

## **PROGRESSIVE USE OF HINDI**

### **MINISTRY OF STEEL**

The Ministry of Steel continued its efforts towards greater use of Hindi in official work during the year 2003-2004 keeping in view the Annual Programme prepared and issued by the Department of Official Languages [Ministry of Home Affairs].

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 Joint Director, an Assistant Director, a Senior Translator, three Junior Translators and Two Lower Division Clerks.

Devnagari typewriters (8 Nos) including bilingual electronic typewriters (1 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 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 and its Public Sector Undertakings. Meetings of the committee are held regularly. Four such meetings have been held upto 31<sup>st</sup> March, 2004 during the current year.

#### **Hindi Salahakar Samiti**

Hindi Salahakar Samiti of this Ministry was reconstituted on 7<sup>th</sup> March, 2001 under the chairmanship of the Minister of State for Steel. During the year, the Samiti met on 24<sup>th</sup> July, 2003.

#### **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 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 undertakings 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 the best in the official work.

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

A cash incentive scheme for original work in Hindi introduced by the Department of Official Languages 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 for the first, second and third prizes respectively.

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

In order to encourage use of Hindi in official work amongst officers/employees of the Ministry an appeal was made by the Honorable State Minister for Steel on 14<sup>th</sup> September, 2003. Hindi Fortnight was organized in the Ministry from 1<sup>st</sup> September to 15<sup>th</sup> September, 2003. 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 of 179 officers and staff [except group "D" employees], 178 possess working knowledge of Hindi. As far as Hindi typing and Hindi Stenography is concerned, out of 28 LDCs and 34 Stenographers, 14 LDCs and 30 Stenographers know Hindi typing and Stenography, respectively.

### **STEEL AUTHORITY OF INDIA LIMITED (SAIL)**

The Company continued its efforts in the implementation of the 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 the company for excellent performance in this area. Department of Official Languages, Ministry of Home Affairs has also awarded Corporate Office, RMD, DSP, BSL, RSP, RDCIS and Branch Sales Office (BSO), Patna separately for their performance. Hindi House Journal (Ispat Bhasha Bharati) of the company also awarded first prize from the Delhi Govt. and TOLIC, Delhi. A high level Technical Seminar was also organized in Hindi by RDCIS in Ranchi.

### **INDIAN IRON & STEEL COMPANY (IISCO)**

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, Hindi Workshops and Seminars on technical writing in Hindi and Hindi Poem competition amongst the School Students, were organized during the year. Cash prizes were awarded in various competitions to encourage the Employees.

## **RASHTRIYA ISPAT NIGAM LIMITED (RINL)**

Hindi implementation is being successfully done in Visakhapatnam Steel Plant. Hindi Cell is organizing various programmes like Hindi Workshops, Hindi Seminar etc. to propagate Hindi all over the plant and creating an atmosphere for the employees to work in Hindi. Hindi Month is being celebrated successfully every year in the month of September. On this occasion, various Hindi competitions are also being conducted for the employees and their dependents.

A quarterly Hindi House magazine viz. 'Sugandh' is being brought out by Hindi Cell. In addition to standard columns, the articles written by the employees and their dependents are being included in this magazine. Recently a decision was taken in the meeting of OLIC to publish the invitations of various programmes organised by different Departments in bilingual form. Corporate Communications Department has been made as a check-point for this purpose.

All the typists of VSP have been trained in Hindi typewriting. Since the use of computers has increased now-a-days, 'Shusha Fonts' have been loaded in almost all the computers of VSP and training is being given to the employees to work in Hindi on computers. Approximately 196 employees have been trained in these programmes till date.

The formats used by various Departments of VSP are being made in bilingual form. The reports to be submitted to the Committees of Parliament are also being made in bilingual form from time to time. In addition to the above according to Official Language Policy of Govt. of India Compliance of Section 3(3) of Official Language Act, 1963, Organisation of various training programmes, Inspections regarding use of Hindi in the Branch Officers and different Departments of VSP are being done regularly by Hindi Cell.

## **NATIONAL MINERAL DEVELOPMENT CORPORATION(NMDC)**

During the year, the Company continued to pursue vigorously the implementation of 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, Hindi Workshops and Seminars on technical writing in Hindi and Hindi Poem competition amongst the School Students, were organized during the year. Cash prizes were awarded in various competitions to encourage the Employees.

### **KUDREMU KH IRON ORE COMPANY LIMITED (KIOCL)**

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.

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 their Official work in Hindi. Cash awards are given to such of those employees who do the official work in Hindi. Rajbhasa Avum Prabandan Sansthan awarded Rajbhasa Shield to the Company in May, 2003. A Rajbhasa Shield was awarded to the Company by the Hon'ble Governor of Chattishgarh for Official Language in the Company.

### **MANGANESE ORE (INDIA) LIMITED (MOIL)**

In order to ensure progressive use of Hindi and implementation of Official Language Act. 1963 and the Rules framed thereunder, effective steps have been taken by the Hindi Cell working at the Corporate Office under the administrative control of General Manager (Personnel). To encourage the use of Hindi at all levels, various competitions are organised during the "Hindi Fortnight" organised every year beginning on 14<sup>th</sup> Sept. which is celebrated as "Hindi Day". The winners of the competitions are suitably rewarded.

Facilities for learning Hindi have been made available to the employees who are not proficient in Hindi. More than 80% of the employees of the Company have working knowledge of Hindi.

After receiving "Chalvajayanti" Award continuously for 10 Years, the same was permanently given to the Company. The Company also received "Sahastrabdi" Shield in the PSU of "B" region for the year 2001-2002. The Company received first

prize given by Nagar Rajbhasha Karyanvayan Samiti for the Year 2001-2002. The House of Journal of MOIL Samachar bagged consolation prize for the Year 2001-2002 which is instituted by NARAKAS.

### **SPONGE IRON INDIA LIMITED (SIIL)**

From 1.1.2003 to 31.3.2004, 147 documents were released in bilingual form in accordance with Section 3(3) of Official Languages Act, 1963.

During the year 4 meetings of the Official Language Implementation Committee were held. During the period under Rule 8(4) of Official Languages Rules, 2 sections were notified for doing official work in Hindi. The inspection team of Ministry of Steel inspected the progressive use of Hindi and satisfied with the work done suggested action for further acceleration of the implementation.

### **FERRO SCRAP NIGAM LIMITED (FSNL)**

The Company ensures strict adherence to all directives of the Government on implementation of official Language Policy. Hindi Diwas is celebrated in the Company and various Hindi competitions like Hindi Essay writing, Hindi Gyan Pratiyogita, Hindi Prashnothari Partiyogita etc. are conducted and the winners are given away prizes. Annual cash awards are also given for Hindi Noting/Drafting and Hindi Typing.

### **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.

### **HINDUSTAN STEEL CONSTRUCTION LIMITED (HSCL)**

The Company has made various efforts in implementing the Official Language Policy and programs of Department of Official Language, Government of India. Besides holding meeting 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 drafts. The Govt.'s guidelines on the use of Rajbhasa are complied with. Hindi Day and Hindi Fortnight were observed.

HSCCL won the 3<sup>rd</sup> prize in Category 'C' of 'Indira Gandhi Rajbhasa Purashkar' for 2000-01 for excellence in implementation of Rajbhasa in official work. Deputy Prime Minister of India presented the award in 2003-04.

**BHARAT REFRACTORIES LIMITED (BRL)**

The company continued to lay emphasis on optimum use of Hindi as the official language in accordance with the Official Language Act and Official Language Policy.