

Rajbhasha

Official Language (Raj Bhasha) means the language to be used for official transaction. According to constitutional provisions Hindi in Devnagari script is the official language and English is an associate language.

Raj Bhasha has been defined in Article 343 (1) as follows:

- Hindi in Devnagari script is the Official Language.
- International form of Indian Numerals shall be used for official purpose of the union.
- English shall be used for 15 years from 26.01.1950.
- President may order during the said period for the use of Hindi and Devnagari numerals.

Official language Act, 1963/Raj Bhasha.

As per Article 343 (1) of the constitution of India, the Official language of the Union shall be in Hindi in Devanagari script. Article 343 (2) empowers the President of India to authorize the use of the Hindi language in addition to the English language. Article 343 (3) authorizes the Parliament to provide law for the use of English language or Hindi in Devanagari script as official language of the Union of India.

In pursuance of the constitutional provisions, the parliament enacted the Official language Act, 1963 permitting-

1. Continuance of English language in addition to Hindi for all official purposes of the union for which it was being used and for the transaction of business in parliament.
2. Formation of a committee on official language consisting of thirty members, of whom twenty from House of the people to be elected by the members of the House of people and ten from Council of States to be elected by the members of the Council of States. The committee is to review the progress of Hindi for the Official purpose of the union of India;
3. Authorisation of Hindi translation of Central and State Acts;
4. Optional use of Hindi or other official language of the State in Judgment, decree or order passed by the High Court;
5. Central Government to make rules for carrying out the purposes of this Act; and
6. Provisions of authorized Hindi translation of State Acts and optional use of Hindi or other language in judgment etc. of High Courts not to apply to the state of Jammu and Kashmir.

Salient feature of Official language Rules 1976

1. They apply to all Central Government Offices, including any office of a commission, Committee or Tribunal appointed by the central Government and corporation or Company owned or controlled by it.
2. Communications from a central Government Office to State/Union Territories or to any person in Region 'A' comprising the states of UP, Uttarakhand, Himachal Pradesh, Madhya Pradesh, Chhattisgarh, Bihar, Jharkhand, Rajasthan, Haryana, and UTs of Andaman and Nicobar Islands and Delhi, shall be in Hindi.
3. Communications from a Central Government Office to State/Union Territories in Region 'B' comprising the states of Punjab, Gujarat, Maharashtra and UTs of Chandigarh, shall ordinarily be in Hindi. However, Communication to any person in Region 'B' may be either English or Hindi.
4. Communications from a Central Government Office to a State Government office in Region 'C' comprising all other states and UTs not included in region 'A' & 'B' or to any Office or person shall be in English.
5. Communications from a Central Government Office and from Central Government Office to the offices of the State Governments/ Union Territories and individuals,. Etc. will be Hindi in such proportions as may be determined time to time.
6. All manuals, Codes, and other Procedural literature relating to Central Government Offices are required to be prepared both in English and Hindi. All forms, Headings of Registers, Name Plates, Notice Boards and various items of stationary etc. are also required to be in English and Hindi.
7. It shall be the responsibility of the officer signing the documents specified in section 3(3) of the Act to ensure that these are issued both in English and Hindi.
8. It shall be the responsibility of the administrative head of each Central Government Office to ensure that the provisions of the Act, the Rules and directions are properly complied with and to device suitable and effective check points for this purpose.

For the purpose of implementing the Hindi, whole of the India has been divided in three regions, which are as under:

1. **Region "A" ('K' Keshtra):** Bihar, Hariyana, Himachal Pradesh, Rajasthan, Madhya Pradesh, Uttar Pradesh, Delhi, Chhattisgarh, Jharkhand, Uttrakhand and Andaman and Nicoher Island.
2. **Region "B" ('Kha' Keshtra):** Means the state of Gujarat, Maharashtra, Punjab and Union Territory of Chandigarh.
3. **Region "C" ('Ga' Keshtra):** Means the state other than those referred in clause1) & 2) namely J&K, Assam, Nagaland, Manipur, Mizoram, Tripura, Arunachal Pradesh,

Meghalaya, Sikkim, Andhra Pradesh, Tamil Nadu, Karnataka, Kerala, Goa, Daman and Diu, Lakshadweep, Pondicherry.

Section 3(3) of the Official Language Act 1963:

Section 3(3) of the Act is about the bilingual use in the important place. According to this section, the use of Hindi and English both is compulsory. Hindi should be bold and used before or above English. The following places are under section 3(3) where bilingual use is compulsory.

Provisions of section 3(3) of the Official Language Act:

Resolution, general orders, rules, notifications, administrative and other reports or press communiqués issued or made by central Government or by ministry, Department or office there of or by a company or corporation owned or controlled by the central Govt. or by any office of such corporation or company.

2. Administrative and other reports and official papers laid before a House or the Houses of parliament.
3. Contracts and agreements executed and licenses, permits, notices and forms of tender issued, by or on behalf of the central govt. or by ministry, Department or office thereof or by a company or corporation owned or controlled by the central Govt. or by any office of such corporation or company.

The monetary / Incentive benefits you will get after passing different Hindi Examinations:

A. Personal Pay: Benefit of personal Pay equal to the amount of one Increment for 12 months for the following conditions:

- 1) To all non-gazetted staff for passing Hindi PRAGYA examination.
- 2) To those non-gazetted officials for whom 'PRAVEN' or 'PRABODH' is prescribed as their last requisite examination.
- 3) To all gazetted officers for whom 'PRAVEEN or PRAGYA is the last requisite examination.
- 4) To those employees for passing Hindi examination equivalent to Metric and Higher standard, conduct by voluntary organizations, where Hindi teaching centres are not functioning.
- 5) To all non-gazetted employees on passing Hindi Typing and stenography examination.

B) Cash Awards: The following are the cash award passing the examination with distinction in addition to other awards on securing prescribed percentage of marks.

SN	Pragya	Praveen	Prabodh	Eligibility for Cash awards
1	Rs. 2400/-	Rs. 1800/-	Rs. 1600/-	70 % or more marks

2	Rs. 1600/-	Rs. 1200/-	Rs. 800/-	60 % or more marks
3	Rs. 800/-	Rs. 600/-	Rs. 400/-	55 % or more marks

Hindi Typing Examination:

Percentage of Marks	Amount of Award
90 - 94 %	Rs. 800/-
95 – 96%	Rs. 1600/-
97 – 100%	Rs. 2400/-

Hindi Stenography Examination:

Percentage of Marks	Amount of Award
88 - 91 %	Rs. 800/-
92 – 94%	Rs. 1600/-
95 – 100%	Rs. 2400/-

C) Lum –Sum Amount:-For passing examination through one's own effort

- 1) To field officials and employees posted at such places where Hind Teaching Centre are not functioning.

SN	Pragya	Praveen	Prabodh
1.	2400/-	1500/-	1600/-

- 2) To those employees for passing Hindi Examination equivalent to metric or Higher standard conducted by voluntary organization where Hindi teaching centres are not functioning – **Rs. 1200/-**

3. *Hindi Typing:* **Rs. 1600/-**

4. *Hindi Stenography:* **Rs. 3000/-**

OTHER INCENTIVE/CASH AWARD for use of Rajbhasha:

Essay and Speech Competition for Non-Hindi Railway Employee:

Ist Prize – Rs. 1200/-

2nd Prize –Rs. 1000/-

3rd Prize – Rs. 900/-

Consolation Prize (three) – Rs. 250/- (Each)

Prizes provided by Rly. Board under this scheme are as under in all India basis-

Ist Prize – Rs. 3000/-

2nd Prize –Rs. 2500/-

3rd Prize – Rs. 2000/-

Consolation Prize (three) – Rs. 1500/- (Each)

❖ **All India Noting & Drafting Competition of Class II Hindi & Non-Hindi speaking people**

In Zonal basis:

Ist Prize – Rs. 1200/-

2nd Prize –Rs. 1000/-

3rd Prize – Rs. 900/-

Consolation Prize (three) – Rs. 250/- (Each)

All India Basis:

Ist Prize – Rs. 3000/-

2nd Prize –Rs. 2500/-

3rd Prize – Rs. 2000/-

Consolation Prize (five) – Rs. 1500/- (Each)

❖ **Railway Minister best Hindi Essay awards given during Railway Week – Rs. 1500/-**
❖ **Railway Minister Hindi Essay Competition Prize on the subject related to Rail operation & Management.**

Ist Prize – Rs. 6000/- (One Each)

2nd Prize –Rs. 4000/- (One Each)

❖ **For writing basic books in Hindi subjected on Technical Rail, Lal Bahadur Shashtri technical basic prize scheme-**

Ist Prize – Rs. 15,000/- (1)

2nd Prize –Rs. 8000/- (2)

3rd Prize – Rs. 5000/- (2)

Consolation Prize (two) – Rs. 2500/- (Each)

- ❖ **Railway Minister awards for maximum use in Hindi in official correspondence – 1500/-**
- ❖ **Railway Board Prem Chand Prize to warm up the literacy talent of Railway Employees for composing best story and Novel – Rs. 15000/-**
- ❖ **Railway Board Maithily Sharan Gupta Prize Scheme is provided for encouraging the interest of the Railway employees in literature - Rs. 15,000/-.**

Action for to propagate the use of Rajbhasha in the office under your charge:

Administrative head of each Central Govt. office to ensure the constitutional provisions of the official Language Act., rules and directions issued are properly complied with.

2. It is to be ensure the Implantation of annual programme fixed time to time.
3. We should use Rajbhasha Hindi in offices as per Annual programme fixed target.
4. We have needed to maximum use official language Hindi (Rajbhasha) in correspondences as per annual Programme target.
5. Implementation of 3(3) Rules.
6. Hindi classes should be organized for the central Govt. Employees who do not know Hindi and they should be trained in Hindi.
7. All incentives scheme should be implemented to inspire the staff / Officers.
8. Hindi should be used in noting & drafting and all other official works in day to day programme.
9. Hindi Divas / Week / Cultural Programme etc. should be observed for the propagation of Hindi among the officers / staff from time to time.
10. Hindi workshop should be conducted amongst the staff who have proficiency in Hindi and working knowledge in Hindi.
11. Official Language (Rajbhasha) implementation committee should be formed in administrative / Sub-ordinate Officers and to conduct meeting in due time to review use of Official Language Hindi.
12. Inspect every Office, for bilingual use in Attendance register & Notice Board.
13. To devise suitable and effective checkpoints for proper compliance.

An employee will be deemed to have acquired a working knowledge in Hindi if

- i. He has passed metric or equivalent or higher examination with Hindi as a subject, or
- ii. He has passed Pragya examination under Govt's Hindi Teaching scheme' or
- iii. Any other examination specified by examination specified by Govt, or
- iv. He declares that he has acquired a working knowledge of Hindi.

An employee will be deemed to possess Proficiency in Hindi if

- a) he has passed metric or equivalent or higher examination with Hindi as medium, or
- b) he took Hindi as an elective subject in a degree or equivalent or higher examination, or
- c) he declares that he possesses proficiency in Hindi.

As per Official language Rules 1976, the language for communication to state / Union territories situated in A, B and C regions by central Govt offices.

Communications from Central Government Offices to Region 'A' states, Offices and persons shall be in Hindi. If it is in English, a Hindi translation will accompany.

- b. Communications from Central Government Offices to Region 'B'
 - State or Offices shall be in Hindi. If it is in English, a Hindi translation will accompany.
 - Persons may be in Hindi or English.
- c. Communications from Central Government Offices to Region 'C' States, Offices or Persons will be in English.

Language for communication between Central Govt. offices

Between Central Govt. offices situated in Region 'A' shall be in Hindi.

- b. Between Central Govt. offices situated in Region 'A' and offices in Region 'B' or 'C' may be in Hindi or in English.
- c. Between Central Govt. offices situated in Region 'B' or Region 'C' may be in Hindi or English

Correspondence to and from places located in 'C' region

- a. Communications from Central Government Offices to Region 'C' States, Offices or Persons will be in English.
- b. Between Central Govt. offices situated in Region 'C' and offices in Region 'A' or 'B' may be in Hindi or in English.
- c. Between Central Govt. offices situated in Region 'B' or Region 'C' may be in Hindi or English