



## **Rajbhasha Department**

### **Prescribed Norms for Discharge of Duties**

1. Providing correct, simple and easy translation of the documents enumerated under Section 3(3) of the Official Languages Act, 1963 and Rule 11 of the Official Language Rules, 1976 within the stipulated time in order to ensure compliance with the requirements regarding bilingualization.
2. Imparting Hindi language training to members of staff to increase the use of Hindi in original correspondence and internal work, increasing the use of Hindi medium for general training programmes and preparing various incentive schemes and doing developmental work.
3. Carrying out on-site inspections and off-site monitoring of the progress achieved in implementation of Official Language Policy (incl. calling for & reviewing Quarterly Progress Reports and conducting Official Language Implementation Committee meetings).
4. Ensuring compliance with (i) the orders issued by the President of India on the recommendations of the Committee of Parliament on Official Language, (ii) the requirements contained in the Annual Programme, (iii) the assurances given to the members of the Parliamentary Committee during their inspection visits to RBI offices and (iv) the directions received from the Government of India regarding implementation of Rajbhasha policy.
5. Facilitating provision of mechanical aids and use of Hindi in software applications in the office.

### **Services Provided by Rajbhasha Vibhag to:**

1. All Central Office Departments & all Offices of RBI.
2. Public Sector Banks (through DBOD).
3. Financial Institutions & Home Ministry

### **Functions**

#### **(a) Arrangements for translation**

- i. Arranging for translation in order to ensure compliance with the bilingual requirements, to increase the use of Hindi and to ensure prompt disposal of letters received in Hindi.
- ii. Arranging for training in translation for Rajbhasha Officers to make translations correct, easy and simple.
- iii. Arranging for review of translation from time to time and taking corrective steps after the review for improvement wherever necessary.

#### **(b) Hindi Teaching, Training and Incentives**

- i. Imparting Hindi language training to officers /employees and training to enable them to work in Hindi on computers.
- ii. Arranging for training through Hindi medium in training programmes.
- iii. Setting up of Hindi libraries, purchasing Hindi newspapers and magazines and their distribution.

- iv. Conducting various Hindi competitions.
- v. Introducing and operating various incentive schemes for learning Hindi.
- vi. Conducting Hindi Samaroh and awarding prizes to members of staff/offices for doing exemplary work.
- vii. Operating Rajbhasha Shield Schemes.
- viii. Providing incentives to members of staff for authoring books in Hindi.
- ix. Providing incentives to voluntary Hindi organisations constituted by members of staff.
- x. Organizing Hindi Conferences/Seminars.

**(c) Arranging for mechanical aids, reference literature etc to enable staff members to work in Hindi**

- i. Facilitating the use of Hindi on computers and software applications.
- ii. Developing, using and maintaining of Integrated Rajbhasha Reporting Package and making improvements therein.
- iii. Increasing the use of Hindi by encouraging use of Unicode Font in EKP and Website.
- iv. Preparation and publication of and giving publicity to Banking Shabdavali, Banking Paribhasha Kosh in Hindi and other help literature.
- v. Conducting 'Aaj Ka Shabda' competition and other competitions for popularizing banking terminology in Hindi.
- vi. Publication of Hindi magazine on banking subjects.
- vii. Publication of Rajbhasha Samachar to spread information about Rajbhasha related activities.

**(d) Review of the progress made in implementation of Rajbhasha Policy.**

- i. Receiving Quarterly Progress Reports and Quarterly Reports on the activities of Rajbhasha Cells from Offices and Central Office Departments (CODs) of RBI and reviewing the same.
- ii. Reviewing progress made by CODs and ROs with regard to implementation of Rajbhasha Policy in the Official Language Implementation Committee meetings of Central Office.
- iii. Reviewing the progress made by various departments/divisions of CO/ROs in the departmental/local OLIC meetings.
- iv. Carrying out Rajbhasha Inspections of offices/departments and taking remedial action regarding discrepancies observed.

**(e) Compliance with the instructions issued by Government of India and orders of the President on the recommendations of the Parliamentary Committee on OL.**

- i. Compliance of the requirements of Annual Programme issued by the Ministry of Home Affairs.
- ii. Implementing the decisions of Hindi Salahkar Samiti, Ministry of Finance and the OLIC of Financial Services Department.
- iii. Compliance with the Presidential Orders on the recommendations of the Parliamentary Committee on Official Language.
- iv. Fulfilling the assurances given to the Parliamentary Committee during their inspection visits to RBI offices.
- v. Compliance of all other directions received from time to time from Ministry of Finance/Ministry of Home Affairs.
- vi. Compliance with all other requirements under Official Languages Act, 1963 and Official Languages Rules, 1976.

**Contact Details**

	<b>Subject</b>	<b>Contact Person</b>	<b>Phone</b>
(i)	Information regarding Official Language Policy & its implementation	General Manager (Dr. Ramakant Gupta)	24948263
(ii)	Monitoring of Implementation of Official Language Policy	General Manager (Dr. Ramakant Gupta)	24948263
(iii)	Information regarding Committee of Parliament on Official language	General Manager (Dr. Ramakant Gupta)	24948263
(iv)	Suggestions regarding implementation of Official Language	General Manager (Dr. Ramakant Gupta)	24948263
(v)	Publications of the Department	General Manager (Dr. Ramakant Gupta)	24948263
(vi)	Hindi Teaching, Training & Translation	General Manager (Dr. Ramakant Gupta)	24948263
(vii)	Facility for using Hindi on computers	General Manager (Dr. Ramakant Gupta)	24948263
(viii)	Bilingualization of Computer Applications	General Manager (Dr. Ramakant Gupta)	24948263
(ix)	Incentive Schemes	General Manager (Dr. Ramakant Gupta)	24948263