RAJBHASHA DEPARTMENT

Norms set for discharge of duties

1. Provide translation of various reports, Annual Report, within a stipulated time so that these reports are published simultaneously with English version.
2. Timely compliance of assurances given to the Committee of Parliament on Official Language.
3. Completion of follow up action by the Bank on the Presidential Orders, in prescribed time limit.
4. Holding OLIC meetings in every quarter.
5. Completion of training programme in prescribed time limit under the Hindi Training Scheme of Government of India.

The Rajbhasha Department provides service to :

- Central Office Departments and Regional Offices of the Reserve Bank of India,
- Offices of Public Sector Banks (through DBOD).

Activities

1. To ensure the implementation of instructions/directions on the policy related suggestions and constitutional provisions on official language, Official Languages Act, Official Language Rules etc., as received from the Government of India, Department of Official Language.

2. Translation of Annual Report, statutory reports, bulletins, newsletters, manuals, codes and other procedural literature and forms.

3. Imparting training to officers/employees in Hindi language, Use of Hindi on computers, and English-Hindi translation.

4. To ensure availability of Bilingual computers and mechanical equipments.

5. To ensure Constitution of Official Language Implementation Committee at departmental as well Regional Office levels and their regular meetings.

6. To organise Rajbhasha Conference/Seminars.

7. To administer incentive schemes to encourage work in Hindi.

8. To ensure implementation of annual targets for working in official language Hindi as per the Annual Programme received from the Govement of India and prepare Annual Assessment Report based on actual achievements vis-à-vis targets fixed.

9. To collect information regarding implementation of official language policy in Central Office Departments and Regional Offices through quarterly progress reports and inspection of Regional Offices and Central Office Departments.

10. To ensure the implementation of the Presidential Orders on the Report of Committee of Parliament on Official Language as received from the Government of India, Department of Official Language and issue instructions to Central Office Departments and Regional Offices.
11. To promote and publish reference material in Hindi, such as, Banking Shabdawali, etc.
12. To publish a Hindi Magazine dedicated to banking.
13. To increase the use of IT in Official Language Hindi.

Whom to Contact :-

Subject	Designation	Telephone
Information regarding Official Language Policy and its implementation	DGM (Dr. P. K. Sharma)	24982076
Information regarding bilingual computers and other facilities	DGM (Dr. P. K. Sharma)	24982076
Suggestions regarding implementation of Official Language Policy	DGM (Dr. P. K. Sharma)	24982076
Supervision of Implementation of Official Language policy - region-wise	DGM (Dr. P. K. Sharma)	24982076
Publications of the Department	DGM (Shri M. P. Sharma)	24974235
Information regarding Committee of Parliament on Official Language	DGM (Shri M. P. Sharma)	24974235
Hindi Workshop	DGM (Shri M. P. Sharma)	24974235
Translation Training	DGM (Shri M. P. Sharma)	24974235