

Garden Reach Shipbuilders & Engineers Ltd.

Circular

GRSE/Hindi/Implementation/2020-21/


09th Oct 2020
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In pursuance of Official Language Act 1963 & O.L. Rules, 1976 the following check points have been set up in Garden Reach Shipbuilders & Engineers Ltd. Accordingly, responsibilities have been fixed for compliance of the prescribed targets in the Annual Programme issued by O.L. Department, Govt. of India.

Sl.No.	Subject	Concerned Departments	Responsibility	Remarks
1.	The documents like Office Orders, Circulars, Tender Notices/Forms & Press Communiques etc. coming under Section 3(3) of the Official Language Act 1963 should be issued both in Hindi and English.	All Departments	Officials signing such documents	
2.	As per Rule 5 of Official Language Rules 1976 Diary register should be maintained for all letters received in Hindi and should be replied in Hindi.	All Departments	Officials replying the letters	
3.	i) GRSE website should be 100% Bilingual (Hindi & English) ii) Internal portals like DMS, Employee Portal, SAP, New Portal etc. should be Bilingual (Hindi & English)	CC & CP Department / ERP Department	i) Officials maintaining GRSE website & ii) Officials maintaining DMS, Employee Portal, SAP, New Portal etc.	
4.	Send letters in Hindi to the State Government located in Regions 'A' and 'B'	All Departments	Officials replying the letters	
5.	All Publications/Magazine should be Bilingual (Hindi & English)	All departments		
6.	Imparting training of Hindi Language, Hindi typing and stenography.	All Departments	Hindi Cell	Nomination in consultation with HODs
7.	Organizing meetings of the Official Language Implementation Committee in every Quarter.	Hindi Cell	Hindi Cell	

8.	Subject Should be written both in Hindi & English on the file cover and noting in Hindi be written in the files as far as possible.	All Departments	Officials/Dealing Asstts. opening the file	
9.	Entries in Hindi & English in the Personal Files of the employees.	HR Department	Dealing Asstts. Concerned in the HR department.	
10.	Entries In Hindi shall be made in the registers.	All Departments	Dealing Asstts. maintaining them having working knowledge in Hindi	
11.	Name Plates, Rubber Stamps, letter heads, Visiting Card, Sign board shall be made both in Hindi and English.	Department/Office concerned	Officers concerned and Administration and Finance Department	As per rules sign boards and name plates should be trilingual.
12.	Forms/Manuals/Rules etc. shall be printed in Hindi and English in diglot form.	Department/Office concerned	Issuing Officers concerned & Administration and Finance Department	
13.	Addresses to be written in Hindi on the envelopes of the letters to be sent to Region 'A'	Department/Office concerned	Administration Department	

All concerned officers are requested to devise suitable and effective check points for this purpose and if necessary, guidelines may be issued to their subordinate officers to ensure its compliance under intimation to Hindi Cell.


 Cmde PR Hari, IN (Retd.)
 Director (Personnel)

Circulation:

All Concerned