

OVERVIEW

Hindi Section is created with a view to accelerate the use of official language in the official work and to increase the awareness of the employees as regards to the Official Language Policy of the union. Apart from the translation work Hindi Section is entrusted with the task of implementation of the Official Language Act and Rules made thereunder and to perform the activities defined in the Annual programme of Deptt. Of Official Language, Ministry of Home Affairs. Presently, it is headed by an officer of the rank of Additional Secretary.

1. Translation Work

This Section deals with the translation work of the material which requires to be made bilingual i.e English and Hindi which mainly includes the following:

- Cabinet note
- Parliamentary Assurances
- Annual Report of the ministry
- Standing Committee Reports
- Statement on Ordinances
- Oral Evidences
- Demands for Grant
- Memorandum of Understanding
- Material for making website bilingual
- Notifications
- Office Memorandum
- D.O letters
- Press Releases
- RTI
- Appointment of notaries
- ADR/Mediation Bill
- PPT on certain subjects
- Correspondence of routine nature.

2. Implementation of Official Language Policy –

- OLIC Quarterly Meetings
- Sending Quarterly Progress Reports to MHA
- Organising Hindi Month on the occasion of Hindi Day.
- Hindi Teaching Scheme
- Inspection by Parliamentary Committee on Official Language
- Hindi Workshops
- Hindi Inspection of Sections
- Hindi Inspection of Subordinate Offices
- Fixing Check Points to ensure compliance of the policy
- Represent DOLA in COLIC Meeting of Deptt. of Official Language, MHA
