सं.ई-11011/27/2021/हिन्दी(रा.भा.का.स.)/ ि भारत सरकार जल शक्ति मंत्रालय जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग केन्द्रीय जल आयोग

> 901(द.), सेवा भवन रामकृष्णपुरम, नई दिल्ली - 66 दिनांक: 🗥 अप्रैल, 2023

विषय: केंद्रीय जल आयोग (मुख्यालय) में हिंदी की नोटिंग करने में अक्सर प्रयुक्त होने वाले वाक्यों की सूची का प्रेषण।

निर्देशक, तकनीकी समन्वय, केंद्रीय जल आयोग (मुख्यालय) की अध्यक्षता में दिनांक 03.04.2023 को अपराहन 3.00 बजे आयोजित राजभाषा प्रयोग की स्थिति की समीक्षा बैठक में यह निर्णय लिया गया कि सभी अधिकारियों/कर्मचारियों को हिंदी में नोटिंग लिखने की सुविधा को ध्यान में रखते हुए केंद्रीय जल आयोग (मुख्यालय) में हिंदी की नोटिंग करने में अक्सर प्रयुक्त होने वाले वाक्यों की सूची को वेबसाइट पर डलवाया जाए।

सभी अधिकारियों/कर्मचारियों से अनुरोध है कि हिंदी में **नोटिंग लिखते समय संलग्न सूची में** उल्लिखित वाक्यांशों का लाभ उठाएं।

संलग्नक: यथोक्त।

भवदीया,

(रजिन्दर पाल)

उप निदेशक (राजभाषा)

दूरभाष सं: 29583720

केंद्रीय जल आयोग के सभी अधिकारी/कर्मचारी

प्रशासनिक शब्दावली से संबंधित कुछ वाक्यांश और अभ्युक्तियां

अंग्रेजी में	हिंदी में
above given	उपरिलिखित, ऊपर दिया हुआ
above mentioned	उपर्युक्त
a brief note is placed below	संक्षिप्त नोट नीचे दिया है
acceptable proposal	स्वीकार्य प्रस्ताव
accordingly	तदनुसार
acknowledgement of receipt	प्राप्ति सूचना
action at once please	कृपया फौरन कार्रवाई करें
action is underway	कार्रवाई की जा रही है
action may be taken accordingly	तदनुसार कार्रवाई की जाए
act of misconduct	कदाचार
administrative approval may be	प्रशासनिक अनुमोदन प्राप्त किया जाए
obtained	
advance from pay/provident fund is	वेतन / भविष्य निधि से अग्रिम अनुमेय है
permissible	
after consultation with	से परामर्श करके
after discussion	विचार-विमर्श के बाद
after perusal	देख लेने के बाद, अवलोकन के बाद
against public interest	लोकहित के विरूद्ध
agenda is sent herewith	कार्यसूची साथ भेजी जा रही है
as laid down	यथा निर्धारित
as may be specified	यथावश्यक, जैसा आवश्यक हो
as notified	यथा अधिसूचित
as per	के अनुसार, के अनुरूप
as per instructions	अनुदेशानुसार
as recommended	यथा संस्तुत, सिफारिश के अनुसार
as recommended by	की सिफारिश के अनुसार
as regards	के संबंध में, का जहाँ तक संबंध है
as verbally instructed	मौखिक अनुदेशानुसार
attached herewith	इसके साथ संलग्न
authority competent to sanction/	मंजूरी देने/भुगतान करने/निर्णय देने
make payment/decide the case	के लिए सक्षम प्राधिकारी

background of the case backward reference balance at credit balance in hand ban on creation of posts beg to state behind schedule benefit of death gratuity bill outstanding boarding and lodging bring into notice bring into operation by hand by special messenger by virtue of carried forward case has been closed cased to be payable ceased to be payable certificate by the competent authority charge handed over checked and found correct collection of arrears continue in office date and time receipt departmental investigation departmental inregularaties delay regretted define the factor of the factor		•
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8-8		
discharge certificate सेवामुक्ति प्रमाणपत्र		
	discharge certificate	सवामुक्ति प्रमाणपत्र

discretionary power	विवेकाधिकार
disposal of cases	मामलों का निपटारा
draft, as amended, may be issued	यथासंशोधित मसौदा / प्रस्ताव जारी
	किया जाए
draft as amended is put up	यथासंशोधित प्रारूप प्रस्तुत है
draft is concurred in	प्रारूप से सहमति है, मसौदे से सहमति
	₹
draft reply is put up for approval	उत्तर का प्रारूप अनुमोदन के लिए प्रस्तुत है
early action in the matter is	अनुरोध है कि इस मामले में शीघ्र
requested	कार्रवाई करें
early orders are solicited	शीघ्र आदेश देने का अनुग्रह करें
fresh receipt	नई आवती
from pre page	पिछले पृष्ट से
from time to time	समय-समय पर
full autonomy	पूर्ण स्वायत्तता
get clarification from the staff	संबंधित कर्मचारियों से स्पष्टीकरण मॉगा
concerned	जाए
give details	विस्तृत जानकारी दें
I agree with 'A' above	में ऊपर 'क' से सहमत हूँ
I am directed to state that	मुझे यह सूचित करने का निदेश हुआ है
	कि
in accordance with	के अनुसार
in addition to	के अतिरिक्त
in bold letters	मोटे अक्षरों में
in compliance with	का पालन करते हुए, के अनुपालन में
in confirmation of	की पुष्टि में
in conformity with	के अनुरूप
in consequence of	के परिणामस्वरूप, के फलस्वरूप
in continuation of this office letter	इस कार्यालय में पत्र संख्याके क्रम में
no.	
in contravention of	का उल्लंघन करते हुए
in exercise of	का प्रयोग करते हुए
in keeping with	के अनुरूप
in lieu of	के बदले में

in service training	सेवाकालीन प्रशिक्षण
in so far as	जहाँ तक कि
in the case of	की स्थिति में, के विषय में
in the order of seniority	वरिष्ठता कम में
in this instance	इस मामले में
kindly expedite disposal	कृपया शीघ्र निपटान करें
kindly instruct further	कृपया अनुदेश दें, कृपया आगे हिदायत दें
kindly review the case	कृपया मामले पर पुनर्विचार करें
knock down price	नीलामी कीमत
leave travel assistance	छुट्टी यात्रा सहायता
leave travel concession	छुट्टी यात्रा रियायत
letter of acceptance	स्वीकृति–पत्र
letter of guarantee	गारंटीपत्र
letter of intent	आशय—पत्र
may please see	कृपया देखें
medical certificate of fitness	स्वरथता प्रमाणपत्र
medical certificate of sickness	बीमारी का प्रमाणपत्र
memo of demands	मांग—ज्ञापन
memorandum of objection	1. आपत्ति—ज्ञापन
	2. आक्षेप का ज्ञापन (विधि)
memorandum of understanding	1. समझौता ज्ञापन 2. सहमति ज्ञापन
on the compagionate grounds	अनुकम्पा के आधार पर
on the compassionate grounds order are solicited	कृपया आदेश दें
	आदेश जारी कर दिया जाए
order may be issued otherwise action will be taken	अन्यथाके खिलाफ कार्रवाई की
against action will be taken	जाएगी
out and out	पूर्ण रूप से
out of date	पुराना, गतावधिक
out of order	1. खराब, चालू नही बिगड़ी दशा में
out of order	2. अव्यवस्थित, अनियमित
paper under consideration (P.U.C.)	विचाराधीन कागज