परिपत्र/CIRCULAR

विषय- राजभाषा कार्यान्वयन समिति की तिमाही बैठक का आयोजन – सम्बन्धित ।

Sub:- Quarterly Meeting of the Official Language Implementation Committee- Reg.

केंद्रीय जी.एस.टी. तथा केन्द्रीय उत्पाद शुल्क कार्यालय की राजभाषा कार्यान्वयन समिति (जनवरी – मार्च 2018) की तिमाही बैठक मुख्य कार्यालय के __**सम्मेलन कक्ष में दिनांक: .2018 को बजे**__ आयोजित की जाएगी। राजभाषा कार्यान्वयन समिति के सभी सदस्यों और सभी अनुभाग के प्रभारियों एवं अधीक्षकों से अनुरोध किया जाता है कि वे बैठक में अवश्य उपस्थित रहें तथा सरकारी कामकाज में राजभाषा हिन्दी के प्रयोग को बढाने के लिए आवश्यक सुझाव भी दें ।

राजभाषा की हिंदी तिमाही प्रगति रिपोर्ट जनवरी- मार्च 2018 की तुरंत जमा करवाएं।

the Quarterly Meeting of the Official Language Implementation Committee of the Central GST and Central Excise, Coimbatore, Commissionerate for the Quarter Ending, 31st March 2018 will be held on 18 / 04/2018 at 3:.P.M. at the   Conference hall of Hqrs. office, Coimbatore. All the Members of the Official Language Implementation Committee, all AC/DC's of Hqrs./Divisions, all Section Heads/ Superintendents/ Administrative Officers in Hqrs., and Nodals Officers from all Divisions are requested to attend the meeting and also to put forth necessary suggestions to develop the use of Official Language Hindi in day – to – day official work .

The quarterly Progress Report for the month of January- March 2018 may be submitted immediately .

(जी. श्रीनिवास राव/ G.SREENIVASA RAO)

(आयुक्त/ Commissioner)

Enclosed- Proforma Quartely Progress Report

प्रतिलिपि/Copy to:-

1. सभी अपर आयुक्त/ उप आयुक्त / संयुक्त आयुक्त /सहायक आयुक्त मुख्यालय कार्यालय All Additional Commissioner/Joint Commissioner/Deputy Commissioner/Assistant Commissioner Hqrs., Office Coimbatore.
2. उपायुक्त /सहायक आयुक्त I/II/III/IV / तिरूप्पुर /पोलाची /कूफ्रूर मंडल कार्यालय
The Deputy/ Assistant Commissioner , Coimbatore – I/II/III/IV Tiruppur / Pollachi /Connoor –division office
3. सभी शाखा प्रमुख / प्रसासनिक अधिकारी(मु.) /डीडीओ./मुलेअ/वेलेअ All Section Heads / Administrative Officer (H)/AO (DDO)/CAO/ PAO/AO(SB & Pension)
4. कोयंबत्तर आयुक्तालय के सभी अनुभाग / All sections of Coimbatore Commissionerate Hqrs.
5. कंप्यूटर अनुभाग के अधीक्षक को विभागीय वेबसाईट पर प्रकाशित करने हेतु। Superintendent (Computer Section) for Publishing on Coimbatore Commissionerate's Website.

Quarterly Progress Report Pro-Forma

1. Officers/Employees possessing knowledge of Official Language Hindi:-

Sl.no.	Name and designation of the officer/ employee	Present Hindi knowledge, Whether passed Prabodh,Praveen,Pragya or studied at school ,college or any other exam
1.		
2.		

Sl.no		Total	Gaz	Non -Gaz
1.	Total no. of officers			
2.	Studied Hindi at School /College			
3.	Passed Prabodh			
4.	Passed Praveen			
5.	Passed Pragya			
6.	Able to sign in Hindi			
7.	Work done in Hindi %			
(By the officers possessing the proficient knowledge in Hindi. It means Officers/Employees who have Studied Hindi at School /College or have passed the Pragya exam conducted by the Hindi Teaching Scheme.) (Target- 30% of the work done in total according to the Annual Programme received from Ministry of Home Affairs, Department of Official language)				

2. Material in Bilingual (target 100%)

Sl.no.	Material	Total Available in Bilingual	Required	Made in This Year
1.	Name Seals			
2.	Name Badge (for uniformed officers)			
3.	Logo (for uniformed officers)			
4.	Name Plates for the Officers			
5.	Office/Section Name Plates			
6.	File Covers			
7.	Register Covers			
8.	Keyboards			
9.	Unicode in Computers			
10.	Code, Manual			
11.	Standard Forms			

3. Correspondence

1. **Documents* issued under section 3(3) of Official Languages Act, 1963**   (01-01-2018 to 31-03-2018) (onlyfromthosementionedbelow)

(a) Total no. of documents issued	(b)No. of documents issued in bilingual	(c) No. of documents issued only in English

Documents coming under *Section 3(3) of Official Languages Act, 1963 (General Orders, Circulars , Memorandums, Resolutions, Notifications, Rules, Agreements, Contracts, Tender/Trade Notices, Administrative Reports, Covering Letters of Reports, Advertisements, Banners, Invitations, Parliament Questions etc. must be issued in bilingual only)

   2. **Letters received in Hindi (Official Languages Rule-5)**

	(01-01-2018 to 31-03-2018)
(a) Total no. of letters received in Hindi	
(b) No. of letters replied in English	

Official Languages Rules 1976 rule- 5(it means that any letter received in Hindi must be replied in Hindi only)

3. Details of total letters issued (target Region C to Region "A" ,"B" and "C" 55%) (01-01-2018 to 31-03-2018)

	In Hindi/Bilingual	English only	Total No. of letters issued	Percentage of letters issued in Hindi/Bilingual
	1	2	3	4
To Region 'A'				
To Region 'B'				
To Region 'C'				

(A)"Region A" means the States of Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Chhattisgarh, Jharkhand, Uttarakhand, Rajasthan and Uttar Pradesh and the Union Territories of Delhi and Andaman and Nicobar Islands;
(B)"Region B" means the States of Gujarat, Maharashtra and Punjab and the Union Territory of Chandigarh, *Daman and Diu and Dadra and Nagar Haveli* ;
(C)"Region C" means Andhra Pradesh, Assam, Manipur, Arunachal Pradesh, Meghalaya, Mizoram, Nagaland, Orissa, Kerala, Karnataka, Goa, Jammu and Kashmir, Sikkim, Tripura, West Bengal, Tamil Nadu (Please note that Coimbatore comes under region "C")

4. Noting in Hindi on files: No. of noting made during the quarter (target 30%)

	(01-01-2018 to 31-03-2018)
In Hindi	
In English	
Total No.	

5. Have separate files and registers been kept for the records of the work done in Hindi, letters received and dispatched in Hindi ?yes   No
....

6. Whether any check points have been established or inspection conducted regarding implementation official language? If any give
details...

(Signature of Section/Division Head)