

## PROGRESSIVE USE OF HINDI AND OTHER ACTIVITIES OF THE MINISTRY

12.1 It has been the endeavour of the Ministry to ensure progressive use of Hindi in official work in the Ministry and in all its attached/subordinate offices. Of the two Hindi Sections in the Ministry, one is responsible for monitoring and overseeing the implementation of the various statutory provisions, policies etc. as laid down by the Department of Official Language, Ministry of Home Affairs in the Official Language Act, 1963 and the Official Language Rules, 1976. The other Section is engaged, besides the usual translation work, in translation of various statistical publications and reports published by the Ministry.

12.2 According to the roster maintained in the Statistics Wing, out of 489 employees as on 30<sup>th</sup> June, 2000 486 are either proficient in Hindi or having working knowledge of Hindi, Out of 65 stenographers and 34 LDCs, 25 stenographers and 14 LDCs have already been trained in Hindi stenography and Hindi typing respectively; remaining stenographers and LDCs are being sent for training on their turn..

**Departmental Official Language Implementation Committee**

12.3 An Official Language Implementation Committee is functioning in the Ministry under the Chairmanship of the Director General & Chief Executive Officer, National Sample Survey Organisation. The Committee undertakes quarterly reviews of the progress made in the use of Hindi in official work within the Ministry and its attached/subordinate offices. It also reviews the compliance of the statutory requirements of the Official Language Act, 1963, and the Official Language Rules, 1976, and also the targets laid down in Annual Programme and other instructions issued by the Department of Official Language from time to time. The Committee consists of 32 members, out of which 40 percent are those whose mother tongue is other than Hindi. In addition to the representatives of the Department of Official Language, officers of the attached/subordinate offices located in Delhi are also invited to attend the meetings of the Committee. The Committee has been rendering useful service in suggesting measures for achieving the targets laid down in the Annual Programme of the Department of Official Language.

**Incentive Scheme for original noting/drafting**

12.4 The incentive scheme for noting/drafting in Hindi introduced by the Department of Official Language was also continued during the year. This scheme carries two prizes of Rs.1000/- each, three second prizes of Rs.600/- each and five third prizes of Rs.300/- each. Under this scheme, two employees were given cash awards of Rs.1000/- (first prize), three employees were given cash awards of Rs.600/- (second prize) for the year 1999-2000.

**Cash Award Scheme**

12.5 A "Hindi Pakhwara" is observed every year in the Ministry and also in its subordinate/attached offices during the month of September. As an incentive, three cash prizes of Rs. 500/, Rs.350/ and Rs. 250/ and one consolation prize of Rs.150/- were awarded to the employees who are found to have done outstanding work in Hindi. During this year, the "Hindi Pakhwara" was observed from 14<sup>th</sup> -28<sup>th</sup> September, 2000 in the Ministry.

**Awarding of Rajbhasha Chal Vajjayanti**

12.6 In order to encourage maximum use of Hindi in the official work in all the Sections and Divisions in the Ministry and also to ensure compliance of the provisions of the Official Language Act, 1963 and Official Language Rules 1976 framed thereunder, a "Rajbhasha Chal Vajjayanti" is awarded to winner Section/Division/Unit at the quarterly meetings of the Departmental Official Language Implementation Committee for motivating Sections/Divisions/Units to maximum of their official work in Hindi.

**Training of Staff under Hindi Teaching Scheme**

12.7 During the period under review, 3 employees were sponsored for training in Hindi, 15 for Hindi stenography and 7 for Hindi typing under the Hindi Teaching Scheme of the Department of Official Language.

**Golden Jubilee Year of Rajbhasha Hindi**

12.8 As per instructions of Department of Official Language, the Ministry celebrate "Golden Jubilee Year of Rajbhasha Hindi" from 14 September, 1999 to 14 September, 2000. Various competitions were conducted for the officers and employees from 11 to 14 September, 2000. Cash awards and certificates were awarded to the competitors by the Director General and Chief Executive Officer, National Sample Survey Organisation on 28 December, 2000. Each day the officials of the Ministry were familiarized with one new work of Hindi with its English translation which was displayed on the notice board.

**Indira Gandhi Rajbhasha Award**

12.9 The Ministry of Statistics and Programme Implementation had been selected for the First prize under the "Indira Gandhi Official Language Award Scheme" for outstanding achievements in the implementation of the Official Language Policy for the year 1999-2000. Honourable Vice-President of India presented the award "Indira Gandhi Rajbhasha Shield" to the Secretary, Ministry of Statistics and Programme Implementation at a function held at Vigyan Bhavan on 14 September, 2000.

**Miscellaneous**

12.10 The Department of Official Language has fixed a target of 50 percent of expenditure to be spent on the purchase of Hindi books for the year 2000-2001. Against this target, the percentage of expenditure on Hindi books by the Ministry was 65.12 percent during the year 2000-2001.

12.11 The following publications/reports have been translated or are to be translated into Hindi during the year 2000-2001, i.e., upto 31<sup>st</sup> March, 2001:-

- (i) Common Property Resources in India - 54<sup>th</sup> Round.
- (ii) Cultivation Practices in India - 54<sup>th</sup> Round.
- (iii) Samples of Current Interests in India.
- (iv) Annual Report, 2000-2001.
- (v) Performance Budget, 2001-2002.
- (vi) Monthly Statistical Abstract.
- (vii) Sarvekshna Quarterly Magazine.
- (viii) Small Trading Unit in India and their Basic Characteristics, 1997, Volume - 1
- (ix) Printing of Report on Transport Sector, 1993-94.
- (x) Directory of Sample Surveys in India, 1996-97.
- (xi) Small Trading Units in India and their Basic Characteristics, 1997 - Volume - 11.
- (xii) National Accounts Statistics, 1994-95.
- (xiii) Monthly Progress Report.
- (xiv) Capsule report.
- (xv) Guidelines of Member of Parliament Local Area Development Scheme.

**Departmental Council**

12.12 So far, the Ministry of Statistics and Programme Implementation has accorded recognition to eight Staff Associations under the Central Civil Services (Recognition of Services Association) Rules, 1993. Two meetings of the Departmental Council of Planning Commission and Ministry of Statistics and Programme Implementation were held on 24.5.2000 and 11.10.2000 respectively. There were 28 items for consideration of the Council including 4 pending items brought forward from previous meetings. Out of these 28 items 21 were settled and 7 items are still pending before the Council.

One meeting of the Office Council of the Field Operations Division was held on 6-7, September, 2000 at Bhubaneswar. There were 49 items for consideration of the council, of which 45 were settled with the Staff Side of the Council and 4 items are still pending.

**Scheduled Castes/Scheduled Tribes**

12.13 Details of number of employees belonging to Scheduled Castes and Scheduled Tribes as on 31 December, 1999 in the Ministry are given in **Annexure VI**

**Internal Work Study Unit**

12.14 During the year 2000-2001, the Internal Work Study Unit of the Ministry continued to provide its services in the areas of Organisation & Methods matters. In pursuance of the instructions from the Department of Personnel and Training, information on observance of proper procedure in official dealings between the Administration and the Members of Parliament and State Legislatures was monitored. A compliance report was also sent. Regular exercises to review, record and weed out old records in the Ministry and its attached/ subordinate offices are carried out. Two special drives during the periods 24.7.2000 to 4.8.2000 and 18.12.2000 to 29.12.2000 were also launched and greater attention was paid to this aspect during these periods.

**Vigilance**

12.15 One of the Directors in the Ministry is functioning as a part time Chief Vigilance Officer. Though there is limited scope for vigilance activity in the Ministry, it has been the endeavour of the Department to strengthen the vigilance activities in the Ministry. The annual returns filed by the Group 'A' and Group 'B' Gazetted officers are invariably reviewed as a part of the vigilance activity. The requisite quarterly returns to Central Vigilance Commission and Department of Personnel & Training (DOPT) etc. are being submitted regularly. Procedures for effecting purchases of computers, office equipment and office accommodation have been streamlined and made more transparent.

**Redressal of public grievances**

12.16 Grievances Redressal Machinery, in accordance with the guidelines issued by the Department of Administrative Reforms & Public Grievances, is functioning effectively and smoothly in the Department of Statistics and in all its attached/subordinate offices. An officer of the rank of Director has been designated as Director of Grievances for the Ministry. Similarly, all attached/subordinate offices of the Ministry have also nominated officer(s) of suitable status as Staff Grievance Officers.

The Ministry of Statistics and Programme Implementation is not prone to public grievance, as there is hardly any dealing with the public. However, Staff Grievances representations from Staff members (both serving and retired) were received during the current financial year and they were effectively and timely dealt with in the Ministry.

**General Administration**

12.17 The Ministry of Statistics and Programme Implementation is responsible for upkeep and cleanliness of the building and for maintaining liaison with CPWD for Civil/Electrical works in Sardar Patel Bhavan. The Ministry provides services to all the Departments, which include the Department of Administrative Reforms and Public Grievances, Directorate of Public Grievances, National Security Council Secretariat, National Human Rights Commission, Wireless Planning and Co-ordination Wing of Ministry of Communications, National Authority of India, Chemical Weapons Convention under the Cabinet Secretariat located in the Building.

In its endeavour to provide better common services, a number of initiatives were taken by the Ministry in 2000-2001 and the important features are :-

- (i) Renovation of 2<sup>nd</sup> Floor and basement of Sardar Patel Bhavan has been completed. 2<sup>nd</sup> floor is occupied by the Programme Implementation Wing of this Ministry.
- (ii) The Co-ordination Committee, consisting of representatives from the offices located in Sardar Patel Bhavan, CPWD and the Security Organisation of the Ministry of Home Affairs, meets periodically to discuss matters of common interest pertaining to general cleanliness, parking of vehicles, general security aspects etc. For tightening of the security of the Building and regulating the entry of the vehicles, services of a private security agency have been engaged. The Co-ordination Committee has taken a decision to provide for a generator set for better electrical services to all the Ministries/Departments/Organisations located in Sardar Patel Bhavan.
- (iii) Statistics Wing of this Ministry has undertaken modernization of the Administrative Wing of the office space on the fourth floor in Sardar Patel Bhavan
- (iv) Renovation and modernisation of the two Halls of the National Accounts Division of Central Statistical Organisation (CSO) has been completed during the current year.