

# OFFICIAL LANGUAGE

Observing **September month as Hindi Month**

**14 September** is celebrated every year  
by the GOI as *Hindi Divas*

## OFFICIAL LANGUAGE -

Hindi declare OL of Indian union 14.09.49

Policy came into effect from 26.1.1950

OL Act passed 1963

Rules framed in 1976

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- Official Language Implementation Committee meeting
- (OLIC)
- Quarterly
- Town Official Language Implementation Committees
- (TOLIC)
- Half Yearly meeting
- The articles of Constitution dealing with Official Language are
- 343 to 351

❖ Under section 3(3) of OL Act, 1963



❖ Circulars, Memos and general order etc. are to be issued bilingual

❖ Rule No 5 of Official Language Rules, 1976,



letter received in Hindi is to be replied in Hindi only.

❖ Rule 11 of OL Rules, 1976,



❖ Rubber stamps are to be got made Bilingual



❖ According to Rule 12 of the OL Rules 1976



❖ Responsibility of the Heads of all the Offices of the Central Government to ensure compliance with the OL Act 1963, the OL Rules 1976 and the guidelines issued by the Department of OL from time to time

**Hindi Pakhwara (Hindi Fortnight) is celebrated every year  
1<sup>st</sup> to 14<sup>th</sup> Sep**

**Hindi Salahakar Samiti meeting to be conducted how many  
times in a year – 2 times**

**The State Level Security Standing Committee is organized  
once in a year by RBI**

# REGION A

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Bihar, Jharkhand

Madhya Pradesh, Chhatisgarh

Uttar Pradesh

Delhi, Haryana, Rajasthan

Himachal Pradesh, Uttarakhand



Andaman & Nicobar Islands Union Territory (11)

- 8 CIRCLES

# REGION B

Maharashtra



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Gujarat



Punjab

Chandigarh

Daman & Diu and

Dadra & Nager Haveli (6)

CIRCLES - 4

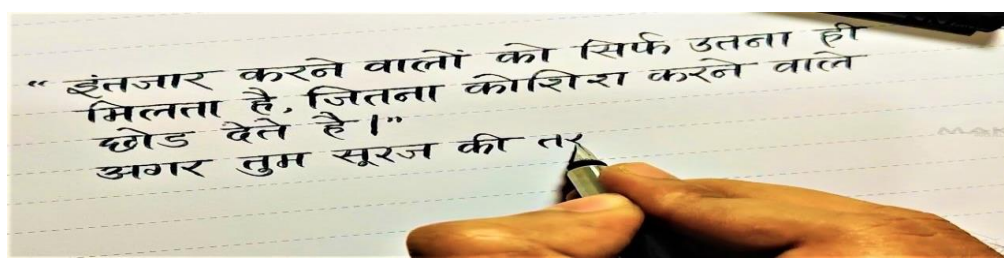
# REGION C

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**All other remaining states not included in  
'A' & 'B' Regions or Union Territories.**

**CIRCLES - 12**





## **% of originating correspondence in Hindi in Language**

Originating Correspondence in Hindi  
(including E-mail, Fax, Wireless Messages etc.)

<b>A TO A</b>	<b>100%</b>	<b>B TO A</b>	<b>90%</b>	<b>C TO A</b>	<b>55%</b>
<b>A TO B</b>	<b>100%</b>	<b>B TO B</b>	<b>90%</b>	<b>C TO B</b>	<b>55%</b>
<b>A TO C</b>	<b>65 %</b>	<b>B TO C</b>	<b>55 %</b>	<b>C TO C</b>	<b>55%</b>

❖ **Letters received in Hindi to be answered in Hindi/  
Hindi Training (Language, Typing/ Stenography)  
Preparation of Bilingual Training Material : 100 %**

❖ **Noting in Hind:**

**A REGION 75%,**

**B REGION 50%**

**C REGION 30%**

❖ **Training Programme through Hindi Medium :**

**A REGION 70%,**

**B REGION 60%**

**C REGION 30%**

- ❖ Proficiency in Hind means :  
**Passed matriculation with Hindi as medium of examination**
- ❖ Official Language Implementation comes under:  
**Ministry of Home Affairs**
- ❖ Official Language Rules are applicable to all the states and union territories except **Tamil Nadu**

❖ Hindi magazine: **Canarajyoti**

❖ Award for motivating implementation of Hindi :  
**Canara Bank RajbhashaAkshayYojana**

❖ Award for motivating employees for use of Hindi in their day to day official work:  
**Canara Bank RajbhashaPuraskarYojana**

❖ Considered as 'Working Knowledge in Hindi' as per definition given under  
**Official Language Rules,1976**  
**X TH /MATRICULATION PASS with Hindi as one of the subjects**

❖ **738/20 : STR 18. Quarterly Report on Progressive use of Hindi- INTRODUCTION of Online-SAS 1.10.20**

❖ **Time schedule for submission of STR-18 :**

❖ **Sections of RO**

❖ **Branches under RO**

**Retail Asset Hubs(RAHs)**

**SME Sulabhs,**

**Accounts Sections,**

**Currency Chests,**

**Foreign Departments etc.**

**Sections of Apex Center of Excellence(ACE) Center of**

**Excellences(CoE) and Learning and Development**

**Centers(L&D) : **Within 5th of Succeeding Month****

❖ **555/2021** : Observing the September 2020 month as Hindi Month

❖ **On 14 September 1949**, the Constituent Assembly adopted the Hindi language written in **Devanagari script** as the official language of the Union.



- ❖ **478/2020 : Guidelines on payment of contribution, attending Meetings & submitting Reports to Town Official Language Implementation Committees (TOLIC-513 available)**
- ❖ Town Official Language Implementation Committees are to be constituted in all the towns of the country **where 10 or more Central Government Offices are functioning- Half Yearly meeting**

**232/2021 12.04.21 : Government of India's Annual Programme for the Implementation of O L Hindi for the year 2021 – 22.**

Central Hindi Training Institute imparts 6 weeks (30 working days) training programme to the Officers of Central Secretariat Official Language Service at the time of promotion

**422/21 16.06.21 : Organizing Canara Bank All India Intra Bank Online Official Language Seminar on 25.06.2021 – Articles to be Submitted on or before 22.06.2021**

Around 15 articles will be shortlisted and the

Awards for the best article presented will be given as below;

First – **Rs.5000/-**

Second– **Rs.3000/-**

Third – **Rs.2000/- and.**

**Two consolation prizes Rs.1000/- each .**

**581/21 01.09.21 : Hindi Day Celebrations : All India Intra Bank Hindi Essay Writing Competition.**

**First: Rs.5000/-, Second : Rs.3000/-, Third –Rs.2000/-, Encouragement –Rs.1000/-**



## **441/21 22.06.21 : Conducting Hindi Workshops – Guidelines.**

The minimum duration of Hindi workshop will be **1 working day**.

At least  $\frac{2}{3}$  of the time in the workshop should be allocated to practice working in Hindi

Every employee possessing knowledge of Hindi language must be provided an opportunity to attend the workshop **at least once in every 2 years**

Workmen and officers from scale I to scale IV are to be included in Hindi workshops.

### **Honorarium payable to the guest faculties is as below**

₹ 500/- per session of 75 minutes will be payable as remuneration / honorarium to serving officers/employees of Central/State Government. (in a year shall not exceed Rs.5000/-)

₹ Guest speakers honorarium of **Rs.1000/- per session for 75 minutes**. ( Limit of Rs 5000/- per annum will not be applicable to this category.)

**455/21 & 648/21 : Submission of STR-18 (Statutory Return 18: Hindi Report) for June 2021 Quarter through online package under SAS**

SUBMISSION OF

**STR (Part-I) through online every quarter** and

**STR (Part-II) is to be submitted in the March quarter only** by CO/RO / LDC/ CIBM along with the Statutory Return-18 Part-I.

**Branches & Sections of RO to be submitted Within 10th of Succeeding Month.**

**RO (Within 15th of Succeeding Month) ,**

**CO (Within 25th of Succeeding Month)**

**483/21 05.07.21 : Rajbhasha Akshay Yojana (RAY) & Rajbhasha Puraskar Yojana (RPY).**

Canara Bank 'Rajbhasha Akshay Yojana' was formulated in 1987.

No. of Circles in Region "A" – 8

No. of Circles in Region "B" – 4

No. of Circles in Region "C" – 12.

Number of awards under this category – 09

Out of the total sections of each Circle office, best 2 Sections will be awarded.

Number of awards under this category – 48.

**CANARA BANK RAJBHASHA PURASKAR YOJANA (For the Employees of Bank).**

**Eligibility :** Employees(excluding Sub Staff)

Region "A" & Region "B"- : Use minimum 25000 Hindi words in their official work.

Region "C"-used minimum 15000 Hindi words in their official work during FY.

**Prize winners will be awarded with Medal, Certificate of excellence and Cash Prizes as mentioned below.**

**First Prize Rs. 1000/- Second Prize Rs. 700/- Third Prize Rs. 500/.**

## 583/21 02.09.21 : Hindi incentive scheme employees for

Incentive on obtaining higher qualification in Hindi :

SI NO	Qualification in Hindi	Incentive
1	Ph.D. in Hindi or equivalent	30,000
2	M. Phil. / PG (Degree / Diploma) in Hindi of duration more than one year, or equivalent	25,000
3	M. Phil. / PG (Degree / Diploma) in Hindi of duration one year or less, or equivalent	20,000
4	Degree in Hindi of duration of three years or more, or equivalent	15000

**Reimbursement of course fee** : Registration / Enrolment fee, Tuition fee, Examination fee and Class Room Learning / Training Fee (Remitted to University / Institute) up to a **maximum of Rs.25000/- for Ph.D.** and **up to Rs.15000 for other exams**

Incentive on making special contribution in the field of Hindi literature : **Rs 15000/-**.

**joining the Bank, on or after 01.07.2017 only, are eligible**

**584/21 02.09.21** : Hindi incentive scheme to employees of the conducted by Hindi teaching scheme for attaining proficiency in Hindi

**Cash incentive on passing “Parangat” examination :**

Sl.No.	Passing Criteria	Incentive Amount Rs
1	Passing with 55% to 59% marks	4000
2	Passing with 60% to 69% marks	7000
3	Passing with 70% and above Scheme	10000

**All officers and workmen employees excluding Sub staff** who possess working knowledge in Hindi are eligible to take up “Parangat” examination **conducted by Hindi teaching scheme New Delhi** for attaining proficiency in Hindi

Exam every year during **May and November**

All claims to be made **within a year of passing the examination.**

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Thank  
you!