

**ANDAMAN AND NICOBAR ADMINISTRATION
OFFICIAL LANGUAGE DEPARTMENT
PORT BLAIR**

SL. No.	17 point manual of Section 4.1 of Right to Information Act, 2005	
1.	The particulars of its organisation, functions and duties.	:
		The function of the Official Language Department is to look after the implementation of the Official Language policy of the Government of India and its duty is to assist Offices of the Andaman and Nicobar Administration to enable proper implementation.
2.	The Powers and duties of its Officer and employees.	:
		<p><u>Duties of Hindi Officer:-</u> The duties of Hindi Officer is as follows:-</p> <ol style="list-style-type: none"> (1) The translation work from English to Hindi and vice-versa and vetting thereof. (2) To acquaint the Officers and staff of the concerned departments with the provisions of the O.L. Act, Government rules & orders relating to Official Language and Hindi training and to help them in implementing the same. (3) To ensure proper compliance of the provisions of the Official Languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in their Department and Subordinate Offices, Sections, Companies and Corporations etc. (4) To work as the Member Secretary of the Official Language Implementation Committee of their Department/Offices and to convene its meetings from time to time, to prepare the agenda and minutes of the meetings and to co-ordinate the action taken on the decisions taken in the meetings. (5) To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Department of Official Language through proper channel. (6) To prepare the reference and help literature to organise Hindi Workshops

			<p>and to assist the Officers and staff in learning Hindi and using Hindi in Official business.</p> <p>(7) Organising various training/propagation programmes relating to O.L. Hindi.</p> <p>Duties of Translators:- The posts of Senior Translators and Junior Translators have been created mainly for translation work and their services should normally be utilised for the same purpose. Though it is necessary to have an adequate number of translators to ensure compliance of section 3(3) of the Official Languages Act and other rules etc., the work connected with the implementation of Official Language Policy, compliance of directions/instructions issued by the Deptt. of O.L. from time to time in this regard, convening the meetings of the Official Language Implementation Committees etc. should be done at the level of Senior Hindi Officers/Hindi Officers and other higher Officers. At the same time in Offices, where the number of posts for such work is not adequate, these should be created there. On special occasions (like the meetings of Hindi Salahkar Samiti, the Official Language Implementation Committee) the help of Junior Translators/Senior Translators may also be asked to help in the implementation work, provided it does not come in the way of the translation work. The work relating to the implementation has special significance and Officers of appropriate level should pay due attention to it. Efforts should be made wherever necessary, to create additional posts for this purpose.</p>
3.	The procedure followed in the decision-making, including channels of supervision and accountability.	:	The employees submits the file to the Hindi Officer who obtains approval of the Secretary(OL), wherever necessary. The Hindi Officer is functioning as Head of Office.
4.	The norms set by it for the discharge of its functions.	:	As per Office procedure manual of Andaman & Nicobar Administration.
5.	The rules, regulations, instructions, manuals and records, held by it or under its control.	:	The Official Language Act, 1963 and the rules framed their under are available in the Hindi Website – www.rajbhasha.nic.in

6.	A statement of the categories of documents that are held by it or under its control.	:	Service Book of all employees of the Official Language Department and Andaman and Nicobar Official Language Cadre besides routine establishment, accounts and implementation of Official Language Policy related documents.																																				
7.	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.	:	Not at the level of Andaman & Nicobar Administration as the policies are framed by the Department of Official Language, Ministry of Home Affairs, Government of India, New Delhi.																																				
8.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of these Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	:	To review the progress relating to implementation of the Official Language Policy of the Government of India in the Offices of the Andaman and Nicobar Administration Official Language Implementation Committee has been constituted under the Chairmanship of Chief Secretary. Other Secretaries, Head of Departments and Deputy/Assistant Secretaries of the Secretariat are Members of this Committee. The Hindi Officer is the Member Secretary. Since no public services involved in this Committee the representation of Public does not seems necessary. However the minutes of this Committee meetings which are held in every quarter can be provided to General Public if asked for.																																				
9.	A directory of its Officers and Employees.	:	<table border="1"> <thead> <tr> <th data-bbox="1032 975 1122 1007"><u>Sl.No.</u></th> <th data-bbox="1144 975 1794 1007"><u>Name & Designation</u></th> <th data-bbox="1816 975 2063 1007"><u>Phone Number</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1032 1007 1122 1038">1.</td> <td data-bbox="1144 1007 1794 1038">Miss. Anastasia, Hindi Officer</td> <td data-bbox="1816 1007 2063 1038">239077</td> </tr> <tr> <td data-bbox="1032 1038 1122 1070">2.</td> <td data-bbox="1144 1038 1794 1070">Shri Brain Lal, Senior Hindi Translator</td> <td data-bbox="1816 1038 2063 1070">232126</td> </tr> <tr> <td data-bbox="1032 1070 1122 1102">3.</td> <td data-bbox="1144 1070 1794 1102">Smti. Sanjogita Devi, Senior Hindi Translator</td> <td data-bbox="1816 1070 2063 1102">239077</td> </tr> <tr> <td data-bbox="1032 1102 1122 1134">4.</td> <td data-bbox="1144 1102 1794 1134">Smti. Razia Banu, Senior Hindi Translator</td> <td data-bbox="1816 1102 2063 1134">231793</td> </tr> <tr> <td data-bbox="1032 1134 1122 1166">5.</td> <td data-bbox="1144 1134 1794 1166">Smti. Hazra Bibi, Senior Hindi Translator</td> <td data-bbox="1816 1134 2063 1166">239077</td> </tr> <tr> <td data-bbox="1032 1166 1122 1198">6.</td> <td data-bbox="1144 1166 1794 1198">Shri. Rajender Indwar, Senior Hindi Translator</td> <td data-bbox="1816 1166 2063 1198">239077</td> </tr> <tr> <td data-bbox="1032 1198 1122 1230">7.</td> <td data-bbox="1144 1198 1794 1230">Shri. Shakil Ahmed, Hindi Translator</td> <td data-bbox="1816 1198 2063 1230">239077</td> </tr> <tr> <td data-bbox="1032 1230 1122 1262">8.</td> <td data-bbox="1144 1230 1794 1262">Smti. Neeti Sundari, Hindi Translator</td> <td data-bbox="1816 1230 2063 1262">232305</td> </tr> <tr> <td data-bbox="1032 1262 1122 1294">9.</td> <td data-bbox="1144 1262 1794 1294">Shri. E.P. Zakiruddin, Hindi Translator</td> <td data-bbox="1816 1262 2063 1294">232547</td> </tr> <tr> <td data-bbox="1032 1294 1122 1326">9.</td> <td data-bbox="1144 1294 1794 1326">Shri. S. Vinaya Kumar, Hindi Translator</td> <td data-bbox="1816 1294 2063 1326">233853</td> </tr> <tr> <td data-bbox="1032 1326 1122 1358">10.</td> <td data-bbox="1144 1326 1794 1358">Shri. Ashwani Kumar Sharma, Hindi Translator</td> <td data-bbox="1816 1326 2063 1358"></td> </tr> </tbody> </table>	<u>Sl.No.</u>	<u>Name & Designation</u>	<u>Phone Number</u>	1.	Miss. Anastasia, Hindi Officer	239077	2.	Shri Brain Lal, Senior Hindi Translator	232126	3.	Smti. Sanjogita Devi, Senior Hindi Translator	239077	4.	Smti. Razia Banu, Senior Hindi Translator	231793	5.	Smti. Hazra Bibi, Senior Hindi Translator	239077	6.	Shri. Rajender Indwar, Senior Hindi Translator	239077	7.	Shri. Shakil Ahmed, Hindi Translator	239077	8.	Smti. Neeti Sundari, Hindi Translator	232305	9.	Shri. E.P. Zakiruddin, Hindi Translator	232547	9.	Shri. S. Vinaya Kumar, Hindi Translator	233853	10.	Shri. Ashwani Kumar Sharma, Hindi Translator	
<u>Sl.No.</u>	<u>Name & Designation</u>	<u>Phone Number</u>																																					
1.	Miss. Anastasia, Hindi Officer	239077																																					
2.	Shri Brain Lal, Senior Hindi Translator	232126																																					
3.	Smti. Sanjogita Devi, Senior Hindi Translator	239077																																					
4.	Smti. Razia Banu, Senior Hindi Translator	231793																																					
5.	Smti. Hazra Bibi, Senior Hindi Translator	239077																																					
6.	Shri. Rajender Indwar, Senior Hindi Translator	239077																																					
7.	Shri. Shakil Ahmed, Hindi Translator	239077																																					
8.	Smti. Neeti Sundari, Hindi Translator	232305																																					
9.	Shri. E.P. Zakiruddin, Hindi Translator	232547																																					
9.	Shri. S. Vinaya Kumar, Hindi Translator	233853																																					
10.	Shri. Ashwani Kumar Sharma, Hindi Translator																																						

			11.	Smti. Charity Calvin, Hindi Translator	-	265556
			12.	Smti. Shaheeda Shamsad, Junior Hindi Translator	-	220036
			13.	Smti. Anita Rani Das, Junior Hindi Translator	-	232256
			14.	Shri. Ajay Singh, Junior Hindi Translator	-	232398
			15.	Shri. J. Anand Raj, Instructor Hindi Typing	-	235753
			16.	Smti. K.P. Padma Kumari, Office Superintendent	-	239077
			17.	Shri K.M. Prasanth, Computer Assistant	-	239077
			18.	Smti. Sarita Devi, Higher Grade Clerk	-	239077
			19.	Shri Thomas George, Higher Grade Clerk	-	239077
			20.	Shri. Anil Talukdar, Higher Grade Clerk	-	239077
			21.	Shri. Arokiya Raj, Lower Grade Clerk	-	239077
			22.	Smti. Seema, Lower Grade Clerk	-	239077
			23.	Miss. Ivy, Lower Grade Clerk	-	265556
			24.	Smti. Shiny George, Lower Grade Clerk	-	239077
			25.	Smti. B. Radha, Lower Grade Clerk	-	239077
			26.	Smti. Olga Francis, Lower Grade Clerk	-	239077
			27.	Shri. A. Babu, Light Vehicle Driver	-	239077
			28.	Shri. Srinarayan, Gestetner Operator	-	239077
			29.	Shri Shaik Peer, Peon	-	239077
			30.	Shri. G. Venkateshwarlu, Daftry	-	239077
			31.	Smti. A. Narayanamma, Safaiwala	-	239077
10.	The monthly remuneration received by each of its officers and Employees including the system of compensation as provided in its regulations.	:	The Officers and Employees of this Organisation are Central Government employees and are receiving salaries as prescribed by the Government of India. There is no system of any other compensation.			
11.	The Budgetary allocation to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement.	:	Budget allotted under Major Head 2202 (Plan) for the year 2012-13			
			1.	Salaries	-	65,00,000/-
			2.	Medical Treatment	-	2,00,000/-
			3.	Over Time Allowance	-	1,00,000/-
			4.	Domestic Traveling Expense	-	3,00,000/-
			5.	Office Expenses	-	23,00,000/-

		Budget allotted under Major Head 2070 (Non Plan) for the year 2012-13																					
		<table border="1"><tr><td>1.</td><td>Salaries</td><td>-</td><td>76,42,000/-</td></tr><tr><td>2.</td><td>Medical Treatment</td><td>-</td><td>3,50,000/-</td></tr><tr><td>3.</td><td>Over Time Allowance</td><td>-</td><td>50,000/-</td></tr><tr><td>4.</td><td>Domestic Traveling Expense</td><td>-</td><td>1,00,000/-</td></tr><tr><td>5.</td><td>Office Expenses</td><td>-</td><td>4,50,000/-</td></tr></table>	1.	Salaries	-	76,42,000/-	2.	Medical Treatment	-	3,50,000/-	3.	Over Time Allowance	-	50,000/-	4.	Domestic Traveling Expense	-	1,00,000/-	5.	Office Expenses	-	4,50,000/-	
1.	Salaries	-	76,42,000/-																				
2.	Medical Treatment	-	3,50,000/-																				
3.	Over Time Allowance	-	50,000/-																				
4.	Domestic Traveling Expense	-	1,00,000/-																				
5.	Office Expenses	-	4,50,000/-																				
12.	The manner of execution of subsidy programmes including the amounts allocated and details of beneficiaries of such programmes.	:	No subsidy programme is implemented by this Department.																				
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	:	NIL.																				
14.	Details in respect of the information, available to or held by it, reduced in an electronic form.	:	The Official Language Policy of the Government of India which is implemented by O.L. Department of the A & N Administration in the Offices of the Andaman and Nicobar Administration are available in the website namely www.rajbhasha.nic.in of the Department of Official Language, Ministry of Home Affairs, Government of India, New Delhi.																				
15.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	:	This Department is not maintaining any Public Library.																				
16.	The names and designations and other particulars of the Public Information Officers.	:	Miss. Anastasia, Hindi Officer, Andaman and Nicobar Administration is the PIO. Whose address is - Hindi Officer, Official Language Department, Secretariat Complex, Port Blair.																				
17.	Such other information as may be prescribed and thereafter update these publications every year.	:	NIL.																				

.....

अ. अ. अ. अ. अ.
12/10/12