

## **PROGRESSIVE USE OF HINDI**

The Ministry of Steel continued its efforts towards greater use of Hindi in official work during the year 2001-2002 keeping in view the Annual Program prepared and issued by the Department of Official Language [Ministry of Home affairs] for implementation of the Official Language policy of the Union.

The work relating to the Progressive use of Hindi in the Ministry is under the administrative control of a Joint Secretary and is looked after by a Director. The Hindi Section consists of a Deputy Director, an Assistant Director, a Senior Translator, three Junior Translators and two Lower Division Clerks.

Devnagari typewriters (59 nos.) including bilingual electronic typewriters (33 nos.) and computers equipped with bilingual facilities are available in the Ministry. Adequate reading material in Hindi has been made available in the library of the Ministry. A number of measures have been taken for the promotion of Progressive use of Hindi in the Ministry, its attached offices and PSUs under its administrative control.

Details of these measures are given below :-

### **Official Language Implementation Committee**

There is an Official Language Implementation Committee under the Chairmanship of a Joint Secretary in the Ministry. This Committee reviews the progress made in the use of Hindi in the Ministry, its attached Offices and Public Sector Undertakings. Meetings of the committee are held regularly. Two such meetings have been held up to 30<sup>th</sup> September, 2001 during the current year.

### **Hindi Salahakar Samiti**

Hindi Salahakar Samiti of this Ministry was reconstituted on 7.3.2001 under the chairmanship of Minister of State for Steel. Two meeting of the Samiti were held during the year.

### **Implementation of Section 3[3] of the Official Language Act**

In pursuance of the Official Language Policy of the Government of India, almost all documents covered under Section 3[3] of the Official Language Act, 1963 are prepared both in Hindi and English. In order to ensure issue of letters in Hindi to Central Government Offices located in Region "A", "B" and "C" check points have been identified in the Ministry to ensure compliance of the Official Language Policy.

### **Rajbhasha Shield/Trophies**

In order to encourage the use of Hindi in the offices and undertakings under the administrative control of the Ministry of Steel, Ispat Rajbhasha Shield (First prize) Ispat

Rajbhasha Trophy (Second prize) and Ispat Rajbhasha Trophy (third prize), a Rajbhasha Shield for the PSUs located in Region "C" have been instituted. These are given every year to the office / undertakings on the basis of their Annual performance in progressive use of Hindi. Besides a medal is also awarded to the officer/employee of the Ministry whose work in Hindi is rated to be best in the official work. In addition an Ispat Millenium Shield was given to Maganese Ore (India) Ltd., Nagpur for the continuous efforts in propagation of official language policy in the company.

### **Incentive scheme for original work in Hindi**

The cash incentive scheme for original work in Hindi introduced by the Department of Official Language is being implemented in the Ministry.

### **Cash prize scheme for dictation in Hindi**

An incentive scheme for officers for giving dictation in Hindi is in operation in this Ministry. Under this scheme two cash prizes are given to the officers who give maximum dictation in Hindi.

### **Award for writing original books in Hindi**

A scheme for awarding cash prizes for writing technical books in Hindi on various disciplines related to the Steel industry and its allied subjects is also in operation in the Ministry. An amount of Rs. 15,000/-, Rs. 10,000/- and Rs. 7,500/- each is awarded for the first, second and third prizes respectively.

### **Hindi Divas/ Hindi Fortnight**

In order to encourage the use of Hindi in official work amongst officers/employees of the Ministry an appeal was made by the Honorable Minister on 14<sup>th</sup> September, 2001. Hindi Fortnight was organised in the Ministry from 1<sup>st</sup> Sept. to 14<sup>th</sup> Sept. 2001. During this period various Hindi Competitions and Hindi workshop were organised.

### **Prati Din Ek Shabd**

Prati Din Ek Shabd scheme launched in the Ministry four years back is being continued during the year. Under this scheme one word/phrase in Hindi and its English equivalent are written daily on the Black Boards installed on all the three floors of the Ministry. These words/phrases are generally administrative and technical in nature which are being used in the day to day official work.

### **"Hindi Day" on every Wednesday**

Wednesday has been designated as "Hindi Day" in the Ministry and all officials & staff are expected to carry out their entire official work in Hindi on Wednesday.

## **Training in Hindi/Hindi Typewriting/Hindi Stenography**

A program has been drawn up for imparting training in Hindi/Hindi Typing/Hindi Stenography to those employees for whom in-service training is obligatory. Out of a total of 188 officers and staff [except group "D" employees] 185 possess working knowledge of Hindi. So far as Hindi typing and Hindi Stenography is concerned, out of 26 LDCs and 37 Stenographers 11 LDC and 29 Stenographers know Hindi typing and Stenography, respectively.

**The progressive use of Hindi in the Public Section Undertakings is as under:**

### **Steel Authority of India Ltd.**

The Company continued its efforts in the implementation of Official Language Policy of the Government of India. Emphasis was laid on creating an environment in which employees voluntarily adopt Hindi in their office work. SAIL Corporate Office was awarded 2nd Prize for best implementation of Hindi by the Town Official Language Implementation Committee of Delhi. Raw Materials Division, Calcutta and Bokaro Steel Plant were awarded prizes by the Department for Official Language, Ministry of Home Affairs for noteworthy implementation of Hindi.

### **Indian Iron and Steel Company Ltd. (IISCO)**

During the year the Company continued to pursue vigorously the implementation of the Official Language Policy of Government. Employees were encouraged to carry out their official work in Hindi and liberal incentives for such work were given. Official Language Fortnight Celebrations and Hindi Workshops & seminars on technical writing in Hindi and Computer training programmes for doing work on Hindi software were organised during the year. Rajbhasha Shields and cash prizes were awarded in various competitions to encourage the employees.

### **Rashtriya Ispat Nigam Ltd. (RINL)**

During the period April, 2000 to March, 2001 123 employees were trained in Hindi 'Prabodh' and "Praveen" courses and four Hindi workshops were organized in which 76 employees were trained.

13 employees were also trained for use of Hindi on computers in MS-Office through SHUSHA fonts. RINL was also awarded first prize for south zone under the prestigious "Indira Gandhi Rajbhasha Puraskar Yojana" for the year 1999-2000. A national level Hindi Seminar was organized on 15.3.2001.

## **Kudremukh Iron Ore Company Ltd. (KIOCL)**

The Company follows the directives issued from time to time by the Dept. of Official Language, Government of India for the progressive use of Rajbhasha. In addition to grant of cash awards and increments, other incentives are also given to the employees passing Hindi examinations. Hindi workshops and Training programmes are conducted at regular intervals. All the stationary of the Company is in bilingual form. The Annual Report, Magazines, MoU etc., are also printed in Hindi. Some of the correspondence with the Govt. of India are also made in Hindi. Company's officials attend the TOLIC meetings regularly and coordinate in conducting various programmes. Hindi week was celebrated in September at all locations at Kudremukh, Mangalore and Bangalore.

In appreciation of Company's efforts in the progressive use of official Language, the Rashtriya Hindi Academy, Kolkata has conferred Millennium All India Official Language Shield to the Company. The Shield was presented to our Company on 02-10-2001 at Shantiniketan, West Bengal.

## **Manganese Ore India Ltd. (MOIL)**

In order to ensure progressive use of Hindi and implementation of Official Language Act, effective steps have been taken by the Hindi Cell functioning at the Corporate Office of the Company.

To encourage the use of Hindi at all levels various competitions are organised during "Hindi Fortnight" and the winners are suitably rewarded. Facilities for learning Hindi have been made available to employees who are not proficient in the language. The Company has been receiving First Prize from the Ministry of Steel for the last 7 years as a result of which "CHAL VAIJAYANTI" Award has been given permanently to the Company. The Ministry of Steel has also awarded the Millennium Shield to the Company.

## **Ferro Scrap Nigam Ltd. (FSNL)**

Strict adherence of all directives of the Government on implementation of official Language Policy is ensured by the Company.

With a motive of encouraging employees to show interest in carrying out their day-to-day jobs in Hindi, Hindi Diwas is celebrated in the Company and various Hindi competitions like Hindi Essay writing, Hindi Gyan pratiyogita, Hindi Prashnothari partyogita etc. are conducted and the winners are given away prizes.

In recognition of exemplary work done in implementation of Official Language Policy, the company has achieved various prestigious awards from the Government/Ministries.

## **Sponge Iron India Ltd.**

From 01.10.2000 to 30.09.2001, 46 documents were released in bilingual form in accordance with Section 3(3) of Official Languages Act, 1963.

Hindi Day was celebrated on 14.09.2001. In this connection Hindi Essay Writing Competitions for Indira Priyadarshini Public School Students, Officers and Employees, dictation competition, kavitha reading, distribution of Official Language News Letter etc., were organised. Totally 38 prizes were awarded to the winners of competitions.

An internal work shop from 05.09.2001 to 07.09.2001 for employees in P&A Division was organised and they have been trained in noting and drafting in Hindi.

The letters received in Hindi were replied to in Hindi during the period.

## **MECON Ltd.**

Various activities to motivate the employees of the company for use of Hindi in official work were organised during the year. Official Language Policy of the Government of India is being implemented in the Head Office and other offices of MECON with full vigor. In addition to the coaching classes, workshops and training programs, quiz competition and debate were also organised for encouraging the employees to do their work in Hindi.

MECON successfully organised All India Rajbhasha Seminars in Hindi in "21vin Sadi Men Prabandhan Ki Chunautiyan" and Karvalay Ki Karya Sanskriti men Sundhar".

## **Hindustan Steel Works Construction Limited (HSCL)**

The company has made various encouraging efforts in implementing the official language policy and Programmes of Department of Official Language, Government of India. Besides holding meetings of the Official Language implementation Committees at Corporate and unit levels at regular intervals, the company made massive drive to motivate its senior officials at all levels to start use of Hindi in official noting and drafts.

The activities during the year are as follows:

- a) All letters, appeals representations etc. which were received in Hindi were invariably replied in Hindi;
- b) In compliance with section 3(3) almost all circulars, orders, notices, tender notices, press release, advertisements etc., were issued in bilingual form;
- c) 'Hindi day' and 'Hindi Fortnight' were observed. Winners were given award and momentos in Hindi competitions arranged during this period;

- d) Employees were nominated to acquire training in Hindi Language/Hindi Typing and Stenography and;
- e) The company and its employees actively participated in the activities and meetings of the Town Official Language implementation committee (PSUs) at Kolkatta and other major Units and was awarded Scroll of Honour for its excellent performance in town level activities.

### **Bharat Refractories Ltd. (BRL)**

The company continued to vigorously pursue its efforts in implementing the Official Language Policy of the Government. To improve the use of Hindi Workshops, Rajbhasha Seminars, Competitions, meeting and Training Programmes were conducted from time to time.