



कार्यालय- प्रधान महालेखाकार (लेखा एवं हकदारी), ओडिशा, भुवनेश्वर-751001
Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar-751001

का.आ.सं/रा.भा.अ./जांच बिन्दु/43/2025-26/14

दिनांक: 10.06.2025

Office Order

Sub: Set up of check points to ensure compliance of the rules of the Department of Official Language.

In accordance with the Official Language Act, 1963 and the Official Languages Rules, 1976, various provisions made for the progressive use of Hindi in the working of the Central Government and the annual programme issued for conducting the official work of the Union in Hindi, the following check points have been set up with the approval of the Principal Accountant General in accordance with the Official Language Rule-12 for the promotion of the use of Hindi in the office :-

Sl. No	Details of Rules/ Provisions	Checkpoints/ Responsibility of compliance
1.	Compliance of section 3(3) of the Official Languages Act, 1963	The officers who sign any of the documents covered under. Section 3(3) of the Official Languages Act, 1963 shall act as a check point and ensure that the papers to be issued are compulsorily issued bilingually (in Hindi and English). Under this, the following documents are to be issued bilingually-General orders (Including Office Orders, Circulars, Memoranda, Notices), Notifications, Press Communiques/Releases, Contracts, Agreements, Licences, Permits, Tender Notices and tender forms, Resolutions, Rules, Notices, Official papers (other than Reports) laid before either or both Houses of Parliament, Administrative and other Reports laid before either or both Houses of Parliament, Administrative or other Reports sent to higher offices
2.	Compliance of Official Language Rules-1976, Rule-5	The officers who are required to reply to letters received in Hindi shall act as check points and ensure that replies to letters received in Hindi are mandatorily given in Hindi.
3.	Compliance of Rule-11- Bilingual publication (in Hindi and English) of the codes, manuals, forms and contents of gazettes	The concerned branch officer will act as a check point. The Central Translation Bureau has been authorized to undertake the translation of such documents. Therefore, it should be made available to CTB in time so as to ensure bilingual publication (in Hindi and English) of the material. Record of all the manuals of the office is maintained by TM-II. Section. Therefore, with regard to the availability of manuals in bilingual T.M.-II. Section will act as a check point.
4.	Preparation of Citizen's Charter, Public Information Board, Name Plates, Visiting Card, Register, Rubber Stamps, Seals, Office Envelopes, Logos, Office Details on Vehicles and Badges etc. in cent-percent bilingual form. In non-Hindi states, boards, sign boards, name boards and direction signs are to be	The concerned Branch Officer / Assistant Accounts Officer will act as a check point for issuing all these materials in bilingual form. It will be ensured by the Office Management Section that such materials are prepared in bilingual/ trilingual accordance with the said rules.

	used in trilingual form i.e. regional language, Hindi and English.	
5.	Purchase of Hindi Books	The Branch Officer (Office Management) will act as a checkpoint and ensure that 50% of the total amount spent on purchase of books (excluding Journal and Standard Reference Books) is spent on purchase of Hindi books.
6.	Sending of letters to the offices of State/ Central Government of 'A' & 'B' Regions in Hindi except in exceptional circumstances and writing addresses on envelopes in Hindi (Devanagari)	i) The concerned Branch Officer/Group Officer who signs and issues the same. ii) Postal Dispatch: Such letters are to be accepted only if they are in Hindi or have Hindi translation together. For this, the Dak section will take care of the above things at the time of dispatch.
7.	Reply of letters received in English (Parliamentary Questionnaire)	The concerned branch officer will act as a check point and will try to give the reply of the English letters received from 'A' region in Hindi from the point of view of promotion of official language.
8.	Preparation of titles of files and registers in bilingual (Hindi and English) and making entries in Hindi	The concerned Assistant Accounts Officer will act as the check point and ensure that the names of the files and the titles of the registers in his Section/Cell are bilingual (Hindi and English) and the entries are made in Hindi.
9.	Noting on Files	For this, the concerned Branch Officer/ Assistant Accounts Officer will act as a check point. Personnel with a working knowledge of Hindi and proficient in Hindi are expected to write noting on the files in Hindi. The files moving at various levels should be processed accordingly and the officers at the helm should write their brief comments in Hindi in order to boost the morale of these personnel and motivate others to perform official work in Hindi.
10.	Hindi Language (Prabodh/ Praveen/ Pragma/Parangat) and Hindi Typing/Word Processing / Hindi Stenography Training	(i) For effective and successful implementation of the Official Language Policy of the Government of India, it is necessary that the Central Government employees have a working knowledge of Hindi. Training of Hindi Typing/Word Processing and Hindi Stenography is mandatory for Data Entry Operators/Clerks and Stenographers. In order to ensure this, their controlling officer/branch officer will act as a check point who will ensure that the concerned officials are imparted the above training. (ii) A roster for the above training will be maintained by the Rajbhasha Section so that appropriate action and arrangements can be made for the training.
11.	Publication of advertisements, notices, tenders, etc. in newspapers bilingually (in Hindi and English)	The Branch Officer (Office Management) will act as the check point. It should be noted that advertisements in Hindi newspapers should be given in Hindi and in English newspaper should be given in English. When advertisements are given in English newspapers, it must be mentioned at the end of the advertisement that the Hindi version of "Notification/Advertisement/Vacancy Circular" is available on the website. A full link should be given for this. Apart from this, the office should spend at least 50 percent of the total amount of advertisements on Hindi advertisements and whatever advertisement is issued by the office in English/Regional Language, they should be compulsorily given in Hindi language.

12.	Electronic/ Mechanical Facilities	In the case of computers, laptops, etc., it should be ensured that they are enable to work in both Hindi and English. At present, most of the computers are Unicode supported. Therefore, the authorities issuing their installation orders (EDP Cell) will ensure that Hindi fonts are activated in those devices.
13.	Participation in the meetings of Town Official Language Implementation Committee	In order to ensure compliance of the orders thereof, the Assistant Director (OL) will act as a check point to ensure the presence of the Head of Office/Nominated Officer in the meeting.
14.	Hindi Dictations	The higher officers who have the facility of Personal Assistant/Private Secretary/Senior Private Secretary will act as a point of check.
15.	Exam and Training	The concerned branch officers will act as check points and ensure provision of Hindi and English medium in these works.
16.	Timely availability of information related to Reports/ inspection questionnaire of the Committee of Parliament on Official Language to the Rajbhasha Section.	The branch officer of the concerned section will act as a check point.
17.	Hindi Workshop Hindi Seminar/Hindi Conference/ Celebration of Hindi Diwas/Pakhwada etc.	The Assistant Director (OL) will act as a checkpoint to ensure the same with the permission of the Head of Office/Head of Office.
18.	Meetings of Official Language Implementation Committee/ Administrative Meetings & Minutes	The Assistant Director (OL) will act as a checkpoint to ensure the same with the permission of the Head of Office/Head of Office.
19.	Publication of In-House Magazine	The Assistant Director (OL) will act as a checkpoint to ensure the same with the permission of the Head of Office/Head of Office.
20.	Hindi Promotion Scheme	The Assistant Director (OL) will act as a checkpoint to ensure the same with the permission of the Head of Office/Head of Office.
21.	Inspection of sections as per annual programme of the Department of Official Language and specifying sections/cells to carry out complete work in Hindi	The Assistant Director (OL) will act as a checkpoint to ensure the same with the permission of the Head of Office/Head of Office.
22.	Notification of office under Rule 10(4) of Official Languages Rules, 1976 and issuance of orders under Rule 8(4).	The Assistant Director (OL) will act as a checkpoint to ensure the same with the permission of the Head of Office/Head of Office.
23.	Entries in the Service Book {HQ Instructions/Questionnaire}	Assistant Accounts Officer/Branch Officer of Administration-1 & Administration-2, Section will act as the checkpoint for making entries in the Service Book in Hindi.
24.	Website bilingual	The EDP, Computer In charge and Branch Officer will act as check points.
25.	issue of Telephone Directory in bilingual form (in Hindi and English)	The Assistant Accounts Officer (Office Management) will act as the check point
26.	Preparation of Quarterly Progress Report of Hindi for transmission to Department of Official Language and Headquarters	(i) <u>Last date for receipt of reports from the concerned Sections/Cells in the Rajbhasha Section</u> - The concerned Branch Officer shall act as a check point for sending of the report by the 5th of the following month of the quarter ending and ensure that the data of their Wings/Sections/Cells is compulsorily sent to the Rajbhasha

		<p>Section by the due date so that the action can be completed by the due date.</p> <p>ii) <u>Submission of Online Report to Department of Official Language</u>: The Assistant Director (Official Language) will act as a checkpoint.</p> <p>iii) <u>Submission of copy of report and compliance report to Headquarters</u>: The Assistant Director (OL) will act as the check point.</p>
27.	Filling of Hindi Posts	The Branch Officer/Officer in charge of the administration section will act as a check point for filling up the Hindi posts as per the official language policy. These Officers/employees will be provided good and proper seating space and necessary facilities.
28	General Responsibility	According to the Official Languages Act and the rules made there under, letters, circulars, etc., which should be issued in Hindi or bilingual or the documents to be prepared in both Hindi and English languages, should be issued in the same form. As directed, it is the responsibility of the officer who signs on said the letter. Therefore, before signing, such officer should ensure that such letters/circulars etc. are to be issued in Hindi or bilingual form.

All the controlling officers are directed to monitor the work being done in Hindi in the respective sections under their control and ensure compliance of the above check-points so that positive progress can be made in the use of Hindi in official work and to achieve the targets set by the Department of Official Language.

Sd/-
(Manoj Ekka)
Sr. Deputy Accountant General (Admn.)

Copy Forwarded for information and necessary action:-

1. Sr. PS to Principal Accountant General/ PAG Secretariat
2. PA to Sr. Deputy Accountant General (Admn.) /DAG (pension), DAG (Fund) and DAG (A/c&VLC)
3. Controlling Branch Officer- Admin-1/ Admin-2,/ OE/ PAO/ OM / EDP / TM/ PM / FM/ Welfare/ IAD / Vigilance/ Book / Appropriation / Dak Section (Kindly circulate it to all sections under your control for necessary action.)
4. Sr. Accounts Officer, EDP Cell, (For uploading on office website under sub module "Rajbhasha"
5. Notice Board
6. Guard File


 (Kirti Shree)
 Assistant Director (OL)