

## Rajbhasha

Rajbhasha Abubhag was established in Rail Wheel Factory in 1984 with appointment of one Rajbhasha Assistant. In this administration all the activities are done under the administrative control of Mukhya Rajbhasha Adhikari. The Gazetted and Non-Gazetted cadre strength at present is as under :-

Sl.No.	Category	Sanctioned	Actual
1	Gazetted	01	01
2	Non-Gazetted	05	03
	Total	06	04

### Main Function

The main function of this section are Translation, Imparting in - service Training in Hindi Language, Typing and Hindi Stenography and implementing the Official Language Policies of the Government of India .

### Activities related to Implementation of Official Language.

#### 1. Language Training -

To impart language training in RWF regular Hindi classes are being conducted under the Hindi Teaching Scheme . 80% of the employees are trained in RWF and an action plan has been made to impart training to the 164 employees who are yet to be trained in Hindi and accordingly training is imparted to them .

#### 2. Compliance of Section 3(3)-

To ensure compliance of Section 3(3) we make use of bilingual templates of standard orders, provision has been made for online translation and also by motivating the employees stipulated target is being achieved.

#### 3. Original correspondence in Hindi -

Employees are encouraged to make use of bilingual templates of standard type of letters, formats, covering letters, reports etc. that are being used routinely and there by prescribed targets are being achieved .

#### 4. Reply in Hindi to letters received in Hindi -

Replies to letters received in Hindi are sent in Hindi and also acknowledgment to such letters are sent in Hindi/bilingual and thus target is being achieved .

### 5. Official Language Implementation Committee Meeting -

Quarterly meetings are conducted regularly under the Chairmanship of GM. All the HoDs take part in these meetings and Members of The Railway Hindi Advisory Committee, nominated by the Railway Board are invited as observers in the meetings.



GM Shri O.P.Agrawal addressing the OLIC meeting

### 6. Organizing Hindi Workshops -

Hindi workshops are organized to impart practical training to the employees so as to update their acquired knowledge in Hindi. Brief workshops are conducted separately for the higher officers in which latest information of Official Language Rules/Policies are provided along with practice sessions where in they are made to practice orders to be given in Hindi.

### 7. Organizing Technical Seminars -

Technical Seminars in Hindi are also organized in RWF. Recently a technical lecture on the subject 'Diesel Loco' was presented by Dy.Chief Mechanical Engineer/ WSM through power point presentation made in Hindi.

### 8. Official Language Inspection -

Department wise Inspection is done by Senior Rajbhasha Adhikari to review the implementation of Official Language. Apart from this concerned HODs also inspect their respective offices.

### 9. Incentive Schemes -

All the incentive schemes of Department of Rajbhasha ( Ministry of Home Affairs) and Ministry of Railways are in force at RWF. During the year 71 employees are taking advantage of these schemes.

### 10. Multilingual Poets Meet -

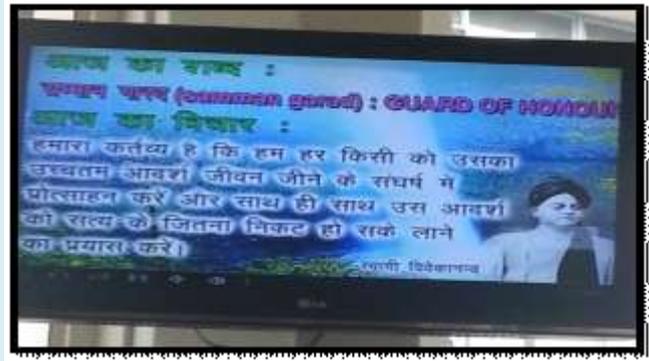
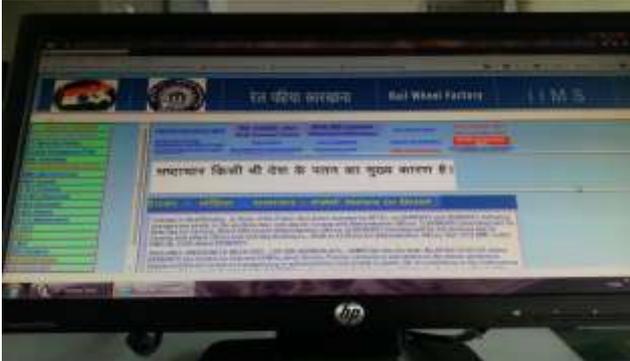
'Multilingual Poets Meet' an innovative programme is organized at RWF with due importance given to the regional languages along with Hindi. Officers /Employees of RWF enthusiastically participate in the Poets Meet as they are given a platform to read out the poem written by them in their mother tongue. Participants are awarded in appreciation.



Sri.O.P.Agrawal, General Manager presiding over the Multilingual poets meet

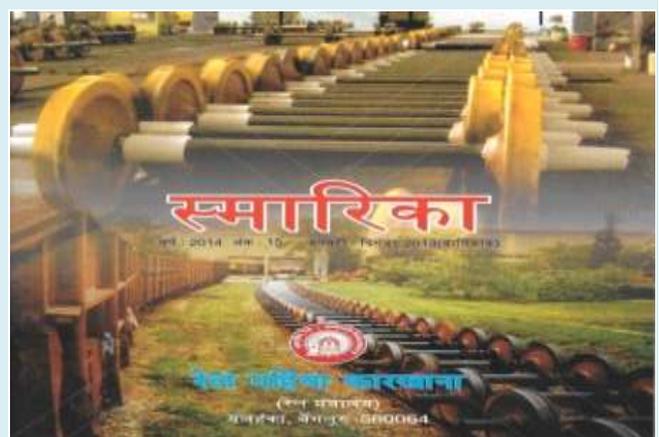
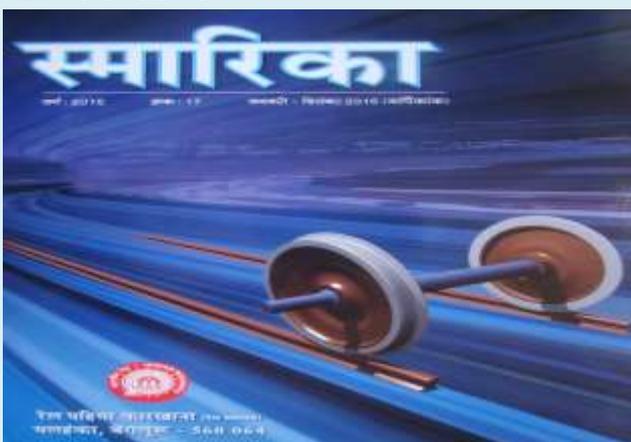
## 11. Use and Spread of Official Language in RWF through computer –

In order to make working in Hindi simple and easy , the following materials are made available in all the computers attached to LAN so that employees can work easily in Hindi.



1. Hindi Glossary.
2. Small booklet containing routine noting.
3. Samples of orders given by Officers.
4. Samples of leave and tour programs.
5. List of Hindi books available in the library.
6. Facility to do on-line Hindi translation.
7. Electronics display board at the entrance on which a Hindi word along with its English synonym and a quotable quote in Hindi are displayed daily .
8. Brief information about Official Language Rules in the form of a chart.
9. Hindi - Kannada conversation booklet for the benefit of Hindi speaking employees so that they get to learn the regional language.
10. Provision of one quotable quote in Hindi every day

## 12. Publication:

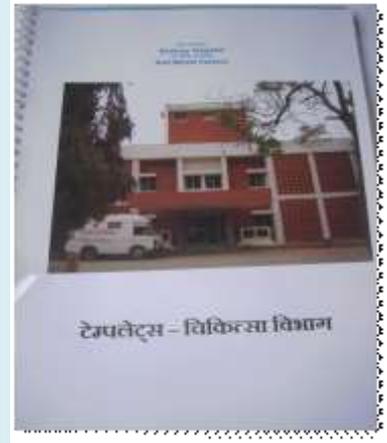
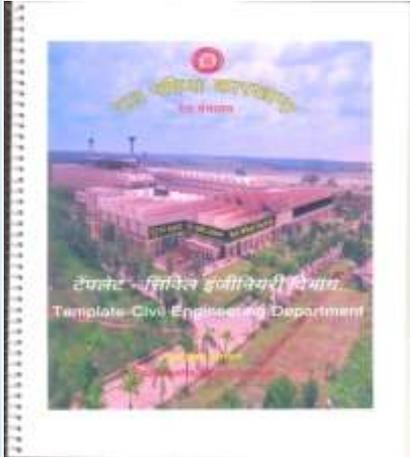


In order to encourage the writing talent of Hindi speaking /Non Hindi speaking employees of RWF a Hindi magazine 'Smarika' is published in which articles, poems etc. in Hindi and articles in regional language Kannada are also published . Apart from this Hindi is also included in the RWF News Letter ' Manthana' and in the ' Vigilance Bulletin '.

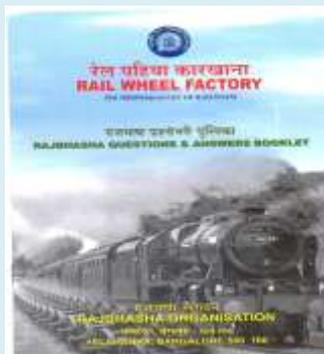
### 13. Publication of Help Literature-

Bilingual templates of standard type of letters, formats and reports of daily use have been prepared and made available department wise which are used by employees. As a result use of Hindi has increased.

Some of the Help Literature published by the section



### 14. Awards:



#### 14. Awards and Recognition :

i). From Railway Board - RWF is being bestowed with the Rail Mantri Rajbhasha Shield and Trophy continuously since the year 2000 for excellent performance in the field of implementation of OL policies. Recently Railway Board has bestowed RWF with the Rail Mantri Rajbhasha Trophy.



Rail Mantri Rajbhasha Shield(first prize) -2008



Rail Mantri Rajbhasha Trophy(first prize) -2009-10



Rail Mantri Rajbhasha trophy  
(first prize) -2011



Rail Mantri Rajbhasha trophy  
(second prize) -2012



Rail Mantri Rajbhasha shield  
(first prize) -2013



Rail Mantri Rajbhasha trophy  
(second prize) -2014

ii). By Town Official Language Implementation Committee - RWF has been awarded with several awards and certificates for remarkable work done in the field of Rajbhasha by TOLIC. Recently the Hindi in-house magazine of RWF 'Smarika' was adjudged as the best home magazine by TOLIC/ Bengaluru and was awarded the first prize.



Shields and certificates received from TOLIC/Bangalore

15. Hindi Week Celebrations : Hindi Week is celebrated at RWF as per instructions of Railway Board to promote the use and spread of Hindi . In order to ensure the participation of all the employees 15 types of Hindi competitions are conducted department wise.



General Manager/RWF inaugurating the Hindi Week Celebration.



Rajbhasha exhibition is held in which all the departments exhibit the work done by them in Hindi and the Hindi Day Messages received from the Minister of Home Affairs and Minister of Railways are

read out in this occasion.

General Manager and HODs having a look at the Rajbhasha Exhibition.

Employees are awarded by GM during the valedictory function.

General Manager/RWF presenting the Inter Department Rajbhasha Rolling Shield to Chief Mechanical Engineer.



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## IMPORTANT INFORMATION REGARDING OFFICIAL LANGUAGE

In view of the geographical condition and based on number of people speaking and writing in Hindi, the states were identified and divided into three regions as under:

'A' Region	UttarPradesh, Haryana, Himachal Pradesh, Bihar, Uttarakhand, Rajasthan, Madhya Pradesh, Chhatisgarh, Jharkhand, Delhi and Andaman & Nicobar Island .
'B' Region	Gujarat, Maharashtra, Punjab & UT of Chandigarh, Daman &Diu and Dadra & Nagar Haveli
'C' Region	Other remaining states and Union Territories . (Rule 2 of Official Language Rule 1976 ).

✧ Languages included in the Eighth Schedule of Indian Constitution :-

1. Assamese	2. Oriya	3. Urdu	4.Kannada	5. Kashmiri
6. Gujarati	7. Tamil	8. Telugu	9. Punjabi	10. Bengali
11. Marathi	12.Malayalam	13.Sanskrit	14.Sindhi	15. Hindi
16.Konkani	17. Nepali	18.Manipuri	19.Bodo	20.Santhali
21.Maithili	22. Dogari	----	----	----

✧ Documents coming under section 3(3) of Official Language Act 1963:

1. General Orders	2. Resolution	3. Rules	4. Notification	5. Press Release
6. Agreement	7. Permit 8. License	9. Tender notice	10.Tender forms	11. Contract
12. Official papers	13.Administrative Reports	14.Papers laid before the parliament.		

It is mandatory to issue the above documents in bilingual and it shall be the responsibility of the person signing such document to ensure the same.

- ✦ Replies to letters received in Hindi should be given in Hindi .  
(Rule 5 of Official Language Rule 1976)
- ✦ The Official Language of the Indian Union is Hindi in Devanagari script  
(Article 343 of the Constitution)
- ✦ It shall be the duty of the Union to promote the spread of the Hindi Language and its development  
(Article 351 of the Constitution)
- ✦ It shall be responsibility of the Officer signing to ensure that the documents coming under section 3(3) of Official Language Act 1963 are issued in bilingual .  
(Rule 6 of Official Language Rule 1976).
- ✦ An employee can put forth an application, appeal or a representation in either Hindi or in English .  
(Rule 7 of Official Language Rule 1976)
- ✦ An employee possessing working knowledge in Hindi may ask for an English translation of any document which is in Hindi only when the document is of Legal or technical in nature and not otherwise.  
(Rule 8(2) of Official Language Rule 1976).
- ✦ All name plates, sign boards, letter heads, rubber stamps, headings on registers/file covers and inscriptions on envelopes and other stationery items used in offices shall be in Hindi and in English.  
(Rule 11 of Official Language Rule 1976)
- ✦ The Committee of Parliament on Official Language was constituted in January 1976 as per the provision of section (4) of the Official Language Act 1963. There are 3 Sub-Committee under this. The second Sub-Committee inspects the Railways. There are a total of 30 members in the Committee of which 20 are members from the Lok Sabha and 10 are members from the Rajya Sabha.

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## Awards/Incentive Schemes Implemented in Rail Wheel Factory

- ✧ Cash award and personal pay upon passing Hindi language, Hindi typing and Hindi Stenography exams.
- ✧ Awards to Officers for giving dictation in Hindi.
- ✧ Awards for doing original noting/drafting in Hindi ,that is for writing 10,000 words or more in Hindi.
- ✧ Collective Cash Award given to the department as a whole for doing maximum work in Hindi.
- ✧ Lal Bahadur Shastri Award (For writing original books in Hindi on technical subjects pertaining to Railways).
- ✧ Premchand Award (For collection of stories, novels in Hindi)
- ✧ Maithili Sharan Gupta Award (For collection of Poetry, Gazal in Hindi)
- ✧ Rail Mantri Rajbhasha Silver Medal for Senior Administrative Grade Officers for best performance in the field of Hindi.
- ✧ Railway Board Individual Cash Award Scheme for meritorious work done in the field of Official language.
- ✧ Remuneration for writing articles, stories, poems and cartoons in Hindi in the in house magazine.
- ✧ Inter department Rajbhasha Rolling Shield for the best performing department in the field of Rajbhasha.
- ✧ Special Allowance for doing typing work in Hindi apart from regular English typing.
- ✧ Hindi Essay, Elocution and Noting and Drafting competition at Regional and All India level .
- ✧ Railway Minister's Hindi Essay competition at Railway Board Level .
- ✧ Rail Yatra vritant competition at Railway Board Leve.

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## Targets for doing official work in Hindi – for 'C' region

Sl.No	Important items	'C' Region
1.	Documents coming under section 3(3)	100% Bilingual
2.	Originating correspondence in Hindi	55% Bilingual
3.	Letters received in Hindi to be replied in Hindi	100% Hindi/Bilingual
4.	Hindi Language, Typing & Stenography Training	100% Mandatory
5.	Noting in Hindi	30% Hindi/ Bilingual
6.	Expenditure for the purchase of Hindi books out of the total library grant	50% of the total amount
7.	Purchase of all electronic equipments including computers	100% Bilingual
8.	Preparation of Bilingual training material	100% Bilingual
9.	Official Website	100% Bilingual
10.	Official Language Implementation Committee meeting	4 meetings in a year
11.	Specifying sections to do the entire work in Hindi	20%
12.	Preparing all official banners, invitation cards, visiting cards.	100% Bilingual
13.	Agenda/minutes of departmental meetings	100% Bilingual
14.	Name plates, sign boards & incumbency board.	100% Bilingual
15.	Boards coming in public contacts.	100% Trilingual
16.	Rubber stamps (Dig lot form)	100% Bilingual
17.	Printed stationery (file, register, envelops and standard types of forms)	100% Bilingual
18.	Question papers of departmental exams.	100% Bilingual
19.	Preparing the telephone directory	100% Bilingual
20.	Questions pertaining to Rajbhasha in departmental exams.	100% Mandatory

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