

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

Quarter ending on.....

**Part - I ( To be furnished at the end of each quarter)**

Name and full postal address of the Office \_\_\_\_\_

Phone No. of the concerned Official Language Officer. STD Code\_\_\_\_\_Tel. No. \_\_\_\_\_

e-mail address \_\_\_\_\_

**1. Documents\* issued under section 3(3) of Official Languages Act, 1963**

(a) Total no. of documents issued \_\_\_\_\_

(b) No. of documents issued only in English \_\_\_\_\_

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

**2. Letters received in Hindi (Official Languages Rule-5)**

(a) Total no. of letters received in Hindi \_\_\_\_\_

(b) No. of letters replied in English \_\_\_\_\_

**3. No. of letters received in English but replied in Hindi (Applicable to offices located in 'A' & 'B' region)**

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

**4. Details of total letters issued**

	In Hindi/Bilingual	English only	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**

No. of notings made during the quarter	In Hindi	In English	Total no.

**6. Hindi Workshops**

Date & No. of workshops conducted during the quarter	Duration of training (In hours)	No. of officers trained	No. of Employees trained	Total no.
1	2	3	4	5

**7. Date of the meeting of the Departmental/Organizational Official Language Implementation Committee \_\_\_\_\_**

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

First Meeting	Second Meeting

**9. Apex (Meetings organized under the chairmanship of Joint Secretary & above in Ministry/Department and Administrative Head/Head of Office in other Offices etc.) Administrative Meetings**

- ( a ) No. of Top administrative meetings held during the Qtr. \_\_\_\_\_
- ( b ) No. of meetings out of the (a), in which the discussions/proceedings were conducted in Hindi completely \_\_\_\_\_

**The above information has been prepared on the basis of available records and is true to my knowledge.**

Signature of the Chairperson of the O.L.I.C of Min./Dep./Org. \_\_\_\_\_

Name of the Chairperson \_\_\_\_\_

Designation \_\_\_\_\_

Telephone No. with STD Code \_\_\_\_\_

Fax No. \_\_\_\_\_

e- mail address \_\_\_\_\_

**Note: 1. This report will not be accepted if not duly signed by the Chairman of the Official Language Implementation Committee.**

**2. No column should be left blank and information should be given distinctly.**

**Part II**

**(Information of the whole financial year shall be given in this part. It should be sent along with Part-I of the Quarterly Progress Report for the quarter ending on 31<sup>st</sup> March only.)**

1. (i)	Whether the Office has been notified under Rule 10(4) (Office where 80% of the Staff have acquired working knowledge in Hindi) of Official Languages Rule	Yes/No
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(ii) Notification of offices etc. under the control of Ministry/Department/PSU/Autonomous body etc. under Rule 10(4) of Official Languages Rule :-

Total No. of Offices	No. of offices notified
1	2

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

		Officers		Employees		Total no.
		1		2		3
2(i)	(a)	Total No. of Officers/Employees				
	(b)	Working Knowledge	Proficient	Working Knowledge	Proficient	
	(b)	No. of Officers/Officials possessing knowledge of Hindi out of (a) above.				
	(c)	No. of personnel getting training in Hindi				
	(d)	Yet to be trained in Hindi.				

**Knowledge of Hindi Stenography/Typing**

		Total No.	No. of personnel trained in Hindi	How many Work in Hindi among the trained	Yet to be trained
		1	2	3	4
2(ii)	(a)	Stenographer			
	(b)	Typists/Clerks			
	(c)	Tax/Postal Asstt./ Data Entry Optr. etc.			

**Knowledge of Translation**

		Officers	Employees	Total no
2(iii)	(a)	Total no. of Officers/employees engaged in Translation work		
	(b)	No. of persons who are trained in Translation of (a) above.		
	(c)	No. of officials yet to be trained.		
	(d)	No. of officials using e-tool (Mantra, Shrutlekhan, e-mahashabdkosh etc.) software developed by DOL		

**3. Computer training in Hindi :**

Total No. of Officers/ Employees	No. of personnel trained in Hindi on Computer	No. of personnel working in Hindi on computer
1	2	3

**4. Details regarding Computer :-**

	Total no.	Bilingual	English only	Supported by Unicode
	(1)	(2)	(3)	(4)
Computer/Laptop				

**5. Code, Manual, Standard Forms etc.**

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

**6. No. of Offices/Sections specified under OL Rule 8(4) to perform whole work in Hindi**

- (a) Total no. of Sections \_\_\_\_\_
- (b) No. of Sections specified to work in Hindi \_\_\_\_\_

**7. Availability of training materials.**

- (i) Total no. of training materials prepared during the year \_\_\_\_\_
- (ii) No. of materials in Hindi/Bilingual \_\_\_\_\_
- (iii) No. of materials 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. Assurances given to the Committee on Official Language.**

	Date of inspection conducted by the Committee	Total 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. Publication of Magazines etc.**

	Total no.	Hindi/ Bilingual	Only in English	Date of Publication	No. of Pages
	1	2	3	4	5
(a) Magazines					
(b) Other Publications					

**11. Purchase of Hindi Books (including CD, DVD, Documentary, e-books etc.)**

- (i) Total Expenditure incurred on purchase of books during the year \_\_\_\_\_
- (ii) Expenditure incurred on purchase of Hindi books out of this \_\_\_\_\_

**12. 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 Officers working in Hindi out of Column(2)		
		More than 70%	Between 70%-30%	Below 30%
1	2	3	4	5

**13. Hindi Posts**

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

**14. Position of Website**

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

**15. Brief description of the outstanding achievements/work done regarding Implementation of the Official Language Policy during the year (Enclose details) :**

- (a) Hindi Divas/Hindi Week/Fortnight/Month (from\_\_ to) \_\_\_\_\_
- (b) Date & subject of Hindi Seminar \_\_\_\_\_
- (c) Date & subject of other activities (if any) \_\_\_\_\_
- (d) Details of awarded books under the award scheme for original book writing in Hindi \_\_\_\_\_

**The above information has been prepared on the basis of available records and is true to my knowledge.**

Signature of the Chairperson of the O.L.I.C of Min./Dep./Org. \_\_\_\_\_

Name of the Chairperson \_\_\_\_\_

Designation \_\_\_\_\_

Telephone No. with STD Code \_\_\_\_\_

Fax No. \_\_\_\_\_

e- mail address \_\_\_\_\_

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- 2. No column should be left blank and information should be given distinctly.**