

**Annual Programme for 2019-20 for use of Hindi**

<b>S.no.</b>	<b>Details of Work</b>	<b>'B' Region</b>
1.	Originating Correspondence in Hindi (including E-mail)	1. From B to A 90% 2. From B to B 90% 3. From B to C 55% 4. From Region B to Offices Individuals in States/UTs of A & B region 90%
2.	Letters received in Hindi to be answered in Hindi	100%
3.	Noting in Hindi	50%
4.	Training Programme through Hindi Medium	60%
5.	Recruitment of employees utilized for Hindi Typing & Stenographers	70%
6.	Dictation in Hindi/Direct Typing on Key-Board (self and by the Asstt.)	55%
7.	Hindi Training (Language, Typing/Stenography)	100%
8.	Preparation of Bilingual Training Material	100%
9.	Expenditure for the purchase of Hindi books etc., including digital matters i.e., Hindi e-books, CD/DVD, Pen 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%
10.	Purchase of all electronic equipments, including computers in bilingual form	100%
11.	Website bilingual	100%
12.	Citizen Charter and display of Public Interface information Board bilingual	100%
13.	Inspections of sections at	25% (minimum)

	Headquarters	
14.	Meetings regarding Official Language - Official Language Implementation Committee	04 meetings in a year (One meeting every quarter)
15.	Translation of Codes, Manuals, Forms, Procedural Literature	100%

2. Hindi Magazine "Kiran" is published regularly.

*Pahm* 13/02/2020  
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