

CHAPTER XI

HINDI PROMOTION AND OTHER ACTIVITIES

1. Hindi Promotion

11.1 The Ministry ensures progressive use of Hindi in official work. Hindi Section of the Ministry is responsible for monitoring and overseeing the implementation of various statutory provisions and policies as laid down in the Official Language Act 1963 and the Official Language Rules, 1976. Deputy Director and two Asstt. Directors and the associate staff work actively to promote the use of Hindi and Official Language Policy implementation. As on 31.12.2004, out of **475** officers/employees, **462** were either proficient in Hindi or having working knowledge of Hindi and out of **73** stenographers and **28** LDCs, **50** stenographers and **18** LDCs respectively have been trained in Hindi stenography and typing.

Departmental Official Language Implementation Committee

11.2 An Official Language Implementation Committee under the Chairmanship of the DG & CEO, NSSO, undertakes quarterly review of the progress made in the use of Hindi in the Ministry and its other offices. The compliance of the statutory requirements of the Official Language Act, 1963, is reviewed. The Committee consists of 35 members. To ensure a compliance of the section 3(3) of the Official Language Act, all resolutions, general orders, rules, notifications, agreements, administrative and other reports and Press communique and other documents for laying on the table of both of the houses of the Parliament are issued bilingually (Hindi and English).

11.3 The officers of the Hindi Section of the ministry conduct inspections of the attached/subordinate offices to observe the position of the progressive use of Hindi and give necessary instructions on the lapses found therein.

Hindi Books

11.4 In 2004-05, 14 Hindi books were purchased for the Library

Awards and Incentives

11.5 The **incentive scheme** for original noting/drafting in Hindi continued during the year and two employees were given cash awards of Rs. 1000/- each (first prize), three employees were given cash awards of Rs. 600/- each (second prize) and three employee were given cash award of Rs. 300/- (third prize) during 2003-2004. A “**Hindi Pakhwara**” is observed in the Ministry and also in its attached/subordinate offices during the month of September every year. This year the whole September month was celebrated as “**Hindi Month**”. During this period, **seven events** were organized in which officers/employees of the Ministry participated enthusiastically. Winners participants who stood Ist, IInd, IIIrd and IVth were given away four prizes in each competition category

worth Rs. 1000/-, Rs. 500/-, Rs.400/- and Rs. 300/- respectively. A special event "**Prashna Manch** " was organised in which questions on the Official Language Policy and activities of the Ministry were asked. Winner participants were given cash award of Rs. 100/- each on the same day. For encouraging the use of Hindi in the official work and ensuring compliance of the provisions of the Official Language Act and Rules, a "**Rajbhasha Chal Vaijayanti**" is awarded to winner Section/Division/Unit on the occasion of the quarterly meetings of the Departmental Official Language Implementation Committee. For promoting the implementation of the Official Language Policy in the attached and subordinate offices of the Ministry, a **Kshetriya Rajbhasha Shield** is awarded to the office doing most of its work in Hindi. Field Operations Division was awarded **Kshetriya Rajbhasha Shield** for the year 2003-04.

Hindi Training and Workshops

11.6 During 2004-05, **9** officers/employees were sponsored for training in Hindi, **5** for Hindi stenography and **3** for Hindi typing under the Hindi Teaching Scheme of the Department of Official Language. One workshop was organised for officers/employees of the Ministry to impart knowledge of the Official Language Policy and practice of Hindi noting/drafting.

Hindi Promotion in NSSO

11.7 Field Operations Division (FOD) of NSSO continued its efforts to ensure progressive use of Hindi in the official work in the Headquarters and its field offices. In recognition of its performance and efforts to maximise use of Hindi in its office work, FOD, New Delhi has been awarded with a Regional Official Language shield for the year 2003-2004. The promotional programmes were also given a renewed thrust through organizing Hindi Workshops, Hindi Diwas/Pakhwaras, sponsoring officials for Hindi Training, continuing annual incentive scheme and making available newspapers magazines and periodicals in Hindi. During 2004-05 Hindi Diwas and Hindi Pakhwara were organized in FOD Headquarters and competitions on Hindi Essay writing, Hindi Noting and Drafting, Translation of words and sentences etc. were also held. Third sub-committee of the Parliamentary Committee on Official Language inspected Surat SRO under Baroda R. O. on 10.01.2005. During their inspection they appreciated the efforts of Field Operations Division in implementation of various provision of the Act. The third sub-committee of the Parliamentary Committee on Official Language visited DPC, Delhi on 28.01.2005 to inspect the progress regarding use of Hindi.

2 Other Activities

Subordinate Statistical Service

11.8 The Fifth Central Pay Commission recommended for constitution of Subordinate Statistical Service (SSS) by including all Group B and C statistical function posts, which are isolated and presently scattered in different Ministries/Departments/Organizations with a view to improve the career prospects of the incumbents holding such posts. Apropos such

recommendations the SSS was constituted by grouping Group ‘B’ and Group ‘C’ statistical function posts located in 40 different Ministries/Departments/Organizations. On the recommendation of Selection Committee appointments were made for absorption in SSS for around 3200 departmental candidates and the Service has been operationalised with effect from 0 1.04.2004.

Table-11.1

**Position of Grade wise posts and incumbents in Subordinate Statistical Service
(As on 31.12.2004)**

Sl.No.	Name of the Post	Sanctioned Strength	Number of incumbents in position
1.	Statistical Investigator Grade-I (non-functional)	467	349
2.	Statistical Investigator Grade-II (functional)	1091	1120
3.	Statistical Investigator Grade-II (including SI Grade-I non- functional)	1558	1469
4.	Statistical Investigator Grade-III (non-functional)	701	677
5.	Statistical Investigator Grade-IV (functional)	1635	1024
6.	Statistical Investigator Grade-IV (including SI Grade-III non- functional)	2336	1701
7.	Grade Total (Sl.3 and 6)	3894	3170

Departmental Council

11.9 The Ministry is in the process of holding the next meeting of the Departmental Council. Consequent upon operationalisation of Subordinate Statistical Services, most of the issues that are to be discussed at the forum of the Departmental Council pertain to the Subordinate Statistical Service (SSS) Association. Since the Subordinate Statistical Service has recently been constituted, a number of formalities connected with the recognition of the newly constituted SSS Association have to be completed. This includes according recognition to the Association, making allocation of the number of representatives of the staff side, receiving the agenda proposals from the Association for taking the approval of the Chairman of the Departmental Council. In view of the above, it would be possible to hold the meeting of the Departmental Council in April, 2005. A meeting of the office council of FOD was held on 20.9.04 at Guwahati, 21 items were

discussed in the above meeting out of which 19 were disposed off. Two more meetings of the Office Council upto March, 2005 are proposed.

Internal Work Study Unit

11.10 During 2004-2005, the Internal Work Study Unit of the Ministry continued to provide its services in the areas of Organisation and Methods. Regular exercise to review records and weed out old records in the Ministry and its attached/subordinate offices were carried out. Internal Work Study Unit also performed coordination and liaison work with Staff Inspection Unit in connection with the work measurement study of various attached/subordinate offices of the Ministry. During the current year, Staff Inspection Unit has submitted its final report in respect of manpower requirement of Field Operations Division, NSSO. This report is under process for implementation. In pursuance of Department of Personal and Training's OM No. 2/8/2001-PIC dated 16.5.2001, regarding optimization of direct recruitment to civilian posts, Ministry of Statistics & PI had carried out an exercise to review the direct recruitment vacancies in Gr. A, B, C and D categories for the recruitment year 2003-04 and had cleared 33 posts for filling up and 67 posts for abolition. Monthly O&M meetings of Senior Officers of the Ministry are being held regularly under the Chairmanship of Secretary (S&PI) to review all types of administrative cases in order to watch on delays and take remedial measures. A workshop on O&M and effective Noting and Drafting was also organized by the Ministry during 2004-05 for the staff members working in the Ministry.

Vigilance

11.11 Due importance has been given in preventive Vigilance in the Ministry. Instructions were issued for review of the Annual Property returns filled by Group A and B Gazetted Officers by the respective Administrative Wing. The prescribed monthly returns on disciplinary cases and fortnightly returns on complaints received through Prime Minister's Office regarding allegation of corruption are regularly being sent to Department of Personnel & Training and Prime Minister's Office respectively. Annual Vigilance Inspection of attached/ subordinate offices is being carried out regularly. During 2004-05 seven offices have been inspected. A Vigilance Awareness Week was observed in the Ministry and its attached/ subordinate offices from 1st to 6th November, 2004. Workshop on Vigilance matters and disciplinary cases were organized at Bangalore, Kolkata and Nagpur for the officers of the Ministry during 2004-2005.

Redressal of Public Grievances

11.12 The Grievances Redressal Machinery is functioning in the Ministry and all its Attached/ Subordinate offices. An officer of the rank of Deputy Secretary has been designated as the Director of Grievances and Redressal in the Ministry. The attached/subordinate offices of the Ministry have also appointed Grievances Redressal Officers. 48 grievance cases were received during the year 2003-04 while 24 cases have been received during the year 2004-05 till February, 2005. Out of the above, 66 cases have

been settled till date. The Citizen's Charter has been published in July, 2004 and has been hoisted on the official website for better interface.

Information and Facilitation Counter

11.13 The Ministry of Statistics and Programme Implementation has an Information and Facilitation Counter (IFC). The information relating to the functions of the Ministry is available at this counter, besides the Statistical data and Citizen's Charter are also on display and available for consultation as a further step in confidence building and strengthening transparency in the functioning of the Government.

Cell on Coordinating Legal Cases

11.14 The Ministry has set up a Cell to monitor and coordinate necessary action in respect of court cases pertaining to the Ministry and the attached/subordinate offices.

General Administration

11.15 The Ministry is responsible for proper maintenance of Sardar Patel Bhavan by keeping regular liaison with the CPWD. Besides this Ministry, the Department of Administrative Reforms and Public Grievances, National Security Council Secretariat, National Human Rights Commission, and Public Grievances Wing of Cabinet Secretariat are also accommodated in this building. An inter-departmental Co-ordination Committee looks into need of each of the department for proper upkeep of the building. A regular liaison is also maintained with CISF on security matters of the building. Offices of this Ministry are also located in Jeevan Prakash Building, R.K. Puram, Jam Nagar House. During 2004-05, (a) two Training Halls have been renovated with the state of art modular furniture and equipments, (b) all the rooms of Officers/Section have been provided with internet facilities, (c) R.K. Purum office has also been completely renovated with marbo-granite tiles, aluminum windows & renovation of toilet, (d) rooms of Officers/Section have been provided with internet facilities, and (e) 2nd floor including the stair case in Sardar Patel Bhavan have been provided with granite.

11.16 Departmental Canteen on 5th floor of Sardar Patel Bhavan has been renovated with tiles and new kitchen equipments, chimanies etc. have been installed. The remaining sections on 4th floor are being modernized under the Plan Scheme "Addition/Altervation and Modernisation of Office Building".

Tsunami Relief Fund

11.17 On behalf of the officers and staffs of the Ministry an amount of Rs.14.59 lakhs has been collected for donation towards the Prime Minister's National Relief Fund for rehabilitation works in the Tsunami affected areas.

Employees' Welfare Activities

11.18 The Ministry has a designated Welfare Officer who looks after welfare measures for the staff such as well being of family in the form of protection from harassment/interference, redressal of grievances through police and local bodies, comfort level for female employees such as feasibility for separate common Room, facilitation of crèche needs etc. The same designated Officers also looks after Staff Grievances. Canteen facilities and library facility are available to Employees. Office Council and Department Council provide channel of communication for the Staffs. Sporting activities are also coordinated at Inter-Ministry level through the Welfare Officer, Department of Personnel.

Development of North Eastern Region

11.19 As per the guidelines of the Government of India, the Ministry is required to spend 10% of the Gross Budget Support out of the Central Plan for the benefit of N.E. Region and Sikkim. Any shortfall in this regard gets transferred to the Non-lapsable Central Pool of Resources. The details of outlay and expenditure for the benefit of N.E. Region, including Sikkim are given in **Annex-VI**.