

## Rajbhasha

Implementing the provisions of the Constitution relating to the Official Language and the provisions of the Official Languages Act, 1963 and 1976. Compliance of all sections of these acts like section 3(3), rule 5 and all provisions thereof. Compliance of annual program being issued by Department of Official Language, Ministry of Home Affairs.

Translation of all the official documents like orders, circulars, memorandums, letters and other documents from English to Hindi and vice versa as and when required.

Nodal responsibility for all matters relating to the progressive use of Hindi as the Official Language of the Union including Hindi Teaching Scheme, Hindi typing training for Central Government Employees.

Conducting Hindi workshops for the officials to make them more comfortable and proficient in Hindi and organising Hindi fortnight celebration to encourage them. Publication of Hindi magazine.

Co-ordination in all matters relating to the quarterly progressive report of Hindi and organising meeting of the official language committee and active participation in town official language committee as well.

Sending all quarterly and yearly reports and compliance thereof related to official language to Headquarters office and the concerned regional offices.

Matters relating to the Regional Implementation Offices.

Matters relating to the Committee of Parliament on Official Language.