



**NCDC**

*Assisting Cooperatives. Always!*

# **National Cooperative Development Corporation**

**Work Manual**

**Hindi Division**

**(Updated August 2021)**

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## **1. Function of the Division:**

- 1.1 Convening Corporation's Quarterly Official Language Implementation Committee Meetings.
- 1.2 Inspection of the Divisions and Sections regarding progress in implementation of Official Language.
- 1.3 Preparation of consolidated Hindi Quarterly Progress Report.
- 1.4 Preparation of Annual Evaluation Reports on implementation of Official Language.
- 1.5 Inspections by Committee of Parliament on Official Language. (whenever applicable)
- 1.6 Implementation of Incentive Schemes of Dept. of Official Language, Ministry of Home Affairs, Government of India.
- 1.7 Celebrating Hindi Day/Hindi Week/Hindi Pakhwara.
- 1.8 Hindi Translation and typing work.

## **2. Process Details:**

- 2.1 **Convening Corporation's Quarterly Official Language Implementation Committee Meetings.**
  - 2.1.1 Preparing Agenda notes for the meeting based on the Hindi Quarterly Progress Reports received from various Divisions/ R.O/ TOPIC Institute of the Corporation.
  - 2.1.2 Put up Draft Agenda notes to Managing Director for approval and fixing the date and time for the meeting.
  - 2.1.3 After getting approval of Managing Director for the meeting circulate the Agenda notes to all the members of the committee.
  - 2.1.4 Convening quarterly Official Language implementation Committee meeting under the Chairmanship of the Managing Director as per approved schedule.
  - 2.1.5 Preparing minutes of the meeting and submit to Managing Director for approval.
- 2.2 **Inspection of the Divisions and Sections regarding progress in implementation of Official Language.**
  - 2.2.1 Preparing Inspection Programmes for the year.
  - 2.2.2 Submission of Inspection Programmes to the Managing Director for approval.
  - 2.2.3 Conducting Inspections as per approved Programmes.
- 2.3 **Preparation of consolidated Hindi Quarterly Progress Report.**
  - 2.3.1 Issue circulars to various divisions and regional offices to send their Hindi Quarterly Progress Report in the prescribed Proforma.
  - 2.3.2 Compiling Quarterly Progress Reports received from various Divisions and Regional Directorates including Topic institute, Gurugram.
  - 2.3.3 Submitting compiled reports for approval to Managing Director.
- 2.4 **Preparation of Annual Evaluation Reports on implementation of Official Language.**
  - 2.4.1 Preparing Annual Evaluation Report on the basis of Quarterly Progress Reports received from various Divisions/ Regional Directorates including TOPIC institute, Gurugram.
  - 2.4.2 Submission of Annual Evaluation Report to Managing Director for approval.

**2.5 Inspections by Committee of Parliament on Official Language. (whenever applicable)**

- 2.5.1 Filling up the inspection questionnaire received from committee of Parliament on Official Language.
- 2.5.2 Submitting duly filled in inspection questionnaire to Managing Director for approval.
- 2.5.3 Sending the duly filled in and approved inspection questionnaire to the office of Committee of Parliament on Official Language.

**2.6 Implementation of Incentive Schemes of Dept. of Official Language, Ministry of Home Affairs, Government of India.**

- 2.6.1 Circulate the Hindi Noting/Drafting and Hindi Dictation Incentive Schemes every year among the Officers/Staff of the Corporation.
- 2.6.2 Submit the proposal to Constitute a Committee with approval of Managing Director for finalizing the incentives to the employees.
- 2.6.3 Submit the finalized list received from the Committee to Managing Director for approval.
- 2.6.4 To arrange distribution of certificates and cash awards to the awardees.

**2.7 Celebrating Hindi Day/Hindi Week/Hindi Pakhwara.**

- 2.7.1 Planning programmes/competitions for celebrating Hindi Day/Hindi Week/Hindi Pakhwara and obtaining approval of the Managing Director for the programmes.
- 2.7.2 Organizing approved programmes/competitions such as Hindi noting/drafting, Hindi Typing, Hindi Essay & Hindi Debate/ Hindi Poem, Hindi Workshop etc.
- 2.7.3 Finalizing the list of prize winners as recommended by the Committees constituted for the purpose .
- 2.7.4 Arranging distribution of certificates and cash awards to the winners.

**2.8 Hindi Translation and typing work.**

- 2.8.1 Translation of the material from English to Hindi received from various Divisions and Regional Directorates of the Corporation and type the same in Hindi.
- 2.8.2 Translation of Annual Report from English to Hindi.
- 2.8.3 Translation of Annual Accounts from English to Hindi.
- 2.8.4 Translation of office orders, circulars, notifications, press releases, sanctions & release letters etc. from English to Hindi.

### 3) Process Measurements

SN	Process	Measurable indicators (Working Days)	Monitoring frequency	Frequency monitored by
1.	Convening Corporation's Quarterly Official Language Implementation Committee Meetings	Within 60 working days from close of the quarter	Quarterly	ED (OL)
2.	Inspection of the Divisions and Sections regarding progress in implementation of Official Language.	Per month two Divisions/Sections	monthly	Do
3.	Preparation of Quarterly Hindi progress Report.	Within 30 working days from close of the quarter	Quarterly	Do
4.	Preparation of Annual Evaluation Reports on implementation of Official Language.	within 30 working days from the date of receipt of the letter from Dept. of Official Language.	Annually	Do
5.	Inspection by Committee of Parliament on Official Language.	As per Inspection programme of parliamentary Committee.	Whenever the committee visits to the Corp.	Do
6.1	Implementation of Incentive Schemes of Dept. of Official Language, Government of India.	Issue of circular inviting entries & finalizing award of prizes within 6 months from close of the last financial year.	Annually	Do
6.2	Implementation of Hindi Typing incentive scheme.	Issue of circular inviting entries & finalizing award of prizes within 60 working days from close of the last half year.	Half Yearly	Do
7.	Celebrating Hindi Day/Hindi Week/Hindi Pakhwara.	Ensuring timely organizing of the event in the month of September every	Annually	Do

		year.		
<b>8.</b>	Hindi Translation and typing work.			
<b>8.1</b>	Translation of Annual Report from English to Hindi.	within 90 working days from the date of receipt of annual report in the Division.	Annually	Do
<b>8.2</b>	Translation of Annual Accounts from English to Hindi.	within 35 working days from the date of receipt of annual Accounts in the Division.	Annually	Do
<b>8.3</b>	Translation of office order, circular, notification, press release, sanction & release letters etc. from English to Hindi.	within 5 working days from the date of receipt.	Quarterly	Do

#### 4) PROCESS CONTROLS

S.No.	Process	Process step	Controls established
1.	Convening Corporation's Quarterly Official Language Implementation Committee Meetings.	Receipt of quarterly reports from Divisions/R.Os to review the status of Hindi.	Guidelines of Dept. of Official Language, Ministry of Home Affairs, Government of India.
2.	Inspection of Divisions/Sections regarding Hindi implementation.	Informing concern division/section for inspection.	Compliance of Official Language guidelines.
3.	Preparation of Quarterly Hindi progress Report.	Collection of Quarterly Hindi reports & analysis.	Ensuring receipt of Quarterly progress reports from all division/ sections/ R.O.
4.	Preparation of Annual Evaluation Reports.	Compilation of Quarterly reports & analysis.	Guidelines of DAC & Ministry of Agriculture & Farmer Welfare and Dept. of Official Language.
5.1	Hindi Noting/Drafting/Dictation incentive scheme.	Timely Receipt of entries from participant & assessment of their output in Hindi.	Compliance of Official Language guidelines.
5.2	Implementation of Hindi Typing incentive scheme.	Timely Receipt of entries from participant & assessment of their output in Hindi.	Compliance of Official Language guidelines.
6.	Organizing Hindi Day/ Hindi Week/ Hindi Fortnight.	Obtaining approval for the programme form MD & circulate it among the employees.	Dept. of Official Language, Ministry of Home Affairs, Government of India.

## 5) Details of Documented Information maintained

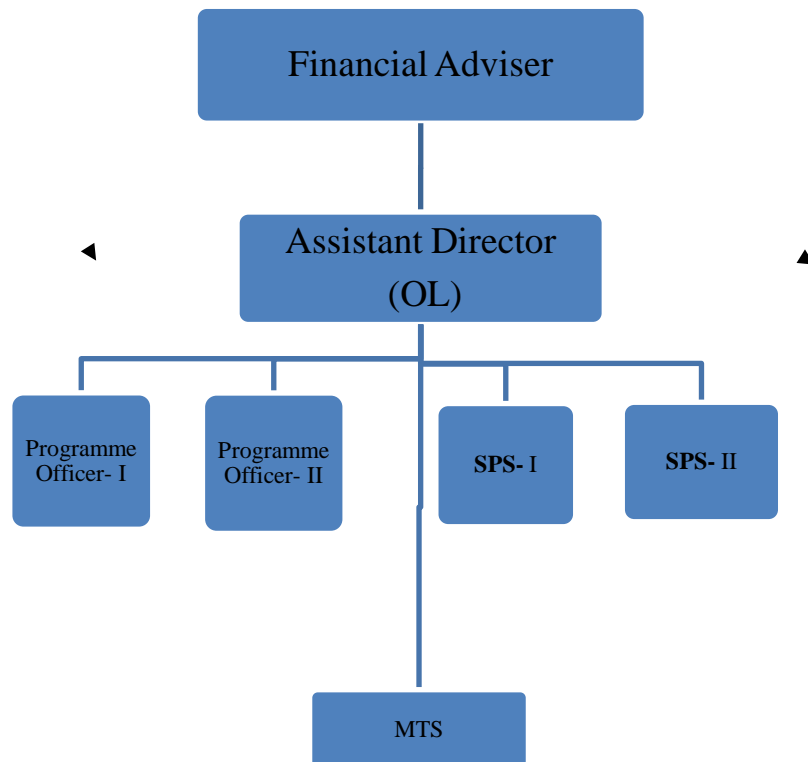
Sl. No	Title	Identification	Location	Prepared by	Approved by	Revision by
1.	Quarterly Progressive Report – (Form)	By Title	Rack No. -1 FN. 7-1/2014- हिन्दी	Department of Official Language, Ministry of Home Affairs, Govt. of India	Department of Official Language, Ministry of Home Affairs, Govt. of India	01
2.	Hindi Noting-Drafting cash Prize scheme- (Guidelines)	By Title	Rack No. -1 FN. 4-1/2007- हिन्दी	OL Section	MD	01
3.	Hindi Dictation cash Prize scheme for Officers- (Guidelines)	By Title	Rack No.-1 FN. 4-1/2007- हिन्दी	OL Section	MD	01
4.	Annual Programme- (Guidelines/ Policy)	By Title	Rack No. -1 1-2/2008- हिन्दी	Department of Official Language, Ministry of Home Affairs, Govt. of India	Department of Official Language, Ministry of Home Affairs, Govt. of India	01

## 6. References

(Available on [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in))

- 1) Constitutional provisions – part 17
- 2) Official Language Act – 1963 as amended in 1967 (Act No. 19 of 1963)
- 3) Official Language Resolution – 1968
- 4) Official Language Rules – 1976 (as amended in 1987, 2007 & 2011)
- 5) Official Language Policy of Union
- 6) Annual Programme issued by Dept. of Official Language, Ministry of Home Affairs, Government of India.

## 7. Division Structure (As on 19.08.2021)





## 8. Responsibilities & Authorities

Designation	Responsibilities	Authorities
Financial Adviser	<ul style="list-style-type: none"> <li>Overall management of the functions of Hindi section.</li> </ul>	<ul style="list-style-type: none"> <li>Allocation of work amongst officers and staff of the section.</li> <li>Sanction of leave to the officers and staff of the section.</li> </ul>
Assistant Director(OL)	<p>Will be responsible for work related to following functions:</p> <ul style="list-style-type: none"> <li>Supervision &amp; coordination of functioning of the Hindi Section.</li> <li>Convening quarterly meetings of OL implementation Committee.</li> <li>Issue of quarterly progress report to DAC &amp; Dept. of OL.</li> <li>Matters regarding joint Hindi Advisory Committee of Ministry of Agriculture.</li> <li>Inspections by the Committee of Parliament on Official Language.</li> <li>Supervision of Hindi Day/Hindi Week/Hindi Fortnight.</li> <li>Translation Work &amp; Vetting.</li> <li>Any other work assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>To examine the issues pertaining to the work assigned and recommend the course of action to the reporting authority.</li> </ul>
Senior Private Secretary (I)	<p>Will be responsible for work related to following functions :</p> <ul style="list-style-type: none"> <li>Taking dictation in Hindi &amp; typing work of the Hindi Section.</li> <li>Any other work as assigned by DD (OL) from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Powers as delegated by the reporting authority</li> </ul>
Senior Private Secretary (II)	<p>Will be responsible for work related to following functions :</p> <ul style="list-style-type: none"> <li>Taking dictation in Hindi &amp; typing work of the Hindi Section.</li> <li>Diary and dispatch work of the section.</li> <li>Any other work as assigned by DD (OL) from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Powers as delegated by the reporting authority</li> </ul>

Programme Officer -I	<p>Will be responsible for work related to following functions:</p> <ul style="list-style-type: none"> <li>• Translation of document in English to Hindi as requested by various Divisions of the Corporation.</li> <li>• Preparing agenda notes &amp; Minutes of the meetings of Official Language implementation committee.</li> <li>• Inspection of various Divisions &amp; Sections of the Corporation about usage of Hindi in official work.</li> <li>• Organizing functions for promoting usage of Hindi such as Hindi Day / Hindi Week/ Hindi fortnight &amp; Hindi Workshops.</li> <li>• Any other work as assigned by AD (OL) from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• To examine the issues pertaining to the work assigned and recommended the course of action to the reporting authority.</li> </ul>
Programme Officer-II	<p>Will be responsible for work related to following functions:</p> <ul style="list-style-type: none"> <li>• Translation of document in English to Hindi as requested by various Divisions of the Corporation</li> <li>• Review of Quarterly progress Reports received from Regional Offices of the corporation.</li> <li>• Inspection of various Divisions &amp; Sections of the Corporation about usage of Hindi in official work.</li> <li>• Incentive schemes for promotion of Hindi</li> <li>• Hindi typing.</li> <li>• Any other work as assigned by AD (OL) from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• To examine the issues pertaining to the work assigned and recommend the course of action to the reporting authority.</li> </ul>
MTS (Peon)	<p>Will be responsible for work related to following functions:</p> <ul style="list-style-type: none"> <li>• To carry files and records from one official to the other as per directions.</li> <li>• Distribution of circulars/orders etc.</li> <li>• Supply of water, tea/ coffee, light refreshments from staff canteen to the staff and officers in the division.</li> <li>• Any other work as assigned by AD (OL) from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Need based access to files and records.</li> </ul>

## 9. ABBREVIATIONS

क्रमांक	संक्षिप्तियां	पूर्ण रूप
1.	आर. ओ (RO)	रीजनल ऑफिस
2.	एकी. सह. वि. परि.	एकीकृत सहकारी विकास परियोजना
3.	एच.आई.एन.	हिन्दी
4.	एच. ओ. (HO)	हैड ऑफिस
5.	उ. नि.	उप निदेशक
6.	उ. प्र. नि.	उप प्रबंध निदेशक
7.	ओ. एल (OL)	ऑफिशियल लैंग्वेज
8.	औ. एवं से. स.	औद्योगिक एवं सेवा सहकारिताएं
9.	क. सहा.	कनिष्ठ सहायक
10.	का. एवं प्रशा.	कार्मिक एवं प्रशासन
11.	का. नि.	कार्यकारी निदेशक
12.	कु. पा. डे. एवं प.	कुक्कुटपालन, डेरी एवं पशुधन
13.	ग्रा. भ. यो.	ग्रामीण भंडारण योजना
14.	ज. सं. प्र.	जनसंपर्क प्रभाग
15.	डी. ए. सी	डिपार्टमेंट ऑफ एग्रीकल्चर एंड कॉऑपरेशन
16.	ति. प्र. रि.	तिमाही प्रगति रिपोर्ट
17.	न. रा. का .स	नगर राजभाषा कार्यान्वयन समिति
18.	निदे.	निदेशक
19.	नि. स.	निजी सचिव
20.	नि.श्रे. लि.	निम्न श्रेणी लिपिक
21.	पुस्त.	पुस्तकालय
22.	प्र. नि.	प्रबंध निदेशक
23.	प्र. प्र.	प्रबंध प्रशिक्षु
24.	प्रसं.	प्रसंस्करण
25.	प्र. सू. प्र.	प्रबंध सूचना प्रणाली
26.	प्रो. अधि. (PO)	प्रोग्राम अधिकारी
27.	म. पा. एवं ज.जा. वि	मत्स्यपालन एवं जनजाति विकास
28.	मु0 नि0	मुख्य निदेशक
29.	यो. एव सम.	योजना एवं समन्वय
30.	रा.स.वि.नि	राष्ट्रीय सहकारी विकास निगम
31.	रा. भा. का. स.	राजभाषा कार्यान्वयन समिति
32.	रा. भा. नी.	राजभाषा नीति
33.	रा. भा. वा. का.	राजभाषा वार्षिक कार्यक्रम
34.	व. नि. स.	वरिष्ठ निजी सचिव

35.	व.सहा.	वरिष्ठ सहायक
36.	व. वै. स.	वरिष्ठ वैयक्तिक सहायक
37.	वै. स.	वैयक्तिक सहायक
38.	वि. एवं नि.	विपणन एवं निवेश
39.	वि. स.	वित्तीय सलाहकार
40.	स. नि.	सहायक निदेशक
41.	सा. प्रशा.	सामान्य प्रशासन
42.	सं. हि. स. स.	संयुक्त हिंदी सलाहकार समिति
43.	शी. भ. एवं भंडा.	शीत भंडारण एवं भंडारण
44.	हि. स./ हि. प.	हिंदी सप्ताह /हिंदी पखवाड़ा
45.	क्षे. रा. भा. का. का.	क्षेत्रीय राजभाषा कार्यान्वयन कार्यालय
46.	टॉपिक (TOPIC)	ट्रेनिंग ऑफ पर्सनेल इन कॉऑपरेटिव