

RAJBHASHA ORGANISATION
AMRA & ADRM: Shri M.Ramesh Kumar
Looking after the Work of Official Language over Guntur Division:
Dr Shyama Sundar Sahu, DGM(OL)/SCR/SC
(Dual Charge)

Office Address : Office of the Divisional Railway Manager,
Guntur Division, South Central Railway,
IInd Floor, Rail Vikas Bhawan, Pattabhipuram,
Guntur, Andhra Pradesh -522004.

Railway Phone No. : 33462,

CUG Phone No : 9701379004

POSITION OF RAJBHASHA SECTION (as on 30.06.2025) :

Sl.No.	Designation	Sanctioned	Actuals	Vacant
I	Rajbhasha Adhikari	00	00	00
II	Sr. Translator	02	02	00
III	Jr. Translator	02	01	01
IV	Clerk Cum Typist	01	00	01
Total		05	03	02

Important work of Rajbhasha Department:

I. Translation II. Training III. Implementation

I. Translation : Translation of All types of general, semi-technical and technical translation, all documents related to section 3 (3), safety and commercial circulars, Gate Working Rules, Station Working Rules, Correction slips, Departmental Exam papers, translation of applications received under Right to Information Act etc.

II. TRAINING:

A. Hindi Language Training : Position mentioned below

	Officers		Employees	Total
	JAG & Aove	Below JAG		
Total No. Of Officers / employees	19	37	4633	4689
Proficient in Hindi	00	01	154	155
Working knowledge in Hindi	19	36	4479	4534
Under going Training in Hindi	00	00	00	00
Yet to be trained in Hindi	00	00	00	00

Note: above position up to 30.06.2025.

B. Training of Hindi Typing/ Stenography :

	Stenography	Typist
Total	09	20
Trained	06	20
Yet to be trained	03	00

C. Work done in Hindi

	Officers	Employees	Stenographers	Typist
Total no. of Hindi Knowing	56	4633	09	20
Total No. working in Hindi	56	4479	09	20

III. Implementation :-**(A)**

		Target	Achieved
1	Originating Correspondence C to A region C to B region C to C region C to State/person of A&B region	60% 60% 60% 60%	100% 100% 64.56% 100%
2	Replies to letters received in Hindi	100%	100%
3	Noting Hindi	35%	55.97%
4	Training in Hindi Medium	35%	No training centre
5	Hindi Dictation	35%	35%
6	Computer / Electronic Systems	100%	100%
7	Citizen Charter & Public Information Boards	100%	100%
8	Translation of Code,Manual,Forms and Procedural literature	100%	100%

(B) Translation**1. Section 3 (3)**

Target : 100% , Achieved : 100%

2. Station Working Rules/Gate Working Rules :

	Station Working Rules		Gate Working Rules	
	Available	Modified	Available	Modified
Total	66	--	121	--
Translated in Hindi	66	--	121	--
Computerised	66	--	121	--
Balance	--	--	--	--

IV. Official Language Implementation Committees:

1. Divisional Official Language Implementation Committee
2. Station Official Language Implementation Committee – NANDYAL STATION
3. Station Official Language Implementation Committee – GUNTUR STATION
4. Station Official Language Implementation Committee – NADIKUDI STATION
5. Station Official Language Implementation Committee – DONAKONDA STATION

Note: meetings conducted upto quarter ending March 2025.

V. Hindi Libraries & Reading Rooms:**Hindi Libraries:**

Divisional Office, Guntur

Reading Rooms:

- I. Running Room/Guntur II. Running Room/Nallapadu III. Running Room/Nandyal