

## **Rajbhasha Niti Anubhag and Anuvad Anubhag** **(Hindi Unit)**

### **Items of Work**

1. **Meetings of Official Language.**
2. **Meetings of Hindi Salahkar Samiti and matters connected thereto.**
3. **Kendriya Hindi Samiti meetings.**
4. **Central Official Language Implementation Committee meetings.**
5. **Scrutiny etc. of minutes of the meetings of Official Language Committee held in Attached and Subordinate offices.**
6. **Hindi Teaching Scheme - Sponsoring employees for various training courses etc.**
7. **Organisation of Hindi Workshop.**
8. **Organisation of Hindi Week/Day.**
9. **Organisation of various competitions on the eve of Hindi Day/Week.**
10. **Preparation of Sections material (regarding progressive use of Hindi) for inclusion in the Annual Report of the Ministry.**
11. **Annual Budget for meetings of the Hindi Salahkar Samiti, Official Language Implementation Committee etc.**
12. **Cash Awards Scheme - Noting and Drafting in Hindi.**
13. **Incentive Scheme regarding Hindi Dictation by Officers.**
14. **Indira Gandhi Rajbhasha Shield Scheme for Ministries.**

### **Other Information**

**Section Name:** Rajbhasha Niti avam Anuvad Anubhag (Hindi Unit)

**Room No.:** 124 (A) 'C' Wing

**Telephone No.:** Auto  
23001135 : 2135

#### ***Officers in Channel:***

Smt. C.K. Kathuria –  
Assistant Director  
Dr. B. N. Hembram – Joint  
Director  
Shri Sharda Prasad – Joint  
Secretary and Director  
General of  
Employment & Training  
[Secretary](#)

**Visit also at :**  
[www.labour.gov.in](http://www.labour.gov.in)

- 15. Ministry of Labour's Rajbhasha Shield & other Awards Scheme for promotion of use of Hindi in its Attached and Subordinate Offices.**
- 16. Inspection of the Ministry by the Department of Official Language.**
- 17. Inspection by the Parliamentary Committee on Official Language (Main Sectt. and Attached/ Subordinate Offices).**
- 18. Action of other important items received from the Committee of Parliament on Official Languages as also from the Department of Official Language from time to time.**
- 19. Inspection of Sections and Attached & Subordinate offices.**
- 20. Review of Quarterly Progress Report regarding use of Hindi as received from Section and Attached/Subordinate Offices.**
- 21. Submission of Quarterly Progress Reports (Consolidated) to the Department of Official Language.**
- 22. Action on various instructions/orders /circulars received from the Department of Official Language regarding progressive use of Hindi.**
- 23. Action for getting offices notified/specified under Rule 10(4) and 8 (4) respectively of the O.L. Rules, 1976.**
- 24. Circulars of various Ministries regarding their Award Schemes for writing original books in Hindi.**

- 25. Collection and submission of material/data required by the Department of Official Language for inclusion in their Annual Evaluation Report regarding implementation of Annual Programme.**
- 26. Replies to Parliament Questions and letters from M. P.s concerning Hindi matters.**
- 27. Translation work relating to items dealt with in Rajbhasha Niti Anubhag.**
- 28. Diary, Despatch, Recording, Weeding and submission of various returns.**
- 29. Translation of letters from English to Hindi and vice-versa.**
- 30. Translation into Hindi of: -**
  - Annual Report.**
  - Performance Budget.**
  - Answers to Parliament Questions.**
  - Statements to be made by the Minister in Parliament.**
  - Labour Minister's speeches.**
  - Statements in fulfilment of Assurances.**
  - Adjudication Orders, Arbitration Agreements & Notifications.**
  - Consultative Committee Meetings – Agenda, Agenda Notes, Action Taken Statement etc.**
- 31. Translation of Parliamentary Debates/ ILO Conventions and recommendations.**
- 32. Typing/ stenciling of Parliament Questions/Answers, Statements,**

**Notifications, Annual Reports,  
Performance Budgets, etc.**

**\*\* \*\* \***