



केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX

6/7 ए.टी.डी. स्ट्रीट, रेस कोर्स रोड, /A.T.D. STREET RACE COURSE ROAD,

कोयंबतूर -18/COIMBATORE -18

फा.सं.11/27/11/2011-हिंदी/के.उ.शु.

दिनांक .09.2015

सेवा में,

To

उपायुक्त/ सहायक आयुक्त,

The Deputy / Assistant Commissioner

केन्द्रीय उत्पाद, सीमा शुल्क एवं सेवा कर,

Central Excise ,Customs and Service Tax

कोयंबतूर I/II/III/IV/तिरुपुर/पोल्लाची कून्नूर मंडल कार्यालय,

Coimbatore-I/II/III/IV Tirupur/Pollachi/Coonoor

- सभी अनुभाग प्रमुख, मुख्यालय/हवाई अड्डा(प्रशासन)

Divisional Offices /All Section Heads Hqrs.

(Airport Admin.)

महोदय/महोदया

Sir /Madam

विषय-राजभाषा- जुलाई-सितंबर 2015 की तिमाही प्रगति रिपोर्ट भिजवाने –संबंधित।

Sub – Official Language –Submission of Quarterly Progress Report for July –Sept.2015–Reg.

कृपया 30 सितंबर 2015 को समाप्त हो रही तिमाही की प्रगति रिपोर्ट संलग्न प्रपत्र में भरकर मुख्यालय के राजभाषा विभाग को 30 सितंबर 2015 तक भेज दीजिए ताकि उनको समेकित करके निरीक्षण महानिदेशालय, नई दिल्ली को भेजी जा सके।

मंडल कार्यालयों में कार्यरत हिंदी संबंधित नामांकित नोडल अधिकारियों को निर्देश दिया जाता है कि रेंज कार्यालय में कार्यरत अधिकारियों के हिंदी ज्ञान संबंधित सही आंकड़े इकट्ठे करें एवं प्रस्तुत करें। प्रपत्र में कोई कॉलम खाली न रखें।

The Quarterly Progress Report for the quarter ending 30th september 2015 has to be consolidated and to be sent to the Directorate General of Inspection, New Delhi.

Hence it is requested that the report may be sent in the pro-forma enclosed on or before 30/09/2015.

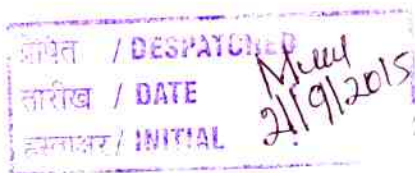
The nodal officers nominated to handle the official language work are directed to collect the correct data of Hindi knowledge of officers working in the range offices under their divisions and submit the report and no column should be left blank in the Pro-forma.

भवदीय/Yours faithfully,

(Handwritten signature)

(अनीष मुरलीधरन /ANISH MURALEEDHARAN)

उपायुक्त /DEPUTY COMMISSIONER



Encl.-as above

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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, Pragma 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 Pragma | | | |
| 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 Pragma 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 Quarter |
|--------|--|------------------------------|----------|----------------------|
| 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 (31-7-2015 to 30-09-2015)(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)

| | 31-7-2015 to 30-09-2015 |
|--|-------------------------|
| (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%) 31-7-2015 to 30-09-2015

| | 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 quarters (target 30%)

| | 31-7-2015 to 30-09-2015 |
|------------|-------------------------|
| 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 of official language? If any give details.....

(Signature of Section/Division Head)