

49. OFFICIAL LANGUAGE SECTION

49.1 Main Functions: Rajbhasha Prabhag was constituted on 18th of September, 2000 to promote the use of Official Language Hindi in official work of Rajya Sabha Secretariat. In July, 2020 its name was changed to Official Language Section. The function of the Official Language Section involves ensuring compliance of the Official Languages Act, 1963 and the Official Languages Rules, 1976 made thereunder and to provide secretarial assistance to Hindi Advisory Committee and Official Language Implementation Committee.

49.2 The quantum of work performed during the year 2021: The details of the work performed by the Official Language Section during the year 2021 are as under:-

SL.No.	Nature of Work	Amount of work
1.	Holding meetings of the Hindi Advisory Committee	The meeting of Hindi Advisory Committee could not be held this year due to Covid-19 pandemic. The committee has been reconstituted with effect from 06.01.2021 after the expiry of its tenure. In the light of the decisions taken in the 7 th & 8 th meetings of the Committee and as per the instructions of the Hon'ble Secretary General in the 29 th meeting of the Official Language Implementation Committee of the Secretariat, 'Rajbhasha-Kshetriya Bhasha Shabdavali Samiti' was constituted on 8 th March, 2021 under the Chairmanship of Hon'ble Deputy Chairman of Rajya Sabha for the purpose of preparing a Vocabulary/Glossary of about 500-700 simple words by incorporating the frequently used words of all major regional languages for secretarial use in the Rajya Sabha Secretariat. The 1 st and 2 nd meetings of the Committee were held on 28.10.2021 and 12.11.2021 respectively. Thus, the follow up action has been taken on the decisions taken in the 8 th meeting of the Committee. Also, secretarial assistance was provided to the "Rajbhasha-Kshetriya Bhasha Shabdavali Samiti."
2.	Holding meetings of the Official Language Implementation Committee	30 th meeting of the Official Language Implementation Committee was held on 21 st October, 2021. Follow up action was taken on the decisions taken in the 29 th meeting of the committee and the details of the same were presented in the 30 th meeting. Follow up action is being taken on the decisions taken in the 30 th meeting after approval of the minutes of this meeting.
3.	Inspection of the work being done in Hindi in the Secretariat.	As per the decision taken by the Competent Authority, the system of inspection of sections of the Secretariat has been abolished. Efforts are being made to achieve the objectives of inspection by incorporating the items of Inspection proforma in the proforma of Quarterly Progress Report regarding progressive use of Hindi.
4.	Quarterly progress report regarding progressive use of Hindi in the Secretariat.	A total of 204 quarterly reports regarding progressive use of Hindi in the Secretariat were received during the year. Gist of all 204 reports was prepared. The gist of quarterly progress reports from July, 2020 to March, 2021 was presented in the 30 th meeting of the Official Language Implementation Committee.

5.	Publishing of Hindi Magazine 'Nutan Pratibimb'	Details of the work performed during the year: The 15 th & 16 th combined issue of "Nutan Pratibimb" magazine was published in September, 2021; and It was released on 28 th September, 2021, during the "Prize Distribution Ceremony" of Hindi Pakhwara-2021 and later the magazine was also distributed to the officers/employees of the Secretariat.
6.	Organizing Hindi Pakhwara-2021	Hindi Pakhwara (Fortnight) was organized from 14.09.2021 to 28.09.2021 and the following competitions were organized for all the officers and employees of the secretariat during this period:- <u>Competition No.1-</u> Hindi Essay and General Hindi Knowledge Competition- 4 categories; <u>Competition No.2-</u> Hindi Translation and General Hindi Knowledge Competition - 2 categories; <u>Competition No.3-</u> Hindi Typing on computer Competition -1 category; <u>Competition No.4-</u> Hindi Sulekh evam Shudh Lekhan Competition -1 category; <u>Competition No.5-</u> Hindi Debate Competition -2 categories; and <u>Competition No.6-</u> Hindi Poetry Competition -1 category. Prizes were distributed to all the winners during the prize distribution ceremony on 28.09.2021. The sections securing First, Second and Third positions for use of Hindi in Official work on the basis of grading system in quarterly reports were awarded certificates and the section which performed the maximum work in Hindi during the year was awarded with the "Rajbhasha Shield."
7.	Providing consultancy services to Sections	Almost 39 times consultancy services were provided to various sections to encourage them to work in Hindi.
8.	Hindi conferences and workshops	A letter received from the Department of Official Language, Ministry of Home Affairs for the training of "Kanthastha" (Memory Based Translation Tool) was sent to the Training Cell.
9.	Hindi Teaching, Hindi typing/Stenography and other Related Training Programmes.	Three letters received from Central Hindi Training Institute, Department of Official Language regarding organizing various training programmes, have been forwarded to Training Cell for necessary action.
10.	Actions regarding "Right to Information Act, 2005"	No application has been received during this period under the Right to Information Act, 2005.
11.	Annual Report	Hard and soft copy of the Annual Report for the year 2020 has been sent to O & M section on 19 th January, 2021.

12.	Annual Action Plan	(i) Hard and Soft copy of the review of Annual Action Plan for the year 2019 (January to December) was sent to O&M Section on 11 th January, 2021. (ii) Annual Action Plan for the year 2022 was prepared and the approved plan was sent to O&M Section.
13.	Updating Website	All necessary information related to Official Language Section was timely made available on the Rajya Sabha website and the same was updated as per requirement. Circulars and reminders were also issued time to time as per requirement.
14.	Record management/weeding of old records	As per the Manual of Office Procedure, old files/records from the year 2013 to 2016 were weeded out in 2021 and rests of the old files/records are being reviewed for weeding.
15.	Annual Office Inspection	Biennial Office inspection of Official Language Section was carried out on 11 th January, 2021.
16.	Budget and Expenditure	Budget allocated to Official Language Section for the year 2021-22 was Rs.6,00,000/-. Out of this, Rs.2,11,119/- was spent for organizing "Hindi Pakhwara", Rs.1,00,195/- for publication of "Nutan Pratibimb" magazine and Rs.500/- for refreshment during 30 th meeting of Official Language Implementation Committee.
17.	Digitization of old records	Digitization of any record of permanent importance was not required during the year.
18.	Maintenance of Registers(Total Receipts)	During this period total 562 receipts were received in the section and necessary actions were taken on them.
19.	New Initiatives	-----
20.	Computerization	-----
21.	Assistance provided to other sections of the Editorial and Translation service	Translation : 670 pages Vetting: 638 pages Typing: 16 pages and Synopsis Writing and typing: 60 minutes
22.	Work done in Hindi	All works are done in Hindi in this Section.

49.3 Aims and Objectives: The main aim and objective of this section is to apply and implement various statutory provisions of the Official languages Act in the Rajya Sabha Secretariat, which also includes doing optimum work in Hindi at each level and to promote creative talent of the officers/employees. All possible efforts have been made to fulfill the aims and objectives during the year.