



लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

## कार्यालय महालेखाकार (ले.व.ह.) मेघालय, शिलांग-793001

OFFICE OF THE ACCOUNTANT GENERAL (A&E)

MEGHALAYA, SHILLONG – 793 001

फैक्स संख्या/Fax No. 0364 -2223103 ई/मेल-E-mail: [agaemeghalaya@cag.gov.in](mailto:agaemeghalaya@cag.gov.in)

परिपत्र संख्या 20

दिनांक: 04/08/2022

कार्यालयीन कामकाज में टिप्पण लेखन/ प्रारूपण को हिंदी भाषा में मूल रूप से करने हेतु प्रोत्साहन योजना के अंतर्गत, सभी संबंधित शाखा अधिकारियों को निर्देश दिया जाता है कि वे अपने हिंदी तथा हिंदीतर भाषी अधिकारियों/कर्मचारियों के नाम जिन्होंने वर्ष 2021-22 में अपने कार्यालयीन कामकाज में टिप्पण लेखन/ प्रारूपण को अंग्रेजी के अतिरिक्त हिंदी में मूल रूप से किए हैं, आवश्यक कार्रवाई करने के लिए दिनांक 16.08.2022 या उससे पूर्व संलग्न अनुलग्नक 'क' के अनुसार हिंदी प्रकोष्ठ में प्रस्तुत करें। इस संबंध में, उक्त से संबंधित विवरण अनुलग्नक 'ख' में संलग्न है।

हस्ता/-

वरिष्ठ उप महालेखाकार (प्रशासन)

दिनांक: 04.08.2022

ज्ञापन संख्या. हिन्दी प्रकोष्ठ /26/ मुख्यालय आदेश/ 2021/235-243

### सूचना एवं आवश्यक कार्रवाई हेतु प्रतिलिपि सादर अग्रेषितः

1. महालेखाकार (लेखा एवं हकदारी) महोदय के सचिव
2. महालेखाकार (लेखा एवं हकदारी) महोदय के वरिष्ठ निजी सचिव
3. वरिष्ठ उप महालेखाकार (प्रशासन) महोदय एवं अध्यक्ष महोदय, आंतरिक राजभाषा कार्यान्वयन समिति, के निजी सहायक
4. वरिष्ठ उप महालेखाकार (ले.ह. एवं वी.एल.सी.) महोदय के निजी सहायक
5. सभी वरिष्ठ लेखा अधिकारीगण
6. आंतरिक राजभाषा कार्यान्वयन समिति के सभी सदस्यगण
7. सभी सहायक लेखा अधिकारीगण, सभी अनुभाग प्रभारियों से अनुरोध है कि वे अपने अंतर्गत सभी कार्मिकों को उपरोक्त विषय के संदर्भ में सूचित करें।
8. 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।
9. सूचना पट्ट

दिनांक 04.08.22  
हिन्दी अधिकारी



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Circular No. 20

Date: 04/08/2022

Under the incentive scheme for original Hindi noting/ drafting in official work, all the concerned Branch Officers are directed to submit the names of their Hindi and Non- Hindi speaking officers/ staff who have completed their assigned official work (Noting/ Drafting) originally in Hindi other than English for the year 2021-22 to Hindi Cell as per enclosed Annexure 'A' on or before 16.08.2022 for further necessary action. In this regard, the details of the same are enclosed in Annexure 'B'.

Sd/-

Sr. Deputy Accountant General (Admn)

Memo No. Hindi Cell/29/Quarterly Meeting/2021/235-243

Date: 04/08/2022

**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. All the Senior Accounts Officers.
6. All the Members of the Internal Official Language Implementation Committee (IOLIC).
7. 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
8. 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 Orders > of this office
9. Notice Board.

*04.08.22*

Hindi Officer.

Name of the Section:

Name of the Branch Officer:

Name of the Assistant Accounts Officer:

Period:

Sl No.	Name of the officer/ Official	Designation	Whether the officer/ official belongs to Hindi speaking or Non-Hindi speaking	Number of Notings in Hindi	Number of Drafting in Hindi	% of work in Hindi in respect of Noting	% of work in Hindi in respect of Drafting	Total words written in Hindi in respect of Noting	Total words written in Hindi in respect of drafting	Remarks

Comment, if, any:

Sr. Accounts Officer

Incentive Scheme for original Hindi noting/drafting in official work: -

(i) **Scope of Scheme-** All Offices of the Central Government may introduce the scheme independently for their officer and officials.

(ii) **Eligibility:-**

(a) All the Officers /officials of all categories.

(b) Rajbhasha officers and translators who generally do their work in Hindi shall not be eligible to participate in this scheme.

(iii) **Prizes-** The following cash awards may be given to the participants every year, according to the work done by them in Hindi: -

(a) Independently for each Sub-ordinate office of any Department of Central Government: -

i	First Prize	(2 Prizes):	Rs. 1600/- each
ii.	Second Prize	(4 Prizes):	Rs. 800/- each
iii.	Third Prize	(6 Prizes):	Rs. 600/- each

(iv) **Criteria for awarding prizes:-**

(a) A total of 100 marks will be allotted for assessment. Out of this, 70 marks will be earmarked for the quantum of work done in Hindi and 30 marks for quality of noting and drafting in Hindi.

(b) A person who writes 50,000 words in Hindi in a year shall be eligible to compete for the prizes. The prizes will be awarded to the first twelve persons in order to merit on the basis of the marks allotted to them by the Assessment Committee.

(v) *Composition of Assessment Committee: -*

In the attached and subordinate offices, the Assessment Committee may comprise the Head of the Department/Office, Hindi Officers and one more Gazetted Officer or Rajbhasa Adhikari. In the office of Accountant General (A&E) Meghalaya, Shillong ; the Committee has been framed as below:-

- |  |          |
|--|----------|
| i. Sr. Deputy Accountant General (Admn.) | Chairman |
| ii. Establishment Officer                | Member   |
| iii. Hindi Officer                       | Member   |

The duration of the committee is generally for one year.

Mention of winning a prize shall be made in the service books/records of the officer/employee in a suitable form.