



REPORT 1976-77

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GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF OFFICIAL LANGUAGE
NEW DELHI

R E P O R T

1976-77



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CONTENTS

	PAGE No.
INTRODUCTION	iii—vi
 CHAPTERS .	
1. Measures taken for increasing the use of Hindi	1—10
2. Arrangements for the implementation of the orders relating to the Official Language *	11—15
3. Posts of Hindi Officers etc. and translation arrangements	16—17
4. Provision of mechanical aids for increasing the use of Hindi	18—19
5. Committees pertaining to the Official Language	20—23
6. Hindi Teaching Scheme	24—30
7. Coordination in the Hindi Teaching work and uniformity in the language, spellings etc. of Govt. magazines	31—32
8. Various publications Relating to Official Language	33—34
9. Second World Hindi Convention	35—36
10. Committee of Parliament on Official Language	37—38
11. The Functions of Central Translation Bureau	39—40
 ANNEXURES	
I. Annual Programme 1976-77	41—56
II. Organisational Chart of the Department of Official Language	57
III. Organisational Chart of the Secretariat of the Committee of Parliament on Official Language	58

INTRODUCTION

Efforts are being made for the progressive use of Hindi for the official purposes of the Union and its development since 1950. For accelerating the pace of this work, a separate Department of Official Language, under the charge of a Secretary, was created in June 1975. For the time being, this Department has been entrusted with the following items of work :—

1. Implementation of the provisions of the Constitution relating to the Official Language and the provisions of the Official Languages Act, 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. All matters relating to the progressive use of Hindi for the official purposes of the Union.
4. Coordination of the work relating to the Official Language being done by the various Ministries/Departments in the context of the provisions of the Constitution, the Presidential order of 27th April, 1960, the Official Languages Act, 1963, and the Government Resolution on Language dated 18th January, 1968.
5. Hindi Teaching Scheme for the Central Government employees.
6. Matters relating to the Kendriya Hindi Samiti.
7. Coordination of work relating to the Hindi Salahkar Samitis set up by the various Ministries/Departments.
8. Matters relating to the Central Translation Bureau.

Several important decisions were taken in 1976 to increase the use of Hindi as official language. With a view to enlisting the cooperation of the States in formulating the Official Language Policy, it was decided to nominate the Chief Ministers of two non-Hindi speaking States and one Hindi-speaking State, by rotation, as members of the Kendriya Hindi Samiti. Accordingly, the Chief Ministers of Karnataka, Maharashtra and Bihar have been nominated as members of the committee which was reconstituted in April, 1976.

Till last year, Hindi Salahkar Samitis were functioning only in 8 Ministries, but this year, Hindi Salahkar Samitis have been set up in 6 more Ministries. The constitution of Hindi Salahkar Samiti has considerably helped in accelerating the use of Hindi in the official work in these Ministries. Action is being taken to set up these Samitis in 4 other Ministries also in the near future.

One important achievement of the year is that the Rules regarding the use of Hindi were framed under Section 8 of the Official Languages Act, 1963 and were issued on 28th June, 1976. Similarly, Section 5(2) of the Official Languages Act has been enforced with effect from 1st October 1976, according to which authorised English text of any Bill to be introduced in the Parliament shall be accompanied by its authorised Hindi translation.

Efforts are being made to form a Central Cadre for Hindi staff working in various Ministries and Departments so as to ensure security of their services and proper opportunity for their promotions etc.

The Central Government employees have been instructed to use simple and spoken language in the official work and have been told that if Hindi equivalent of English words are not readily available, words of other languages, which have been fully assimilated in Hindi may be used without hesitation. It is hoped that this policy will encourage the use of Hindi in noting and drafting and Hindi that would be written, will be easily understood.

The convening of the Second World Hindi Convention in Mauritius is an important event of the year. Till now, discussion about Hindi was generally confined to India, but in this year World Hindi Convention was organised in Mauritius, which is located at a distance of about three thousand miles from India and representatives of more than 20 countries participated in the Convention. A delegation of thirty members, which consisted of Members of Parliament, writers of Hindi and other languages, poets etc., was sent by the Government of India. This Convention was a great success. It has helped the spread and development of Hindi abroad. A resolution was passed in the Convention to recognise Hindi as an authorised language of the United Nations Organisation. It was also decided to set up a World Hindi Centre in Mauritius.

Previously there was misunderstanding that the Official Language Policy of the Government does not wholly apply to the Central Government Undertakings and that only Sections 3(2) and 3(3) of the Official Languages Act, 1963 apply to them. With the framing of the Official Languages Rules, that misunderstanding has been removed to some extent, for the offices of the Undertakings have also been included in the definition of the 'Central Government Offices'. As a result, more attention is now being paid towards the implementation of the instructions, regarding Official Language, in the Public Sector Undertakings and action is being taken for appointing the staff for Hindi work, requisitioning of Hindi Typewriters, printing of stationery etc. in bilingual form.

According to Section 4 of the Official Languages Act, a Committee of Parliament on Official Language, comprising of 20 members from Lok Sabha and 10 members from Rajya Sabha, was constituted in January, 1976 to review the progress made in the use of Hindi in official work. For facilitating its functioning, the Committee has constituted three Sub-Committees, which have so far visited a number of offices in the country. Due to the dissolution of the fifth Lok Sabha, its members ceased to be the members of the Committee. Action for reconstituting the Committee

is being taken. This Committee will assess the work done so far for the use of Hindi and submit its recommendations to the President regarding further action to be taken in this regard.

At present, the main Department has 53 officials. Of these, 16 are gazetted and 37 are non-gazetted. The gazetted officers include a Joint Secretary, a Director, two Deputy Secretaries, an Under Secretary, a Senior Research Officer and seven Desk Officers/Section Officer/Research Officer. An outline of these staff is given at Annexure II. In view of the commitments and the increasing responsibilities of the Department of Official Language, the existing staff is considered grossly inadequate. Efforts are, therefore, being made to get additional staff.

Two subordinate offices are functioning under the Department of Official Language. One is, Hindi Teaching Scheme and the other is, Central Translation Bureau. Under the Hindi Teaching Scheme, arrangements have been made to teach Hindi to non-Hindi knowing Central Government employees. This scheme is headed by a Director. It was observed that some employees were not paying proper attention towards learning Hindi, as a result of which full benefit could not be derived from the scheme. Therefore, in accordance with the decision taken on 25th November, 1975 by Kendriya Hindi Samiti, it was made compulsory for the employees to attend the Hindi classes and to appear at the examinations. Consequently the number of trainees enrolled and their attendance in classes has considerably improved. During the year, training in Hindi has been made compulsory for the non-Hindi knowing employees of all the Undertakings etc. also.

The Central Translation Bureau was set up in 1971 for the purposes of translating the non-statutory literature. It is headed by a Director. At present, there are 23 gazetted and 128 non-gazetted officials in the Bureau. Details of the work pertaining to the Bureau are given in Chapter XI.

CHAPTER I

MEASURES TAKEN FOR INCREASING THE USE OF HINDI

1.1 *Annual Programme :*

Like previous year, this year also, an annual programme for accelerating the use of Hindi for Official purposes of the Union was prepared in pursuance of para 1 of the Language Resolution of 18th January, 1968 and all Ministries and Departments were requested to implement the items of this programme. Some of the items of the previous year's programme were included during 1976-77 without any change. (The programme is given at annexure I).

The following old items were revised during 1976-77 :—

1.2 *Provision of Devanagari typewriters :*

It would appear from the programme that the old item regarding the provision of Devanagari Typewriters was included this year also. Only some reduction was made in the percentage prescribed for Central Government offices located in non-Hindi speaking States and it was proposed that the Central Government offices located in the States of Maharashtra, Gujarat and Punjab and the Union Territories of Chandigarh and Andaman and Nicobar Islands which already have one Devanagari typewriter should meet at least 25 per cent of their total requirements of the year by purchasing Devanagari typewriters. (Previously this was 40 per cent.) Similarly, a target of purchasing Devanagari typewriters equal to at least 10 per cent of the total requirements of the year was fixed for Central Government offices located in Region 'C'. (Last year this target was 25 per cent).

1.3 *Stepping up the use of Hindi in the Central Government offices located in Hindi speaking areas :—*

- (1) *Use of Hindi in correspondence between the local subordinate offices located in the Hindi speaking areas :*

In the programme for 1976-77 it was proposed that the entire correspondence between such offices should be in Hindi. Last year, the target fixed was that 50 per cent of such correspondence should be in Hindi.

- (2) *Use of Hindi in correspondence between the attached and subordinate offices located in Hindi speaking areas and the Ministries and Departments :*

In the programme for 1976-77 it was proposed that 60 per cent of such correspondence should be in Hindi. No target in this regard was fixed previously.

- (3) *Use of Hindi in correspondence between the local subordinate offices of the Central Government and their head offices located in Region 'B' :*

A target was fixed that at least 30 per cent of correspondence between the above mentioned offices should be in Hindi. In 1975-76 this target was 25 per cent.

- (4) *Use of Hindi in the correspondence between the attached and subordinate offices of the Central Government located in Region 'B' and the Ministries and Departments of the Central Government :*

During 1975-76, a target was fixed that the attached and subordinate offices located in Region 'B' should send at least 25 per cent of their correspondence addressed to the Ministries/Departments in Hindi. Another target fixed was that Ministries/Departments should send at least 30 per cent of their correspondence addressed to their attached and Subordinate Offices in Hindi. For the year 1976-77, these targets were increased to 30 per cent and 40 per cent respectively.

1.4 The following new items were included in the programme for 1976-77 :—

(1) *Nomination of official Language Officers in all Central Government Offices :*

It was proposed that in each Department and subordinate office of the Government of India, a Senior Officer should be nominated for the official language work, who would try to ensure proper implementation of the orders relating to Official Language in his office.

(2) *Constitution of City Official Languages Implementation Committees :*

It has been proposed that in the cities, where there are 10 or more Central Govt. offices, City Official Languages Implementation Committees may be set up on the pattern of Central Official Languages Implementation Committee. To begin with, a few cities located in the Hindi speaking areas and States of Gujarat, Maharashtra and Punjab should be selected for this purpose.

(3) *Special efforts for increasing the use of Hindi in certain cities :*

For the first time it was decided that Hindi should intensively be used in the official work in various offices located in big cities of Hindi speaking areas, such as, Lucknow, Bhopal, Patna and Delhi and this item was included in the annual programme for 1976-77. For this purpose, the facilities of providing Devanagari Typewriters, Typists and Stenographers should be augmented on priority basis. In addition to this, it was also proposed to increase the use of Hindi in the Central Government offices located in Bombay, Ahmedabad and Chandigarh.

- (4) *Provision of interpreters and modern aids in the inter-State meetings for simultaneous Translation from Hindi to English and vice-versa :*

It has been proposed that for the facility of persons not knowing English in the inter-State meetings, arrangements should be made to provide interpreters for simultaneous translation from Hindi to English and vice-versa.

- (5) *Hindi as alternative medium in the examinations for recruitment of Stenographers in the subordinate offices located in Hindi speaking States :*

Hindi has been allowed as an alternative medium for some papers in the examinations for recruitment of Stenographers in the Central Secretariat. It was proposed for 1976-77 that such facility should also be given in the examinations for recruitment of Stenographers in the subordinate offices located in Hindi speaking States.

- (6) *Sending of telegrams in Devanagari by Ministries/Departments and offices of the Central Govt. located in Hindi speaking areas and Delhi :*

For the first time, it was proposed in the programme for 1976-77 that Ministries/Departments and offices of the Central Govt. located in Hindi speaking areas including Delhi should send at least 25% of the telegrams addressed to the offices located in Hindi speaking areas in Devanagari.

- (7) *Compliance of provisions of the Official Languages Act, 1963 as amended, by the Central Government undertakings :*

Central Government undertakings should also comply with the provisions of Official Languages Act. With a view to making a beginning in this regard, it was proposed that the Central Government undertakings located in Hindi speaking areas should adopt certain preparatory measures for complying with the provisions of the Official Languages Act.

(8) *Printing of Forms in diglot form :*

It was proposed that like the Presses under the Ministry of Works & Housing, the Presses functioning under other Departments should also print all the forms (in diglot form). Even in cases where such forms are got printed through private presses, it should be ensured that these are in both the languages.

(9) *Setting up of an examination wing in the Department of Official Language :*

The Review Committee of the Hindi Teaching Scheme had recommended that Department of Official Language should take over the responsibility of all the examinations. This was accepted in principle and it was proposed in the programme for 1976-77 that an examination wing should be set up for this purpose.

(10) *Provision for the training of Lecturers :*

The Review Committee of Hindi Teaching Scheme had recommended the imparting of training to lecturers of Hindi Teaching Scheme. This recommendation was accepted. An intensive training course was prepared for this purpose and in 1976-77 it was proposed to impart training to about 169 lecturers in 4 sessions.

(11) *Setting up of Part-time centres of Hindi Typewriting & Hindi Stenography :*

Like part-time centres of Hindi Courses, it was proposed to open part-time centres of Hindi Typewriting and Hindi Stenography in 1976-77.

(12) *Preparing new courses for Hindi Teaching Scheme :*

It was proposed that in accordance with the recommendation of the Review Committee five courses instead of existing three should be got prepared with the help of Central Hindi Institute so that these could be tested during the year.

Other measures

1.5 In order to increase the progressive use of Hindi for the various official purposes of the Union, the following further steps were taken :—

1. It was decided to introduce a Bill, with the concurrence of the Cabinet, to make available the authorised translation of the Constitution in Hindi and other Indian Languages, specified in the 8th Schedule of the Constitution.
2. Official Languages (Use for official purposes of the Union) Rules, 1976 were issued on 28th June, 1976 in accordance with the provisions made under section 8 read with sub-section (4) of Section 3 of the Official Languages Act, 1963. The main provisions made in the rules are as follows :—

(A) These rules apply to all Central Government offices. The definition of Central Government offices also includes offices of Commissions, Committees or Tribunals appointed by the Central Government and the offices etc. of Corporation or Company owned or controlled by the Central Government.

(B) Communications from the Central Government offices to Hindi speaking States (which are called States of Region A) or to any other office or person in such States shall be sent in Hindi. If in any exceptional case any communication is sent to them in English, it shall be accompanied by a Hindi translation thereof.

(C) Communications from the Central Government offices to any office in the States of Punjab, Gujarat and Maharashtra and the Union Territory Administrations of Chandigarh and Andaman & Nicobar Islands

which have been included in Region 'B' shall, ordinarily, be sent in Hindi. If any communication is sent to them in English it shall be accompanied by a Hindi Translation thereof. However communications to any person in these states may be sent either in Hindi or in English.

- (D) Communications to any office or person of other non-Hindi speaking States (which are called Region 'C' shall be sent generally in English.
- (E) Communications between one Ministry or Department of the Central Government and another may be in Hindi or English. Communications between the Ministry/Department of the Central Government and the attached and subordinate offices located in Region 'A' shall be in Hindi in such proportion as the Government may determine. For the year 1976-77 this proportion has been prescribed as 60% of all communications. Communications between the other offices of the Central Government located in Region 'A' shall be in Hindi.
- (F) Communications between Central Government offices located in Regions 'B' and 'C' may be in Hindi or in English. (In certain cases translation in the other language is required to be sent.)
- (G) Communications received in Hindi shall be replied to in Hindi. Whenever any application, appeal or representation is received in Hindi or is signed in Hindi, reply thereto should be sent in Hindi.
- (H) Both Hindi and English languages shall be used for all documents, specified in Section 3(3) of the Official Languages Act, 1963 and it shall be the responsibility of the person signing such documents to ensure that these are issued both in Hindi and English Languages.

- (I) No Central Government employee possessing a working knowledge of Hindi may ask for an English translation of any document in Hindi, except in the case of documents of legal or technical nature.
 - (J) An employee of the Central Government may use Hindi or English in the noting or drafting on file without being required to furnish a translation thereof in the other language.
 - (K) All manuals, codes and other procedural literature relating to Central Government offices shall be prepared both in Hindi and English in diglot form. All forms and headings of Registers, name plates, Notice-boards and other items of stationery etc. shall be in Hindi and English.
 - (L) It shall be the responsibility of the Administrative Head of every office to ensure that the Official Languages Act and these rules are properly complied with.
3. Section 5(2) of the Official Languages Act, 1963, which provided that the authoritative English text of all Bills or amendments thereto to be moved in either House of Parliament, shall be accompanied by their authorised Hindi translation, had been enforced informally from the Budget Session, 1970. This Section has now been formally enforced from 1st October 1976.
4. It has been decided to call for quarterly progress Reports regarding use of Hindi from subordinate offices and corporations, companies and Undertakings located in Punjab, Gujarat and Maharashtra States and the Union Territories of Chandigarh and Andaman & Nicobar Islands. Also new proforma of the

quarterly progress report for the subordinate offices and companies, corporations, etc. located in Hindi speaking areas was prepared.

5. Instructions have been issued that in the meetings of Official Languages Implementation Committees to be held outside Delhi, senior officers of the Hindi Teaching Scheme functioning there should also be invited as they are concerned with the implementation of official language policy and the decisions taken in these meetings are useful for them as well. Moreover, these officers may give valuable advice in these meetings regarding the implementation of the official Language policy.
6. Various Ministries/Departments have been requested that employees, not knowing Hindi, should also be invited in the meetings of officers and employees which are held from time to time to promote the use of Hindi in official work, because such meetings are more necessary for those employees who feel difficulty in doing their work in Hindi.
7. Instructions have been issued that if any class III employee working in the offices of Central Government located in Hindi speaking areas demands that disciplinary proceedings against him should be in Hindi, there should in principle, be no objection to accept his demand. If due to any administrative reasons it is not possible to do so, the demand of the employees may be disallowed in such a case. With the permission of the Head of the Office, this arrangement may be adopted even in respect of class III employees working in the Central Government offices located in the States of Maharashtra, Punjab, Gujarat and Union Territories of Chandigarh and Andaman and Nicobar.

8. With the approval of the Kendriya Hindi Samiti orders have been issued that the descriptions, on the commodities manufactured by the corporations, companies, undertakings etc. owned or controlled by the Central Government should be given in Hindi also along with English.
9. With the approval of Kendriya Hindi Samiti, it has been decided that :—
 - (a) The names of the railway stations and general information displayed in notice boards in non-Hindi-speaking areas, the regional language script should be used on the top, below it Devanagari script and at the bottom Roman script should be used.
 - (b) Both Devanagari and Roman scripts will have to be used in the plaques of employees of the Central Police Forces and Defence Services, but Devanagari script may be used in the caps and shoulder badges.

CHAPTER II

ARRANGEMENTS FOR THE IMPLEMENTATIONS OF THE ORDERS RELATING TO THE OFFICIAL LANGUAGE

*Calling for Quarterly Progress Report from the Ministries/
Departments :*

2.1 Quarterly progress Reports are called for from all the Ministries and Departments of the Government of India to watch and review the progress made in the implementation of the important instructions issued by the Ministry of Home Affairs (Now Deptt. of Official Language) regarding the use of Hindi for official purposes and the provisions of the Official Languages Act, 1963. The information called for in these reports relates to the number of letters received from the States and Union Territories which have adopted Hindi for correspondence with the Government of India, number of such letters replied to in Hindi, number of letters originally issued, position of the documents issued both in Hindi and English, if any document has not been issued in both the languages, reasons thereof, use of both languages in the agenda notes and proceedings of the meetings, position of noting and drafting in Hindi, number of sections and employees working in Hindi, number of Translators and Hindi typewriters, etc. During the year under report, Quarterly Progress Reports for September and December, 1975, and March and June, 1976 were scrutinised. In regard to the deficiencies noticed in the work of Ministries/Depts. on the basis of the figures of these reports, the concerned Ministries/Departments were requested to remove the same and to make necessary arrangements to improve the position regarding the use of Hindi in their offices.

Calling for the Quarterly Progress Reports from the Subordinate offices :

2.2 Deficiencies noticed in the copies of the quarterly progress Reports of the Attached and Subordinate offices of the Ministries and Departments, which are received in the Deptt. of official language, are brought to the notice of the concerned Ministry/Dep'tt. with a request that they should also review these reports in an identical manner. Most of the Ministries and Dep'tts. have started such a review.

Tours of the Secretary and other officers of the Department of Official language to Central Government offices located in various towns.

2.3 This year also, the Secretary, the Joint Secretary and the Deputy Secretary of the Department of Official Language visited many States and explained Official Language Policy to the senior officers of Central Government offices and told them about the type of Hindi that should be used for official purposes. They asked them to use mixed language for official purposes instead of odd and complex one. The attention of various Ministries/Departments and attached and subordinate offices was specially drawn to the salient features of rules framed under the Official Languages Act and it was pointed out to them that the responsibility in regard to the implementation of the Official Language Policy is that of the head of the office. Several offices were also inspected and wherever deficiencies were noticed in the implementation of orders regarding Hindi, attention of their officers was drawn towards them.

Meeting of the Hindi knowing employees

2.4 As in the past, this year also meetings were organised by senior officers in the Ministries/Departments and offices located in Delhi with a view to encourage the use of Hindi. The representative of the Department of Official Language attended most of the meetings where scheme of cash Awards and rules framed under the Official Languages Act etc. were discussed in detail.

Printing of Manuals, forms in diglot form :

2.5 According to the orders issued by Government of India and the Rules framed under Official Languages Act all forms, manuals, codes and other procedural literature should be printed in Hindi and English in diglot form. All Ministries/ Departments have been requested to get the manuscripts of these publication prepared bilingually and printed in diglot form. It has also been requested that they should issue necessary orders to presses and other offices under their control asking them to follow the Government policy fully and not to accept any material in English only. Wherever any forms were found to have been printed in English only by any Department, the attention of the concerned Deptt. was drawn towards the above-mentioned rule.

Conference in connection with orders regarding Official Language :

2.6(a) A meeting of all the Hindi officers of all Ministries/ Departments of Government of India was convened on 15th April, 1976 to discuss as to how the orders regarding official language could be implemented in a better way.

(b) Conference in connection with the progress of Hindi in companies/corporations owned or controlled by the Central Government :

A conference under the Chairmanship of Hindi Adviser to the Government of India and Secretary, Department of Official language Shri R. P. Naik was held at Vigyan Bhavan, New Delhi on 3rd May, 1976 with the cooperation of the Bureau of Public Enterprises to consider relevant points concerning implementation etc. of the provisions of the Official Languages Act, 1963 and the orders issued in connection with use of Hindi. One hundred fifty officers participated in the conference. It discussed in details difficulties which are being experienced regarding the use of Hindi and it was decided that in all Government undertakings, Hindi typewriters, Hindi Typists, Hindi Stenographers and Translators should be provided in adequate number, full attention should

be given to the implementation of Official Languages Act and a beginning should be made for doing official work in Hindi particularly in the offices located in Hindi speaking areas. It was also decided that in Government undertakings etc. Official Language Implementation Committees should be constituted and their meetings should positively be convened once in every quarter.

A conference of the officers of Government undertakings located in Delhi was held on 29th December, 1976 under the auspices of the Bureau of Public Enterprises. In the conference, matters regarding implementation of the Official Languages Act and the Rules framed under it were discussed in detail.

(c) Conference for promoting the use of Hindi in the Banks :

On the suggestion of the Department of Official Language, a conference was organised on 28th June, 1976 under the Chairmanship of Secretary, Revenue and Banking, Shri Nirmal Chandra Sengupta for the implementation of the provisions of the Official Languages Act and orders issued from time to time in the Reserve Bank of India and all Banks and Financial Establishments in the Public Sector.

Meetings for implementation of orders regarding Official Language :

2.7 A meeting of Deputy Secretaries and Hindi Officers of various Ministries/Departments and their attached and subordinate offices was convened on 28th September, 1976 for the implementation of the Official Languages Act, Rules made under it and other orders regarding Official Language. The salient features of Rules framed under the Official Languages Act were explained therein. It was also clarified that these Rules apply to all Central Government offices including offices of the corporations/companies owned or controlled by the Central Government. It was also explained that according to these Rules the full responsibility for the implementation of the official language policy rests with the Head of the Office. In order to explain

the salient features of the Official Language Rules, meetings were arranged in various Ministries, their offices located in Delhi and also in many offices outside Delhi.

Second conference regarding Official Language :

2.8 Under the auspices of Akhil Bhartiya Hindi Sanstha Sangh, New Delhi and Hindi Vidyapith, Devghar (Bihar) second conference on Official Language was organised in Mavlanker Bhawan, Rafi Marg, New Delhi on 14th, 15th and 16th May, 1976 and 150 delegates from various parts of the country participated in it. The officers of the Department of Official Language also attended the conference and extended full support to the organisers of the conference.

CHAPTER III

POSTS OF HINDI OFFICERS ETC. AND TRANSLATION ARRANGEMENTS

Formation of a Common Cadre of Staff/Officers, etc. relating to Hindi work :

3.1 With a view to bringing about uniformity in the pay scales of Hindi Officers etc. working in various Ministries and Departments and also with a view to providing equal opportunities for promotion to these people, a scheme was prepared for forming a Central Hindi cadre. Views of the various Ministries and Departments were obtained in regard to this scheme. Except a few, all the Ministries/Departments have expressed their willingness to join the proposed Central Official Language Service Cadre. The draft recruitment rules of various posts/grades to be included in the cadre have been prepared and are being finalised in consultation with the Union Public Service Commission.

Enhancement of the rate of honorarium for Hindi-English Translation work :

3.2 In regard to the offices where there is no staff for translation work, it was decided that the translation of those documents which are to be sent from one office/department to the other office/department, should be rendered by the Hindi knowing staff of the office concerned who would be paid honorarium at the rate of Rs. 5/- per thousand words. A proposal regarding increasing the rate is under consideration.

Provision of Hindi staff for the Hindi work while opening new offices :

3.3 Generally, it is noticed that whenever new offices are opened, posts for other works are created but no attention is

paid towards the creation of posts for Hindi work. The result is that the work which is to be done in Hindi in accordance with the Official Language Policy is not so done and thus provisions of the Official Languages Act remain uncomplid. All the Ministries have, therefore, been requested that whenever any new office is opened, it should also be ensured that the action for obtaining sanction for posts meant for the work required to be done in Hindi in accordance with the Official Languages Act and Government policy, should be taken up simultaneously with the obtaining of sanction for other posts.

Creation of the posts for Hindi work :

3.4 The advice of Deptt. of Official Language, has been sought, from time to time, for the creation of Hindi posts by the offices where there are no posts for the Hindi work or the number of such posts is inadequate. On the basis of the quantum of work etc. suitable recommendations were made by the Department. Accordingly, several new posts of Hindi Officers and Hindi Translators have been created in various offices, during the year.

Recruitment Rules for the Hindi posts :

3.5 The advice of Official Language Department is also sought by the Departments and offices while framing recruitment rules for their Hindi posts. In regard to the Hindi posts of Group 'C', it has been decided that in future these posts may be filled up through Subordinate Services Commission and instructions have been issued to all the Ministries/Departments in this ragard.

CHAPTER IV

PROVISION OF MECHANICAL AIDS FOR INCREASING THE USE OF HINDI

Improvement in the key-board of standard Hindi (Devanagari) Typewriter.

4.1 To remove the mechanical deficiencies of Hindi (Devanagari) typewriters and with a view to make them more useful it has been decided that the system of half-space may be dispensed with in these typewriters. A new 'Mata' for the special sounds of the Indian Languages has been added in the key-boards of these typewriters and some such conjuncts (Sanyuktakshars) which are more useful but did not find place in existing key-board have been provided. Thus, the typewriters would be manufactured in large number at low cost, and expenditure on their maintenance is also expected to be less.

Improvement in script and key-board of Hindi Teleprinter :

4.2 To consider this problem a Committee has been constituted which has made certain recommendations about the improvement of script and key-board of Hindi Teleprinter. These recommendations are being further considered in consultation with the editors of newspapers.

Supply of Devanagari Script Typewriters :

4.3 The work could properly be done in Hindi in the Government Offices only when there are Devanagari Typewriters in adequate number. At present two to three old orders for obtaining Devanagari typewriters are still pending but their supply has yet not been made. Several such cases were brought to the notice of the Director General of Supplies and Disposals by the Department of Official Language. With their help, sufficient number of Devanagari typewriters have been supplied to

various Ministries/Departments this year. But the old orders of many offices have yet not been complied with. A meeting regarding Devanagari typewriters was held on 12th January, 1977 under the Chairmanship of the Secretary, Official Language Department. In the meeting the representatives of the typewriter manufacturers assured that the entire supply against all the old orders would be made upto March, 1977. They also assured that whatever be the demand of Devanagari typewriters, it will be met without any difficulty by 1977. The Department of Industrial Development also called two meetings to consider the increased production etc. of these typewriters.

Embossing machines in Devanagari Script :

4.4 According to the policy of Government of India, the addresses on the letters to be sent to Hindi speaking areas should be written in Hindi (Devanagari). The difficulty with some of the offices where embossing machines are used for these addresses was that the machines they had for preparing address-plates were of Roman script. Now such machines are manufactured in India by which address-plates, returns, indices, electricity and water bills, premium notice etc. can be prepared in Devanagari script. It has also been decided that various Ministries/Department/Corporations/Offices and companies of Government of India should arrange for Hindi embossing machines for such material to be sent to or used in the Hindi speaking areas:

CHAPTER V

COMMITTEES PERTAINING TO THE OFFICIAL LANGUAGE

Kendriya Hindi Samiti :

5.1 This Committee co-ordinates programmes and the work, relating to the development and propagation of Hindi and its progressive use for official purposes, done by the various Ministries of the Government of India and takes policy decisions.

Besides the Prime Minister who is the Chairman of this Committee, the Ministers of External Affairs, Finance, Agriculture, Railways, Defence, Law, Home Affairs, Communications, Revenue and Banking, Education, Information and Broadcasting and the Minister of State in the Ministry of Home Affairs and a few non-officials are its members. The Secretary, Deptt. of Official Language is its Member-Secretary. With a view securing co-operation of the States in formulating the Official Language Policy, it was decided to nominate the Chief Ministers of two non-Hindi speaking States and one Hindi speaking State (by rotation) as members of this Committee. Accordingly, the Chief Ministers of Karnataka, Maharashtra and Bihar were nominated as members of the Committee as reconstituted in April, 1976. Two meetings of this Committee were held during 1976-77.

Sub Committee of Kendriya Hindi Samiti :

5.2 With a view to keep a watch on the implementation of the decisions taken by the Kendriya Hindi Samiti, a Sub-committee of this Committee was constituted in November, 1973. Three meetings of the Sub-Committee were held during 1976-77.

Hindi Salahkar Samitis :

5.3 Hindi Salahkar Samitis are already functioning in the Ministries of Home Affairs, Education, Law, Information and Broadcasting, Railways, Agriculture and Irrigation, Finance and P & T Department. In the Ministries of External Affairs and Defence, instead of the Hindi Salahkar Samitis, the Sub-Committees of the Kendriya Hindi Samiti are looking after this work. It is the policy of the Government that with a view to ensuring implementation of its official language policy and to render advice in this regard, Hindi Salahkar Samitis should be set up in the Ministries having frequent contact with the public. In accordance with the decision taken in the context of this policy by Kendriya Hindi Samiti, it has been decided to set up Hindi Salahkar Samitis in 10 other Ministries. Out of these, the Hindi Salahkar Samitis have been set up in the following six Ministries :—

1. Ministry of Health & Family Planning
2. Ministry of Industry & Civil Supplies
3. Ministry of Commerce
4. Ministry of Shipping & Transport
5. Ministry of Supply & Rehabilitation
6. Ministry of Steel & Mines

Action is being taken to set up the Hindi Salahkar Samitis in the Ministries of Tourism & Civil Aviation, Energy, Labour, Petroleum & Chemicals and Fertilisers.

Central Official Languages Implementation Committee :

5.4 The Committee reviews the progress of implementation of provisions of the Official Languages Act, 1963, as amended,

and of the instructions issued from time to time by the Department of Official Language regarding the use of Hindi for official purposes and the training of Central Government employees in Hindi. It also considers the remedial measures being taken in respect of the deficiencies noticed and the difficulties experienced in the compliance of the above. The Secretary, Department of Official Language is the Chairman of this Committee. Chairman of the Official Language Implementation Committees functioning in various Ministries and Departments, are its members. This Committee met once during the year 1976-77.

Coordination Committee of Joint Secretaries :

5.5 Functions of the Coordination Committee of Joint Secretaries are to bring about coordination in the work and programmes relating to the development and propagation of Hindi by the Department of Official Language, Ministries of Education, Law and Information & Broadcasting, and to review the progress made in the implementation of the decisions of the Kendriya Hindi Samiti by the various Ministries and Departments of the Government of India. The Secretary, Department of Official Language is the Chairman of this Committee. A meeting of this Committee was held during the year 1976-77.

Official Language Implementation Committees :

5.6 In every Ministry and Department under the Chairmanship of an officer of the Joint Secretary's rank one Official Language Implementation Committee has been constituted to review the progress made in the use of Hindi. In attached and subordinate offices, where there are 25 or more officials, excluding the class IV staff Official Language Implementation Committees have also been constituted. Meetings of these committees are expected to be held once in a quarter. Efforts are being made to hold these meetings regularly for the review of the use of Hindi according to the orders and the Rules framed under Official Languages Act and also to dispense with the short comings.

City Official Language Implementation Committee :

5.7 It has been decided to constitute city official language implementation committee in the cities where there are more than 10 Central Government offices in Hindi speaking areas as well as Gujarat, Maharashtra, Punjab, etc. The senior most officer of Central Government will normally be the Chairman and its meetings are to be held at least once in a year. Action has already been initiated to organise this committee in some cities.

CHAPTER VI.

HINDI TEACHING SCHEME

Object :

6.1 The bilingual phase would not be a success until all the government employees have acquired a working knowledge of Hindi. It is, therefore, essential to teach Hindi to those employees who do not know Hindi. According to the Presidential Order of 27th April, 1960, the learning of Hindi has been made obligatory for all Central Government Employees except those belonging to a few categories. For this purpose the Department of Official Language is conducting Hindi Teaching Scheme.

Arrangements of Centres .

6.2 Keeping in view the number of employees, who do not know Hindi, whole-time and part-time Hindi teaching Centres have been opened throughout the country. Responsibility of running these centres has been entrusted with the senior officers of local offices of the Central Government belonging to other Departments. These officers are designated officers-in-overall charge. To coordinate the functioning of these officers and that of the Scheme, regional offices at New Delhi, Madras, Calcutta, Bombay and Jabalpur have been set up. In these five places, Deputy Directors look after administrative work and Officers-in-Overall Charge look after organisational work of the scheme. In other places Officers-in-Overall Charge look after all organisational as well as administrative work. For this additional work these officers are paid a monthly honorarium ranging from Rs. 25 to 80.

The number of centres varies in accordance with the number of trainees. Where centres are no longer required, they are

closed. New centres are opened at new places according to needs of training Central Govt. employees. This year 6 part-time centres have been set up, 4 part-time centres have been converted into whole-time centres and 4 full-time centres have been converted into part-time centres. 11 centres have been closed. At present 148 centres are functioning throughout the country.

Present staff and creation of new posts :

6.3 At present, 5 Deputy Directors, 23 Assistant Directors (Hindi) 14 Assistant Directors (Hindi Typewriting and Hindi Sienography), 225 Hindi lectures, 24 U.D.Cs, 48 L.D.Cs, are working under the Hindi Teaching Scheme. The work of teaching Hindi has considerably increased. It is no longer possible for 5 Deputy Directors to do this work effectively because the area of operation of each Deputy Director is so much scattered that he cannot supervise the arrangements of Hindi Teaching Scheme in his region properly. Hence, the question of increasing the number of regions is under consideration.

Posts of one Joint Director and two Assistant Directors and other Staff to assist him have been created for the work pertaining to Hindi Teaching Scheme. These posts will soon be filled up. The new officers would look after the work relating to the conduct of Prabodh Examination and will also be incharge of the academic and research work etc. of the Scheme.

Courses of Hindi Teaching :

6. At present, the following three courses are being run under the Scheme :—

Probodh :—This is an elementary Hindi course corresponding to primary School level.

Praveen :—This is an intermediary Hindi course of Middle School standard.

Pragya :—This is the final Hindi course corresponding to High School level.

At the Hindi Training Centres, classes are arranged for the duration of one hour and are conducted during office hours. Besides, a full-time intensive training course has been organised in Delhi by the Central Hindi Institute where training in Hindi up to the standard of Pragma is imparted in 2 to 3 months.

Arrangements for correspondence course have also been made for Central Govt. employees so that the employees posted at places other than those having Hindi Teaching Centres as also operational staff may acquire knowledge of Hindi of the prescribed standard.

Recently, a scheme of mixed course, comprising of regular course as well as correspondence course, meant for the Gazetted Officers has been formulated. It has been started in the Southern region on experimental basis. The question of making it applicable to all the regions on regular basis will be considered in case the experiment succeeds.

Action on the recommendations of the Review Committee :

6.5 Decisions have been taken on almost all the recommendations of the Committee and action is being taken accordingly to effect improvement in the scheme.

Training in Hindi Typing and Hindi Stenography :

6.6 In addition to Hindi, training in Hindi typing and Hindi shorthand is given under the Hindi Teaching Scheme. At present, there are 13 centres of Hindi typing and Hindi shorthand in important cities, out of which seven centres are functioning in Delhi, two in Bombay and one each at Madras, Calcutta, Jabalpur and Kanpur.

As the demands for teaching Hindi typing and Hindi shorthand were being received from various places and as the above-mentioned centres were not in a position to meet these, it was decided to open five more centres, of which two have already been opened.

Making attendance in the classes and also appearance at the Examinations compulsory :

6.7 The Employees not knowing Hindi had so far been imparted training virtually on an optional basis. The result was that a quite large number of such employees neither attended the classes regularly nor did they appear at the examinations. Now, by an order dated 19th February 1976 it has been made absolutely compulsory for the employees nominated to the Hindi classes to attend the classes regularly and to appear at the examinations. In this order, the Ministries/Departments have been requested to inform the employees, at the time of nominating them to the classes, that the absence therefrom would be treated as dereliction of duty. The Ministries/Departments have also been requested to issue instructions to their senior officers to the effect that permission to attend the classes to the nominated persons should not be withheld unless it is essential in the public interest. As a result, enrolment of trainees as well as their attendance in the classes has considerably improved.

Making the training in Hindi compulsory for the employees of Public Sector Undertakings :

6.8 In pursuance of the decision taken in the meeting of the Kendriya Hindi Samiti held on 26th May, 1976, as in the case of Central Govt. employees, training in Hindi, has been made compulsory for employees of Public Sector Undertakings also. It has further been decided that arrangements for imparting training to these employees should be made under the Hindi Teaching Scheme but the entire expenditure incurred in this regard should be recovered from the respective undertakings.

Report on Hindi Teaching Scheme :

6.9 In order to keep a watch over the performance of Hindi Teaching Scheme and to assess its progress, various types of reports have been prescribed. During the year under report, quarterly reports on Hindi Typing and Hindi Stenography for

August and November, 1975, February, May and August, 1976 and six-monthly reports on Hindi Teaching up-to March 1976 were reviewed and results of review were sent to all Deputy Directors and other officers concerned for information and necessary action. These reports reveal the position regarding performance of 148 Hindi Teaching Centres spread all over the country.

From these reports it is seen that up to June/July, 1976, approximately 341707 employees passed various Hindi examinations and 22095 employees passed Hindi Typing and Hindi Stenography Examinations. The results of the examination conducted during this year, are furnished below :—

Hindi Examination	Pragya	Praveen	Prabodh
December, 1975	3064	3427	2939
June, 1976	2107	2971	2320
	5171	6398	5259

Results of the Hindi Typing and Hindi Stenography Examinations are as follows :—

	Hindi Typing	Hindi Stenography
January 1976	701	81
July 1966	739	145
	1440	226

Annual Programme

6.10 With a view to expediting the imparting of training of prescribed standard Hindi to the Govt. employees, a planned annual programme is formulated and every possible effort is made to achieve the target fixed. (Annual programme for the year 1976-77 is at Annexure 1).

Intensive Training

6.11 During the year under review, 74 Government employees attended the 19th, 20th, 21st and 22nd full-time intensive course in Hindi, conducted by Central Hindi Institute, New Delhi and acquired knowledge upto the *pragya* standard. The results off

23rd course are awaited. 24th course has commenced in January 1977.

Organising Hindi Workshops in Ministries/Departments :

6.12 With the object of providing practice and to remove hesitation on the part of employees and officers, willing to work in Hindi, instructions were issued to all Ministries and Departments in October, 1973 to organise Hindi workshops of 30 days' duration. In this connection this Department has prepared 18 lessons. The material for the remaining 12 lessons is to be prepared by the respective Ministries/Departments according to their requirements. During the year under review, Hindi workshops were organised in several Ministries/Departments for the facility of their officers/employees. So far, about 2500 officers/employees have been trained through these workshops.

Training of Hindi Lecturers in functional Hindi :

6.13 According to one of the recommendations of the 'Review Committee on Hindi Teaching Scheme' a course of 240 hours' duration has been specially designed for imparting training to Hindi Lecturers and arrangements have been made for conducting this training in Kendriya Hindi Sansthan at Agra. The training of the fourth batch of 38 Pradhyapakas was started on 5th Feb. 1976. The training of this batch would be completed by the end of March 1977.

Preparation of teaching material for the classes functioning under the Hindi Teaching Scheme :

6.14 According to another recommendation of the Review Committee on Hindi Teaching Scheme, the Kendriya Hindi Sansthan, Agra has been entrusted with the preparation of teaching material for the four sessions of the revised 2 courses, in place of the existing 3 courses. Material for the first session has

already been prepared and the material for the second, third and fourth sessions is under preparation.

Preparation of material for the Third Course for proficiency :

6.15 According to another recommendation of the Review Committee the Official Language Department, with the assistance of Ministries/Departments, is preparing material for the fifth session of the course, to achieve proficiency in use of Hindi. Such material has been received from 28 Ministries/Departments so far, and is being analysed.

Short term course for imparting knowledge of Devanagari Script to Postmen

6.16 The material for a short term course for imparting knowledge of Devanagari Script to Postmen working in those areas of the country where Hindi is not taught under the three Language Formula has already been prepared. This course was conducted in experimental basis at a centre of Hindi Teaching Scheme located at Hyderabad during February-March 1977. The question of extending this scheme to other Centres is also under consideration.

CHAPTER VII

COORDINATION IN THE HINDI TEACHING WORK AND BRINGING ABOUT UNIFORMITY IN THE LANGUAGE, SPELLINGS, ETC. OF THE GOVERNMENT MAGAZINES

Coordination in the Hindi Teaching work :

7.1 With a view to bringing about coordination in Hindi teaching work, which is being done by the Doordarshan, the All India Radio, the Ministry of Education as well as the voluntary organisations, the third meeting of "The Hindi Teaching Coordination Committee," constituted under the chairmanship of Secretary, Department of Official Language, was held on 12th October, 1976. One of the decisions taken in the meeting was that there should be uniformity in the language, standard of the lessons which are broadcast through the various Radio Stations and that while preparing these lessons, place, time and characters etc., involved should be kept in view.

In this connection a meeting of experts was convened on 4-3-77 to consider the manuscripts of the Hindi lessons, which were broadcast through the radio stations. With the assistance of the Kendriya Hindi Sansthan and N.C.E.R.T. action is being taken to prepare the text of lessons to be broadcast from the Radio.

Action for making, the magazines published by the Government of India, more useful and effective :

7.2 In this connection, two meetings of the editors of the magazines published by the Ministry of Information and Broadcasting and the officers of the Publications Division were convened under the Chairmanship of the Secretary, Department of Official Language Shri R. P. Naik. In these meetings the standard of magazines, spellings of words, get-up of magazines, position of

staff etc. were discussed in detail. The decisions taken in the meeting have been conveyed to the concerned editors and the Ministry of Information & Broadcasting for taking necessary action thereon.

Magazines published by other Ministries/Departments have also been obtained. It is proposed to prepare guidelines in the next year by holding a meeting of editors concerning these magazines, and discussing in detail all aspects relating to the language, standard of the magazines, spellings, staff etc.

Action to authenticate the names of railway stations etc. in Devanagari script

7.3 In this connection, a Committee consisting of the representatives of the survey of India, Ministries of Railways, Information & Broadcasting, Education, Social Welfare, P & T Department and the Official Language Department has recently been constituted under the Chairmanship of the Joint Secretary, Official Language Department. This Committee will start its work shortly.

CHAPTER VIII

PUBLICATIONS RELATING TO OFFICIAL LANGUAGE

Compilation of Orders regarding the use of Hindi

8.1 By compiling the orders relating to progressive use of Hindi for official purposes of the Union, the Official Language Division (now Department of Official Language) published in April, 1975 a booklet entitled 'Hand Book of Orders' containing the gist of orders/instructions etc. issued by the Ministry of Home Affairs from time to time. This did not provide the text of constitutional provisions regarding Hindi, Official Languages Act, 1963 and other orders etc. Hence, an enlarged edition "Compilation of Orders Regarding the Use of Hindi" has been published in 1976. It contains all the orders up to May, 1974 in original form.

Progressive use of Hindi as Official Language

8.2 Hindi, which is presently used in official work, is mainly a language of translation. There are certain limitations of translation and due to that its language mostly becomes odd and unnatural. With a view to improving this position and encouraging the use of simple and natural language, Secretary, Department of Official Language Shri R. P. Naik wrote an article viz. 'Progressive Use of Hindi as Official Language'. In view of its utility 5000 copies of this article were printed this year and sent to all the Ministries/Departments. To cope with the increasing demand, for this article 20 thousand copies of its Hindi and English versions separately are being printed. This article has greatly encouraged the employees to do work in Hindi.

Publication of the English Edition of the Report of the Review Committee of the Hindi Teaching Scheme :

8.3 Hindi Edition of the report mentioned above was published in 1974. However demands for its English Edition were pouring in, hence its English Edition has, also been published this year.

Publication of Calendars :

8.4 Under the Hindi Teaching Scheme of the Department of Official Language, several types of incentives/awards are granted to the Central Government officers/employees for learning Hindi, Hindi typing and Hindi stenography and passing examinations thereof. In order to give wide publicity to these facilities, two separate bilingual wall-calendars regarding incentives & awards to be granted in respect of Hindi, Hindi typewriting, and Hindi stenography have been published with the help of the Directorate of Advertising & Visual Publicity.

Annual Assessment Report

8.5 A consolidated Report for 1973-74 and 1974-75 has been prepared during the year under review, because a consolidated two years programme was prepared for both these years. This will be submitted to the Parliament in its Budget Session. Annual Assessment Report for 1975-76 is also being prepared.

Routine Office Notes

8.6 In order to provide facilities to non-Hindi speaking Administrative Officers for learning Hindi, the booklet "Routine Office Notes" based on Programmed Learning Techniques prepared by Lal Bahadur Shastri National Academy of Administration, Mussoorie has been finalised. It is to be sent to the Press shortly. It is hoped that the booklet would be useful to non-Hindi speaking Administrative Officers, in learning Hindi terminology, phrases and sentences used in official work.

CHAPTER IX

SECOND WORLD HINDI CONVENTION

9.1 On 28th, 29th and 30th August, 1976, the Second World Hindi Convention was organised in Mauritius. Delegates from the following 20 countries participated in the convention :—

India, Mauritius, Hungary, Zambia, Madagascar, France, Czechoslovakia, Italy, Kenya, Holland, Japan, Malawi, England, America, Tanzania, West Germany, East Germany, Sweden, Rodrigues and Reunion Islands.

Indian Delegation :

9.2 A delegation consisting of 30 members was deputed to take part in the Convention on behalf of India. Besides, the official delegation, 10—15 professors and distinguished scholars were sent by the Ministry of Education to participate in the Convention. On the invitation of Mauritius Government, a Troupe of 20 artists of Bhartiya Kala Kendra went to Mauritius to stage a cultural programme. About 35 scholars were directly invited by the Government of Mauritius. Besides, about 90 other Indians also went to Mauritius to take part in the Convention. On the request of Mauritius Government, a Souvenir was published on this occasion.

Achievements of the Convention :

9.3 The following were four main themes of discussion in the convention :—

1. Hindi in the International perspectives, Form and Style.
2. Media of mass communication and Hindi.
3. Role of Voluntary Organisations.

4. Problems of Hindi teaching and learning in the world.

(1) Convention endorsed the resolution passed in the First World Hindi Convention that Hindi should be made an authorised Language in the United Nations Organisation and also recommended that a phased programme should be prepared in order to achieve this objective.

(2) The Convention expressed the view that services of media of mass communication such as Radio, Television, Films and other scientific equipments may be harnessed for the propagation and spread of Hindi to promote the concept of "One world-one Family".

(3) The Convention also expressed the view that in the countries where Voluntary Organisations are playing an important role for the spread and propagation of Hindi, such organization should be given substantial Government assistance.

(4) The Convention also discussed the problems of Hindi Teaching in different countries and decided that the experts should meet from time to time to remove the difficulties in the availability of text books, scientific equipments etc. and discuss the matter and find out solution.

(5) It was also decided in the Convention that a "World Hindi Centre" should be set up in Mauritius which should co-ordinate the work of Hindi that is going on in the entire World and bring out an international journal. The convention requested the Prime Minister of Mauritius, Sir Sheosagar Ramgoolam to give a lead in this direction.

Follow-up action on the Report of the Convention :

9.4 A meeting was held on 9-12-1976 under the Chairmanship of Secretary, Department of Official Language to discuss the achievements of the Second World Hindi Convention - and to initiate follow up action in this regard. The decisions taken in the meeting have been circulated to all Ministries/Departments for necessary action.

CHAPTER X

COMMITTEE OF PARLIAMENT ON OFFICIAL LANGUAGE

Constitution of the Committee of Parliament on Official Language :

10.1 The Committee of Parliament on Official Language was constituted in the year 1976 in accordance with the provisions of Section 4 of the Official Languages Act, 1963. As laid down in the Official Languages Act, the Committee consists of 30 members in all, of whom 20 are from the Lok Sabha and 10 from the Rajya Sabha. Shri Om Mehta the then, Minister in the Ministry of Home Affairs, was elected as Chairman of the Committee. The Committee will review the progress made in the use of Hindi for the official purposes of the Union and submit its report to the President making recommendations thereon. The President will cause the report to be laid before both the Houses of Parliament and also have it sent to all the State Governments. After considering the views, if any, on the Report the President May issue directions in respect of the whole or any part of the Report.

Sub-Committees :

10.2 With a view to facilitating smooth and efficient functioning, the Committee has set up three Sub-Committees. These Sub-Committees have been entrusted with the work of reviewing the progress made in the use of Hindi in the various Ministries/ Departments of the Central Government. The functions assigned to these Sub-Committees are given below :

First Sub-Committee : (a) Ministry of Defence; Ministry of External Affairs; Ministry of Education; Ministry of Home Affairs; Department of Personnel and

Administrative Reforms; Ministry of Law, Justice and Company Affairs.

(b) Teaching of Hindi, Mechanical and other aids and staff for translation and other Hindi work.

Second Sub-Committee : Ministry of Railways ; Ministry of Communications; Ministry of Information and Broadcasting; Ministry of Agriculture and Irrigation.

Third Sub-Committee : Ministry of Finance; Ministry of Petroleum, Ministry of Chemicals and Fertilisers; Ministry of Steel and Mines; Ministry of Energy; Department of Science and Technology; Ministry of Commerce; Ministry of Labour; Ministry of Tourism and Civil Aviation; Ministry of Shipping and Transport etc.

Issue of Questionnaires :

10.3 The Committee has also issued the following five types of Questionnaires for collecting information regarding its terms of reference :

- (i) For members of Public;
- (ii) For Officials of Central Government;
- (iii) For Ministries/Departments/Offices of the Central Government;
- (iv) For the States which have adopted Hindi as their official language;
- (v) For the States which have not adopted Hindi as their official language.

Present Position :

10.4 Following the dissolution of the fifth Lok Sabha, 20 members from it have ceased to be the members of the Committee. Therefore, the work of tours etc. of the Committee will practically remain suspended till these vacancies in the Committee are filled from among the newly elected members of the sixth Lok Sabha.

CHAPTER XI

THE FUNCTIONS OF CENTRAL TRANSLATION BUREAU

(a) *Translation of non-statutory manuals, forms and other Procedural literatures into Hindi :*

11.1 Translation of non-statutory manuals, rules, forms and other procedural literature into Hindi is very important for the progressive use of Hindi for official purposes of the Union. This work is being done by the Central Translation Bureau.

As per annual programme, the Bureau has to translate 30,000 pages during 1976-77. Several companies, corporations and Undertakings under the control of the Government of India are also making use of the services of the Bureau.

(b) *Training of Translation :*

11.2 Courses of three month's duration, are also being conducted in the Bureau with a view to imparting the knowledge of the procedure, principles etc., of translation to the employees engaged in Hindi work, particularly in the translation work in the Government offices. During the financial year 1976-77 four such courses were organised and 115 Government employees were imparted training. So far 13 courses have been conducted and 290 employees have been trained under this scheme.

11.3 A hostel with an accommodation for about 20 persons has been provided by the Bureau for the convenience of of trainees.

(c) *Coordination of Terminology :*

11.4 A committee has been constituted for bringing about coordination and uniformity in the Hindi administrative terminology etc. of various Hindi speaking States. The members include the representatives from these States, and the States of Gujarat, Punjab, Maharashtra and the Ministry of Information & Broadcasting and the Directors of the Central Translation Bureau and the Central Hindi Directorate. The Hindi Advisor to the Government of India is its Chairman and the Joint Director of the Central Translation Bureau is its Member-Secretary. According to the decision taken in the meeting held in March, 1976 local sub-committee held three meetings during the year under report and 129 terms were finalised.

ANNEXURE I

ANNUAL PROGRAMME (1976-77)

As provided in para 1 of the Language Resolution of 18th Jan., 1968, an annual programme for 1976-77 for accelerating the use of Hindi for the Official purposes of the Union was prepared and the Ministries and Departments were requested to take necessary action for implementing the items of the programme. The various items of the programme are as under :—

1. Provision of Devanagari typewriters

The position regarding provision of Devanagari typewriters in the Central Govt. offices is still not satisfactory. It has, therefore, been decided that, as in the previous year, it should also be ensured this year that by 31st March, 1977—

- (1) all Central Govt. offices which at present do not have any Devanagari typewriter, should purchase at least one Devanagari typewriter.
- (2) The Central Govt. offices located in Hindi-speaking areas which already have one Devanagari typewriter, should purchase Devanagari typewriters to the tune of 50 per cent of their total requirements of the year.

In the programme for the previous year, it was provided that (1) the Central Govt. offices located in the States of Maharashtra, Gujarat and Punjab and the Union Territories of Chandigarh and Andaman & Nicobar Islands which already have one Devanagari typewriter should purchase 40 per cent of their total requirements in the year in respect of Devanagari typewriters and (2) the Central Govt. offices located in other non-Hindi speaking States which have one Devanagari typewriter,

should purchase 25 per cent of their requirements in a year in respect of Devanagari typewriters. But the anticipated increase in the production of Devanagari typewriters did not materialise with the result the targets of the typewriters in the offices located in the Hindi-speaking areas could not be met. In the Central Govt. offices located in non-Hindi speaking areas, the progress made in the Hindi work was not according to expectation with the result the requirement of the typewriters in these areas remained meagre. It was, therefore, felt that the percentages fixed during the previous year for the offices located in these areas should be slightly decreased. It is proposed that by 31st March, 1977—

- (1) The Central Govt. offices located in the States of Maharashtra, Gujarat and Punjab and the Union Territories of Chandigarh and Andaman & Nicobar Islands which already have one Devanagari Typewriter, should purchase Devanagari typewriters at least to the tune of 25 per cent of their total requirements of the year.
- (2) The Central Govt. offices located in non-Hindi speaking States which have one Devanagari typewriter, should purchase at least 10 per cent of their total requirements of the year by purchasing Devanagari typewriters.

2. *Use of both Hindi and English for agreements, contracts and forms of tender etc. :*

Under Section 3(3) (iii) of the Official Languages Act, 1963, both Hindi and English languages are to be used for agreements, contracts and forms of tender etc. It should be ensured that in 1976-77, all the forms used for agreements, contracts tenders, which have already been translated into Hindi are printed bilingually and both Hindi and English are used therein. The work of getting the remaining forms translated and printed bilingually should also be completed.

3. *Preparation both in Hindi and English of International treaties and agreements signed in India.*

This item is being included in the annual programmes since 1970-71 But in the concerned Ministries namely Ministries of External Affairs, Defence, Commerce and Department of Economic Affairs, generally English alone is being used in such treaties. It is proposed that all such treaties and agreements may be got prepared in both the languages in future.

4. *Concerted efforts to increase the use of Hindi in certain specified cities.*

It is proposed that in 1976-77 work in Hindi may be started effectively in the offices of various Ministries/Departments located in the major cities, viz. Lucknow, Jaipur, Bhopal, Patna and Delhi, in the Hindi-speaking areas. For this purpose, arrangements may be made on priority basis for increasing there the facilities in respect of Devanagari typewriters, Typists and Stenographers etc. In addition, the use of Hindi may also be increased in the Central Govt. offices located in Bombay, Ahmedabad and Chandigarh.

5. *Stepping up the use of Hindi in the Central Govt. offices located in Hindi-speaking areas.*

- (a) Use of Hindi in correspondence between the local subordinate offices and their head offices located in Hindi speaking areas.

It is proposed that 60 per cent of the correspondence between the local subordinate offices of the Central Govt. and their head offices or other local offices located in Hindi speaking areas should be made in Hindi—

- (b) Use of Hindi correspondence between the attached and subordinate offices located in Hindi-speaking areas and the Ministries and Departments.

It is proposed that 60 per cent of the correspondence between the attached and subordinate offices located in Hindi-speaking areas and the Ministries and Departments should be made in Hindi.

- (c) Use of Hindi in offices located in Hindi speaking areas for addressing correspondence and issue of notice etc. to members of public. It is purposed that all correspondence and notices etc. to the members of public in Hindi-speaking areas should be issued in Hindi.

- (d) Use of Hindi in noting on files.

Although, the Central Govt. employees are free to use Hindi or English for noting, the Hindi knowing employees of the Central Govt. offices located in Hindi-speaking areas should be encouraged to use Hindi for noting in as many files as possible.

- 6. *Sending telegrams in Devanagari by the Ministries/Deptt. and offices of the Central Govt. located in Hindi-speaking areas and Delhi.*

It is proposed that in 1976-77, Ministries/Departments and offices of the Central Govt. located in Hindi-speaking areas including Delhi should send in Devanagari at least 25 per cent of the telegram addressed to the offices located in these areas.

By sending telegrams in Devanagari, there would be considerable saving in Govt. expenditure on telegrams as the telegrams sent in Devanagari are cheaper as compared to telegrams sent in Roman.

- 7. *Stepping up the use of Hindi in the Central Govt. offices located in States which have adopted Hindi for purposes of correspondence with the Central Govt.*

- (a) Use of Hindi correspondence between the local subordinate offices and their head offices located in

the States which have adopted Hindi for purpose of correspondence with the Central Government.

It is proposed that at least 30 per cent of the correspondence between the local offices and their head offices located in the States of Maharashtra, Gujarat and Punjab and the Union Territories of Chandigarh and Andaman & Nicobar Islands should be in Hindi. Adequate translation arrangements may be made for the facilities of those employees who may not have acquired working knowledge of Hindi and who may be required to deal with such correspondence in Hindi.

- (b) Use of Hindi in correspondence between the attached and subordinate offices located in the States which have adopted Hindi for purposes of communication and the Central Govt. and the Ministries/Departments.

The attached and subordinate offices located in the States of Maharashtra, Gujarat and Punjab and the Union Territories of Chandigarh and Andaman & Nicobar Islands should send at least 30 per cent of their correspondence in Hindi addressed to the Ministries/Departments. The Ministries/Departments should also send at least 40 per cent of their correspondence in Hindi addressed to such attached and subordinate offices.

- (c) Use of Hindi in noting on files.

The heads of offices of Central Govt. Offices located in the States of Maharashtra, Gujarat and Punjab and the Union Territories of Chandigarh and Andaman & Nicobar Islands should encourage their employees to use Hindi in certain selected types of files to be prescribed by them.

8. Measures in the offices located in non-Hindi speaking areas for compliance of the provisions of the Official Languages Act, 1963.

With a view to ensure compliance of the provisions of Section 3(3) of the Official Languages Act, preparatory measures

should be taken in 1976-77, in the Central Govt. offices located in non-Hindi speaking areas.

9. *Use of Hindi in Central Govt. offices located in non-Hindi speaking areas :*

The Central Govt. offices located in the States which have not adopted Hindi for purposes of Communication with the Central Govt., should make a beginning in sending communications to the Ministries/Depts. in Hindi.

10. *Issue of press communiques etc. both in Hindi and English :*

All press communiques to be issued in 1976-77 should be issued bilingually.

11. *Issue of Government advertisements both in Hindi and English :*

It is proposed that during 1976-77 all advertisements issued by the Ministries/Departments/Offices etc. and the Companies/Corporations owned or controlled by the Central Government which are of all-India nature or are meant for Hindi speaking areas should be issued both in Hindi and English simultaneously in the newspapers and periodicals of the languages concerned.

It is also proposed in this connection that :—

(a) Directorate of Advertisement and Visual Publicity may accept the advertisement from the Central Government offices, Corporations etc. located in Hindi speaking areas including Delhi only when the advertisement material is made available to them both in Hindi and English.

(b) The material, from the offices located in other areas may be accepted in English only as an exceptional case, and the Hindi version thereof may be prepared by the Directorate itself so that the advertisement

should be issued both in Hindi and English simultaneously.

12. *Issue of General orders both in Hindi and English :*

Under section 3(3) (1) of the Official Languages Act, 1963, both Hindi and the English Languages are required to be used, inter-alia, for General Orders. However, due to certain difficulties, mainly the shortage of paper, a large number of General Orders are still being issued in English only. The position was reviewed by the Kendriya Hindi Samiti at its meeting held on 9th April, 1975. The samiti decided that the following arrangements with regard to the issue of General Orders should be made for a period of one year :—

- (a) the Ministries/Depts. should issue General Orders in Hindi and English simultaneously but while sending them to subordinate offices, they as well as their regional offices should issue such orders in Hindi only to their offices located in Hindi speaking areas (including Delhi) and bilingually to the offices located in other States.
- (b) the Central Government offices located in the Hindi speaking areas should issue general orders in Hindi and it would not be necessary for them to issue their English version as well.
- (c) The subject of General Order should be given in Hindi and English both.
- (d) This arrangement should also be enforced on the Companies and Corporations owned or controlled by the Central Government and their offices.
- (e) The Ministries/Depts., Corporations and Companies should issue General Orders bilingually, wherever possible.

13 *Enforcement of Section 5(2) of Official Languages, Act 1963:*

All preliminary anicillary measures have been completed for the enforcement of the aforesaid section and it should necessarily be enforced during the current year.

14. *Compliance of the provisions of Official Languages Act, 1963 as amended, by Central Govt. Undertakings.*

(a) the following programmes should be adopted during the year 1976-77 with a view to achieve proper compliance of the provisions of Section 3(2) and section 3(3) of Official Languages Act, 1963 by the Companies and Corporations situated in the Hindi speaking areas and owned or controlled by the Central Government.

1. The Public Undertakings employing less than 100 persons should have at least one Devanagari typewriter, one Hindi Typist and one Hindi Translator.
2. The Public Undertakings with a strength of more than 100 persons, should purchase Devanagari typewriters in requisite number and should also appoint Hindi Staff such as Hindi Typists-Hindi Officers, Hindi Translators as may be required by them.
3. The forms etc. being issued by the Public Undertakings should be got translated into Hindi and should be printed bilingually. The forms to be used by the public should be given top priority so that bilingual forms could be made available to them.
4. All letters received in Hindi should be replied to in Hindi. The originating correspondence to the Hindi speaking States should also be issued in Hindi as far as possible.
5. The Public Undertakings should make available adequate help literature to their employees in order to enable them to use Hindi, and

6. The Heads of Public Undertakings should encourage their staff for writing notes and drafts in Hindi and they should themselves set an example by writing notes in Hindi, wherever possible.

(b) The Companies and Corporations owned or controlled by the Central Government and located in the non-Hindi speaking areas should adopt the following preliminary measures for the compliance of the above cited provisions of the Official Languages Act.

1. Arrangements for the in-service Hindi training for those who do not know Hindi.
2. Purchase of at least one Hindi Typewriter and appointment of one Hindi Typist and one Hindi Translator.
3. Provision of Hindi reference literature for the employees.

15. Optional use of Hindi in addition to English in the departmental examination :

Several Ministries and Departments and their Attached and Subordinate offices have permitted the optional use of Hindi as a medium of their departmental examinations. It is proposed that by 31st March, 1977 optional use of Hindi as medium of examination may be permitted in all the papers except the paper on English in all the departmental examinations and the question papers thereof may be set in Hindi and English both.

16. Optional use of Hindi as an alternative medium in the examinations held for the direct recruitment to subordinate services and posts :

The medium of examination in direct recruitment examination for the subordinate services and posts in the attached and subordinate offices of the Central Govt. still continues to be English

only. It has now been decided that in such examinations Hindi can also be used as an alternative medium. It is proposed that by 1976-77, the use of Hindi may be introduced as an alternative medium in the above-cited examinations held in the Central Government offices located in the Hindi-speaking areas.

17. *Option for Hindi Stenography in the examinations for the recruitment of stenographers in the Subordinate offices :*

In the examinations held for the recruitment of stenographers in the subordinate offices of the Govt. of India, examination is held only of English stenography. It is now proposed to permit the candidates in the examinations held in 1976-77 for the recruitment of the stenographers in the Subordinate offices located in the Hindi-speaking States for using Hindi as an alternative medium. Arrangements may also be made for the compulsory in-service training in English stenography to the stenographers appointed on the basis of Examination in Hindi stenography and for the similar training in Hindi stenography for the stenographers appointed on the basis of examination in English stenography.

18. *Nomination of Official Language Officers in all the Central Govt. offices :*

It is proposed to nominate a senior Officer as Official Language Officer in each Department and Subordinate office of the Govt. of India during the year 1976-77. These officers would be responsible to see that the orders pertaining to the Official Language are being implemented properly in their Departments and Offices and that their Official Language Implementation Committees are holding their meetings regularly.

19. *City O.L. Implementation Committees—constitution of :*

Orders have been issued by the Govt. of India to the effect that in each Central Govt. office with a strength of 25 or more staff (excluding Class IV employees) Official Language Implementation Committees should be set up and their meetings should

be held regularly after every three months. In Delhi, there is a Central Official Language Implementation Committee also and the representatives of all the Ministries and Departments jointly participate in its meetings. The Secretary of the Deptt. of Official Language is its Chairman. These joint meetings have proved to be useful. It is proposed to constitute similar Committees in all the cities with 10 or more offices of the Central Government. In the beginning, these Committees will be set up in some selected cities in the Hindi-speaking areas and in Gujarat, Maharashtra and Punjab. A senior officer of the Central Govt. in the city will be chairman of such a Committee and the Committee would be required to meet once in a year.

20. *Provision of interpreters and modern aids for the simultaneous Translation from Hindi to English and vice-versa in the inter-state meetings :*

On account of the non-availability of interpreters, the members participating in the inter-State meetings, who want to speak in Hindi are inconvenienced. Hence, a 'scheme has been prepared for the provision of interpreters and modern aids at such meetings. The scheme is being processed with the Ministry of Finance for their approval.

21. *Translation of non-statutory manuals, forms and other procedural literature :*

Central Translation Bureau should, in consultation with various Ministries and Departments, achieve the target of translating 30,000 pages during 1976-77.

22. *Bilingual printing of forms.*

In accordance with the orders issued by the Government of India, all the forms to be used for official purposes of the Union should be printed bilingually. i.e. both in Hindi and English and in printing, the Hindi-types should not be smaller in comparison with the types of English. All Government presses controlled by

the Ministry of Works and Housing are complying with these orders but the Presses of other Departments are not complying with them fully. It is proposed that it may be ensured during 1976-77 that the forms of the Central Government, which have to be got printed in non-Government presses or in the presses of the other Departments besides the Ministry of Works and Housing, should also be printed **bilingually**.

23. *Preparation of standard forms of important documents in Hindi.*

Section 3(3) of the Official Languages Act, 1963, as amended, requires that certain documents specified therein should be issued bilingually, with a view to ensure fuller compliance of this section, the item relating to the preparation of Hindi standard forms of such documents has been continuously included in the previous years' programmes. As much remains to be done in this regard, this item is proposed to be continued in 1976-77 also.

24. *Strengthening of translation arrangements in various Ministries/Departments/Offices :*

(a) Augmentation of existing Hindi staff :—

The norms for the Hindi Translators, Hindi Typists and comparers have already been finalised and circulated to all Ministries/Departments etc. The Ministries/Departments and offices should review the existing translation arrangements in the light of these norms and take steps to augment the staff, wherever necessary.

(b) Filling up of vacant Hindi Posts :—

Steps should be taken to ensure that all posts of Hindi Translators etc. which have remained vacant for six months or more, are filled up by 31 March, 1977.

(c) Provision of minimum translation staff :—

To look after the official languages work, at least one officer should be appointed in every office.

(d) Fixation of norms for vetting of translated material.

These should also be finalised in consultation with the Ministry of Finance by 31st March, 1977.

25. *Training of Central Government employees in Hindi :*

As in past 30000 employees are proposed to be enrolled in the year 1976-77 for training in Hindi.

26. *Training of Central Government employees in Hindi Typewriting and Hindi Stenography at places where Hindi Typewriting and Hindi Stenography Centres have not been set up.*

In places where training centres run under the Hindi Teaching Scheme do not exist, it is proposed to continue the facility of imparting training in Hindi Typewriting/Hindi Stenography to the Central Government Employees at Government or Private training institutions.

27. *Correspondence Courses*

It is proposed to continue the Correspondence Courses for all the three examinations, viz. Prabodh, Praveen and Pragya. The facility of Correspondence Course has been provided to (i) operational staff, (ii) employees posted at places where no centre under the Hindi Teaching Scheme exists, and (iii) Class I and Class II Gazetted Officers.

28. *Whole-time intensive training in Hindi*

The whole-time intensive training course in Hindi being run in Delhi is proposed to be continued this year also.

29. *Training of Noting and Drafting in Hindi.*

In order to impart training of Noting and Drafting in Hindi to the employees of the Ministries/Departments of the Government of India, it is proposed to run the workshops this year also. These workshops are of 30 days' duration.

In addition to these workshops, it is also proposed to run short-term workshops for the Gazetted Officers.

30. *Seminars of Hindi Teachers.*

It is proposed to continue as a regular feature the Seminars of Hindi Teachers at all places where Supervisors/Assistant Supervisors have been posted.

31. *Organizing functions for distribution of Certificates and Cash Awards to the employees of Ministries/Departments and Subordinate Offices of the Govt. of India.*

It is proposed that such functions may be organized in as many offices as possible.

32. *Incentive for acceleratating the pace of training of the employees in Hindi.*

All existing incentives are proposed to be continued.

33. *Training in Hindi for new entrants to Government Service during their period of probation.*

Training of employees in Hindi has been going on since 1952 onwards. Since the concrete efforts have been made to impart training to the employees during the period of their probation, the backlog of persons yet to be trained has been constantly growing. It is, therefore, proposed that all Ministries/Departments of the Govt. of India may be requested to impart training in Hindi to all new entrants during the period of their probation at all those Training Institutions where the arrangements for

departmental training exist. For this purpose, the facilities existing under the Hindi Teaching Scheme would be made to the concerned Ministries/Departments.

34. Adopting modern methods of teaching.

Suitable action on the proposal of imparting training on an experimental basis to the senior Gazetted Officers, in the beginning, with the help of tape-records, gramophones etc. would continue.

35. Setting up of an Examination Wing in the Department of Official Language.

The Review Committee of the Hindi Teaching Scheme has recommended that the Department of Official Language may themselves assume the responsibility of conducting all examination of the Scheme. The recommendation has been accepted in principle and the Examination Wing is proposed to be set up in 1976-77. For the time being, arrangements would be made to conduct the Prabodh examination.

36. Arrangement for the Teachers' training.

In accordance with the recommendation made by the Review Committee of the Hindi Teaching Scheme, and intensive training course for the teachers has been prepared. According to this course, about 169 teachers are proposed to be trained in four sessions during 1976-77.

37. Setting up of part-time Centres for imparting training in Hindi Typewriting and Hindi Stenography.

Like part-time Centres for Hindi courses, it is proposed to open part-time Centres for imparting training in Hindi Typewriting and Hindi Stenography also.

38. *Cash Awards to Hindi Teachers.*

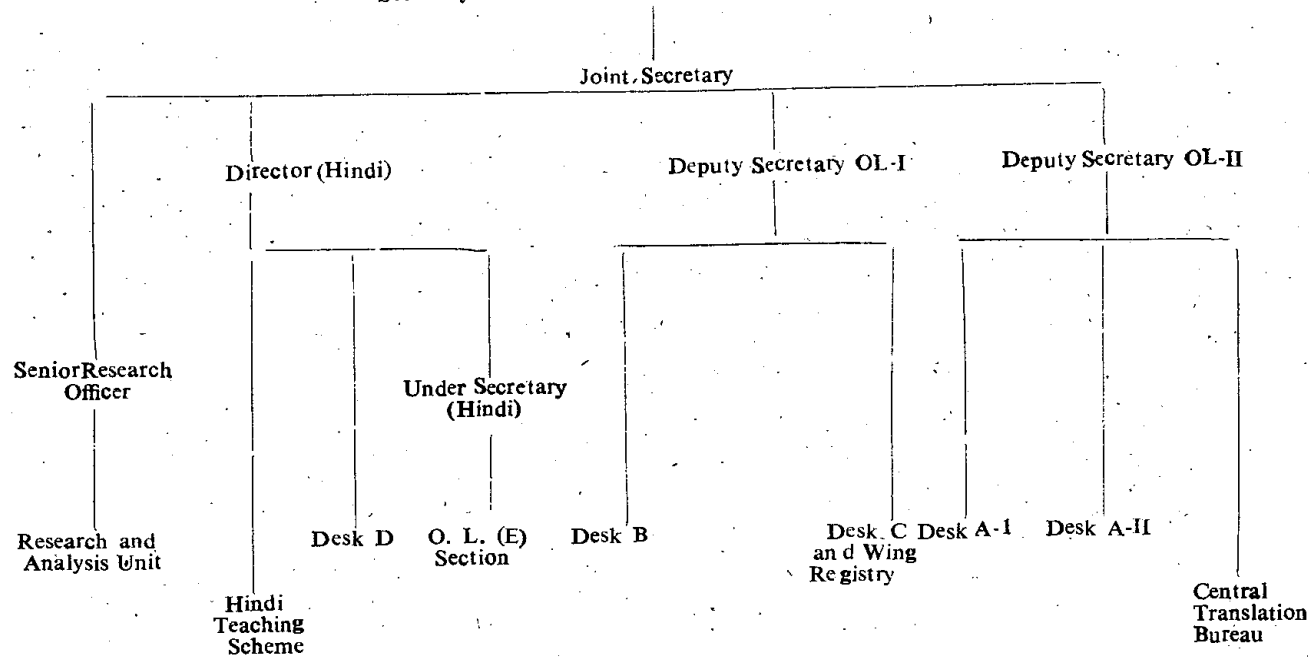
The Hindi Teachers are given Cash Awards in recognition of their meritorious skill as teacher. This scheme will be continued this year also.

39. *Preparation of new courses for Hindi Teaching Scheme.*

At present, three courses are conducted under the Hindi Teaching Scheme namely, Probodh, Praveen and Pragya. The review Committee of the Hindi Teaching Scheme has recommended that these courses are not adequate to prepare the Government employees for using Hindi in their official work and radical changes are required to be introduced therein. Having considered its various aspects the Committee have divided the existing three sessions course into a five sessions course. At the same time, it has been recommended as to what should be taught in those sessions and for which course, what particular category of employees be admitted. On the basis of the Review Committee's recommendation, the task of preparing the course has been entrusted to the Central Hindi Institute of the Ministry of Education. It is proposed that these courses may be prepared during 1976-77 in order to have them examined next year.

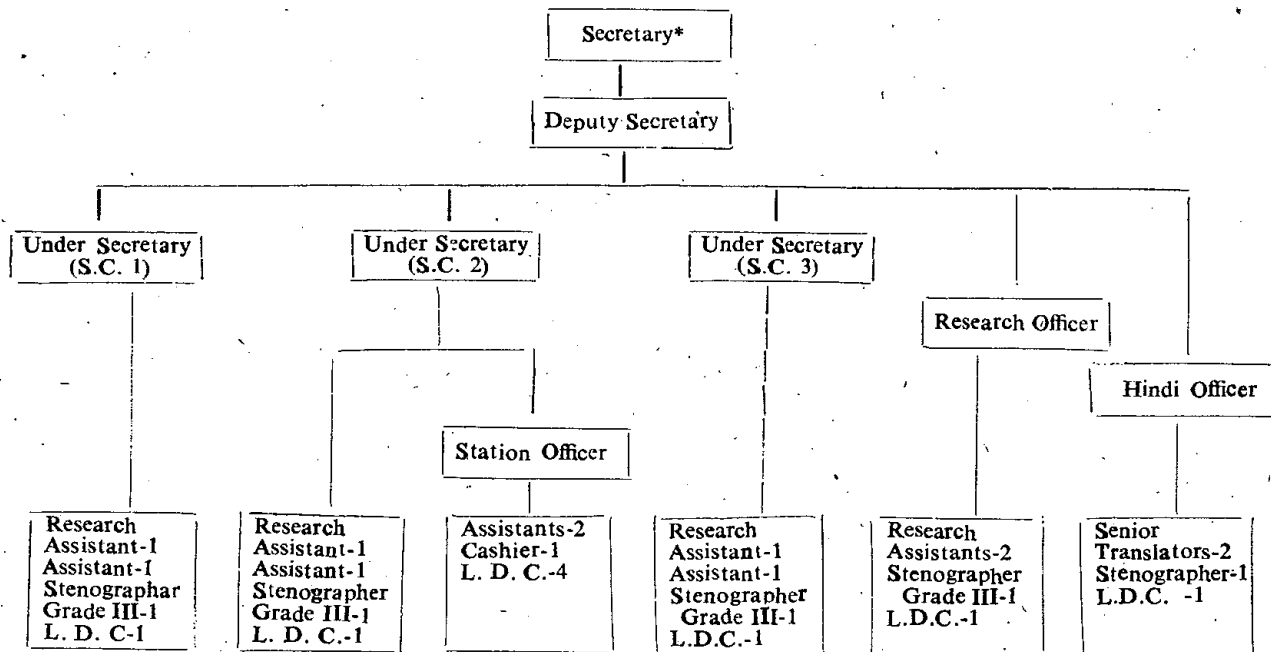
ANNEXURE-II
Organisational Chart of the Department of Official Language

Secretary and Hindi Advisor to the Government of India



ANNEXURE III

ORGANISATIONAL CHART OF THE SECRETARIAT OF THE COMMITTEE OF PARLIAMENT ON OFFICIAL LANGUAGE (As on 28-2-1976)



59

*Part-time

Note : In addition to the above posts there is one Grade II Stenographer for Deputy Secretary, one Grade III Stenographer for Conveners and one as Leave Reserve. The Class IV posts have not been shown in the Chart.

P3 65

PJ-189

DECEMBER