



भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय उत्पाद शुल्क एवं सेवा कर आयुक्त का कार्यालय
नं.1, विल्लियम्स रोड, कन्टोनमेंट, तिरुच्चिरापल्लि - 620 001.
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
NO.1 WILLIAMS ROAD. CANTONMENT. TIRUCHCHIRAPPALLI - 620 001.

सी.सं. II/39/06/2014-स्था (हिन्दी)

दिनांक 18.05.2017

मेवा में,
अध्यक्ष/सचिव सदस्य समिति/
सभी उपायुक्त /सहायक आयुक्त/मंडल प्रमुख,
त्रिची केन्द्रीय उत्पाद शुल्क कार्यालय,
सभी अनुभाग प्रमुख मुख्यालय, त्रिची, रेंज प्रमुख
The Secretary/Members of Committee,
All Deputy/Astt. Commissioner in Charge of Divisions
in Trichy central Excise Commissionerate.
All section Heads in Hqrs. Office, Trichy & incharge of Ranges.

विषय- राजभाषा कार्यान्वयन समिति की 31-12-2016 एवं 31-03-2017 को समाप्त तिमाही बैठक का आयोजन -संबंधित।

Sub - Organisation of Official Language Implementation committee meeting for the quarter ending 31-12-2016 and 31-03-2017 reg.

यह निर्णय लिया गया है कि केन्द्रीय उत्पाद शुल्क त्रिची की राजभाषा कार्यान्वयन समिति की अक्टूबर-दिसंबर 2016 एवं जनवरी-मार्च 2017 की तिमाही बैठक का आयोजन दिनांक.....को सम्मेलन कक्ष में किया जाएगा।

कृपया ध्यान दिजिए कि अक्टूबर- दिसंबर 2016 एवं जनवरी-मार्च 2017 की तिमाही प्रगति रिपोर्ट संलग्न प्रपत्र में बैठक से पहले जमा करवाया जाए।

सभी अनुभाग प्रमुख एवं मंडल प्रमुख की बैठक में उपस्थिति आवश्यक है।

It has been decided to conduct the official language implementation committee meeting of Central Excise Trichy for the quarter Oct-Dec 2016 and Jan-March 2017 on. *24th May 2017 at 3.30 PM* at the conference Hall hqrs. Office

Please note that all the sections must submit the quarterly report for the quarter Oct-Dec 2016 and Jan-March 2017 before the meeting in enclosed proforma.

All the section heads and divisional head must attend the meeting and contribute towards the progress of official language.

S. Srimathi
(एस. श्रीमती/ S.Srimathi)

संयुक्त आयुक्त/Joint Commissioner

संलग्न/Enclosed- QPR proforma

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 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 (01-10-2016 to 31-12-2016 and 01-01-2017 to 31-03-2017)

(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)

| | (01-10-2016 to 31-12-2016 and 01-01-2017 to 31-03-2017) |
|--|---|
| (c) 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%) (01-10-2016 to 31-12-2016 and 01-01-2017 to 31-03-2017)

| | 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%)

| | (01-10-2016 to 31-12-2016 and 01-01-2017 to 31-03-2017) |
|------------|---|
| 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)