



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), ओडिशा: भुवनेश्वर-751001

Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar-751001

सं.रा.भा.अ./03/वार्षिक कार्यक्रम/2024-25/10

दिनांक:17.05.2024

Office Order

Department of Official Language, Ministry of Home Affairs has issued Annual Program - 2024-25 to promote Hindi in various Ministries/ Departments of India and for compliance of targets and directions related to Official Language as indicated in the said Program, which has also been circulated by Headquarters' office with the direction for compliance of the same. In view of the above all the controlling Branch Officers are directed to comply with the following points in all their subordinate sections:

1. Under Section 3(3) of the Official Language Act, 1963 Resolutions, General orders, Rules, Notifications, Administrative and other Reports, Press Communiques, Administrative and other Reports and Official Papers to be laid before a House of Parliament, Contract, Agreements, Licenses, Permits, Tender Notices and Tender Forms should invariably be issued bilingually both in Hindi and English.
2. In "C" region i.e. Odisha, 55% of originating correspondence should be in Hindi.
3. As per Rule 5 of Official Language Rules, 1976, communications received in Hindi are to be replied only in Hindi.
4. Hindi Noting: 30% of total noting is to be done in Hindi.
5. 30% of Training Programme is to be in Hindi.
6. So long as the prescribed targets (40%) regarding Hindi typists and Hindi stenographers are not achieved in the Central Govt. Offices, only Hindi typists and Hindi stenographers should be recruited.
7. At least 30% dictation / direct typing on keyboard (self and by assistant) to be done in Hindi.
8. Hindi Training (Language, Typing/ Stenography) in all the regions to be given to all the employees and any instance of discontinuing training or not appearing in the examinations should be sternly dealt with.
9. For smooth working in Hindi 100% training material are to be prepared and distributed bilingually.
10. Expenditure for the purchase of Hindi books etc., including digital material i.e., Hindi e-books, CD/ DVD, Pen Drive including amount incurred on translation in Hindi from Regional Languages is 50% out of the total Library grant excluding journals and standard reference books.
11. All kind of electronic equipment's are to be purchased in in bilingual form.
12. Website of the office should be 100% bilingual.
13. In non-Hindi speaking states, respective regional language, Hindi and English should be used in this order for all Citizens Charter and display of public interface information, boards, name plates etc.

14. Minimum 25% of sections and offices located outside headquarter are to be inspected regarding progressive use of Hindi.
15. All manuals, codes, forms, procedural literature are to be 100% bilingual.
16. Entire work to be done in Hindi in 20% sections of office.
17. Heading of service book and registers should be bilingual and entries should be in Hindi as far as possible.
18. The Officers/ employees handling Hindi work including training and workshops should also be provided good and sufficient space and other necessary seating facilities in the office to facilitate them to discharge their duties properly.
19. It is the constitutional obligation of the Senior Officers of the Central Gov. Offices to make progressive use of Hindi in their official work.
20. It should be ensured that the Officers/ employees who have won prizes in various competitions during the Hindi Fortnight, do their maximum official work originally in Hindi.
21. All the personnel who have received training should be motivated and directed to make maximum use of Hindi Language, Hindi Typing / Stenography.
22. All Central Government Offices should organise Seminars relating to their subject areas in Hindi Medium.

Sd/-

Senior Deputy Accountant General (Admn.)

Copy forwarded for information and necessary action:-

1. Secretary to Pr. A.G.
2. PA to Sr. DAG (Admn), DAG(AC. & VLC)/pension/ fund
3. Controlling Branch Officer- Admn.-1, Admn.-2, OE, PM, TM, FM, Record, Welfare, IAD and PAO. Controlling B.Os are requested to ensure the compliance of above instructions in their subordinate sections.
4. EDP section for compliance and hosting on the office website.
4. Notice Board
5. Guard File

मनीषा न. फादिसाणी २०१५/०४/२५
Senior Accounts Officer (Rajbhasha)