
Sewa Bhawan, R.K. Puram,
New Delhi – 110066.

Dated: 9 July, 2019.

OFFICE MEMORANDUM

Sub: Committee for Cadre Review of Ministerial Cadre of Subordinate Offices of CWC.


I am directed to refer to this Section's Office Memorandum of even number dated 15.05.2019 regarding Committee for Cadre Review of Ministerial Cadre of Subordinate Offices of CWC and to say that while conducting the Cadre Review of the Ministerial Cadre of Subordinate Offices of CWC the requirement of post of Junior Translator of Non-Ministerial Cadre of Subordinate Offices of CWC may also be included in the Cadre Review constituted for Cadre Review of Ministerial Cadre of Subordinate Offices of CWC.

It is pertinent to mention that Junior Translator of Non-Ministerial Cadre of Subordinate Offices of CWC is required for implementation of Official Language Act, 1963 and Official Language Rules, 1976, hence, the posts of Junior Translator are needed for statutory requirement and are exempted from ban vide Ministry of Finance Office Memorandum No.7(1)/E.Coord-I/2017 dated 12.04.2017(copy enclosed). The same is also re-produced below:-

Sub-Para-'c' of Para 5.1 of Ministry of Finance's Office Memorandum dated 12.04.2017 exhibits that:-

“Statutory posts, the name and level/pay scale of which is specifically provided for in an Act of Parliament, are exempted from falling in the category of ‘deemed abolished’ on remaining vacant for a period of more than 2 years. Only the posts mentioned in statute may be considered Statutory, not their support staff.”

A copy of Norms prescribed by Department of Official Language vide OM No.13035/3/95-O.L.(PC), dated 22.07.2004 is also enclosed.


(Rajesh Sharma)
Under Secretary
☎: 011-29583317.

1. Shri H.S. Sengar, Dir(RMCD), CWC, Sewa Bhawan, New Delhi.
2. Shri V. Rajesh, DD(WPC), CWC, Sewa Bhawan, New Delhi.
3. Shri S.M. Kohade, US(Finance), CWC, Sewa Bhawan, New Delhi.
4. Shri Narendra Singh, US(Estt.I Section), MoWR, RD & GR, New Delhi.
5. Shri Rajesh Sharma, US(Estt.VII Section), CWC, Sewa Bhawan, New Delhi.

Copy to:-

1. PS to Member – RM/D&R/WPC.
2. PS to Chief Engineer(HRM), CWC/PS to Joint Secretary, CWC
3. All Chief Engineers of Subordinate Offices of CWC.

O.M. No. 13035/3/95-O.L. (PC), dated 22.7.2004

Subject:— Refixation of norms for the creation of minimum number of Hindi posts for compliance/implementation of the Official Language Policy of the Central Government.

The norms for creation of minimum number of Hindi posts to ensure the implementation of the Official Language Policy of the Central Government were first circulated under this Department Office Memorandum No. 13035/3/80-OL(C) dated 27th April, 1981. These norms were revised and circulated *vide* O.M. No. 13035/3/88-OL(C) dated 5.4.89. The norms relating to the minimum number of Hindi posts have been reconsidered to further rationalise them, so that the necessary posts for translation as well as implementation of the Official Language Policy could be created. Hence, the following guidelines may be followed regarding the minimum number of Hindi posts for translation as well as implementation of the Official Language Policy:—

1.1 For Ministries/Departments:—

- (i) One Assistant Director (OL) in each Ministry and independent Department having a full-time Secretary.
- (ii) One Deputy Director (OL) in each Ministry or Department having 100 or more ministerial employees or which has 4 or more attached/sub-ordinate offices or undertakings, each having 100 or more ministerial employees. This post may be in lieu of the post of Assistant Director or in addition to that, keeping in view the norms prescribed under Department of Official Language O.M. No. 13017/1/81-OL(C) dated 13th April, 1987 for the quantum of work to be done by translators and vettors in the offices of the Government of India. A post of Joint Director (OL) in the pay scale of Rs. 12000-16500 [Erstwhile Director (OL) in the same scale] may be allowed by taking into account the nature and quantum of work in Ministry/Department.
- (iii) One Junior Translator for less than 50 ministerial employees, two Junior Translators for 50 to 100 ministerial employees, three Junior Translators for 101 to 150 ministerial employees, three Junior Translators and one Senior Translator for 151 and more ministerial employees.

1.2 For Attached/Subordinate Offices:—

- (i) One Hindi Officer [Assistant Director (OL)] in each attached/subordinate office having 100 or more ministerial employees.
- (ii) (a) For offices located in Region 'A' (Excluding Offices of Defence Forces and Para-Military Forces) one Junior Translator in an office having 18 to 125 ministerial employees, two Junior Translators for 126 or more ministerial employees.

(b) For offices located in Regions 'B' and 'C'

- (1) One Junior Translator in an office having 18 to 75 ministerial employees, two Junior Translators for an office having 76 to 125 ministerial employees, three Junior Translators for an office having 126 to 175 ministerial employees, three junior Translators and one Senior Translator for an office having more than 175 ministerial employees.
- (2) These norms will also apply to those offices of Defence Forces and Para-military Forces in Region 'A' which move from one region to another.
- (3) One post of Hindi Typist may be provided in all those offices of the Central Government in Regions 'B' and 'C' which have at least 25 ministerial employees. A post of Hindi Typist may also be provided in offices which are newly created in Region 'A' provided they have at least 25 ministerial employees. The norms will also apply to those offices of Defence Forces and Paramilitary Forces in Region 'A' which move from one region to another.

1.3 Other posts for implementation of Official Language Policy in Ministries/Departments and Attached/Subordinate Offices:—

- (i) Apart from translation, there are several other items of work which are necessary for ensuring compliance of the Official Language Policy, such as circulation of orders, preparation of progress reports, preparation of agenda and minutes of meetings of Hindi Sahahakar Samitis and Official Language Implementation Committees, nomination of employees for learning Hindi, organizing work-shops, etc. in Ministries/Departments and Attached/Subordinate Offices. The following posts are recommended to attend to this work:—
 - (a) One post of LDC (Hindi Typist) which already exists may continue as mentioned in Department of Official Language O.M. No. 13035/3/88-OL(C) Dated 5th April, 1989.