संसदीय राजभाषा समिति
COMMITTEE OF PARLIAMENT ON OFFICIAL LANGUAGE

निरीक्षण प्रश्नावली

केन्द्र सरकार के मंत्रालयों / विभागों / सम्बद्ध और अधीनस्थ कार्यालयों / उपक्रमों / संस्थानों आदि में हिन्दी के प्रयोग से संबंधित

INSPECTION QUESTIONNAIRE

Regarding use of Hindi in Ministries/Dep./ Attached and Subordinate Offices/ Undertakings/Institutes ect. of the Central Government

निरीक्षण किए जाने वाले कार्यालय का
नाम व पूरा पता :
Name and full address
the office to be inspected:

निरीक्षण की तिथि :
Date of Inspection:

Part - I

1. GENERAL INFORMATION

1	Name of the Office and complete postal address (including pin-code)			
2	Classification of the Office (such as Secretariat, Attached/ Subordinate Office, Public Sector Undertaking, Bank Institute etc.)			
3	Name of the Administrative Ministry and/or Department			
4	Whether it is an Administrative or Operative Office or an Industrial Establishment?			
5	As per Official Language Rules, 1976 in which region, "A", "B" or "C" is the office located?	**"" Region**		
6	Position of Hindi knowledge of officers/employees* : (excluding Group "D" and equivalent employees)			

		Gazetted**	Non-Gazetted**	Total
(i)	Total Number of Officers/Employees			
(ii)	Proficient in Hindi***			
(iii)	Having working knowledge of Hindi***			
(iv)	Undergoing training in Hindi			
(v)	Yet to be sent for training in Hindi			

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*   Position as on --------------------------------------- (as applicable) should be indicated.
**   Information pertaining to Officer category/Employees category in respect of Undertaking/Corporation etc. may be given
***   Kindly see the definition at the end of the questionnaire.

7. No. of Hindi knowing officers/employees (including those who are proficient and those having working knowledge) who do their work* in Hindi

		Gazetted**	Non-Gazetted**	Total
(i)	Nil			
(ii)	Upto 25%			
(iii)	25% to 75%			
(iv)	More than 75%			
(v)	Cent-percent			

8. No. of Deputy Secretary/equivalent *** and higher level officers in the office who do their work in Hindi

Total No. of Higher Officers	No. of Proficient in Hindi	No. of officers from Col.2 who do their work in Hindi is as follows						
		Mostly	Generally	Negligible	How many officers have been given the facility of personal Computers?	Out of these on how many Computers is Hindi software available?	Out of these how many officers are themselves working on these Computers in Hindi?	What is the percentage of work done by them in Hindi on these Computers?
1	2	3	4	5	6	7	8	9

9. (a) Date(s) of last Inspection(s)/Oral Evidence obtained by the Committee of Parliament on Official Language.

1	
2	
3	
4	
5	

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* It includes all types of official work such as notes, drafting, making entries in registers and diaries, oral discussion etc.
** Information pertaining to Officer category/Employees category in respect of Undertaking/Corporation etc. may be given.
*** Information pertaining to Deputy General Manger/Scale E-1 Officer's category in respect of Undertaking/Corporation/Bank etc. may be given.

(b)   Follow-up action taken on the assurances:-

Sl.No.	Assurance	Follow -up action	Whether the assurance is fulfilled within the prescribed period	If the assurance is not fulfilled please explain the reasons clearly
1	2	3	4	5
1.				
2.				
3				
4.				

(c)   Assurances given during the oral evidence and the information in respect of their fulfillment :-

Sl.No.	Assurance	Follow -up action	Whether the assurance is fulfilled within the prescribed period	If the assurance is not fulfilled please explain the reasons clearly
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
6.				

(d)   What is the position of the follow-up action taken with regard to discussion programme?

Part-II
POSITION OF COMPLIANCE OF OFFICIAL LANGUAGES ACT/RULES

1.1   Documents specified in Section 3(3) of the Official Languages Act, 1963 (No. of documents issued during the last six months i.e. period ending 31st March, 2006

		Total No.	In Hindi & English	In English only	In Hindi only
(a)	General orders (definition is given at the end of the questionnaire)				
(b)	Notifications				
(c)	Press Communiques/ Releases				
(d)	Contracts				
(e)	Agreements				
(f)	Licences				
(g)	Permits				
(h)	Notice and forms of tenders				
(i)	Resolutions				
(j)	Rules				
(k)	Official papers laid before a House or both the Houses of Parliament (other than Reports)				
(l)	Administrative and other Reports laid before a House or both the Houses of Parliament				
(m)	Administrative or other reports (other than those laid before a House or both the House of Parliament)				

1.2 If the Rules are violated in this connection, the names, designation etc. of those officers should be mentioned who are held responsible for this violation. (As per Rule 6 of the Official Language Rules, 1976, it shall be the responsibility of the persons signing such documents to ensure that such documents are prepared, executed and issued both in Hindi and in English).

N.A.

1.3 Whether any action has been taken or contemplated against those officers who are violating the aforesaid Officialrules, please give full details.

N.A.

2. Position of replies to communications received in Hindi under Rule 5 of Official Language Rules, 1976 (Figures of last six months i.e. the period ending 31st March 2005 may be given)

(i)	Total Number of letters *received in Hindi	
(ii)	No. of letters replied to in Hindi	
(iii)	No. of letters replied to in English	
(iv)	No. of letters which were not required to be replied.	
(v)	Reasons for not sending the replies of Hindi letters in Hindi	
(vi)	Whether check-points have been set up in this connection, if so, the details thereof may be given. What action has been taken at check-point level to stop violation in this connection?	

3. Information regarding Rule 10(4) of Official Language Rules, 1976

(a)	Whether the office has attained the eligibility to be notified under the above Rule?	
(b)	If so, from when?	
(c)	Whether the office has been notified? If so, from when?	
(d)	If any extraordinary delay has occurred in notifying the office, reasons thereof may be given.	

Acknowledgement, Invitation Cards and Book list etc.

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*Letters signed in Hindi may also be included in this column.

4. **Information regarding Rule 8(4) of Official Language Rules, 1976**

(a)   If the answer to the aforesaid column 3(c) is "Yes", state whether under the above Rule individual or with the signature of the competent authority, have been issued to those employees who have proficiency in Hindi, to do their specified work in Hindi? (Please enclose a copy of the above order).

(b)   If so, from when?

(c)   If not, the reasons thereof ?

(d)   Whether the officers/employees ordered under the above Rule are doing their work in Hindi?

(e)   If not, what action is being taken or proposed to be taken ?

(f)   Whether any monitoring arrangement has been made to ensure the compliance of Rule 8(4) of Official Language Rules, 1976?

5. **Position regarding Bilingualism* of Codes, Manuals, etc. under Rule 11 of Official Language Rules, 1976**

(a)   Rules/Codes/Manuals (Used by the Office)

	Used by the Office	Prescribed by the Ministry/Department/Office concerned out of those in Column 1	Prescribed by the other Ministries out of those in Col.1
	1	**2**	**3**
(i) Only in Hindi			
(ii) Only in English			
(iii) Bilingual (Diglot) from			

(b)   Details of Codes/Manuals prescribed by the Ministry/Department/Office

(i)   Total Number of Rules/Codes/Manuals etc.

(ii)   Only in Hindi (including date of publication)

(iii)   Only in English (including date of publication)

(iv)   Bilingual (Diglot from) (including date of publication)

(c)   Whether check-point have been set-up in this connection? If so, five details thereof. What action has been taken at check-point level to ensure compliance of official orders in this connection?

*   The codes/Manuals prepared by ICAR have got translated from Central Translation Bureau, New Delhi and have been sent for publication.

6. Position of Bilingualism* of Forms and Headings of Registers and Name Plates etc. under Rule 11 of Official Language Rule, 1976

(i) Registers

Total No. of Registers	No. of those which bear their headings and subjects in bilingual form	No. of those in which entries are made in Hindi	If entries in all the registers are not made in Hindi, then from when will these be made in Hindi
1	2	3	4

(ii) No. of Rubber Stamps etc. available in the office

		Total No.	In English Only
1	Rubber Stamps		
2	Sign Boards		
3	Seals		
4	Letter-Heads		
5	Name Plates		
6	Official description on vehicles		
7	Visiting cards		
8	Badges		
9	Logo		
10	Monograms		
11	Charts/Maps		

(iii) Whether check-points have been set-up in this connection?

(iv) If so, give details thereof. -
(v)

(v) What action has been taken at check point level to ensure compliance of official orders in this connection? -

(vi) If not, give the reasons thereof. -

7. General responsibility for compliance

While performing the responsibility under Rule 12 of the Official Language Rules, 1976, what steps have been taken and what monitoring arrangements have been made in this connection for the compliance of Official Language Rules by the Administrative Head of the Office?

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* Reference : Department of Official Language O.M.No.12019/10/91-O.L. dated 28th January, 1992.

Part-III

FOLLOW-UP ACTION TAKEN ON THE ORDERS OF THE PRESIDENT ISSUED ON THE FIRST FIVE PARTS OF THE REPORT OF THE COMMITTEE OF PARLIAMENT OF OFFICIAL LANGUAGE AND THE ORDERS ISSUED IN CONNECTION WITH THE PROGRESSIVE OF HINDI BY THE DEPARTMENT OF OFFICIAL LANGUAGE

(For Central Offices located in Region "a" & "B")

1.   (a)   Position of reply to English letters received in Central Offices located in Region "A" & "B" from Central Govt. Offices/Banls/PSUs/Institute and States or UTs or their subordinate offices located in Regions "A"
(Figures of the last six months i.e. period ending **31 March, 2006**

Position   of   reply   to   English   letter   received   from   Central   Govt. offices/Banks/PSUs/Institute or its subordiate offices loc ated in Region "A"

Total No. of Letters* receved in English	The letters replied to in Hindi	The letters replied to English	No. of such letters which were not required to be replied.

(b)   Position of reply to English letter received from State Govts. UTs or subordiate offices located in Region "A"

Total No. of Letters* receved in English	The letters replied to in Hindi	The letters replied to English	No. of such letters which were not required to be replied.

(i)   As per the order issued by the Department of Official Language** the letters received in English required to be replied to in Hindi. Are the above instructions being complied with properly?

(ii)   If not, give reasons thereof.

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*   No. of letters issued through Fax, E-mail and Telegrams may also be included in this column.
**   Ref: Deptt. of Official Language Memorandum No.14034/15/87-O.L.(A -I) dated 26th February, 1988.

2. Letters' written by the office itself [letters other than mentioned item No. of Part-II] {Letters issued during the last six months i.e. the period ending 31st March, 2006

		Total No.	In Hindi	In English	Percentage Hindi letters
[a]	Letters sent to the State Governments their offices and members of public in Regions "A" & "B"				
[b]	Letters sent to those Central Government Ministries/ Department/ Offices/ Undertakings/ Institutions etc. which are :				
	[i] Located in Region "A"				
	[ii] Located in Region "B"				
	[iii] Located in Region "C"				

[c]	{i}	Targets prescribed in the Annual Programme of the Department of Official Language for the letters to be sent in Hindi	Percentage for Region "A" Percentage for Region "B" Percentage for Region "C"
	{ii}	If the prescribed target has not been achieved, give reasons thereof.	
	{iii}	Whether necessary steps have been taken to increase the correspondence in Hindi and send telegrams in Hindi as per instructions** issued by the Department of Official Language?	
	{iv}	Whether check points have been set-up to send letters in Hindi to the State Governments located in Regions "A" and "B"? If so, please give details. What action has been taken at the check point level to ensure compliance, of Rules in this connection?	
	{v}	Whether the targets prescribed in the Annual Programme for the correspondence will be achieved this year ?	
	{vi}	If not, by what time this target will be achieved?	

*No. of letters issued through Fax, E-mail and telegrams may also be included in this column.
** Ref: Department of Official Language O.M.No.12024/2/92-O.L.[B-2]-4 dated 21-7-1992.

3.   Writing of addresses in Hindi on the envelopes of the letters to be sent in Regions "A" and

[i]	Whether addresses are written in Hindi on the envelopes of the letters to be sent to Regions "A" and "B" as per the instructions* issued by the Department of Official Language?	
[ii]	If not, give reasons thereof.	
[iii]	Whether check points have been set-up in accordance with the instructions** issued by the Department of Official Language in connection with the addresses to be written in Hindi on the envelopes of the letters to be sent to Regions "A" and "B"? If so, please give details. What action has been taken at the check point level to stop the violation of Rules in this regard?	
[iv]	If no check point has been set-up, give the reasons thereof.	

4.   **Mechanical aids**

Note : [1] Please furnish the information in respect of only those mechanical aids which are in actual use.

[2] Please indicate the percentage of work being done in Hindi in respect of each category of bilingual mechanical aids such as Electronic Typewriter, Computer and Word Processor.

		Total No.	Roman	Devanagari
[a]	Typewriter			
	[1] Present position			
	[2] Purchased during the last two years			

        # All typing work is being done on computers.

* Ref: Department of Official Language O.M.No.12024/2/92-O.L.[B-2]-6 dated 21-7-1992
** Ref: Department of Official Language O.M.No.12024/2/92-O.L.[B-2] dated 6-4-1992

[3]	Whether the number of Devanagari typewriters is in accordance with the target fixed by the Department of Official Language?	**N.A.**
[4]	If not, whether check-points have been set-up in accordance with the instructions contained in Department of Official Language O.M.No.12024/2/92-O.L.[2] dated 6/4/1992, if so, please give details. What action has been taken to ensure compliance of the orders in this regard?	**Typewriters are not in use.**
[5]	If no check-point has been set-up with regard to the above, please state the reasons.	**N.A.**

[b]　　　Electronic Typewriter

	Total No.	Roman	Bilingual	Date of purchase	Percentage of work done in Hindi on bilingual Electronic Typewriter
[1] Present position	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**
[2] Purchased during the last two years	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**
[3] Whether the number of electronic typewriters is in accordance with the target fixed in the Annual Programme issued by the Department of Official Language?				**N.A.#**	
[4] If not, by what time will this shortage be made up?				**N.A.**	

#　All typing work is being done on computers.

[c]   Other mechanical aids/apparatuses used in the office

	Total No.	Roman	Devanagri	Bilingual	Date of Purchase (last six months)	Percentage done in Hindi the bilingual
[1] Teleprinter/Telex						
[2] Addressographs	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**
[3] Computer						
[4] Word Processor	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**
(5) Fax						

(d) Whether the orders*of the Department of Official Language with regard to the purchase of only bilingual electronic typewriters, tele-printers/ telex and computer etc. are being complied with ?

(e)   If the reply to part (d) is in negative whether a relaxation has been sought from the Department of Official Language and the Department of Electronics?'

(f) (i)   How many officers were given the facility to work in Hindi on computers during the year ?

(ii)   Number of officers/employees trained on computer

(iii)   What is the percentage of work done in Hindi by the trained Officers ?

(iv)   Whether any other work , apart from the administrative work is being done on computers in Hindi in the Office? If yes, what is the percentage thereof ?

(v)   By what time would the entire work of the office be done in Hindi ?

(vi)   Whether the Website of the office is available in Hindi ? If yes, is it updated from time to time ?

(vii)   How many hits were there on the website during the year ?

* Ref. Department of Official Language O.M. 12015/18/90-O.L.(T.C) dated   25-5-1990.

5.   (a)Facilities* available for training :

		For training in Hindi	For training in Hindi typewriting	For training in Hindi stenography
(i)	Under Hindi Teaching Scheme			
(ii)	Under Departmental arrangements			
(iii)	Under other private institutions			

(b) (i)   Whether these training
facilities are being utilised by
the office ? If so, give details
thereof.

(ii)   If not, give reasons thereof ?

		Officers	**Employees**
(iii)	No. of Officers/employees who were imparted training in Hindi during the last one year ?		

6. Training Arrangements in the organisation.

(a)   Total No. of training institutes in the
organisation (Please enclose a list).

(b)   During the last two calender years how many courses
were conducted by these institutions and in which
medium ? (Please enclose a list).

(i)   In English medium.

(ii)   In Hindi medium

(iii)   In a mixed medium of both English and Hindi

(iv)   Through other languages.

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* Ref. Department of Official Language Resolution No. 14034/4/99-O.L (Trg) dated 13 February, 2001.

	Bilingual	**Hindi**	**English**	**Others**

(c) (i) The language of the available training material (Please indicate percentage).

(ii) If the training material is not bilingual, what are the reasons thereof ?

(iii) Whether the training material available in English only is being prepared in Hindi ?

(iv) If not, by what time would it be completed ?

(d) (i) Whether the orders of the Department of Official Language in respect of imparting training through Hindi medium in the training institutes are being complied with ?

(ii) If not, give the reasons thereof.

(iii) As per the above orders* by what time the imparting of training through Hindi medium will be started ?

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* Ref. Department of O.L. O.M. 12012/7/92-O.L.(B-1), dated 6-5-1992.

1. Clerks/Typists

Total No.	No. of Those Who are required to do typing	The required number of Those know in Hindi typing accor-ding to the Annual Prog-ramme issued by the Department of Official Language	No. of those knowing Hindi Typing	No. of those Typists who are trained to do their work in Hindi on word Processor/Computer/Electronic Typewriter	No. of those under-going training in Hindi Typing	No. of those who do most of their work in Hindi	No. of those who do their work occasionally in Hindi
1	2	3	4	5	6	7	8

8. Stenographers

Total No.	The required number of those expected to know Hindi stenography according to the Annual Programme issued by the Deptt. of Official Language	No. of those knowing Hindi Stenography	No. of those Stenographer, who are trained to do their work in Hindi on word Processor/Computer/Electronic Typewriters	No. of those undergoing training in Hindi stenography	No. of those who do most of their work in Hindi	No. of those who do their work occasionally in Hindi
1	2	3	4	5	6	7

9. (i) Whether the services of Hindi knowing clerks / stenographers are being utilised fully for Hindi stenography / typing as per the directives* issued by the Department of Official Language ?

    (ii) If not, give the reasons thereof ?

10. Has any programme been prepared for the training of the remaining employees shown in Item No.7 and 8 above ? If so, give details thereof.

11. Information regarding full time officers/employees who are engaged on implementation of the Official Language policy and translation work etc**.

	Designation	Pay Scale	No. of Posts	
			Sanctioned	Vacant (with date)
(a) Details of full time officers/ employees regarding above				
(b) Details of action taken for filling up the above vacant posts				
(c) Whether the existing posts are in accordance with the norms *** laid down by the Department of Official Language ?				
(d) If not, what action is being taken in this regard ?				

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*   (Ref. Department of O.L. O.M. 13015/1/90 -O.L.(d), dated the 17 th July 1990.
** The Banks and Public Sector Undertakings are required to give this information in their supplementary questionnaire.
*** (Ref. Department of O.L. O.M. 13035/3/88 -O.L.(c), dated 5th April 1989.

12. **Legal Information**

(a) Literature (Rules/Bye-Laws**)**

(i) No. of Acts issued by Ministry/Department/Office during the last three years and the authenticated texts of the Rules/Bye-Laws framed under them.

(ii) Out of those, Hindi texts of how many acts are available ?

(iii) How much time will it take to make available in Hindi texts of the Acts which do not have Hindi texts ?

(iv) As per the directives* issued by the Department of Official Language, whether original drafting is being done in Hindi in the field of law ?

(b) Ordinance

(i) Total No. of ordinances issued during the last three years

(ii) In Hindi

(iii) In English

(iv) Bilingual

13. Dictionaries/Terminologies and Help Literature **

	Total No.	Distribution	
		To Officers	To Sections
(a) Dictionaries (English-Hindi and Hindi-English)			
(b) Technical glossaries, (glossaries prepared by the Commission for Scientific and Technical Terminology and by the Department itself).			

* Ref : Department of Official Language O.M. No.13017/3/90-O.L.(c), dated the 26th November, 1990.

14. Expenditure incurred on the purchase of books during the last three years

		1	2	3	4
		Year 2003-04	**Year 2004-05**	**Year 2005-06**	**Total**
(a)	Total budget earmarked for library				
(b)	Total expenditure incurred on the purchase of books				
(c)	Expenditure incurred on the purchase of Hindi Books				
(d)	What is the percentage of the amount spent on Hindi books out of the total amount spent on purchase of books ?				
(e)	Whether the orders* issued by the Deptt. of Official Language with regard to the purchase of Hindi books are being complied with properly ?				
(f)	If not, give the reasons thereof .				
(g)	Whether the targets fixed for the purchase of Hindi books in the Annual Programme issued by the Department of Official Language will be achieved this year ?				
(h)	If not, by what time this target will be achieved ?				

* Ref. Department of Official Language O.M. 20034/53/92-O.L.(R&A), dated the 17-7-1992.

15.   No. of printed/cyclostyled forms* prescribed/being used by the office

Total No.	In Hindi only	In English only	In Bilingual form
1	2	3	4

16. Recruitment/Promotion Examinations

  (a) Written examinations for recruitment/promotion etc.

    (1)   How many written examinations were conducted during the last one year ?

    (2)   In how many examinations, the question-paper of Hindi was compulsory ?

    (3)   No. of examination in which only English was the medium .

    (4)   No. of examination in which option ** for the use of Hindi medium was also given.

    (5)   Whether an intimation was given in the beginning in advertisement or circular regarding option for Hindi Medium ?

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* Ref.: Department of Official Language O.M. 13017/3/90-O.L.(c), dated the 26th November, 1990
** Ref.: Department of Official Language O.M. 14012/6/87-O.L.(c), dated the 16th February, 1988.

	With English Medium	With Hindi Medium	Total

(6)(a) (i) Total Number of candidates,

   (ii) No. of candidates who were declared finally successful.

(b) Interviews * held for recruitment/ promotion etc.

   (1) No. of interviews held during the last one year.

   (2) (i) Whether there was option for the candidates to reply in Hindi in these interviews ?

   (ii) If so, whether a mention to this effect was made in the interview letters sent to the candidates ?

(3) If the option to reply in Hindi in the interview was not given to the candidates, what was the reason thereof ?

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17. (a) Entries** in Service Records/Service Books

Total No.	No. of those which bear their headings and subjects in Bilingual form	No. of those in which entries are made in Hindi	If entries are not made in all of them in Hindi by what time it will be made
1	2	3	4

* Ref.: Department of Official Language O.M. 13034/37/92-O.L.(c), dated the 2nd June, 1992 regarding the optional use of Hindi in the interviews for recruitment.
** Ref.: Department of Official Language O.M. 12024/2/92-O.L.(B-2)-6, dated the 21st July, 1992 with regard to the Bilingual headings and entries in registers and service books.

(b)   Whether check points have been set up as dper Item No. 8 of the orders* issued by the Department of Official Language with regard to the above ? If so, give the details thereof. What action has been taken at the checkpoint level to ensure the compliance of the Government orders in this connection ?

(c)   If the check points have not been set up please give the reasons thereof.

18. Official Language Implementation Committee

(i)   Whether the Official Language Implementaion Committee is constituted as per the guidelines** issued by the Department of Official Language ? **-**

(ii)   If not, give reasons thereof ? **-**

(iii)   If so, details of the meetings held during the last one year :

	Date	Chairman	Name & Designation
(1) In the quarter of January to March			
(2) In the quarter of April to June			
(3) In the quarter of July to September			
(4) In the quarter of October to December			

(iv)   Whether any distinguished person working in the field of Hindi or a representative from the Regional Implementation office of the Department of Official Language are invited to the above meeting ?

(v)   Has your office received the Annual Programme regarding progressive use of Hindi issued by the Department of Official Language ? if so, when ?

(vi)   Has the Annual Programme for the current year been discussed by the Official Language Implementation Committee ? If so, when ? Give details of the decisions taken and action taken thereon in this regard.
(Please attach a separate sheet)

(vii)   What is percentage of work done in Hindi by Chairman and Members of the Official Language Implementation Committee ? (Please attach a separate sheet).

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* Ref.:   Department of Official Language O.M. No. 12024/2/92-O.L.(B-2), dated the 6th April 1992.
** Ref.: Department of Official Language O.M. No. 12024/2/92-O.L.(B-2-3), dated the 21st July, 1992.

19.   Town Official Language Implementation Committee *

    (i)   Whether Town Official Language Implementation Committee has been constituted in your town ?

    (ii)   If so, whether your office is a member of this Committee ?

    (iii) Did any representative of your office attend the meeting of the Town Official Language Implementation Committee held during the year?

    (iv) If so, please give the name and designation of the Officer(s), who represented the Office.

    (v)   Whether you have received the minutes of the meeting of the Town Official Language Implementation Committee. If so, What action has been taken thereon? (Please give details separately)

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* Ref: Department of Official Language O.M. No.12027/2/79- O.L.(B-I)da ted 03.09.79.

20. (a) Departmental Meetings/ Conferences/ Seminars etc. during the last one year.

Item	Number in which Agenda/Minutes were issued			
	Total	**In Hindi only**	**In English only**	**In Bilingual form**
Agenda of the items				
Minutes of the meetings				

(b) Whether the guidelines* issued by the Department of Official Language in respect of convening the meetings/ conferences/seminars etc. are being complied with ?

(c) If not, give reasons thereof.

(d) No. of meetings/conferences in which the item pertaining to progressive use of Hindi was included in the agenda and discussed.

21. Steps taken to encourage noting and drafting in Hindi**

(a) How many Hindi workshops were organised during the last one year ?

(b) How many officers/employees were trained in those workshops ?

Officers   Employees

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* Ref.: Department of Official Language O.M. No. 20034/53/93-O.L.(R&A), dated the 28th May,1993.
** Ref.: Department of Official Language O.M. No. 14025/2/91-O.L.(D), dated the 20th April 1992.

(c)   If the Hindi workshops are not held regularly give details
        of the steps taken to hold them regularly in future.

(d)   No. of employees who took advantage of the cash award
        scheme during the last one year ?

(e)   No. of officers/employees doing more than 50%
        of their work in Hindi out of the officials/employees
        shown in (b) and (d) above.

(f)   From (e) above, give details of the remaining officers/
        employees who are not doing 50% of their work in Hindi, give
        reasons thereof and inform about the
        action taken to improve the position.

22. Functions* etc. organised during the year	**Total**	**In Hindi**	**In English**	**Bilingual**
(a) Total number of such functions in Which invitation card and other papers were issued.				
(b) Whether any official language conference has been organized during the last three years.				
(c) If so, give details.				

May 1993. * Ref.: Department of Official Language O.M. No. 20034/53/93-O.L.(R&A), dated the 28th

23. Publications* (During the last one year)

	House Magazine	Journals / Reviews	Books	Other Publications
	1	2	3	4

(a) In Hindi

No. of publications

Number of printed copies of one issue

Number of printed pages of one issue

(b) In English

No. of publications

Number of printed copies of one issue

Number of printed pages of one issue

(c) In Bilingual form

No. of publications
Number of printed copies of one issue

Number of printed pages of one issue

(d) Whether Hindi and English editions of House magazines and News-letters are being printed under a single cover and name?

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* Ref.: Department of Official Language O.M. No. 20034/53/92-O.L.(R&A), dated the 17th July 1992.

	1	2	3	4

(e)   If not, when will it be started publishing*
under single cover and name ?

(f)   Are the pay-scales of the editors of the
English and Hindi Journals of the
Ministry/office equal ?

(g)   Whether Hindi writers are given equal
honorarium to that of English writers ?

(h)   If the reply to part (f) and (g) is "NO" what
are the reasons thereof?

(i)   Whether the Hindi version of the directory**
issued by the Department of
Telecommunication is also being used in the
Office ?

(j)   Whether the Department directory*** printed
by your Department/ Organisation is in
bilingual form?

(k)   Whether the Office directory*** printed by
the Office for its own use is in Bilingual
form ?

24.   Whether the directives **** issued by the Department of Official Language regarding the
review of the material to be submitted to the Committee of Parliament on Official Language
and to rectify the deficiencies are complied with ? If not, give the reasons thereof.

NOTE :-   This information is to be given in respect of those authorities or offices rescribing or
publishing the Journals,

Reviews Books etc. This information does not pertain to the offices making only their use.

*   Ref.: Department of Official Language O.M. No. T -14011/96-O.L.(P1), dated the 17th July 1996.
** Ref.: Department of Official Language O.M. No. 14034/4/92-O.L.(A-1) dated 26.08.92

Part IV

MISCELLANEOUS

1. Standard Drafts

Total No.	In Hindi Only	In English only	In Bilingual
1	2	3	4

2. Advertisements of all India Level
   (Issued during the last six months)

Total No.	In Hindi Only	In English only	In Bilingual
1	2	3	4

3. Inspections (during the last one Year)
   (Including all types of inspections i.e. Administrative, Audit, Technical etc.)

	Total No. of inspections	In how many inspections / reports notes have been prepared in Hindi out of those in col.1	Number of inspections notes/reports in which remarks / instructions were given in respect of the use of Official Language.
	1	2	3
(i) Inspection of the office by the higher officers from the Headquarters			
1. Administrative			
2. Internal Audit			
3. Technical			
4. Regarding Official Language			

	1	2	3

(ii) Inspection of the subordinate offices conducted by the officers of your office

   1.   Administrative

   2.   Internal Audit

   3.   Technical

   4.   Regarding Official

        Language

4.   Position with regard to Hindi in the sections of the office

   (a) Total No. of sections.

   (b) No. of section(s) (excluding Hindi section) specified for doing the entire work in Hindi.

5.   Organisation of Hindi day/Hindi week/Hindi fortnight

   (a) Has the office organised Hindi day/Hindi week/Hindi fortnight during the year ?

        If so, give details thereof.

        (Please attach a separate sheet)

   (b) Whether the progress made in the use of Official

        Language during this period was reviewed ? If so, give summary of that review and follow up action taken thereon.

        (Please attach, a separate sheet)

   (c) Whether special steps have been taken to increase the use of Hindi in noting/ correspondence in the office during the above period ?

(d)   If so, give details.

(Please attach a separate sheet)

(e)   Particulars of the special incentive schemes introduced in the office/organisation

(f)   The percentage increase in the Hindi noting/correspondence during the Hindi Day/Hindi fortnight in the office other than other working days of the office.

(Please attach a separate sheet)

6.   Furnish details of such special work done for the implemenation and propagation of the Official Language   Policy by the Ministry/Department /office which could not be covered in the columns of the questionnaire.

I am working as Head of this Office for   years and   month and hereby certify that I have personally verified the above information given in the questionnaire and that it is complete and correct in all respects.

Signature and seal bearing Name and

designation of the Secretary of the Ministry/

Department or Head of the office/organisation.