

RAJBHASHA ORGANISATION
AMRA & ADRM (Infra.) : Sri R.Srinivas
Rajbhasha Adhikari : Sri Asha Mahesh Kumar(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. : 32021,32020

CUG Phone No : 9701379004

POSITION OF RAJBHASHA SECTION:

Sl.No.	Designation	Sanctioned	Actuals	Vacant
I	Rajbhasha Adhikari	01	00	01
II	Sr.Translator	02	02	00
III	Jr.Translator	02	01	01
IV	Clerk Cun Typist	01	00	01
Total		06	03	03

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 :

(क) Hindi Language Training : Position mentioned below

	Officers		Employees	Total
	JAG & Aove	Below JAG		
Total No. Of Officers / employees	12	42	4285	4339
Proficient in Hindi	01	01	290	292
Working knowledge in Hindi	11	41	3995	4047
Under going Training in Hindi	00	00	00	00
Yet to be trained in Hindi	00	00	00	00

Note : above position upto 30.06.2021.

(ख) Training of Hindi Typing/ Stenography :

	Stenography	Typist
Total	12	43
Trained	08	43
Yet to be trained	04*	00

* Failed in Hindi Stenography Training

(१) Work done in Hindi

	Officers	Employees	Stenographers	Typist
Total no. of Hindi Knowing	54	4285	12	43
Total No. working in Hindi	54	3985	12	43

III. Implementation :-

(A)

		Target	Achieved
1	Originating Correspondence C to A region C to B region C to C region	55% 55% 55%	100% 100% 69%
2	Replies to letters received in Hindi	100%	100%
3	Noting Hindi	30%	60%
4	Entries in Hindi in Registers/Diaries	As possible	65%
5	Entries in Hindi in service records	As possible	60%

(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	65	--	201	--
Translated in Hindi	65	--	201	--
Computerised	65	--	201	--
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

V. Hindi Libraries & Reading Rooms :

Hindi Libraries:

Divisional Office, Guntur

Reading Rooms :

I. Running Room/Guntur II. Running Room/Nadikudi III. Running Room/Nandyal