

Reso - 201 dt 28/9/92

Item No. 16

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Subject:- Incentives for Hindi Training

Under the Hindi Training Scheme for Central Govt. employees, training in Hindi has also been made compulsory for the employees of Companies, Corporations, etc. under or controlled by the Central Govt. Accordingly, a scheme for Hindi Training of the Class I, Class II and Class III employees of this Port was adopted by Calcutta Port Trust in the year 1982. In line with the facilities and incentives granted by the Central Govt. at the material time for Hindi Training of its own employees, various facilities and incentives were also sanctioned by the Trustees for underqqing Hindi Training by the employees of this Port. A copy of the Trustees' Resolution No.142 dated the 26th April 1982 in this connection is at Appendix-I.

2. The Central Govt. has subsequently revised the rates of various incentives payable to non-Hindi knowing employees on their qualifying under the Hindi Teaching Scheme and the extracts from the O.M. No.12011/5/83-4.L.(D) dated the 29th October 1984 issued in this connection by the Department of Official Language is printed at Appendix-II. Pursuant to these decisions of the Govt., it is proposed that the following facilities and incentives be also granted to the Class I, Class II and Class III employees of this Port for training in Hindi.

A) Facilities :

- (i) No fees will be charged for the training and examinations.
- (ii) Text books will be given free of cost and not taken back.
- (iii) Classes will be conducted during office hours.
- (iv) Travel expenses for attending the classes will be re-imbursed.
- (v) TA/Actual expenses will be given for appearing at the examination.
- (vi) The absence for the days of Hindi examinations will be treated as Special

- (vii) Permission will be given to appear at the examination as private candidate.
- (viii) Entry will be made in the Service Book on passing the prescribed examination.
- (ix) No Income Tax will be levied on the amount comprising cash prizes and lump-sum prizes.

✓(B) Incentives :

- ✓(i) A personal pay equal to the amount of one increment will be allowed for 12 months to:
 - (a) All Class III employees for passing 'Pragya' examination.
 - (b) To those Class III employees for whom 'Praveen' or 'Prabodh' is prescribed as their last requisite examination,
 - (c) To all Class I and Class II Officers for whom 'Praveen' or 'Pragya' is the last requisite examination.
- (ii) Cash awards (for passing the examination with distinction) :

Praveen and Pragya	Prabodh	Eligibility for Cash awards.
Rs.450/-	Rs.300/-	70% or more marks
Rs.300/-	Rs.150/-	60% or more marks
Rs.150/-	Rs. 75/-	55% or more marks

3. In addition to the above facilities and incentives, the Central Govt. also grants lump-sum awards to the employees who pass the examinations through their own efforts. The present rates payable to the Central Govt. employees vis-a-vis that was earlier sanctioned by the Trustees for the employees of this Port for passing various examinations through own efforts are furnished below :-

Name of the examination	Lump-sum awards paid to CPT employees.	Lump-sum awards now paid to Central Govt. employees.
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Prabodh

Rs. 250/-

Rs. 375/-

Re

4. It may be seen from the above that after 1982, the rates of lump-sum awards payable to non-Hindi knowing employees has been enhanced by the Central Govt. by 50% over the initial amount. But this is not considered adequate to motivate employees of this Port to pass the examinations through their own efforts. A very recent statistics shows that as against the total of 12,142 Class I, Class II and Class III employees at Calcutta and Haldia, the number of Officers and Employees who know Hindi and/or are proficient in Hindi is 537 only (they represent around 5% of the total number of employees covered under the Hindi Teaching Scheme). It is, therefore, proposed that for adequate motivation, the lump-sum awards for passing various examinations by the non-Hindi knowing employees of this Port through own efforts be increased as follows :-

- (i) For passing Probodh Examination - Rs. 500/-
- (ii) For passing Praveen Examination - Rs. 750/-
- (iii) For passing Pragya Examination - Rs. 1000/- ✓

5. These lump-sum awards will be payable to the employees in addition to the other facilities as stated above and incentives like personal pay and cash awards at the rates admissible to the Central Govt. employees.

6. The matter is placed before the Trustees for consideration for approval.

Chairman explained the proposal to the Trustees. He stated that sufficient attention had not been paid to the training of CPT employees in various Hindi courses. One of the reasons for such low turn was that the incentives paid were not sufficiently attractive for the employees to appear for the examinations. With a view to motivating the employees, it has been proposed to provide them with facilities and incentives, as mentioned in the proposal, and also to give them lump sum cash awards for passing various examinations. It has been proposed that the cash awards be given to all non-Hindi knowing employees of this Port passing various examinations either through regular training courses provided by CPT or through their own efforts.

The Trustees agreed with Chairman's proposal.

Resolution No.201 - Resolved to sanction the proposal subject to the modification proposed by the Chairman recorded above.

Trustees' 9th Meeting held on 29th August, 2002
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Item No.4 Subject:- Grant of lumpsum award on passing
(Part-I) Hindi typewriting and Hindi Stenography
Examinations under Hindi Teaching
Scheme.

Under the Official languages Act, 1961, training has to be imparted to typists and stenographers in Hindi typing/stenography. The passing of Hindi Stenography Examination is compulsory for all grades of Stenographers, Personal Assistants, etc. Passing of Hindi Typewriting Examination is compulsory for all Typists. Classes are being organized for training Stenographers and Typists in batches.

2. The following cash awards and incentives are payable for Central Government Employees on passing the Examinations of Hindi Typewriting and Hindi Stenography under Hindi Teaching Scheme :-

Cash Awards & Incentives:-

1) Personal Pay

Hindi Typing :- Personal pay equal to the amount of one increment for a period of 12 months granted to the employee on passing the Hindi Typing Examination (Ref.- O.M. No. 12016/2/78-O.L.(D) dated 10th January, 1979).

Hindi Stenography:-

a) Personal pay, equal to the amount of one increment for a period of 12 months granted to the Hindi speaking Stenographers on passing

the Hindi Stenography examination and that increment is absorbed in future increments.

- b) Personal pay granted to stenographers on passing the Hindi Stenography Examination with 90% or more marks.

The stenographers whose mother tongue is not Hindi are granted personal pay, equal to amount of two increments on passing the Hindi stenography examination. These increments will be absorbed in future increments of the concerned employees, who will get personal pay equal to the amount of two increments in first year and after absorption of one increment in the second year. (Ref. O.M. No. 12014/2/76-O.L. (D) dated 2.9.76).

2) Cash Awards:-

The following cash awards are granted according to eligibility for securing good marks in Hindi Typing and Hindi Stenography Examination, for which present rates are as under :-

Hindi Typing

- | | | | |
|----|--|---|----------|
| 1. | On securing 97% or more marks | - | Rs.600/- |
| 2. | On securing 95% or more marks but less than 97% marks. | - | Rs.400/- |
| 3. | On securing 90% or more marks but less than 95% marks. | - | Rs.200/- |

Hindi Stenography:-

- | | | | |
|----|-------------------------------|---|----------|
| 1. | On securing 95% or more marks | - | Rs.600/- |
| 2. | On securing 92% or more marks | - | Rs.400/- |

3. On securing 88% or more marks - Rs.200/-
but less than 92% marks.

**Hindi Incentive Allowance to the Stenographer
and Typist who do their official work in Hindi
apart from English.**

The stenographer & typist who do their work in Hindi apart from English may be given an incentive allowance of Rs.120/- and Rs.100/- per month respectively. This may be sanctioned as per Office Memorandum No.13017/4/90-O.L. dated 28th July, 1998.

3. Approval of the Trustees is required for adoption of the above Government orders for payment of lumpsum award/cash award to those passing Hindi Stenography and Hindi Typewriting Examinations on their own effort.

Shri N.K. Ghosh, FA&CAO, KoPT, on instruction of Chairman explained the proposal to the Trustees and submitted that the proposed grant of lumpsum award were in conformity with the relevant Government orders issued from time to time. He requested the Trustees to kindly sanction the same.

Dr. Debabrata Chowdhury, Trustee, stated that the Government orders issued on the subject should be implemented. He suggested that in future

such orders might be implemented subject to subsequent ratification by the Trustees.

Shri P. Das, Trustee, suggested that Government orders on awards and incentives to encourage use of Hindi in official work should be implemented promptly.

Resolution No.107: Resolved, after discussion, to adopt the Government orders for payment of lumpsum award/cash award for passing Hindi Stenography and Hindi Typewriting Examinations as detailed in the preceding.

Item No.9 Subject : Encouraging proficiency in Hindi.
(Part-I)

During January, 2004, the First Sub-Committee of Committee of Parliament on Official Language inspected Kolkata Port Trust and observed that the awards being given for Hindi related activities should be enhanced. For fulfillment of the assurance given to the Sub-Committee of Committee of Parliament, the entire matter regarding grant of incentives for passing Hindi Examinations, encouraging employees to work in Hindi and giving attractive prizes in different Hindi competitions has been reviewed.

2. The Trustees vide their Resolution No. 201 dated 25th September, 1992 approved of certain facilities and incentives to Class I, II & III employees of KoPT for training in Hindi and passing the exams Probodh, Praveen and Pragya. A copy of the Trustees' Resolution is printed at Appendix-I (Pages No. 72 - 74). It may be seen that as far back as 1992, the Trustees had decided on giving lump sum cash awards for passing Hindi examinations to employees of this port at rates which were higher than the rates prevailing in the Central Govt. to encourage more employees to take the Hindi examinations. The incentives for passing Hindi examinations as approved by the Trustees and the Central Govt. rates are summarised below :-

Lump Sum Award – given for passing the concerned exam.

	Rates approved vide Trustees' Resolution No.201 dated 25.9.92	Central Govt. Rates	
		1992	1995
Probodh	Rs. 500/-	Rs.375/-	Rs.500/-
Praveen	Rs. 750/-	Rs.375/-	Rs.500/-
Pragya	Rs.1000/-	Rs.450/-	Rs.600/-

In addition to the above, the Trustees also approved of grant of cash award for passing the aforementioned examinations with distinction at rates at par with Central Govt. employees. These rates, however, have not been revised though Central govt. rates have been enhanced in the meantime. Details of the extant rates in KoPT and Central Govt. rates are summarised below :-

Cash Award – given for passing the exams with distinction

Eligibility	Praveen & Pragya		Probodh	
	KoPT	Central Govt. (1995)	KoPT	Central Govt. (1995)
70% or more marks	Rs.450/-	Rs.600/-	Rs.300/-	Rs.400/-
60% or more marks (but less than 70%)	Rs.300/-	Rs.400/-	Rs.150/-	Rs.200/-
50% or more marks (but less than 60%)	Rs.150/-	Rs.200/-	Rs. 75/-	Rs.100/-

3. In addition to the incentives for passing Hindi examinations, there is a scheme in the Central Govt. for giving prizes/incentives for doing work in Hindi. A copy of O.M. No. II/12013/3/87-OL(A-2) dated 16th February, 1988 as amended vide O.M. No. II/12013/18/93-OL(Policy 2) dated 16th September, 1998 of Department of Official Language (Ministry of Home Affairs) regarding the incentive scheme is printed at Appendix-II (Pages No. 75 - 77). Under the scheme, those officers/employees who write at least 10,000 words in Hindi in a year in Region C will be eligible for the award, (West Bengal is in Region C). Hindi Officers and Translators who generally do their work in Hindi and Stenographers/Typists covered under some other scheme for encouraging use of Hindi in official work are not eligible to participate. As per the scheme, the competitors will maintain the record of the words written by them everyday in a specified proforma. Each week's record will be verified and counter-signed by

the next higher officer. At the end of one year, every competitor will submit the record of his/her work done in Hindi to an Assessment Committee through the counter-signing officer. The Assessment Committee will assess the work. Wining a prize under the scheme will also be mentioned in the service record of the officers/employees in a suitable form. The prizes in the Central Govt. or Sub-ordinate office of any Department is as follows :-

1 st Prize (2 prizes)	-	Rs.800/- each
2 nd Prize (3 prizes)	-	Rs.400/- each
3 rd Prize (5 prizes)	-	Rs.300/- each

In order to encourage employees to work in Hindi, it is proposed to introduce the incentive scheme prevailing in the Central Govt. for doing work in Hindi for employees of KoPT and award prizes at the rates applicable to Central Govt. employees.

4. The Trustees may be aware that every year many competitions are organised and Hindi fortnight is celebrated with various activities. The prizes in such competitions (essay writing, Hindi noting, handwriting competition, quiz, etc.) carry money value of Rs.300/-, Rs.250/- and Rs.200/- respectively for 1st, 2nd and 3rd position. It has been ascertained that the money value of prizes given by the Ministry of Shipping, Govt. of India for such competitions is Rs.2000/-, Rs.1500/- and Rs.1000/- respectively for 1st, 2nd and 3rd position. Copy of MOS's O.M. No. E-11011/8/2003-Hindi dated 29th August, 2003 is printed at Appendix-III (Pages No. 78 - 81).

5. On review of the existing practice for giving awards in Hindi, it is proposed to fulfil the assurance given to the First Sub-Committee of Committee of Parliament on Official Language by enhancing the prize money and

introducing scheme for encouraging more and more use of Hindi in official work as summarised below :-

- i) Enhancement of cash award for passing Probodh, Praveen and Pragya examinations with distinction to rates at par with Central Govt. as follows :-

Eligibility	Praveen & Pragya		Probodh	
	Existing	Proposed	Existing	Proposed
70% or more marks	Rs.450/-	Rs.600/-	Rs.300/-	Rs.400/-
60% or more marks (but less than 70%)	Rs.300/-	Rs.400/-	Rs.150/-	Rs.200/-
50% or more marks (but less than 60%)	Rs.150/-	Rs.200/-	Rs. 75/-	Rs.100/-

- ii) Introducing incentive scheme for doing work in Hindi as applicable to Central Govt. employees and award of prizes at rates applicable to Central Govt. Sub-ordinate offices as follows :-

	<u>Existing</u>	<u>Proposed</u>
1 st Prize (2 prizes) -	Nil	Rs.800/- each
2 nd Prize (3 prizes) -	Nil	Rs.400/- each
3 rd Prize (5 prizes) -	Nil	Rs.300/- each

- iii) Enhancement of prize money for Hindi competitions to rates at par with those of Ministry of Shipping as follows :-

	<u>Existing</u>	<u>Proposed</u>
1 st Prize (2 prizes) -	Rs.300/-	Rs.2000/-
2 nd Prize (3 prizes) -	Rs.250/-	Rs.1500/-
3 rd Prize (5 prizes) -	Rs.200/-	Rs.1000/-

6. FA & CAO has concurred in the above proposal.
7. Sanction of the Trustees is requested for enhancement of prize money and introducing incentive schemes for doing work in Hindi as proposed above.

Smt. S. Pradhan, Dy. Secretary, KoPT, stated that the proposal was designed in terms of the assurance given to the Sub-Committee of the Parliamentary Committee on Official Language during its last visit to Kolkata Port in January, 2004 and explained the salient features of the same. She requested the Trustees to kindly sanction the proposal.

The Trustees, after discussion, agreed to sanction the proposal.

Resolution No. 132 : Resolved after discussion to sanction the proposal.

KOLKATA PORT TRUST

Administration Department

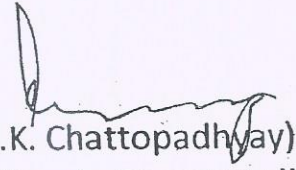
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2nd November, 2012

The Financial Adviser &
Chief Accounts Officer(I/C)

Sub: Proficiency in Hindi

I forward herewith an extract (Resolution No.55) of proceedings of the Trustees Meeting held on 14th September, 2012 on the above subject.


(P.K. Chattopadhyay)
Deputy Secretary-II
For Secretary

Encl: As stated.

Copy to DMD/TM/CVO/CHE/CE/CMO/CME/LA/ LM(I/C)/LA&IRO(I/C)/
CMM(I/C)/DPR(I/C) together with the copy of the above Resolution for information
and necessary action.

Encl: As stated.

Copy to GM(M&S) together with the copy of the above Resolution for
information and necessary action.

Encl: As stated.

Copy to Hindi Officer for information and necessary action for Administration Department including PSO. The enhancement of prize money and other incentives may be brought to the notice of all Hindi Nodal Officers and also HODs through a separate circular. The incentive scheme for doing work in Hindi may be introduced immediately.

मद सं. 18 केओपीटी में हिन्दी भाषा,
(भाग-I) टाइपिंग तथा स्टेनोग्राफी
की परीक्षा पास करने पर
नकद पुरस्कार, एक मुश्त
राशि पुरस्कार तथा
प्रोत्साहन की राशि में
वृद्धि ।

Item No. 18
(Part-I)

**Enhancement of Cash
Awards, Lump sum
Awards and Incentives
for passing Hindi
Language, Typing and
Stenography
Examinations in KoPT.**

The Trustees vide their Resolution No. 201 dated 25th September, 1992 approved of incentives which are a personal pay equal to the amount of one increment for 12 months to Class-I/II & III employees of KoPT for passing last requisite Hindi Language Examination. In addition to this, cash award for passing various Hindi Examinations with distinction and lump sum awards for passing the examinations through their own efforts was also approved. A copy of the Trustees Resolution is printed at Appendix-I (Pages No. 359-368). Subsequently in the year 2002 the amount of cash award was enhanced for passing Hindi Typing and Hindi Stenography examinations with distinction. In the year 2004 also cash award was enhanced for passing Hindi Language Examination with distinction.

Since then the rate of cash award has remained unaltered despite Govt. orders issued twice viz. in the year 2007 and 2011 respectively. A copy each of the said Govt. orders vide (i) OM No.21034/34/2007 OL(Trg.) dated 16.8.2007 and vide (ii) OM No. 21034/66/2010-OI (Trg.) dated 29.07.2011, is printed at Appendix-II and III (Pages No. 369-380) respectively. After scrutiny it is found that the rate of incentives in all categories have been enhanced by Govt. of India both in the year 2007 and 2011, but the same has remained unaltered in KoPT due to non receipt of the Govt. orders in time. The existing incentives for

passing various Hindi Examinations and the Central Govt. rates as per 2007 and 2011 are summarized below:-

(A) Cash award for passing Hindi Language Examination with Distinction

Item No.1	Cash Award for Passing Hindi Language Examinations (Prabodh, Praveen & Pragya) with distinction.	Existing rate of KoPT as per Reso. No.132 dt. 16.8.04 (EXISTING)	Enhanced rate of Central Govt. as per O.M No.21034/34/2007 OL(Trg.) dt. 16.8.07 (w.e.f.21.6.07) (PROPOSED)	Enhanced rate of Central Govt. as per OM 21034/66/2010 -OL (Trg.) dt. 29.7.11 (w.e.f. 29.7.2011) (PROPOSED)
A	PRABODH			
1.	For securing 70% or more marks	Rs 400/-	Rs 800/-	Rs1600/-
2.	For securing 60% or more marks but less than 70%	Rs 200/-	Rs 400/-	Rs 800/-
3.	For securing 55% or more marks but less than 60%	Rs100/-	Rs 200/-	Rs 400/-
B	PRAVEEN			
1.	For securing 70% or more marks	Rs 600/-	Rs1200/-	Rs1800/-
2.	For securing 60% or more marks but less than 70%	Rs 400/-	Rs 800/-	Rs1200/-
3.	For securing 55% or more marks but less than 60%	Rs 200/-	Rs 400/-	Rs 600/-

C	PRAGYA			
1.	For securing 70% or more marks	Rs 600/-	Rs1200/-	Rs2400/-
2.	For securing 60% or more marks but less than 70%	Rs 400/-	Rs 800/-	Rs1600/-
3.	For securing 55% or more marks but less than 60%	Rs 200/-	Rs 400/-	Rs 800/-

(B) Cash award for passing Hindi Typing & Stenography Examinations with distinction

Item No.2	Cash Award for Passing Hindi Typing & Stenography Examinations with distinction.	Existing rate of KoPT as per Reso. No.107 dt. 29.8.02 (EXISTING)	Enhanced rate of Central Govt. as per O.M No.- 21034/34/2007 OL(Trg.) dt.16.8.07 (w.e.f. 21.6.2007) (PROPOSED)	Enhanced rate of Central Govt. as per O.M No.21034/66/2 010-OL(Trg.) dt. 29.7.11 (w.e.f. 29.7.2011) (PROPOSED)
A	HINDI TYPING			
1.	97% or more marks	Rs600/-	Rs1200/-	Rs2400/-
2.	95% or more marks but less than 97% marks	Rs 400/-	Rs 800/-	Rs1600/-
3.	90% or more marks but less than 95% marks	Rs 200/-	Rs 400/-	Rs 800/-

B HINDI STENOGRAPHY				
1.	95% or more marks	Rs 600/-	Rs 1200/-	Rs 2400/-
2.	92% or more marks but less than 95% marks	Rs 400/-	Rs 800/-	Rs 1600/-
3.	88% or more marks but less than 92% marks	Rs 200/-	Rs 400/-	Rs 800/-

(C) Lumpsum award for passing Hindi Language Examinations through own efforts

Item No.3	Lump sum Award for Passing Hindi Language examinations (Prabodh, Praveen & Pragya) as well as Hindi Typing & Stenography Examinations of the Hindi Teaching Scheme <u>through own efforts.</u>	Existing rate of KoPT as per Reso. No.201 dt. 25.09.1992	Enhanced rate of Central Govt. as per O.M No.21034/34/2007 OL(Trg.) dt. 16.8.07 <u>(w.e.f.21.6.07)</u>	Enhanced rate of Central Govt. as per OM 21034/66/2010 -OL (Trg.) dt. 29.7.11 <u>(w.e.f. 29.7.2011)</u>
		(EXISTING)	(PROPOSED)	(PROPOSED)
1	Prabodh Examination of the Hindi Teaching Scheme	Rs 500/-	Rs 1000/-	Rs 1600/-
2.	Praveen Examination of the Hindi Teaching Scheme	Rs 750/-	Rs 1000/-	Rs 1500/-
3.	Pragya Examination of the Hindi Teaching Scheme	Rs 1000/-	Rs 1200/-	Rs 2400/-
4.	Hindi Typewriting Examination of the Hindi Teaching Scheme	Rs 150/-	Rs 800/-	Rs 1600/-

5.	Hindi Stenography Examination of the Hindi Teaching Scheme	Rs 300/-	Rs 1500/-	Rs 3000/-
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Remarks: 1) The Lump sum Awards are granted in addition to personal pay and the Cash Awards.

2) The candidates who qualify the Hindi Language, Typewriting and Stenography Examinations of Hindi Teaching Scheme through own efforts will be eligible for the above mentioned benefits even if they secure 5% less marks than the prescribed percentage, while granting them the Cash Award in addition to Lump sum Award.

3. On review of the existing practice and in order to encourage employees to work in Hindi more, it is proposed to implement the enhanced rate as per Central Govt. directive w.e.f. 21.6.2007 and 29.7.2011 respectively, keeping all other terms and conditions same as mentioned in the Resolutions of the Trustees passed earlier.

4. FA&CAO(I/C) has concurred in the above proposal.

5. Sanction of the Trustees is requested for enhancement of the aforementioned incentive rates w.e.f. 21.6.2007 and 29.7.2011 respectively as proposed above.

Secretary (I/C) explained the proposal to the Trustees and mentioned that enhancement of the amount of award was proposed in line with the Govt. orders.

The Trustees after detailed discussion agreed to sanction the same.

संकल्प सं. 55 : विचार-विमर्श के पश्चात,
प्रस्ताव को मंजूरी दे दी गई ।

Resolution No. 55 : Resolved, after
discussion, to sanction the proposal.