

## **CREATION OF HINDI POSTS**

**Subject:-** Prescribing duties of Hindi Officers

the services of the Hindi Officers/translators should, as far possible, be utilised for translation and Official Language Implementation work only for which these posts have been created.

**Subject:-** Creation of posts for implementation of Official Language Policy.

**Subject:-** Creation of minimum number of Hindi posts for compliance/implementation of Official language Policy of the Central Government.

### **(b) For Attach and Subordinate Offices**

(1) A Hindi Officer for each attached/subordinate office having a strength of 100 or more employees excluding class IV staff.

(2) One Hindi Translator for each office having a strength of 100 or more employees excluding 50 ministerial employees; every fourth post of Hindi Translator to be that of senior Hindi Translator.

(3) One Hindi Typist for each office having at least 25 employees.

### **(b) For Offices located in Region 'B' and 'C'**

(i) One Junior Translator in an office having 25 to 75 ministerial employees; two Junior Translator for an offices having 76 to 125 ministerial employees; three junior Translators for an office having 126 to 175 ministerial employees; three Junior Translator and one Senior Translator for an office having more than 175 ministerial employees.

(iii) One post of Hindi Typist may be provided in all those offices of the Central Government in Region 'B' and 'C' which have at least 25 ministerial employees. A post of Hindi Typist may also be provided in offices which are newly created in region 'A' provided they have at least 25 ministerial employees. The norms will also apply to those offices of Defence Forces and Para-military Forces in Region 'A' which move from one region to another.