Actions taken for implementing Hindi in official work

i. Section 3(3) of the Official Language Act 1963 was followed strictly. 100% of the general order, memorandum, notice and circulars were issued in Bilingual form only.

ii. The forms, headings, columns of Registers, Nameplates and Charts/maps were prepared in Bilingual form. All sections register are checked personally.

iii. During the above period 2 Official Language Implementation Committee, 2 Hindi Workshop were conducted.

iv. Circular had been issued to all staff regarding a special award for staff and section wise who do more work in Hindi. The prizes were awarded during Hindi Day on the basis of the reports in the prescribed proforma (issued by Hindi section) which was sent by the Section Head.

v. As per the annual programme the target fixed for sending letters and issuing circulars 55% only, after taking much initiative by us now we reached above 70%.

vi. Left out rubber stamps, Name boards and signboards were prepared in Bilingual form.

vii. Letters received in Hindi is being replied in Hindi only

viii. All addresses on the envelope were sent in Bilingual form only.

ix. All computers were installed with Hindi font.