

# कार्यालय जिला एवं सत्र न्यायाधीश (उत्तर-पश्चिम) : दिल्ली

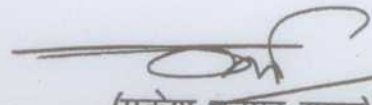
## परिपत्र

राजभाषा हिन्दी में उत्कृष्ट कार्य करने पर नियमानुसार दिये जाने वाले पारितोषिक (अतिरिक्त कार्य भत्ता) के विषय में कार्यालय परिपत्र संख्या 1030-1200/हिन्दी/237/2018, दिनांक 4.01.2018 (प्रतिलिपि संलग्न) का सदर्थ ग्रहण करें।

माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली, माननीय जिला एवं सत्र न्यायाधीश (उत्तर-पश्चिम), रोहिणी एवं केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली की स्वीकृति से आप सभी को सूचित किया जाता है कि वर्ष 2018 में राजभाषा हिन्दी में उत्कृष्ट कार्य करने वाले अधिकारियों (गैर न्यायिक) व कर्मचारियों को नियमानुसार चालू वर्ष 2019 में दो प्रतिशत (2) अतिरिक्त कार्यभत्ता, पारितोषिक के तौर पर दिया जाना प्रस्तावित हुआ है। नियमों की प्रतिलिपि संलग्न है।

सभी इच्छुक अधिकारी (गैर न्यायिक) व कर्मचारी, जिनके द्वारा वर्ष 2018 में राजभाषा हिन्दी में किए गये कार्यों की शब्द संख्या न्यूनतम 20,000 शब्द या उससे अधिक वार्षिक हैं, वे अपना नामांकन/आवेदन पत्र, राजभाषा हिन्दी में किये गये कार्यों के विवरण सहित, 25 मई 2019 तक नियमानुसार राजभाषा हिन्दी अनुभाग, उत्तर-पश्चिम, कक्ष संख्या 313, तृतीय तल, रोहिणी न्यायालय, दिल्ली को भेजें।

निर्धारित दिनांक के बाद प्राप्त होने वाले किसी भी आवेदन पर विचार नहीं किया जायेगा।

  
(मुकेश कुमार गुप्ता) 06.05.19

अतिरिक्त जिला न्यायाधीश/वरिष्ठ सदस्य  
केन्द्रीय हिन्दी कार्यान्वयन समिति  
जिला उत्तर-पश्चिम रोहिणी न्यायालय, दिल्ली

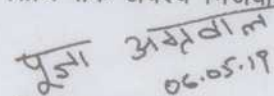
संख्या 15346-15427/रा.भा.अनु./उत्तर-पश्चिम/2019

दिल्ली, दिनांक 6-5-19

परिपत्र की प्रतिलिपि सूचना एवं आवश्यक कार्यवाही हेतु निम्नलिखित को प्रेषित करें :-

1. माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), तीस हजारी दिल्ली
2. श्री वीरेन्द्र कुमार गोयल, विद्वत अतिरिक्त जिला एवं सत्र न्यायाधीश-सह-अध्यक्ष, केन्द्रीय हिन्दी कार्यान्वयन समिति तथा सम्पादकीय समिति, तीस हजारी न्यायालय, दिल्ली।
3. समस्त विद्वत न्यायिक अधिकारी, दिल्ली उच्च न्यायिक सेवा, जिला उत्तर-पश्चिम, रोहिणी न्यायालय, दिल्ली।
4. समस्त विद्वत न्यायिक अधिकारी, दिल्ली न्यायिक सेवा, उत्तर-पश्चिम, जिला, रोहिणी न्यायालय, दिल्ली।
5. निजी सचिव, माननीय जिला एवं सत्र न्यायाधीश (उत्तर-पश्चिम), दिल्ली
6. (वरिष्ठ) प्रशासनिक अधिकारी (न्यायिक) तथा अनुभाग प्रभारी, उत्तर-पश्चिम, जिला, रोहिणी न्यायालय, दिल्ली।
6. (वरिष्ठ) प्रशासनिक अधिकारी (न्यायिक), राजभाषा हिन्दी अनुभाग, केन्द्रीय, पश्चिम, उत्तर, पूर्व, उत्तर-पूर्व, शमशेरपुरा, नई दिल्ली, दक्षिण, दक्षिण-पूर्व, दक्षिण-पश्चिम (केवल सूचनार्थ)।
7. प्राप्ति एवं निर्गम शाखा, लेयर्स पर अपलोड करने हेतु।
8. अनुभाग प्रभारी, सूचना का अधिकार, जिला उत्तर-पश्चिम, रोहिणी न्यायालय, दिल्ली।

नोट : सभी विद्वत न्यायिक अधिकारियों, वरिष्ठ प्रशासनिक अधिकारियों (न्यायिक), अनुभाग प्रभारियों से अनुरोध है कि वे अपने अधीनस्थ कर्मचारियों को इस परिपत्र एवं इसके संलग्नकों से अवगत करवाएं व योग्य कर्मचारियों के नाम राजभाषा हिन्दी अनुभाग उत्तर-पश्चिम को निर्धारित तिथि तक अवश्य भिजवाएं।

  
पूजा अग्रवाल 06.05.19

(पूजा अग्रवाल)

महानगर दण्डाधिकारी/नोडल अधिकारी  
केन्द्रीय हिन्दी कार्यान्वयन समिति  
जिला उत्तर-पश्चिम रोहिणी न्यायालय, दिल्ली

## कार्यालय जिला एवं सत्र न्यायाधीश (मुख्यालय) : दिल्ली

### परिपत्र

माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली की स्वीकृति से आप सभी को सूचित किया जाता है कि भारत का राजपत्र, असाधारण, भाग-I खण्ड-1, संख्या 169, दिनांक 06 जुलाई 2017 में प्रकाशित राजभाषा भत्ते के संशोधित व स्वीकृत नव प्रावधान (जो है पात्र कर्मचारियों के लिए नव प्रस्तावित "अतिरिक्त कार्य भत्ता" लागू किया जाए) को जिला न्यायालय, दिल्ली में यथास्वरूप स्वीकार और लागू किया गया है। इस संदर्भ में और अधिक जानकारी के लिए वित्त मंत्रालय, भारत सरकार के कार्यालय ज्ञापन संख्या 12-3/2016-E.III(A), दिनांक 20 जुलाई 2017 का अवलोकन करें (प्रति संलग्न)।

आप सभी स्वेच्छा से अपना अधिक से अधिक सरकारी कामकाज राजभाषा हिन्दी में करें और नियमानुसार इस योजना/प्रावधान का लाभ उठाएँ।

*वीरेन्द्र कुमार गोयल*  
(वीरेन्द्र कुमार गोयल)

अतिरिक्त जिला एवं सत्र न्यायाधीश, दिल्ली /  
सदस्य, केन्द्रीय हिन्दी कार्यान्वयन समिति,  
जिला न्यायालय दिल्ली।

दिल्ली, दिनांक 04/01/2018

संख्या 1030-1200 / हिन्दी / 237 / 2018

परिपत्र की प्रतिलिपि सूचना एवं आवश्यक कार्यवाही हेतु निम्नलिखित को प्रेषित की जाती है:-

1. माननीय विद्वत जिला एवं सत्र न्यायाधीश, उत्तर-पश्चिम, दक्षिण, दक्षिण-पश्चिम, पश्चिम, उत्तर दक्षिण-पूर्व, पूर्व, नई दिल्ली, शाहदरा, उत्तर-पूर्व, दिल्ली/नई दिल्ली (इस अनुरोध सहित कि आप इस परिपत्र को अपने संबद्ध न्यायिक जिले में परिचालित करवाएँ)।
  2. समस्त विद्वत न्यायिक अधिकारीगण, केन्द्रीय जिला, तीस हजारी न्यायालय दिल्ली।
  3. समस्त वरिष्ठ प्रशासनिक अधिकारी (न्यायिक), प्रशासनिक अधिकारी (न्यायिक) व अनुभाग प्रमुख, केन्द्रीय जिला, तीस हजारी न्यायालय दिल्ली।
  4. आहरण एवं संवितरण अधिकारी, लेखा अनुभाग, केन्द्रीय, उत्तर-पश्चिम, दक्षिण, दक्षिण-पश्चिम, पश्चिम, उत्तर, दक्षिण-पूर्व, पूर्व, नई दिल्ली, शाहदरा, उत्तर-पूर्व दिल्ली/नई दिल्ली (केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली की बैठक दिनांक 15.12.2017 के कार्यवृत्त के संगत भाग बिन्दू 2, भाग ख की प्रतिलिपि सहित)।
  5. प्रशासनिक अधिकारी (न्यायिक), समस्त प्रशासन अनुभाग, केन्द्रीय, उत्तर-पश्चिम, दक्षिण, दक्षिण-पश्चिम, पश्चिम, उत्तर, दक्षिण-पूर्व, पूर्व, नई दिल्ली, शाहदरा, उत्तर-पूर्व दिल्ली/नई दिल्ली (केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली की बैठक दिनांक 15.12.2017 के कार्यवृत्त के संगत भाग बिन्दू 2, भाग ख की प्रतिलिपि सहित)।
  6. प्रशासनिक अधिकारी (न्यायिक), राजभाषा हिन्दी अनुभाग, केन्द्रीय, उत्तर-पश्चिम, दक्षिण-पश्चिम, पश्चिम, पूर्व, नई दिल्ली, शाहदरा, उत्तर-पूर्व, दिल्ली/नई दिल्ली (केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली की बैठक दिनांक 15.12.2017 के कार्यवृत्त के संगत भाग बिन्दू 2, भाग ख की प्रतिलिपि सहित)।
  7. निजी सचिव, कार्यालय माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली।
  8. वेबसाइट समिति, जिला न्यायालय दिल्ली।
- कृपया ध्यान दें:- आपसे अनुरोध है कि इस परिपत्र एवं संलग्नक से अपने नियंत्रणाधीन कर्मचारियों को अवश्य अवगत करवाएँ।

*वीरेन्द्र कुमार गोयल*

अतिरिक्त जिला एवं सत्र न्यायाधीश, दिल्ली /  
सदस्य, केन्द्रीय हिन्दी कार्यान्वयन समिति,  
जिला न्यायालय दिल्ली।

अनुसूची प्रारम्भ - 1206-1208 201

CHAPTER 74

INCENTIVES FOR HINDI

Incentives are granted to the employees in the shape of cash awards for passing Hindi examinations (Language, Typewriting and Stenography examinations) through one's own efforts or by undergoing training at the training centres organized under the Hindi Teaching Scheme.

Cash Awards to employees passing the examination, through training classes, under Hindi Teaching Scheme.—Cash Awards will be granted to Gazetted and non-Gazetted Central Government employees on the basis of the marks obtained in the examination as given below—

Effective From 21-6-2007

|                                 |         |
|---------------------------------|---------|
| <b>Prabodh Examination</b>      |         |
| 70% or more marks               | ₹ 800   |
| 60% and above but less than 70% | ₹ 400   |
| 55% or more but less than 60%   | ₹ 200   |
| <b>Praveen Examination</b>      |         |
| 70% or more marks               | ₹ 1,200 |
| 60% or more but less than 70%   | ₹ 800   |
| 55% or more but less than 60%   | ₹ 400   |

**Conditions for grant of Cash Awards.**—1. An employee who has already passed the primary, equivalent or higher examination, conducted by a School authority / Government agency or a private body, with Hindi as a subject or as medium of examination or whose mother tongue is Hindi or who belongs to Category 'B' or 'C' under the Hindi Teaching Scheme, viz, whose mother tongue is Punjabi, Urdu, Kashmiri, Sindhi (Category 'B'), Marathi, Gujarati, Bengali, Oriya, Assamese (Category 'C') or other allied languages, will not be eligible for grant of cash awards.

2. The cash awards will be sanctioned by the Administrative Ministries / Departments of the Government of India and the Heads of Departments under them if they have been delegated such powers, in terms of this Ministry's O.M. No. 15/970-H1, dated the 16th July, 1970.

3. In the case of employees of Union Territories, the cash awards will be sanctioned by the Union Territories administrations and expenditure thereon will be met by the respective Union Territories administrations.

4. In the case of employees of the Autonomous Organizations, Corporate Bodies, Public Sector Undertakings, etc., the Administrative Ministries / Departments of Government of India concerned may suggest to such bodies to introduce

INCENTIVES FOR HINDI

the scheme of cash awards on the same lines and sanction the awards themselves. The expenditure should be met by those bodies.

5. The cash awards will be granted in addition to grant of lumpsum awards to which an employee may be eligible in accordance with the instructions issued in this regard from time to time.

[G.L. MHA, O.M. No. 15/169-H1 (D), dated the 14th May, 1969, amended from time to time including O.M. No. 21/694/342007-O-1, (Pte.) dated the 16th August, 2007.]

**Lumpsum awards to employees for passing the examination through own efforts.**—Lumpsum awards are granted in the following scale, in addition to the cash awards as above on passing the examination (through one's own efforts) of the Hindi Teaching Scheme and such Hindi examinations conducted by the recognized Voluntary Hindi Organizations. This award is admissible, in addition to the operational staff, to only those who are posted at places where there are no training centres under the HTS or where there are no arrangements for imparting training in the concerned classes.

Effective from 21-6-2007

|                                                                                                                                                                              |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. Prabodh and Praveen examinations of the Hindi Teaching Scheme (for each)                                                                                                  | ₹ 1,000 |
| 2. Praveen examination of the HTS                                                                                                                                            | ₹ 1,200 |
| 3. Hindi Typewriting examination of the HTS                                                                                                                                  | ₹ 800   |
| 4. Hindi Stenography Examination of the HTS                                                                                                                                  | ₹ 1,500 |
| 5. Such Hindi examination conducted by the Voluntary Hindi Organizations recognized by the Government of India as equivalent to or higher than the Matriculation examination | ₹ 1,200 |
| 6. Hindi Praman Petra (Hindi Diploma Course) examination of the Central Hindi Directorate                                                                                    | ₹ 1,200 |

**Conditions for grant of Awards.**—The following conditions are applicable for granting the award for passing Hindi examinations:—

1. Employees who have passed Matriculation or equivalent examination or a higher one with Hindi as a subject in any form or through Hindi medium or whose mother tongue is Hindi or who have been exempted from the in-service training in Hindi will not be eligible for the cash award for passing any Hindi examination.

2. Those who have passed the Middle (Class VIII) or equivalent or higher examination with Hindi as a subject in any form or through Hindi medium will not be eligible for the award for passing the Prabodh / Praveen examination.

3. Those who have passed the Primary (Class V) or equivalent or higher examination with Hindi as a subject in any form or through Hindi medium will not be eligible for the award for passing Prabodh examination.

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4. An employee will not be eligible for the award on passing the Hindi Typewriting examination, if—

- (a) before joining Government service he had a speed of 25 w.p.m. or more in Hindi Typewriting;
- (b) received training in Hindi Typewriting from an institution recognized by the Government and has passed a test therefrom; or
- (c) training in Hindi Typewriting is not obligatory.

5. An employee will not be eligible for the award on passing the Hindi Stenography examination, if—

- (a) before joining Government service he had a speed of 80 w.p.m. or more in Hindi Stenography; or
- (b) received training in Hindi Stenography from an institution recognized by the Government and has passed a test therefrom; or
- (c) training in Hindi Stenography is not obligatory.

6. The employees who pass an examination higher than the one prescribed for them as the final examination, will not be granted lumpsum award therefor.

7. The lumpsum award will be granted in addition to the personal pay and the cash award to which an employee may be eligible in accordance with the instructions issued from time to time in this regard.

8. The prescribed examinations should be passed within a period of 15 months from the date of their first appearance at the said examinations.

9. The employees, who had at any time received training at any centre of the HTS, for howsoever small a period, will not be eligible for the grant of lumpsum award on passing the examination pertaining to the said training. However, this condition will not apply to operational staff if they occasionally attend the training class.

10. The lumpsum award will be sanctioned by the Ministry / Department and the expenditure will be borne by them. The Heads of Departments may be delegated with the power of sanctioning these awards.

[G.I., M.H.A. O.M. No. 12011/83/401.F., dated the 29th October, 1984 amended from time to time including O.M. No. 21034/34/2007-O.L., (Trg.), dated the 16th August, 2007.]

**Cash awards to employees acquitting creditably in Hindi Typewriting and Hindi Stenography examinations under the Hindi Teaching Scheme.**—The Cash awards which are sanctioned to non-Gazetted Central Government employees for acquitting creditably in Hindi Typewriting and Hindi Stenography examinations under the Hindi Teaching Scheme will be sanctioned by the Administrative Ministries / Departments of the Government of India and expenditure on this account will be borne by them. In case of Employees of the

Union Territories, the cash awards will be sanctioned by the Union Territories administrations and expenditure will be met by the respective Union Territories administrations.

2. The Cash awards will be granted to the employees on the following scales:—

**Effective from 21-6-2007**

| Hindi Typing                                           | Hindi Stenography                                      | Cash prize of each |
|--------------------------------------------------------|--------------------------------------------------------|--------------------|
| For securing 97% or more marks                         | For securing 95% or more marks                         | ₹ 1,200            |
| For securing 95% or more marks but less than 97% marks | For securing 92% or more marks but less than 95% marks | 800                |
| For securing 90% or more marks but less than 95% marks | For securing 88% or more marks but less than 92% marks | 400                |

3. The following categories of employees are not eligible for the grant of the cash awards on passing Hindi Typewriting or Hindi Stenography test, as the case may be:—

- (i) An employee who has already stated before joining the employ of Central Government that he knows Hindi Typewriting or Hindi Stenography;
- (ii) An employee who has received training from an institution recognized by the Government or passed the Hindi Typewriting or Hindi Stenography test therefrom; and
- (iii) An employee for whom training in Hindi Typewriting/Stenography is not obligatory.

4. The cash awards will be granted in addition to grant of lumpsum awards and/or grant, of personal pay to which an employee may be eligible in accordance with the instructions in this connection from time to time.

5. The Directorate of Education (Examination Branch, Old Secretariat, Delhi) who conduct the examinations under the Hindi Teaching Scheme will supply the merit lists of the successful candidates along with a copy of the results to all the Ministries / Departments of the Government of India. On receipt of these lists, the Ministries / Departments of the Government of India, etc., may obtain particulars of their meritorious candidates in the enclosed pro forma

(not printed) for deciding the eligibility or otherwise for the grant of cash awards and issue sanctions in favour of the eligible candidates.

[GL, M.H.A. O.M. No. 15/569-H (I), dated the 14th May, 1968 amended from time to time including O.M. No. 2103/434/2007-O.L., (Tg.), dated the 16th August, 2007.]

NOTE 1.—The above Scheme has been extended up to 31st December, 2000 for regions 'A' and 'B', and up to 31st December, 2003 for Region 'C'. [GL, M.H.A. O.M. No. 12013/198-OL (Tg.), dated the 7th August, 2000.]

NOTE 2.—All orders issued by the Department of Official Language regarding the financial incentives, such as personal pay, cash awards and lumpsum awards payable to Central Government employees on passing the Hindi Typewriting and Hindi Stenography examinations conducted by the Hindi Teaching Scheme shall also be applicable to those employees who qualify in the Hindi Typewriting and Stenography examinations conducted by the Hindi Teaching Scheme by making use of Electronic Typewriters, Computers / Word Processors.

This order will become effective from Hindi Typewriting / Stenography examinations to be conducted in January, 1996 onwards. [GL, M.H.A. O.M. No. 22011/4495-KHPS/4342 (Ce. No. 693), dated the 22nd November, 1995.]

**Private Candidates.**—The employees preparing privately for appearing in the examinations conducted by the HTS will be provided with text books free of cost as in the case of trainees attending Hindi classes during office hours. However, this concession is not admissible to those preparing for the recognized examinations of the Voluntary Hindi Organizations or the Parichaya examination of the Central Hindi Directorate.

The employees preparing privately for the examinations will be entitled only for the lumpsum award. The conveyance charges incurred or the fees paid by them to the institutions will not be reimbursed.

**Grant of advance for payment of fees for acquiring training in Hindi Typewriting / Stenography at private institutions.**—Employees for whom training in Hindi Typewriting / Stenography is obligatory and who are eligible for grant of lumpsum award on passing the concerned examination after the completion of the training may be granted advance of ₹ 100/200 respectively on the following terms and conditions for acquiring training in Hindi Typewriting / Stenography in private institutions:—

1. Advance will be limited to the actual amount of fees paid (Fees for six months in respect of Typewriting and fees for 12 months in respect of Stenography should be taken for this purpose.)
2. The advance will be granted for after three months of admission in the said institution provided the Head of Office is satisfied with the training acquired by the employee. For this purpose, the training institution may be asked to furnish a certificate that the employee is regularly attending the classes and his progress is satisfactory.

3. The advance is recoverable from the lumpsum award payable to the employee on passing the examination. It does not pertain to the examination within one year and Hindi Stenography examination and half-years from the date of drawal of advance, the same will be recovered in four equal instalments. The number of instalments in no case be extended.

[GL, M.H.A. O.M. No. 120163/76-OL (D), dated the 31st August, 1977.]

**Hindi Personal Pay.**—Personal pay equal to one increment for a period of twelve months is granted for passing the Hindi/Hindi Typewriting/Hindi Stenography examination of the HTS if the Government servants concerned secure marks as indicated below, in the examination prescribed as a final course of study—

| Grade of employee         | Prescribed Examination | Minimum percentage marks prescribed |
|---------------------------|------------------------|-------------------------------------|
| Gazetted and non-Gazetted | Pragya                 | Merit Pass                          |
| Gazetted                  | - Pravara              | 60% or more                         |
| Non-Gazetted              | "                      | 55% or more                         |
| Non-Gazetted              | Prabodh                | 55% or more                         |
| Non-Gazetted              | Hindi Typewriting      | Merit Pass                          |
| Gazetted                  | Hindi Stenography      | 90% or more                         |
| Non-Gazetted              | "                      | Merit Pass                          |

**Rules regarding grant of Personal Pay.**—1. The conditions governing the grant of cash award are applicable for grant of personal pay also.

2. The Steno-typists and Stenographers (both Gazetted and non-Gazetted) whose mother tongue is not Hindi will be granted personal pay equal to two increments on passing the Hindi Stenography examination. These increments are absorbable in future increments.

3. An employee to whom personal pay has been sanctioned for passing any one of the above examinations may forgo the same from a day of his choice without assigning any reasons on a written request.

4. The date from which the personal pay is granted will be one of the following as opted by the official concerned:—

- (a) the first of the month following the month in which the results of the examination are announced; or
- (b) the date of annual increment which falls due after the announcement of the results of the examination (which means an advance increment over and above the normal increment).

The option has to be exercised by the official within a period of three months from the date of declaration of results or the date of rejoining duty if the official has been on leave when results are declared. If no option is exercised

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(d) *Criteria for awarding Prizes*.—For facilitating assessment a total of 100 marks will be allotted. Out of this 70 marks will be earmarked for the quantum of work done in Hindi and 30 for clarity in expression of thoughts.

The competitors whose mother tongue is Tamil, Telugu, Kannada, Malayalam, Bengali, Oriya or Assamese may be given additional weightage up to 20%. The exact weightage to be given to such an employee will be determined by the Assessment Committee. While doing so the Committee will also keep in view the standard of work of those Officers/Employees who otherwise rank higher to him/her.

The competitors will maintain a record of the words written by them every day in the pro forma (see Annexure at the end of this chapter). Each week's record will be verified and countersigned by the next higher officer. If Section Head himself keeps a record, then it would not be necessary for the employees to maintain such record.

At the end of one year, every competitor will submit the record of his/her work done in Hindi to the Assessment Committee through the countersigning officer. If countersigning officer or Section Head himself keeps an overall watch and account of the work, then this would not be necessary and he would furnish details.

(e) *Assessment Committee*.—The Assessment Committee in the Ministries/Departments may consist of the Joint Secretary in-charge of Hindi, the Under Secretary in-charge of O & M and the Senior Hindi Officer/Hindi Officer. In the Attached and Subordinate Offices it may comprise of the Head of Department/Office, Hindi Officers and one more Gazetted Officer or Rajbhasha Adhikari and the composition of these Officers may suitably be modified according to the availability of officers in various offices concerned.

[G.I. M.H.A. O.M. No. 11/2013/189-OL (A-2), (Circular No. 21/88), dated the 16th February, 1988 and No. 11/2013/189-OL (Policy-2), dated the 16th September, 1988.]

**Incentive to officers for giving dictation in Hindi.**—With a view to encouraging officers to give more and more dictation in Hindi, Ministries/Departments were advised vide this Department's O.M. No. 11/20015/62/88-OL (A-2), dated the 27th September, 1988 (*not printed*), to choose one of their officers every year for grant of an award who may have given maximum dictation in Hindi during the year. Some Ministries/Departments have requested that they be further guided for actually introducing such a scheme. Some guidelines are, therefore, being given below on the basis of which Ministries/Departments may introduce such a scheme.

- (1) All officers who have been provided Stenographer assistance or who generally give dictation may participate in the scheme.
- (2) The scheme may be operated on financial year basis.

(3) The officers who participate in the scheme will maintain a record of dictation given by them in Hindi. This could be maintained by their Stenographers/PAs, but the responsibility for their verification would be that of the officer concerned. The record may be maintained in pro forma prescribed by the Ministry/Department (*specimen attached*) or the officer himself may maintain a folder in which name of the officer giving dictation, date of dictation and name of the Stenographer who has taken dictation may be indicated and copies of the dictated material kept with relevant file number(s).

(4) An award of say Rs. 500, may be prescribed under the scheme. The number of awards may be two as well—one for officers having their declared home town in Regions 'A' and 'B' and the other for those who have their declared home town in Region 'C'.

(5) Ministries/Departments/Offices may operate this scheme independently and prescribe the minimum limits of dictation in Hindi for grant of an award. 'Office' for this purpose will mean an office whose senior-most local officer has been declared as Head of the Department or Head of the Office.

(6) Award may be given on the recommendations of a senior officer nominated as assessment officer for this purpose or a Committee may be constituted for this purpose.

Since the actual scheme is to be prepared by the Ministries/Departments of the above lines, they should themselves decide about details of the operational aspects, e.g., account head to which expenditure under the scheme would be debited, etc. Ministries/Departments are, therefore, requested to take further action expeditiously in pursuance of the Department of Official Language, OM of 27th September, 1988.

[G.I. M.H.A. O.M. No. 11/2013/189-OL (A-2), dated the 6th March, 1989.]

#### PRO FORMA

Specimen pro forma for maintaining record under the incentive scheme for awards to officers for giving maximum dictation in Hindi

| Sl. No. | Date | No. of words dictated | File No. | Remarks |
|---------|------|-----------------------|----------|---------|
|         |      |                       |          |         |
|         |      |                       |          |         |
|         |      |                       |          |         |
|         |      |                       |          |         |

Conveyance charges/T.A. for attending Hindi classes.—Non-gazetted Government servants attending Hindi classes should be allowed actual bus fare/travel fare between the office and the classes, if they actually travel

work from Hindi to English and vice versa. In accordance with the Official Languages Act 1963, Official Languages Rules, 1976 and orders issued therein from time to time, the use of Hindi and English both is obligatory for certain items of work and certain items of work are required to be done in Hindi about. In certain offices, these orders are not being implemented due to problem of translation. After considering that in the Central Government Offices, where there is no post of Hindi translator or the offices where a large amount of work of translation is pending which cannot be got done from their translators, the translation work can be got done by paying honorarium and dearness of honorarium be made attractive. The new rates for the honorarium have been fixed as follows:-

- (i) for ordinary material — ₹ 120 per thousand words for the version in which translation is rendered.
- (ii) for technical material including work of translation of codes and manuals — ₹ 130 per thousand words.

2. The following points will be kept in view while sanctioning the honorarium:-

- (a) The work of translation can be got done from the officers / staff of the same or other Government offices but not from the outsiders. For this purpose, it is advisable to keep a panel of persons capable of doing such work.
- (b) The work of translation should be assigned on the consideration that it is not detrimental to the efficient discharge of normal official duties and responsibilities of the person concerned.
- (c) The work of translation should not be got done from the person holding Hindi post, i.e., Director (OL), Joint Director (OL), Deputy Director (OL), Assistant Director (OL), Senior Translator or Junior Translator.
- (d) The Head of the Department should certify that the translation was absolutely necessary and that the number of words for which honorarium is being sanctioned were actually translated.
- (e) The expenditure on the honorarium will be met from the sanctioned budget of the concerned office.
- (f) Such persons as already know Hindi or have acquired the working knowledge of Hindi by passing Hindi examinations should not normally require translation from Hindi to English. Attempt should be made to see that the persons required to be issued in Hindi are drafted accordingly in carrying out the Hindi-knowing staff and officers. It would be necessary to have the help of translation if only where there is difficulty in drafting originally in Hindi or when some letter, circular, memorandum, etc., is required to be issued both in English and Hindi.

- (e) The maximum limit of honorarium is ₹ 5,000 per annum as per Department of Personnel and Training, O.M. No. 170112397- Establishment (Allowances), dated 17-7-1998.

3. The Central Translation Bureau, where the translation work of various non-statutory procedural literature of manuals, codes, forms, etc. of different Ministries / Departments / Bodies and offices of the Central Government is done can get the work of translation done by the translators from outside the Central Translation Bureau which includes working and retired translators / translation officers / Hindi Officers and experienced Government and non-Government individuals associated with translation work or translation training.

4. These orders will be effective from the date of issue of this Office Memorandum.

[G.L. M.B.A. O.M. No. 130172296-OL (P&C), dated the 25th February, 2005 as amended by G.L. B.P. & T. O.M. No. 17011244/2011-504 (Allowances), dated the 1st April, 2011.]

OFFICE MEMORANDUM

Sub: Grant of Extra Work Allowance- (abolition of existing Caretaking Allowance, Extra Duty Allowance, Flag Station Allowance, Flight Charge Certificate Allowance, Library Allowance, Rajbhasha Allowance and Special Appointment Allowance) – decision of the Government on the recommendation of the Seventh Central Pay Commission (7<sup>th</sup> CPC).

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The undersigned is directed to say that the decisions of the Government on various allowances based on the recommendations of the 7<sup>th</sup> Central Pay Commission and in the light of the recommendations of the Committee under the Chairmanship of Finance Secretary have since been notified vide Resolution No.11-1/2016-IC, dated 6<sup>th</sup> July, 2017.

2. As mentioned in the Appendix-II of the said Resolution, dated 6<sup>th</sup> July, 2017, the existing allowances viz. Caretaking Allowance (Sl. No. 22 of Appendix-II, as at present governed under this Department's OM No. 7(21)/2008/E.IIIA dated 22.9.2008), Extra Duty Allowance (Sl. No. 57 of Appendix-II), Flag Station Allowance (Sl. No. 64 of Appendix-II), Flight Charge Certificate Allowance (Sl. No. 65 of Appendix-II), Library Allowance (Sl. No. 100 of Appendix-II), Rajbhasha Allowance (Sl. No. 136 of Appendix-II) and Special Appointment Allowance (Sl. No. 157 of Appendix-II) have been abolished as a separate allowance and the eligible employees are now to be governed by the newly proposed Extra Work Allowance.

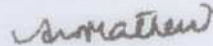
3. Accordingly, the above allowances shall stand abolished and the President is pleased to decide that the eligible employees shall now be covered under a new Extra Work Allowance which shall be governed as under:

- a) Extra Work Allowance will be paid at a uniform rate of 2% (two percent) of the basic pay per month.
- b) An employee shall receive this allowance for a maximum period of one year, and there should be minimum gap of one year before the same employee is deployed for similar duties again.
- c) This allowance shall not be combined i.e. if the same employee is performing two or more such duties and is eligible for 2% (two percent) allowance for each add-on, then the total Extra Work Allowance payable will remain capped at 2% (two percent) of basic pay.

4. In respect of the existing Special Appointment Allowance, which stands abolished, apart from the existing eligible employees, Assistant Sub-Inspector (Radio Mechanic), Assistant Sub Inspector (Radio Operator) and Sub Inspector (Radio Mechanic) are also to be included in the list eligible for Extra Work Allowance at the rate of 2% of Basic Pay per month with the conditions recommended by the 7<sup>th</sup> CPC.

5. These orders shall effective from 1<sup>st</sup> July, 2017.

6. In so far as persons serving in the Indian Audit & Accounts Department are concerned, these orders issues after consultation with the Comptroller & Auditor General of India.



(Annie George Mathew)  
Joint Secretary to the Government of India

To:

All Ministries/Departments

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