

**HINDI SECTION
SAFDARJANG HOSPITAL
NEW DELHI**

This Hospital is a subordinate office of Directorate General of Health Services and is under administrative control of Ministry of Health & Family Welfare, New Delhi. It is situated in Region 'A' and comes under the category of operational office. Hindi Section of Safdarjang Hospital perform the duty of implementation of provisions related to Official Language in the Constitution and different provisions of the Official Languages Act, 1963 in the Hospital. The Section executes various important work in pursuance of orders issued by Official Language, Ministry of Home Affairs, Government of India from time to time. The Section also performs various work related to the implementation of Official Language Policy and organizing Hindi workshops, Hindi fortnight/month etc. This office is notified office under Rule 10(4) of Official Language Rules, 1976. Main objective of Hindi Section is to promote progressive use of Hindi.

At present, Sh. Arvind Pareek, Senior Translator is looking after the work of the post of Assistant Director (Official Language) in the Hindi Section of this hospital.

Present position of Hindi Staff :-

1. Dr. Mukul Sinha, Officer Incharge Hindi Section
2. Sh. Arvind Pareek, Sr. Translator
3. Sh. Vinay Kumar Garg, Jr. Translator
4. Sh. Subhash Chandra, Jr. Translator
5. Sh. Mahesh Chand, Jr. Translator
6. Smt. Geeta, MTS
7. Sh. Shashikant, Nursing Attendant
8. Sh. Veer Singh, Hindi Typist (Outsourced)

All the posts mentioned above are filled as per Official Language Rules. In which One post of Asstt. Director (Official Language) & Two posts Hindi Typist/L.D.C. are lying vacant.

Hindi Section works to achieve the target prescribed by Official Language Department as per Annual Programme in the following manner :-

1. Publicity of Hindi language.
2. Provide information regarding constitutional and legal provision of official language.
3. Issue orders regarding Official Language Policy.
4. Implement incentive schemes.
5. Provide training regarding Hindi Language, Hindi Typing & Stenography.

6. Preparation of quarterly, half yearly & yearly progressive use of hindi reports.
7. Organize meeting of Official Language Implementation Committee, review the position of Hindi work and take necessary action.
8. Translation Work.

Inspection Committee

A four member Inspection Committee has been constituted to ensure implementation of Official Language at the hospital level. To know the position of progressive use of Hindi, this Committee inspect some selected sections & submit its report to Medical Superintendent.

Assistance in progressive use of official language by Hindi Section :-

Besides this, for promotion & publicity of Official Language, all concerned are motivated & provided with all possible help as under :-

1. Use of Hindi in correspondence.
2. Use of both Hindi & English language for prescribed purpose.
3. Issue of Name Plates, Notice Boards, Rubber Stamps, Register, Letter Head, Govt. Advertisement etc. in bilingual form.
4. Ratio of Devnagari Typewriter, Hindi Typist & Stenographers.
5. Use of Hindi in Training Courses.
6. Entry in Hindi in Service Book.
7. Organize Hindi Day/Week.
8. Organize Hindi workshop.

Library

There is a small library of Hindi Books/Magazines in Hindi Section. In the Library there are approx. 386 books of different writers/ literatures on different subject like biography, humor, stories, poetry, novels etc. Besides this all the Hindi Newspapers & Magazines like Kadambini, Aajkal, Grahshobha, Sarita, Mukta, India Today, Suman Saurabh, Nandan, Champak, etc. total 20 (Twenty) types of, are being purchased regularly.

Oral Conversation

Medical, Para-Medical, Technical & other staff talk in Hindi with patients/public.