



Incentive Scheme regarding original noting/drafting and other official work in Hindi.

1.0 Title:

1.1 This Scheme shall be called Incentive Scheme regarding original noting/drafting and other official work in Hindi.

2.0 Objective:

2.1 The purpose of this scheme is to inspire and motivate employees of the Corporation for use of Hindi in official work in compliance of official Language policy of Government of India.

3.0 Coverage of the scheme:

3.1 The scheme will be applicable to all the regular employees posted in all the projects/power stations/officers of the Corporation including corporate office.

4.0 Period:

4.1 Under the scheme the work done in Hindi by participant employees during the period for 1st April to 31st March every year will be assessed.

5.0 Eligibility:

5.1 Executive/Non- executive employees of all grades by whom noting/drafting is required to be done originally in Hindi in official work can participate in this scheme but Stenographers/Personal Secretaries/Assistants who are already participating in any other Hindi incentive scheme will be eligible to participate in this scheme. In addition employees of Hindi cadre generally doing their work in Hindi will also not be eligible to participate in this scheme.

6.0 Assessment Criterion:

6.1 Under this scheme award will be given on the basis of the quantity of official work done in Hindi in each financial year.

6.2 Official work done in Hindi during the period will consist of filling of application forms personal claims/making entries in Hindi in registers etc. in addition to noting/drafting.

6.3 The work done in Hindi on computer by other employees will also be included except Stenographers/Personal Secretaries/Assistants participating in any other incentive scheme to promote Hindi.

6.4 The work done through dictation in Hindi by executives will also be included in official work.

6.5 In addition on the basis of number of Hindi word in approved note note/draft during the year the approving authority will also be eligible for award as "motivation source" but only one award can be claimed at a time viz either for originating noting/drafting in Hindi or as motivation source.

(P.T.O)



7.0 Award:

7.1 Under the scheme the employee writing minimum hindi words as given below will be eligible to get award during the financial year. On the basis of the quantity of work done in hindi by the employees the following amount or the gift of the same amount will be awarded.

Sr. No.	Number of words (A)*	Number of words(B)**	Award Amount
1	8, 000 to 20,000	10,000 to 30,000	Rs. 2000/-
2	20, 001 to 50,000	30,001 to 60,000	Rs. 3000/-
3	50, 001 to 80,000	60,001 to 1,00,000	Rs. 4000/-
4	80, 000 and above	1,00,000 and above	Rs. 5000/-
5	From 91 % upto 100% work in Hindi (Minimum 100000 words)		Rs. 6000/-

* For those employees whose mother tongue is Tamil, Telgu, Kannad, Malyalam, Bengali, Oria or Assamese.

(This classification has been done on the basis of guidelines issued in this Respect by government of India Ministry of Home Affairs)

** For those employees whose Mother tongue is any other language other than FR given in column 'A'

8.0 Motivation source award:

Under the scheme all those higher officers will be eligible to get award who approves note/draft written in Hindi.

Sr. No.	No. of Hindi Words used in approved note/draft	Award Amount
1	1,00,000 to 2,00,000 words	Rs. 4000/-
2	2,00,001 to 3,00,000 words	Rs. 5000/-
3	3,00,000 and above words	Rs. 6000/-
4	From 91 % upto 100% work in Hindi (Minimum 100000 words)	Rs. 7000/-

8.1. During the year, all those employees will be eligible for award who have worked in Hindi as per quantity given above. At Corporate Office the payment of award amount will be made from the budget of Rajbhasha Dept. and in the project/power station/ offices the same will be paid form the budget provision of H.R., Dept. of concerned projects/power stations/offices etc. The above award will be provided in the form of Cash/cheque or gifts.

9.0 Management of the scheme:

9.1 This scheme will be conducted independently by Rajbhasha Vibhag, Corporate office at corporate level and in projects/power stations/offices on their own level by concerned Rajbhasha Section/H.R. Division on annual basis.

9.2 The eligible and desirous employees will be made available the record of information regarding noting/drafting in the prescribed preformed to Rajbhasha Vibhag at Corporate office and to Rajbhasha section/H.R. division at concerned projects/power stations/offices.



- 9.3 An assessment Committee will be constituted with the approval of Head of Rajbhasha Vibhag at Corporate office and projects/office head at Project/power stations/offices for taking decision of

award regarding entries received under the above scheme. It will consist of officer incharge of Rajbhasha Vibhag and one officer minimum of Sr. Manager level each from HR, Finance and any Tech. Division. Any change may also take place to constitute the assessment Committee subject to availability of officers. Regarding awards, decision of the assessment committee will be final and payment of award amount will be made by approval of the head of the Rajbhasha Vibhag.

- 9.4 The record of work done in Hindi by the participant during the financial year will be kept on monthly basis in enclosed perform (Annexure-I) which will be verified and countersigned by the next higher officer. At the end of financial year, each participant will send the record of work done in Hindi during the year to Rajbhasha Vibhag of their office through concerned head of dept. within fifteen days i.e. up to 15th April where assessment will be done by the committee.
- 9.5 HOPs/HODs directly sent their claim to concerned Rajbhasha Department at the end of financial year.
- 9.6 The committee mentioned in the above para 9.3, may ask the participants to produce work done in Hindi during the year. Printed material will be considered as work done in Hindi for the purpose of award in this scheme.

10. General:

- 10.1 The Corporation reserves the right to amend/modify or to withdraw completely or any part of this scheme by the approval of Chief Executive Director any time without assigning any reason thereon.



Details of work done during the year for incentive scheme regarding “ Originating Noting/Drafting and other official work in Hindi” inNHDC.

(From 1 st April-----to 31stMarch-----)

1. Name of Applicant employee.....
2. Employee No.....
3. Designation :.....
4. Name of Deptt. and Intercom No.....
5. Mother tongue.....

S. No.	Year	Register/File reference	Work Detail Please mention words used in Hindi in personal claims/other papers along with Hindi noting/drafting during the year and in case of Executives please specify words dictated or used in the notes/drafts approved by them in Hindi.	Signature of controlling officer
1	April			
2	May			
3	June			
4	July			
5	August			
6	September			
7	October			
8	November			
9	December			
10	January			
11	February			
12	March			
		Total No. of Word		

Signature of employee



Application Form

Form regarding submission of claim for Cash Award for originating noting/drafting and other official work in Hindi during the year.....as per the provisions of Para 9.2 and 9.4 of incentive scheme regarding originating noting/drafting and other official work in Hindi as applicable in NHDC.

- 1.Name of Applicant employee.....
- 2.Employee No.....
- 3.Designation:.....
- 4.Name of Dept. and Intercom No.....
- 5.Mother tongue of officer/employee

Declaration

I claim/declare that the quantity of work done in Hindi by me during the financial year.....i.e. 01 April to 31 March is not less than 8,000 (Eight Thousand)/ 10,000 (Ten Thousand) words (whichever is applicable) this information is correct and true as per my best knowledge and belief. I shall submit the concerned record if assessment committee asks for the same.

Signature
Name of employee
Designation
Dated

Forwarding

As per the provision of para 9.4 of the above incentive scheme I myself have observed the record of work done in Hindi by concerned employee and the above claim is true.

Signature of Controlling officer
Designation
Dated

Signature of head of the Dept.
Designation
Dated