

		दूरभाष संख्या 0422 - 2225553 फैक्स संख्या 0422 - 2220775
केंद्रीय जी.एस.टी. एवं केंद्रीय उत्पाद शुल्क प्रधान आयुक्त कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL GST & CENTRAL EXCISE 6/7 ए.टी.डी. स्ट्रीट रेस कोर्स रोड, कोयंबटूर COIMBATORE - 641018 फा.सं. II/39/26/2018- हिन्दी/के.उ.शु.		
		दिनांक /Date 27/08/2018

परिपत्र/CIRCULAR

विषय- अप्रैल - जून 2018 की तिमाही प्रगति रिपोर्ट एकत्रित करने संबंधित -।

Sub:- Quarterly Progress Report Submission for the Quarter of April-June 2018-Reg.

केंद्रीय जी.एस.टी. तथा केन्द्रीय उत्पाद शुल्क आयुक्त के कार्यालय की राजभाषा (अप्रैल - जून 2018) की तिमाही प्रगति रिपोर्ट निर्धारित प्रपत्र में भरकर 31 अगस्त 2018 तक जमा करवाई जाए ताकि निष्पादन प्रबंधन महानिदेशालय, नई दिल्ली को रिपोर्ट प्रस्तुत की जा सके।

सभी नोडल अधिकारी एवं अनुभाग प्रभारी ये सुनिश्चित करें की रिपोर्ट समय पर जमा करी जाए एवं सही से भरी जाए।

The Quarterly Progress Report for the quarter of April-June 2018 may please be submitted before 31st August 2018 so it can be combined and sent to the Director General of Performance Management, New Delhi.

All the Nodal officers of the divisions and Respective Section heads are requested to fill up the report completely within the due date.

(पी. सरवण पेरुमाल /P.SARAVANA PERUMAL)
 उप आयुक्त/DEPUTY COMMISSIONER

संलग्न- तिमाही प्रगति रिपोर्ट प्रपत्र/Enclosed QPR Proforma
 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 / तिरुप्पुर /पोलाची /कून्नूर मंडल कार्यालय
The Deputy/ Assistant Commissioner , Coimbatore - I/II/III/IV Tiruppur / Pollachi /Connoor -division office
3. सभी शाखा प्रमुख / प्रशासनिक अधिकारी(मु.) /डीडीओ/मुलेअवैलेअAll Section Heads / Administrative Officer (H)/AO (DDO)/CAO/ PAO/AO(SB & Pension)
4. कोयंबटूर 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 (01-04-2018 to 30-06-2018) (only from those mentioned below)

(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)

	(01-04-2018 to 30-06-2018)
(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 sent outside of the Commissionerate (target Region C to Region "A" "B" and "C" 55%) (01-04-2018 to 30-06-2018)

	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%)

	(01-04-2018 to 30-06-2018)
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)