

No.13017/2/96-O.L.(P&C)
Government of India
Ministry of Home Affairs
Department of Official Language

Lok Nayak Bhavan, Khan Market,
New Delhi-110003, dated, the 25th February,2005

Office Memorandum

Sub:- Regarding honorarium for translation work from Hindi to English and vice-versa.

This order issues in supersession of Department of Official Language O.M.No.13017/2/89-O.L.(C) dated 29.12.93 regarding honorarium for translation work from Hindi to English and vice-versa. In accordance with the Official Languages Act, 1963, Official Language Rules, 1976 and orders issued therein from time to time, the use of Hindi and English both is obligatory for certain items of work and certain items of work are required to be done in Hindi alone. In certain offices, these orders are not being implemented due to problem of translation. After considering that in the Central Government Offices, where there is no post of Hindi translator or the offices where there a large amount of work of translation is pending which can not be got done from their translators, the translation work can be got done by paying honorarium and the rate of honorarium be made attractive. The new rates for the honorarium have been fixed as follows:-

- (i) for ordinary material – Rs.60/- per thousand words for the version in which translation is rendered.
- (ii) for technical material including work of translation of codes and manuals – Rs.65/- per thousand words.

2. The following points will be kept in view while sanctioning the honorarium:-

- (a) The work of translation can be got done from the officers/staff of the same or other government offices but not from the outsiders. For this

purpose, it is advisable to keep a panel of persons capable of doing such work.

- (b) The work of translation should be assigned on the consideration that it is not detrimental to the efficient discharge of normal official duties and responsibilities of the person concerned.
- (c) The work of translation should not be got done from the person holding Hindi posts i.e. Director (OL), Joint Director (OL), Deputy Director (OL), Assistant Director (OL), Senior Translator or Junior Translator.
- (d) The Head of the Department should certify that the translation was absolutely necessary and that the number of words for which honorarium is being sanctioned were actually translated.
- (e) The expenditure on the honorarium will be met from the sanctioned budget of the concerned office.
- (f) Such persons as already know Hindi or have acquired the working knowledge of Hindi by passing Hindi examinations should not normally require translation from Hindi to English. Attempt should be made to see that the letters required to be issued in Hindi are drafted originally in Hindi by the Hindi knowing staff and officers. It would be necessary to take the help of translation if only where there is difficulty in drafting originally in Hindi or when some letter, circular, memorandum etc. is required to be issued both in English and Hindi.
- (g) The maximum limit of honorarium is Rs.5000/- per annum as per Department of Personnel & Training O.M.No.17011/3/97-Establishment (Allowances) dated 17.7.1998.

3. The Central Translation Bureau, where the translation work of various non-statutory procedural literature of manuals, codes, forms etc. of different ministries/departments/bodies and offices of the Central Government is done can get the work of translation done by the translators from outside the Central Translation Bureau which included working and retired translators/translation officers/Hindi officers and experienced government and non-government individuals associated with translation work or translation training.

4. These orders will be effective from the date of issue of this Office Memorandum.

5. This issues with the approval of the Ministry of Finance and the Department of Personnel and Training vide their U.O.No.17011/4/96-Establishment (Allowances) dated 25.1.2005.

(B.M.S. Negi)
Director (Policy)

To

1. All Ministries/Departments of the Government of India.
2. President's Secretariat, New Delhi.
3. Vice President's Secretariat, New Delhi.
4. Prime Minister's Office, New Delhi.
5. Union Public Service Commission, New Delhi.
6. Election Commission of India, New Delhi.
7. Office of the Comptroller and Auditor General of India, Bhadurshah Jafar Marg, I.P. Estate, New Delhi.
8. Banking Division, Department of Economic Affairs, Jeevan Deep Building, New Delhi.
9. Department of Public Enterprises, Lodhi Road Complex, New Delhi.
10. All Officers/Desks/Sections/Units of the Ministry of Home Affairs and the Department of Official Language.
11. Joint Director (Research), Department of Official Language (5 copies). It is requested that this Office Memorandum be published in the Rajbhasha Bharti.
12. Central Translation Bureau, and its translation centres (As per list enclosed)
13. Central Hindi Training Institute and its translation centres (As per list enclosed)
14. Regional Implementation Offices (As per list enclosed)
15. Secretariat of the Committee of Parliament on Official Language, 11, Teen Murti Road, New Delhi. (40 Copies)
16. Kendriya Sachivalaya Hindi Parishad, XY – 68, Sarojini Nagar, New Delhi.
17. Chairman, All India Hindi Sanstha Sangh, Community Building 10088-89, Nawi Kareem, Jhandewalan Road, New Delhi-55.
18. Department of Personnel & Training (Shri D.R. Chattopadhyay, Deputy Secretary), North Block, New Delhi.