

## LIST OF SUBJECTS

1. Translation work from English to Hindi of all documents prepared by this Ministry viz. Trade treaties, "Agreements, Protocols, notes for Cabinet and Cabinet Committees, Parliament Questions and related documents, gazette notification etc.
2. Translation from Hindi to English of speeches delivered in Hindi, Hindi portions from the minutes of the meetings of the Consultative Committee of the parliament pertaining to this Department, important papers going in Hindi to non-Hindi areas, VIP references/representations etc. received in Hindi.
3. Implementation of the Official Language policy of the Government of India,
  - i) Holding of meetings of Official Language Implementation Committee and Hindi Salahakar Samiti, preparation of agenda and notes and also minutes of the meetings, follow-up action on the decisions/recommendations of these Committees of the Government of India in this connection.
  - ii) All secretariat work regarding implementation of Government policy in regard to the use of Hindi in official Business in the Department as well as in all the Offices under its control.
  - iii) Visits to various Offices of the Department to ensure implementation of the Official Language Policy of the Government of India.
  - iv) All matters relating to the Committee of Parliament on Official Language.
  - v) Implementation and monitoring of various incentives schemes on official language.
4. Implementation of Hindi Teaching Scheme.
5. Compilation and finalisation of Commercial and Technical terms in Hindi including help literature.
6. Drafting of messages, articles etc. in Hindi on behalf of the Ministers.
7. Work relating to Creation/Sanction of Hindi staff in the various Offices/Organisations under this Ministry.