

REVIEW OF THE POSTS OF TRANSLATOR ON CENTRAL RAILWAY

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SYNOPSIS OF THE STUDY

Study Number	: - WSCR/Rajbhasha/HQ/01/18-19
Name of Study	: -Review of the Posts of Translator on Central Railway.
Approved by	: - AGM
Department	: - Rajbhasha
Division	: - Head Quarter
Date of Commencement	: - 17.08.2018
Date of Completion	: - 18.01.2019
Date of Submission	: - 06.03.2019
No. of Recommendations	: - 01
Sanctioned Strength (Gr. C)	: - 72
No. of staff studied. (Gr. C)	: - 48
No. of vacancies. (Gr. C)	: - 24
No. of posts identified surplus (Gr. C)	: - 24
Financial Implication (Tentative)	: - 23198688/-

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ACKNOWLEDGEMENT

The work-study team takes this opportunity to express hearty thanks to Shri Bipin Pawar, Dy. General Manager (Rajbhasha), Shri Ram Prasad Shukla, Sr. Rajbhasha Adhikari, Shri Girish G. Chitale Sr. Translator for the valuable guidance provided by them for successful completion of study.

The work study team also likes to thanks all Sr. Translators, Junior Translators for the guidance rendered to the work study team for completion of the study. The work-study team is also thankful to other staff of all division, workshop that rendered guidance to the team in conducting the study.

AUTHORITY AND TERM OF REFERENCE

The work-study on “Review of the Posts of Translator on Central Railway” has been included in work-study Program 2018-19 with No. G. 250/ WSCR/Rajbhasha/HQ/01/18-19.

The term of reference for the given work-study is “Review of the Posts of Translator on Central Railway.”

METHODOLOGY

The work-study team has adopted the strategy as under:-

1. Collection of data of details of existing staff strength, workload, allotment of duties, existing/new procedures to carry out the work etc.
2. Discussion of details with Rajbhasha Officer and Translators regarding existing scenario.
3. Critical analysis of the data collected and working out need based requirement of staff.
4. Working out financial implications involved in saving as a result of surplus man power.

SUMMARY OF RECOMDATIONS & SUGGESTIONS

Sl	RECOMDATIONS AND SUGGESTIONS	Page No.
1.	Suggestion: - It is suggested that the Translators posted at various departments and depots may be centralised at respective Rajbhasha Vibhag.	14
2.	Recommendation: - It is recommended that 24 posts of Translator Staff may be surrendered.	14

The introduction of the Official Language Department and the implementation of Constitutional and Legal Arrangements related to the official language of the state was established in 1975 as a separate department of the home ministry for promoting the use of Hindi in the official functioning of the Union. At the same time, the Department of Labor has been trying to increase the progressive use of the Government in the official functioning of the Union. Duties of the Official Language Department are as follows:

- ❖ In the Constitution, the provisions relating to the Official Language and the provisions of the Official Language Act, 1963, except for those provisions, the zodiac function was handed over to any other department.
- ❖ According to the provisions of the Official Language Convention, 1968, the program is prepared for the promotion and progressive use of the official language of the state government offices and public sector banks / undertakings and for implementation of the targets and programs of the official language program in the program. A national value report on progress is made on the date of the two days of the session.
- ❖ Using the powers conferred under the Official Language Act, 1963, the Official Language Act, 1976 has been enacted to make the compliance of Official Language Policy in the offices of Central Government. According to these rules the country has been divided in the following three areas on linguistic basis.

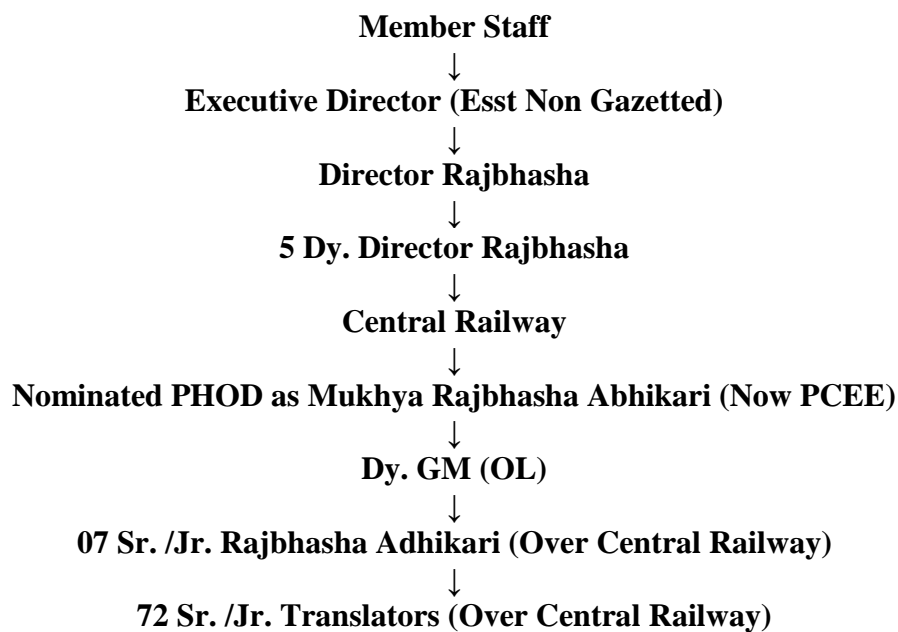
- (i) 'Zone A' Himachal Pradesh, Madhya Pradesh, Chhattisgarh, Jharkhand, Uttaranchand State and Uttar Pradesh and the Andaman and Nicobar Islands, Union Territory.
- (ii) 'Zone B' in Gujarat, Maharashtra and Punjab State and Chandigarh, Daman and Div and Dadra and Nagar are Union Territories.
- (iii) 'Zone C'. In the field 'C', other than the States and Union Territories of the States not covered under 'Zone A & B'

- ❖ The pre-eminence of nationalism to authorise the limited experiment of any other language in the language of the High Court in English language.
- ❖ Central Accountability for all the cases related to the progress of Hindi education and the letters of the teachers and other issues related to the teachers and the progressive use of Hindi as the official language of the Union.
- ❖ In all cases relating to the use of Hindi as the official language of the Union, which includes administrative terminology, text description, textbook, training course and the requisite equipment for them (including mock-ups).
- ❖ Group and Connection Management of the Central Secretariat Official Language Service.
- ❖ Matters relating to the Central Housing Committee (its sub-committee's support).
- ❖ Work related to related information related to social welfare arrangements established by various Ministries / Departments.
- ❖ Issues relating to the Central Bureau of Investigation.
- ❖ Matters relating to the National Education Training Institute of Hindi Education Scheme.
- ❖ Matters relating to Regional Office Offices.
- ❖ Matters relating to Parliamentary Official Language Committee.

'Since Railway covers the major part of country which covers all linguistic zones i.e. 'A', 'B' and 'C' and to comply the provisions of Official Language Act, 1963 and Official Language Act,

1976 (Use for official purposes of the Union) affectively, Railway having separate department
'Official Language' i.e. "राजभाषा"

On Railways Head of Rajbhasha organisation is Member Staff. The organisational chart of Rajbhasha Organisation on Railways is as under:-



The Rajbhasha Department Central Railway is functioning under the administrative control of nominated PHOD i.e. PCEE as Mukhya Rajbhasha Adhikari who is assisted by fulltime Dy.GM (OL) Rajbhasha Adhikari, 07 Rajbhasha Adhikari with 72 Sr./Jr. Translator. This Department is catering all the Office Language work of entire Central Railway for effective compliance of Official Language Act, 1963.

The following work is being performed by Rajbhasha Vibhag:--

- Various Training Programs and its reports.
- Data collection for various Shields, Trophies, Medals.
- All Awards including individual Awards.
- Collection of data for Monthly, Quarterly, Half Yearly, Yearly Reports and its preparations.
- Various Correspondences.
- Organisation of Hindi /Dictation Workshops.
- Hindi Divas, Rajbhasha Week and various competitions.
- Purchase of literature material.
- Publication of Hindi Patrika.
- Inspections of various office and depot.
- Rajbhasha Parliamentary Committee Meetings.
- Nagar Rajbhasha Implementation Committee.
- Translation of documents, Circulars, letters, notifications, booklets, note and other material being ask to translate by various executives.

The Translators posted at following Dept, Divns, workshops...

- 🏠 13 departments at Head Quarters i.e. General, Accounts, Audit, Electricals, CAO/C, Engineering, Mechanical, Operating, Personnel, Signal & Telecommunications, Safety, Stores, Security.
- 🏠 05 divisions viz BB, BSL, NGP, SUR and PA
- 🏠 07 Workshops i.e. Parel, Matunga, S&T BY, TMW Nasik Road, CEW MMR, ELW BSL, KWV.
- 🏠 01 Training Institutes i.e. ZRTI BSL

The summary of Departments, Divisions and workshops wise distribution of Translators are as under:-

Sl	Hq/Divn/W/shop	Category	SS	MOR	Vacancy
1.	HQ	Sr. Translator	13	12	1
		Jr. Translator	10	3	7
2.	Mumbai Division	Sr. Translator	2	2	0
		Jr. Translator	4	2	2
3.	Bhusawal Division	Sr. Translator	1	1	0
		Jr. Translator	4	2	2
4.	Solapur Division	Sr. Translator	2	2	0
		Jr. Translator	4	2	2
5.	Nagpur Division	Sr. Translator	2	2	0
		Jr. Translator	4	2	2

6.	Pune Division	Sr. Translator	2	2	0
		Jr. Translator	4	3	1
7.	Byculla Press/Hospital/Workshop	Sr. Translator	0	0	0
		Jr. Translator	1	1	0
8.	Parel Workshop	Sr. Translator	1	1	0
		Jr. Translator	1	0	1
9.	Matunga Workshop	Sr. Translator	1	1	0
		Jr. Translator	1	0	1
10.	POH Bhusawal	Sr. Translator	1	1	0
		Jr. Translator	0	0	0
11.	TMW NKRD	Sr. Translator	0	0	0
		Jr. Translator	1	1	0
12.	Manmad Workshop	Sr. Translator	0	0	0
		Jr. Translator	1	1	0
13.	Kurduwadi Workshop	Sr. Translator	0	0	0
		Jr. Translator	1	0	1
14.	IRICEN, PA	Sr. Translator	1	1	0
		Jr. Translator	1	1	0
15.	IRIEEN, NKRD	Sr. Translator	1	0	1
		Jr. Translator	1	1	0
16.	ZRTI, BSL	Sr. Translator	1	1	0
		Jr. Translator	0	0	0
17.	DSL Loco Shed, PA	Sr. Translator	0	0	0
		Jr. Translator	1	1	0
18.	RCT Mumbai	Sr. Translator	0	0	0
		Jr. Translator	1	0	1
19.	DSL Loco Shed Kalyan	Sr. Translator	0	0	0
		Jr. Translator	1	0	1
20.	Sr. Station Manager, Mumbai	Sr. Translator	0	0	0
		Jr. Translator	1	0	1
21.	Electric Loco Shed Ajani	Sr. Translator	1	1	0
		Jr. Translator	0	0	0
22.	Station Manager, Pune	Sr. Translator	0	0	0
		Jr. Translator	1	1	0
		Total	72	48	24

Over All position of Translators of Rajbhasha Department, Central Railway:-

Category	Sanction Strength	Man On Roll	Vacancy
Sr. Translator	29	27	02
Jr. Translator	43	21	22
Total	72	48	24

The Quarterly Report of Rajbhasha Vibhag is consists of following headings:-

राजभाषा अधिनियम की धारा 3(3), हिंदी में पत्रों के उत्तर, अंग्रेजी में प्राप्त पत्रों के उत्तर, हिंदी में मूल पत्राचार, अधिकारी/कर्मचारी के हिंदी ज्ञान की स्थिति, हिंदी जानने वाले अधिकारी/कर्मचारियों द्वारा हिंदी में काम, तिमाही के दौरान दी गई डिक्टेशन, फायलो पर हिंदी में टिप्पणी/नोटिंग.

The monthly, quarterly, yearly reports of Rajbhasha Vibhag is all about the details of use and progress of Rajbhasha at various level and department as per provision of Official Language Act

and not about work of translators. This data is also being given by concern department in prescribe one format.

There is no column about the work of translation being done by translator.

As such the details of work of **translation** being done by translators on Central Railway are collected, the summery of which is as under:-

Office and numbers of translator	Year	Numbers of Documents/pages translated during the year
HQ – 04	2018-19	2254
	2017-18	2086
	2016-17	1414
Gen Admn – 01	2018-19	840
	2017-18	960
	2016-17	980
PCOM - 01	2018-19	198
	2017-18	327
	2016-17	319
PCME - 01	2018-19	289
	2017-18	329
	2016-17	334
PCSTE + PCMD - 01	2018-19	875+875 = 1750
	2017-18	931+993 = 1924
	2016-17	902+987 = 1889
PCSC - 01	2018-19	354
	2017-18	492
	2016-17	479
PCEE – 01	2018-19	216
	2017-18	384
	2016-17	456
PCCM – 01	2018-19	112
	2017-18	063
	2016-17	100
CAO (const) - 01	2018-19	182
	2017-18	399
	2016-17	375
DRM/BSL - 04	2018-19	1245
	2017-18	1450
	2016-17	1560
DRM/SUR - 04	2018-19	1705
	2017-18	1890
	2016-17	2000
DRM/PA - 07	2018-19	477
	2017-18	684
	2016-17	547
CWM/PR - 01	2018-19	190
	2017-18	235
	2016-17	195
CWM/MTN - 01	2018-19	459
	2017-18	586
	2016-17	550

DRM(P) BB - 01	2018-19	520
	2017-18	760
	2016-17	650
Dy.CME/KWV – 01	2018-19	37
	2017-18	42
	2016-17	49
CEW MMR - 01	2018-19	790
	2017-18	750
	2016-17	715
TMW NKRD – 01	2018-19	1002
	2017-18	918
	2016-17	875

As stated on page 08 and from the duty list of Translator of Head Quarter the translator, the following work is being performed by Translators.

- Various Training Programs and its reports.
- Data collection for various Shields, Trophies, Medals.
- All Awards including individual Awards.
- Collection of data for Monthly, Quarterly, Half Yearly, Yearly Reports and its preparations.
- Various Correspondences.
- Organisation of Hindi /Dictation Workshops.
- Hindi Divas, Rajbhasha Week and various competitions.
- Purchase of literature material.
- Publication of Hindi Patrika.
- Inspections of various office and depot.
- Rajbhasha Parliamentary Committee Meetings.
- Nagar Rajbhasha Implementation Committee Meetings.

This is existing scenario of Rajbhasha Vibhag Central Railway.

Work Study team after collection of data of details of existing staff strength, their workload, allotment of duties, discussion in details with the Rajabhasha Officers and Translators of Rajbhasha Department, relative information from web site etc it is concluded that :-

The post of Translator is formally designated as राजभाषा सहायक, the designation of राजभाषा सहायक is changed to Translator but their work is same as it was, which is as under.

- Organising and participation in various Rajbhasha Training Programs and its reports.
- Data collection for various Shields, Trophies, Medals and arrangement of that programme.
- All Awards including individual Awards.
- Collection of data for Monthly, Quarterly, Half Yearly, Yearly Reports and its preparations.
- Various Correspondences.
- Organisation of Hindi /Dictation Workshops.
- Hindi Divas, Rajbhasha Week and various competitions.
- Purchase of literature material.
- Publication of Hindi Patrika.
- Inspections of various office and depot for use, progress and promotion of Rajbhasha.
- Rajbhasha Parliamentary Committee Meetings.
- Nagar Rajbhasha Implementation Committee.
- Translation of documents, Circulars, letters, notifications, booklets, note and other material being ask to translate by various executives.

As clarified in Chapter 02 that the Monthly, Quarterly, Yearly Reports of Rajbhasha Vibhag are all about the details of use and progress of Office Language/Rajbhasha at various level and not about performance of Translators. This data is submitted by concerned department in prescribe format, which get compiled by Translator at Divisional, extra divisional and zonal levels for onward submission to Railway Board.

The analysis data of translation work being performed by translators are as under:-

Office and numbers of translator	Year	Numbers of Documents/pages translated during the year	Approx. Documents translated per day/per translator (Total pages/ translator/ working days)
HQ – 04	2018-19	2254	03
	2017-18	2086	02
	2016-17	1414	01
Gen Admn – 01	2018-19	840	03
	2017-18	960	04
	2016-17	980	04
PCOM - 01	2018-19	198	01
	2017-18	327	01
	2016-17	319	01
PCME - 01	2018-19	289	01
	2017-18	329	01
	2016-17	334	01
PCSTE + PCMD - 01	2018-19	875+875 = 1750	07
	2017-18	931+993 = 1924	08
	2016-17	902+987 = 1889	08

PCSC - 01	2018-19	354	01
	2017-18	492	02
	2016-17	479	02
PCEE – 01	2018-19	216	01
	2017-18	384	02
	2016-17	456	02
PCCM – 01	2018-19	108	-1
	2017-18	063	-1
	2016-17	101	-1
CAO (const) 01	2018-19	182	01
	2017-18	399	02
	2016-17	375	02
DRM/BSL - 04	2018-19	1245	01
	2017-18	1450	01
	2016-17	1560	02
DRM/SUR - 04	2018-19	1705	02
	2017-18	1890	02
	2016-17	2000	02
DRM/PA - 07	2018-19	477	-1
	2017-18	684	-1
	2016-17	547	-1
CWM/PR - 01	2018-19	190	01
	2017-18	235	01
	2016-17	195	01
CWM/MTN - 01	2018-19	459	02
	2017-18	586	02
	2016-17	550	02
DRM(P) BB - 01	2018-19	520	02
	2017-18	760	03
	2016-17	650	03
Dy. CME/ KWV – 01	2018-19	37	-1
	2017-18	42	-1
	2016-17	49	-1
CEW MMR - 01	2018-19	790	03
	2017-18	750	03
	2016-17	715	03
TMW NKRD – 01	2018-19	1002	04
	2017-18	918	04
	2016-17	875	04

From above it is seen that the translation is least work for translators they are mainly performing the duties for promotion and use of Rajbhasha.

For translation - In the changing scenarios of technology the work of translation can be performed by using online/offline translator/convertor software, such as google translator, Microsoft translator, Hindi-English Translator, English-Hindi Translator, iTranslate, Hi Translate etc free App/Software are available.

These Translation Tools can be adopted on Railways also.

Rajbhasha Vibhag Railway Board has also facilitated with the App 'रेल राजभाषा' for mobile for day to day work.

MANTRA-Rajbhasha is a Machine assisted Translation Tool, which translates documents pertaining to Personnel Administration, Finance, Small Scale Industries, Agriculture, Information Technology, HealthCare, Education and Banking domains from English to Hindi. The system is developed by C-DAC, Pune and sponsored by the Department of Official Language (DOL), Ministry of Home Affairs, Government of India, Mantra-Rajbhasha has been developed as Standalone, Intranet and Internet versions. MANTRA-Rajbhasha has been designed to assist the various Departments and Ministries of the Government of India to procure quick and standard Hindi translations.

The translators attached to various departments are mainly utilised for translation work, which is quantitatively very less, the available workload can be manage by less than fifty percent of existing staff. The translators with various department and depots can be centralised and the work of translation whenever occurs can be caters by translators posted in divisional and head quarter Rajbhasha offices.

As such translation work is one of the work for translators, which is the least one and other work as mentioned in para 2 above, performed by these staff is of periodic and prototype in nature moreover there is no yard stick, norms prescribed for translator or transmission of documents.

Also Railway Board vide letter no. Hindi2013/OL1/3/1 dated 28/12/2017 advised that wherever required Translators can be hired.

Therefore, on the basis of above observations and analysis, work study team is of the opinion that the present workload can be catered by existing available manpower i.e. 48 staff, which is found need based and justified. Hence the 24 posts of Translators found redundant, may be surrendered.

Suggestion: - It is suggested that the Translators posted at various departments and depots may be centralised at respective Rajbhasha Vibhag.

Recommendation: - It is recommended that 24 posts of Translators found redundant, may be surrendered.
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CHAPTER 4

FINANCIAL IMPLICATION

The tentative financial implication due to surrender of posts as on **January 2019** (DA9%) will be as under,

Designation	No of Posts	Pay Band	Grade Pay	Mean Value Pay (Monthly)	Mean Value Pay (2X5)	Total Money Value Per year (6X12 months)
1	2	3	4	5	6	7
Jr. Translator	24	5200-20200	4200 Level 6	80551	1933224	23198688
Total	24				Total	23198688

Note: - The above financial implication is subject to actual surrender of posts.

END OF STUDY