

**Administration of
Dadra and Nagar Haveli, U.T.,
(Official Language Department),
Secretariat.**

CITIZEN'S CHARTER-2012-13

Our Vision

To impart training in Hindi Language, Hindi Typing / Hindi Stenography, English – Hindi Translation to all the officials of the Administration of Dadra & Nagar Haveli, Central Government Officers, Nationalized Banks, Govt. Undertakings and the Govt. of India concerns, so as to enable them to work in Hindi in accordance with the constitutional and legal provisions regarding official Language. And they may discharge their responsibilities more efficiently.

Implementation

1. Imparting training to officers / Employees of the various Departments of the Administration of D.&N.H. in Hindi Language, Hindi Typing, Hindi Stenography and English-Hindi Translation Under Hindi Teaching Scheme.
2. Translation of non-statutory manuals, codes, forms and other various types of documents connected therewith relating to concerned offices.
3. To issue Instructions / Directions on the Policy related suggestions / Proposals about constitutional provisions on Official Language, Official Language Act, Official Language Rules etc.
4. To ensure availability of Devnagari Script Electronic and Mechanical equipments.

5. To ensure regular meetings of Official Language Implementation Committee.
6. To ensure regular meetings of Town Official Language Committee.
7. To organize official Language Conferences.
8. To Administer Incentive schemes to encourage work in Hindi.
9. To fix annual target for working in official Language Hindi in the Administration of Dadra & Nagar Haveli, Central Government Offices, Nationalized Banks, Government Undertakings and the Govt. of India concerns and prepare Annual Report based on actual achievements Vis-à-vis targets fixed and lay it in the Ministry of Home Affairs, Govt. of India, Official Language Department, New Delhi and Regional Implementation Office, Official language Department, Navi Mumbai.
10. To collect information regarding Implementation of Official Language Policy in concern offices through quarterly progress reports and Half/ Yearly progress reports.
11. To Collect Information regarding the meetings of Official Language Implementation Sub-Committee, which are held in various departments of this Administration.
12. To Prepration and Distribution of the Hindi Magazine ' Aakanksha' published by the Official Language Department, Secretariat, Silvassa.

13. To obtain presidential orders on the report of committee of Parliament on Official Language and Hindi Salahakar Samiti and Issue Instructions / Directions to all the Offices of the Dadra and Nagar haveli, Administration, the Offices of Central Government, Nationalized Bank, Government Undertakings and Govt. of India Concerns.
14. To Organize the programmes on Hindi Day, Hindi Fortnight and Hindi Workshops.
15. Inspection of the all concern offices regarding implementation of official Language Hindi in day to day office work.

Monitoring

1. The Officers /Employees of the various departments of this Administration have been trained in Hindi Language, Hindi Typing, Hindi Stenography and English-Hindi Translation, by the Official Language Departments Secretariat Silvassa. This target has achieved 100 %.
2. Translation of non-statutory manuals, Codes, forms and other various types of documents connected therewith relating to concern offices.
3. Executive work related the regular meetings of Official Language Implementation Committee and Town Official Language Implementation Committee and
4. Issue all the Instructions / Directions on the Policy related Suggestions / proposals about constitutional provisions on Official Language, Official language Act, Official Language Rules etc.

5. Organizing Official Language Conferences.
6. Implement the incentive Schemes to encourage work in Hindi in all concern Offices.
7. Fixation annual target for working in Official Language Hindi in the Administration of Dadra and Nagar Haveli, Central Government Offices, nationalized Banks, Government Undertakings and the Govt. of India Concerns, and preparation Annual Report based on actual achievements Vis-A- Cis Targets fixed and lay it in the Ministry of Home Affairs, Govt. of India, Official language Department, New Delhi and Regional Implementation Office, Official Language Department, Mumbai.
8. Collection the information regarding implementation of Official language Policy in concern offices through quarterly progress reports. Collection the information regarding the meetings of official Language Implementation Sub – Committee, which held in various department of this Administration.
9. Prepatation and distribution of the Hindi Magazine 'Aakansha' published by the department of Official Language, Secretariat, Silvassa.
10. Obtaining Presidential orders on the Report of Committee of Parliament on Official Language and Hindi Salahaker Samiti and issue the Instructions / Directions to all the Offices of the Dadra & Nagar Haveli Administration, the Offices of Central Government, Nationalized Banks, Government Undertaking and Govt. of India Concerns.
11. Organization the programmes on Hindi Day, Hindi Fortnight and Hindi Workshops and prize Distribution Ceremonies.
12. Organization the programmes with a view to creat consciousness and accelerate the use of Hindi in entire Dadra and Nagar Haveli.

Review

1. The executive work related the regular meeting of Official Language Implementation Committee and Town Official Language Committee.
2. The Translation work of non - statutory manuals, codes, forms and other various types of documents connected therewith relating to concern offices and related to the documents connected under Article 3 (3) of the Official Language Act, 1963.
3. The information regarding implementation of Official Language Policy in concern offices through quaterly / Half / Yearly Hindi progress reports.
4. Periodically inspection regarding implementation of day to day work in Official Language Hindi in all concern departments of U.T. of Dadra & Nagar Haveli.
5. Revise to implement the incentive scheme to encourage work in Hindi in all concern offices.
6. Periodically review the preparation and distribution of the Hindi Magazine "Aakanksha" published by the department of Official Language, Secreterate, Silvassa.
7. With a view to create awareness and encourage use of Hindi in the office work, review the periodic training is given to the employees and the officers of this Administration through the Hindi Workshops which isorganized four times in a year.

Infrastructure

1. Dy. Director (OL)	01
2. Sr. Hindi Translator	01
3. Hindi Assistant	01
4. Jr. Hindi Translator	01
5. Hindi Stenographer	01
6. Hindi Typist	01

WHOM TO CONTACT

1. The Administrator/ Chairman (OLIC) Tel.:-
Daman & Diu and D.&N.H., (0260) 2642777
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2. Development Commissioner /Chairman (TOLIC) (0260)
Daman & Diu and Dadra & Nagar Haveli. 2632126
Secretariat, 2645466
DNH, Silvassa – 396 230. Tel. Fax.:- (0260) 2645466
(R) 2230555
3. Secretary (O.L.)
Daman & Diu and Dadra & Nagar Haveli. (0260) 2633110
Secretariat, Tel. Fax.:- 2230739(Daman)
DNH, Silvassa – 396 230. (0260)
(R) 2230077
4. Deputy Director (O.L.) Tel. (0260) 2642389
Official Language Department, Fax:- (0260- 2642389
Secretariat, Dadra & Nagar Haveli,
Silvassa – 396 230.
5. Dy Director,
Hindi Teaching Scheme, Tel. :-
Govt. of India, Ministry of Home Affairs, (022) 27565416
Regional Implementation Office (W) Fax:- 27565417
Kendriya Sadan, 6th Floor, Secot – 10, 27572705
(B.D., Belapur, Navi Mumbai – 400614.
6. Dy. Director (Implementation) Tel :- (022) 27560225
- 7.. Dy. Director (Central Translation Bureau) Mumbai
Regional Implementation Office. Tel :-(022) 27572706
Fax:- 27565417

Our Users

1. The U.T. Administration of Dadra & Nagar Haveli.
2. All Ministries / Offices of the Central Government, New Delhi.
3. The offices of Central Government, D.&N.H., Silvassa.
4. Nationalized Banks, D.&N.H., Silvassa.
5. The Government Undertakings, D.&N.H. Silvassa.
6. The Government of India Concerns, D.&N.H. Silvassa.
7. The Govt. of India, Ministry of Home Affairs, Official Language Department, New Delhi.
8. Regional Implementation Office (Western Zone), Mumbai.
9. Hindi Teaching scheme, Regional Implementation Office, (Western Zone), Mumbai.
10. Central Translation Bureau, Regional Implementation Office, (Western Zone, Mumbai.
11. Parliamentary Official Language Committee, Teen Murti Marg, New Delhi.
12. The Govt. of India, Ministry of Home Affairs, Hindi Salahakar Committee, New Delhi.
13. Union Public Service Commission, New Delhi.