

Important functions of the Official Language Department :

I. Translation II. Training III. execution

I. Translation :

All types of general, semi-technical and technical translations, all documents related to Section 3(3), safety and commercial circulars, gate operation rules, station operation rules, correction slips, translation of applications received under the Right to Information Act, etc.

II. Training :

(क) Hindi Language Training : The status is as follows :

	Officer		Employee	Total No.
	Junior Administrative Grade and above	Below Junior Administrative Grade		
Total number of officers/employees	03	07	126	136
Proficient in Hindi	0	0	05	05
Acquire useful knowledge in Hindi	03	07	121	131
Those who are getting training in Hindi	0	0	0	0
Remaining for Hindi training	0	0	0	0

Note- Status as on 30.09.2025

(ख) Hindi Typing and Stenography Training :

	stenographer	typist
Total	3	24
trained	0	24
Remaining for training	3	0

(c) Work in Hindi

	Officer	Employee	stenographer	typist
total number of Hindi learners	10	126	3	24
Total Hindi workers	10	126	0	24

III. Implementation :-

(K)		Target	achievement
1	Original correspondence C to A area from C to B area C to C area to the State/person of Area A and B	60% 60% 60% 60%	100%

2	Replies to letters received in Hindi	100%	100%
3	noting in hindi	35%	60.34%
4	Training through Hindi medium	35%	50%
5	Dictation in Hindi	35%	39.13%
6	Computers/Electronic Equipment	100%	100%
7	Citizen's Charter and Public Information Board	100%	100%
8	Hindi translation of codes, manuals, forms, procedure literature	100%	100%