

Annual Programme for 2017-18 for use of Hindi

<u>S.NO</u>	<u>DETAILS OF WORK</u>	<u>'A' REGION</u>		<u>'B' REGION</u>		<u>'C' REGION</u>	
1.	Originating Correspondence in Hindi (including E-mail, Fax, Wireless Messages etc.)	1. From A to A 2. From A to B 3. From A to C 4. From Region A to Offices/ Individuals in States / UTs of A & B region	100% 100% 65% 100%	1. From B to A 2. From B to B 3. From B to C 4. From Region B to Offices Individuals in States / UTs of A & B region	90% 90% 55% 100%	1. From C to A 2. From C to B 3. From C to C 4. From Region C to Offices/ Individuals in States / UTs of A & B region	55% 55% 55% 85%
2.	Letters received in Hindi to be answered in Hindi		100%	100%		100%	
3.	Noting in Hindi		75%	50%		30%	
4.	Training Programme through Hindi Medium		70%	60%		30%	
5.	Recruitment of employees utilized for Hindi Typing & Stenographers		80%	70%		40%	
6.	Dictation in Hindi/ Direct Typing on Key-Board (self and by the Asstt.)		65%	55%		30%	
7.	Hindi Training (Language, Typing/ Stenography)		100%	100%		100%	
8.	Preparation of Bilingual Training Material		100%	100%		100%	
9.	Expenditure for the purchase of Hindi books etc., including digital matters i.e., Hindi e-books, CD/DVD, Pen Drive including amount incurred on Translation in Hindi from English and Regional Languages out of the total Library grant excluding journals and standard reference books.		50%	50%		50%	
10.	Purchase of all electronic equipments, including computers in bilingual form.		100%	100%		100%	
11.	Website		100% (bilingual)	100% (bilingual)		100% (bilingual)	
12.	Citizen Charter and display of Public interface information Board		100% (bilingual)	100% (bilingual)		100% (bilingual)	

13. {I} Inspection by Ministries/ Departments/ Offices of their offices located outside their Headquarters & by the officers (DS/Dir/JS) of DOL(% of Offices)	25% (minimum)	25% (minimum)	25% (minimum)
{II} Inspections of sections at Headquarters.	25% (minimum)	25% (minimum)	25% (minimum)
{III} Joint inspections by the officers concerned & those of the Deptt. of Official Language of Foreign based Undertakings/ Offices etc. owned or controlled by the Centra Government.		At least one inspection in a year.	
14. Meetings regarding Official Language			
{A} Hindi Salahakar Samiti		02 meetings in a year	
{B} Town Official Language Implementation Committee.		02 meetings in a year (One meeting every 6 months)	
{C} Official Language Implementation Committee.		04 meetings in a year (One meeting every quarter)	
15. Translation of Codes, Manuals, Forms, Procedural literature.			
		100%	