

# **Outcome Budget of the Department of Official Language for the year 2011-12**

## **1. Introduction**

1.1 With a view to ensuring compliance of Constitutional provisions, Official Language Act, 1963 and Official Language Rules, 1976, Official Language Resolution, 1968 and the Presidential orders issued from time to time regarding Official Language of the Union Govt., Department of Official Language is a nodal department. It was set up in June, 1975. This department is conducting various activities to promote the progressive use of Hindi in the offices of Central Government. These activities include imparting training of Hindi language, Hindi stenography, Hindi typing and translation, inspection of offices, monitoring the progress through periodical reports, introducing various schemes to promote official language implementation, holding conferences at all India and regional level and co-ordination of work related to meetings of the committees constituted at different levels for implementation. This department also publishes and distributes reference literature for publicity & propagation of official language Hindi. With a view to increase facility to work in Devnagiri Script in various electronic equipments to be used in offices, Department of Official Language is playing an important role to coordinate all these activities regarding development of such equipments and availability.

1.2 Department of Official Language basically performs the activities related to publicity & propagation and use of Official Language Hindi. This Department promotes the maximum use of Hindi in official working in the offices of Central Govt. Department of Official language fixes the annual targets of training in Hindi language and Hindi Typing/Stenography to govt. employees, translation work of official material, propagation of official language Hindi, prize distribution for incentive and makes efforts to achieve them. The Department tries its best to utilize the allotted amount of Budget.

## 2. Subordinate Offices of Department of Official Language

### 2.1 Kendriya Hindi Prashikshan Sansthan (CHTI)

**2.1.1** The Kendriya Hindi Prashikshan Sansthan (CHTI) was set up on 21<sup>st</sup> August, 1985 under the Department of Official Language to achieve the following objectives:-

1. To arrange full time intensive training courses in Hindi for newly recruited officers/employees in the Central Govt. offices, Undertakings, enterprises, corporations and banks etc. who do not know Hindi and to impart training of Hindi typing and Hindi stenography to the English typists and stenographers.
2. To conduct Refresher Courses for teachers of training Institutes in order to apprise them of the latest techniques of teaching Hindi.
3. To organize Five days workshops for the officers/employees of the Union Govt. who have knowledge of Hindi but feel difficulty to work in Hindi.

#### 2.1.2 Up-Sansthans of Kendriya Hindi Prashikshan Sansthan

In order to accelerate the activities and to expand the training capacity of the Sansthan, 5 Up-Sansthans have been working at Mumbai, Kolkata, Bangalore, Hyderabad and Chennai under the Sansthan. In addition to, five regional offices of 'Hindi Teaching Scheme' have been also set up in Guwahati, Delhi, Mumbai, Chennai and Kolkata. 129 full time training centers and 18 part-time training centres have been working to impart training of Hindi language and Hindi typing stenography under 'Hindi Teaching Scheme' through out the country.

**2.1.3** Details of activities regarding 'Hindi teaching/training' conducted by 'Kendriya Hindi Prashikshan Sansthan' are as under:-

Activities related to Hindi teaching/ Training	Year 2009-2010		Year 2010-2011		Year 2011-2012
	Target (No. of Trainees)	Achievement (No. of Trainees)	Target (Annual) (No. of Trainees)	Achievement (No. of Trainees) (up to 31.12.2010)	Target (No. of Trainees)
<b>(1) Hindi Language teaching (Prabodh, Praveen, Pragya)</b>					
(A) Hindi Teaching	28,360	17,752	27,040	17,356	28,340
(B) Intensive Training	3,000	1,400	3,510	789	4,590
(C) Language Correspondence	4,000	2,619	4,000	2,665	4,000

Activities related to Hindi teaching/ Training	Year 2009-2010		Year 2010-2011		Year 2011-2012
<b>Total</b>	<b>35,360</b>	<b>21,771</b>	<b>34,550</b>	<b>20,810</b>	<b>36,930</b>
<b>(2) Hindi Typing Training</b>					
(A) Hindi Teaching Scheme	2,500	1,782	2,740	1,853	2,860
(B) Intensive Typing	500	311	750	201	750
(C) Typing Correspondence	1,000	601	1,000	707	1,000
<b>Total</b>	<b>4,000</b>	<b>2,694</b>	<b>4,490</b>	<b>2,761</b>	<b>4,610</b>
<b>(3) Hindi Stenography Training</b>					
(A) Hindi Teaching Scheme	1,040	372	1,230	222	1,220
(B) Intensive Training	140	53	210	34	210
<b>Total</b>	<b>1,180</b>	<b>425</b>	<b>1,440</b>	<b>256</b>	<b>1,430</b>
<b>(4) Hindi Workshops</b>					
(A) Workshops	85	46	75	38	39
(B) Trainees	1700	777	2250	495	1170
<b>(5) Other Short-term Training Programmes</b>					
(A) Programmes	07	06	07	05	07
(B) Trainees	Based on nomination	132	Based on nomination	106	Based on nomination

**Note: The target of 39 workshops only has been fixed for the year 2011-12 in comparison to 75 workshops in the year 2010-11, since then target in Intensive language training has been increased to 4590 in 2011-12 against 3510 in 2010-11.**

**2.1.4 :** Reasons for not achieving the targets fixed for training in Annual Action plan of the year 2009-2010 : -

A. It is the responsibility of each & every office of Central Govt. that they may send minimum 20% of the officers/employees remaining for training in their offices where as, most of the offices do not send their employees for training and do not follow this rule.

B. Almost all the classes of 'Hindi Teaching Scheme' are organized in the premises of other offices with their support. Sometimes, there is not proper sitting arrangement of 30 trainees as per norms, at the place provided by the

concerned offices. Therefore trainees in adequate number are not admitted in the classes due to inadequacy of seats in many classes.

C. Initially training of Hindi typing was given manually and thereafter through Electronic typewriters but, at present, in view of the need of hour it is not given on computer. In training centers, where 30 typewriters were provided, but now, only 15-20 computers can be installed. Besides, only Personal Assistants, Private Secretaries and Principal Private Secretaries are nominated for training in Hindi stenography and all of them are posted with high officials. High officials deny to nominate their officers/employees for one year or 80 full days' stenography training.

**2.1.5** The Sansthan is initiating following steps to achieve the targets fixed for training:-

1. A letter from Joint Secretary (Official Language) has been sent to all the Heads, Town Official Language Implementation Committees directing them to invite officers of kendriya Hindi Prashikshan Sansthan/Hindi Teaching Scheme in the meetings of Town Official Language Implementation Committees and discuss with them on Hindi training.
2. It is proposed to send reminders to all the ministries at the highest level directing them to relieve the remaining employees for training as per rules.
3. Classes of Kendriya Hindi Prashikshan Sansthan/Hindi Teaching Scheme are organized in the premises of other offices, therefore a letter has been sent to all the ministries from Joint Secretary (Official Language), Deptt. Of Official Language directing them to provide class rooms equipped with infrastructural facilities for Hindi classes, so that the employees to be trained may be provided all the facilities.
4. All the regional Deputy Directors of Hindi Teaching Scheme had been issued direction that they may ask all Assistant Directors and Hindi teachers under them to increase number of classes, so that if 30

trainees are not admitted due to non-availability of the space, this problem may be solved by increasing number of classes.

5. Today, it is the age of modern technology, so action is being taken with the support of 'C-DAC', Pune to get the atmosphere of classes modernized & sophisticated and to adopt on-line training system for training in classes.
6. It has been considered to make more attractive the cash awards to be given after getting Hindi training. The intention, behind it, is that targets could be achieved with the implementation of all these measures.
7. During the annual meeting of Regional Deputy Directors of 'Hindi Teaching Scheme' held on 8-9 March, 2010, it was discussed for achieving annual targets fixed for Hindi language, Hindi typing and Hindi stenography and it was concluded that all Deputy Directors should at their level contact Assistant Directors & Hindi teachers for achieving the targets, so that fixed targets may be achieved.
8. Better coordination may be established between Deputy Directors of Regional Implementation offices of the Deptt. Of Official Language and regional offices of Hindi Teaching Scheme, so that the information of actual data related training etc. may be received.

## **2.2 Central Translation Bureau (Translation work)**

2.2.1 Central Translation Bureau, a subordinate office of the Department of Official Language was set up on 1<sup>st</sup> March, 1971. It translates non-statutory literature of Ministries, Departments, offices of Central Govt., undertakings etc. and conducts translation training courses for the officials associated with translation work in the offices of Central Govt. Apart from Central Translation Bureau's Headquarters at Delhi, there are translation training centres also in Bangalore, Mumbai & Kolkata. There is a facility of hostel at Headquarter, Delhi for trainees coming for training.

2.2.2 During the year 2009-10, Bureau translated a total no. of 58,861 Standard pages (39,578 by Regular Establishment and 19,283 by Scheme for Expansion of Translation Capacity) against the target of translation of 76,000 standard pages (46,000 by Regular Establishment and 30,000 by Scheme for Expansion of translation capacity). During the year 2010-11 upto December, 2010 a total no. of 30,569 standard pages (24,120 by Regular Establishment and 6,449 by Scheme for Expansion of Translation capacity) were translated against the annual target of the translation of 50,200 standard pages. In view of the possibilities of getting results of the efforts being made to fill the vacant posts of translators in Bureau and to bring the translation rates at acceptable level during the year 2011-12, the target of translation work has been increased to 60,000 standard pages (40,000 by Regular Establishment & 20,000 by Scheme for Expansion of Translation Capacity).

2.2.3 To fill the vacant posts of translators for achieving the complete target of translation work, Staff Selection Commission is being contacted constantly and the progress in this direction is expected shortly. On the other hand, for ensuring the availability of adequate number of translators from outside, the Bureau under the Scheme for Expansion of Translation Capacity in Bureau, applications are invited to expand the panel of translators by advertising in leading newspapers and website of the Department of Official Language. Bureau has received a good response of these advertisements. A proposal to make translation rates acceptable to be paid to the translators from outside the Bureau is under consideration of the Department of Official Language.

#### 2.2.4 Translation Training Programmes :

Details of various Translation Training Programmes conducted by Central Translation Bureau are as under: -

Activities related to Translation Training	Year 2009-2010		Year 2010-2011		Year 2011-12
	Target	Achievement	Target	Achievement (upto 31.12.2010)	Target
(1) Three-Months' Translation Training Course	16 Prog. 250 Trainees	12 Prog. 118 Trainees	16 Prog. 250 Trainees	08 Prog. 122 Trainees	16 Prog. 250 Trainees

(2)	21 days' Translation Training Programme	2 Prog. 30 Trainees	01 Prog. 55 Trainees	02 Prog. 30 Trainees	02 Prog. 53 Trainees	02 Prog. 60 Trainees
(3)	Short-term Translation Training Programme	16 Prog. 400 Trainees	13 Prog. 339 Trainees	16 Prog. 400 Trainees	10 Prog. 284 Trainees	20 Prog. 500 Trainees
(4)	Advanced/ Refresher Translation Training Programme	06 Prog. 90 Trainees	05 Prog. 112 Trainees	06 Prog. 90 Trainees	05 Prog. 88 Trainees	08 Prog. 120 Trainees
(5)	Training under National Training Policy	04 Prog. 40 Trainees	03 Prog. 41 Trainees	04 Prog. 40 Trainees	02 Prog. 24 Trainees	04 Prog. 40 Trainees

2.2.5 The main reason for falling short the number of trainees as per fixed target in Three Months' Translation Training programmes is reluctance of the offices for not nominating/relieving their employees/officers for three months. The Central Govt. offices which have shown in their quarterly progress reports their employees/officers yet to be trained in Translation Training, have been sent letters to nominate their employees/officers for the Translation Training. During the meeting of Central Official Language Implementation Committee to be held in December, 2010 under the Chairmanship of Secretary, Official Language with the officers monitoring implementation of Official Language in ministries & departments, the ministries/departments will be asked to nominate for translation training from their ministries/departments & subordinate & attached offices, the employees/officers yet to be trained. In addition to this, in view of this problem the possibilities are also being examined to make this training compulsory as the probation in the beginning of the service of the employees & officers newly recruited for the translation work. Better co-ordination will be made among the Deputy Directors of regional offices of the Department of Official language and centers of the Central Translation Bureau so that in the meetings of Town official language Implementation Committee of the offices situated outside Delhi & on other forums the importance of the translation training could be emphasized.

### 3. Technical aspects of Official Language Hindi

3.1 The Technical Cell of the Department of Official Language, in addition to developing software for the use of Hindi and for imparting training, is also liaising with ministries/departments, undertakings, banks etc. through technical seminars and try to

overcome the difficulty through electronic equipments in working in Hindi & Software applications being used.

3.2 Technical Cell is organizing computer training programmes for the use of Hindi for Central Govt. employees through National Informatics Centre, New Delhi, C-DAC, Noida and N.P.T.I., Faridabad. The employees/officers of ministries/departments of Central Govt., undertakings, banks can take part in these programmes without any fees, Department of Official Language made about 100 computer training programmes organized every year during 10<sup>th</sup> Plan, but due to cut in plan budget, only 85 training programmes could be organized during the year 2009-2010 during 11<sup>th</sup> Plan. During the year 2010-2011 also a total no. of 54 computer training programmes were organized keeping in view the available budget. In view of the importance & demand of computer training, the target for the year 2011-12 is fixed for organizing 125 programmes for computer training institutions including 'Kendriya Hindi Prashikshan Sansthan', the subordinate office of Department of Official Language.

3.3 Four technical seminars & computer exhibitions are also organized by Technical Cell every year wherein latest information is provided about the bilingual (Hindi-English) facilities in computers. Four technical seminars were organized during the year 2009-10. Four seminars are proposed to be organized during the year 2010-11. In this series, the first technical seminar was held in Vizag on 21.12.2010. The next technical seminar is slated to be held on Panaji (Goa) on 20.01.2011. The 3<sup>rd</sup> and 4<sup>th</sup> such seminar will be held in Shimla and Gangtok in the months of February & March, 2011 respectively. The target for organizing four seminars of such type has also been fixed for the year 2011-12.

3.4 In addition to the above, Department of Official Language is also working for developing various software supportive for the use of Hindi through C-DAC, Pune. According to the agreement signed by Department of Official Language with C-DAC for the development of these softwares, the targets and achievements under these projects are as under:-

	Year 2009-2010		Year 2010-2011		Year 2011-2012
	Target	Achievements	Target	Achievements	Target
<b>Language Application tools</b>					
1. "LILA" (Learn Indian Languages through artificial intelligence)	To prepare revised Editions as per 'Praveen' & 'Pragya' courses	Work continued	To Prepare revised edition as per 'Praveen' & 'Pragya' courses	Development work completed	Tenure of the project has been completed
2. "MANTRA"	Final edition of	Work continued	Final edition of	'MANTRA' was	With the help of C-

	'MANTRA' for translation of general correspondence and improve the quality of 'MANTRA' software upto accepted level.		'MANTRA' for translation of general correspondence and improve the quality of 'MANTRA' software upto accepted level.	developed for translation of general correspondence. after improving the quality, representatives of users have been asked to give their opinion on the quality of revised software. To create awareness among users about 'MANTRA' officers of some selected Ministries/ Departments shall be imparted training for the use of 'MANTRA' with the help of C-DAC and its capacity shall be displayed.	DAC and its capacity shall be displayed
3. 'VACHANTAR'	Final version of 'VACHANTAR'	Development of final version of 'VACHANTAR' is continued	To improve the quality of VACHANTAR software	The opinion of the representatives of the users on the quality of the revised software is being taken for improvement its quality.	Time-period of the project has been completed.
4. PRAVACHAK	Final version of PRAVACHAK	Development of final version of 'PRAVACHAK' is continued	To improve the quality of PRAVACHAK software	The opinion of the representatives of the users on the quality of the revised software is being taken for improvement its quality. The opinion of the representatives of the users on the quality of the revised software is being taken for improvement its quality.	Time-period of the project has been completed.
<b>Language Computing Application</b>					
<b>E-Mahashabdikosh</b>	E-Mahashabdikosh bilingual, bi-dimensional English-Hindi Dictionaries (For 09 domains including	The development work is in progress	Further development of E-Mahashabdikosh bilingual, bi-dimensional English-Hindi	So far dictionaries have been developed in total 08 domains namely administration,	Further development of E-Mahashabdikosh bilingual, bi-dimensional English-Hindi

	Legal Education & Tourism.)		Dictionaries for 12 domains including sports, culture & railways	agriculture, banking & finance, health, legal, information technology, education & tourism. The authenticity of these dictionaries is being carried out by Commission for Scientific & Technology terminology.	Dictionaries for 15 domains namely administration, health & industries, information technology, agriculture, banking & finance, legal education, tourism, sports, culture and railways, commerce, social welfare & science & technology.
2. On-line examination system	Development work is in progress	To complete the development work of online Examination	Development work of online examination has been completed & online examination was conducted at selected centers		Tenure of project has been completed.
3. Language Labs		The location has been decided for the establishment of first Hindi Language Lab & action has been taken to establish Language Lab by C-DAC, Pune	Establishment of one more Language Lab	To display the functioning of lab to be established, prototype of first Hindi Language Lab has been prepared.	Establishment of one more Language Lab.

### **3.5. Monitoring and Development of new software to provide administrative/financial and performance reports online.**

**3.5.1** Department of Official Language, Ministry of Home Affairs is a nodal Department for monitoring of the use of official language and implementation of official language policy in about ten thousand central govt. offices situated in various parts of the country. The said offices are members of 274 Town Official Language Implementation Committees situated all over the country. The process of monitoring is done at three stages:-

(a) At first stage information are received from the 05 & 03 regional offices of Kendriya Hindi Prashikshan Sansthan and Central Translation Bureau respectively of about their subordinate offices, The Sansthan has 109 full time & 5 part-time centers of Hindi language training. There are 20 full time & 13 part-time centers of Hindi typing & stenography training.

(b) Department of Official language get financial & physical reports of training from Shikshan Sansthan, Central Translation Bureau & Regional Implementation offices.

(c) Department of Official language get quarterly & annual progress reports from all central ministries/departments.

3.5.2 All these reports are extremely essential to be received online through software applications not manually.

3.5.3 In addition to this, it is also proposed to develop the system of getting various reports/informations online for monitoring of administrative & financial & physical progress of regional implementation offices of the Department of Official Language, regional centers of subordinate offices by MIS system.

3.5.4 It is also pertinent to be mentioned here that the monitoring of implementation of official language is done at apex level by Kendriya Hindi Samiti constituted under the chairmanship of honourable Prime Minister, Hindi salahakar Samities constituted under the chairmanship of honourable ministers in all Ministries/Departments and Central Official Language Implementation Committee constituted under the chairmanship of Secretary, Official Language. In addition to this, committee of Parliament on Official Language also monitors continuously the use of official language. So, for the purpose above mentioned, the development of Software Application tools is absolutely essential.

3.5.5 The Target is fixed to develop system of presentation of quarterly progress reports on line and to imparting training to the users including the Administrator in the Department of Official Language for the year 2011-12.

#### **(4) Activities of Research Unit**

##### **4.1 Publicity and propogation through periodicals and literature on Official Language**

4.1.1 For the purpose of presenting strongly the aspect of propagation and development of official language Hindi in Govt. system, Research Division is established in Department of Official Language. Printing, publication & distribution of quarterly magazine 'Rajbhasha Bharti' is done by 'Magazine unit' of Research Division. In this magazine, articles of various themes and the activities related to Official Language of ministries, departments, undertakings, banks & other institutions are also published. Till

date, 129 editions of this magazine have been published and its 130<sup>th</sup> edition is under process of printing.

4.1.2 Annual Report related to details of official activities performed by Department of Official Language is a publication related to activities of Department of Official Language & activities of subordinate offices related to Official Language. Second report i.e. Annual Assessment Report of Department is a compilation of consolidated assessment reports prepared on the basis of quarterly progress reports received from various ministries/ departments, undertakings, banks etc. Printing, publishing & distributing of both the reports is done & follow-up action on annual assessment reports is ensured to be taken by all ministries/departments. Annual assessment report is placed on the table of both the houses of Parliament. Annual Assessment Report of the year 2008-09 was placed on July, 2010 on the table of Parliament.

4.1.3 With a view to make standard the Hindi magazines being published for more & more propagation of Official Language Hindi by ministries/offices of central Govt./undertakings, '**Hindi Patrika Puraskar Yojna**' has been introduced. Under this scheme Ministries/Departments and Public Sector Undertakings are awarded respectively 2-2 awards for outstanding magazine.

4.1.4 Till date, the list of 17 standard Hindi books has been issued which includes about 34,926 books.

4.1.5 Under the policy of Official Language, publicity and propagation of Official Language is to be done on the basis of motivation, incentive and good faith. Therefore, a short-term and long-term strategy of broad and intensive publicity through various means, such as publication, printing and electronic medium is essential in the Department of Official Language.

4.1.6 Recently, many Departments as 'AYUSH', Deptt. Of National Rural Health Mission of the Ministry of Family Welfare, Ministry of Women & Child Development, Ministry of Home Affairs, A.D.M.A., Rural development, Town Development and Ministry of Social Justice & Empowerment have abundantly increased publicity & propagation.

4.1.7 Keeping in view, the implied assumption of Official Language which promoted its publicity & propagation the following means of propagation are proposed:

1. Display of dissemination material related to Official Language on display boards of shelters at major bus-stops on monthly basis.
2. Telecast of dissemination material through scrolling on T.V.
3. Telecast T.V. Spots of 20-30 seconds on relatively low-priced T.V. channels, such as Astha, Sanskar, Shradha etc.
4. Publicity of Official Language on F.M. Radio.
5. Display of dissemination material on advertisement display boards inside Metro Rail coaches.
6. Publicity and propagation of Hindi through L.E.D. display boards.

**4.1.1 It has been proposed to expand the activities of Research and Magazine Unit including propagation activities through above means during the year 2011-12.**

## **5. Implementation and Monitoring aspects of Official Language of Union Government**

### **5.1 Committees**

To ensure the implementation of Official Language Policy in the offices of Central Govt., following committees have been constituted:

#### **5.1.1 Kendriya Hindi Samiti**

This Samiti has been constituted under the Chairmanship of the Hon'ble Prime Minister for coordinating all the programs related to propagation and progressive use of Hindi in Ministries/Departments of Govt. of India. It is the apex committee which lays down important guidelines regarding the Official Language Policy. The last meeting (29<sup>th</sup>) of this Samiti was held on 04.01.2007. Kendriya Hindi Samiti has been reconstituted on 13.11.2009. Its next meeting is proposed to be held in April, 2011.

#### **5.1.2 Committee of Parliament on Official Language**

This committee was constituted in 1976 under Section 4 of Official Language Act, 1963. It is provided that the Committee shall consist of 30 members of whom twenty shall be members of the House of People and ten shall be members of the council of States to be elected respectively by the members of the House of the People and the

members of Council of States in accordance with the system of proportional representation of means of the single transferable vote. It shall be the duty of the committee to review the progress made in the use of Hindi for the official purposes of the union and to submit a report to the President making recommendations thereon. Till date, Presidential orders on eight clauses of the report submitted by the Committee of Parliament on Official Language have been passed.

### **5.1.3 Hindi Salahkar Samiti :**

With a view to advising the Ministries/Deptts. of Central Govt. for smooth implementation of Official Language Policy, Hindi Salahkar Samitis have been constituted in 54 ministries/deptts. Under the chairmanship of the ministers of the concerned Ministries/Deptts. During the year, minimum two meetings of this Samiti are required to be held.

### **5.1.4 Central Official Language Implementation Committee**

With a view to reviewing the maximum use of Hindi for the Official purposes in the Ministries/Deptts of the Central Govt. as per the provisions of Official Language Act, 1963 and Official Language Rules, 1976, training of the employees of the Central Govt. in Hindi to review the implementation of the instructions issued by the Department of Official Language and to suggest measures for rectifying the shortcomings found in the compliance of these instructions, there exists a Central Official Language Implementation Committee in the Department of Official Language under the chairmanship of Secretary, Deptt. Of Official Language, Officers in-charge (Joint Secretary's level) entrusted with the work of official language Hindi in Ministries/Deptts. are members of this Committee. Till date, 35 meetings have been held. 35<sup>th</sup> meeting was held on 29 and 30<sup>th</sup> December, 2010.

### **5.1.5 Town Official Language Implementation Committees:**

The main objective for constitution of Town Official Language Implementation Committees is to review the implementation of Official Language Policy in Central Govt. offices, undertakings, banks etc. spread all over the country to promote it and to remove the difficulties coming in the way of its compliance. 274 Town Official Language Implementation Committees have been constituted in different towns of the country. Out of these, 39 committees have been constituted for banks & undertakings (26 for Banks and 13 for Public Sector Undertakings). Meetings of these Committees are required to be held twice a year.

### **5.1.6 Departmental Official Language Implementation Committees**

Official Language Implementation Committees have been constituted in all Ministries/Deptts. and offices. Meetings are held once in a quarter. In these meetings quarterly progress reports are reviewed and measures are taken for achieving the targets fixed in the Annual Program.

## **6. Implementation of Official Language Policy by Regional Offices**

**6.1** For effective implementing the official language policy of Govt., eight Regional Implementation offices have been working in different parts of the country who monitor the implementation of official language policy of the Union Govt. at regional level. A target of twelve inspections per month per officer has been fixed for Regional Implementation Offices. For reviewing the implementation of O.L. Policy and the compliance of Official Language Rules in this regard, Regional Implementation offices have inspected 1,698 govt. offices against the target of annual inspection of 3,024 offices of Central Govt. during the year 2009-10. Till December, 2010, 1214 inspections have been carried out against the target of 3,024 annual inspection of central offices during the year 2010-11. A target of the inspection of 3024 offices during 2011-12 has been fixed.

## **7. Meetings of Town Official Language Implementation Committees (TOLICs)**

**7.1** 376 meetings of Town Official Language Implementation Committees (TOLICs) were held against the target of 534 meetings of Town official Language Implementation committees during 2009-10. For some reasons, such as transfer of the Heads of some committees etc., both the meetings of each Committee could not be held during the year. 295 meetings were held till December, 2010 against the target of 542 meetings during the year 2010-11. A target has been fixed for 548 meetings of total 274 Town Official Language Implementation Committee will be held in 2011-12.

## **8. Regional Official Language Conferences**

**8.1** For creating an ideal atmosphere for official Language Hindi, for discussing about the difficulties coming in the way of its implementation and for encouraging the implementation of Official Language Policy in Central Govt. offices at regional level,

Regional Official Language Awards are given every year. During the year 2009-10, for achieving the target of holding four regional official language conferences, first conference was held on 09.10.2009 in Puducherry, second on 8<sup>th</sup> January, 2010 in Dehradun, third on 04-05 February in 2010 in Shillong and fourth was held on 27<sup>th</sup> March, 2010 in Daman. During the year 2010-11 and 2011-12 also, a target for holding four regional official language conferences has been fixed. In this series, the first Official Language Conference was held in Vizag. The next Official Language Conference is going to be held at Panaji (Goa) on 21<sup>st</sup> January, 2011. Other two regional conferences are to be held in Shimla and Gangtok in February, 2011 and March, 2012 respectively. For publicity and propagation of Hindi as Official Language of Union and duly compliance of constitutional provisions related official language, Official Language Act, Official Language Rules and the Presidential Orders issued from time to time, the matters related to official language of the Union will be discussed in these official language conferences.

## **9. Awards for Promotion of Rajbhasha**

9.1 The Shields were given to various Ministries/Departments, boards, autonomous bodies etc. under control of Govt. of India, public sector undertakings, nationalized banks, Town official language Implementation Committees and Indira Gandhi Rajbhasha Awards at national level for original book writings in Hindi were awarded on 14.09.2010 in New Delhi for the year 2008-09. On this occasion, awards were also given under Rajeev Gandhi National Award Scheme for original book writing in Hindi on Gyan-Vigyan for 2008-09 for original book writing in Hindi. These awards were given away on the occasion of Hindi Day by His Excellency, the Vice-President of India.

**Department of Official Language**  
**FORMAT OF TABLES IN CHAPTER II OF OUTCOME BUDGET 2011-12**

(Rs. in crores)

S. No.	Name of Scheme /Programme	Objective/Outcome	Outlay 2011-12			Quantifiable Deliverables During the Year/ Physical Outputs up to 30.09.2010	Projected Outcomes	Processes / Timeliness	R
			4 (i)	4 (ii)	4 (iii)				
			Non-Plan Budget (Proposed)	Plan Budget (Proposed)	Complementary Extra Budgetary Resources				
1	2	3		4		5	6	7	
1.	<u>Central Hindi Training Institute</u> (a subordinate Office)  Provide training for : (i) Hindi language (ii) Hindi Typing (iii) Hindi Stenography	To provide training for learning Hindi language, Hindi Typing and Hindi Stenography to the Central Government employees so that they may have working knowledge of Hindi for use in offices.	21.4445	5.5361	Nil	(i) Training to 12,053 employees in Hindi Language.  (ii) Training to 1,665 employees in Hindi typing.  (iii) Training to 244 employees in Hindi stenography.	(i) Increased number of employees having working knowledge of Hindi.  (ii) Availability of adequate number of Hindi Typists.  (iii) Availability of adequate number of Hindi stenographers.	Year	(i) d n f (i) r a o
			Non-Plan (Proposed)	Plan (Proposed)	Complementary Extra Budgetary Resources				

S. No.	Name of Scheme /Programme	Objective/Outcome	Outlay 2011-12			Quantifiable Deliverables During the Year/ Physical Outputs up to 30.09.2010	Projected Outcomes	Processes / Timelines	R
			Non-Plan (proposed)	Plan (propose)	Complementary Extra Budgetary Resources				
2.	<b>Central Translation Bureau</b> (a subordinate office)  (i) Provide translation of documents (ii) Provide training in translation	To provide Hindi translation of codes, manuals, forms, procedural literature etc. in the Central Government offices and to give training for translation from English to Hindi.	9.3313	0.0400	Nil	(i) Hindi translation – 23,200 standard pages  (ii) Quarterly translation training programme – 08 (79 trainees) (iii) 21 - day translation training programme – 01 (55 trainees) (iv) Short terms translation trg. course Programme – 06 Trainees - 143 (v) Advanced/ Refresher translation training course Programme – 03 Trainees – 72  (vi) Training under National Training Policy Programme – 02 Trainees - 32	(i) Availability of codes and manuals in bilingual form.  (ii) – (vi) Strengthening/ improvement in translation facilities.	Year	
3.	<b>Technical Cell</b> (Deptt. of OL)  (i) Provide training for use of computers in Hindi.  (ii) Develop Language Computing Application Tools  (iii) Technical Conferences/ Seminars	Train employees for use of computers in Hindi.  Develop such tools for use of Hindi on computers as may be useful for associating Hindi with modern technology.  Provide information regarding bilingual electronic equipment and softwares so that they may use the facilities available for use of Hindi. Close & continuous	0.3680	6.9898	EBR  Nil	(i) 5 day training programme - 19  (i) Development of on-line examination system for Prabodh, Praveen and Pragya. (ii)E- Mahashabadkosh for additional 07 domains, namely agriculture, banking & finance, health, legal, IT, education &	Facilitate effective working on computers in Hindi.	During the Year	

S. No.	Name of Scheme /Programme	Objective/Outcome	Outlay 2011-12			Quantifiable Deliverables During the Year/ Physical Outputs up to 30.09.2010	Projected Outcomes	Processes / Timeliness	Remarks
			---	0.20					
	(iv) Development of on-line system for submission of quarterly progress report and other reports/information for close and effective monitoring of official language policy & functioning of subordinate offices / centres of Deptt. of O.L.	implementation of monitoring of official language policy	---	0.20		tourism. (iii) Instruments in the mailing of Mantra, Vachantar & Pravachak.  (Proposed new scheme)	Acceleration in the progress in increasing the use of Hindi in Central Govt.offices.	During the Year	A b
4.	<u>Implementation of Official Language Policy of the Union</u>  (i)Regional Implementation Offices (Deptt. of OL) (01 office under Plan and 7 offices under Non-Plan)  (ii) Give awards for promoting official use of Hindi + 04 Regional Conferences/Seminars + expenditures on 271 TOLICs	Ensure compliance of Official Language Policy in Central Government offices, Banks, Public Sector Undertakings etc.  Give away awards for outstanding performance in official use of Hindi.	3.0859	0.7340	Nil	(i) Inspections of 877 Central Govt Offices to ensure implementation of Official Language Policy. (ii) Distribution of Indira Gandhi Rajbhasha awards 2007-08 / Regional Awards (in 08 regions) / Rajiv Gandhi National Gyan Vigyan Maulik Pustak Lekhan award- 07-08.  (iii) 219 meetings of TOLICs.  (iv) 32,196 offices/ sections were notified up to September,2009 under rule 10(4) of the O.L. Act, 1963	(i) Better implementation of Official Language Policy.  (ii) Promotion of Rajbhasha  (iii) implementation of Official Language Policy.	continuing	
5.	<u>Publicity and Propagation of Hindi as official language</u> (Deptt. of OL)	To promote and publicizes the use of Hindi.	Nil	2000.00	Nil	Promote Rajbhasha Hindi through electronic and other relevant/popular medium of publicity.	Better awareness about Official Language and its policy.	Nil	N a n n

S. No.	Name of Scheme /Programme	Objective/Outcome	Outlay 2011-12			Quantifiable Deliverables During the Year/ Physical Outputs up to 30.09.2010	Projected Outcomes	Processes / Timeliness	R
	<b>Total =</b>		<b>34.2297</b>	<b>33.4999</b>	<b>-NIL-</b>				