

**Quarterly Progress Report Regarding Progressive Use of Official Language
5Hindi in Ministries/Departments/PSUs/Autonomous Bodies etc. of Central
Government**

Quarter ending on.....

Part - I (To be furnished in each Quarter)

Name of the Office _____

Phone No. of Concerned Official Language Officer _____ STD Code____ Tel. No. _____

1. Documents* issued under section 3(3) of Official Language Act 1963

(a) Total No. of documents issued _____

(b) Out of this Issued only in English _____

* This includes General Orders, Memorandums, Resolutions, Notifications, Rules, Agreements, Contracts, Tender Notices, Parliament Questions etc.

2. Letters received in Hindi (Official Language Rule 5)

(a) Total No. of letters received in Hindi according to the Diary Register as prescribed under para 12 (1) of chapter 4 of Manual of Office Procedure _____

(b) Out of these how many replied to in English _____

3. Letters received in English & replied to in Hindi (For offices located in 'A' region)

	No.of letters received in English	Out of this letters replied to in Hindi
	1	2
From region 'A'		
From region 'B'		

4. Details of total letters issued

	In Hindi/Bilingual	Only in English	Total No. of letters issued	Percentage of letters issued in Hindi/Bilingual
	1	2	3	4
To Region 'A'				
To Region 'B'				
To Region 'C'				

5. Notings in Hindi on files

(a) No. of notings written during the quarter -----

(b) No. of notings written in Hindi -----

(c) No. of notings written in English -----

3. Hindi Workshops

Date of workshops conducted during the quarter	No. of officers/staff trained (excluding OL officers & group. 'D' employee)
1	2

4. Date of the meeting of the Official Language Implementation Committee _____

8. Date of the meeting of the Hindi Advisory Committee :

1st Meeting _____
2nd Meeting _____

9. Top Administrative Meetings

- (a) No. of Top administrative meetings held during the Qtr. _____
(b) In how many meetings discussions/proceedings were in Hindi _____

10. Position regarding assurances given to the Committee of Parliament on Official Language.

	Date of inspection done by the Committee	No.of assurances given	No. of assurances fulfilled during the quarter	No. of assurances pending
	1	2	3	4
(i) Pending of assurances of previous quarters (If any)				
(ii) Assurance given during the quarter				

10. Brief description of the specific achievements/work regarding Implementation of the Official Language Policy during the quarter(Enclose details) :

- (i) Hindi Divas _____
(ii) Hindi Week/Fortnight/Month _____
(iii) Hindi Seminar _____
(iv) Details of awarded books under the award scheme for original book writing in Hindi _____
(v) Other activities if any _____

Signature of the Chairman of the O.L.I.C. _____

Name of the Chairman _____
Designation _____
Telephone No. _____
Fax No. _____
E mail address _____

Note: This report will be returned in case it is not signed by the Chairman of the Official Language Implementation Committee of the Ministry/ Department/ Office etc. No column should be left blank and information should be given distinctly.

Part II

(Information in this Part should be given for the whole of the Financial Year and be sent only once along with Part-I of the Quarterly Progress Report for quarter ending on 31st March.)

1. (i) Whether the Office has been notified under Rule 10(4) of Official Language Rule 1976 **- Yes/No**

(ii) Notification of offices etc. under the control of Ministry/Department/PSUs/Autonomous bodies etc. under Rule 10(4) of Official Language Rule : -

Total No. of Offices	No. of notified offices	Position regarding remaining offices
1	2	3

2. Position of Officers/Employees possessing knowledge of Official Language :-

			Officers	Employees	Total
			1	2	3
2(i)	(a)	Total No. of Officers/Employees(except group 'D' officials)			
	(b)	No. of Officers/Officials possessing working knowledge/proficiency in Hindi out of (a) above.			
	(c)	No. of Officers/officials having proficiency in Hindi out of (b) above.			
	(d)	How many are undergoing training out of (a) above			
	(e)	Yet to be trained in Hindi.			

			Total No.	Trained in Hindi	Working in Hindi	Undergoing Training	Yet to be trained
			1	2	3	4	5
2(ii)	(a)	Stenographer					
	(b)	Typists/Clerks					

2(iii)	(a)	Total No. of Officers/employees engaged in Translation Work	
	(b)	No. of those who have got training in the Central Translation Bureau out of (a) above.	
	(c)	No. of those undergoing training.	
	(d)	How many are yet to be trained.	

1. Knowledge of various Hindi Softwares aid to work in Hindi and position of training on Computers:

3(i)	Name of Softwares	No. of Officers/employees using these Softwares
	1	2

3(ii)	Total No. of Officers/ employees	No. of Officers/ employees trained in doing work in Hindi on Computers	No. of Officers/ employees remaining to be trained in Hindi on Computers
	1	2	3

4. Details regarding Electronic/Mechanical Equipments :-

		Total No.	No. of equipments available in Devanagri/Bilingual	No. of equipments only in English
		(1)	(2)	(3)
(a)	Mechanical/Manual Typewriter			
(b)	Electronic Typewriter			
(c)	Computers/Laptop			

5. Code, Manual, Standard Forms etc.

		Total No.	In Bilingual/ Hindi	Only in English
		(1)	(2)	(3)
Acts/Rules/Official codes/Manuals /Procedural literature etc.				
Standard Forms				

6. Specified to perform whole work in Hindi (According to Annual Programme)

- (a) Total No. of Sections in Office _____
 (b) No. of Sections specified to work in Hindi _____

7. (a) Training Programme

- (i) No. of training programmes organised during the year. _____
 (ii) Organised through Hindi Medium _____
 (iii) Organised through Composite language - Hindi & English _____

(b) Training Material

- (i) No. of total training materials prepared during the year _____
 (ii) No. of material in Hindi/Bilingual _____
 (iii) No. of material only in English _____

8. Inspections pertaining to Official Language carried out during the year

- (a) (i) Total No. of sections _____
 (ii) No. of sections inspected _____
 (b) (i) Total No. of Attached/Subordinate offices/PSUs /Autonomous Bodies (If any) etc. _____
 (ii) No. of offices inspected _____

9. Publication of Magazines etc.

		Total No.	Hindi/Bilingual	Only in English
		1	2	3
(a)	Magazines			
(b)	Other Publications			

10. Purchase of Hindi Books

- (i) Total Expenditure incurred on purchase of books during the year _____
(ii) Expenditure incurred on purchase of Hindi books _____

11. Work done in Hindi by the Deputy Secretary/Equivalent and Higher Officers :

Total No. of Higher Officers	No. of Officers having knowledge of Hindi	No. of those working in Hindi out of Column(2)		
		More than 70%	Between 70%-30%	Below 30%
1	2	3	4	5

12. Position regarding 'Hindi Posts' in the Attached & Subordinate Offices /PSUs/Autonomous Bodies etc. :

	Designation	No. of posts		Vacant Since
		Sanctioned	Vacant	
	(1)	(2)	(3)	(4)
(a) For Ministries/ Departments/ Offices/PSU/Autonomous Bodies etc.				
(b) For the attached/Subordinate offices/units of the above (a)				

13. (i) Availability of Website

Address of Website	Partially in Hindi	Entirely in Bilingual form
1	2	3

Signature of the Chairman of the O.L.I.C. _____

Name of the Chairman _____

Designation _____

Telephone No. _____

Fax No. _____

E mail address _____

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