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SYAMA PRASAD MOOKERJEE PORT, KOLKATA

General Administration Department

No. Admn/7413/31/HIS

Dated: 25<sup>th</sup> February, 2021

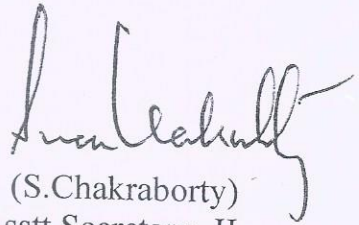
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SAS-OL,

Sub : Incentive Scheme for doing original work in Hindi

Forwarded herewith is an extract from the draft proceedings of the 6<sup>th</sup> meeting of the Trustees held on 12.02.2021 (Reso.No. R/216 /KDS/ADMN/3/02/2021) for your information and necessary action please.

2. The draft proceedings should be read with the confirmed proceedings after the next Board meeting, to note change, if any.
3. Your original file of papers has already been returned.

Encl: As Stated.

  
(S.Chakraborty)  
Sr.Asstt.Secretary- II  
for Secretary

Copy to FA&CAO(I/C) together with a copy of the above Resolution for information please.

Encl: As stated.

Item No. A/26/KDS/ADMN/1/02/2021

Subject : Incentive Scheme for doing original work in Hindi.

## 1. BACKGROUND

- 1.1 The Trustees vide their Resolution No. 132 dt. 16<sup>th</sup> September, 2004 (Copy printed at Appendix-I, Pages No. ), introduced Incentive Scheme for doing work in Hindi. The amount of award was sanctioned as follows:

1 <sup>st</sup> Prize (2 prizes)	Rs. 800/- each
2 <sup>nd</sup> Prize (3 prizes)	Rs. 400/- each
3 <sup>rd</sup> Prize (5 prizes)	Rs. 300/- each

- 1.2 On 24<sup>th</sup> December, 2020, during the visit of Sri Arvind Chaudhary, Economic Adviser, Ministry of Ports, Shipping and Waterways to Syama Prasad Mookerjee Port, Kolkata, status of Implementation of Official language in SMP, Kolkata was reviewed and he advised that prize money for Incentive scheme for doing work in Hindi should be enhanced at par with that of Central Govt.

- 1.3 The prize money for the said award was enhanced by the Deptt. Of Official Language, MoHA, GoI, Vide their Office Memorandum No. 12013/01/2011-OL (Policy) dated 14<sup>th</sup> September, 2016 (Copy printed at Appendix-II, Pages No. ) with instruction that "now this incentive amount will be equally applicable to all the Central Government Ministries / Departments / Concerned / Subordinate Offices / Autonomous Bodies etc. Following awards were mentioned in the said O.M:

1 <sup>st</sup> Prize (2 prizes)	Rs. 5000/- each
2 <sup>nd</sup> Prize (3 prizes)	Rs. 3000/- each
3 <sup>rd</sup> Prize (5 prizes)	Rs. 2000/- each

- 1.4 Executive / Non executive employees of all grades, who are required to undertake original noting / drafting in Hindi in Official work, may participate in this scheme but Hindi Officers and Translators / Hindi Assistants, who



generally do their work in Hindi and stenographers / Typists covered under some other scheme, are not eligible to participate.

1.5 Under the scheme, award may be given on the basis of the quantity of official work done in Hindi in each financial year. Official work done in Hindi during the period will consist of filling up of application forms / personal claims / making entries in Hindi in registers etc., in addition to noting and drafting. The work done in Hindi on computer by other employees will also be included.

## 2. PROPOSAL

2.1 It is proposed to implement Office Memorandum No. 12013/01/2011-OL (Policy) dated 14<sup>th</sup> September, 2016 of Department of Official Language, Ministry of Home Affairs, as detailed in paragraphs 1.3 to 1.5 above, in SMP, Kolkata, with immediate effect. Under the scheme, the work done in Hindi by participating employees during the period 1<sup>st</sup> April to 31<sup>st</sup> March in every financial year will be assessed. On the basis of the quantity of work done (to be assessed as Nos. of words written) in Hindi by the employees, the following amount or gift of the same amount may be awarded.

Sl. No.	Number of words to be written by the participants	Award Amount
1.	10,000 to 30,000	Rs. 2000/-
2.	30,001 to 60,000	Rs. 3000/-
3.	60,001 to 1,00,000	Rs. 5000/-

2.2 Separate Assessment Committees at KDS and HDC will be constituted for taking decision on award from amongst the entries received under the above scheme. As per the scheme, the record of work done in Hindi by the participants during the financial year will be maintained on monthly basis as per enclosed proforma (Copy printed at Appendix-III, Pages No. ) which will be verified and countersigned by the next higher officers. At the end of financial year, each participant will send the record of work done in Hindi during that financial year to the respective Hindi Cell through concerned Head of Deptt. Within fifteen days i.e. by 15<sup>th</sup> April. Thereafter, assessment will be done by the

respective Assessment Committee. Winning a prize under the scheme will also be mentioned in the service record of the officers / employees.

### 3. JUSTIFICATION

3.1 Implementation of Official Language Policy of Govt. of India and order / memorandum issued thereon time to time is obligatory for all the Ministries / Departments / Concerned / Subordinate Offices / Autonomous Bodies etc. In order to encourage the officers and staff members to work originally in Hindi and for giving dictation in Hindi, enhancement in the incentive amount, as per the said O.M., is desired. It is expected that enhancement in the incentive amount will encourage officers and staff to use Hindi in official work to greater extent.

### 4. DECISION REQUIRED

The proposal at para 2 above is placed before the Trustees for approval please.

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Secretary informed that Sl. No. 3 of the Table in Para 2.1 of the proposal at page 391 should be read as follows :-

3	60,001 and above	Rs. 5000/-
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The proposal was explained to the Trustees. The instant revised incentive scheme for doing original work in Hindi has been drafted in the line of OM dated 14.9.2016 of Ministry of Home Affairs.

After discussion, Trustees decided to approve the proposal.

**Resolution No. R/216/KDS/ADMN/1/02/2021** : Resolved, after discussion, to sanction the proposal as detailed in the agenda.

To be read with the confirmed proceedings.



## अनुलग्नक -III।

एसएमपी, कोलकाता में "हिन्दी में नोटिंग /ड्राफ्टिंग और अन्य शासकीय कार्य करने" से संबंधित प्रोत्साहन योजना हेतु वर्ष के दौरान किए गए कार्य का विवरण ।  
(01 अप्रैल से .....से 31 मार्च .....तक )

1. आवेदक कर्मचारी का नाम :
2. कर्मचारी संख्या :
3. पदनाम :
4. विभाग का नाम और मोबाइल न0 :
5. अधिकारी/कर्मचारी की मातृभाषा :

क्रम संख्या	वर्ष	संदर्भित रजिस्टर / फाइल	कार्य विवरण (वर्ष के दौरान हिन्दी नोटिंग/ड्राफ्टिंग के साथ-साथ व्यक्तिगत दावों / अन्य कागजात में हिन्दी में प्रयुक्त शब्दों का कृपया उल्लेख करें और कार्यापालकों के मामले में, श्रुतलेखन के शब्दों को या उनके द्वारा हिन्दी में अनुमोदित नोट्स/ड्राफ्टों में किए गए हिन्दी के प्रयोग को कृपया चिह्नित करें।)	नियंत्रक अधिकारी का नाम
1.	अप्रैल			
2.	मई			
3.	जून			
4.	जुलाई			
5.	अगस्त			
6.	सितंबर			
7.	अक्टूबर			
8.	नवंबर			
9.	दिसंबर			
10.	जनवरी			
11.	फरवरी			
12.	मार्च			
		शब्दों की कुल संख्या		

कर्मचारी का हस्ताक्षर

### आवेदन पत्र

एसएमपी, कोलकाता में वित्त वर्ष.....के दौरान "हिन्दी में नोटिंग /ड्राफ्टिंग और अन्य शासकीय कार्य हेतु प्रोत्साहन योजना के तहत दावा प्रस्तुत करने हेतु प्रपत्र ।

1. आवेदक कर्मचारी का नाम :
2. कर्मचारी संख्या :
3. पदनाम :
4. विभाग का नाम और मोबाइल न0 :
5. अधिकारी/कर्मचारी की मातृभाषा :

### घोषणा

मैं यह दावा/घोषणा करता हूँ कि वित्तीय वर्ष ..... के दौरान मेरे द्वारा हिन्दी में किया गया कार्य का परिमाण 10000(दस हजार)शब्दों से कम नहीं है। यह सूचना मेरी जानकारी और विश्वास के अनुसार सटीक और सत्य है । मैं मूल्यांकन समिति द्वारा वांछित संबंधित अभिलेख प्रस्तुत करूंगा ।

हस्ताक्षर  
कर्मचारी का नाम  
पदनाम  
दिनांक

### अग्रेषण

उक्त प्रोत्साहन योजना के प्रावधान के अनुसार, मैंने स्वयं यह पाया है कि संबंधित अधिकारी द्वारा हिन्दी में किए गए कार्य का रिकॉर्ड सही है और उक्त दावा सत्य है ।

नियंत्रक अधिकारी का नाम  
पदनाम  
दिनांक.....

विभागाध्यक्ष का हस्ताक्षर  
पदनाम  
दिनांक.....