

रक्षा लेखा नियंत्रक कार्यालय / हिंदी कक्ष, 618 अन्ना सालई / चेन्नई 600 018

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हिक / राभाकास/2503

दिनांक 09/05/2019

सेवा में /To

1. मुख्य कार्यालय के सभी ग्रुप अधिकारी
2. मुख्य कार्यालय के सभी वरिष्ठ लेखा अधिकारी / लेखा अधिकारी / अनुभाग
3. संगठन के सभी उप कार्यालय

**विषय / Sub:** मार्च 2019 को समाप्त तिमाही के लिए दिनांक 25/03/2019 को आयोजित राजभाषा कार्यान्वयन समिति की बैठक के निर्णयों पर अनुवर्ती कार्रवाई – राजभाषा नियम 1976.

Follow-up action on the decisions taken at the meeting of the OLIC convened on 25/03/2019 for the QE March 2019 – OL Rules 1976.

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उपरोक्त बैठक में नियंत्रक महोदया के निर्देशों के अनुपालन में, राजभाषा नियम 1976 तथा राजभाषा हिन्दी के कार्यान्वयन हेतु मार्गदर्शी सिद्धान्त संबन्धित सभी की सूचना, अनुपालन एवं मार्गदर्श हेतु परिचालित किया जा रहा है।

In compliance with the directions of the Controller in the aforesaid meeting of OLIC, OL Rules 1976 and guidelines for implementation of the Official Language is circulated herewith for information, compliance and guidance of all concerned.



(ज्योति सुरेश)

सहायक निदेशक(राजभाषा) /AD(OL)

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राजभाषा के कार्यान्वयन हेतु मार्गदर्शी सिद्धान्त  
BROAD GUIDELINES FOR THE IMPLEMENTATION OF OFFICIAL LANGUAGE

(As per OL Act 1963 and OL Rules 1976)

I.	राजभाषा अधिनियम का धारा 3(3) Section 3(3) of OL Act 1963	<p><u>निम्नलिखित दस्तावेज़ अनिवार्यतः द्विभाषी होने चाहिए:</u>  <u>The following must compulsorily be issued in bilingual viz.</u></p> <p>a. All Part I and II orders, Administrative, Section and Instructional Orders.</p> <p>b. Administrative Reports, Memoranda, Notices and Circulars</p> <p>c. Contracts, agreements, licences, permits, tenders etc.</p>
II.	राजभाषा अधिनियम का नियम 2 (राज्यों का विभाजन) Rule 2 of OL Act (categorization of states)	<p><u>Region A:</u> Bihar, Jharkand, Haryana, HP, Chattisgarh, MP, Rajasthan, UP, Uttaranchal, Andaman and Nicobar islands and the UT of Delhi.</p> <p><u>Region B:</u> Gujrat, Maharashtra, Punjab and UT of Chandigarh.</p> <p><u>Region C:</u> All States and UTs not referred in Regions A and B above</p>
III.	राजभाषा अधिनियम का नियम 5 Rules 5 of OL Act	<p>हिन्दी में पत्रों के उत्तर हिन्दी में ही दिये जाने चाहिए।  Reply to letters received /signed in Hindi must be given in Hindi only.</p>
IV.	राजभाषा अधिनियम का नियम 8 Rules 8 of OL Act	<p>हिन्दी में टिप्पणियाँ / Noting in Hindi :  Target of Region C: 30% notings to be in Hindi.</p>
V.	राजभाषा अधिनियम का नियम 10 (4) / Rule 10 (4) of OL Act	<p>a. An Office where 80% and above staff are proficient / possess working knowledge in Hindi may be notified in the Gazette of India.</p> <p>b. Such Offices will also issue individual orders under Rule 8(4) of OL Act to those proficient / having working knowledge to do their work in Hindi only.</p>
VI.	राजभाषा अधिनियम का नियम 11 Rule 11 of OL Act	<p>1. All Codes and Manuals to be bilingual only.</p> <p>2. Headings of registers to be in bilingual.</p> <p>3. Name plates, sign boards, rubber stamps, letter heads, visiting cards etc. to be bilingual only.</p>



VII.	राजभाषा अधिनियम का नियम 12 Rule 12 of OL Act	<p>निम्नलिखित सुनिश्चित करना प्रशासनिक प्रधान का दायित्व Responsibility of the Administrative Head to ensure</p> <p>a. The compliance of the OL Act and Rules mentioned above I to VI. (applicable to all Heads of Sections and Sub offices)</p> <p>b. Devise suitable and effective checkpoints for this purpose.</p> <p>i. <b>MO: Checkpoints as follows:</b> <b>Admin:</b> Issue of orders, circulars in bilingual <b>R Sn:</b> for all stationery, rubber stamps, name plates etc. <b>EDP:</b> a. Enabling Unicode in all systems (compulsory) . b. Maintenance and updation of Website in bilingual.</p> <p>ii. <b>Suboffices checkpoints:</b> The respective Heads of Offices are checkpoints.</p>
VIII.	हिन्दी में प्रवीणता Proficient in Hindi means	<p>a. Matriculation or higher examination with Hindi medium of examination.</p> <p>b. Hindi as an elective subject in degree or equivalent examination.</p> <p>c. Declares himself proficient</p>
IX.	तिमाही प्रगति रिपोर्ट का प्रेषण Rendition of QPR	<p>a. 10<sup>th</sup> of the month following the QE.</p> <p>b. <b>Part II</b> to be rendered only for <b>QE March</b>.</p> <p>c. To be submitted with register of letters received and sent in Hindi.</p>
X.	राजभाषा कार्यान्वयन समिति का गठन /Constitution of OLIC	<p>a. Applicable for sub offices where the strength is above 2 including Officers.</p> <p>b. To be conducted before the conclusion of the Quarter and minutes sent to MO.</p>
XI.	नगर राजभाषा कार्यान्वयन समिति Town official language Implementation Committee.	<p>a. Compulsory Attendance by member offices.</p>