

No.13017/1/81-OL(C)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya

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Ist Floor, Lok Nayak Bhavan,  
New Delhi-3, the 13-4-87

OFFICE MEMORANDUM

SUBJECT : Revision of norms pertaining to quantum of work to be done by translators and vettors in the offices of the Government of India.

As the Ministry of Finance etc., are aware the quantum of work for translation was fixed at 1350 words per translator per day vide O.M. No.20/3/70-OL dated the 1st January, 1973 and that for vetting at 4700 words per translator per day vide O.M.No. 13017/1/75-OL(C) dated 2<sup>nd</sup> February, 1976. The revision of these norms was under consideration of this Department for some time past and after having conducted work study in some of the Ministries/Departments, it has now been concluded that these norms need to be increased. Increase in work norms has also been necessitated by the increase in the daily working hours.

2. It has now been decided in consultation with the Ministry of Finance (Staff Inspection Unit) that the translation work may be categorised as ordinary and technical and work norms may be fixed as under :-

ORDINARY

TECHNICAL

Translation 1750 words per day  
Vetting 5800 words per day

1350 words per day  
4000 words per day

Considering the special nature of work in the Central Translation Bureau, the norms for translators in that Bureau will be 1300 words per translator.

3. The translation material may be categorised as under :-

Ordinary

- a) Annual administrative reports
- b) Genreal orders, directives, circulars, etc.

- c) Parliamentary work – Parliament Questions, Assurances, Calling attention Notices, etc.
- d) Routine Correspondance
- e) Reports of various Commissions/Committess, etc.

**Technical**

- a) Reports on policy matters, such as Import-Export policy.
- b) White papers.
- c) Scientific and technical literature of various Ministries.
- d) Scientific and technical reports, such as reports of Planning Commission, Central Water Commission.
- e) Mannuals, codes and other procedural literature.

In case of dispute as to which material falls in ‘Ordinary’ or ‘Technical’ category, the decision of the Senior Hindi Officer/Hindi Offier in the Ministry/Department shall be final, but where 25% or more of translatable work of a Department is categorised as ‘Technical’ study by the Internal work Study Unit shall be necessary.

4. The nature of work in the Official language wing of the Legislative Department of the Ministry of Law and Justice is different from translation work in other Ministries/Departments and therefore, these norms will not aply to the translators and vettors in that wing.

5. The Ministry of Finance, etc. are requested to bring the contents of this O.M. to the notice of all concerned.

( G.D. BELIYA)  
DEPUTY SECRETARY TO THE GOVT. OF INDIA

To,

- 1. All the Ministries/Deptts. of the Govt. of India.
- 2. Comptroller and Auditor General of Inida, New Delhi.
- 3. U.P.S.C., New Delhi.
- 4. All the attached and subordinate offices under the Ministry of Home Affairs.
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