

Rajbhasha Policy Notes (English) Part 2

In this lesson we will learn :--

- 1) Rajbhasha /Official Language Act 1963
- 2) Official Language Rules, 1976
- 3) Incentives/ Awards/Personal Pay
- 4) Revised pay scales for official language posts in various subordinate offices of the Central Government.

1) Rajbhasha /Official Language Act 1963

(Act No. 19 of 1963)

An Act to provide for the languages which may be used for the official purposes of the Union, for transaction of business in Parliament, for Central and State Acts and for certain purposes in High Courts.

Be it enacted by Parliament in the Fourteenth Year of the Republic of India as follows:

1. Short title and commencement.

(a) This Act may be called the Official Languages Act, 1963.

(b) Section 3 shall come into force on the 26th day of January, 1965 and the remaining provisions of this Act shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint; and different dates may be appointed for different provisions of this Act.

2. Definitions.

In this Act, unless the context otherwise requires.-

(a) "appointed day", in relation to section 3, means the 26th day of January, 1965 and in relation to any other provision of this Act, means the day on which that provision comes into force; and

(b) "Hindi" means Hindi in Devanagari Script.

3. Continuance of English language for official purposes of the Union and for use in Parliament—

(1) Notwithstanding the expiration of the period of fifteen years from the commencement of the Constitution, the English language may, as from the appointed day, continue to be used, in addition to Hindi-

(a) for all official purposes of the Union for which it was being used immediately before that day; and

(b) for the transaction of business in Parliament:

Provided that the English language shall be used for the purposes of communication between the Union and a State which has not adopted Hindi as its Official Language:

Provided further that where Hindi is used for the purposes of communication between one State which has adopted Hindi as its official language and another State which has not adopted

Hindi as its official language, such communication in Hindi shall be accompanied by a translation of the same in the English language:

Provided also that nothing in this sub-section shall be construed as preventing a State which has not adopted Hindi as its official language from using Hindi for the purposes of communication with the Union or with a State which has adopted Hindi as its official language, or by agreement with any other State, and in such a case, it shall not be obligatory to use the English language for the purpose of communication with that State.

(2) Notwithstanding anything contained in sub-section (1), where Hindi or the English language is used for the purpose of communication-

- (i) between one Ministry or Department or office of the Central Government and another;
- (ii) between one Ministry or Department or office of the Central Government and any corporation or company owned or controlled by the Central Government or any office thereof; and
- (iii) between any corporation or company owned or controlled by the Central Government or any office thereof and another,

a translation of such communication in the English language or, as the case may be, in Hindi shall also be provided till such date as the staff of the concerned Ministry, Department, office or corporation or company aforesaid have acquired a working knowledge of Hindi.

(3) Notwithstanding anything contained in sub-section (1), both Hindi and the English languages shall be used for-

- (i) resolutions, general orders, rules, notifications, administrative or other reports or press communiques 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;
- (ii) administrative and other reports and official papers laid before a House or the Houses of Parliament; and
- (ii) contracts and agreements executed and licences, permits, notices and forms for tender issued, by or on behalf of the Central Government or any 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.

(4) Without prejudice to the provisions of sub-section (1) or sub-section (2) or sub-section (3), the Central Government may, by rules made under section 8, provide for the language or languages to be used for the official purpose of the Union, including the working of any Ministry, Department, section or office, and in making such rules, due consideration shall be given to the quick and efficient disposal of the official business and the interests of the general public and in particular, the rules so made shall ensure that persons serving in connection with the affairs of the Union and having proficiency either in Hindi or in the English language may function effectively and that they are not placed at a disadvantage on the ground that they do not have proficiency in both the languages.

(5) The provisions of clause (a) of sub-section (1), and the provisions of sub-sections (2), (3) and (4) shall remain in force until resolutions for the discontinuance of the use of the English language for the purposes mentioned therein have been passed by the Legislatures of all the States which have not adopted Hindi as their official language and until after considering the resolutions aforesaid, a resolution for such discontinuance has been passed by each House of Parliament.

4. Committee on Official Languages.

(1) After the expiration of ten years from the date on which section 3 comes into force, there shall be constituted a Committee on Official Language, on a resolution to that effect being moved in either House of Parliament with the previous sanction of the President and passed by both the Houses.

(2) The Committee shall consist of thirty members, of whom twenty shall be members of the House of the People and ten 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.

(3) 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.

(4) The President may, after consideration of the report referred to in sub-section (3). and the views, if any, expressed by the State Government thereon, issue directions in accordance with the whole or any part of the report:

Provided that the directions so issued shall not be inconsistent with the provisions of section 3.

5. Authorised Hindi translation of Central Acts, etc.

(1) A translation in Hindi published under the authority of the President in the Official Gazette on and after the appointed day-

(a) of any Central Act or of any Ordinance promulgated by the President, or

(b) of any order, rule, regulation or bye-law issued under the Constitution or under any Central Act, shall be deemed to be the authoritative text thereof in Hindi.

(2) As from the appointed day, the authoritative text in the English language of all Bills to be introduced or amendments thereto to be moved in either House of Parliament shall be accompanied by a translation of the same in Hindi authorised in such manner as may be prescribed by rules made under this Act.

6. Authorised Hindi translation of State Acts in certain cases.

Where the Legislature of a State has prescribed any language other than Hindi for use in Acts passed by the Legislature of the State or Ordinances promulgated by the Governor of the State a translation of the same in Hindi, in addition to a translation thereof in the English language as required by clause (3) of article 348 of the Constitution may be published on or after the appointed day under the authority of the Governor of the State in the Official Gazette of that State and in such a case, the translation in Hindi or any such Act or Ordinance shall be deemed to be the authoritative text thereof in the Hindi language.

7. Optional use of Hindi or other official language in judgements, etc., of High Courts. As from the appointed day or any day thereafter, the Governor of a State may, with the previous consent of the President, authorise the use of Hindi or the official language of the State, in addition to the English language, for the purpose of any judgement, decree or order passed or made by the High Court for that State and where any judgement, decree or order is passed or made in any such language (other than the English language), it shall be accompanied by a translation of the same in the English language issued under the authority of the High Court.

8. Power to make rules.

(1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the purpose of this Act.

(2) Every rule made under this section shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session for a total period of thirty days which may be comprised in one session or in two successive sessions and if, before the expiry of the session in which it is so laid or the session immediately following, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

9. Certain provisions not to apply to Jammu and Kashmir. The provisions of sections 6 and 7 shall not apply to the State of Jammu and Kashmir.

RESOLUTION

No. F. 5/8/65-O.L. The following Government Resolution, as adopted by both the House of Parliament, is hereby published for general information:

RESOLUTION

"WHEREAS under article 343 of the Constitution Hindi shall be the official language of the Union, and under article 351 thereof it is the duty of the Union to promote the spread of the Hindi language and to develop it so that it may serve as a medium of expression for all the elements of the composite culture of India.

This House resolves that a more intensive and comprehensive programme shall be and an annual assessment report giving details of the measures taken and the progress achieved shall be laid on the Table of both Houses of Parliament and sent to all State Governments.

2 WHEREAS as the Eighth Schedule of the Constitution specified 14 major languages of India besides Hindi, and it is necessary in the interest of the educational and cultural advancement of the country that concerted measures should be taken for full development of these languages.

The House resolves that a programme shall be prepared and implemented by the Government of India, in collaboration with the State Governments for the co-ordinated development of all these languages, along side Hindi so that they grow rapidly in richness and become effective means of communicating modern knowledge.

3. WHEREAS it is necessary for promoting the sense of unity and facilitating communication between people in different parts of the country that effective steps should be taken for implementing fully in all States the three-language formula evolved by the Government of India in consultation with the State Governments.

This House resolves that arrangements should be made in accordance with the formula for the study of a modern Indian language, preferably one of the Southern languages, apart from Hindi and English in the Hindi speaking areas and of Hindi along with the regional languages and English in the non-Hindi speaking areas.

4. AND WHEREAS it is necessary to ensure that the just claims and interest of people belonging to different parts of the country in regard to the public services of the Union are fully safeguarded.

This House resolves-

(a) that compulsory knowledge of either Hindi or English shall be required at the stage of selection of candidates for recruitment to the Union service or posts except in respect of any special services or posts for which a high standard of knowledge of English alone or Hindi alone, or both, as the case may be, is considered essential for the satisfactory performance of the duties of any such service or post; and

(b) that all the languages included in the Eighth Schedule to the Constitution and English shall be permitted as alternative media for the All-India and higher Central Services examinations after ascertaining the views of the Union Public Service Commission on the future scheme of the examinations, the procedural aspects and the timings."

2) THE OFFICIAL LANGUAGES (USE FOR OFFICIAL PURPOSES OF THE UNION) RULES, 1976

G.S.R. 1052. In exercise of the powers conferred by section 8, read with sub-section (4) of section 3 of the Official Languages Act, 1963 (19 of 1963), the Central Government hereby makes the following rules, namely:

Short Title, extent and commencement. (1) These Rules may be called the Official Languages (Use for Official Purposes of the Union) Rules, 1976.

(2) They shall extend to the whole of India, except the State of Tamil Nadu.

(3) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.

In these rules, unless the context otherwise requires,

(a) "Act" means the Official Languages Act, 1963 (19 of 1963);

(b) "Central Government Office" includes-

(i) any Ministry, Department or Office of the Central Government;

(ii) any office of a Commission, Committee or Tribunal appointed by the Central Government;
and

(iii) any office of a corporation or company owned or controlled by the Central Government;

(c) "employee" means any person employed in a Central Government office;

(d) "Notified office" means an office notified under sub-rule (4) of rule 10;

(e) "Proficiency in Hindi" means proficiency in Hindi as described in rule 9;

(f) "Region A" means the States of Bihar, Haryana, Himachal Pradesh, Madhya Pradesh Rajasthan and Uttar Pradesh and the Union territory of Delhi;

(g) "Region B" means the States of Gujarat, Maharashtra and Punjab and the Union territories of Andaman and Nicobar Islands and Chandigarh;

(h) "Region C" means the States and the Union territories other than those referred to in clauses (f) and (g);

(i) "working knowledge of Hindi" means working knowledge of Hindi as described in rule 10.

3. Communications to States, etc., other than to Central Government Offices. (1) Communications from a Central Government office to a State or a Union territory in Region A or to any office (not being a Central Government office) or a person in such State or Union territory shall, save in exceptional cases, be in Hindi, and if any communication is issued to any of them in English, it shall be accompanied by a Hindi translation thereof.

(2) Communications from a Central Government Office--

(a) to a State or Union territory in Region B or to any office (not being a Central Government office) in such State or Union territory shall ordinarily be in Hindi and if any communication is issued to any of them in English, it shall be accompanied by a Hindi translation thereof:

Provided that if any such State or Union territory desires the communications of pay particular class or category or those intended for any of its offices, to be sent, for a period specified by the Government of the State or Union territory concerned, in English, or in Hindi with a translation in the other language, such communication shall be sent in that manner;

(b) to any person in a State or Union territory of Region B may be either in Hindi or English.

(3) Communications from a Central Government office to a State or Union territory in Region C or to any office (not being a Central Government office) or person in such State shall be in English.

(4) Notwithstanding anything contained in sub-rules (1) and (2), communications from a Central Government office in Region C to a State or Union territory of Region A or Region B or to any office (not being a Central Government office) or person in such State may be either in Hindi or in English.

4. Communications between Central Government Offices --

Communications--

(a) between one Ministry or Department of the Central Government and another may be in Hindi or in English;

(b) between one Ministry or Department of the Central Government and attached or subordinate offices situated in Region A, shall be in Hindi and in such proportion as the Central Government may, having regard to the number of persons having a working knowledge of Hindi in such offices, the facilities for sending communications in Hindi and matters incidental thereto, determine, from time to time;

(c) between Central Government offices situated in Region A, other than those specified in clause (a) or clause (b), shall be in Hindi;

(d) by Central Government offices situated in Region A, Region B or Region C may be in Hindi or in English;

(e) between Central Government offices situated in Region B or Region C may be in Hindi or English:

Provided that a translation of such communication in the other language shall,-

(i) where that communication is addressed to an office in Region A or Region B provided, if necessary, at the receiving end;

(ii) where the communication is addressed to an office in Region C, be provided along with such communication:

Provided further that no such translation in the other languages shall be required to be provided if the communication is addressed to a notified office.

5. Replies to communications received in Hindi.

Notwithstanding anything contained in rules 3 and 4, communications from a Central Government office in reply to communications in Hindi shall be in Hindi.

6. Use of both Hindi and English.

Both Hindi and English shall be used for all documents referred to in sub-section (3) of section 3 of the Act and it shall be the responsibility of the persons signing such documents to ensure that such documents are made, executed or issued both in Hindi and in English.

7. Application, representations, etc.

(1) An employee may submit an application, appeal or representation in Hindi or in English.

(2) Any application, appeal or representation referred to in sub-rule (1) when made or signed in Hindi, shall be replied to in Hindi.

(3) Where an employee desires any order or notice relating to service matters (including disciplinary proceedings) required to be served on him to be in Hindi, or, as the case may be, in English, it shall be given to him in that language without undue delay.

8. Noting in Central Government offices.

(1) An employee may record a note or minute on a file in Hindi or in English without being himself required to furnish a translation thereof in the other language.

(2) No Central Government employee possessing a working knowledge of Hindi may ask for an English translation of any document in Hindi except in the case of documents of legal or technical nature.

(3) If any question arises as to whether a particular document is of a legal or technical nature, it shall be decided by the Head of the Department or office.

(4) Notwithstanding anything contained in sub-rule (1), the Central Government may, by order, specify the notified offices where Hindi alone shall be used for noting, drafting and for such other official purposes as may be specified in the order by an employee who possesses proficiency in Hindi.

9. Proficiency in Hindi.

An employee shall be deemed to possess proficiency in Hindi

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

(b) 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 (c) he declares himself to possess proficiency in Hindi in the form annexed to these rules.

10. Working knowledge of Hindi.

(1) An employee shall be deemed to have acquired a working knowledge of Hindi,- (a) if he has passed-

(i) the Matriculation or an equivalent or higher examination with Hindi as one of the subject;
or

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

(iii) any other examination specified in that behalf by the Central Government;

(b) if he declares himself to have acquired such knowledge in the form annexed to these rules.

(2) The Staff of a Central Government office shall ordinarily be deemed to have acquired a working knowledge of Hindi if eighty per cent, of the staff working therein have acquired such knowledge.

(3) The Central Government or any officer specified in this behalf by the Central Government may determine whether the staff of a Central Government office has acquired a working knowledge of Hindi.

(4) The names of the Central Government offices, the staff whereof have acquired a working knowledge of Hindi, shall be notified in the Official Gazette:

Provided that the Central Government may, if it is of opinion that, the percentage of the staff working in a notified office and having a working knowledge of Hindi has gone below the percentage specified in sub-rule (2) from any date, it may, by notification in the Official Gazette, declare that the said office shall cease to be a notified office from that date.

11. Manuals, Codes, other procedural literature, articles of stationery, etc.

(1) All manuals, codes and other procedural literature relating to Central Government offices shall be printed or cyclostyled, as the case may be, and published both in Hindi and English in diglot form;

(2) The forms and headings or registers used in any Central Government office shall be in Hindi and in English;

(3) All name plates, signboards, letterheads and inscriptions on envelopes and other items of Stationery written, printed or inscribed for use in any Central Government office shall be in Hindi and in English:

Provided that, the Central Government may, if it is considered necessary to do so by general or special order, exempt any Central Government office from all or any of the provisions of the rule.

12. Responsibility for compliance. (1) It shall be the responsibility of the administrative head of each Central Government office-

(i) to ensure that the provisions of the Act and the rules are properly complied with

And ;

(ii) to devise suitable and effective check points for this purpose.

(2) The Central Government may from time to time issue such directions to its employees and officers as may be necessary for the due compliance of the provisions of the Act and the rules.

Important Directions Regarding Official Language Policy

(1) Under section 3(3) of the Official Languages Act 1963, Resolutions, General Orders, Rules, Notifications, Administrative & Other Reports, Press Communiques, Administrative and other

reports and Official papers to be laid before a house or houses of Parliament, Contract, Agreements, Licenses, Permits, Tender Notices and Forms of tender should invariably be issued bilingually. For any violation the officer signing such documents will be held responsible.

2) The answers of question papers, except that of the compulsory paper of English, should also be allowed to be written in Hindi in recruitment examinations of subordinate services and such question papers should be made available both in Hindi and English. In interviews too, there should invariably be option to converse in Hindi.

The candidates should have the option to answer the question papers of all the in- service, departmental and promotion examinations (including all India level examinations) of all the ministries, departments of the Central Govt. and its attached and subordinate offices and of all corporations, undertakings, banks etc. owned or controlled by the Central Govt. in Hindi. The question papers should compulsorily be set in both the languages (Hindi and English). Wherever interview is to be held, the candidate should have the option to answer in Hindi.

(3) Scientists etc. should be motivated and encouraged to read their research papers in the Official Language Hindi in all the scientific/technical seminars and discussions etc. Research papers should relate to the main subjects of the Ministry/Department and Office concerned.

(4) Every type of training, whether of long-term or of short term, should generally be imparted through Hindi medium in 'A' and 'B' regions. For imparting training in 'C' region the training material should be got prepared both in Hindi and in English and made available to the trainees in Hindi or in English as per their requirements.

(5) So long as the prescribed targets regarding Hindi typists and Hindi stenographers are not achieved in the Central Govt. offices, only Hindi typists and Hindi stenographers should be appointed.

(6) International Treaties and Agreements should invariably be got prepared both in Hindi as well as in English. There should be authentic translations of Treaties and Agreements entered into in other countries and they should be kept on file for record.

(7) Under rule 10 (4), of the Official Language Rules 1976, the following items of work should be done in Hindi in the branches of the scheduled banks-Demand drafts, payment orders to be issued on the application form filled by the customers in Hindi and on the application forms filled in English with the consent of the customers, all kinds of lists, returns, fixed deposit receipts, communications regarding cheque-book etc., credit card, Debit card entries in daily ledger, muster, dispatch book, pass book, entries in log book, work relating to priority areas, security and customer services, opening of new accounts, writing of addresses on envelopes, work relating to travelling allowance, leave, provident fund, house building advance, documents related to medical facilities of the employees, agenda and minutes of the meetings.

(8) Stationery items, name plates, notice boards, forms, procedural literature, rubber- stamps, invitation cards etc. of all the ministries/departments including Indian offices located abroad, should invariably be got prepared both in Hindi and English.

(9) Non-Statutory procedural literature like rules, codes, manuals, standard forms etc. may be sent to the Central Translation Bureau for translation by the concerned Ministries, Offices, Departments etc.

(10) Officers/employees associated with translation work & implementation of O.L.Policy may be nominated for compulsory Translation Training in the C.T.B. Such officials, whose services are likely

to be utilized for such work by the office and having knowledge of Hindi/ English both at degree level may also be nominated for translation training.

(11) The officers of IAS and other all India services are imparted compulsory training in Hindi during their training in Lal Bahadur Shastri National Academy of Administration, Mussoorie, so that they could make use of it in official work. However, most of the officers do not use Hindi in their official work after joining the service. As such officials/employees working under them do not get the right message. Consequently, Hindi is not used in official work to the extent required. It is the Constitutional obligation of senior officials of Ministries/ Departments/ Offices/Undertakings to make increasing use of Hindi in their official work. This in turn will motivate the officials/employees working under them, thereby giving impetus to the compliance of the Official Language policy.

(12) All the Ministries/Departments etc. should widely promote and propagate the various incentive schemes in their respective attached and subordinate offices in order to accelerate the use of Hindi, so that maximum number of officials/employees are benefited by these schemes and Hindi is increasingly used in official work.

(13) Information pertaining to quarterly progress reports should be made available to the Official Language Department in the prescribed Performa on E-Mail by the 15th of the month following the expiry of each quarter. Signed copy must be sent separately.

(14) With a view to sensitizing the officials/employees about the Official Language Policy of the Govt., it is necessary that the review of progress made in the implementation of Official Language Hindi in Official work is not confined to the meetings of the Official Language Implementation Committees. In order to make its monitoring more efficient and effective, it is necessary to regularly discuss it in detail in every meeting convened by the administrative head of the Ministries/Departments/Offices and to include it as a standing item of the agenda.

(15) The officers/employees handling Hindi work including training and workshops should also be provided good and sufficient space to sit in the office to facilitate them to discharge their duties properly.

(16) Ministries/Departments/Offices etc. should regularly nominate their employees to the different training programmes of the Department of Official Language and direct them to be present in the classes regularly, to take training with sincerity and sit in the examination. Any instance of discontinuing training or not writing the examination should be severely dealt with.

(17) Translators should be provided with help literature, standard dictionaries (Hindi- English, English-Hindi) and other technical glossaries, so that they may use them in their translation work.

(18) All the Ministries/Departments/Offices etc. should make available the facility of computer for the use of "Leela Hindi Prabodh, Praveen and Prgya" software etc. for the benefit of the officers/employees nominated for training in Hindi.

(19) All the Ministries/Departments/Offices etc. should encourage original book writing in Hindi on subjects concerning their responsibilities and take necessary steps to enrich their departmental glossaries.

(20) All the Ministries/Departments/Offices etc. should direct all their training institutes to make provision of training in Rajbhasha Hindi at the same level as at the Lal Bahadur Shastri National

Academy of Administration and generate necessary literature on their subjects so that after training the officers/employees should be able to do their work in Rajbhasha Hindi easily.

(21) Ministries/Departments/Offices etc are bringing out Hindi magazines with a view to create an atmosphere for working in Hindi in their respective offices. Mainly articles related to the main functions of the office and the Official Language Hindi should be included in these magazines.

(22) The meeting of the Town Official Language Implementation Committees be attended by the Administrative Heads or the member offices compulsorily. (23) Consolidated compliance report, regarding the Annual Programme 2009-10, may be sent to the Department of Official Language by all the Ministries/Deptts., in respect of all their attached/subordinate offices, latest by 31st May, 2010.

3) INCENTIVES, AWARDS AND PERSONAL PAY

1. Gazetted officers on passing the examination held on the conclusion of Intensive Training Course in June, 1973 and thereafter, securing 60% or more marks, are entitled to personal pay equal to one increment for a period of twelve months in addition to other incentives as they are entitled to receive personal pay equal to one increment for 12 months in addition to the other incentives on securing 60% or more marks in the Pragma examination

2 Personal Pay, equal in amount to one increment for a period of 12 months, would be payable to the Central Government employees, on passing the Hindi, the Hindi Typing and the Hindi Stenography examinations of the Hindi Teaching Scheme, subject to the fulfilment of the following conditions:-

(1) Pragma Examination.

The personal pay shall be granted only to those Government employees for whom the Pragma course has been prescribed as the final course of study-

- (a) to the non-gazetted employees, on obtaining pass marks in the Pragma examination; and
- (b) to the gazetted officer, on passing the Pragma examination with 60% or more marks.

(2) Praveen Examination.

The Personal Pay shall be granted only to those Government employees for whom the Praveen course has been prescribed as a final course of study--

- (a) to the non-gazetted employees on passing the Praveen examination with 55% or more marks; and
- (b) to the gazetted officers on passing the Praveen examination with 60% or more marks.

(3) Prabodh Examination.

The Personal Pay shall be granted only to those non-gazetted Government employees for whom the Prabodh course has been prescribed as a final course of study and who pass this examination with 55% or more marks. The gazetted officers will not be granted personal pay on passing Prabodh examination.

(4) Hindi Typewriting Examination-

The Personal Pay shall be granted to the non gazetted employees on passing Hindi Typewriting Examination.

(5) Hindi Stenography Examination-

- (a) To the non-gazetted employees, on obtaining pass marks in the Hindi Stenography examination; and
- (b) To the gazetted stenographers on passing the Hindi Stenography examination with 90% or more marks.

The stenographers and stenotypists (gazetted as well as non-gazetted) whose mother tongue is not Hindi will be granted personal pay, equal in amount to two increments on passing the Hindi stenography examination.

The personal pay will be granted to the concerned employee with effect from any one of the following dates of his choice:

- (1) The first of the month following the month in which the results of the examination are announced; or
- (2) The date of annual increment which falls due after the announcement of the results of the examination (which would mean an advance increment over and normal increment).

The concerned employee will have to exercise his option in this connection within a period of three months from the date of the declaration of results. The option once exercised shall be treated as final.

The personal pay will be in addition to the grant of cash awards and lump sum awards, to which such employees may be eligible in accordance with the instruction issued in this connection from time to time. The personal pay will be granted only to those Government servants who pass the prescribed examination within a period of 15 months of the completion of the course. In case an employee passes the Hindi, the Hindi Typewriting or the Hindi Stenography examinations simultaneously or in quick succession, personal pay should be granted to him separately for each examination.

In case an employee has already reached the maximum of his grade pay, personal pay, equal in amount to one increment, should be granted to him for a period of 12 months or till the employee is promoted to a higher grade, whichever is earlier.

Similarly the non-Hindi speaking English Stenographers, who have reached the maximum of their grade pay on their passing Hindi Stenography examination will be granted personal pay equal in amount to two increments in the first year, and one increment in the second year. But on their promotion to the next higher grade they will cease to get the personal pay.

3. The Stenographers posted at places having no Hindi Stenography Training Centre under the Hindi Teaching Scheme should be provided the facility either to straight away pass the Hindi stenography examination under the Hindi Teaching Scheme or pass the Hindi Typewriting Examination first and then the Hindi Stenography Examination. In the latter case, half of the amount (ie., Rs. 150) admissible to such employees as monetary incentive may be paid on passing the Hindi Typewriting examination, and the remaining half (Le Rs. 150) to be paid on passing the Hindi Stenography examination. No other incentives (personal pay or cash award) will, however, be granted to the Stenographers for receiving training in the Hindi typewriting or passing the examination thereof.

4. The Clerks, who are promoted to other posts during the course of their training in Hindi typewriting or after appearing at the Hindi Typewriting examination or after declaration of the results of the examinations but before the date from which personal pay could have been drawn as

per their options, shall, subject to fulfilment of other prescribed conditions, be entitled to the personal pay at the same rate and for the same period as it would have been admissible to them had they not been promoted to other posts.

5. For the purpose of exercising option for grant of personal pay, the date on which Directorate of Education declares the results is to be taken into account. In case there is a margin of more than a week between the dates of declaration of the results by Directorate of Education and actual communication of the same to the concerned officers, the matter may be brought to the notice of Railway Board. If, however, an employee is unable to exercise his option within a stipulated period of three months from the date of declaration of the results, the administration may take a decision itself for extending the date of exercise of the option on merits of each case.

6. As in the case of LDCs who get themselves enrolled in training classes, various facilities and monetary incentives may be granted to Assistants, UDCs and Translators also on their passing the Hindi typewriting examination so that they can improve their proficiency in Hindi typewriting and may do their work in Hindi as efficiently as in English. For this purpose, Assistant, UDC, and Translators will be granted facilities and monetary incentives subject to the fulfilment of various terms and conditions already laid down in this regard.

7. As in the case of non-gazetted officers, gazetted officers who have passed the Pragma examination held in June, 1978 or thereafter would also be granted personal pay equal in amount to one increment for a period of 12 months, on merely obtaining the qualifying pass marks. On promotion from a non-gazetted to a gazetted post and from one gazetted post to another gazetted post, the personal pay will continue to be given to the person concerned for the remaining period at the same rate at which it would have been given to him had he not been promoted to the higher post. Gazetted officers passing the examination (June, 78 or thereafter) of the full-time intensive training course, conducted by the Central Hindi Institute, Agra will also be granted, on similar lines, personal pay equal in amount to one increment for a period of 12 months on the same terms and conditions governing the passing of the Pragma examination.

8. If an employee has already reached the maximum of his grade pay, personal pay equal in amount to one increment, should be granted to him as an incentive for a period of 12 months or till the employee is promoted to a higher grade, whichever is earlier. After reconsideration of the matter, it has now been decided as a special case that in the case of employees drawing maximum of their pay, benefit of personal pay on passing various examinations of the Hindi Teaching Scheme should also be allowed to them despite their promotion to a higher grade, for the remaining period of 12 months. However, the rate of personal pay would be the same as it would have been if he had not been promoted to the higher post.

9. Lump sum award at the following rates will be granted to the Central Government employees on passing (i) the Hindi, the Hindi typewriting and the Hindi stenography examinations of the Hindi Teaching Scheme through their own efforts, and (ii) such Hindi examinations conducted by the recognised voluntary organisations, as have been recognised by the Government of India (Ministry of Education and Social Welfare) as equivalent to or higher than the Matriculation examination.

Examination

Award

1. Probodh Examination of the Hindi Teaching Rs. 250.00 (Rupess two hundred

Scheme	and fifty only).
2 Praveen Examination of the Hindi Teaching Scheme	Rs. 250.00 (Rupees two hundred and fifty only).
3. Pragma Examination of the Hindi Teaching Scheme	Rs. 300.00 (Rupees three hundred only).
4 Hindi Typewriting Examination of the Hindi Teaching Scheme	Rs. 150.00 (Rupees one hundred and fifty only).
5. Hindi Stenography Examination of the Hindi Teaching	Rs. 300.00 (Rupees three hundred only).
6. Such Hindi Examinations conducted by the voluntary Hindi organisations as have been recognised by the Government of India (Ministry of Education and Social Welfare) as equivalent to or higher than the Matriculation Examination	Rs. 300.00 (Rupees three hundred only).
7. Hindi Parichaya Examination of the Central Hindi Directorate	Rs. 300.00 (Rupees three hundred only).

On passing the recognised examinations of the voluntary Hindi organisations and the Parichaya examination of the Central Hindi Directorate, the non-gazetted employees may be granted, in addition to the lump sum award, personal pay equal in amount to one increment for a period of 12 months. The instructions issued from time to time in regard to the grant of personal pay will also be applicable to the aforesaid personal pay.

The other conditions regarding the grant and the payment of the lump sum award will be as follows:-

(1) The above-mentioned lump sum award will be granted in addition to the operational staff, to only those employee who are posted at places, where there are no training centres under the Hindi Teaching Scheme or where there are no arrangements for imparting training in the concerned courses.

(2) The employees who pass an examination higher than the one prescribed for them as the final examination, will not be granted lump sum award therefor.

(3) The lump sum award will be granted in addition to the personal pay and the cash award to which an employee may be eligible in accordance with the instructions issued from time to time in this regard.

(4) For the grant of a lump sum award, the employees concerned will have to pass the prescribed examination within a period of 15 months from the date of their first appearance at the said examinations.

(5) The employees, who had at any time received training at any centre of the Hindi Teaching Scheme, for howsoever small a period, will not be eligible for the grant of lump sum award on passing the examination pertaining to the said training

However, no deduction will be made from the lump sum award of the operational staff, if they are otherwise eligible for it, merely because they had occasionally attended the classes of the Hindi Teaching Scheme.

The employees preparing privately for the examinations will be entitled only for the lump sum award; the conveyance charges incurred by them or the fees paid by them to the institutions will not be reimbursed.

10. Lump sum award at the following rates will be granted to the Central Government employees on passing (i) the Hindi, the Hindi Typewriting and Hindi Stenography examinations, of the Hindi Teaching Scheme through their own efforts, and (ii) such Hindi examinations conducted by the voluntary organisations, as have been recognised by the Government of India (Ministry of Education and Social Welfare) as equivalent to, or higher than, the Matriculation examination.

<i>Examination</i>	<i>Prize</i>
1. Prabodh examination of the Hindi Teaching Scheme	Rs. 250.00 (Rupees two hundred and fifty only)
2. Praveen examination of the Hindi Teaching Scheme	Rs. 250.00 (Rupees two hundred and fifty only)
3. Pragya examination of the Hindi Teaching Scheme	Rs. 300.00 (Rupees three hundred only)
4. Hindi Typewriting examination of the Hindi Teaching Scheme	Rs. 150.00 (Rupees one hundred and fifty only)
5. Hindi Stenography examination	Rs. 300.00 (Rupees three hundred only)
6. Such Hindi examinations conducted by the voluntary Hindi organisations as have been recognised by the Government of India (Ministry of Education and Social Welfare) as equivalent to or higher than the Matriculation examination	Rs. 300.00 (Rupees three hundred only)
7. Hindi Parichaya examination of the Central Hindi Directorate	Rs. 300.00 (Rupees three hundred only).

On passing the recognised examinations of the voluntary Hindi organisations and the Parichaya examination of the Central Hindi Directorate, the non-Gazetted employees may be granted, in addition to the lump sum award, personal pay equal in amount to one increment for a period of 12 months. The instructions issued from time to time in regard to the grant of personal pay will also be applicable to the aforesaid personal pay:

Provided that:

1. An employee who has already passed Matriculation or an equivalent or a higher examination conducted by a Board or a University or a Government agency or a private body with Hindi as a subject (in any form) or through Hindi medium, or whose mother-tongue is Hindi or who has been exempted from the in-service training in Hindi, will not be eligible for the grant of the lump sum award on passing any of the Hindi examinations.

2. An employee, who has already passed the Middle (Class VII) or an equivalent or a higher examination conducted by a Board or a University or a Government agency or a private body with

Hindi as a subject (in any form) or through Hindi medium, will not be eligible for the grant of lump sum award on passing the Hindi Praveen and Hindi Prabodh examinations.

3. An employee, who has already passed the primary (class V) or an equivalent or a higher examination conducted by a Board or a University or a Government agency or a private body with Hindi as a subject (in any form) or through Hindi medium, will not be eligible for the grant of lump sum award on passing the Prabodh examination. 4. An employee-

(i) who, before joining the Government service, had declared that he had a speed of 25 w.p.m. or more in the Hindi Typewriting,

(ii) who has already received training in Hindi Typewriting from an institution recognised by the Government and has passed a test in Hindi typewriting therefrom, or

(iii) for whom training in Hindi Typewriting is not obligatory, will not be eligible for the grant of lump sum award on passing the Hindi Typewriting examination.

5. An employee--

(i) who, before joining the employ of the Government, had declared that he had a speed of 80 w.p.m. or more in the Hindi Stenography,

(ii) who has already received training in Hindi Stenography from an institution recognised by the Government and has passed a test in Hindi Stenography therefrom, or

(iii) for whom training in Hindi Stenography is not obligatory, will not be eligible for the grant of lump sum award on passing the Hindi Stenography examination.

The other conditions regarding the grant and the payment of the lump sum award will be as follows-

(i) The above-mentioned lump sum award will be granted, in addition to the operational staff, to only those employees who are posted at places, where there are no training centres under the Hindi Teaching Scheme or where there are no arrangements for imparting training in the concerned courses.

(ii) The employees who pass an examination higher than the one prescribed for them as the final examination, will not be granted lump sum award therefor,

(iii) The lump sum award will be granted in addition to the personal pay and the cash award to which an employee may be eligible in accordance with the instructions issued from time to time in this regard.

(iv) For the grant of a lump sum award, the employees concerned will have to pass the prescribed examination within a period of 15 months from the date of their first appearance at the said examinations.

(v) The employees, who had at any time received training at any centre of Hindi Teaching Scheme, for howsoever small a period, will not be eligible for the grant of a lump sum award on passing the examination pertaining to the said training.

However, no deduction will be made from the lump sum award of the operational staff, if they are otherwise eligible for it, merely because they had occasionally attended the classes of the Hindi Teaching Scheme.

The employees, who prepare privately for the examinations conducted by the Hindi Teaching Scheme, will be provided with text-books free of cost, as in the case of other trainees who attend Hindi classes during office hours. However, the employees preparing for the recognized

examinations of the voluntary Hindi organizations or the Parichaya examination of Central Hindi Directorate, will not be given the facility of the free text-books,

The employees preparing privately for the examinations will be entitled only for the lump sum award, the conveyance charges incurred by them or the fees paid by them to the institutions will not be reimbursed.

It is for the administrative Ministry concerned to decide as to which category of their staff should be classified as 'Operational'. The term 'Operational staff has, however, been generally defined to cover such staff as have no fixed place of duty or uniform hours of work or who remain mostly on tour and for that reason, cannot be spared or are unable to attend Hindi classes regularly.

A Declaration Form would be required to be filled in by every employee for the grant of lump sum award and on the basis of that the eligibility of the employees for the grant of a lump sum award will be determined. The Ministries/Departments of the Government of India may, if they so desire, delegate powers for the grant of a lump sum award to the Heads of Departments only in respect of the employees under their administrative control.

11 An employee will not be eligible for payment of arrears of the amount of personal pay on his retirement from service. So far as the question of benefit of increased pension due to increment sanctioned in the form of personal pay is concerned, it is clarified that the personal pay paid to an official for passing the Hindi examination of Pragma, Prabodh and Praveen can be treated as emoluments for calculation of pension.

12. Compositors and Proof Readers on passing their prescribed Hindi examination, ie, Pragma and Praveen examination, respectively, can be given increment/cash awards like other class-III Ministerial staff.

13. The teachers of Railway schools, on their qualifying the prescribed final Hindi examination on their own efforts, are eligible for all the other incentives including the lump sum award, provided they fulfil all the necessary conditions. On qualifying Hindi Praveen' and Pragma' examinations, these teachers will get only Rs. 250 and Rs. 300, respectively as a lump sum award,

SCHEME OF CASH AWARDS AND INCENTIVES

Awards for noting and drafting in Hindi:

1. The recommendation for the grant of awards under the scheme of cash awards for encouraging the use of Hindi in noting and drafting in the Central Government offices will be made by the assessment committee constituted in the respective Ministry/Deptt./Office. It is clarified that the Head of Office as well as the Head of Department concerned, both are competent to sanction the cash awards in accordance with the recommendations of the assessment committee

2. Under this Scheme, copy of the letter of a appreciation awarded to such of the officer/staff who do not come in the category of cash award winners but have written not less than 50,000 words in Hindi in a year, may be placed in the Confidential Reports dossier of the concerned officer/staff.

3. A cash award scheme for encouraging the use of Hindi for noting and drafting in Central Government offices was introduced by the Ministry of Home Affairs (Deptt. of Official Language) vide their O.M. No. 11015/8/74-OL (A-2), dated 5.10.1974. The scheme was also introduced in respect of Railway offices vide Ministry of Railway's letter No. Hindi/ 74/G-12/2, dated 5-6-1975. Since the existing scheme could not be successful to the desired extent, the same has been revised by the Ministry of Home Affairs so as to make it more effective and liberal. The revised scheme will come into effect from the current year.

The above revised incentive scheme will also apply, mutatis mutandis, to all the Railway employees.

4. A cash award scheme for encouraging the use of Hindi for noting and drafting in Central Government offices located in Hindi speaking areas and the States of Maharashtra, Gujarat and Punjab (including the Union territory of Chandigarh) was introduced vide Ministry of Home Affairs O.M. No. 11015/8/74-OL (A-II) dated 5th Oct., 1974. A review of the working of this scheme has revealed that it has not been successful to the desired extent. The Department of O.L. has also studied in detail the reasons for this and it is now felt that the scheme needs to be liberalised in order to make it more effective. Similar views have been expressed from time to time in meetings of various Hindi Salahkar Samitis, the Central Official Language Implementation Committee and the Official Language Implementation Committees of various Ministries/Depts./offices. After taking into consideration all such views and the practical operation of the present scheme, it has been decided to introduce a revised incentive scheme for original Hindi noting/drafting in official work the details of which are given below:

(i) Scope of the Scheme:

All Ministries/Depts./attached and sub ordinate offices of the Central Government may introduce the scheme independently for their officers/ employees.

(ii) Eligibility:

(a) Officers/employees of all categories who are expected to do original noting/ drafting in official work can participate in this scheme.

(b) Stenographers/Typists, who are covered under some other scheme for encouraging the use of Hindi in official work, will not be eligible to participate in this scheme,

(c) Hindi Officers and Translators who generally do their work in Hindi will not be eligible to participate in this scheme.

(iii) Prizes:

The following cash awards may be given to the participants every year according to the work done by them in Hindi-

(a) Independently for each Ministry/Deptt./attached offices of Central Government--

First Prize (2 prizes) : Rs. 500 each.

Second Prize (3 prizes) : Rs. 300 each.

Third Prize (5 prizes) :Rs. 150 each.

(b) Independently for each subordinate office of any Deptt. of Central Government-

First Prize (2 prizes) :Rs. 400 each.

Second Prize (3 prizes) :Rs. 200 each.

Third Prize (5 prizes) : Rs. 150 each.

(iv) Criteria for awarding prizes:

(a) For facilitating assessment, a total of 100 marks will be allotted. Out of this, 70 marks will be earmarked for the quantum of work done in Hindi and 30 for the quality of noting and drafting in Hindi.

(b) A person who writes fifty thousand words in Hindi in a year will be eligible to compete for the prizes. The prizes will be awarded to the first ten persons in the order they stand on the basis of the marks allotted by the Assessment Committee referred to below.

(c) The competitors whose mother-tongue is Tamil, Telugu, Kannada, Malayalam, Bengali, Oriya or Assamese may be given additional weightage up to 20%. The exact weightage to be given to such an employee will be determined by the Assessment Committee. While doing so, the Committee will also keep in view the standard of work of those officers/employees who otherwise rank higher to him/her.

(d) The competitors will maintain a record of the words written by them every day

in the attached proforma. Each week's record will be verified and countersigned by the next higher officer. If Section Officer himself keeps a record then it won't be necessary for the employee to maintain such record.

(e) At the end of one year, every competitor will submit the record of his/her work done in Hindi to the Assessment Committee through the countersigning officer. If countersigning officer or Section Officer himself keeps an overall watch and account of the work, then this would not be necessary and he would furnish details.

(v) Composition of Assessment Committee:

The Assessment Committees in the Ministries/Departments may consist of the Joint Secretary incharge of O&M and the Senior Hindi Officer/Hindi Officer. In the Attached and Subordinate offices, it may comprise of the Head of Department/Office, Hindi Officer and one more gazetted officer or Rajbhasha Adhikari. However, the composition may be changed to suit the availability of officers in various concerned offices.

The revised scheme may be introduced from the year ending December, 1984 and the winners awarded prizes on 26th January, Republic Day every year. Mention of winning prize may also be made in service records of the officer/employee concerned in a suitable form. A list of the prize winners may please be endorsed to the Department of O.L.also.

The expenditure on operating this scheme will be met by each Ministry/Deptt./Office from its own budget provision. A Head of Deptt./Office can sanction the prizes on the recommendations of the Assessment Committee under the authority of this circular. The scheme has been approved by the Ministry of Finance (Deptt. of Expenditure) vide their U.O. No. H. 17/E. III/84, dated 9th May, 1984 and 22nd May, 1984.

Individual Cash Awards:

5. For the purpose of giving awards, no separate Assessment Committees will be constituted in "Other Units", but these prizes will also be decided by the Railway Board's Assessment Committee. [R.B.'s No. Hindi/79/Pra-7/2, dated 17.12.1979]

6. In order to widen the scope of the above scheme, the Ministry of Railways have decided to remove the condition of doing at least one-third of the work in Hindi in case of non-Hindi speaking employees and two-third of the work in Hindi in case of Hindi speaking employees. While deciding about the prize winners, reasonable weightage will be given to the non-Hindi speaking employees.

7. The Ministry of Railways have decided that the prize of Rs. 850 (Rupees Eight hundred and fifty only), with effect from the year 1997, may be given under the Individual Cash Awards Scheme of Railway Board for doing maximum work in Hindi in official work.

Rajbhasha Collective Cash Awards:

8. In pursuance of the recommendation of Railway Hindi Salahkar Samiti, functioning under the Chairmanship of the Ministry of Railways, it has been decided to introduce, for Railway officers, a scheme of awarding three (1st, 2nd and 3rd) collective cash awards of Rs. 3,000, 2,000 and 1,000 to those departments of the Railways which are adjudged as having made the maximum use of Hindi in their official work.

9. The Ministry of Railways have now decided to increase the amount to Rs. 5,000, 3,000 and Rs. 2,000, respectively under the scheme of collective cash awards for the maximum use of Hindi in Railway offices

Other Incentives for Use of Rajbhasa:

(1) Awards for writing books on professional subjects in Hindi-First Prize Rs. 10,000, Second Prize (2) Rs. 5,000, Third Prize (2) Rs. 3,000 consolation Prize (2) Rs. 1,500.

(2) Railway Ministers' Best Essay Awards given during Railway Week. First Prize Rs. 1,000, Second Prize Rs. 700.

(3) Group Awards to staff of a department who make maximum use of Hindi-first Rs. 5,000, Second Rs. 3,000, Third Rs. 2,000. Each employee gets Rs. 100.

(4) Board's Individual Awards to employees for their work in Hindi-Rs. 850 and a certificate of Merit given by Railway Minister. (w.e.f. 1997).

(5) G.M.'s Individual Awards to employees - Rs. 300 and a certificate of Merit.

(6) Awards for noting and drafting in Hindi-First Rs. 800, Second Rs. 400, Third Rs. 300 (w.e.f. 1.4.98).

(7) Incentive to Typist and Stenographers who, in addition to their work in English, do Hindi typing and stenography work. A monthly allowance of Rs. 80 to Typists and Rs. 120 to Stenos (w.e.f. 1.8.97).

(8) Two Awards of Rs. 1,000 each to officers given dictations in Hindi in various Railway office (w.e.f. 1.4.98).

Incentives for promoting use of Hindi/Hindi Typewriting and Hindi Stenography in Central Government Offices.

(1) Lumpsum Award and Cash Awards or prizes are given for passing-

(a) Probodh/Pragya/Praveen Examinations through Hindi Teaching Scheme.

(b) Examinations in Hindi language/Type-writing, Stenography through one's own effort/Computers/Word Processors etc.

Note: Rates of Cash Awards and Lump sum Awards have been enhanced w.ef. 21.6.2007 considerably

(2) Lumpsum award for training in Hindi type-writing through correspondence course.

(3) Supply of free text books for candidates preparing privately for examinations under Hindi Teaching Scheme.

(4) Re-imbusement of bus fares for non-gazetted employees for Hindi classes, if distance travelled is more than 1.6 km.

(5) (a) Grant of conveyance charges/T.A. to appear at Hindi Examinations while on duty or on leave.

T.A. under S.R. 130 admissible, if office and residence are at distance of **more than 8 km. from examination centre.**

(ii) In other cases, conveyance charges by public conveyance allowed, if distance between examination centre and the office/residence is more than 1.6 km.

(b) Attending Hindi examination treated as duty-

During the days of examination and the reasonable time for the journey, employees appearing for Hindi Examinations may be treated as on duty. However, if the examination is on the forenoon or afternoon only, the employee may be required to attend office in the afternoon/forenoon unless exempted in any case specially.

(c) Personal pay equal to one increment for 12 months is granted for passing the Hindi/The Hindi Type-writing/The Hindi stenography Examinations through Hindi Teaching Scheme.

Note: 1. Personal pay will be granted to the concerned employee with effect from any of the following dates of his choice-

(a) the first of the month following the month in which the results of the examination are announced; or

(b) the date of annual increment which falls due after the announcement of the results of the examination (which would mean an advance increment over and above the normal increment).

2. The concerned employee **will have to exercise his option with a period of three months** from the date of the declaration of the results. The option once exercise shall be treated as final.

(6) Advance for payment of fees for acquiring training in Hindi Typewriting and Hindi Stenography (adjustable in cash award).

(7) Incentives to officers for giving dictation in Hindi.

(8) Prizes, for doing work in Hindi.

(9) Monthly incentives to Stenographers and Typists for doing official work in Hindi in additional to English at the rate of Rs. 120 p.m. for stenographers and Rs. 80 p.m. for typists (w.e.f. 1.8.1997)

(10) Honorarium (Remuneration) to part-time instructors engaged under Hindi Teaching Scheme/Departmental arrangements.

11) Interest-free advances for training in Prabodh, Praveen and Pragya through

(12) Allowing trainees to retain text-books of Hindi Typewriting/Stenography and other training material issued to them during the training of Hindi Typewriting/ Stenography under the Central Hindi Teaching Scheme.

(13) Honorarium for translation from regional language to Hindi and vice-versa. **(14) Encouraging** the employees to acquire knowledge of Hindi during the period of

probation **without any element of coercion**. No penalty should be imposed on the candidates who do not acquire the required knowledge of Hindi during their probation period so that the candidates learn Hindi willingly during their probationary period.

4) Revised pay scales for Official Language posts in various subordinate offices of the Central Government.

In accordance with the recommendations of the Sixth Central Pay Commission as

Designation	Recommended Pay scale	Corresponding Pay Band & Grade Pay	
		Pay Band	Grade Pay
Jr. Translator	6500-10500	PB-2	4200
Sr. Translator	7450-11500	PB-2	4600
Asstt. Director (OL)	8000-13500	PB-3	5400
Dy. Director (OL)	10,000-15,200	PB-3	6600
Jt. Director (OL)	12000-16500	PB-3	7600
Director (OL)	14300-18300	PB-4	8700

accepted by the Government, similarly designated posts existing outside the Central Secretariat Official Language Service (CSOLS) cadre in various subordinate offices of the Central Government have been granted the same pay scales as those granted to CSOLS. The Government has notified the following revised pay structure for the Official language cadre belonging to CSOLS:

2 Accordingly, w.e.f. 1.1.2006, all Ministries/Departments etc., are required to grant the revised pay scales approved for various posts in the CSOLS to similarly designated Official Language posts existing in their subordinate offices.
