

OFFICIAL LANGUAGE DEPARTMENT

This Department deals with matters relating to the implementation of the provisions of the Constitution relating to Official Language Policy and the constitutional provisions regarding the Official Languages Rules, 1976 & Official Languages Act, 1963. For the purpose of implementation of Official Language Policy of Govt. of India, **Official Language Department** is functioning in Patiala Loco Works, Patiala under the administrative control of Chief Official Language Officer.

Other important functions of this department are as under:

➤ **CHIEF OFFICIAL LANGUAGE OFFICER :-**

In this Organization, there is a Chief Official Language Officer, who is nominated by Railway Board every year and work of Official Language Department is being controlled by him.

➤ **OFFICIAL LANGUAGE OFFICER :-**

In this Organization work of Official Language Department is being done by Official Language Officer & implementation of Official Language Policy is being closely monitored by him.

➤ **HINDI TRAINING :-**

All types of training e.g. Hindi Language, Hindi Typing and Hindi Stenography has been completed. Hindi keyboard training is being imparted to computer users.

➤ **OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE :-**

In PLW, meetings of Official Language Implementation Committee are being held under the Chairmanship of Principal Chief Administrative Officer. In this organization, meetings of Official Language Implementation Committee are being held timely & regularly. Wherein, the progress of implementation of Official Language and other related issues are minutely reviewed and discussed.

➤ INSPECTION OF OFFICES :-

In order to review the progressive use of Hindi for official purposes and to ensure the proper compliance of Official Language policy in PLW, offices/shops of this organization are regularly inspected by Official Language Officer and wherever the shortfalls are observed, effective measures are advised accordingly.

➤ HINDI WORKSHOPS :-

In order to encourage the use of Hindi in Official work and to train the employees of various departments of this Organization Hindi workshops are organized during each quarter .

➤ TRANSLATION WORK :-

Translation work of Tender Notices, Office Orders, Press Releases and periodical reports received from various departments of PLW has been done timely by Official Language Department.