



दक्षिण पश्चिम रेलवे  
**SOUTH WESTERN RAILWAY**  
हुबबल्लि मंडल/HUBBALLI DIVISION



राजभाषा प्रश्नोत्तर बैंक  
**Question-Answer Bank on Rajbhasha**  
2018

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# हुब्बल्लि मंडल/HUBBALLI DIVISION

## राजभाषा प्रश्नोत्तर बैंक

### Questions and Answers Bank on Rajbhasha

#### I. CONSTITUTIONAL PROVISIONS OF OFFICIAL LANGUAGE

1. What is the Official Language of Union of India?  
**Hindi in Devanagari Script**
2. Which form of numerals are to be used for official purposes of the Union?  
**International form of Indian numerals**
3. Which part of the Constitution contains provisions regarding Official Language?  
**Part XVII**
4. On which date Part XVII of the Constitution was passed in Parliament?  
**14.09.1949**
5. How many chapters are there in Part XVII of the Constitution?  
**4 Chapters**
6. How many articles are there in the Part XVII of the Constitution?  
**9 Articles**
7. What are all the nine Articles covered under Part XVII of the Constitution?  
**Article 343 to 351**
8. In which part and in which article of the constitution provision regarding the language to be used for Transaction of business in Parliament exists?  
**Article 120 of Part V**
9. In which part and in which article of the constitution provision regarding the language to be used for transaction of business in State Legislatures exists?  
**Article 210 of Part VI**
10. Which article of the constitution contain provision regarding the language to be used in courts etc.?  
**Article 348 & 349**
11. Which article of the constitution contain provision regarding the official language of Union of India?  
**Article 343 & 344**
12. Which article of the constitution contain provision regarding the official language of States?  
**Article 345**
13. As per Article 343(1) of the constitution when Hindi became the official language of the Union of India?  
**26.01.1965**
14. Name the articles of the constitution which in their provisions contain reference to Eighth Schedule of the constitution?  
**Article 344(1) & 351**

15. In which part of the constitution are the articles 343-351, that gives information about Official Language available?

**Part XVII (In the Seventeenth Part)**

16. At present how many languages are enlisted in the Eighth Schedule of the Constitution?

**Twenty-two**

17. When the Constitution was adopted, how many languages were included in the Eighth Schedule initially?

**Fourteen**

18. In which year Maithili, Bodo, Dogri and Santhali were added to the Eighth Schedule later?

**2003**

19. In which year Sindhi was added to the Eighth Schedule?

**1963**

20. In which year Nepali, Konkani & Manipuri were added to the 8<sup>th</sup> Schedule?

**1992**

21. Which one is the foreign language included in the 8<sup>th</sup> Schedule?

**Nepali**

22. Which is the Official Language of Arunachal Pradesh?

**English**

23. When was Official Language Act 1963 passed?

**10.05.1963**

24. when did the section 3(3) of the Official Language Act take effect?

**26 January 1965**

25. When was the official Language Act, 1963 was amended?

**1967**

26. How many sections are there in the Official Language Act 1963, as amended in the year 1967?

**9 Sections**

27. Name the sections of Official Languages Act 1963(as amended in 1967) which are not applicable to Jammu & Kashmir?

**Section 6 & 7**

28. With which section 7 of Official Language Act,1963 is concerned?

**It is concerned with optional use of Hindi or other Official Language in Judgements in High Courts.**

29. Why was the Official Languages Act 1963 passed?

**For making provision regarding continued use of English along with Hindi even after 1965**

30. When was Resolution on Official Language passed by Parliament?

**18.01.1968**

31. When was Official Languages Rules passed?

**1976**

32. When was Official Languages Rules amended?

**1987**

33. Into how many Regions Indian states have been classified, according to Official Languages Rules?  
**Three Regions**

34. What are all the 3 Regions as classified under Official Languages Rules?

**A, B & C Region**

35. How many States and Union Territories are there in Region 'A'?

**9 States & 1 NCT Delhi, 1 Union Territory.**

36. How many States and Union Territories are there in Region 'B'?

**States & 2 Union Territory**

37. When is "Hindi Day" celebrated every year?

**14<sup>th</sup> September**

38. Which are the states that come under Region 'A'?

**States:** (i) Uttar Pradesh (ii) Uttaranchal (iii) Bihar (iv) Jharkhand (v) Haryana  
(vi) Himachal Pradesh (vii) Madhya Pradesh (viii) Chhattisgarh  
(ix) Rajasthan

**Union Territory:** (i) Andaman & Nicobar Island group

**NCT:** (i) Delhi

39. Which are the states that come under Region 'B'?

**States:** (i) Maharashtra (ii) Gujarat (iii) Punjab

**Union Territory:** (i) Chandigarh (ii) Daman and Diu and  
(iii) Dadar and Nagar Haveli

40. Which are the states that come under Region 'C'?

**States:** (i) Karnataka (ii) Tamilnadu (iii) Kerala (iv) Andhra Pradesh (v)  
Telangana (vi) Odisha (vii) West Bengal (viii) Goa (ix) Jammu and  
Kashmir (x) Assam (xi) Nagaland (xii) Meghalaya (xiii) Arunachal  
Pradesh (xiv) Sikkim (xv) Tripura (xvi) Mizoram (xvii) Manipur

**Union Territory:** (i) Puducherry (ii) Lakshadweep

41. Who is responsible for the compliance of provisions of Official Languages Act and rules?

**Administrative Head of each Central Government Office**

42. Which Ministry takes important decisions pertaining to Official Language?

**Ministry of Home Affairs**

43. According to Official Languages Rules, Tamilnadu falls under which region?

**Region 'C'**

44. According to Official Languages Rules, Andaman & Nicobar Islands fall under which region?

**Region 'A'**

45. Which are the Union Territories classified under Region "B"?

**Chandigarh, Daman & Diu, Dadar and Nagar Haveli**

46. States in which Urdu has been declared as one of the Official Language?  
**Telangana, Bihar, Jharkhand, Uttar Pradesh and Delhi.**
47. Who was the Chairman of the First Official Language Commission?  
**Shri Bal Gangadhar Kher**
48. Who was the First Chairman of the Committee Which was formed on the recommendation of the Official Language Commission?  
**Shri Govind Ballabh Pant**
49. Who was the First Chairman of the Parliamentary Committee on Official Language constituted in the year 1976?  
**The then Home Minister Shri Om Mehta**
50. Who chaired the First Railway Hindi Salahakaar Samiti constituted in 1973?  
**Shri Lalit Narayan Mishra**
51. As per the Constitution, who is translating the Statutory Rules, Regulations and Orders?  
**Law Ministry**
52. Which was the Main Language and Co-Official Language used for the Official Purpose of the Union of India up to 1965?  
**English was the Main Language and Hindi was the Co-Official Language.**
53. Which Committee of the Committee on Parliament on Official Language prepared the Draft?  
**Drafting & Evidence Sub-Committee of the Committee of Parliament on Official Language.**
40. In which year the post of Hindi Assistant was created in Railway Board in compliance of President's order?  
**In the General Branch of Railway Board in the year 1952.**
41. In which year, Hindi (Parliament) Section was established in Railway Board?  
**In the year 1960.**
42. In which year, the Hindi Translation of Railway Budget was prepared and who was the Railway Minister?  
**In the year 1956, Late Shri Lal Bahadur Shastri.**

## **II. COMMITTEES ON OFFICIAL LANGUAGE**

1. Who is the Chairman of Central Hindi Samiti (Committee)?  
**Prime Minister**
2. The Central Hindi Samiti (Committee) comes under which Ministry?  
**The Ministry of Home Affairs**
3. After Independence, initially which Ministry was entrusted the duty of training Central Government Staff in Hindi?  
**Education Ministry.**
4. Which committee review the progress made in the propagation of Hindi in a particular Ministry/Department?  
**Hindi Salahakaar Samiti**

5. When was the Parliamentary Committee on Official Language constituted?  
**January 1975**
6. How many members are there in the Parliamentary Committee on Official Language?  
**30 Members**
7. How many Lok Sabha members are there in the Parliamentary Committee on Official Language?  
**20 Members**
8. How many Rajya Sabha members are there in the Parliamentary Committee on Official Language?  
**10 Members**
9. At present, how many Sub-Committees are there in the Parliamentary Committee on Official Language?  
**3 Sub-Committees**
10. Which Sub-Committee of Parliamentary Committee on Official Language, inspects the offices of Railway Ministry?  
**2<sup>nd</sup> Sub-Committee**
11. What is the expansion for OLIC used by Dept. of Official Language?  
**Official Language Implementation Committee**
12. What is the main duty of Official Language Implementation Committee?  
**To review the progressive use of Hindi**
13. Who is the Chairman of the Divisional Official Language Implementation Committee?  
**Divisional Railway Manager (DRM)**
14. Who is the Chairman of the Zonal Official Language Implementation Committee?  
**General Manager/SWR/UBL**
15. Who is made as the Chairman of the Town Official Language Implementation Committee Constituted? in major cities?  
**Senior most Central Govt. Officer of the City**
16. Who is the Chairman of the Town Official Language Implementation Committee functioning in Hubballi City?  
**General Manager of South Western Railway**
17. What is the periodicity of the meetings Official Language Implementation Committee?  
**Once in 3 months**
18. What is the periodicity of the meetings of Town Official Language Implementation Committee?  
**Once in 6 months**
19. What is the periodicity of the meetings Hindi Salahkar Samiti?  
**Twice in a year.**
20. Who prepares Annual Programme on Official Language?  
**Ministry of Home Affairs**

21. What is the periodicity for the reconstitution of Official Language Implementation Committees constituted at Stations/Offices?  
**Once in Three years**
22. What is the honorarium given to the OLIC part-time Clerk for looking after the work relating to Official Language Implementation Committees constituted at Stations/Offices?  
**Rs.300/-per month**
23. How much amount can be spent for the supply of coffee, biscuits to the members present in the Official Language Implementation Committees meetings conducted at Stations/Offices?  
**Rs.30/- per member**
24. Who is responsible for the violation of Section 3(3) of Official Language Rules, 1963?  
**The Officer signing such Documents.**
25. The Question Papers of departmental examination must be provided in which languages?  
**Hindi and English, bilingual form.**
26. The Annual Programme on Official Language is prepared by whom?  
**The Ministry of Home Affairs, Department of Official Language.**
27. Why are the Central Government staff given Hindi Training?  
**In order to facilitate them to do their Official Work in Hindi.**
28. Who are eligible for training in Hindi Workshop?  
**All staff and Officers who possess working knowledge/proficiency in Hindi.**

### **III.**

### **HINDI TRAINING**

1. How many Hindi courses are prescribed for Central Govt. employees?  
**Four**
2. What are all the four Hindi courses, prescribed for Central Govt. employees?  
**Prabodh, Praveen, Pragma and Parangat**
3. Which is the elementary Hindi course prescribed for Central Govt. employees?  
**Prabodh**
4. Which is the final Hindi course prescribed for Central Govt. employees?  
**Pragma**
5. What are all the training facilities available to a Central Govt. Employee to get trained in these Hindi courses?  
**Regular, Intensive, Correspondence & Private**
6. What is the duration of each Hindi course? (Except Intensive Training)  
**Six months**



7. How many times Hindi examinations (except Intensive Training) are conducted in a year?  
**Two Times.**
8. What are all the months in which Hindi examinations are usually conducted?  
**May & November**
9. How long is the **Prabodh** course conducted under Intensive Training?  
**25 Working Days**
10. How long is the **Praveen** course conducted under Intensive Training?  
**20 Working Days**
11. How long is the **Pragya** course conducted under Intensive Training?  
**15 Working Days**
12. Who are eligible to be trained in the above Hindi courses?  
**All the Central Govt. employees in Group 'C' & above Service**
13. What is the minimum qualification required to be eligible to attend Hindi Typewriting examination?  
**A pass in Praveen Course of Hindi Teaching Scheme, or its equivalent standard**
14. Who conducts the Hindi examinations for Central Govt. employees?  
**Hindi Teaching Scheme under Department of Official Language**
15. In accordance with the Hindi Teaching Scheme, into how many categories the Central Govt. employees have been classified? What are they?  
**Four. They are A, B, C & D**
16. Who are all the employees classified under Category "A"?  
**Whose mother tongue is Hindi or Hindustani or its dialect.**
17. Who are all the employees classified under Category "B"?  
**Whose mother tongue is Urdu, Punjabi, Kashmiri, Pushto, Sindhi or other allied language.**
18. Who are all the employees classified under Category "C"?  
**Whose mother tongue is Marathi, Gujarati, Bengali, Oriya, or Assamese**
19. Who are all the employees classified under Category "D"?  
**Whose Mother Tongue is South Indian Language or English.**
20. Name the Category of employee for whom Hindi training is not required?  
**Category "A"**
21. In which course a Category "B" employee, defined under Hindi Teaching Scheme required to be trained?  
**Pragya course**
22. From which course a Category "C" employee, defined under Hindi Teaching Scheme required to be trained?  
**Praveen course**
23. From which course a Category "D" employee, defined under Hindi Teaching Scheme required to be trained?  
**Prabodh course**

#### IV. INCENTIVES GIVEN FOR PASSING HINDI EXAMINATIONS

1. What are all the incentives given for passing Hindi Examinations?

**Cash Award, Lumsum Award & Personal Pay**

2. When will an employee become eligible for Cash Award for passing Hindi Examinations?

**On obtaining 55% or above marks in written examination**

3. When will an employee become eligible for Cash Award for passing Hindi Typewriting Examination?

**On obtaining 90% or above marks**

4. When will an employee become eligible for Cash Award for passing Hindi Stenography Examination?

**On obtaining 88% or above marks**

5. What is the amount of Cash Award for Passing **Prabodh** with 55% or more but less than 60% of marks?

**Rs.400**

6. What is the amount of Cash Award for Passing **Prabodh** with 60% or more but less than 70% of marks?

**Rs.800**

7. What is the amount of Cash Award for Passing **Prabodh** with 70% or more marks?

**Rs.1600**

8. What is the amount of Cash Award for Passing **Praveen** with 55% or more but less than 60% of marks?

**Rs.800**

9. What is the amount of Cash Award for Passing **Praveen** with 60% or more but less than 70% of marks?

**Rs.1200**

10. What is the amount of Cash Award for Passing **Praveen** with 70% or more marks?

**Rs.1800**

11. What is the amount of Cash Award for Passing **Pragya** with 55% or more but less than 60% of marks?

**Rs.800**

12. What is the amount of Cash Award for Passing **Pragya** with 60% or more but less than 70% of marks?  
**Rs.1600**
13. What is the amount of Cash Award for Passing **Pragya** with 70% or more marks?  
**Rs.2400**
14. What is the amount of Cash Award for Passing **Hindi Typing** with 90% or more but less than 95% of marks?  
**Rs.800**
15. What is the amount of Cash Award for Passing **Hindi Typing** with 95% or more but less than 97% of marks?  
**Rs.1600**
16. What is the amount of Cash Award for Passing **Hindi Typing** with 97% or more marks?  
**Rs.2400**
17. What is the amount of Cash Award for Passing **Hindi Stenography** with 88% or more but less than 92% of marks?  
**Rs.800**
18. What is the amount of Cash Award for Passing **Hindi Stenography** with 92% or more but less than 95% of marks?  
**Rs.1600**
19. What is the amount of Cash Award for Passing **Hindi Stenography** with 95% or more marks?  
**Rs.2400**
20. Who are all eligible for Lumpsum Award?  
**Operational & Open line staff who pass Hindi examination through private efforts**
21. What is the amount of Lumpsum Award for passing **Prabodh** course?  
**Rs.1600**
22. What is the amount of Lumpsum Award for passing **Praveen** course?  
**Rs.1500**
23. What is the amount of Lumpsum Award for passing **Pragya** course?  
**Rs.2400**
24. What is the amount of Lumpsum Award for passing **Hindi Typewriting** exam?  
**Rs.1600**
25. What is the amount of Lumpsum Award for passing **Hindi Stenography** Exam?  
**Rs.3000**
26. Who are all eligible for Personal Pay?  
**Employees who pass the Hindi course prescribed for their Designation**

27. What is the minimum percentage of mark to be obtained by an employee to become eligible for Personal Pay, for whom the prescribed course is **Prabodh or Praveen**?  
**55% marks in written examination**
28. What is the minimum percentage of mark to be obtained by a Gazetted Officer, in Pragya course to become eligible for Personal Pay?  
**60% marks in written examination**
29. What is the amount of Personal Pay given for passing prescribed Hindi course?  
**Personal Pay equivalent to one increment for a period of 12 months**
30. What is the Personal Pay given for passing Hindi Stenography, to a Stenographer whose mother tongue is not Hindi?  
**Personal Pay equivalent to two increments for a period of 12 months**
31. Why training in Hindi is imparted to Central Government Officers/Employees?  
**By which they can do their day-to-day official work in Hindi**
32. Is there any special training facility available to make the Hindi knowing officer/staff to do their day-to-day work in Hindi?  
**This is being imparted in the Hindi Workshops**
33. Who are eligible to undergo training in Hindi Workshops?  
**All Class III & Gazetted staff who has working knowledge/proficiency in Hindi.**

## **V. AWARDS GIVEN FOR DOING OFFICIAL WORK IN HINDI**

1. What is the name of the scheme introduced by Railway Board for doing official work in Hindi?  
**Rajbhasha Individual Cash Award Scheme**
2. How many employees/officers are awarded under Railway Board's Rajbhasha Individual Cash Award Scheme from South Western Railway every year?  
**Five**
3. What is the amount of prize money given under Rajbhasha Individual Cash Award Scheme?  
**Rs.1500**
4. How many prizes are given under Collective Cash Award Scheme for doing official work in Hindi?  
**Three**
5. To whom Collective Cash Award is given?  
**The department, which do progressive use of Hindi in the Official work**
6. What is the amount of First prize, given under Collective Cash Award Scheme?  
**Rs.9000 (6xRs.1500)**
7. What is the amount of Second prize, given under Collective Cash Award Scheme?  
**Rs.6000 (5xRs.1200)**

8. What is the amount of Third prize, given under Collective Cash Award Scheme?  
**Rs.4000 (5xRs.800)**
9. How many First prizes are given for writing more than 10,000 words in Hindi, in a year?  
**Two**
10. How many Second prizes are given for writing more than 10,000 words in Hindi, in a year?  
**Three**
11. How many Third prizes are given for writing more than 10,000 words in Hindi, in a year?  
**Five**
12. What is the amount of prize money for First **prize**, given for writing more than 10,000 words in Hindi in a year?  
**Rs.5000**
13. What is the amount of prize money for Second **prize**, given for writing more than 10,000 words in Hindi in a year?  
**Rs.3000**
14. What is the amount of prize money for Third **prize**, given for writing more than 10,000 words in Hindi in a year?  
**Rs.2000**
15. What is the additional weightage given to a Non-Hindi speaking employee for assessing awards under 10,000 words Award Scheme?  
**Weightage up to 20%**
16. In which region of the Non-Hindi speaking participants be given 'Grace Marks' for participating in Hindi Essay/Elocution/Noting & Drafting competitions.?  
**'C' Region**
17. What is the percentage of Grace Marks given to a Non-Hindi speaking employee who is participating in Hindi Essay, Elocution and Noting & Drafting Competitions?  
**10% of the Total Marks obtained.**
18. What is percentage of questions relating to Official Language policy and Rules should be asked in departmental examinations?  
**10% marks out of the total prescribed marks.**
19. Is it mandatory to answer the questions relating to Official Language policy (Hindi) In Departmental Examinations?  
**No./It is Optional.**
20. Is it mandatory to prepare Departmental Examination Question Papers in Hindi along with English?  
**Yes.**
21. Are candidates allowed to opt Hindi Medium in oral test or viva-voce conducted for departmental selection.  
**Yes.**
22. What is the quantum of Hindi Typing work to be done by a Typist/Steno to become eligible for Hindi Incentive Allowance?  
**5 notes in Hindi in a day or 300 notes in Hindi in a quarter**

23. What is the amount of Incentive Allowance given to a Stenographer?  
**Rs.240/- per month**

24. What is the amount of Incentive Allowance given to a Typist?  
**Rs.160 per month**

25. What is the name of the award given for writing original books in Hindi on technical Railway Subjects?  
**Lal Bahadur Shastri Technical Puraskar**

26. What is the name of the award given for writing Hindi poetry books?  
**Mythili Sharan Gupta Puraskar**

27. What is the name of the award given for writing Hindi Novel & Story books?  
**Premchand Puraskar**

**Cash Awards for above Questions 25, 26 & 27 Prizes:**

<b>I<sup>st</sup></b>	<b>Prize: 15,000/-</b>
<b>II<sup>nd</sup></b>	<b>Prize: 7000/-</b>
<b>III<sup>rd</sup></b>	<b>Prize: 3300/-</b>

28. Which Award is given to a Zonal Railway/Productions Unit situated in Region 'A' 'B' & 'C' for best record in a year for Propagation and use of Hindi?  
**Railway Minister's Rajbhasha Shield & Trophy** respectively for 1<sup>st</sup> and 2<sup>nd</sup> place.

29. Which award is given to a Adarsh Division situated in Region 'A' & 'B' for best record in a year for Propagation and use of Hindi?  
**Acharya Mahaveer Prasad Running Shield.**

30. Which award is given to a Adarsh Division situated in Region 'C' for best record in a year for Propagation and use of Hindi?  
**Acharya Raghuveer Running shield.**

31. What award is given to a Adarsh Station/Workshop situated in Region 'C' for best record in a year for Propagation and use of Hindi?  
**Rail Mantri Rajbhasha Shield+Rs.7000/-**

## **VI. IMPLEMENTATION OF OFFICIAL LANGUAGE**

1. What is the target fixed for letters in Hindi sent from 'C' region to 'A' 'B' and 'C' region?  
**55%**
2. What is the target fixed in Annual Programme for writing noting in Hindi?  
**30%**
3. What is the Target fixed in Annual Programme for letters received in Hind to be answered in Hindi?  
**100%**

4. What is the significance of Section 3(3) of O.L. Act?  
**The documents that are to be issued in bilingual form are mentioned in the Section 3(3) of OL Act.**
5. What is the target fixed for documents coming under Section 3(3) of O.L. Act?  
**100%**
6. Who is responsible to ensure that the documents coming under Section 3(3) are issued in bilingual form?  
**The Authority signing on such documents.**
7. In which form the General Orders (Office Orders, Allotment orders, Memorandum, Circular etc.) are to be issued?  
**In Hindi & English bilingual form**
8. In which form the letter received in Hindi should be replied to?  
**In Hindi only**
9. In which form Application/Appeal/Representative made or signed in Hindi should be replied to?  
**In Hindi only**
10. In which form Office/Station Name boards, sign boards, Designation Boards and Forms used by public are to be prepared?  
**Trilingual Form (Regional Language, Hindi & English)**
11. In which order of languages the Name boards, sign boards, and Designation boards should be exhibited?  
**Trilingual Form (Regional Language, Hindi & English)**
12. In which order forms used by Public are to be prepared?  
**Trilingual Form (Regional Language, Hindi & English)**
13. In which order of languages the Station Announcements are to be made?  
**Trilingual Form (Regional Language, Hindi & English)**
14. In which language Roof Boards of Coaches are to be exhibited?  
**Trilingual Form (Regional Language, Hindi & English)**
15. In which proportion the Roof Boards are to be displayed?  
**Equal proportion of all the languages.**
16. In which form Panel Boards of Train are to be exhibited?  
**Trilingual Form (Regional Language, Hindi & English)**
17. In which form Name Badges are to be prepared?  
**Hindi & English – Bilingual Form**
18. In which form subject on the Files/Registers are to be written?  
**Hindi & English – Bilingual Form**
19. In which form Rubber Stamps are to be prepared?  
**Hindi & English – Bilingual Form**
20. In which form Standard Forms (which are not used by public) are to be printed?  
**Hindi & English – Bilingual Form**

21. In which form Manuals, Codes and other literatures on Procedures are to be printed?  
**Hindi & English – Bilingual Form**
22. In which form Letter Heads and Visiting Cards are to be printed?  
**Hindi & English – Bilingual Form**
23. In which form Train Time-Tables are to be printed?  
**Hindi & English – Bilingual Form**
24. In which form Invitations are to be issued?  
**Regional language, Hindi & English – Trilingual Form**
25. In which form Telephone Directories are to be prepared?  
**Hindi & English – Diglot Form**
26. In which order inscription on Govt. Vehicles, Walls & Furniture are to be written?  
**Hindi & English – Bilingual Form**
27. In which order Name and Designation Boards kept on conference tables are to be exhibited?  
**Hindi & English – Bilingual Form**
28. In which order Minutes and Agenda-Notes are to be prepared?  
**Hindi & English – Bilingual Form**
29. According to Annual Programme, in which order Advertisement (Tender Notice etc.) of Central Offices are to be published in News Papers?  
**Hindi & English – Bilingual Form**
30. In which order Reservation Charts of Trains are to be prepared and displayed?  
**Hindi & English – Bilingual Form**
31. According to Official Language policy, what is to be ensured while purchasing Computer System?  
**Facility to do Hindi & English Data Entry**
32. When 'World Hindi Day' is observed?  
**On 10 January.**
33. When was first time 'World Hindi Day' is observed?  
**10 January, 2006**
34. Why "Hindi Day/Divas" is celebrated every year?  
**To create awareness of Official Language**
35. Why Hindi Libraries are opened in various Offices and /Stations?  
**To propagate Hindi through books and Magazines.**
36. What is the amount of honorarium given to Part Time OLIC Part Time clerk?  
**Rs.300 per month.**



## **VII. DESCRIPTIVE QUESTIONS ON OFFICIAL LANGUAGE**

### **1. What are the sources of information regarding the Government of India's Official Language Policy?**

The Government of India accepted Hindi in Devanagari Script as the Official Language of the Union of India and made necessary provision for the same in the constitution. The Official Language policy of Government of India has been clearly spelt out in-

- i) The provisions made in Part XVII of the Constitution which contains Articles 343 to 351.
- ii) The provisions made in Article 120 of Part V and Article 210 of Part VI of the Constitution.
- iii) The provisions made in the Official Languages Act 1963 as amended in 1967.
- iv) The provisions made in the Resolution No. F/5/8/65-OL dt. 18.1.68 as adopted by both the Houses of Parliament.
- v) The provisions made in the Official Languages (use for official purposes of the Union) Rule 1976.
- vi) The instructions contain in circulars issued from time to time by the Official Language department of Ministry of Home Affairs and Ministry of Railways.

### **2. Give complete list of Languages included in the Eighth Schedule of the Constitution? Also point out significance of this Schedule?**

At present following 22 Languages are included in the Schedule VIII (Article 344(1) and 351) of Constitution. They are:

1. Assamese	7. Konkani	13. Punjabi	19. Maithili
2. Bengali	8. Malayalam	14. Sanskrit	20. Santhali
3. Gujarati	9. Manipuri	15. Sindhi	21. Dogri
4. Hindi	10. Marathi	16. Tamil	22. Bodo
5. Kannada	11. Nepali	17. Telugu	
6. Kashmiri	12. Oriya	18. Urdu	

Initially 14 major Languages are included in Eighth Schedule. Later in 1963 Sindhi and in 1992 Nepali, Konkani and Manipuri and in 2003 Maithili, Bodo, Dogri and Santhali were added to the list.

Eighth Schedule of the constitution specifies 22 major languages of India besides Hindi and it is necessary in the interest of the education and cultural advance of the country that concerted measures should be taken for the full development of these languages.

### **3. Explain the circumstances in detail that led to the introduction of Official Languages Act, 1963?**

The Official Language Commission had inter-alia recommended that provision should be made to allow the use of the English language for the official purposes of the Union beyond 26<sup>th</sup> January 1965. The Parliamentary Committee also endorsed this recommendation of the Language Commission. The important points in this regard included in the report of the committee are as follows: -

- i) English should be the principal Official Language and Hindi the subsidiary Official Language till 1965, when Hindi becomes the principal Official Language of the Union, English should continue as the subsidiary Official Language.
- ii) No restriction should be imposed for the present on the use of English for any of the purposes of the Union and provision should be made in terms of clause (3) of Article 343 for continued use of the English even after 1965 for purposes to be specified by Parliament bylaw for as long as may be necessary.

Hence, in accordance with the provisions made in Article 343(3) of the Constitution, Parliament enacted the Official Languages Act-1963 for continued use of English.

#### **4. What are the main points of the “Official Language Act, 1963” as amended 1967?**

The aforesaid Act was passed by the parliament as per article 343(3) of Part XVII of our constitution. There are 9 Sections and 11 Sub-Sections. The important points of the Act are as follows:

1. This Act gives permission for continuous use of Hindi for the official language of the Union and for the proceedings of the parliament.
2. This Act fixes the use of Hindi and English for the correspondence between the Union and states and also amongst the states.
3. This Act under the section 3(3) has made the following documents issued or made by the Central Government or by a Ministry, Department or Office thereof or by a corporation or company owned or controlled by the Central Government or by any office of such corporation or company, shall be both in Hindi and English.

**1) General Orders, Circulars, Office Orders, etc.**

**2) Notifications**

**3) Press Communiques/Releases**

**4) Contracts**

**5) Agreements**

**6) Licenses**

**7) Permits**

**8) Tender Form and Tender Notices.**

**9) Resolutions**

**10) Rules**

**11) Official Papers laid before a House or both the Houses of Parliament.**

**12) Administrative and other Reports laid before a House or both the Houses of Parliament.**

**13) Other than those laid before a House or both the Houses of Parliament.**

**It shall be the responsibility of the person signing such documents to ensure that such documents are made, executed or issued both in Hindi and English.**

#### **5. Describe about “General Orders” mentioned in documents coming under Section 3(3) Of the Official Language Act, 1963?**

All orders, decisions, instructions and circulars intended for departmental use and which are of standing nature and all such orders, instructions, letters, memoranda, notices, circulars etc., relating to or intended for a group or groups of Government employees are known as “General Orders” under Section 3(3) of Official Language.

#### **6. What do you understand by Article 343 of our constitution?**

- (i) According to Article 343(1) out constitution the official language of the Union shall be Hindi in Devanagari script. The form of numerals to be used for the official purposes of the Union shall be the international form of Indian numerals.
- (ii) Article 343(2) states that for a period of 15 years from the commencement of this constitution, the English language shall continue to be used for all the official purposes of the Union for which it was being used immediately before such commencement.
- (iii) Article 343(3) says that the president may during the said period, by order authorize the use of the Hindi language in addition to the English language and of the Devanagari form of numerals in addition to the international form of Indian numerals for any of the official purposes of the Union.

**7. Who is responsible for the compliance of Official Language Act, Rules, Orders and Instructions?**

As per Rule 12 of Official Language Rules 1976, it is the responsibility of the Administrative Head of the Office to ensure that the Official Language Act, Rules are followed properly and also ensure implementation of effective check points to ensure the compliance.

Also the official signing the documents falling under Section 3(3) of Official Language Act, 1963 is responsible to ensure that it is in Bilingual form.

**8. What do you understand by the Rule 8(4) of Official Language Rules, 1976?**

Certain works done in all the Central Government Offices have been specified under the Rule 8(4) of Official Language Rules, 1976. These works are to be done by the staff having working knowledge of Hindi and those who are proficient in Hindi. These works include notings on files, drafting, originating correspondence in Hindi, daily routine work done in registers and files.

**9. What do you understand by the rule 10(4) of Official Language Rules, 1976?**

As per this Rule Central Government Offices, wherein 80% of the employees are having working knowledge of Hindi are to be notified. Such Offices will be notified in the Gazette by the Department of Official Language, Ministry of Home Affairs. It is remarkable that almost all Central Government offices, Nationalized Banks of the Offices situated in the 'A' and 'B' have been notified under Rule 10(4) of Official Language Rules, 1976.

**10. What are the dimensions of Official Language Policy?**

The Official Language Policy of the Union upholds the Bilingualization, in the same sense that there is provision for both Hindi and English for the official purposes of the Union. The Government of India has been putting efforts for enhancing use of Hindi. Also the official work should be executed smoothly and efficiently. The employees, who are not proficient in Hindi they should be trained under various Training Programmes. The Government of India has adopted the policy of giving incentives to such staff. The following are the salient features of the same:

1. Provisions regarding Official Language in the Constitution.
2. Official Language Act, 1963, as amended 1967.
3. Official Language Resolution, 1968
4. Official Language Rules, 1976 as amended 1987
5. The orders, instructions issued by the department of Official Language from time to time.
6. The Provisions regarding Official Language have been made in the Part XVII from Article 343 to 351 i.e. under 9 Articles.

**11. What do you know the article 351 of our Constitution?**

Instructions for the development of Hindi have been given in the article 351. The Union has given the following instructions:

“It shall be the duty of the Union to promote the spread of the Hindi Language, to develop it so that it may serve as a medium of expression for all the elements of the composite culture of India and to secure its enrichment by assimilating without interfering with its genius, the forms, style and expressions used in Hindustani and in the other languages of India specified in the Eighth Schedule, and by drawing, wherever necessary or desirable, for its vocabulary, primarily on Sanskrit and secondarily on other languages. ”

The makers of Constitution opined that Hindi Language should be developed in such manner that it is acceptable to all the people of all the states shall adopt Hindi for Official purposes.

## **12. Explain the Check Points prescribed for the effective implementation of Hindi as Official Language?**

As per the Rules 12(1) and (2) of Official Language Rules, 1976, responsibility to ensure the compliance of Constitutional provisions, Official Language Act, Official Language Rules lies on the Administrative Head of each Central Government Offices. Hence it is necessary that he implements certain Check Points in order to ensure effective implementation of Official Language policies as follows:

1. The Official signing the documents: The Officials signing the documents should ensure before signing that the document is issued in compliance of Official Language policy.
2. Desk Officer/Section Officer/In charge: He shall ensure that the Hindi version of the document is prepared and they also issued simultaneously.
3. Despatch Section: The Despatch Section before dispatching should ensure that the documents falling under Section 3(3) are in Hindi and English, bilingual form. It should also be ensured that the prescribed no. of letters going to Hindi Speaking Region are sent to in Hindi, or else the signing authority should be informed about that.
4. Government Press: The printing and Stationery Manager of the Govt. Press shall ensure that the Codes, Manuals, Forms etc. are printed in Hindi and English, bilingual form.
5. Stores Department and Finance/Accounts Department: The stores and finance/accounts department shall also act as Check Points and ensure the bilingual availability of Computers.

## **13. What do you understand by Official Language Resolution, 1968?**

Soon after the amendment of Official Language Act, 1963, both Houses of Parliament passed a Resolution in December, 1967, which was notified on 18<sup>th</sup> January, 1968. This was called Official Language Resolution, 1968. This projects the entire picture of Official Language Policy. It was in this resolution that the first time in the parliament the executive/Government was instructed to prepare an intensive and comprehensive Programme for propagation of Hindi for Official purposes and also implement the same. Also a detailed annual assessment report in this regard may be tabled in both the houses of Parliament. Since then every year the Ministry of Home Affairs, Department of Official Language is preparing Annual Programme for improving the use of Hindi in Government Offices, the assessment report on implementation will be tabled in both Houses of Parliament. The targets for quantum of work to be done in Hindi are decided in the Annual Programme.

The Trilingual formula prepared by the Government of India in consent with the states needs to be implemented effectively. In the Hindi speaking states apart from Hindi and English, a South Indian Language may be given priority.

## **14. Write a Short Note on the Committee of Parliament on Official Languages constituted under section 4 of Official Languages Act 1963(as amended in 1967)?**

The Committee of Parliament shall consist of 30 members, of whom 20 shall be members of the House of the People and 10 shall be members of the Council of States, to be elected respectively by the Members of the House of the People and the members of the Council of States in accordance with the system of proportional representation by means of the single transferable vote.

It shall be the duty of the Committee to review the progress made in the use of Hindi for the official purpose of the Union and submit a report to the President making recommendations thereon and the President shall cause the report to be laid before each House of Parliament, and sent to all the State Governments.

At present there are 3 sub-committees for this Parliament Committee. The Second Sub-committee inspects and review the progress of Hindi in Ministry of Railways and its allied offices.

**15. Name the States and Union Territories grouped under Regions A, B & C as per the provisions made in the Official Languages Rules, 1976(as amended in 1987)?**

The Indian States and Union Territories have been classified into three Regions. They are **A, B, & C.**

**Region 'A':** States: (i) Uttar Pradesh (ii) Uttaranchal (iii) Bihar (iv) Jharkhand (v) Haryana (vi) Himachal Pradesh (vii) Madhya Pradesh (viii) Chhattisgarh (ix) Rajasthan

Union Territory: (i) Andaman & Nicobar Island group

NCT: (i) Delhi

**Region 'B':** States of Gujarat, Maharashtra and Punjab and the Union Territory of Chandigarh, Daman & Diu and Dadar and Nagar Haveli.

**Region 'C':** States and Union Territories other than those referred to in Region 'A' & 'B'.  
**(States:** (i) Karnataka (ii) Tamilnadu (iii) Kerala (iv) Andhra Pradesh (v) Telangana (vi) Odisha (vii) West Bengal (viii) Goa (ix) Jammu and Kashmir (x) Assam (xi) Nagaland (xii) Meghalaya (xiii) Arunachal Pradesh (xiv) Sikkim (xv) Tripura (xvi) Mizoram (xvii) Manipur

**Union Territory:** (i) Puducherry (ii) Lakshadweep)

**16. In terms of the Official Language Rules who are all the employees who can be classified as having proficiency in Hindi?**

**Proficiency in Hindi: -**

An employee shall be deemed to possess proficiency in Hindi if: -

- (i) he has passed the Matriculation or any equivalent or higher examination with Hindi as the medium of examination; (or)
- (ii) he has taken Hindi as an elective subject in the degree examination or any other examination equivalent to or higher than the degree examination; (or)
- (iii) he declares himself to possess proficiency in Hindi in the prescribed format.

**17. In terms of the Official Language Rules who are all the employees who can be classified as having Working knowledge in Hindi?**

**Working knowledge in Hindi: -**

An employee shall be deemed to have acquired a working knowledge of Hindi-

(a) if he has passed: -

- (i) the Matriculation or an equivalent or higher examination with Hindi as one of the subjects (or)
- (ii) the Pragya examination conducted under the Hindi Teaching Scheme of the Central Government or when so specified by the Government in respect of any particular category of posts, any a lower examination under that scheme; (or)
- (iii) any other examination specified in that behalf by the Central Government; or

(b) if he declares himself to have acquired such knowledge in the prescribed format.

**18. Give details of various Committees formed to ensure proper implementation of the provisions of Official Language Policy?**

There are many committees constituted to inspect and assess the position regarding compliance of Official Language Policy. They are:

- i) Central Hindi Committee
- ii) Hindi Salahkar Samiti
- iii) Central Official Language Implementation Committee
- iv) Official Language Implementation Committee (constituted at Rly. Bd level, Zonal Level, Divisional Level and at various Stations and Offices)
- v) Town Official Language Implementation Committee
- vi) Committee of Parliament on Official Language

**19. Write a Short note on Hindi Day/Hindi Week.**

It was decided to make Hindi the Official Language on 14 September, 1949. Hence every year 14 September is celebrated as Hindi Day. With a view to create a conducive environment for Hindi implementation amongst the officers and staff, various programmes are organized during Hindi Week/Fortnight etc. Organization of various competitions, technical seminar in Hindi, cultural programmes, Hindi Exhibition etc. form part of the Programme. The winners of the various competitions held and the officers and staff doing their official language in Hindi are generally awarded during the concluding function. Scholars in Hindi are generally invited for the function, their meaningful and inspirational speech play their own role creating a favorable atmosphere for Hindi.

**20. Write a Short note on 'World Hindi Day'.**

The first **World Hindi Conference** was held on January 10, 1975. In order to commemorate this special day, World Hindi Day has been celebrated every year on January 10. On this day Ministry of External Affairs (MEA) through its missions/posts abroad and the Department of Official Language (Rajbhasha) conducted special events to spread the greatness of the Hindi language, a language spoken by more than 250 million people in the World. It is in addition to the National Hindi Divas that is being celebrated annually on 14 September. While the focus of the World Hindi Day is the promotion of the at the global stage, the National Hindi Divas is held across the country.

**21. Write a short note on Central Hindi Committee.**

**Central Hindi Committee: -**

Central Hindi Committee functions under the Chairmanship of the Prime Minister decides policies and provides co-ordination in the programme for the propagation and development of Hindi by the various Ministries of the Government of India. This Committee consists of Ministers of all important ministries as members and has some non-official members also.

In order to establish co-ordination between Central Government offices and for the propagation of usage of Hindi, a Central Hindi Committee was formed in the year 1967 under the Chairmanship of the Prime Minister. This is the supreme committee for issuing important directions regarding Official Language Policy. Apart from the Prime Minister, there are 8 central ministers (Home Minister is the Vice-Chairman and the Minister in charge of Department of Official Language, Ministry of Home Affairs is the Minister Member) 6 state Chief Ministers, 4 MPs and 22 Scholars of Hindi and another Indian Languages i.e. this committee consists of totally 20 Members.

**22. Write a short note on Hindi Salahakaar Samiti.**

**Hindi Salahakaar Samiti: -**

Hindi Salahkar Samiti have been constituted in all Ministries/Departments under the Chairmanship of respective Ministers. These Samitis review the progress made in the use of Hindi in their respective Ministries/Departments, suggest ways to increase the use of Hindi and ensure effective steps for implementation of Official Language Policy. They are required to meet twice in a year as per rules.

**23. Write a Short note on Parliamentary Committee on Official Language.**

This committee was constituted under the provisions of Section 4 of Official Language Act, 1963, in the year 1976. This Committee constituted of 30 Members of Parliament, of whom 20 shall be Members of the House of the People (Lok Sabha) and 10 shall be members of the Council of States (Rajya Sabha) to be elected respectively by the members of the House of the people and members of the Council of States in accordance with the system of proportional representation by means of the single transferable vote. The duty of this committee is to review the progress in usage of Hindi for the official purpose of the union and submit the recommendations to the President of India.

**24. Write a short note on Central Official Language Implementation Committee/**

**Central Official Language Implementation Committee: -**

This committee, reviews the position about the progressive use of Hindi for Official purposes of the Central Government, the training of employees and implementation of the orders issued from time to time by the department of Official Language with regard to the above and suggests measures for removing the shortcomings and difficulties noticed in implementing these orders. Secretary, Dept. of Official Language is the Chairman of this Committee while Chairman of the Official Language Implementation Committees of various Ministries/Departments are its members.

**25. Write a short note on Town Official Language Implementation Committee.**

**Town Official Language Implementation Committee: -**

Town Official Language Implementation Committees (TOLIC) have been constituted in major towns. The TOLIC is presided over by one of the senior most officers of the Central Government/Undertakings/Banks etc. located in that particular town. The Chairman is required to organize two meetings of TOLIC every year and ensure his representation in these meetings. The administrative heads of Central Government offices/Undertakings/Banks etc., located that particular town must also take part in person, in these meetings.

The objective of formation of TOLIC is to provide a joint forum for encouraging the use of Official Language in the offices of the Central Govt./Undertakings/Banks across the country and for removing the difficulties being faced in the implementation of the Official Language policy. In this forum member offices through deliberations and exchange of information of the best practices adopted by them for increasing the use of Hindi can improve the level of their respective achievement. In order to conduct the proceedings properly, checklist of the relevant points to be considered in the meetings of the TOLIC is provided at the time of formation of the TOLIC.

**26. Write a short note on Official Language Implementation Committees constituted at Stations/Small Offices.**

In Railways, Official Language Implementation Committees are formed at major Stations having ten or more Central Govt. offices. Usually senior most official available at a particular Station/Office will be the Chairman of such committee and the Heads of individual offices of all the branch function in the vicinity are made as the members of the Station OLICs. These committees will meet **once in three months** and discuss about the progress made in the direction of implementation of Official Language. These committees will have to be reconstituted **once in three years** with the existing members or with the addition of new members also.

On the recommendations of the Chairman a Railway employee is made as Part Time OLIC Clerk to look after the duties of OLIC. Such Part Time OLIC clerks are eligible for monthly honorarium for looking after the duties of OLIC. At present the honorarium for OLIC clerk is Rs.300/- per month.

Chairman can spend an amount of Rs.30/- per head towards supply of coffee etc., to the members present for the quarterly meetings. The actual amount spent by the Chairman will be reimbursed.

## 27. What is the Annual Programme regarding use of Hindi?

As per the Official Language Resolution, 1968 passed by both the houses of Parliament in December 1967, the Home Ministry of Government of India (Department of Official Language) shall prepare and issue an Annual Programme every year, which is applicable for all the Ministries/Departments/Central Government Offices, Corporations, Undertakings. Different Targets have been fixed for Hindi work to be done in 'A' 'B' and 'C' regions. It is mandatory to comply with these instructions and achieve the targets.

## 28. Give details of various incentives for learning

(i) Hindi (ii) Hindi Typing (iii) Hindi Shorthand

The various incentives given for learning Hindi, Hindi Typing and Hindi Shorthand are as follows: -

1) Cash Award 2) Lumpsum Award 3) Personal Pay

### 1) Cash Award: -

The amount of **Cash award** given on passing the Hindi examinations are given below: -

<u>Marks obtained in written exam.</u>	<u>Amount of Cash Award Eligible</u>		
	<u>Prabodh</u>	<u>Praveen</u>	<u>Pragya</u>
55 % or more but less than 60%	Rs.400	Rs.600	Rs.800
60% or more but less than 70%	Rs.800	Rs.1200	Rs.1600
70% and above	Rs.1600	Rs.1800	Rs.2400

<u>Hindi Typing</u>	<u>Hindi Stenography</u>	<u>Amount</u>
97% or more	95% or more	Rs.2400
95% or more but less than 97%	92% or more but less than 95%	Rs.1600
90% or more but less than 95%	88% or more but less than 92%	Rs.800

### 2) Lumpsum Award: -

Operational staff and staff working in Open Line are eligible for **Lumpsum Award** on passing Hindi examination through their own efforts as private candidates.

<u>Name of the examination</u>	<u>Amount of Lumpsum Award</u>
Prabodh	Rs.1600/-
Praveen	Rs.1500/-
Pragya	Rs.2400/-
Hindi Typing	Rs.1600/-
Hindi Stenography	Rs.3000/-



### 3) **Personal Pay: -**

- i) Employees on passing prescribed Hindi course are eligible for Personal Pay equivalent to one increment for a period of 12 months.
- ii) Typist and Stenographers are eligible for Personal Pay equivalent to one increment for a period of 12 months on passing Hindi Typewriting examination.
- iii) Stenographers whose mother tongue is a language other than Hindi, are eligible for Personal Pay equal in amount to two increments for a period of twelve months and then a personal pay equal in amount to one increment for the next 12 months.
- iv) Employees who pass Hindi/Hindi Typewriting/Hindi Stenography examinations simultaneously or in succession, are eligible for personal pay equal in amount to two, or three increments, as the case may be, but such personal pay will however be granted to them specifically for each examination one after another.

#### **NOTE: -**

- 1) Non - Gazetted employees, for whom the prescribed course is Prabodh or Praveen, are eligible for Personal Pay only on obtaining 55% or more marks in the written examination.
- 2) Gazetted Officers are eligible for Personal Pay only on obtaining 60% or more marks in the written examination.

### 29. Give details of various awards/incentives for doing official work in Hindi by employees/officers:

- (i) **10,000 words Award Scheme**
- (ii) **Collective Cash Award**
- (iii) **Rajbhasha Individual Cash Award Scheme**

#### (i) **10,000 words Award Scheme: -**

This scheme is introduced by Ministry of Home Affairs. All the Employees and Officers working in the Central Government are eligible to participate in this scheme. A person, who writes 10,000 words or more in a year, will be eligible to compete for the prize. Following prizes are given under this scheme.

FIRST PRIZE	(2 Prizes)	.... Rs.5000/- each
SECOND PRIZE	(3 Prizes)	.... Rs.3000/- each
THIRD PRIZE	(5 Prizes)	.... Rs.2000/- each

An Evaluation Committee will assess the work done by the employee based on the quality and quantity of the work and decide the prizes. The Competitors whose mother tongue is Tamil, Telugu, Kannada, Malayalam, Bengali, Oriya or Assamese may be given additional weightage upto 20% at the time of assessment.

#### (ii) **Collective Cash Award Scheme: -**

Under this scheme, three Collective Cash Awards of Rs. 9,000 (6 Staff) Rs.,6000 (5 Staff) and Rs. 4,000 (5 Staff) to those Departments, which are adjudged as having made the maximum use of Hindi in their official work. This scheme is being introduced as an incentive to the officers/staff for making progressive use of Hindi in their work.

#### (iii) **Rajbhasha Individual Cash Award Scheme: -**

Rajbhasha Individual Cash Award is given by Railway Board. It is given in recognition of the individual efforts for creating a sense of awareness and enthusiasm for the progressive use of Rajbhasha Hindi for official purposes. Under this scheme **Five (5)** Employees/Officers are given Rs.1500/- as Cash Award from South Western Railway every year.

**30. Give the cases where Hindi alone should be used?**

Following are the cases where Hindi alone should be used:

- 1) Letters received in Hindi should be replied to in Hindi only.
- 2) Applications, Appeals, Representations made or signed in Hindi should be replied to in Hindi only.

**31. Give the cases where Hindi and English bilingual form should be used?**

Following are the cases where Hindi and English bilingual form should be used:

- 1) All the Letter-Head-Pads in use in Central Government Offices
- 2) Headings of Registers and subject on File Covers
- 3) All Rubber Stamps
- 4) All the printed forms (not used by public)
- 5) Name Badges
- 6) Name and Designation Boards exhibited in the conference tables.
- 7) Agenda notes and Minutes of all the official meetings
- 8) Time-Table
- 9) Telephone Directory
- 10) Visiting Cards
- 11) Documents coming under Section 3(3) of OL Act.

**NOTE:** In all the above cases English version should be below Hindi version.

**32. Give the cases where Regional Language, Hindi and English should be used?**

Following are the cases where Regional Language, Hindi and English should be used:

- 1) Name Boards, Sign Boards exhibited at stations and outside offices of Central Government
- 2) Forms that are to be used by the Public
- 3) Name Boards, Designation Boards exhibited out-side the rooms of officers.
- 4) Station Announcements
- 5) Invitation Cards
- 6) Banners/Plaque displayed at Official Functions/celebrations/Jayantees/Weeks etc.

**NOTE:** In all the above cases under mentioned order should be followed:

- 1) Regional Language
- 2) Hindi
- 3) English

**33. Write a short note on Article 351.**

**Article 351 - Directive for development of the Hindi Language: -**

It shall be the duty of the Union to promote the spread of the Hindi language, to develop it so that it may serve as a medium of expression for all the elements of the composite culture of India and to secure its enrichment by assimilating without interfering with its genius, the forms, style and expressions used in Hindustani and in the other languages of India specified in the Eighth Schedule and by drawing, wherever necessary or desirable, for its vocabulary, primarily on Sanskrit and secondarily on other languages.

### 34. Write a short note on Hindi Training.

In accordance with the provisions of Article 343 of the Constitution, Hindi was to be used for official purposes of the Union. Hence it is decided to impart training in Hindi Language to all the Central Government employees. In the beginning it was voluntary for the employees to attend Hindi classes and learn Hindi. But as per Presidential order of 27<sup>th</sup> April 1960, in service training Hindi was made obligatory for all the Central Government employees in class III services and above. Similarly training in Hindi typing and Hindi Stenography was also made obligatory.

Hindi Teaching Scheme (HTS), functioning under Ministry of Home Affairs, has taken over the work of training Central Government Employees. Following are the three courses in Hindi, prescribed by Hindi Teaching Scheme for Central Government Employees.

- i) PRABODH - Elementary Course
- ii) PRAVEEN - Second or Middle Course
- iii) PRAGYA - Final Course
- iv) PARANGAT - To make personnel having working knowledge in Hindi to proficient in Hindi.

Since Hindi Teaching Scheme has taken over the training work, Railways are concerned only with co-ordination in respect of nomination, enrolment and attendance of the Railway staff in Hindi classes run under the Hindi Teaching Scheme and ensuring their appearance at the periodical examinations.

The books are supplied to the nominated trainees free of cost and no examination fee is charged.

### 35. Write a Short Note on various Hindi courses prescribed by Hindi Teaching Scheme.

Following are the three courses in Hindi, prescribed by Hindi Teaching Scheme for Central Government Employees.

- i) PRABODH - Elementary Course
- ii) PRAVEEN - Second or Middle Course
- iii) PRAGYA - Final Course
- iv) PARANGAT – To make personnel having working knowledge in Hindi to proficient in Hindi.

#### **PRABODH: -**

This is the first or Elementary Course prescribed by Hindi Teaching Scheme. Employees who has no prior knowledge in Hindi and whose mother tongue is a South Indian Language or English can be admitted to this course. The curriculum for Prabodh course comprise, from Alphabets of Hindi to Grammar.

#### **PRAVEEN: -**

This is the Second or Middle Course prescribed by Hindi Teaching Scheme. Employees who have passed Prabodh course or its equivalent or employees whose mother tongue is Marathi, Guajarati, Bengali, Oriya or Assamese, can be admitted to Praveen course.

#### **PRAGYA: -**

This is the Final course prescribed by Hindi Teaching Scheme which is of High School standard. Employees who have passed Praveen course or its equivalent or employees whose mother tongue is Urdu, Punjabi, Kashmiri, Pushto, Sindhi or other allied languages can be admitted to Pragya course.

The duration of each course is six months under regular stream.

### **Parangat:**

The parangat course introduced from the year 2015-16 for all the personnel of Central Government offices, Undertaking offices and Nationalized Banks owned or controlled by the Union Government. The purpose of the course is to make Central Government personnel, who possess 'Working knowledge of Hindi' to make them proficient to carry out their official work in Hindi. This course is mainly based on practice, in which 80% of training time will be scheduled for practice and 20 % time to discuss the theoretical aspects of the course.

**Contents of Course:** The course will focus on the following topics:

1 Administration 2. Finance 3. Banking 4. Science & Technology 5 Glossary of Terms.

**Course Duration:** (1) Intensive Training – 20 Working days (160 Hrs.)  
(2) Regular Training – 5 Months (1 hour or 1<sup>1/2</sup> on alternative days).

### **36. Write a short note on various facilities available to get trained in Hindi courses.**

Following are the facilities to get trained in the Hindi courses:

- i) Regular Course
- ii) Intensive Course
- iii) Correspondence Course
- iv) Private Study

#### **i) Regular Course:**

This is conducted by Hindi Teaching Scheme at selected places in major cities. The employees nominated by various Government offices are pooled at a particular place and Hindi Pradhyapak of HTS will conduct the classes. The classes are conducted daily with one to two hours' duration and the employees have to attend the classes without fail. The duration of course under this stream will be six months. Examinations are conducted twice in a year, one during May and other in the month of November.

#### **ii) Intensive Course:**

This is also conducted by Hindi Teaching Scheme at selected places in major cities and the Pradhyapak of HTS will conduct the classes. Hindi Training is imparted intensively under this stream. Following are the duration of each course.

- |            |   |                 |
|------------|---|-----------------|
| 1) Prabodh | - | 25 Working Days |
| 2) Praveen | - | 20 Working Days |
| 3) Pragya  | - | 15 Working Days |

The examinations are conducted at the end of each course and the results are declared within a week time. This course is conducted **thrice** in a year.

#### **iii) Correspondence Course:**

This is conducted by Central Hindi Directorate at New Delhi. The study materials together with response sheet are mailed to the nominated staff directly by the Directorate and the employee have to submit the filled in response sheet to the directorate for correction. Examination under this stream is conducted once in a year during November month.

#### **iv) Private Study:**

Employees can write the examination through private study also. Employees can seek the assistance of Hindi organization functioning at Divisional/Zonal Railway Office to appear as private candidate for Hindi examination. The duration of each course will be six months.

**Remarks:** The candidates who qualify the Hindi Language, Typewriting and Stenography examinations of the Hindi Teaching Scheme through own efforts will be eligible for the financial benefits even if they secure 5% less marks than the prescribed percentage, while granting them the Cash Award in addition to Lumsum Award.

**37. Write a Short Note on Hindi Workshop.**

Hindi Workshops are organized regularly for officers/employees, who have working knowledge or proficiency in Hindi, to overcome their hesitation of doing work in Hindi and also for employees who are required to do their day to day official work in Hindi. Every possible efforts are made that every Hindi knowing employee could participate in these workshops at least once in a year and could get an opportunity for the practice of doing work in originally in Hindi.

In Hindi Workshops emphasis should be placed on Hindi writing exercise and use of Unicode-encoding, emails and dictations should be taught. According to new guidelines, the duration of Workshop should be minimum one working day. Minimum two third of the time of workshop shall be devoted to the actual practice of doing the official work in Hindi on the subjects related to that of office.

**38. Write a Short Note on Language of the advertisements published in Newspapers.**

The advertisements published in English/Regional language shall mandatorily be published in Hindi also. In the Hindi Newspaper, advertisement should be given in Hindi only and in English newspaper these should be only in English. When advertisements are given in English newspapers, then at the end of the advertisement, it should be invariably mentioned that the Hindi version of the notification /advertisement/circular regarding vacancy is available on the website. For this complete link should be provide.

**39. Write a Short Note on Training Materials in Railway Training Institute.**

For increasing the use of Official Language Hindi in Official work, *inter alia*, it is necessary to impart training through Hindi Medium to all the employees in all the training institutes of the Central Government. Every type of training, whether of long-term or short term, should be imparted through Hindi Medium in 'A' and 'B' Regions. To impart training in 'C' Region the training materials should be prepared both in Hindi and in English and made available to the trainees in Hindi or in English as per their requirements. By imparting induction training and in-service training through Hindi medium, employees and officers will be capable of carrying out the work originally in Hindi.

**42. Write a Short Note on Violation of Official Language Rules and Policy?**

The official Language Policy of the Union is based on encouragement and motivation. However, the compliance of the instruction relating to Official Language should be ensured strictly. In case any officer or employee violates the provisions regarding Official Language intentionally the action can be taken against him/her on the basis of violation of rules and orders in the context thereof.