

भारतीय प्रौद्योगिकी संस्थान खड़गपुर

संसदीय राजभाषा समिति निरीक्षण के पश्चात् बैठक का कार्यवृत्त

To discuss the points raised during PCOL inspection dated 20th Feb 2018, a meeting was held on 05th Mar 2018 chaired by the Deputy Director in Board Room with Dean (HR), Chairman-RB, Registrar, all Joint Registrars and Deputy Registrars. The salient points regarding the questionnaire of the Parliamentary Committee on Official Language (PCOL) were discussed and following decisions were taken by the Chair.

Sl. No.	Item	Action to be taken by	Monitoring and reporting by
1	Proficiency and working knowledge of Hindi-data of all employees.	ERP, ESTT, RB	1. RB, A form will be filled by all and then linked in ERP. 2. Will be completed by 15 Apr 2018- RB 3. Estt (Recruitment) will include one form at the time of joining for new employees of all ctgy.
2.	All the forms need to be bilingual.	All Deptts, Centers, Schools, Units	Translation by RB By-30 Apr 2018
3.	Documents of Section 3(3) to be bilingual.	Estt, Estate, F&A, SRIC, Academic, S&P, Registrar Office,	Before the issue of the Hindi version will be prepared by the concerned staff with the help of RB. The signing officer will have a check and will ensure bilingual issue of orders, memo etc. Weekly review by RB.
4.	Notings in file	File covers to be printed by all - with important notings / remarks on the left hand of file cover.	All, To be monitored by Registrar office, S&P and RB. A general informative circular with sample to all.- RB By- 31 Mar 2018
5.	Rubber stamps, letter heads, sign boards, etc	All	All and RB By- 15 Apr 2018
6.	Correspondence targets 55%	Other than technical and academic sections- all admin units with the help of employees who are trained up to Pragya, Parangat and Hindi Typing.	All admin unit heads with the help of RB. a) 4-5 employees from Estt, Estate, F&A, SRIC, Academic, S&P will be trained for doing their work in Hindi on computers. b) Registrar Office- Mrs Jyoti is Pragya and Typing trained-will take care of Registrar office tasks. c) the task Will be achieved phase wise. 10% of letters in Hindi in the first phase. Progress will be reviewed by 30 Jun 18.

Sr. Superintendent
PI do the needful ASAP.
Litd 4/4/18

This may pl. be circulated to all Halls of Residence, if agreed to.

Chairman

Abhis 5/4/18

Litd 1
To be circulated in HMG's web site
Litd 4/4/18

7.	Letters received in Hindi to be replied in Hindi	Mandatorily for all.	One workshop for all admin officers will be held in month of April 2018 to enable them to work on computer with the help of tools and vetting by RB. In urgent case the matter will be mailed to RB.
8.	Initiation of Noting in Hindi	Small and routine noting will be done in Hindi. Employees will be visiting RB with their English routine Notings and learn with the help of RB.	All unit heads, RB
9.	Advertisements in Hindi	All unit heads	All unit heads, RB

1. Monthly review by Chairman-Rajbhasha, Registrar and Hindi Officer will be done for papers of 3(3) and correspondence(55%), letters received in Hindi, bilingual advertisements, routine notings on file. A check register will be kept on end point-CDN.
2. Rest all points of annual target and PCOL observation progress will be reported to the Director before 31 March 2018.

Submitted, for perusal and directives please.

~~Deputy Director~~

एस. के. बहच्यार्य
08/03/18

~~Director~~

पार्थ पी चक्रवर्ती

वे. रं. दे 8.3.18

Chairman

Rajbhasha Vibhag

8/3/18

DEPUTY DIRECTOR'S OFFICE

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IN 08 MAR 2018

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