



प्रधान महालेखाकार (लेखापरीक्षा-1) का कार्यालय,
ओडिशा :: भुवनेश्वर

OOB No. 249

Date : 13.02.2025

विषय : भारतीय लेखापरीक्षा एवं लेखा विभाग में सहायक निदेशक (राजभाषा) के पद का वर्गीकरण -
के बारे में।

Sub : Classification of the post of Assistant Director (Official Language) in Indian Audit & Accounts Department – regarding.

पत्र संख्या 43 / स्टाफ़ नियुक्ति-IV / 16-2020 दिनांक 06.02.2025 के अंतर्गत जारी मुख्यालय परिपत्र संख्या 07 / स्टाफ़ नियुक्ति-IV के अनुसार, भारतीय लेखापरीक्षा एवं लेखा विभाग में राजभाषा संवर्ग में हिंदी अधिकारी के मौजूदा पद को सहायक निदेशक (राजभाषा) के रूप में पुनः नामित किया गया है तथा समूह -'ख' से समूह -'क' पद में वर्गीकृत किया गया है। तदनुसार, वेतन संरचना को भी वेतन मैट्रिक्स में लेवल-8 से वेतन बैंड-3 में लेवल-10 तक (₹56100/- से ₹177500/-) अपग्रेड किया गया है जो कि उपरोक्त मुख्यालय आदेश जारी होने की तिथि अर्थात् 06.02.2025 से प्रभावी किया गया है।

In terms of Headquarters Circular No. 07 / Staff Appointment-IV issued under Letter No. 43 / Staff Appointment-IV / 16-2020 dated 06.02.2025, the existing post of **Hindi Officer** in Rajbhasha Cadre in IA&AD has been re-designated as **Assistant Director (Official Language)** and classified from Group 'B' to Group 'A' post. Accordingly, the pay structure has also been upgraded from level-8 to level-10 in the pay matrix (₹56100/- to ₹177500/-) in Pay Band-3 with effect from the date of issue of the above Headquarters order i.e. **06.02.2025**.

The job profile of the post of Assistant Director (Official Language) is enclosed in Annexure.
Encl : As above.

हस्ता/-

उप महालेखाकार (प्रशासन)

Memo No. Admn (Audit-I)/15-1/Vol.III/ 3215

Date : 13.02.2025

प्रतिलिपि सहायक नियंत्रक एवं महालेखापरीक्षक (एन)-II, भारत के नियंत्रक एवं महालेखापरीक्षक के कार्यालय, 10, बहादुर शाह मार्ग, नई दिल्ली-110124 को पत्र संख्या 43 / स्टाफ़ नियुक्ति-IV / 16-2020 दिनांक 06.02.2025 के अंतर्गत जारी परिपत्र संख्या 07 / स्टाफ़ नियुक्ति-IV के संदर्भ में सूचनार्थ प्रेषित।

Copy forwarded to the Asst. Comptroller and Auditor General (N)-II, Office of the Comptroller and Auditor General of India, 10, Bahadur Shah Marg, New Delhi-110 124 for kind information with reference to Circular No. 07 / Staff Appointment-IV issued under Letter No. 43 / Staff Appointment-IV / 16-2020 dated 06.02.2025.

हस्ता/-

उप महालेखाकार (प्रशासन)

(P.T.O)

AAJ/TRE
P.L.
14/2/2025
Lamara
14/2/25

Memo No. Admn (Audit-I)/15-1/Vol.III/ 3216

Date : 13.02.2025

Copy kind information and necessary action forwarded to:

1. Secretary to the Pr. Accountant General (Audit-I), Odisha.
2. Secretary to the Accountant General (Audit-II), Odisha.
3. Dy. Director (CRA), O/o the Pr. Director of Audit (Central), Hyderabad, Branch at Bhubaneswar.
4. Welfare Officer.
5. DAG (AMG-I, AMG-II, AMG-III, AMG-IV, AMG-V), O/o the PAG (Audit-I), Odisha.
6. Sr. DAG (Admn), O/o the AG (Audit-II), Odisha.
7. DAG / AMG-II, O/o the AG (Audit-II), Odisha.
8. Pay & Accounts Officer (Local), O/o the PAG (A&E), Odisha, Bhubaneswar.
9. All Branch Officers of O/o the PAG (Audit-I), Odisha.
10. Asst. Director (OL), Rajbhasha Section (Audit-I).
11. Branch Officer in charge of Admn, O/o the AG (Audit-II), Odisha.
12. Branch Officer in charge of OE (AMG-II), Puri.
13. Branch Officer in charge of Admn, DD (CRA), O/o the Pr. Director of Audit (Central), Hyderabad, Branch at Bhubaneswar.
14. **BO / DA & RC with a request to hoist the same in Office website.**
15. Gradation / SB (Gaz) Seat / OOB Guard File.
16. Notice Board.

अक्षय पण्डित
13/02/2025

वरिष्ठ लेखापरीक्षा अधिकारी / प्रशासन

ANNEXURE

**Duties of Assistant Director (Official Language) erstwhile known as Hindi Officer
as per para 10.5 of the Manual regarding the use of Official Language Hindi
revised up to 31.07.2023**

1. The translation work from English to Hindi and vice-versa and vetting thereof.
2. To acquaint the officers and staff of the concerned departments with the provisions of the Official Language Act, Government rules & orders relating to Official language and Hindi training and to help them in implementing the same.
3. To ensure proper compliance of the provisions of the Official Languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in their department and subordinate offices / Sections, etc.
4. To work as the Secretary of the Official Language Implementation Committee of their department/office and to convene its meetings from time to time, to prepare the agenda and minutes of the meetings and to co-ordinate the action taken on the decisions taken in the meetings.
5. To make suggestions from time to time for promoting to progressive use of Hindi and to keep liaison with the Department of Official Language through proper channel.
6. To prepare the reference and help literature to organize Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in official business.
7. The services of the Hindi Officers / Translators should, as far as possible, be utilised for translation and Official Language Implementation work only for which these posts have been created. In case in any office the required Hindi work is completed in accordance with the targets of the Annual Programme only then the officers / employees working against Hindi posts should, provided they get time, be entrusted any other work in addition to the work pertaining to translation and implementation of Official Language Policy.
