

CHAPTER-XV

PROGRESSIVE USE OF HINDI

The Ministry of Steel continued its efforts towards greater use of Hindi in official work during the year 2002-2003 keeping in view the Annual Programme 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 Deputy Secretary.. The Hindi Section consists of a Deputy Director, an Assistant Director, a Senior Translator, three Junior Translators and two Lower Division Clerks.

Devanagari typewriters (23 Nos) including bilingual electronic typewriters (16 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 office and the PSUs under its administrative control.

Details of these measures are given below:

Official Language Implementation Committee

An Official Language Implementation Committee has been set up 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 office and the Public Sector Undertakings under its administrative control. Meetings of the committee are held regularly. Three such meetings have been held upto 31st December, 2002 during the current year.

Hindi Salahakar Samiti

Hindi Salahakar Samiti of this Ministry was reconstituted on 7th March, 2001 under the chairmanship of the Minister of State for Steel. Two meetings of the Samiti were held during the year.

Implementation of Section 3[3] of the Official Language Act, 1963

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 Regions "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) and Rajbhasha Shield for the PSUs located in Region "C" have been instituted. These are given every year to the office/undertaking on the basis of their annual performance toward 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 the best in official work. In addition, an Ispat Millennium Shield was given to Manganese Ore (India) Ltd., Nagpur for the continuous efforts in propagation of Official Language Policy by 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.

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 as 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 of State for Steel on 16th September, 2002. Hindi fortnight was organized in the Ministry from 2nd September to 16th September, 2002. During this period various Hindi competitions and Hindi workshops were organized.

Training in Hindi/Hindi Typewriting/Hindi Stenography

A programme 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 number of 194 officers and staff [except group "D" employees] 179 possess working knowledge of Hindi. So far as Hindi typing and Hindi Stenography is concerned, out of 25 LDC's and 36 Stenographers 11 LDC's and 29 Stenographers know Hindi typing and Stenography respectively.

STEEL AUTHORITY OF INDIA LIMITED

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 adopt Hindi in their office work. Official

Language shield and cup was awarded to SAIL for excellent performance in this area.

INDIAN IRON & STEEL COMPANY LIMITED

During the year the Company continued to pursue vigorously the implementation of the Official Language Policy of the 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 and seminars on technical writing in Hindi and Hindi poem competition amongst the school students were organised. 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.

KUDREMUKH IRON ORE COMPANY LIMITED

The Company follows the directives issued from time to time by the Department of Official Language, Ministry of Home Affairs and the Ministry of Steel, Govt of India for progressive use of the Official Language.

Hindi training is given to the employees. Cash awards and increments are given as per the Government directives. Hindi workshops, orientation programmes are conducted regularly to create awareness, impart knowledge and encourage the employees to do the official work in Hindi. Cash awards are given to such of those employees who do their official work in Hindi.

All the stationery, name plates and name boards of the Company are in bilingual form. The Annual Report, MoU, House Magazine, Employees' Pension Scheme, etc., are printed in Hindi also. Hindi software is provided in computers in all Departments.

Official Language Implementation Committee meetings take place regularly and the progress during the previous quarter is reviewed in such meetings. The Company takes active part in Town Official Language Implementation Committee. Two Hindi competitions were conducted during the year for all Central Government and Public Sector Offices in Bangalore. More than 40 offices took part in these competitions.

Hindi fortnight was celebrated in all the offices of the Company. Various Hindi competitions and programmes were organised and prizes distributed.

Company's efforts towards Official Language implementation are well appreciated by the Government as well as the voluntary Hindi Organisations. The Mangalore unit of the Company was awarded the First Prize among Public Sector Undertakings at Mangalore for Hindi implementation. The Official Language Department, Ministry of Home Affairs awarded a Rajbhasha Rolling Shield and a Certificate to the Company.

The Rashtriya Hindi Academy, Kolkata, at its National convention, awarded "Vishistha Hindi Seva Samman" to the Company last year.

The Commission for Scientific and Technical Terminology, Ministry of HRD, New Delhi and CENTAD jointly awarded a "Rajbhasha Trophy" to the Company.

The Company was given the "Ispat Rajbhasha Protsahan Shield" of "C" Region for the year 2000-2001 in June, 2002 by Ministry of Steel.

MANGANESE ORE (INDIA) LIMITED

In order to ensure progressive use of Hindi and implementation of the provisions of the Official Language Act, 1963 effective steps have been taken by the Hindi Cell functioning at the Corporate Office of the Company.

To encourage 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 Vajrayanti**” Award has been given permanently to the Company. The Ministry of Steel has also awarded the Millennium Shield to the company.

FERRO SCRAP NIGAM LIMITED

The Company ensures strict adherence of all directives of the Government on implementation of Official Language Policy. With a motive to encourage 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 pratiyogita, Hindi prashnothari partyogita etc. are conducted and the winners are given prizes. Annual cash awards are also given for Hindi noting/drafting and Hindi typing.

In view of the exemplary work done in implementation of Hindi, the company has been receiving prestigious awards from the Ministry. Apart from bagging the Indira Gandhi Rajbhasha Shield for 1999-2000, the company has also received the first prize i.e. 'Ispat Rajbhasha Shield' for the year 2001-2002.

SPONGE IRON INDIA LIMITED

From 01.04.2002 to 31.12.2002, 105 documents were released in bilingual form in accordance with Section 3 (3) of Official Languages Act, 1963.

Quarter of Hindi Correspondence was observed during the quarters from 01.04.2002 to 30.06.2002 and 01.07.2002 to 31.12.2002 for encouraging original correspondence in Hindi. National Hindi Day was organised on 14.09.2002. In this connection, Hindi essay writing competition for School children, Hindi translation competition for employees, Hindi reading competition for Group 'D' employees were organised and 66 prizes were given to the winners. Noting and drafting scheme in Hindi was introduced for progressive use of Hindi. The Official Language exposition was organised on 28.10.2002 and 35 employees participated in the exposition. Documentation Centre and Industrial Relations Section were specified to work in Hindi. National Integration Pledge was administered in Hindi during National Integration Week. Anti Terrorism pledge was administered in Hindi. In connection with Sadbhavana Diwas, pledge was administered in Hindi.

From 01.10.2001 to 31.03.2002, 49 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 and other programmes were conducted. Totally 38 prizes were awarded to the winners of these 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 LIMITED

Various activities to motivate the employees of the company for use of Hindi in official work were organized 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 vigour. In addition to the workshops and training programmes, quiz competition and debate were also organized for encouraging the employees to do their work in Hindi.

MECON's Bokaro Office has been selected for award of First Prize for the best implementation of Official Language Policy among the offices in Eastern Region. Further, Ranchi Town Official Language Implementation Committee, which functions under the Chairmanship of CMD, MECON has also been selected by the Government of India, Ministry of Home Affairs, Deptt. of Official Languages, New Delhi for award of First Prize for its outstanding contribution in propagation and implementation of the Official Language Policy in the Eastern Region.

HINDUSTAN STEEL CONSTRUCTION LIMITED

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 a massive drive to motivate its officials at all levels for use of Hindi in official noting and drafting. The Governments guidelines on the use of Rajbhasa are complied with.