



R F D

(Results-Framework Document)
for

Department of Official Language
(2013-2014)

Section 1: Vision, Mission, Objectives and Functions

Vision

To create an enabling environment for the progressive use of Hindi for official purposes of the Union in accordance with constitutional and statutory provisions regarding Official Language, so that it may serve as a medium of expression for all the elements of the composite culture of the country.

Mission

To promote the incremental use of Hindi by meeting its statutory obligations in the Central Government Ministries/Departments/ Organizations; by creating awareness, and sensitizing the stakeholders through dissemination of information about the Official Language policy, programmes and activities; by undertaking capacity-building/enhancement of the Central Government personnel at various levels of seniority in multiple areas of expertise viz. Hindi Language, Typing, Shorthand and use of IT tools; and by building synergy with Ministries/Departments/Organizations which share this Department's mandate to a certain extent.

Objectives

- 1 To promote the progressive use of Hindi in the Central Government Ministries/Departments/ Organizations through persuasion, incentives and motivations.
- 2 To provide direction and guidance to the said entities of the Central Government for the use of Hindi.
- 3 To impart training at induction level and in-service training in Hindi language, Typing/Shorthand and IT tools.
- 4 To impart training at induction level and in service training in translation.
- 5 To provide authentic translation of English documents.
- 6 Issue of Presidential Orders on recommendations made in 9th part of the report submitted by CPOL and constitution of Kendriya Hindi Samiti.
- 7 To maximize the satisfaction of citizens and clients with regard to the functioning of Department of Official Language (DOL), and its subordinate offices Central Hindi Training Institute (CHTI), Central Translation Bureau (CTB), Regional Implementation Offices (RIOs), and Secretariat of the Committee on Official Language (COL), through continuous interface with stakeholders.
- 8 To develop dynamic framework of personnel policy and management, and ceaseless pursuit of qualitative strengthening of Central Secretariat Official Language Services (CSOLS), and officers and officials of Central Hindi Training Institute (CHTI), Central Translation Bureau (CTB), Regional Implementation Offices (RIOs), and Secretariat of the Committee on Official Language (COL).
- 9 Promotion of ICT applications in the use of Official Language

Functions

- 1 Preparation of Annual Programme and Annual Assessment Report.

Section 1: Vision, Mission, Objectives and Functions

- 2 Celebrating Hindi Diwas for conferment of awards and organizing Regional Official Language Conferences.
- 3 Organising various long/short term courses for Hindi Language, type-writing, word-processing on computer, training in translation.
- 4 Translation (mainly from English to Hindi) of Procedural literature (codes, Manuals, Rules, Regulations, Training Material and users guides).
- 5 Develop RFDs and Citizens'/ Clients' Charter and their Implementation for all Responsibility Centers (Subordinate Offices) namely CHTI, CTB, RIOs and CPOL.
- 6 Constitution/updating of Kendriya Hindi Samiti (KHS) and submission of proposal for meeting of KHS, Conducting meetings of COLIC, Constitution of TOLICS, Examining Quarterly Progress Reports and conducting Inspections
- 7 Updating regularly the Citizens'/ Clients' Charter, Status of RTI applications, timely submission of ATRs on Audit Para, putting up Seniority lists of all the cadres managed by the DOL on the website.
- 8 Obtaining information from the Subordinate Offices and other relevant sources for updating the Web-site and regular updation of the website.
- 9 (i) Revision of Recruitment Rules of CSOLS and non-CSOLS officers and officials of DOL . (ii) Management of personnel policy such as :
 - a) Grant of promotions to CSOLS and non-CSOLS.
 - b) Grant of MACP to officers and staff of subordinate offices.
 - c) Submission of proposal of regular promotion /appointment to UPSC.
 - d) Submission of proposal of regular promotion /appointment to SSC.

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
[1] To promote the progressive use of Hindi in the Central Government Ministries/Departments/ Organizations through persuasion, incentives and motivations.	10.00	[1-1] Celebrating Hindi Diwas for conferment of a) Indira Gandhi RajBhasha Shields b) Rajiv Gandhi Rashtriya Gyan-Vigyan Maulik Pustak Lekhan Puraskar c) Best in-house Journal Award	[1.1.1] Hindi Day Celebration	Date	4.00	14/09/2013	20/09/2013	25/09/2013	30/09/2013	31/10/2013
		[1-2] Organizing Regional Official Language Conference	[1.2.1] Two ZFF and Colloquia before 31, December, 2013	Date	3.00	31/12/2013	31/01/2014	28/02/2014	15/03/2014	31/03/2014
			[1.2.2] Remaining two by 15th March, 2014	Date	3.00	15/03/2014	20/03/2014	25/03/2014	28/03/2014	31/03/2014
[2] To provide direction and guidance to the said entities of the Central Government for the use of Hindi.	10.00	[2-1] Preparation of Annual Programme,	[2.1.1] Timeliness	Date	5.00	30/04/2013	15/05/2013	31/05/2013	15/06/2013	30/06/2013
		[2-2] Preparation of Annual Assessment Report.	[2.2.1] Timeliness	Date	5.00	30/11/2013	31/12/2013	31/01/2014	28/02/2014	31/03/2014
[3] To impart training at induction level and in-service training in Hindi language, Typing/Shorthand and IT tools.	10.00	[3-1] Long/ short-term (intensive) training in Hindi language learning	[3.1.1] No. of Long term Programmes	Number	1.50	2	1	--	--	--
		[3-2] Hindi language learning through correspondence courses	[3.1.2] No. of Short term Programmes	Number	1.50	3	2	1	--	--
		[3-3] Long term and Short term Training in Hindi Typewriting/Word Processing on computers	[3.2.1] No. of Programmes	Number	1.50	1	--	--	--	--
			[3.3.1] No. of Long term Programmes Training man days generated	Number	0.75	2	1	--	--	--

Section 2:
Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%
			[3.3.2] No. of Short term Programmes	Number	0.75	5	4	3	2	1
		[3.4] Hindi Typing training through Correspondence Courses.	[3.4.1] No. of Programmes	Number	0.75	2	1	--	--	--
		[3.5] Training in Hindi Stenography	[3.5.1] No. of Long term Programmes	Number	0.50	3	2	1	--	--
			[3.5.2] No. of Short term Programmes	Number	0.50	2	1	--	--	--
		[3.6] Training for working in Hindi on computers	[3.6.1] No. of Programmes	Number	0.75	100	90	80	70	60
		[3.7] Workshops/Orientation programmes/Refresher programmes/Training for Trainers	[3.7.1] No. of Programmes	Number	0.75	46	40	35	30	25
		[3.8] Evaluation of the Training Programmes by CHTI	[3.8.1] Timeliness	Date	0.75	31/01/2014	15/02/2014	28/02/2014	15/03/2014	31/03/2014
		[4.1] Long/Medium/Short term training in translation	[4.1.1] No. of Programmes	Number	2.00	40	35	30	25	20
[4] To impart training at induction level and in service training in translation.	4.00	[4.2] Evaluation of the training programmes by CTB	[4.2.1] Timeliness	Date	2.00	31/01/2014	15/02/2014	28/02/2014	15/03/2014	31/03/2014
		[5.1] Translation (mainly from English to Hindi) of Procedural literature (codes, Manuals, Rules, Regulations, Training Material and users guides)	[5.1.1] No. of Pages	Number	8.00	57000	55000	50000	45000	40000
[5] To provide authentic translation of English documents.	8.00									

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%
						31/12/2013	31/01/2014	28/02/2014	15/03/2014	31/03/2014
[6] Issue of Presidential Orders on recommendations made in 9th part of the report submitted by CPOL and constitution of Kendriya Hindi Samiti.	5.00	[6.1] Issue of Presidential Orders on recommendations made in 9th Part of the report submitted by CPOL	[6.1.1] Timeliness	Date	2.50					
		[6.2] Reconstitution of Kendriya Hindi Samiti	[6.2.1] Timeliness	Date	2.50	31/12/2013	31/01/2014	28/02/2014	15/03/2014	31/03/2014
[7] To maximize the satisfaction of citizens and clients with regard to the functioning of Department of Official Language (DOL), and its subordinate offices Central Hindi Training Institute (CHTI), Central Translation Bureau (CTB), Regional Implementation Offices (RIOs), and Secretariat of the Committee on Official Language (COL), through continuous interface with stakeholders.	20.00	[7.1] Updation of DOL website	[7.1.1] Update every fortnight	No. of Days	5.00	15	20	25	30	45
		[7.2] Half yearly coordination meeting with CHTI, CTB, RIOs and Secretariat of CPOL	[7.2.1] 2 meetings in a year	Number	4.00	2	1	--	--	--
		[7.3] Conducting meetings of COLICS	[7.3.1] 1 meeting in a year	Number	3.00	1	--	--	--	--
		[7.4] Constitution of TOLICS	[7.4.1] 6 New TOLICS	Number	3.00	6	5	4	3	2
		[7.5] Monitoring the targets fixed in Annual Programme through Quarterly Progress Report	[7.5.1] Within 2 months	Number	2.00	60	70	80	85	90
		[7.6] Monitoring the targets fixed in Annual	[7.6.1] 1800 in a year	Number	3.00	1800	1600	1400	1200	1000

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%
[8] To develop dynamic framework of personnel policy and management, and ceaseless pursuit of qualitative strengthening of Central Secretariat Official Language Services (CSOLS), and officers and officials of Central Hindi Training Institute (CHTI), Central Translation Bureau (CTB), Regional Implementation Offices (RIOs), and Secretariat of the Committee on Official Language (COL).	10.00	Programme through Inspection								
		[8.1] Submission of proposal for rationalization and management of cadres of CHTI, CTB and RIOs	[8.1.1] Timeliness	Date	5.00	31/12/2013	31/01/2014	28/02/2014	15/03/2014	31/03/2014
		[8.2] Revision of recruitment rules for qualitative augmentation in CSOLS, CHTI, CTB and RIOs	[8.2.1] Timeliness	Date	5.00	31/03/2014	--	--	--	--
[9] Promotion of ICT applications in the use of Official Language	8.00	[9.1] Development of MIS for Online monitoring of Quarterly Progress Report and Annual Assessment Report	[9.1.1] Implementation of MIS by 30/06/2013	Timeline	4.00	30/06/2013	31/07/2013	31/08/2013	30/09/2013	31/10/2013
		[9.2] Development of Language Application Tools for promotion of Hindi	[9.2.1] e-Mahashabdkosh : Education, Sports, Culture, Railway, Commerce, Social Welfare and Science & Technology Domains	Timeline	2.00	31/03/2014	--	--	--	--

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent 100%	Very Good 90%	Good 80%	Fair 70%	Poor 60%
			[9.2.2] Improvement in Mantra-Rajbhasha (English to Hindi Translation Tools)	Timeline ss	2.00	31/12/2013	31/01/2014	28/02/2014	15/03/2014	31/03/2014
* Efficient Functioning of the RFD System	3.00	Timely submission of Draft RFD 2014-15 for Approval RFD System	On-time submission	Date	2.0	05/03/2014	06/03/2014	07/03/2014	08/03/2014	11/03/2014
		Timely submission of Result for 2012-13	On-time submission	Date	1.0	01/05/2013	02/05/2013	03/05/2013	06/05/2013	07/05/2013
* Transparency/Service delivery of Ministry/Department.	3.00	Independent Audit of Implementation of Citizens' Charter (CCC)	% of implementation	%	2.0	100	95	90	85	80
		Independent Audit of implementation of Public Grievance Redressal System	% of implementation	%	1.0	100	95	90	85	80
* Administrative Reforms	6.00	Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	1.0	100	95	90	85	80
		Implement ISO 9001 as per the approved action plan	% of implementation	%	2.0	100	95	90	85	80
		Implement Innovation Action Plan (IAP)	% of agreed milestones achieved	%	2.0	100	95	90	85	80
		Identification of core and non-core activities of the Ministry/Department as per 2nd ARC recommendations	Timely submission	Date	1.0	27/01/2014	28/01/2014	29/01/2013	30/01/2014	31/01/2014
* Improving Internal Efficiency/Responsiveness	2.00	Update departmental strategy to align with 12th Plan priorities	Timely updation of the strategy	Date	2.0	10/09/2013	17/09/2013	24/09/2013	01/10/2013	08/10/2013

* Mandatory Objective(s)

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
* Ensuring compliance to the Financial Accountability Framework	1.00	Timely submission of ATNs on Audit paras of C&AG	Percentage of ATNs submitted within due date (4 months) from date of presentation of Report to Parliament by CAG during the year.	%	0.25	100	90	80	70	60
		Timely submission of ATRs to the PAC Sectt. on PAC Reports.	Percentage of ATRs submitted within due date (6 months) from date of presentation of Report to Parliament by PAC	%	0.25	100	90	80	70	60
		Early disposal of pending ATNs on Audit Paras of C&AG Reports presented to Parliament before 31.3.2012.	Percentage of outstanding ATNs disposed off during the year.	%	0.25	100	90	80	70	60
		Early disposal of pending ATRs on PAC Reports presented to Parliament before 31.3.2012	Percentage of outstanding ATRs disposed off during the year	%	0.25	100	90	80	70	60
* Mandatory Objective(s)										

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
[1] To promote the progressive use of Hindi in the Central Government Ministries/Departments/ Organizations through persuasion, incentives and motivations.	[1.1] Celebrating Hindi Diwas for conferment of a) Indira Gandhi RajBhasha Shields b) Rajiv Gandhi Rashtriya Gyan-Vigyan Maulik Pustak Lekhan Puraskar c) Best in-house Journal Award	[1.1.1] Hindi Day Celebration	Date	14/09/2010	14/09/2012	14/09/2013	14/09/2014	14/09/2015
	[1.2] Organizing Regional Official Language Conference	[1.2.1] Two ZFF and Colloquia before 31, December, 2013 [1.2.2] Remaining two by 15th March, 2014	Date	09/02/2012 16/03/2012	01/02/2013 22/02/2013	31/12/2013 15/03/2014	31/12/2014 15/03/2015	31/12/2015 15/03/2016
	[2.1] Preparation of Annual Programme, [2.2] Preparation of Annual Assessment Report.	[2.1.1] Timeliness [2.2.1] Timeliness	Date	25/05/2011 31/08/2011	16/03/2013 05/04/2013	30/04/2013 30/11/2013	30/04/2014 30/11/2014	30/04/2015 30/11/2015
[2] To provide direction and guidance to the said entities of the Central Government for the use of Hindi.	[3.1] Long/ short-term (intensive) training in Hindi language learning tools.	[3.1.1] No. of Long term Programmes [3.1.2] No. of Short term Programmes	Number	5 --	2 3	2 3	2 3	2 3
	[3.2] Hindi language learning through correspondence courses	[3.2.1] No. of Programmes	Number	1	1	1	1	1

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
	[3.3] Long term and Short term Training in Hindi Typewriting/Word Processing on computers	[3.3.1] No. of Long term Programmes Training man days generated	Number	7	7	2	2	2
		[3.3.2] No. of Short term Programmes	Number	--	--	5	5	5
	[3.4] Hindi Typing training through Correspondence Courses.	[3.4.1] No. of Programmes	Number	--	--	2	2	2
	[3.5] Training in Hindi Stenography	[3.5.1] No. of Long term Programmes	Number	--	--	3	3	3
		[3.5.2] No. of Short term Programmes	Number	--	--	2	2	2
	[3.6] Training for working in Hindi on computers	[3.6.1] No. of Programmes	Number	125	71	100	100	100
	[3.7] Workshops/Orientation programmes/Refresher programmes/Training for Trainers	[3.7.1] No. of Programmes	Number	68	47	46	46	46
	[3.8] Evaluation of the Training Programmes by CHTI	[3.8.1] Timeliness	Date	--	--	15/02/2014	--	--
	[4] To impart training at induction level and in service training in translation.	[4.1] Long/Medium/Short term training in translation	Number	40	41	40	40	40
		[4.2] Evaluation of the training programmes by CTB	Date	--	--	15/02/2014	--	--

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
[5] To provide authentic translation of English documents.	[5.1] Translation (mainly from English to Hindi) of Procedural literature (codes, Manuals, Rules, Regulations, Training Material and users guides)	[5.1.1] No. of Pages	Number	55562	56842	57000	58000	59000
[6] Issue of Presidential Orders on recommendations made in 9th part of the report submitted by CPOL and constitution of Kendriya Hindi Samiti.	[6.1] Issue of Presidential Orders on recommendations made in 9th Part of the report submitted by CPOL	[6.1.1] Timeliness	Date	--	--	31/12/2013	--	--
	[6.2] Reconstitution of Kendriya Hindi Samiti	[6.2.1] Timeliness	Date	--	--	31/12/2013	--	--
[7] To maximize the satisfaction of citizens and clients with regard to the functioning of Department of Official Language (DOL), and its subordinate offices Central Hindi Training Institute (CHTI), Central Translation Bureau (CTB), Regional Implementation Offices (RIOs), and Secretariat of the Committee on Official Language (COL), through continuous interface with stakeholders.	[7.1] Updation of DOL website	[7.1.1] Update every fortnight	No. of Days	7	15	15	15	15

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
	[7.2] Half yearly coordination meeting with CHTI, CTB, RIOs and Secretariat of CPOL	[7.2.1] 2 meetings in a year	Number	2	2	2	2	2
	[7.3] Conducting meetings of COLICS	[7.3.1] 1 meeting in a year	Number	1	1	1	1	1
	[7.4] Constitution of TOLICS	[7.4.1] 6 New TOLICS	Number	40	15	6	6	6
	[7.5] Monitoring the targets fixed in Annual Programme through Quarterly Progress Report	[7.5.1] Within 2 months	Number	60	60	60	60	60
	[7.6] Monitoring the targets fixed in Annual Programme through Inspection	[7.6.1] 1800 in a year	Number	1720	1869	1800	1800	1800
[8] To develop dynamic framework of personnel policy and management, and ceaseless pursuit of qualitative strengthening of Central Secretariat Official Language Services (CSOLS), and officers and officials of Central Hindi Training Institute (CHTI), Central Translation Bureau (CTB), Regional Implementation Offices (RIOs), and Secretariat of the Committee on Official Language (COL).	[8.1] Submission of proposal for rationalization and management of cadres of CHTI, CTB and RIOs	[8.1.1] Timeliness	Date	20/07/2011	15/01/2013	31/12/2013	--	--

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
[9] Promotion of ICT applications in the use of Official Language	[8.2] Revision of recruitment rules for qualitative augmentation in CSOLS, CHTI, CTB and RIOs	[8.2.1] Timeliness	Date	--	--	31/03/2014	--	--
	[9.1] Development of MIS for Online monitoring of Quarterly Progress Report and Annual Assessment Report	[9.1.1] Implementation of MIS by 30/06/2013	Timelines	--	--	30/06/2013	--	--
	[9.2] Development of Language Application Tools for promotion of Hindi	[9.2.1] e-Mahashabaddkosh : Education, Sports, Culture, Railway, Commerce, Social Welfare and Science & Technology Domains	Timelines	--	30/11/2012	31/03/2014	--	--
		[9.2.2] Improvement in Mantra-Rajbhasha (English to Hindi Translation Tools)	Timelines	--	30/11/2012	31/12/2013	--	--
* Efficient Functioning of the RFD System	Timely submission of Draft RFD 2014-15 for Approval RFD System	On-time submission	Date	17/08/2011	--	05/03/2013	--	--
* Transparency/Service delivery of Ministry/Department.	Timely submission of Result for 2012-13	On-time submission	Date	30/04/2012	--	02/05/2013	--	--
	Independent Audit of implementation of Citizens' Charter	% of implementation	%	--	--	95	--	--

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
* Administrative Reforms	Independent Audit of Implementation of Public Grievance Redressal System	% of implementation	%	--	--	95	--	--
	Implement mitigating strategies for reducing potential risk of corruption	% of implementation	%	--	--	95	--	--
	Implement ISO 9001 as per the approved action plan	% of implementation	%	--	--	95	--	--
	Implement Innovation Action Plan (IAP)	% of agreed milestones achieved	%	--	--	95	--	--
	Identification of core and non-core activities of the Ministry/Department as per 2nd ARC recommendations	Timely submission	Date	--	--	10/09/2013	--	--
* Improving Internal Efficiency/Responsiveness	Update departmental strategy to align with 12th Plan priorities	Timely updation of the strategy	Date	--	--	10/09/2013	--	--
* Ensuring compliance to the Financial Accountability Framework	Timely submission of ATNs on Audit paras of C&AG	Percentage of ATNs submitted within due date (4 months) from date of presentation of Report to Parliament by CAG during the year.	%	--	--	90	--	--
	Timely submission of ATRs to the PAC Sectt. on PAC Reports.	Percentage of ATRs submitted within due date (6 months) from date of presentation of Report to Parliament by PAC	%	--	--	90	--	--

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 11/12	Actual Value for FY 12/13	Target Value for FY 13/14	Projected Value for FY 14/15	Projected Value for FY 15/16
* Mandatory Objective(s)	Early disposal of pending ATNs on Audit Paras of C&AG Reports presented to Parliament before 31.3.2012.	Percentage of outstanding ATNs disposed off during the year.	%	--	--	90	--	--
	Early disposal of pending ATRs on PAC Reports presented to Parliament before 31.3.2012	Percentage of outstanding ATRs disposed off during the year	%	--	--	90	--	--

* Mandatory Objective(s)

Section 4: Acronym

Sl.No	Acronym	Description
1	CCC	Citizens/Clients Charter
2	CHTI	Central Hindi Training Institute
3	CPOL	Committee of Parliament on Official Language
4	CSOLS	Central Secretariat Official Language Service
5	CTB	Central Translation Bureau
6	DOL	Department of Official Language
7	KHS	Kendriya Hindi Samiti
8	MACP	Modified Assured Career Progression
9	RIO	Regional Implementation Office

Section 4:
Acronym

SI.No	Acronym	Description
10	RTI	Right to Information Act
11	SSC	Staff Selection Commission
12	TOLICS	Town Official Language Implementation Committees
13	UPSC	Union Public Service Commission
14	ZFF	Zonal Felicitation Functions

Section 4: Description and Definition of Success Indicators and Proposed Measurement Methodology

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
1	[1.1.1] Hindi Day Celebration	The Hindi Day is celebrated on 14th September every year. It is to be taken up in a time bound manner hence the success indicator is defined in terms of date/time lines.	Hindi Day	Date	
2	[1.2.1] Two ZFF and Colloquia before 31, December, 2013	the colloquium functions are to be taken up in a time bound manner hence the success indicator is defined in terms of date/time lines.	Zonal Functions	Date	
3	[1.2.2] Remaining two by 15th March, 2014	The colloquium functions are to be taken up in a time bound manner hence the success indicator is defined in terms of date/time lines.	Zonal Functions	Date	
4	[2.1.1] 30/04/2013	Adherence to time schedule for preparation of Annual Programme is the key for uploading the same on the website hence the success indicators have been defined in terms of date/time lines.	Annual Programme .	Date	
5	[2.2.1] 30/11 of the succeeding year	Adherence to time schedule for preparation of Annual Assessment Report is the key for Analyzing Progress in Implementation of OL Policy.	Annual Assessment Report	Date	

Section 4:
Description and Definition of Success Indicators and Proposed Measurement Methodology

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
6	[3.1.1] No. of Long term Programmes	There are various Programmes i.e. Long/Short Term, Correspondence, through Computers etc.	Training Programmes for learning Hindi Language	Number	Training is imparted by organising various training programme and hence the success indicator is defined in terms of numbers.
7	[5.1.1] No. of Pages	The key responsibility of Central Translation Bureau is translation of codes, manuals, rules and regulations, training material and user guide and their performance can be assessed from the number of pages actually translated	Translation	Number	The quantity of translation can be measured in terms of no. of pages and also the training programmes
8	[6.1.1] 31/12/2013	The process involve consultation with different Ministries/Departments.	Action on recommendation of CPOL for issue of Presidential Orders	Date	As the process involve consultation with different Ministries/Departments, the measurement can be made with reference to timeline i.e. date
9	[9.1.1] Implementation of MIS by 30/06/2013	Implementation of ICT applications by outside agencies namely HCL and C-DAC involves testing/training etc.	Implementation of MIS	Date	

Section 5 :
Specific Performance Requirements from other Departments

Location Type	State	Organisation Type	Organisation Name	Relevant Success Indicator	What is your requirement from this organisation	Justification for this requirement	Please quantify your requirement from this Organisation	What happens if your requirement is not met.
Central Government	Delhi	Central Govt. Ministry / Department	All Ministries of Govt. of India, Nationalised banks, PSUs, Autonomous Bodies Funded by Govt. of India	[7.5.1] Within 2 months	Monitoring implementation of OL Policy depends upon scrutiny of progress reports from Various Ministries/Departments /Public Sector Undertakings/Banks etc.	It is the mandate of OL Department to ensure compliance of OL Act, OL Policy and instructions issued there under.	QPRs are received from all Ministries, PSUs, Banks which run into several thousands in a year.	The monitoring progress is affected. The department is not able to hold Zonal functions, not hold training programmes smoothly, not able to give away various prizes, awards etc.

Section 6:
Outcome/Impact of Department/Ministry

Outcome/Impact of Department/Ministry	Jointly responsible for influencing this outcome / impact with the following department (s) / ministry(ies)	Success Indicator	Unit	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
1 Promote use of Official Language Hindi	All Ministries/Departments/Banks/Undertakings/Subordinate Offices, Attached Offices and Autonomous Bodies substantially owned/controlled by the Central Government	Increase in the use of Hindi to the extent of 3% during 2011-12 and an increase of 0.5% per year thereafter till 2015-16 reaching a level of 5% by 2015-16	Percentage	3	3.5	4	4.5	5