

SOUTHERN RAILWAY

CONSTITUTIONAL PROVISIONS OF OFFICIAL LANGUAGE

- What is the Official Language of Union of India? **Hindi**
In which script Official Language Hindi is written? **Devanagari**
Which part of the Constitution contains provisions regarding Official Language ? **Part XVII**
On which date Part XVII of the Constitution was passed in Parliament? **14.09.1949**
How many chapters are there in Part XVII of the Constitution ? **4 Chapters**
- How many articles are there in the Part XVII of the Constitution ? **9 Articles**
What are all the nine Articles covered under Part XVII of the Constitution ? **Article 343 to 351**
i) In which part and in which article of the constitution provision regarding the language to be used in transaction of business in Parliament exists ? **Article 120 of Part V**
9. In which part and in which article of the constitution provision regarding the language to be used for transaction of business in State Legislatures exists ? **Article 210 of Part VI**
Which article of the constitution contain provision regarding the language to be used in courts etc ? **Article 348 & 349**
- Which article of the constitution contain provision regarding the official language of Union of India? **Article 343 & 344**
Which article of the constitution contain provision regarding the official language of States ? **Article 345**
- As per Article 343(1) of the constitution when should Hindi have become the official language of the Union of India ? **26.01.1965**
14. Name the articles of the constitution which in their provisions contain reference to Eighth Schedule of the constitution ? **Article 344(1) & 351**
At present how many languages are enlisted in the Eighth Schedule of the Constitution ? **Twenty two**
- When the Constitution was adopted, how many languages were included in the Eighth Schedule initially? **Fourteen**
Name the four languages which were added to the Eighth Schedule recently? **Dogri, Santhali, Maithili & Bodo**
- In which year Sindhi was added to the Eighth Schedule ? **1963**
In which year Nepali, Konkani & Manipuri were added to the 8th Schedule ? **1992**
When was Official Language Act 1963 passed ? **10.05.1963**
- Which form of numerals are to be used for official purposes of the Union ? **International form of Indian numerals**
- When was Official Language Act, 1963 amended ? **1967**
How many sections are there in the Official Language Act 1963, as amended in the year 1967 ? **9 Sections**
- Name the sections of Official Languages Act 1963(as amended in 1967) which are not applicable to Jammu & Kashmir ? **Section 6 & 7**
Why was the Official Languages Act 1963 passed ? **For making provision regarding continued use of English along with Hindi even after 1965**
- When was Resolution on Official Language passed by Parliament? **18.01.1968**
When was Official Languages Rules passed? **1976**
When was Official Languages Rules amended? **1987**
29. Into how many Regions Indian states have been classified, according to Official Languages Rules ? **Three Regions**

30. What are all the 3 Regions as classified under Official Languages Rules ?
A, B & C Region
31. How many States and Union Territories are there in Region 'A' ? **11**
32. How many States and Union Territories are there in Region 'B' ? **6**
33. When is "Hindi Day" celebrated every year ? **14th September**
- 1) Who is responsible for the compliance of provisions of Official Languages Act and rules ?
Administrative Head of each Central Government Office
- 2) Which Ministry takes important decisions pertaining to Official Language ?
Ministry of Home Affairs
- 3) According to Official Languages Rules, Tamilnadu falls under which region? **Region 'C'**
1. According to Official Languages Rules, Andaman & Nicobar island falls under which region?
Region 'A'
2. States in which Urdu has been declared as one of the Official Language?
Telangana & Bihar
3. Which is the Official Language of Arunachal Pradesh?
English

COMMITTEES ON OFFICIAL LANGUAGE

1. Who is the Chairman of Central Hindi Samithi ? **Prime Minister**
2. Which committee review the progress made in the propagation of Hindi in a particular Ministry/Department ?
Hindi Salahkar Samithi
3. When was the Parliamentary Committee on Official Language constituted? **January 1975**
4. How many members are there in the Parliamentary Committee on Official Language? **30 Members**
5. How many Lok Sabha members are there in the Parliamentary Committee on Official Language?
20 Members
6. How many Rajya Sabha members are there in the Parliamentary Committee on Official Language?
10 Members
7. At present, how many Sub-Committees are there in the Parliamentary Committee on Official Language?
3 Sub-Committees
8. Which Sub-Committee of Parliamentary Committee on Official Language, inspects the offices of Railway Ministry?
2nd Sub-Committee
9. What is the expansion for OLIC used by Dept. of Official Language ?
Official Language Implementation Committee
10. What is the main duty of Official Language Implementation Committee?
To review the progressive use of Hindi
11. Who is the Chairman of the Divisional Official Language Implementation Committee?
Divisional Railway Manager (DRM)
13. Who is the Chairman of the Zonal Official Language Implementation Committee?
General Manager
14. Who is made as the Chairman of the Town Official Language Implementation Committee constituted in major cities ?
Senior most Central Govt. Officer of the City
15. Who is the Chairman of the Town Official Language Implementation Committee functioning in Chennai City ?
General Manager of Southern Railway
16. What is the periodicity of the meetings Official Language Implementation Committee?
Once in 3 months
17. What is the periodicity of the meetings of Town Official Language Implementation Committee ?
Once in 6 months
18. What is the periodicity of the meetings Hindi Salahkar Samiti ? **Once in 3 months**

19. Who prepares Annual Programme on Official Language ? **Ministry of Home Affairs**
20. What is the periodicity for the reconstitution of Official Language Implementation Committees constituted at Stations/Offices? **Once in Three years**
21. What is the honorarium given to the OLIC Clerk for looking after the work relating to Official Language Implementation Committees constituted at Stations/Offices? **Rs. 300 per month**
22. How much amount can be spent for the supply of coffee, biscuits to the members present in the Official Language Implementation Committees meetings conducted at Stations/Offices? **Rs. 18 per member**

HINDI TRAINING

1. How many Hindi courses are prescribed for Central Govt. employees ? **Three (excluding PARANGAT)**
2. What are all the three Hindi courses, prescribed for Central Govt. employees ?
a. Prabodh, Praveen & Pragya (excluding PARANGAT)
3. Which is the elementary Hindi course prescribed for Central Govt. employees? **Prabodh**
4. Which is the final Hindi course prescribed for Central Govt. employees? **Pragya**
5. What are all the training facilities available to a Central Govt. Employee to get trained in these Hindi courses ?
Regular, Intensive, Correspondence & Private
6. What is the duration of each Hindi course(except Intensive Training) ? **Six months**
7. How many times Hindi examinations (except Intensive Training) are conducted in a year ? **Two**
8. What are all the months in which Hindi examinations are usually conducted ? **May & November**
9. How long is the **Prabodh** course conducted under Intensive Training ? **25 Working Days**
10. How long is the **Praveen** course conducted under Intensive Training ? **20 Working Days**
11. How long is the **Pragya** course conducted under Intensive Training ? **15 Working Days**
12. Who are eligible to be trained in the above Hindi courses ?
All the Central Govt. employees in Class III & above Service
13. What is the minimum qualification required to be eligible to attend Hindi Typewriting examination ?
A pass in Praveen Course of Hindi Teaching Scheme, or its equivalent standard
14. Who conducts the Hindi examinations for Central Govt. employees? **Hindi Teaching Scheme**
15. In accordance with the Hindi Teaching Scheme, into how many categories the Central Govt. employees have been classified? What are they ?
Four . They are A,B,C & D
16. Who are all the employees classified under Category "A" ?
Whose mother tongue is Hindi or Hindustani or its dialect
17. Who are all the employees classified under Category "B" ?
Whose mother tongue is Urdu,Punjabi, Kashmiri, Pusto, Sindhi or other allied language
18. Who are all the employees classified under Category "C" ?
Whose mother tongue is Marathi, Gujarathi, Bengali, Oriya, or Assamese
19. Who are all the employees classified Category "D" above ?
Who Speak a South Indian Language or English
20. Name the Category of employee for whom Hindi training is not required ? **Category "A"**
21. In which course a Category "B" employee required to be trained ? **Pragya course**
22. From which course a Category "C" employee required to be trained ? **Praveen course**
23. From which course a Category "D" employee required to be trained ? **Prabodh course**

INCENTIVES GIVEN FOR PASSING HINDI EXAMINATIONS

1. What are all the incentives given for passing Hindi Examinations ?
Cash Award, Lumpsum Award & Personal Pay
2. When did an employee become eligible for Cash Award for passing Hindi Examinations ?
On obtaining 55% or above marks in written examination
3. When did an employee become eligible for Cash Award for passing Hindi Typewriting Examination ?
On obtaining 90% or above marks

4. When did an employee become eligible for Cash Award for passing Hindi Stenography Examination ?
On obtaining 88% or above marks
5. What is the amount of Cash Award for Passing **Prabodh** with 55% or more but less than 60% of marks ?
Rs.400
6. What is the amount of Cash Award for Passing **Prabodh** with 60% or more but less than 70% of marks ?
Rs.800
7. What is the amount of Cash Award for Passing **Prabodh** with 70% or more marks ? **Rs.1600**
8. What is the amount of Cash Award for Passing **Praveen** with 55% or more but less than 60% of marks ?
Rs.600
9. What is the amount of Cash Award for Passing **Praveen** with 60% or more but less than 70% of marks ?
Rs.1200
10. What is the amount of Cash Award for Passing **Praveen** with 70% or more marks ? **Rs.1800**
11. What is the amount of Cash Award for Passing **Pragya** with 55% or more but less than 60% of marks ?
Rs.800
12. What is the amount of Cash Award for Passing **Pragya** with 60% or more but less than 70% of marks ?
Rs.1600
13. What is the amount of Cash Award for Passing **Pragya** with 70% or more marks ? **Rs.2400**
14. What is the amount of Cash Award for Passing **Hindi Typing** with 90% or more but less than 95% of marks ?
Rs.800
15. What is the amount of Cash Award for Passing **Hindi Typing** with 95% or more but less than 97% of marks ?
Rs.1600
16. What is the amount of Cash Award for Passing **Hindi Typing** with 97% or more marks ? **Rs.2400**
17. What is the amount of Cash Award for Passing **Hindi Stenography** with 88% or more but less than 92% of marks ?
Rs.800
18. What is the amount of Cash Award for Passing **Hindi Stenography** with 92% or more but less than 95% of marks ?
Rs.1600
19. What is the amount of Cash Award for Passing **Hindi Stenography** with 95% or more marks ? **Rs.2400**
20. How the prize money of Cash Award is disbursed ?
21. Who are all eligible for Lumpsum Award ?
Operational & Open line staff who pass Hindi examination through private efforts
22. What is the amount of Lumpsum Award for passing **Prabodh & Praveen** course ? **Rs.1600 & Rs.1500**
23. What is the amount of Lumpsum Award for passing **Pragya** course ? **Rs.2400**
24. What is the amount of Lumpsum Award for passing **Hindi Typewriting** exam ? **Rs.1600**
25. What is the amount of Lumpsum Award for passing **Hindi Stenography** Exam ? **Rs.3000**
26. Who are all eligible for Personal Pay ?
Employees who pass the Hindi course prescribed for their Designation
27. What is the minimum percentage of mark to be obtained by an employee to become eligible for Personal Pay, for whom the prescribed course is **Prabodh or Praveen** ? **55% marks in written examination**
28. What is the minimum percentage of mark to be obtained by a Gazetted Officer, in **Pragya** course to become eligible for Personal Pay ? **60% marks in written examination**
29. What is the amount of Personal Pay given for passing prescribed Hindi course ?
Personal Pay equivalent to one increment for a period of 12 months
30. What is the Personal Pay given for passing Hindi Stenography, to a Stenographer whose mother tongue is not Hindi ? **Personal Pay equivalent to Two increments for a period of 12 months**
31. Why training in Hindi is imparted to Central Government Officers/Employees ?
By which they can do their day-to-day official work in Hindi
32. Is there any special training facility available to make the Hindi knowing officer/staff to do their day-to-day work in Hindi ? **Yes. Hindi Workshops are conducted.**
33. Who are eligible to undergo training in Hindi Workshops ?
All Class III & Gazetted staff who has working knowledge/proficiency in Hindi.

34. Who are eligible to undergo training in Hindi Conversation Course ?
All the open line staff (including Class IV staff) who come in contact with public directly.
35. How long the Hindi Conversation Course is conducted? **For a period of 30 Hours.**

AWARDS GIVEN FOR DOING OFFICIAL WORK IN HINDI

1. What is the name of the scheme introduced by Railway Board for doing official work in Hindi ?
Rajbhasha Individual Cash Award Scheme
2. How many employees/officers are awarded under Railway Board's Rajbhasha Individual Cash Award Scheme from Southern Railway every year ?
Eight
3. What is the amount of prize money given under Rajbhasha Individual Cash Award Scheme ? **Rs.1500**
4. How many prizes are given under Collective Cash Award Scheme for doing official work in Hindi ?
Three
5. To whom Collective Cash Award is given ?
The department, which do progressive use of Hindi in the Official work
6. What is the amount of First prize, given under Collective Cash Award Scheme ? **Rs. 12000 (6x2000)**
7. What is the amount of Second prize, given under Collective Cash Award Scheme? **Rs. 8000 (5x1600)**
8. What is the amount of Third prize, given under Collective Cash Award Scheme ? **Rs. 6000 (5x1200)**
9. How many First prizes are given for writing more than 10,000 words in Hindi, in a year ? **Two**
10. How many Second prizes are given for writing more than 10,000 words in Hindi, in a year ? **Three**
11. How many Third prizes are given for writing more than 10,000 words in Hindi, in a year ? **Five**
12. What is the amount of prize money for **First prize**, given for writing more than 10,000 words in Hindi in a year ? **Rs. 5000**
13. What is the amount of prize money for **Second prize**, given for writing more than 10,000 words in Hindi in a year ? **Rs. 3000**
14. What is the amount of prize money for **Third prize**, given for writing more than 10,000 words in Hindi in a year ? **Rs. 2000**
15. What is the additional weightage given to a non-Hindi speaking employee for assessing awards under 10,000 words Award Scheme ? **Weightage upto 20%**
16. What is the quantum of Hindi Typing work to be done by a Typist/Steno to become eligible for Hindi Incentive Allowance? **5 notes in Hindi in a day or 300 notes in Hindi in a quarter**
17. What is the amount of Incentive Allowance given to a Stenographer ? **Rs. 240 per month**
18. What is the amount of Incentive Allowance given to a Typist ? **Rs. 160 per month**
19. How many prizes are given for writing original books in Hindi, on technical Railway subjects ? **Seven**
20. What is the name of the award given for writing Hindi poetry books ?
Mythili Sharan Gupta Puraskar
21. What is the name of the award given for writing Hindi Novel & Story books ? **Premchand Puraskar**
22. To whom Railway Minister's Rajbhasha Shield for best record in a year for the propagation and use of Hindi, is given ? **Zonal Railway/Production Unit**

IMPLEMENTATION OF OFFICIAL LANGUAGE for the year 2018

1. What is the target fixed for letters sent in Hindi to 'C' region? **55%**
2. What is the significance of Section 3(3) of O.L. Act?
The documents that are to be issued in bilingual form are mentioned in the Section 3(3) of OL Act.
3. What is the target fixed for documents coming under Section 3(3) of O.L. Act? **100%**
4. Who is responsible to ensure that the documents coming under Section 3(3) are issued in bilingual form?
The Authority signing on such documents.
5. In which form the General Orders (Office Orders, Allotment orders, Memorandum, Circular etc.) are to be issued?
In Hindi & English bilingual form

6. In which form the letter received in Hindi should be replied to? **In Hindi only**
7. In which form Application/Appeal/Representative made or signed in Hindi should be replied to?
In Hindi only
8. In which form Office/Station Name boards, Sign boards, Designation Boards and Forms used by public are to be prepared? **Trilingual Form (Regional Language, Hindi & English)**
9. In which order of languages the Name boards, Sign boards, Designation boards should be exhibited ? **1. Regional Language 2. Hindi 3. English**
10. In which order forms used by Public are to be prepared?
Trilingual Form (Regional Language, Hindi & English)
11. In which order of languages the Station Announcements are to be made?
Trilingual Form (Regional Language, Hindi & English)
12. In which language Roof Boards of Coaches are to be exhibited?
Trilingual Form (Regional Language, Hindi & English)
13. In which proportion the Roof Boards are to be displayed? **Equal proportion of all the languages.**
14. In which form Panel Boards of Train are to be exhibited?
Trilingual Form (Regional Language, Hindi & English)
15. In which form Name Badges are to be prepared? **Hindi & English – Bilingual Form**
16. In which form subject on the Files/Registers are to be written? **Hindi & English – Bilingual Form**
17. In which form Rubber Stamps are to be prepared? **Hindi & English – Bilingual Form**
18. In which form Standard Forms(which are not used by public) are to be printed?
Hindi & English – Bilingual Form
19. In which form Manuals, Codes and other literatures on Procedures are to be printed?
Hindi & English – Bilingual Form
20. In which form Letter Heads and Visiting Cards are to be printed? **Hindi & English – Bilingual Form**
21. In which form Train Time-Tables are to be printed? **Hindi & English – Bilingual Form**
22. In which form Invitations are to be issued? **Hindi & English – Bilingual Form**
23. In which form Telephone Directories are to be prepared? **Hindi & English – Diglot Form**
24. In which order inscription on Govt. Vehicles, Walls & Furniture are to be written?
Hindi & English – Bilingual Form
25. In which order Name and Designation Boards kept on conference tables are to be exhibited?
Hindi & English – Bilingual Form
26. In which order Minutes and Agenda-Notes are to be prepared? **Hindi & English – Bilingual Form**
27. According to Annual Programme, in which order Advertisement (Tender Notice etc.) of Central Offices are to be published in News Papers? **Hindi & English – Bilingual Form**
28. In which order Reservation Charts of Trains are to be prepared and displayed?
Hindi & English – Bilingual Form
29. According to Official Language policy, what is to be ensured while purchasing Computer System?
Facility to do Hindi & English Data Entry
30. Name the software commonly used by Hindi section, Southern Railway, to make the Computers work in multilingual form (Hindi, Tamil, Malayalam etc) in Windows environment ? **“LEAP OFFICE”**
31. What are all celebrations conducted in connection with Hindi every year?
“Rajbhasha Utsav” and “Hindi Day” celebrations
32. Why “Rajbhasha Utsav” is celebrated every year? **To create awareness of Official Language**
33. Why Hindi Libraries are opened in various Offices and /Stations?
To enable the employee to develop his Hindi knowledge
34. What is the amount of honorarium given to Part-time Hindi Librarian ? **Rs. 500 per month.**

DESCRIPTIVE QUESTIONS ON OFFICIAL LANGUAGE

1. What are the sources of information regarding the Government of India's Official Language Policy ?

The Government of India accepted Hindi in Devanagari Script as the Official Language of the Union of India and made necessary provision for the same in the constitution. The Official Language policy of Government of India has been clearly spelt out in-

The provisions made in Part XVII of the Constitution which contains Articles 343 to 351.

The provisions made in Article 120 of Part V and Article 210 of Part VI of the Constitution.

The provisions made in the Official Languages Act 1963 as amended in 1967.

The provisions made in the Resolution No. F/5/8/65-OL dt. 18.1.68 as adopted by both the Houses of Parliament.

The provisions made in the Official Languages (use for official purposes of the Union) Rule 1976.

The instructions contain in circulars issued from time to time by the Official Language department of Ministry of Home Affairs and Ministry of Railways.

2. Give complete list of Languages included in the Eighth Schedule of the Constitution? Also point out significance of this Schedule ?

At present following 22 Languages are included in the Schedule VIII (Article 344(1) and 351) of Constitution. They are :

1. Assamese	7. Konkani	13. Punjabi	19. Maithili
2. Bengali	8. Malayalam	14. Sanskrit	20. Santhali
3. Gujarati	9. Manipuri	15. Sindhi	21. Dogri
4. Hindi	10. Marathi	16. Tamil	22. Bodo
5. Kannada	11. Nepali	17. Telugu	
6. Kashmiri	12. Oriya	18. Urdu	

Initially 14 major Languages are included in Eighth Schedule. Later in 1963 Sindhi and in 1992 Nepali, Konkani and Manipur were added to the list. 2003 four more languages were added.

Eighth Schedule of the constitution specifies 22 major languages of India besides Hindi and it is necessary in the interest of the education and cultural advance of the country that concerted measures should be taken for the full development of these languages.

3. Explain the circumstances in detail that led to the introduction of Official Languages Act, 1963?

The Official Language Commission had inter-alia recommended that provision should be made to allow the use of the English language for the official purposes of the Union beyond 26th January 1965. The Parliamentary Committee also endorsed this recommendation of the Language Commission. The important points in this regard included in the report of the committee are as follows:-

English should be the principal Official Language and Hindi the subsidiary Official Language till 1965, when Hindi becomes the principal Official Language of the Union, English should continue as the subsidiary Official Language.

No restriction should be imposed for the present on the use of English for any of the purposes of the Union and provision should be made in terms of clause(3) of Article 343 for continued use of the English even after 1965 for purposes to be specified by Parliament bylaw for as long as may be necessary.

Hence, in accordance with the provisions made in Article 343(3) of the Constitution, Parliament enacted the Official Languages Act-1963 for continued use of English.

4. Describe the provisions made in Section 3(3) of Official Languages Act-1963(as amended in 1967) ?

According to Section 3(3) of Official Languages Act-1963, following documents issued or made by the Central Government or by a Ministry, Department or Office thereof or by a corporation or company owned or controlled by the Central Government or by any office of such corporation or company, shall be both in Hindi and English.

Resolution

General Orders (Office Orders, Allotment Orders etc.), Circulars, Memorandum etc.

Rules

Notifications

Administrative and other Reports

Press Communiques

Papers to be laid before a House or both the Houses of Parliament

Contracts, Agreements etc.

Licenses & Permit

Notices & Forms of Tender issued.

Reservation Charts(As per Rly. Bd's letter No. Hindi -92/OL/1/II/1 dt.1.1.93.)

It shall be the responsibility of the person signing such documents to ensure that such documents are made, executed or issued both in Hindi and English.

5. Write short notes on the Committee of Parliament on Official Languages constituted under section 4 of Official Languages Act 1963(as amended in 1967)?

The Committee of Parliament shall consist of 30 members, of whom 20 shall be members of the House of the People and 10 shall be members of the Council of States, to be elected respectively by the Members of the House of the People and the members of the Council of States in accordance with the system of proportional representation by means of the single transferable vote.

It shall be the duty of the Committee to review the progress made in the use of Hindi for the official purpose of the Union and submit a report to the President making recommendations thereon and the President shall cause the report to be laid before each House of Parliament, and sent to all the State Governments.

At present there are 3 sub-committees for this Parliament Committee. The Second Sub-committee inspects and review the progress of Hindi in Ministry of Railways and its allied offices.

6. Name the States and Union Territories grouped under Regions A, B & C as per the provisions made in the Official Languages Rules,1976(as amended in 1987)?

The Indian States and Union Territories have been classified into three Regions. They are **A, B, & C.**

Region 'A' : States of Bihar, Chhattisgarh, Jharkhand, Uttarakhand, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan and Uttar Pradesh and Union Territories of Delhi and Andaman & Nicobar Islands.

Region 'B' : States of Gujarat, Maharashtra and Punjab and the Union Territory of Chandigarh, Daman & Diu, Dadra & Nagar Haveli.

Region 'C' : States and Union Territories other than those referred to in Region 'A' & 'B'.

7. In terms of the Official Language Rules who are all the employees who can be classified as having proficiency in Hindi ?

Proficiency in Hindi :-

An employee shall be deemed to possess proficiency in Hindi if:-

he has passed the Matriculation or any equivalent or higher examination with Hindi as the medium of examination; (or)

he has taken Hindi as an elective subject in the degree examination or any other examination equivalent to or higher than the degree examination; (or)

he declares himself to possess proficiency in Hindi in the prescribed format.

8. In terms of the Official Language Rules who are all the employees who can be classified as having Working knowledge in Hindi ?

Working knowledge in Hindi :-

An employee shall be deemed to have acquired a working knowledge of Hindi-

if he has passed --

the Matriculation or an equivalent or higher examination with Hindi as one of the subjects (or)

the Pragma examination conducted under the Hindi Teaching Scheme of the Central Government or when so specified by the Government in respect of any particular category of posts, any a lower examination under that scheme; (or)

any other examination specified in that behalf by the Central Government; or

(b) if he declares himself to have acquired such knowledge in the prescribed format.

9. Give details of various Committees formed to ensure proper implementation of the provisions of Official Language Policy ?

There are many committees constituted to inspect and assess the position regarding compliance of Official Language Policy. They are:

Central Hindi Committee

Hindi Salahkar Samiti

Central Official Language Implementation Committee

Official Language Implementation Committee (constituted at Rly. Bd level, Zonal Level, Divisional Level and at various Stations and Offices)

Town Official Language Implementation Committee

Committee of Parliament on Official Language

10. Write short notes on Central Hindi Committee ?

Central Hindi Committee :-

Central Hindi Committee functions under the Chairmanship of the Prime Minister decides policies and provides co-ordination in the programme for the propagation and development of Hindi by the various Ministries of the Government of India. This Committee consists of Ministers of all important ministries as members and has some non-official members also.

11. Write short notes on Hindi Salahkar Samiti ?

Hindi Salahkar Samiti :-

Hindi Salahkar Samiti have been constituted in all Ministries/Departments under the Chairmanship of respective Ministers. These Samitis review the progress made in the use of Hindi in their respective Ministries/Departments, suggest ways to increase the use of Hindi and ensure effective steps for implementation of Official Language Policy. They are required to meet once in 3 months as per rules.

12. Write short notes on Central Official Language Implementation Committee?

Central Official Language Implementation Committee:-

This committee, reviews the position about the progressive use of Hindi for Official purposes of the Central Government, the training of employees and implementation of the orders issued from time to time by the department of Official Language with regard to the above and suggests measures for removing the shortcomings and difficulties noticed in implementing these orders. Secretary, Dept. of Official Language is the Chairman of this Committee while Chairman of the Official Language implementation Committees of various Ministries/Departments are its members.

13. Write short notes on Town Official Language Implementation Committee ?

Town Official Language Implementation Committee:-

Town Official Language Implementation Committees have been constituted in major towns having ten or more central Government offices. These committees are headed by the senior most officers in the respective towns. Representatives of all the Central Government Offices and undertakings located in the towns participate in the meetings of these committees. They discuss and suggest various methods to be adopted for increasing the use of Hindi. As per rules, the meetings of these committees are to be held twice a year.

14. Write short notes on Official Language Implementation Committees constituted at Stations/Small Offices ?

In Railways, Official Language Implementation Committees are formed at major Stations and Small Offices where there is a congregation of more than 25 employees of Class III and above. Usually senior most official available at a particular Station/Office will be the Chairman of such committee and the Heads of individual offices of all the branch function in the vicinity are made as the members of the Station OLICs. These committees will meet **once in three months** and discuss about the progress made in the direction of implementation of Official Language. These committees will have to be reconstituted **once in three years** with the existing members or with the addition of new members also.

On the recommendations of the Chairman a class III employee is made as OLIC Clerk to look after the duties of OLIC. Such OLIC clerks are eligible for monthly honorarium for looking after the duties of OLIC. At present the honorarium for OLIC clerk is Rs.150/- per month.

Chairman can spent an amount of Rs 3.50 per head towards supply of coffee etc.,to the members present for the quarterly meetings. The actual amount spent by the Chairman will be reimbursed.

15. Give details of various incentives for learning

(i) Hindi (ii) Hindi Typing (iii) Hindi Shorthand

The various incentives given for learning Hindi, Hindi Typing and Hindi Shorthand are as follows:-

1) Cash Award 2) Lumpsum Award 3) Personal Pay

1) Cash Award:-

The amount of **Cash award** given on passing the Hindi examinations are given below:-

Amount of Cash Award Eligible

<u>Marks obtained in written exam.</u>	<u>Prabodh</u>	<u>Praveen</u>	<u>Pragya</u>
55 % or more but less than 60%	Rs.400	Rs.600	Rs.800
60% or more but less than 70%	Rs.800	Rs.1200	Rs.1600
70% and above	Rs.1600	Rs.1800	Rs.2400
<u>Hindi Typing</u>	<u>Hindi Stenography</u>		<u>Amount</u>
97% or more	95% or more		Rs.2400
95% or more but less than 97%	92% or more but less than 95%		Rs.1600
90% or more but less than 95%	88% or more but less than 92%		Rs.800

2) Lumpsum Award:-

Operational staff and staff working in Open Line are eligible for **Lumpsum Award** on passing Hindi examination through their own efforts as private candidates.

<u>Name of the examination</u>	<u>Amount of Lumpsum Award</u>
Prabodh	Rs. 1600
Praveen	Rs. 1500
Pragya	Rs. 2400
Hindi Typing	Rs. 1600
Hindi Stenography	Rs. 3000

3) Personal Pay:-

Employees on passing prescribed Hindi course are eligible for Personal Pay equivalent to one increment for a period of 12 months.

Typist and Stenographers are eligible for Personal Pay equivalent to one increment for a period of 12 months on passing Hindi Typewriting examination.

Stenographers whose mother tongue is a language other than Hindi, are eligible for Personal Pay equal in amount to two increments for a period of twelve months and then a personal pay equal in amount to one increment for the next 12 months.

Employees who pass Hindi/Hindi Typewriting/Hindi Stenography examinations simultaneously or in succession, are eligible for personal pay equal in amount to two, or three increments, as the case may be, but such personal pay will however be granted to them specifically for each examination one after another.

NOTE:-

Non - Gazetted employees, for whom the prescribed course is Prabodh or Praveen, are eligible for Personal Pay only on obtaining 55% or more marks in the written examination.

Gazetted Officers are eligible for Personal Pay only on obtaining 60% or more marks in the written examination.

Give details of various awards/incentives for doing official work in Hindi by employees/officers:

10,000 words Award Scheme

Collective Cash Award

Rajbhasha Individual Cash Award Scheme

10,000 words Award Scheme:-

This scheme is introduced by Ministry of Home Affairs. All the Employees and Officers working in the Central Government are eligible to participate in this scheme. A person, who writes 10,000 words or more in a year, will be eligible to compete for the prize. Following prizes are given under this scheme.

FIRST PRIZE	(2 Prizes) Rs. 5000/- each
SECOND PRIZE	(3 Prizes) Rs. 3000/- each
THIRD PRIZE	(5 Prizes) Rs. 2000/- each

An Evaluation Committee will assess the work done by the employee based on the quality and quantity of the work and decide the prizes. The Competitors whose mother tongue is Tamil, Telugu, Kannada, Malayalam, Bengali, Oriya or Assamese may be given additional weightage upto 20% at the time of assessment.

(ii) Collective Cash Award Scheme:-

Under this scheme, three Collective Cash Awards of Rs.12,000, Rs.8,000 and Rs.6,000 to those Departments, which are adjudged as having made the maximum use of Hindi in their official work. This scheme is being introduced as an incentive to the officers/staff for making progressive use of Hindi in their work.

(iii) Rajbhasha Individual Cash Award Scheme:-

Rajbhasha Individual Cash Award is given by Railway Board. It is given in recognition of the individual efforts for creating a sense of awareness and enthusiasm for the progressive use of Rajbhasha Hindi for official purposes. Under this scheme Eight Employees/Officers are given Rs.1500 as Cash Award from Southern Railway every year.

16. Give the cases where Hindi alone should be used?

Following are the cases where Hindi alone should be used:

Letters received in Hindi should be replied to in Hindi only.

Applications, Appeals, Representations made or signed in Hindi should be replied to in Hindi only.

17. Give the cases where Hindi and English bilingual form should be used ?

Following are the cases where Hindi and English bilingual form should be used:

- a. All the Letter-Head-Pads in use in Central Government Offices
- b. Headings of Registers and subject on File Covers
- c. All Rubber Stamps
- d. All the printed forms(not used by public)
- e. Name Badges
- f. Name and Designation Boards exhibited in the conference tables.
- g. Agenda notes and Minutes of all the official meetings
- h. Time-Table
- i. Telephone Directory
- j. Invitation cards
- k. Visiting Cards
- l. Advertisements given in News Papers
- m. Documents coming under Section 3(3) of OL Act.

NOTE: In all the above cases English version should be below Hindi version.

18. Give the cases where Regional Language, Hindi and English should be used ?

Following are the cases where Regional Language, Hindi and English should be used:

- a. Name Boards, Sign Boards exhibited at stations and outside offices of Central Government
- b. Forms that are to be used by the Public
- c. Name Boards, Designation Boards exhibited out-side the rooms of officers.
- d. Station Announcements

**NOTE: In all the above cases under mentioned order should be followed:
Regional Language/Hindi/English**

19. Write short note on Article 351?

Article 351 - Directive for development of the Hindi Language:-

It shall be the duty of the Union to promote the spread of the Hindi language, to develop it so that it may serve as a medium of expression for all the elements of the composite culture of India and to secure its enrichment by assimilating without interfering with its genius, the forms, style and expressions used in Hindustani and in the other languages of India specified in the Eighth Schedule and by drawing, wherever necessary or desirable, for its vocabulary, primarily on Sanskrit and secondarily on other languages.

20. Write short notes on Hindi Training?

In accordance with the provisions of Article 343 of the Constitution, Hindi was to be used for official purposes of the Union. Hence it is decided to impart training in Hindi Language to all the Central Government employees. In the beginning it was voluntary for the employees to attend Hindi classes and learn Hindi. But as per Presidential order of 27th April 1960, in service training Hindi was made obligatory for all the Central Government employees in class III services and above. Similarly training in Hindi typing and Hindi Stenography was also made obligatory.

Hindi Teaching Scheme(HTS), functioning under Ministry of Home Affairs, has taken over the work of training Central Government Employees. Following are the three courses in Hindi, prescribed by Hindi Teaching Scheme for Central Government Employees.

PRABODH - Elementary Course

PRAVEEN - Second or Middle Course

PRAGYA - Final Course

Since Hindi Teaching Scheme has taken over the training work, Railways are concerned only with co-ordination in respect of nomination, enrolment and attendance of the Railway staff in Hindi classes run under the Hindi Teaching Scheme and ensuring their appearance at the periodical examinations.

The books are supplied to the nominated trainees free of cost and no examination fee is charged.

21. Write short notes on various Hindi courses prescribed by Hindi Teaching Scheme?

Following are the three courses in Hindi, prescribed by Hindi Teaching Scheme for Central Government Employees.

PRABODH - Elementary Course

PRAVEEN - Second or Middle Course

PRAGYA - Final Course

PRABODH :-

This is the first or Elementary Course prescribed by Hindi Teaching Scheme. Employees who has no prior knowledge in Hindi and whose mother tongue is a South Indian Language or English can be admitted to this course. The curriculum for Prabodh course comprise, from Alphabets of Hindi to Grammar.

PRAVEEN:-

This is the Second or Middle Course prescribed by Hindi Teaching Scheme. Employees who have passed Prabodh course or its equivalent or employees whose mother tongue is Marathi, Gujarathi, Bengali, Oriya or Assamese, can be admitted to Praveen course.

PRAGYA:-

This is the Final course prescribed by Hindi Teaching Scheme which is of High School standard. Employees who have passed Praveen course or its equivalent or employees whose mother tongue is Urdu, Punjabi, Kashmiri, Pushto, Sindhi or other allied languages. can be admitted to Pragma course.

The duration of each course is six month under regular stream.

22. Write short notes on various facilities available to get trained in Hindi courses?

Following are the facilities to get trained in the Hindi courses:

Regular Course

Intensive Course

Correspondence Course

Private Study

i) Regular Course:

This is conducted by Hindi Teaching Scheme at selected places in major cities. The employees nominated by various Government offices are pooled at a particular place and Hindi Pradhyapak of HTS will conduct the classes. The classes are conducted daily with one to two hours duration and the employees have to attend the classes without fail. The duration of course under this stream will be six months. Examinations are conducted twice in a year, one during May and other in the month of November.

ii) Intensive Course:

This is also conducted by Hindi Teaching Scheme at selected places in major cities and the Pradhyapak of HTS will conduct the classes. Hindi Training is imparted intensively under this stream. Following are the duration of each course.

- 1) Prabodh - 25 Working Days
- 2) Praveen - 20 Working Days
- 3) Pragya - 15 Working Days

The examinations are conducted at the end of each course and the results are declared within a week time. This course is conducted **thrice** in a year.

iii) Correspondence Course:

This is conducted by Central Hindi Directorate at New Delhi. The study materials together with response sheet are mailed to the nominated staff directly by the Directorate and the employee have to submit the filled in response sheet to the directorate for correction. Examination under this stream is conducted once in a year during November month.

iv) Private Study:

Employees can write the examination through private study also. Employees can seek the assistance of Hindi organization functioning at Divisional/Zonal Railway Office to appear as private candidate for Hindi examination. The duration of each course will be six months.

23. Write short notes on Hindi Workshop?

Employees who have acquired knowledge in Hindi language or who have proficiency in Hindi are required to do their day to day official work in Hindi. Training to do official work in Hindi is imparted in the Hindi Workshops organised by Hindi Department.

24. Write short notes on Hindi Conversation course?

Training in Hindi conversation is imparted to the employees who are coming in contact with public directly. All the staff working at stations, such as Commercial staff, ECRCs, Ticket Checking staff, Station Masters, RPF staff, A/c coach attendant, Amenity staff etc., can be nominated for this course. The course is of 30 hours duration. On passing the Hindi conversation course employees are eligible for one time Cash incentive of Rs.100.