

ANNUAL PROGRAMME 2020-2021

TARGETS FOR 2020 – 2021 FOR THE IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY IN MINISTRIES/ DEPARTMENTS & THEIR ATTACHED/SUB-ORDINATE OFFICES & CORPORATIONS / UNDERTAKINGS / BANKS ETC.OF CENTRAL GOVERNMENT.

Sl.No	Details of Works	Targets
	Originating Correspondence in Hindi (including Telegrams, Wireless, Telex, Fax, Drawings etc.)	From Region 'C' to 'A' 55% From Region 'C' to 'B' 55% From Region 'C' to 'C' 55% From Region 'C' to State offices/ Individuals in States/UTs of 'A' and 'B' Regions 55%
1.	Letters received in Hindi to be answered in Hindi	100%
2.	Noting in Hindi	30%
3.	Training programmes through Hindi medium	30%
4.	Recruitment of Hindi Typists, Stenographers	40%
5.	Dictation in Hindi/Direct Typing on key-board (self and by Asst.)	30%
6.	Hindi Training (Language, Typing/stenography)	100%
7.	Preparation of Bilingual Training material	100%
8.	Expenditure for the purchase of Hindi books etc., including digital matters ie Hindi e-books, CD / DVD/Pend drive including amount incurred on translation in Hindi from English and regional languages out of the total Library grant, excluding journals and standard reference books.	50%
9.	Purchase of all electronic equipments in bilingual form	100%
10.	website	100% (bilingual)
11.	Citizen Charter and display of Public interface information board	100% (bilingual)
12.	(1) Inspection by Ministries/ Departments/Offices of their offices located outside their Headquarters and by the officers DS/Dir./JS of DOL (% of offices)	25% (minimum)
	(2) Inspection of sections at Headquarters	25% (minimum)
	(3) Joint inspections by the officers of the concerned Deptt. & those of the Dept. of Official Language of Foreign based Undertakings/Offices etc. owned or controlled by the Central Government.	At least one inspections in a year
13.	Meetings regarding Official Language	
14.	(A) Hindi Salahkar Samiti	02 meetings in a year (minimum)
	(B) Town Official Language Implementation Committee	02 meetings in a year (One meeting every 6 months)
	(C) Official Language Implementation Committee	04 meetings in a year (One meeting every quarter)
15.	Translation of Codes, Manuals, forms, Procedural literature	100%
16.	Sections of the Department where entire work to be done in Hindi	20%