



CIRCULAR NO.09/2020

Subject: Achieving targets prescribed in the Annual Programme for the year 2020-21 issued by Dept. Of Official Language regarding Progressive Use of Hindi.

Every year Department of Official Language, Ministry of Home Affairs, Government Of India issues Annual Programme for Promoting use of Hindi in Central Government offices in which for various official purposes as to use of Hindi, targets are fixed which are required to be achieved by Central Government offices.

Targets as fixed in the Annual Programme for use of Hindi for the year 2020-21 issued by Department of official Language are as under:-

Sr. No.	Details Of Works	This office in located 'B' region	Targets
1.	Originating Correspondence in Hindi (including E-mail)	1. From 'B' to A	90%
		2. From 'B to 'B'	90%
		3. From 'B' to 'C'	55%
		4. From Region B To offices / individuals in states / UTs of 'A' & 'B' region	90%
2.	Letters received in Hindi to be answered in Hindi		100%
3.	Noting in Hindi		50%
4.	Training Programme through Hindi Medium		60%
5.	Recruitment of employees utilized for Hindi typing & Stenographers		70%
6.	Dictation in Hindi / Direct typing on Key-Board. (self and by the Asstt.)		55%
7.	Hindi Training (Language, Typing / Stenography)		100%
8.	Preparation of Bilingual Training Material		100%
9.	Expenditure for the purchase of Hindi books etc., Including digital matters i.e., Hindi e-books, CD / DVD, Pen Drive including amount incurred on Translation in Hindi from English and Regional Languages. Out of the total Library grant, excluding Journals and standard reference books.		50%
10.	Purchase of all electronic equipments including Computers in bilingual form.		100%
11.	Website		100% (Bilingual)

12.	Citizen charter and display of Public interface Information Board	100% (Bilingual)
13.	(I) Inspections of sections at Headquarters.	25% (Minimum)
14.	Meetings regarding Official Language (a) Town Official Language Implementation Committee	02 meetings in a year (One meeting in every 6 months)
	(b) Official Language Implementation Committee	04 meetings in a year (One meeting in every quarter)
15.	Translation of Codes, Manuals, Forms, Procedural literature	100%

All Branch Officers / Sections in charge are hereby directed to ensure achieving the above targets.

This issues with the approval of the Development Commissioner, SEEPZ-SEZ.

(Chandrapal Singh Chauhan)
Joint Development Commissioner,
Seepz-Sez

Note:

Region	States union Territories falling in the Region 'B'
A	States of Bihar, Chhatisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttar Pradesh, Uttarakhand, National Capital Territory of Delhi and Andman and Nicobar Island union Territory.
B	States of Gujrat, Maharashtra and Punjab and union Territories of Chandigarh, Daman & Div and Dadra and Nagar Haveli.
C	All other states not included in the A and B Regions or union Territories.

F.No: SEEPZ- SEZ/HINDI-155/08/PART FILE-IV/09047 DATED: 17.8.2020

Copy :

- 1) All branch Officers – The Circular may please be circulated among the staff for Information and necessary action
- 2) All Sections in charge
- 3) DCO
- 4) JDC
- 5) Concerned File
- 6) All Notice Boards
- 7) IT Section – for uploading

Copy to: Copy forwarded for information to Joint Director (O.L), Ministry of Commerce and Industry, Commerce Department, New Delhi-110011