



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

कार्यालय महालेखाकार (ले.व.ह.) मेघालय, शिलांग-793001
OFFICE/ SECTION OR CELL OF THE ACCOUNTANT GENERAL (A&E)
MEGHALAYA, SHILLONG – 793 001

फैक्स संख्या/Fax No. 0364 -2223103 ई/मेल-E-mail: agacmeghalaya@cag.gov.in

Circular No. 08

Date: 07/07/2022

Please find herewith the enclosed Inspection Questionnaire of Committee of Parliament on Official Language on use of Hindi which is self explanatory, for kind information, guidance, perusal and necessary action at their end. All the concerned sections are requested to furnish the requisite information related to their sections as per enclosed Annexure regarding Inspection Questionnaire of Committee of Parliament on Official Language on use of Hindi to Hindi Cell on or before 29.07.2022 as the same may be required during the inspection of this office/ Section or Cell by the Committee of Parliament on Official Language regarding use of Hindi. In this regard, the period of submission of the same may be furnished wef 01.06.2021 to 30.06.2022.

(Authority: Sr. Deputy Accountant General (Admn.) order's at Note No. #93 under e-File No. Hindi Cell 46 Hindi Classes Training Cell/2022-23 dated 07.07.2022).

Sd/-

Hindi Officer.

Date: 07/07/2022

Memo No. Hindi Cell/26/Headquarters' order/2021/118-127

Copy forwarded for information and necessary action to:

1. Secretary to the Accountant General (A&E).
2. Sr. P.S. to the Accountant General (A&E).
3. P.A. to the Sr. Deputy Accountant General (Administration) & **Chairman, Internal Official Language Implementation Committee (IOLIC).**
4. P.A. to the Sr. Deputy Accountant General (AE & VLC).
5. P.A. to the Assistant Accountant General (IA&AS Officer Trainee)
6. All the Senior Accounts Officers.
7. All the Members of the **Internal Official Language Implementation Committee (IOLIC).**
8. All the Assistant Accounts Officers. All Section in-charge are requested to bring the contents of the above circular to the notice of all staff working under them
9. **The Assistant Accounts Officer, I/c EDP-II Cell, is also requested to kindly upload this circular on the official website < under the Path:: About Us → Functions → Administration → Circulars/Office/Section or Cell Orders > of this office**
10. Notice Board.

Blueberry
07.07.22
Hindi Officer.



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परिपत्र संख्या: 08

दिनांक: 07/07/2022

कृपया इसके साथ संलग्न हिंदी के प्रयोग से संबंधित संसदीय राजभाषा समिति के निरीक्षण प्रश्नावली जो स्वतः स्पष्ट है, आपके सूचनार्थ, मार्गदर्शन, अवलोकनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित है। अग्रतर सभी संबंधित अनुभागों से अनुरोध है कि हिंदी के उपयोग पर राजभाषा समिति के निरीक्षण प्रश्नावली के संबंध में संलग्न अनुलग्नक के अनुसार वे अपने अनुभागों से संबंधित आवश्यक सूचना दिनांक 29.07.2022 या उससे पूर्व हिंदी प्रकोष्ठ में प्रस्तुत करने की कृपा करें, क्योंकि हिंदी के प्रयोग के संबंध में संसदीय राजभाषा समिति द्वारा इस कार्यालय के निरीक्षण किए के जाने के दौरान उक्त की आवश्यकता हो सकती है। इस संदर्भ में, उक्त को प्रस्तुतीकरण करने की अवधि 01.06.2021 से 30.06.2022 तक प्रेषित करने की कृपा करें।

(प्राधिकार: ई-मिसिल संख्या हिन्दी प्रकोष्ठ /26/ मुख्यालय आदेश/ 2021 दिनांक 07.07.2022 के अंतर्गत टिप्पणी संख्या 93 पर उपलब्ध वरिष्ठ उप महालेखाकार महोदय के आदेशानुसार)

हस्ता/-

हिन्दी अधिकारी

जापन संख्या. हिन्दी प्रकोष्ठ /26/ मुख्यालय आदेश/ 2021/118-127

दिनांक: 07/07/2022

सूचना एवं आवश्यक कार्रवाई हेतु प्रतिलिपि सादर अग्रेषित:

1. महालेखाकार (लेखा एवं हकदारी) महोदय के सचिव
2. महालेखाकार (लेखा एवं हकदारी) महोदय के वरिष्ठ निजी सचिव
3. उप महालेखाकार (प्रशासन) महोदय एवं अध्यक्ष महोदय, आंतरिक राजभाषा कार्यान्वयन समिति, के निजी सहायक
4. उप महालेखाकार (ले.ह. एवं वी.एल.सी.) महोदय के निजी सहायक
5. सहायक महालेखाकार महोदय (भा.ले.व ले.अ, अधिकारी प्रशिक्षार्थी) के निजी सहायक
6. सभी वरिष्ठ लेखा अधिकारीगण
7. आंतरिक राजभाषा कार्यान्वयन समिति के सभी सदस्यगण
8. सभी सहायक लेखा अधिकारीगण, सभी अनुभाग प्रभारियों से अनुरोध है कि वे अपने अंतर्गत सभी कार्मिकों को उपरोक्त विषय के संदर्भ में सूचित करें।
9. सहायक लेखा अधिकारी, प्रभारी ई.डी.पी.-II प्रकोष्ठ, से अनुरोध किया जाता है कि कृपया उक्त परिपत्र को इस कार्यालय के आधिकारिक वेबसाइट पर उपलब्ध < हमारे बारे में → प्रकार्य → प्रशासन → परिपत्र/ कार्यालय आदेश > पथ के अंतर्गत, अपलोड करने की कृपा करें।
10. सूचना पट्ट

सूचना
07.07.22
हिन्दी अधिकारी

Annexure

Name of the Section:-

Name of the Branch Officer:-

Name of the Section- in- charge:-

Period :-

Part-I

General Information

1. Position of Hindi knowledge of officers/employees*
(excluding Group "D" and equivalent employees)

A.	Gazetted**	Non-Gazetted**	Total
(i) Total Number of Officers/Employees			
(ii) Proficient in Hindi***			
(iii) Having working knowledge of Hindi***			
(iv) Undergoing training in Hindi			
(v) Yet to be sent for training in Hindi			

- B. Out of above how many officers/employees are engaged in administrative work ?

	Gazetted**	Non-Gazetted**	Total
(i) Total Number of Officers/Employees			
(ii) Proficient in Hindi***			
(iii) Having working knowledge of Hindi***			
(iv) Undergoing training in Hindi			

* Position as on 31st March, 30th June, 30th September or 31st December (as applicable) should be indicated.

** Information pertaining to Officer category/Employees category in respect of Undertaking/Corporation etc. may be given.

*** Kindly see the definition at annexure-1.

7. No. of Hindi knowing officers/employees (including those who are proficient and those having working knowledge) who do their work* in Hindi.

	Gazetted**	Non- Gazetted**	Total
(i) Nil			
(ii) Upto 25%			
(iii) 26% to 50%			
(iv) 51% to 75%			
(v) 76% & above			
(vi) Cent-percent			

Part-II

POSITION OF COMPLIANCE OF OFFICIAL LANGUAGES ACT/RULES

1.1 Documents specified in Section 3(3) of the Official Languages Act, 1963 (No. of documents issued during the last one year i.e. period ending 31st March/30th June/30th September/31st December)

	Total No.	In Hindi & English	In English only	In Hindi only
(a) General orders (definition is given at annexure-2 of the questionnaire)				
(b) Notifications				
(c) Press Communiques/Releases				
(d) Contracts				
(e) Agreements				
(f) Licences				
(g) Permits				
(h) Notice and forms of tenders				

(i) Pertaining to Sale/Purchase

(ii) Pertaining to civil/other work

(i) Resolutions

(j) Rules

(k) Official papers laid before a House or both the Houses of Parliament (other than Reports)

(l) Administrative and other Reports laid before a House or both the Houses of Parliament

(m) Administrative or other Reports sent to higher offices

1.2 If the Rules have been violated in this connection, the names, designation etc. of those officers should be mentioned who were held responsible for this violation. (As per Rule 6 of the Official Language Rules, 1976, it shall be the responsibility of the persons signing such documents to ensure that such documents are prepared, executed and issued both in Hindi and in English).

1.3 Whether any action has been taken or contemplated against those officers who are violating the aforesaid Official rules, please furnish details.

2. Position of replies to communications received in Hindi under Rule 5 of Official Language Rules, 1976 (Figures of last one year i.e. the period ending 31st March, 30th June, 30th September, 31st December may be given and the **letters received through E-Mail/CPGRMAS etc. may also be included**)

- (i) Total Number of letters *received in Hindi.
- (ii) No. of letters replied to in Hindi.
- (iii) No.of letters replied to in English.
- (iv) No. of letters which were not required to be replied.
- (v) Reasons for not sending the replies of Hindi letters in Hindi.
- (iv) Whether check-points have been set up in this connection, if so, the details thereof may be given. What action has been taken at check-point level to stop violation in this connection?

3. Information regarding Rule 10(4) of Official Language Rules, 1976

- (a) Whether the office/ Section or Cell has attained the eligibility to be notified under the above Rule?
- (b) If so, from when?
- (c) Whether the office/ Section or Cell has been notified? If so, from when?
- (d) If any extraordinary delay has occurred in notifying the office/ Section or Cell, reasons thereof may be given.

*Letters signed in Hindi may also be included in this column.

4. Information regarding Rule 8(4) of Official Language Rules, 1976

- (a) If the answer to the aforesaid column 3(c) is “Yes”, state whether under the above Rule individual orders with the signature of the competent authority, have been issued to those employees who have proficiency in Hindi, to do their specified work in Hindi?

(Please enclose a copy of the above order)

- (b) If so, from when?

- (c) If not, the reasons thereof ?

- (d) Whether the officers/employees ordered under the above Rule are doing their work in Hindi?

- (e) If not, what action is being taken or proposed to be taken ?

- (f) Whether any monitoring arrangement has been made to ensure the compliance of Rule 8(4) of Official Language Rules, 1976?

5. Position regarding Bilingualism* of Codes, Manuals, etc. under Rule 11 of Official Language Rules, 1976

- (a) Rules/Codes/Manuals (Used by the Office/ Section or Cell)

Used by the Office/ Section or Cell	Prescribed by the Ministry/Deptt./Office/ Section or Cell	Prescribed by the other Ministries out of those in Col. 1
	concerned out of those	

in Col. 1

1

2

3

- (i) Only in Hindi
 - (ii) Only in English
 - (iii) Bilingual (Diglot) form
-

- (b) Details of Codes/Manuals prescribed by the Ministry/Department/Office/ Section or Cell

(Please attach a separate sheet, if the space is insufficient)

- (i) Total Number of Rules/Codes/Manuals etc.
 - (ii) Only in Hindi (including date of publication)
 - (iii) Only in English (including date of publication)
 - (iv) Bilingual (Diglot form) (including date of publication)
- (c) Whether check-point have been set-up in this connection? If so, give details thereof. What action has been taken at check-point level to ensure compliance of official orders in this connection?

* Ref: Department of Official Language O.M.No. 12021/5/95-O.L. (Imp. II) dated 24.11.95

6. Position of Bilingualism* of Forms and Headings of Registers and Name Plates etc. under Rule 11 of Official Language Rules, 1976

(i) Registers

Total no. of Registers	No. of those which bear their headings and subjects in bilingual form	No. of those in which entries are made in Hindi	If entries in all the registers are not made in Hindi, then from when will these be made in Hindi
1	2	3	4

(ii) No. of Rubber Stamps etc. available in the office/ Section or Cell

	Total No.	In English Only
1. Rubber Stamps		
2. Sign Boards		
3. Seals		
4. Letter-Heads		
5. Name Plates		
6. Official description on vehicles		
7. Visiting cards		
8. Badges		
9. Logo		
10. Monograms		
11. Charts/Maps		

(iii) Whether check-points have been set-up in this connection?

(ii) If so, give details thereof.

(v) What action has been taken at check point level to ensure compliance of official orders in

this connection?

(iii) If not, give the reasons thereof.

7. General responsibility for compliance

While performing the responsibility under Rule 12 of the Official Language Rules, 1976, what steps have been taken and what monitoring arrangements have been made in this connection for the compliance of Official Language Rules by the Administrative Head of the Office/ Section or Cell?

*Reference: Department of Official Language O.M. No. 12019/10/91-O.L. dated 28th January, 1992.

Part-III

1(b) Position of reply to English letters received from the State Govts. or UTs or their subordinate offices located in **Region "A"** :

Total No. of Letters* received in English	The letters replied to in Hindi	The letters replied to in English	No. of such letters which were not required to be replied.

1(c) Position of reply to English letters received from Central Govt. offices/Banks/PSUs/Institute or its subordinate offices located in **Region "B"** :

Total No. of Letters* received in English	The letters replied to in Hindi	The letters replied to in English	No. of such letters which were not required to be replied.

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1(d) Position of reply to English letters received from the State Govts. or UTs or their subordinate offices located in **Region "B"** :

Total No. of Letters* received in English	The letters replied to in Hindi	The letters replied to in English	No. of such letters which were not required to be replied.

(i) As per the order issued by the Deptt. of Official Language** the letters received from the Central Offices and States or UTs or their subordinate offices located in Region "A" in English are required to be replied to in Hindi. Are the above instructions being complied with properly?

(ii) If not, give reasons thereof.

* No. of letters issued through Fax and e-mail may also be included in this column.

** Ref: Deptt. of Official Language Memorandum No. 14034/15/87-O.L.(A-I) dated. 26th February, 1988.

2. Letters* written by the office/ Section or Cell itself (letters other than mentioned in item No. 2 of Part-II)

{(Letters issued during the last one year i.e. the period ending 31st March/30th June/30th September/ 31st December) **letters issued through E-Mail/CPGRMAS etc. may also be included**}

	Total No.	In Hindi	In English	Percentage of Hindi letters
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(a) Letters sent to the State Governments, their offices and members of public in Regions "A" & "B".

(b) Letters sent to those Central Government Ministries/Department/Offices/Undertakings/ Institutions etc. which are:

- (i) Located in Region “A”
 - (ii) Located in Region “B”
 - (iii) Located in Region “C”
- (c) (i) Targets prescribed in the Annual Programme of the Department of Official Language for the letters to be sent in Hindi.
- Percentage for Region “A”... ..%
Percentage for Region “B”%
Percentage for Region “C”... ..%
- (ii) If the prescribed target has not been achieved, give reasons thereof.
- (iii) Whether necessary steps have been taken to increase the correspondence in Hindi and send telegrams in Hindi as per the instructions** issued by the Deptt. of Official language?
- (iv) Whether check points have been set-up to send letters in Hindi to the State Governments located in Regions “A” and “B”? If so, please give details. What action has been taken at the check point level to ensure compliance of Rules in this connection?
- (v) Whether the targets prescribed in the Annual Programme for the correspondence will be achieved this year?
- (vi) If not, by what time this target will be achieved?
-

* No. of letters issued through Fax and e-mail may also be included in this column.

** Ref: Department of Official Language O.M. No. 12024/2/92-O.L. (B-2)-4 dated 21st July, 1992.

4 (b) Which software is being used for the following work and what is the percentage of work being done in Hindi on these computers?

Nature of Work	No. of Computers allotted for the work	Software being used (Name etc.)
(1) Administrative		
(2) Accounts		
(3) Operational		
(4) Any other work		

4(c) (1) Is any special software being used to do official work?

(2) If yes, what is the name of the software?

(3) Is it possible to work in Hindi in this software? If no, by what time would it be possible to work in Hindi in it?

4(d) How many officers/employees are required to do their work on computers?

4(e) What action has been taken to make those officers proficient in doing their work in Hindi on computers who are unable to do so?

4(f) (1) Number of officers/employees trained to do their work in Hindi on computer based system.

(2) What is the percentage of their work done in Hindi?

(3) By what time would the entire work of the office/ Section or Cell be done in Hindi?

7. Clerks/Typists

Total No.	No. of those who are required to do typing	No. of Typists required to know Hindi typing as per the Annual programme issued by the Department of Official Language	No. of clerks who are competent to do work in Hindi on computer	No. of those undergoing training in Hindi typing.	No. of those who do most of their work in Hindi.	No. of those who do their work occasionally in Hindi
1	2	3	4	5	6	7

8. Stenographers

Total No.	No. of Stenographers required to know Hindi Stenography as per the Annual programme issued by the Department of Official Language	No. of those knowing Hindi stenography.	No. of those who are trained to do their work in Hindi on Computer	No. of those undergoing training in Hindi stenography.	No. of those who do most of their work in Hindi.	No. of those who do their work occasionally in Hindi
1	2	3	4	5	6	7

9. (i) Whether the services of Hindi knowing clerks/stenographers are being utilized fully for Hindi stenography/typing as per the directives* issued by the Department of Official Language?
- (ii) If not, give the reasons thereof?
- 10 Has any programme been prepared for the training of the remaining employees shown in Item Nos 7 and 8 above? If so, give details thereof.

12. Legal Information (This information may be given after obtaining the same from the concerned Ministry/Department)

(a) Literature (Rules/Bye-Laws)

- (i) No. of Acts issued by Ministry/Department or Office/ Section or Cell during the last one year and the authenticated texts of the Rules/Bye-Laws framed under them.
- (ii) Out of those, Hindi texts of how many Acts are available in this office/ Section or Cell?
- (iii) How much time will it take to make available Hindi texts of the Acts which do not have Hindi texts?
- (iv) As per the directives* issued by the Department of Official Language, whether original drafting is being done in Hindi in the field of law?

(b) Ordinance

- (i) Total No. of ordinances issued during the last one year.
- (ii) In Hindi
- (iii) In English
- (iv) Bilingual

15.No. of printed/cyclostyled forms* prescribed/being used by the Office/ Section or Cell

Total No.	In Hindi only	In English only	In Bilingual form
1	2	3	4

**20. (a) Departmental Meetings/Conferences/Seminars etc. organized during the last one year.
(Excluding the Official Language Implementation Committee)**

Item	Total No. (Issued)	Issued in Hindi	Issued in English	Issued in Bilingual form
Agenda of the meetings				
Minutes of the meetings				

- (b) Whether the guidelines* issued by the Department of Official Language in respect of convening the meetings/conferences/ seminars etc. are being complied with?

(c) If not, give the reasons thereof.

(d) No. of meetings/conferences in which the item pertaining to progressive use of Hindi was included in the agenda and discussed.

21. Steps taken to encourage noting and drafting in Hindi**

(a) How many Hindi workshops were organized during the last one year?

(b) How many officers/employees were trained in those workshops? Officers/ Employees

* Ref: Department of Official Language O.M.No. 20034/53/93-O.L.(R&A) dated the 28th May 1993

** Ref: Department of Official Language O.M.No.14025/2/91-OL.(D) dated the 20th April 1992

Part-IV

Miscellaneous

1. Standard Drafts

Total No.	In Hindi only	In English only	In Bilingual
1	2	3	4

2. Number of Advertisements issued at office/ Section or Cell level *

(During the last one year i.e. the period ending 31st March/30th June/30th September/ 31st December)

Total No.	In Hindi only	In English only	In Bilingual
1	2	3	4

3. Inspections (Including all types of inspections i.e. Administrative, Audit, Technical etc.)

Inspections of the office/ Section or Cell by the higher officers from the Ministry / Headquarters/ visional/ Zonal/ Regional office/ Section or Cell etc.	Date of Inspections	Total no. of inspections	In how many Inspections, reports have been prepared in Hindi out of those in Col. 1	Number of inspection reports in which instructions were given in respect of the use of Official Language
	1	2	3	4

(1) Administrative

(2) Internal Audit

(3) Technical

(4) Regarding Official

Language

* Information regarding expenditure made on advertisement may be given by the office/ Section or Cell/institution in the enclosed proforma on page – 57.

(ii) Inspections of the subordinate offices conducted by the officers of your office/ Section or Cell

- (1) Administrative
- (2) Internal Audit
- (3) Technical
- (4) Regarding Official Language

(f) The percentage increase in the Hindi noting/ correspondence during the Hindi Day/Hindi fortnight in the office/ Section or Cell other than other working days of the office/ Section or Cell.

(Please attach a separate sheet)

6. (a) Total number of notings written on files in the Ministry/Department/Office/ Section or Cell during the

last one year ?

(b) Out of these notings, how many notings were written in Hindi during the last one year ?

(c) As Head of the office/ Section or Cell, total number of notings

written by you on files during the last

one year ?

(d) As Head of the office/ Section or Cell, how many notings were

written by you in Hindi on files during the last

one year ?

7. (a) Total No. of letters sent by the office/ Section or Cell during

the last one year

(b) out of (a) above, how many letters were sent in Hindi ?

(a) How many letters were sent under your signature during the last one year ?

(d) As the Head of the Office/ Section or Cell, how many letters were sent in Hindi by you during the last one year ?

8. What are the problems in implementation of official language policy in your Ministry/ Department/Office/ Section or Cell. How are these problems solved?

9. Furnish details of such special work done for the implementation and propagation of the Official Language Policy by the Ministry/ Department/ Office/ Section or Cell which could not be covered in the columns of the questionnaire.

COMMITTEE OF PARLIAMENT ON OFFICIAL LANGUAGE

5. What has been the percentage of Letters/ Faxes/ E-mail/CPGRAMS in Hindi of the total correspondence made with the above mentioned office/ Section or Cell by your office/ Section or Cell/the office/ Section or Cell under your control receiving the quarterly progress report regarding the use of Hindi from that office/ Section or Cell, during the last one year ?

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ANNEXURE-1

DEFINITIONS

1. **Proficiency in Hindi** - An employee shall be deemed to possess proficiency in Hindi if:-
 - (a) he has passed the Matriculation or any equivalent or higher examination with Hindi as the medium of examination; or
 - (b) 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
 - (c) he declares himself to possess proficiency in Hindi.

2. **Working knowledge of Hindi** - An employee shall be deemed to have acquired working knowledge of Hindi if he has passed:-
 - (i) the Matriculation or an equivalent or higher examination with Hindi as one of the subject; or
 - (ii) the Pragma examination conducted under the Hindi Teaching Scheme of the Central Government or when so specified by that Government in respect of any particular category of posts, any lower examination under that Scheme; or
 - (iii) any other examination specified in that behalf by the Central Government; or
 - (iv) if he declares himself to have acquired such working knowledge.