



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] 30/04/2013	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] 30/11 of the succeeding year	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	2	2	2	1
			[3.1.2] No. of Short term Programmes	Number	1.50	3	3	2	1	--
		[3.2] Hindi language learning through correspondence courses	[3.2.1] No. of Programmes	Number	1.50	1	--	--	--	--
		[3.3] Long term and Short term Training in Hindi Typewriting/Word Processing on computers	[3.3.1] No. of Long term Programmes	Number	0.75	2	2	2	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	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	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	2	2	1	1
		[3.5] Training in Hindi Stenography	[3.5.1] No. of Long term Programmes	Number	0.50	3	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] 31/01/2014	Date	0.75	31/01/2014	15/02/2014	28/02/2014	15/03/2014	31/03/2014
[4] To impart training at induction level and in service training in translation.	4.00	[4.1] Long/Medium/Short term training in translation	[4.1.1] No. of Programmes	Number	2.00	40	35	30	25	20
		[4.2] Evaluation of the training programmes by CTB	[4.2.1] 31/01/2014	Date	2.00	31/01/2014	15/02/2014	28/02/2014	15/03/2014	31/03/2014
[5] To provide authentic translation of English documents.	8.00	[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

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%
[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] 31/12/2013	Date	2.50	31/12/2013	31/01/2014	28/02/2014	15/03/2014	31/03/2014
		[6.2] Reconstitution of Kendriya Hindi Samiti	[6.2.1] 31/12/2013	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

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%
		[7.6] Monitoring the targets fixed in Annual Programme through Inspection	[7.6.1] 1800 in a year	Number	3.00	1800	1600	1400	1200	1000
[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	[8.1] Submission of proposal for rationalization and management of cadres of CHTI, CTB and RIOs	[8.1.1] 31/12/2013	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] 31/03/2014	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 ss	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-Mahashabadkosh : Education, Sports, Culture, Railway, Commerce, Social Welfare and Science & Technology Domains	Timeline ss	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	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	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
* Improving Internal Efficiency/Responsiveness/ Transparency/Service delivery of Ministry/Department.	6.00	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
		Independent Audit of implementation of Citizens'/Clients' Charter (CCC)	% of implementation	%	2.0	100	95	90	85	80
		Independent Audit of implementation of Public Grievance Redressal System	% of implementation	%	2.0	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	Timely submission	Date	1.0	01/10/2013	15/10/2013	30/10/2013	10/11/2013	20/11/2013

* 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%
		ARC recommendations								

* 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	Date	09/02/2012	22/02/2013	31/12/2013	31/12/2014	31/12/2015
		[1.2.2] Remaining two by 15th March, 2014	Date	16/03/2012	22/03/2013	15/03/2014	15/03/2015	15/03/2016
[2] To provide direction and guidance to the said entities of the Central Government for the use of Hindi.	[2.1] Preparation of Annual Programme,	[2.1.1] 30/04/2013	Date	25/05/2011	16/03/2013	30/04/2013	30/04/2014	30/04/2015
	[2.2] Preparation of Annual Assessment Report.	[2.2.1] 30/11 of the succeeding year	Date	31/08/2011	--	30/11/2013	30/11/2014	30/11/2015
[3] To impart training at induction level and in-service training in Hindi language, Typing/Shorthand and IT tools.	[3.1] Long/ short-term (intensive) training in Hindi language learning	[3.1.1] No. of Long term Programmes	Number	5	--	2	2	2
		[3.1.2] No. of Short term Programmes	Number	--	--	3	3	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	Number	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	--	100	100	100
	[3.7] Workshops/Orientation programmes/Refresher programmes/Training for Trainers	[3.7.1] No. of Programmes	Number	68	--	46	46	46
	[3.8] Evaluation of the Training Programmes by CHTI	[3.8.1] 31/01/2014	Date	--	--	31/01/2014	31/01/2015	31/01/2016
[4] To impart training at induction level and in service training in translation.	[4.1] Long/Medium/Short term training in translation	[4.1.1] No. of Programmes	Number	40	--	40	40	40

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
	[4.2] Evaluation of the training programmes by CTB	[4.2.1] 31/01/2014	Date	--	--	31/01/2014	31/03/2015	31/03/2016
[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	--	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] 31/12/2013	Date	--	--	31/12/2013	--	--
	[6.2] Reconstitution of Kendriya Hindi Samiti	[6.2.1] 31/12/2013	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	--	--	20	--	--

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	--	--	1	--	--
	[7.3] Conducting meetings of COLICs	[7.3.1] 1 meeting in a year	Number	--	--	--	--	--
	[7.4] Constitution of TOLICs	[7.4.1] 6 New TOLICs	Number	--	--	5	--	--
	[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	--	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] 31/12/2013	Date	20/07/2011	--	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
	[8.2] Revision of recruitment rules for qualitative augmentation in CSOLS, CHTI, CTB and RIOs	[8.2.1] 31/03/2014	Date	--	--	31/03/2014	--	--
[9] Promotion of ICT applications in the use of Official Language	[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-Mahashabadkosh : Education, Sports, Culture, Railway, Commerce, Social Welfare and Science & Technology Domains	Timelines	--	--	31/03/2014	--	--
		[9.2.2] Improvement in Mantra-Rajbhasha (English to Hindi Translation Tools)	Timelines	--	--	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	--	--
	Timely submission of Result for 2012-13	On-time submission	Date	30/04/2012	--	02/05/2013	--	--
* Improving Internal Efficiency/Responsiveness/ Transparency/Service delivery of Ministry/Department.	Update departmental strategy to align with 12th Plan priorities	Timely updation of the strategy	Date	--	--	10/09/2013	--	--

* 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
	Independent Audit of implementation of Citizens'/Clients' Charter (CCC)	% of implementation	%	--	--	95	--	--
	Independent Audit of implementation of Public Grievance Redressal System	% of implementation	%	--	--	95	--	--
* Administrative Reforms	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	--	--

* 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

Section 4: Acronym

Sl.No	Acronym	Description
7	KHS	Kendriya Hindi Samiti
8	MACP	Modified Assured Career Progression
9	RIO	Regional Implementation Office
10	RTI	Right to Information Act
11	SSC	Staff Selection Commission
12	TOLICS	Town Official Language Implementation Committees

Section 4: Acronym

Sl.No	Acronym	Description
13	UPSC	Union Public Service Commission
14	ZFF	Zonal Felicitation Functions

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

SI.No	Success indicator	Description	Definition	Measurement	General Comments
1	[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	
2	[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.			
3	[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 .		
4	[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		
5	[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		

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

SI.No	Success indicator	Description	Definition	Measurement	General Comments
6	[1.1.1] Hindi Day Celebration	The Hindi Day is celebrated on 14th September every year is to be taken up in a time bound manner hence the success indicator is defined in terms of date/time lines.	Hindi Day		
7	[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 organing various training programme and hence the success indicator is defined in terms of numbers.
8	[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		The quantity of translation can be measured in terms of no. of pages and also the training programmes
9	[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

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		Ministry	Ministry of Home Affairs	[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 toill 2015-16 reaching a level of 5% by 2015-16	Percenta	3	3.5	4	4.5	5