EXISTS
FOR CONSULTATION WITH, OR
REPRESENTATION BY, THE
MEMBERS OF THE PUBLIC IN
RELATION TO THE
FORMULATION OF ITS POLICY OR
IMPLEMENTATION THEREOF**

Client group of the Department of Language is limited only to the offices of the Central Government.

**A STATEMENT OF THE BOARD,
COUNCILS, COMMITTEES AND OTHER
BODIES CONSISTING OF TWO OR MORE
PERSONS CONSTITUTED AS ITS PART OR
FOR THE PURPOSE OF ITS ADVICE, AND
AS TO WHETHER MEETINGS OF THOSE
BOARDS, COUNCILS, COMMITTEES AND
OTHER BODIES ARE OPEN TO THE
PUBLIC, OR THE MINUTES OF SUCH
MEETINGS ARE ACCESSIBLE FOR PUBLIC**

The Department website acts as a platform for the general public, which facilitates in the implementation of its policies and programmes. Details of committees constituted for purpose of advice and monitoring of implementation of the Official Language Policy are given below:-

(a) Kendriya Hindi Samiti:

Kendriya Hindi Samiti, which functions under the Chairmanship of the Prime Minister, coordinates the work relating to the development, propagation and progressive use of Hindi.

(b) Committee of Parliament on Official Language:

In accordance with section 4(3) of the Official Language Act, 1963, it is the duty of the Committee to review the progress made in the use of Hindi for the Official purpose of the Union and to submit a report to the President making recommendations thereon.

A DIRECTORY OF DOL OFFICERS AND EMPLOYEES

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS
OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF
COMPENSATION AS PROVIDED IN ITS REGULATIONS**

The officers and the employees in Department of Official Language and its subordinate offices are being paid monthly Remuneration in their respective scale of pay as mentioned below and the allowances as applicable:

Sl.No.	Name of the post	Pay-Band (in Rs.)	Grade Pay (in Rs.)
1.	Secretary (OL)	80,000-00 (fixed)	--
2.	Joint Secretary	37,400-67,000	10,000
3.	Director & equivalent	37,400-67,000	8700
4.	Deputy Secretary/Sr.Private Principal Secretary/Joint Director & equivalent	15,600-39,100	7600
5.	Under Secretary/Principal Private Secretary/Deputy Director & equivalent	15,600-39,100	6600
6.	Assistant Director & equivalent	15,600-39,100	5400
7.	Section Officer/Hindi Pradhyapak/Sr. Translator & equivalent	9,300-34,800	4800
8.	Assistant/Personal Assistant & equivalent	9,300-34,800	4600
9	Office Superintendent/Jr. Translator & equivalent	9,300-34,800	4200
10	Upper Division Clerk/Stenographer & equivalent	5,200-20,200	2400
11	Lower Division Clerk/Staff Car Driver & equivalent	5,200-20,200	1900
12	Multi Tasking Staff	5,200-20,200	1800

**SYSTEM OF RECOVERY OF COMPENSATION AS PROVIDED IN ITS
REGULATION**

(Sub-head 4(1)(b)(x) of the RTI Act, 2005)

Till date, there have been no such cases where CIC ordered that compensation to be realized from any Appellate Authority/CPIO Officer or member of staff in this Department. If need arises, the same would be arranged through realization of money as compensation from the AA/CPIO or Officer or member of staff as the case be by the respective Cash Section in the Dept & its subordinate offices.

**THE BUDGET ALLOCATED TO
EACH OF ITS AGENCY,
INDICATING THE PARTICULARS
OF ALL PLANS, ROPOSED
EXPENDITURE AND REPORTS
DISBURSEMENTS MADE**

-Budget-

**THE MANNER OF EXECUTION OF
SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS
ALLOCATED AND THE DETAILS
OF BENEFICIARIES OF SUCH
PROGRAMMES**

There is no subsidy scheme of the Department.

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

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DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:

As on the DOL s website

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

There is a library in Central Translation Bureau, 8th Floor, Paryavaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi. The reading room is open during working hours i.e. 9:30 A.M. to 6:00 P.M. daily.

THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER

-link-

SUCH OTHER INFORMATION AS
MAY BE PRESCRIBED; AND
THEREAFTER UPDATE THESE
PUBLICATIONS EVERY YEAR

As on the DOL's website